

FCI LORETTO

Inmate Admission and Orientation Handbook

U.S. Department of Justice
Federal Bureau of Prisons

Federal Correctional Institution
PO Box 1000
Cresson, Pa 16630
Phone: (814) 472-4140



Mission Statement

Corrections professionals who foster a humane and secure environment and ensure public safety by preparing individuals for successful reentry into our communities.



General Information	3
Location.....	3
Emergency Telephone Number.....	3
Intake Screening.....	3
Clothing Issue	3
Institution Rules	4
Sanitation Standards.....	5
Daily Schedule	7
Admission and Orientation	7
Unit Teams.....	8
Work Assignments	8
Performance Pay	9
Sanitation	9
Laundry.....	10
Grooming	10
Personal Property.....	10
Televisions.....	10
Telephones	11
Visiting	11
Smoking.....	14
Unit Management.....	14
Initial Classification/Program Reviews	14
Residential Re-entry Centers (RRC) and Home Confinement (HC).....	15
Communication	15
Financial Responsibility Program (FRP).....	15
Release of Information.....	16
Administrative Remedy Process	16
Health Services	18
Psychology Services.....	23
Sexually Abusive Behavior Prevention and Intervention	30
Inmate Programming.....	35
Education Department.....	35
Recreation Department.....	37
Religious Services	38
Correctional and Disciplinary Issues.....	38
Correctional Systems	41
Mail.....	41
Safety	46
Food Service.....	46
Trust Fund and Commissary	47
Facilities	47
Inmate Reentry and Inmate Skills Development.....	49
Attachments:	
Special Mail Notice.....	52
Notice of Advisement	53
Summary of Inmate Discipline System.....	54
Prohibited Acts and Available Sanctions	58



INTRODUCTION

The intent of this handbook is to provide all incoming inmates, to include transfers from other institutions, with a general overview of FCI Loretto. In the pages that follow, you will learn about the daily routine at this facility; the various programs and services available; the disciplinary process; and your rights and responsibilities. Shortly after your arrival, you will also be required to participate in a one-day Admission & Orientation Program. Hopefully both will help you with your initial adjustment to institution life here at FCI Loretto.

GENERAL INFORMATION

LOCATION / EMERGENCY PHONE NUMBER

FCI Loretto is located one mile outside of Loretto, Pennsylvania; 20 miles west of Altoona; 30 miles east of Johnstown; and 90 miles east of Pittsburgh. It is a low security facility that houses primarily low and minimum-security inmates. Located adjacent to the main facility is a minimum-security satellite camp. The mailing address and main phone number are as follows:

Federal Correctional Institution Loretto
Post Office Box 1000
Cresson, Pennsylvania 16630
Phone: (814) 472-4140

For **MAPQUEST** directions to the institution visitors should use the following address:

772 Saint Joseph Street
Loretto, Pennsylvania 15940

INTAKE SCREENING

All incoming inmates will be screened (interviewed) by staff from the following disciplines: Case Management, Health Services, and Psychology Services. Case Management staff will review your file documentation; provide you with a copy of the Inmate A&O Handbook and go over the telephone and visiting procedures.

Health and Psychology Services staff will talk to you about any medical or mental health conditions you might have, to include any current medications you are taking.

CLOTHING ISSUE

Upon arrival, you will be issued one set of clothing, bed linens, and a personal hygiene kit. Additional clothing items will normally be issued the next working day.



You will be issued 4 khaki pants, 4 shirts, 5 pair of underwear and socks, and a jacket if you are assigned to the low security or green pants, shirts and a jacket if you are assigned to the minimum-security camp. Jacket issue notification will be done through memorandums and electronic bulletin board postings prior to issue. Each article of clothing will bear labels with your respective name and register number. In the event that you lose a label, it is your responsibility to request a replacement from the Laundry Foreman. (Inmates at the camp are to notify the Counselor if you need label replacements.) You will also be issued t-shirts, underwear, socks, and work shoes. Additional clothing will be issued/exchanged in accordance with Institution Supplement 4500, Trust Fund Operations.

Institution Rules and Inmate Dress and Attire

At all times....

- Inmates will have their ID CARDS in their possession.
- Inmates will be appropriately dressed at all times. (See guidance below)
- Inmates will be in full institution uniform for all work assignments and programs.
- Shirts must be tucked in and buttoned at all times, only the top button will remain open.
- Pants must be worn above the waistline. Belts must be worn with pants which have belt loops.
- Pant legs must extend to the top of the foot. Shoes must be tied.
- All institutional clothing must be properly labeled with the assigned inmate's name and number.
- Institution clothing and personal clothing may not be mixed.
- House/shower shoes and do-rags are not authorized outside of the housing unit.
- All head wear, except approved religious head wear, must be removed when inside. Hats are only permitted to be worn outside and while performing work in food service.
- Only approved personal jewelry may be worn. Chains must be worn inside the shirt.
- Religious articles designated for worship are not authorized for any other purpose.
- Any altered clothing is considered contraband and will be confiscated.
- Inmates are not authorized to mix and match inmate uniform with leisure/recreation clothing.
- Uniform shirts and pants may be ironed, excessive creases are not authorized.

All Compound Areas

- Inmates will maintain proper dress when traveling the corridors and compound. This includes moving between the recreation areas.

Job Assignment Attire....

- All inmates will be in full institution uniform.
- Safety shoes must be worn.

Commissary....

- Inmates will be in full institution uniform while shopping and waiting in line.

Recreation....

- Shirts, pant/shorts, and appropriate shoes must be worn on the recreation yard and in the gym. Composite toe shoes must be worn while lifting weights.



Dining Room...

- Full institution uniform is required from 6:00 a.m. - 4:00 p.m., M-F, excluding weekends and holidays.
- Coats must remain unzipped in the dining room. Shirts must be tucked in and hats removed at all meals.

Housing Unit...

- Off duty inmates must be appropriately dressed in the housing unit.
- Inmates must be fully clothed when leaving their assigned room.
- Underwear or pajamas must be worn while sleeping.

**ATTENTION ALL INMATES
UNIT SANITATION STANDARDS**

- BEDS MUST BE PROPERLY MADE PRIOR TO 7:30 A.M. ON WEEKDAYS AND PRIOR TO 10:00 A.M. ON WEEKENDS.

- ALL PERSONAL PROPERTY MUST BE PROPERLY STORED, IN A LOCKER, IN A CLOSET, AND/OR IN AN APPROVED CONTAINER UNDER THE BED.

- SHOES AND 1 LAUNDRY BAG CONTAINING DIRTY LAUNDRY PER INMATE MAY BE STORED NEATLY UNDER THE BED.

- TRASH MUST BE REMOVED THROUGHOUT THE DAY.

- FLOORS MUST BE SWEEPED AND MOPPED DAILY. ANY SPILLS/DEBRIS MUST BE CLEANED UP IMMEDIATELY.

- ALL SURFACES MUST BE CLEAN AND DUST FREE.

- NOTHING IS TO BE ATTACHED TO THE WALLS, CEILINGS, WINDOWS, OR FURNISHINGS

- ALL FURNISHINGS MUST BE MAINTAINED IN THE ASSIGNED LOCATION.

- ONE AUTHORIZED RELIGIOUS ITEM MAY BE NEATLY PLACED AT THE HEAD OR FOOT OF THE BED.

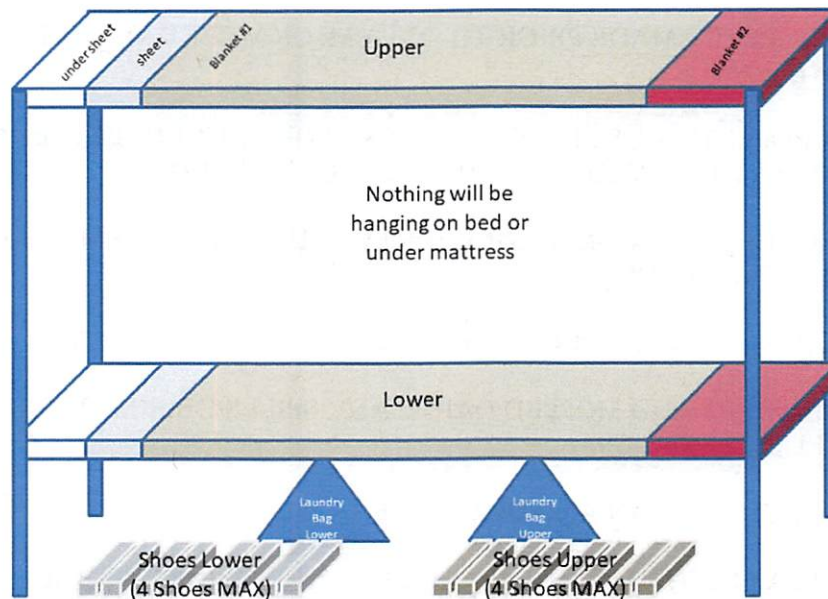
- ONLY UNIT TEAM APPROVED LEGAL MATERIALS WILL BE STORED IN AN APPROVED CONTAINER UNDER THE BED.

- DURING TIME PERIODS WHEN JACKETS ARE AUTHORIZED, ONE COAT PER INMATE MAY BE HUNG ON AN APPROVED HOOK.

ANY ITEM LEFT OUT OR NOT IN THE PROPER LOCATION WILL BE CONSIDERED CONTRABAND.



Beds need to be made prior to
7:30 AM on Weekdays
10:00 AM on Weekends





DAILY SCHEDULE

Controlled Movement Schedule:

6:00 AM	Mainline is open for the morning meal, commissary, recreation, pill line, sick call & Insulin
Weekend 7:00 AM	Mainline is open weekends & holidays (Pill line & insulin on weekends & holidays)
7:00 AM	Mainline is closed / facilities work call (Compound is secure after 10 minutes)
7:45 AM	Institutional work call / 10 Minute move
8:10 AM	AM census (Approximate)
8:25 AM	10 Minute Move
9:25 AM	10 Minute Move
Weekend 10:00 AM	Stand Up Count (Weekends & Holidays)
10:25 AM	Institutional recall / recreation closed
10:40AM	5 Minute one way move to recreation
10:45 AM	Mainline opens for lunch meal / recreation yard open (Meal rotation - facilities, education, housing units)
11:30AM	Pill line open / facilities work call
11:45 AM	Mainline closed (Approximate) 10 Minute move announced
12:30 PM	Institutional work call (Approximate)
12:45 PM	PM Census (Approximate)
1:25 PM	10 Minute move (Suboxone inmates will report to medical)
2:25 PM	10 Minute move / facilities recall
3:30 PM	Institutional recall / recreation yard closed
4:15 PM	Stand-Up Count
4:45 PM	5 Minute one way move to recreation/ Insulin and pill line (Approximate)
4:50 PM	Mainline opens for evening meal (Approximate)
5:50 PM	Mainline closed (Approximate)
6:00 PM	10 Minute move
7:00 PM	10 Minute move
8:00 PM	Recall announced / recreation yard closed
9:30 PM	Stand-Up Count



ADMISSION & ORIENTATION

The Admission & Orientation (A&O) Program at FCI Loretto is divided into two phases
(Participation is mandatory):

Phase One (Unit Orientation): Your Unit Team will meet with you individually to go over rules and regulations specific to your housing unit, to include their expectations regarding the upkeep and sanitation of your living area. Your unit's rules and regulations will also be posted on the inmate bulletin board in your respective housing unit.

Phase Two (Institution Orientation): Within the first couple weeks after your arrival your name will be put on "call-out" ** (See below) to report to the Chapel. On the assigned day, you will listen to a series of presentations by FCI Loretto's Executive Staff and Department Heads. You will receive more detailed information relative to the programs and services available at this institution. Any questions you may have can be answered at this time.

Unless medically unassigned, you will work as an orderly in the housing unit. Once you have completed the A&O Program, you will be assigned to a permanent work detail. Further details of specific jobs will be discussed at the institutional admission and orientation.

Special procedures are available to assist you when literacy problems prevent you from understanding A&O information. Please see your Unit Team or designated A&O counselor if this is the case.

**** CALL-OUTS:** If you have been scheduled for an appointment (e.g., medical, dental, education, Unit Team meeting, and/or other activity), your name will appear on the call-out list the day before. Callouts are posted after 4 p.m. in each of the housing units. It is YOUR RESPONSIBILITY to check the call-out list on a daily basis and to notify your work detail supervisor of your call-out appointment. All scheduled appointments must be kept. Failure to show up for an appointment may result in disciplinary action.

UNIT TEAMS

You will be assigned to a specific housing unit and Unit Team. Members of your Unit Team will monitor your institutional adjustment, program participation, and overall progress. They will also assist you with release planning. Each Unit Team will be comprised of the following institution staff: a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. Each Unit Team member has specific open house hours. It is your responsibility to see them during those hours. Electronic cop outs may be sent to your respective team Unit Managers.

Unit Manager: The Unit Manager is responsible for monitoring the housing unit's overall operations, to include supervision of the Case Manager, Correctional Counselor and Unit Secretary. He or she will serve as the "Chairperson" for your periodic "team" reviews and may also serve as a member of the Unit Disciplinary Committee (UDC).



Case Manager: The Case Manager will typically generate all required documentation relating to your confinement here at FCI Loretto, to include classification materials, progress reports, and release preparation paperwork. He or she will normally serve as a member of the UDC.

Correctional Counselor: Your Correctional Counselor can assist you with any questions or concerns you might have relative to your court ordered financial obligations, visiting or phone lists, bed or work assignments, general institution adjustment, or other unit related issues. He or she will also conduct UDCs.

Unit Secretary: The Unit Secretary performs clerical and administrative duties.

Unit Officer: The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. Their primary role is to ensure the safety, security, and sanitation of the housing unit.

WORK ASSIGNMENTS

Every inmate is expected to work unless medically unassigned. Many job assignments provide monetary compensation through a Performance Pay System. You will receive work performance evaluations from your work detail supervisor, and you are expected to earn your pay.

Only unit staff can approve a job change **.

**** CHANGE SHEETS:** You will be notified of any subsequent changes to your job assignment either by your Counselor and/or the posted Change Sheets.

PERFORMANCE PAY/WORK EVALUATIONS

Your work detail supervisor will go over your position description with you and ask you to sign and date it. Each position (job) description will clearly state your duties and responsibilities. A Grade Level (1-4) will be associated with each position. Grade Level 1 positions usually require a higher skill level and greater responsibility: less for grades 2 through 4.

Performance pay is based on hours of successfully completed work during each month. The work month begins on the 1st of each month and runs through the last day of the month. Performance pay is generally posted by the 10th of the following month. If sufficient funds are available, bonuses and special awards are considered for those who demonstrate extra initiative during any given month.

SANITATION

Once you are assigned to a living area, you should immediately check for and report any property damage (bed, locker, etc.) to the Unit Officer or Correctional Counselor. Otherwise, you may be held financially liable for any property damage noted in your area.



You are responsible for making your bed in accordance with the specified regulations prior to work call and on weekends and holidays. Staff will inspect all inmate rooms and common areas on a daily basis.

Beds must be made by 7:30 a.m., Monday through Friday, regardless of your work schedule or days off. On weekends and holidays, your bed must be made prior to the 10:00 a.m. count.

Clothes are to be stored neatly in the locker (not on the ends of the bedposts). Each inmate is responsible for sweeping and mopping his own personal living area prior to going to work. Lockers and closets must be neatly arranged and kept clean. Nothing is to be taped or nailed to the walls or unit furnishings. Sheets/blankets/towels are not to be used to construct privacy curtains. Windows should never be covered.

For safety and sanitation reasons, inmates are not permitted to feed wildlife or any animals.

LAUNDRY

Hours of operation are 6:00 a.m. to 7:30 a.m. Monday through Friday, excluding federal holidays. Inmates will have one assigned laundry day per week. The schedule will be set according to the 4th and 5th digits of the inmates register number and will rotate with the commissary schedule. Assigned laundry days will be the day following the inmate's commissary shopping day with the exception: inmates assigned to shop commissary on Thursday or Friday will have Monday of the same week as their assigned laundry day. Holiday schedules will be posted prior to the week affected. Inmates must bring their ID card on their assigned laundry day to receive service. You may exchange your sheets in the laundry (one-for-one basis) during normal clothing issue hours. Towels are not to be used as cleaning rags or rugs.

Camp Procedures: Washers, dryers and detergent are provided free of charge. Inmates may use the laundry machines between the hours of 6:00 am and 11:00 pm.

GROOMING

It is your responsibility to maintain good personal hygiene. Showers are off limits during count times and 30 minutes prior to count in the housing units and close at 11:50 p.m. daily. Showers may begin upon a clear 5:00 a.m. count. Inmates who are indigent may request toothpaste, toothbrushes, shaving cream, razors, and soap through the commissary. No haircuts are permitted outside the Barbershop. The barbershop is operated on a first come first serve basis. The barber shop is closed Mondays for cleaning. The barber shop is open from morning work call until recall for the noon meal. The barbershop reopens from afternoon work call until the evening recall and reopens during the evening recreation move until 8:00 p.m.

It is your responsibility to carry the Institutional issued toilet paper for use to all areas of the institution.



PERSONAL PROPERTY

PERSONAL PROPERTY STORAGE AND LIMITS: Personal and government-issued property must be stored neatly and safely in your personal locker or on your closet shelves (if applicable). For a complete list of authorized personal property, see Program Statement 5580, Inmate Personal Property or Institution Supplement 5580. Unauthorized items must either be mailed out at your expense or disposed of as contraband. Questions concerning this policy should be directed to your Unit Team. Legal reference materials must not exceed three cubic feet and can be stored either in your locker or in an approved container (memorandum authorized by Unit Manager) under your bunk. One bag of dirty laundry per inmate may be kept under your bunk. All shoes must be lined up, heels out, along the front edge of your bunk.

COMMISSARY ITEMS: The value of accumulated commissary items may not exceed established limits.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS, AND MAGAZINES: The number of magazines, newspapers, and books permitted is limited by policy. You are authorized 25 letters, 5 books, 25 loose photographs, 5 magazines (not to be older than 30 days) and 5 newspapers (not to be older than 10 days). Any excess materials must be mailed home or thrown away.

RADIOS, MP3 PLAYERS, TABLET, AND WATCHES: An inmate may possess only one approved radio, MP3 player, tablet, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, tablet 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, tablet, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed by using the TRULINCS inmate computer system. 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: You may wear a plain wedding band (without stones) and a religious medal (without stones). Each must have a value of less than \$100. You may not wear your religious medal outside of your shirt, except within the confines of the Chapel. Watches are also permissible, provided the value does not exceed \$100.

TELEVISION VIEWING HOURS

Unit televisions may remain on from 6:00 a.m. until 11:50 p.m. Viewing of special events (e.g., the World Series, Super Bowl, etc.), which go beyond 11:50 p.m., will require prior approval from the Captain. Disruptive conduct, damage to equipment, poor sanitation, and/or excessive noise in any of the common TV viewing areas may result in the termination of said privileges.



TELEPHONES

Local, long distance, international, and collect calls may be placed using the inmate telephones located in your respective housing unit. Credit card calls are not permitted. **Third party calls are strictly prohibited**, to include passing the telephone to another inmate during your conversation or having the individual on the other end of the call place a cell phone to the receiver to include a third person. **All inmate calls are monitored.**

Inmates must utilize the TRULINCS computers to add or delete individual telephone numbers. TRULINCS may not be used during work hours.

All telephones will be disabled between the hours of 11:30 p.m. and 6:00 a.m. Inmates found using the phones while they are supposed to be at work or during "count" will be subject to disciplinary action.

In the event of a family crisis or emergency, you may contact either a member of your Unit Team or the Chaplain to request a special phone call. The event necessitating the telephone call must be verified. All general and emergency telephone calls are subject to monitoring and recording.

Unmonitored, unrecorded phone calls to attorneys can be arranged through your Unit Team. In order to receive an attorney call, your legal counsel must contact a member of your team in advance. In accordance with Program Statement 5264.08, Inmate Telephone Regulations, Page 11, Section 10, "Frequent confidential inmate-attorney calls should be allowed only when an inmate demonstrates that communication with his or her attorney by other means is not adequate." An imminent court deadline is an example but must be substantiated by the attorney or inmate.

Telephones are not to be used to conduct business.

VISITING

DIRECTIONS: FCI Loretto is located one mile outside of Loretto, Pennsylvania; 20 miles west of Altoona; 30 miles east of Johnstown; and 90 miles east of Pittsburgh. For **MAPQUEST** directions to the institution visitors should use the following address:

772 Saint Joseph Street
Loretto, Pennsylvania 15940

LOCAL TRANSPORTATION: There are various forms of local transportation available including:

Cambria County Transit Authority, 1226 North Center Street, Ebensburg, PA (814) 471-6601
Amtran, 3301 5th Avenue, Altoona, PA (814) 944-4074
Greyhound, 1231 11th Avenue, Altoona, PA (814) 944-8911
Cambria County Transit Authority, 726 Central Avenue, Johnstown, PA (814) 535-4720

DAYS AND HOURS OF VISITING: Visiting hours at the FCI are from 8:15 a.m. until 2:15 p.m., Friday through Sunday, and on federal holidays. Visiting hours at the SCP are from 8:15



a.m. until 2:15 p.m., Saturday and Sunday, and on federal holidays. You are permitted eight visiting points per month. You will be assessed two points for visits occurring on any one of the referenced visiting days.

NUMBER OF VISITORS: The number of adult visitors is limited to four (4) at any given time. Children under the age of 16 will not be counted.

VISITING REGULATIONS: Initially, only verified members of your immediate family will be permitted to visit. If you wish to place additional friends and/or relatives on your list, you will need to submit a cop-out to your Counselor. Once approved, it is YOUR RESPONSIBILITY to let your visitors know that they have been placed on your approved visiting list. It is also incumbent upon you to explain the visiting rules and regulations to your respective family and/or friends. Anyone attempting to visit, prior to being officially approved, will be turned away. Falsification of any portion of the visiting questionnaire by a potential visitor will result in the visiting request being automatically denied. If you have transferred from another institution, your visitors will not be authorized to visit until your Counselor has had an opportunity to review the accuracy of your visiting list.

You will be permitted to kiss and embrace your visitor(s) upon arrival and departure. Proper decorum, however, must be maintained at all times. Any excessive display of affection may be grounds for termination of the visit and may also result in disciplinary action.

Special Notes: Your visitors may be subject to a random pat search.

Visitors will be required to pass through a metal detector. All visitors' purses, attorneys' briefcases, etc., may also be subject to search. Purses must be transparent/clear. All other personal articles must be returned to the visitor's car.

Visitors may be subjected to a random Ion Spectrometry Device Scan. This is a non-invasive scan which tests for the presence of illegal substances, not the individual's use of illegal substances. Visitors refusing a test must depart the grounds immediately.

All visitors must successfully clear the metal detector. Visitors unable to clear the metal detector due to medical implants (e.g., pacemakers, hip or knee replacements) must provide medical documentation to that effect prior to being screened with a handheld detector and authorized to enter the facility.

DRESS CODE: Inmates reporting to the visiting room for a visit must be in proper attire. Proper attire includes institution uniform, institution issued boots, belt, and proper name and register number label affixed to both their shirt and pants. Double layered clothing to include thermal underwear is not authorized. Inmates may wear a wedding band and/or religious medal into the Visiting Room. You may also carry a handkerchief. Taking food or medication(s) into the Visiting Room is strictly prohibited.

All visitors 16 years and older must adhere to the dress code as referenced within the current Institutional Supplement for Visiting Regulations.



IDENTIFICATION: All visitors will be required to present a current government issued photo ID when checking in. Visitors without proper identification will not be permitted to visit. The identification card must bear the full name and signature of the individual wishing to visit.

AUTHORIZED ITEMS: Visitors are allowed to bring in money (not to exceed \$20) to purchase food items from the vending machines; a reasonable number of diapers; other infant care items; and sanitary napkins. You will not be permitted to use the vending machines, or to accept money or any other article(s) from your visitor(s) during the course of your visit.

Inmates should notify their families and friends that vehicle searches may be conducted. If unauthorized items are found in the vehicle, the visitor will be denied entrance and visiting privileges for the visitor will be suspended.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

SPECIAL RULES FOR CHILDREN: Children under age 16 must be accompanied by an adult. Again, it is YOUR RESPONSIBILITY to monitor your child's behavior. Children will not be permitted to run around, become loud, or otherwise engage in any activity that would disrupt the orderly operation of the visiting room and/or disturb other visitors.

Visitors are not permitted to loiter in the institution parking lot, nor converse with inmates at the camp who may be in the general vicinity.

Failure to comply with the established visiting regulations may result in a delay or termination of your visit. Visitors are expected to be courteous and respectful to both institution staff and other inmate visitors.

SPECIAL VISITS: "Special" visits, to include visits with clergy, potential employers, investigators, parole representatives, and/or other individuals not appearing on your approved visiting list, must be approved in advance by your Unit Manager and be conducted during regular visiting hours.

LEGAL VISITS: Legal visits by your attorney of record are not considered to be a social visit and, therefore, not counted against your monthly visiting limit. All legal visits must be approved in advance by the Unit Team. Legal visits should be scheduled during regular visiting hours. A glass partitioned area of the Visiting Room will be made available to ensure attorney/client confidentiality.

CONSULAR VISITS: Non-United States citizen inmates may wish to meet with a representative from their respective foreign consulate. To initiate such a request, have the embassy forward a written request to the Warden.

SPECIAL HOUSING UNIT: Inmates who have visiting privileges and are currently in the Special Housing Unit will visit through the use of video equipment located within the Special Housing Unit. An Inmate Request to Staff must be sent to the Captain for approval. The request must be sent to the Captain no later than two weeks from when the visit is to occur. The visitor will be allowed to visit during normal visiting hours and will use video equipment located within the Visiting Room. The visit will be no longer than 2 hours in length.



SMOKING

SMOKING IS NOT PERMITTED. Any inmate caught smoking, with tobacco products, and/or other associated items (lighters, etc.) will receive an incident report. Visitors are not permitted to bring any type of tobacco products into the visiting room.

UNIT MANAGEMENT

INITIAL CLASSIFICATION/ PROGRAM REVIEWS

You will be scheduled for an *Initial Classification* meeting with members of your team shortly after your arrival. This will afford them an opportunity to become familiar with your case and help you establish short- and long-range programming goals.

You will be scheduled for subsequent *Program Reviews* either 90 or 180 days. A memo will be posted by the Case Manger each week on the inmate bulletin board, identifying which inmates are coming up for review. You will meet with the various members of your team to discuss your on-going progress, to include program participation, work performance, Financial Responsibility Program (FRP) status, custody level, release planning efforts, and overall general institutional adjustment. Inmates who meet the established furlough criteria may submit a request for furlough consideration to unit staff at this time.

Your first *custody review* will be conducted within six months after arrival and then every 12 months thereafter, to coincide with your scheduled *Program Reviews*. Inmates with "IN" custody are not permitted outside the institution without an escort. In order to participate in any community-based activities, to include furloughs, you must have "COMMUNITY" custody. Inmates who transfer in from another institution will be reviewed during their initial *Program Review*.

RESIDENTIAL REENTRY CENTERS (RRCs) AND HOME CONFINEMENT (HC)

Inmates nearing the completion of their sentence will ordinarily be considered for release through an RRC or HC to assist them with their transition back into the community. The duration of RRC or HC placement will be pursuant to the Second Chance and First Step Acts. The Unit Team will make a recommendation based on the individuals needs for successful reintegration into society.

COMMUNICATIONS

BULLETIN BOARDS: Inmate bulletin boards are located in each housing unit, outside the Chapel, near the entrance to Food Service, and in the main corridor. You are expected to review the inmate bulletin boards **DAILY** for pertinent information.

TOWN HALL MEETINGS: Attendance at town hall meetings is **MANDATORY**. Unit staff use town hall meetings to keep inmates informed regarding policy changes and/or to discuss housing unit issues. Inmates will ordinarily be afforded an opportunity to ask questions relevant



to the inmate population as a whole. Personal questions or problems should be addressed on a one-on-one basis with a member of your Unit Team at a later time.

COP-OUTS: FCI Loretto is utilizing the Electronic Inmate Request to Staff form available through TRULINCS. Inmates may submit up to three (3) Inmate Requests to Staff per day. The Bureau form BP-70, commonly referred to as a “cop-out,” may be used to request an appointment or to ask for staff assistance in resolving a matter. “Cop-out” forms can be obtained through your Correctional Counselor. Completed forms should be placed in the inmate mailbox for routing to the appropriate staff member.

TRULINCS: Electronic bulletin boards are available on TRULINCS. Staff will post general correspondence for the inmate population on TRULINCS.

MAINLINE: Both Executive Staff and Department Heads regularly stand mainline at the lunch meal, and you are encouraged to bring legitimate concerns to their attention.

FINANCIAL RESPONSIBILITY PROGRAM (FRP)

The FRP program will be explained to you in depth at your Initial Classification meeting. You will be required to make regular payments toward any court ordered assessments imposed in your case. 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/or any other court-ordered obligations (e.g., child support, alimony, other judgments). Your Unit Team will work with you to establish a mutually agreeable financial payment plan and it is expected that you will make every effort possible to reduce your financial obligations.

A review of your financial status will be conducted during each subsequent Program Review. It is your responsibility, however, to notify unit staff of any changes to your financial standing that might impact your ability to make the requisite payments (e.g., increased job earnings, outside sale of property, etc.). When community resources are used to make outside payments towards your financial obligations, you will need to provide a copy of each payment receipt to your Counselor.

It is important to note that refusal to participate in the FRP may be taken into consideration by staff when reviewing your eligibility for community activities and/or other institution programs. Additionally, inmates with an outstanding balance will not be allowed to spend more than \$25.00 monthly in the commissary (excluding stamps, telephone credits, and certain religious items) if they are in FRP REFUSE status.

RELEASE OF INFORMATION

PRIVACY ACT OF 1974: The Privacy Act of 1974 precludes the release of information from agency records without the expressed written consent of the individual to whom the record pertains. For additional information, reference Program Statement 1315, Legal Activities, Inmate, available in the Law Library.



INMATE ACCESS TO CENTRAL FILES: You may request to review the disclosable portions of your central file, in accordance with locally established procedures. Contact your Counselor or Case Manager by "cop-out" to arrange to review your central file.

INMATE ACCESS TO OTHER DOCUMENTS: You can request access to the "Non-Disclosable Documents" in your central and/or medical files, or other documents not included in either file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of the records requested and the approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes.

**Federal Bureau of Prisons
320 First Street, NW
Washington, DC 20534
ATTN: FOIA/PA Administrator**

ADMINISTRATIVE REMEDY PROCESS

The purpose of the Administrative Remedy Program is to allow inmates an opportunity to seek formal review of any issue(s) relating to his/her own confinement. An inmate may not submit an Administrative Remedy on behalf of another inmate.

(Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act requests, and complaints on behalf of other inmates, are not accepted under the Administrative Remedy Process. Any request involving monetary reimbursement must be filed as an Administrative Tort Claim.)

HOW THE ADMINISTRATIVE REMEDY PROCESS WORKS:

Informal Resolution. The first step is to request an Administrative Remedy Informal Resolution Form (BP-8.5) from your Counselor. Briefly state your complaint on the form and return it to a member of your Unit Team. Staff will respond to your complaint, and you will have an opportunity to either accept or reject the proposed resolution. If you are not satisfied with the response, you may request a Request for Administrative Remedy Form (BP-9) from your Counselor.

Initial Filing (BP-9). The deadline for completion of the informal resolution process and submission of a formal written request for remedy is 20 calendar days from the date of the incident. Your submission must clearly state the details of your complaint and the remedy you request.



Administrative Remedy Level (Required Forms)	Filing Requirements	Written Response	Extensions
Institution Administrative Remedy (BP- 9)	Must be received within <u>20</u> calendar days from the date on which the incident or complaint occurred.	Institution staff have <u>20</u> calendar days to act on the complaint and to provide a written response.	Response may be extended for an additional <u>20</u> calendar days for just cause; inmate will be notified of delay.
Regional Administrative Remedy (BP-10)	Must be received by the Regional Office within <u>20</u> calendar days from the date of the BP-9 response. Must attach a copy of the BP- 8.5 and BP-9 responses.	Regional staff have <u>30</u> calendar days to respond.	May be extended for an additional <u>30</u> calendar days; inmate will be notified of delay.
Central Office Administrative Remedy (BP-11)	Must be received within <u>30</u> days from the date of the BP-10 response. Must include a copy of the BP- 8.5, BP-9, and BP-10 responses.	Central Office staff have <u>40</u> calendar days to respond.	May be extended an additional <u>20</u> calendar days; inmate will be notified of delay.

Sensitive Complaints If you believe that your complaint is of such a sensitive nature that knowledge of it by the institution would jeopardize your safety and/or well-being, you may submit your complaint directly to the Northeast Regional Director. The Administrative Remedy must clearly be marked “Sensitive” and you must explain, in writing, the reason for not filing the complaint at the institution level.

If the Regional Administrative Remedy Coordinator determines that the issue is not “sensitive,” you will be notified accordingly. Your paperwork will not be returned to you. If you wish to pursue your complaint, you may do so at the local level.

HEALTH SERVICES

The Health Services Department is available for sick call, emergency treatment, routine treatment and follow-up care in the Chronic Care Clinic. All inmates are assigned to a Primary Care Provider (PCP) according to their Registration Number. Those assignments are posted on bulletin boards and in the Health Services area. You may submit a “cop-out” to your PCP to request a medical evaluation, or, if the condition is urgent/emergent, you may sign up for sick call at the regularly scheduled times, and you will be triaged (screened). Only emergent medical problems will be evaluated the day you sign up; however, all non-emergent matters will be referred to your PCP so that you will be placed on call-out for an evaluation.



Sick Call: Routine sick is held Monday, Tuesday, Thursday and Friday at the Health Services Department at 6:30 a.m. at the FCI and between the hours of 6:15 a.m. and 6:30 a.m. at the Camp. If a holiday occurs during the week, then sick call will be on Wednesday. Emergency visits to the Health Services Department will be by appointment only, after the Detail Supervisor, Unit Officer, or other staff member notifies a healthcare staff member. Inmates must be in the proper uniform and have their identification card in hand.

Pharmacy: There is a pill line held in Health Services seven (7) days a week between the hours of 7:45 a.m. to 7:55 a.m.; 11:00 a.m. to 11:30 and from 8:00 p.m. to 8:15 p.m. at the FCI, and from 6:15 a.m. to 6:30 a.m., and from 7:00 p.m. to 7:15 p.m. at the Camp. Inmates in the Special Housing Unit are provided their medications in seven (7) day supply limits. Over the Counter (OTC) medications must be purchased and are available for sale in the Commissary.

Dental: Dental treatment will be handled in response to the date of your submission of a written cop-out to the Health Services Department. Emergent dental care will be scheduled by making dental sick call (same times and days as medical sick call).

Eyeglasses: Requests for eye examinations for glasses must be screened through your PCP. Glasses, if needed, will be prescribed by a contract Optometrist and ordered without cost to the inmate. Delivery normally takes between eight and ten weeks but is dependent upon the manufacturer. Inmates are not permitted to have glasses sent in from home.

Physical Examinations: In addition to the medical examination, you receive upon commitment to the Federal Prison System you will be given periodic appointments for Preventative Health evaluations.

Smoking Cessation: The institution has developed a Smoking Cessation Program that will assist inmates in stop smoking. This program provides information on nutrition, life-style modification changes, to include exercise, stress management and weight loss. The program also involves the authorization of approving purchasing of Nicotine Replacement Therapy (NRT) through the Commissary. At your written request, medical staff, primarily your PCP, will conduct a medical evaluation and collect clinically pertinent information prior to approving NRT. If deemed clinically necessary and approved, NRT will be prescribed for either six or ten weeks, NRT patches can then be purchased through the Commissary.

Inmate Grievances: Should any inmate have a grievance against Health Services, it is expected the chain of command be followed. This involves discussing your healthcare concerns with your Primary Care Provider and/or the Clinical Director. You may submit an *Inmate Request to Staff*, to either the Clinical Director to discuss your healthcare concerns and/or to request a medical examination; or you may speak to the Health Services Administrator during open house/mainline. You also may submit an *Inmate Request to Staff* to the Health Services Administrator for a written response.

If you feel that your concern and/or grievance were not addressed, you may also follow the instructions listed under the Administrative Remedy Process sections of the A&O Handbook. This process involves submission of Administrative Remedy Requests (Informal and Formal), Regional and National appeals, Tort Claims, etc. The Correctional Counselors will assist you in the proper format.



General Information: The Health Services corridor is off limits, OUT OF BOUNDS, to inmates unless the inmate is signing up for sick call, is on call-out for a scheduled appointment, attending the pill line, or if a bona fide emergency exists. Proper institution attire is required at all times other than an emergency situation.

Medical coverage on evenings, weekends and holidays is for the treatment of acute medical problems only.

The Health Services staff will review all inmate medical records for the need for updated immunizations. This can include Tetanus Immunization; Hepatitis A & B Immunizations (dependent upon exposure risks and current medical diagnosis); Pneumococcal Immunizations (based upon clinical need); Influenza Vaccination on an annual basis (dependent upon clinical indications and availability of supply); Mumps Vaccination and Varicella Immunization; or any other immunization updated as clinically indicated.

Inmate Copayment Program: In an effort to ensure that health care services are appropriately utilized, the Bureau of Prisons has mandated a Copayment Program. Inmates will pay a \$2.00 fee for each health care visit that is requested by the inmate (or referred to Health Services by non-clinical staff at the inmate's request). This includes daily sick call requests, after-hour requests to see a health care provider, non-emergencies, and injuries (including injuries to other inmates if you are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit.) The Copayment Program also includes inmates that are housed in the Special Housing Unit.

Inmates will not be charged a fee for health care services based on medical staff referrals, medical staff-approved follow-up treatment for a chronic condition, Preventative Health, bonafide emergencies, diagnosis and treatment of chronic infectious diseases, mental health care or substance abuse treatment.

Indigence: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If an inmate shows a pattern of depleting his account before requesting health care services, the Warden may impose a restriction on the inmate to prevent abuse of this provision. If an inmate routinely has funds in his account but does not have funds on the day of the requested visit, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into that Inmate Commissary Account. Health care providers at FCI Loretto will not be concerned with the financial status of the inmate. Services will not be denied because an inmate is indigent or has no money in the account on the day of the visit.

Health Education/Infectious Diseases: Health Education on Infectious Diseases will be provided during the A&O Lecture. General topics of discussion on Infectious Diseases will include the showing of the HIV Video and Handouts, as well as discussions on:

HIV testing: HIV testing is available to all newly sentenced inmates or when medically indicated. The first test is an immunoassay (EIA) or rapid HIV test. If the test is positive, a WESTERN BLOT test will be performed as this is a more accurate test. If this is positive, then it shows HIV antibodies within the body. The inmate will be followed monthly on the clinic and laboratory tests will be drawn as indicated. A positive result is confidential and only the Health Services Department and Psychology Department will be aware of this result. Medications provided for HIV inmates are only those medications that have been approved by the FDA. As clinically



recommended, no experimental medications can be used. High risk behaviors include IVDA, increased sexual contacts, homosexual contact, and blood transfusions over the past fifteen years. If someone is considered high risk, then testing should be performed.

Hepatitis testing: Hepatitis testing is available to all newly sentenced inmates or when medically indicated either through an exposure activity or for diagnostic purposes. Inmates are reminded to avoid high risk behaviors which include IVDA, increased sexual contacts, homosexual contact, and blood transfusions over the past ten (10) or greater years.

Tuberculosis testing: A mantoux PPD test is completed annually on all inmates who have previously tested negative. This is to prevent the outbreak of a TB epidemic. Anyone who has an initial positive reaction will receive an x-ray. If the individual has active tuberculosis, the patient will be transported to a facility where they can be medically isolated for the initial treatment period. If the individual has an initial positive reaction and the x-ray shows no active tuberculosis, the patient will be offered prophylactic medication. This medication regimen is for three (3) months to be administered Mondays, during the 11:00 a.m. pill line in Health Services. It is essential that anyone started on the treatment continue the treatment so that they do not build up immunity to the medication and later develop tuberculosis.

Patient Rights and Responsibilities

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

Right - You have the right to health care services, based on the procedures at this facility. Health Services includes medical sick call, dental sick call and all support services. Normal *Sick call Sig-up* at this facility is held on Monday, Tuesday, Thursday, and Friday between 0630 and 0700. Emergency health care services are available 24 hours each day and are accessed by contacting the correctional worker responsible for you.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.

Right - You have the right to be offered the chance to obtain a *Living Will* (at your own expense), or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions if you were admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.

Responsibility - You have the responsibility to provide the Bureau of Prisons with accurate information to process this agreement.



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

Responsibility - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

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

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

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

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

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

Responsibility - You have the responsibility to keep this information confidential.

Right - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures.

Right - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility of being familiar with the current policy to obtain these records and requesting them if desired.

Right - You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, open houses (Mainline), or the accepted *Inmate Grievance Procedures*.

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

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.



Right - You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

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

Right - You have the right to request a periodic physical examination, as defined by Bureau of Prisons *Policy* pertaining to Preventative Health examinations and pre-release examinations (if you have not had a physical examination within one year of your release).

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

Right - You have the right to dental care as defined in Bureau of Prisons *Policy* to include preventative services, emergency care and routine care.

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

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

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

Right - You have the right to refuse medical treatment in accordance with Bureau of Prisons *Policy*. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

Responsibility - You have the responsibility to be counseled regarding the possible ill-effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Right - You have the right to be assessed for pain and will have the right to report your pain level to your Primary Care Provider.

Responsibility - It is your responsibility to be truthful and accurate in the reporting of the type, degree and location of pain.

PSYCHOLOGY SERVICES

Office Location: Second floor, adjacent to Education Department

How to apply to programs or initiate contact with Psychology Services:

Open House hours for Psychology Services: Mondays, 7:30 a.m. to 8:30 a.m.

Inmate Request to Staff form (“cop-out”)

Talk to Psychology Staff attending Mainline (Noon Meal)

Report an emergency or crisis to any staff member



PSYCHOLOGY PROGRAMS & SERVICES:

Psychology departments at all Bureau of Prisons institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for Psycho-pharmacological medication.

In addition, Psychology Services staff, along with other programming staff in the institution, may collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services may offer programming recommendations specific to your personal psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your Unit Team regarding your process toward these programming goals.

If you are new to the Bureau of Prisons, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

A. Initial Psychological Screening:

It is the policy of the Bureau of Prisons to screen each newly designated inmate upon his arrival at the institution. It may also be necessary to screen inmates returning to the institution dependent upon the reason for departure and length of time away from the institution. This psychological interview and assessment are mandatory. An interview may not be required for inmates who transferred here from another BOP facility.

B. Individual Counseling:

FCI Loretto provides individual counseling for those inmates who require assistance. Individual counseling can be helpful in dealing with depression, anxiety or personal and family issues, or adjustment concerns.

C. Crisis Intervention:

Psychology services provide services for inmates in crisis or in need of help for problems that require urgent intervention.

D. Other Psychological Programs:

On-going psycho-educational classes or groups, which cover a wide variety of topics specific to inmate needs, are available. Groups that may be available include:

- Group psychotherapy for inmates who are formally diagnosed with a mental illness
- Anger Management



- Basic Cognitive Skills
- Emotional Self-Regulation
- Criminal Thinking
- Inmate Suicide Prevention Companion Program

Related programs offered by other departments:

- Alcohol Anonymous Meetings (Chaplain)
- Narcotics Anonymous Meetings (Chaplain)
- Parenting Program (Education)

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. 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. 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:

- Desire to hurt or kill oneself or talking about wanting to hurt or kill oneself
- Feeling hopeless or depressed
- Feeling rage or uncontrolled anger
- Withdrawing from friends, family or 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, cell mate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him 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. If you report your concerns to others, 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, submit an Inmate Request to Staff form and a resume to the Psychology Department. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria:



- No 100 series incident reports in the past 3 years
- No incidents report in the last year
- May not be in FRP, DRG ED, or GED refusal status
- Will need voucher from two staff

DRUG ABUSE PROGRAMMING:

A. Drug Abuse Education Class:

Is a standardized 12-to-15-hour program offered at all institutions, for the purpose of informing inmates of the consequences of drug/alcohol abuse and addiction; and to motivate inmates needing drug abuse treatment to apply for further drug abuse treatment both while incarcerated and after release. Most inmates are placed on the waitlist by their Unit Team within the first month of their arrival.

Inmates who have one or more of the factors are generally required to participate in Drug Ed:

- Evidence that alcohol or other drug use contributed to the commission of the offense.
- Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status.
- There was a recommendation (or evaluation) for drug programming during incarceration by the sentencing judge.
- There is evidence of a history of alcohol or other drug use prior to your arrest.

Effects of non-participation in the Drug Abuse Education Class if required:

- Held at maintenance pay level, and not eligible for bonus pay or vacation pay.

Inmates who are not required to take Drug Education can volunteer for the class. If interested, submit a Cop-Out to the Drug Treatment Specialist. Include the date you arrived at this institution.

Non-Residential Drug Abuse Program:

The Non-Residential Drug Abuse Program is available at all institutions. This out-patient treatment program is typically 90 to 120 minutes per week for five months. This is a voluntary program available to inmates who have a history of substance abuse and desire drug abuse treatment.

Typically, the following individuals choose to participate in nonresidential drug abuse treatment:

- Inmates who do not qualify for RDAP,
- Inmates with a substance use disorder who do not have sufficient time to complete the Intensive Residential Drug Abuse Treatment Program or RDAP,
- Inmates with a drug use history who chose not to participate in the RDAP,
- Inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).



Individuals who successfully complete the Non-Residential Drug Abuse Program may be recommended for a one-time financial award (\$30). This award is granted based on attendance, level of participation and clear conduct.

500 Hour Residential Drug Treatment Program (RDAP):

RDAP is NOT available here, but eligibility interviews are conducted locally. Inmates who are found qualified to participate in the program are then transferred to an institution with the program. Generally, you must have AT LEAST 24 months left on sentence to qualify for the program.

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a substance use disorder in the 12 months prior to your arrest. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum nine months; however, your time in the program may be extended, depending on your progress in treatment.

If you express an interest in the program, staff will screen your pre-sentence report to determine if there is evidence of problematic substance abuse in the year prior to arrest. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if your drug and/or alcohol use rises to the level of a diagnosis of a substance use disorder.

Inmates qualified for the RDAP are transferred to an RDAP institution based on their PRD. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component of RDAP, and before they transfer to an RRC.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in the community. The RDAP expects participants to be honest, to interact with one another and to participate fully in all treatment activities. It requires inmates to comply with program rules in treatment 24 hours a day, seven days a week. The RDAP is a half-day program, with the rest of the day devoted to work, school, and/or other self-improvement activities. The RDAP is available in approximately 60 Bureau institutions, and one contract facility.

Early Release:

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 12 months off his or her term of imprisonment for successful completion of the RDAP (Title 18 U.S.C. ' 3621(e)(2)). For more information, talk to Drug Treatment Staff during open house.

Community Transitional Drug Abuse Treatment Program (TDAT):

Provides continued Drug Abuse Treatment while in Community Placement. Inmates who successfully complete RDAP are required to successfully complete this community-based phase of treatment to remain eligible for Early Release Consideration. Inmates who have completed RDAP and have participated in Transitional Treatment Programming must complete at least one hour of such programming per month.



PSYCHIATRIC SERVICES:

Psycho-pharmacological medication use is monitored by Health Services and Psychology staff. This institution does not have a staff psychiatrist (physician who specializes in psychotropic medications). If you are currently prescribed psychotropic medication, discuss this with Psychology Staff at the time of your intake screening.

SPECIALIZED MENTAL HEALTH PROGRAMS:

The Bureau also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. However, inmates who qualify for these programs are rarely designated to FCI Loretto.

SEX OFFENDER MANAGEMENT PROGRAM:

Sex offender treatment is available at nine BOP institutions. The Bureau of Prisons only provides sex offender treatment at Sex Offender Treatment Program (SOTP) institutions. SOTP institutions have a higher proportion of sex offenders in their general population.

The Bureau's sex offender treatment programs are stratified into two program levels:

A. The Residential Sex Offender Treatment Program:

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders - Ordinarily inmates with multiple contact offenses. The SOTP-R is only available at the Federal Medical Center (FMC) in Devens, Massachusetts.

B. The Non-residential Sex Offender Treatment Program:

The Non-Residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment, contact Psychology Services when you have 36 months remaining on your sentence. If you qualify, you will be transferred to an institution that has the program. Inmates ordinarily enter treatment when they have between 24 to 36 months remaining on their sentence.



CULTURAL DIVERSITY:

As a result of your incarceration, you may have been removed from that part of society most familiar and comfortable and placed in a multi-cultural environment that is not so familiar or comfortable.

In this setting, it is important to gain an understanding of the dynamics of diversity and to develop a healthy level of respect for it.

What is cultural diversity? People are different because of our different backgrounds. Our backgrounds are shaped by our personal experiences, beliefs, training, education, religion, values, norms, attitudes and language. It also includes a sense of self, space, style, dress, work habits, food etc.

Where does respect come from? Respect starts with self. Developing a healthy level of respect for diversity, at a minimum would mean having the attitude that says: "I respect you enough not to violate you. I may not share your religious or cultural beliefs, but I respect you enough not to violate you or your culture."

Why is it important to develop and maintain a healthy attitude of respect and tolerance when it comes to diversity in the correctional environment?

- Exist without incident
- Decreases stress
- No interruption in programming, living assignments, visitation, commissary privileges.

There are consequences of not developing and maintaining a healthy attitude of respect and tolerance. Ways to avoid conflicts include:

- Promote and show respect for our differences
- Adopt an attitude of respect and tolerance for others
- The Federal Bureau of Prisons has zero tolerance on any form of discrimination.

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 safety and security. Mental health providers in the institution not only serve inmates, but they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate patient confidentiality. For example, most states require mental health professionals to report incidents of child or elder abuse. Providers also must notify authorities if a patient 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 verify that your mental health needs do not preclude you from residing in such a setting.

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. While these limitations on confidentiality may initially deter you from seeking treatment, be assured, 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 during your intake screening.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION:

A. All sexual behavior is prohibited in Federal Prison. The Bureau of Prisons has a zero-tolerance policy regarding sexually abusive behavior and sexual harassment.

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

B. Definitions of Sexually Abusive Behavior - 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 Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance 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.

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 sexually assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

*** Please note 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 or threat of force
- Code 205/(A): Engaging in a Sex Act (to include masturbation)
- Code 206/(A): Making a Sexual Proposal or threat to another
- Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex without Staff permission
- Code 229/(A): Sexual Assault without force or threat or force
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language
- Code 409/(A): Unauthorized physical contact

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always prohibited and illegal. Inmates who have been sexual assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault in good faith. However, inmates will be held accountable for knowingly filing a false report.

C. 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. These strategies include:

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

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.

It is important for inmates to remember that female staff routinely work and visit housing units. Inmates need to be appropriately dressed at all times in common areas.

D. What Should You Do if You Are Sexually Assaulted, Sexually Harassed or Wish to Report an Incident of Sexually Abusive Behavior or Sexual Harassment Against Yourself?



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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. All treatment services provided to you in the event of a sexual assault, whether provided by institution staff or outside professionals, will be provided at no financial cost. 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.

E. 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.

F. Support Services – Treatment Options:

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 this facility. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by psychologist and medical personnel. Available supportive services will be discussed in detail at that time.

Additionally, if you prefer to contact outside support services, you can call or write *Victim Services, Inc., 638 Ferndale Ave., Johnstown, PA, 15905, (814) 288-4961* OR contact the *National Sexual Assault Hotline at (800)656-4763*. While these phone calls are not recorded or monitored in the same fashion as typical phone calls, they will be observed in a manner ensuring the call is used only for the intended purpose. You must speak with relevant staff in order to arrange access to the confidential phone line; this can include, but is not limited to, Psychology Services staff during normal business hours or Correctional Services staff during off hours.

G. 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.

H. How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to discuss sexual misconduct with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentiality report sexually abusive behavior 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 electronic 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.
- *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
P. O. Box 27606
Washington, D.C. 20530

- *Email 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 at the following link:

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

- Monitoring, Discipline and Prosecution of Sexual Predators:

Anyone who sexually abuses/assaults 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. If you are found guilty of sexual assault, you face disciplinary procedures and possible prosecution by another federal agency. If you feel that you need help to keep from engaging in sexually abusive behaviors, contact psychological services.

Once the sexually abusive behavior 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.

INMATE PROGRAMMING

EDUCATION DEPARTMENT

The Education Department provides academic classes, vocational training, recreation, and leisure activities for inmates who wish to, or who are required to, participate. The primary goal of the program is to meet the needs of inmates in the areas of:

- Functional literacy
- High school equivalency
- Marketable work skills
- Continuing education
- Positive use of leisure time

You will be assigned an Education Representative who will meet with you to discuss your educational needs and/or interests. The Education Representative is a voting member on your Unit Team and reports your progress regarding your individual education plan. Individual needs are determined through the administration of a test, a review of your PSI, and, as mentioned, a personal interview.

The following programs are currently offered:

ACADEMIC EDUCATION AREAS:



GED LITERACY PROGRAM (GED): The GED Literacy Program is a mandatory program. In accordance with Federal Bureau of Prisons' Program Statement 5350, Literacy Program (GED Standard), any inmate who does not have a verified high school diploma or GED must attend literacy classes for a minimum of 240 instructional hours. An inmate may test out of the Literacy Program prior to the conclusion of the 240-hour period. Pursuant to the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA), and the 1995 Prison Litigation Reform Act (PLRA), an inmate lacking a high school credential must participate and make satisfactory progress in the Literacy Program in order to vest earned Good Conduct Time (GCT). Bureau staff shall consider whether inmates have earned or are making satisfactory progress towards attainment of a GED certificate.

TESTING PROCEDURES: Any inmate who does not have a verified high school diploma or GED certificate must take the Test of Adult Basic Education (TABE). The results of this test will assist with the assignment to a pre-GED or GED class. If you claim that you have a high school diploma or GED and this is not verifiable, you will have 60 days to provide proof of your claim to the Education Department. Documentation must be received directly from the appropriate school or agency or when the achievement is officially verified by appropriate government personnel in the Presentence Investigation Report (PSI). If your claim cannot be verified within this 60-day period, you will be required to take the TABE test and will be scheduled for class.

ENGLISH AS A SECOND LANGUAGE: Federal Bureau of Prisons Program Statement 5350, English-as-a-Second Language (ESL), and the Crime Control Act of 1990 (CCA) require limited English proficient inmates confined in a Federal Prison System facility to participate in the ESL Program. They must remain in the ESL Program until they can function at the equivalence of the eighth-grade level in competency skills (as measured by a score of 225 on the Comprehensive Adult Student Assessment System [CASAS] test).

ADULT CONTINUING EDUCATION (ACE): ACE courses are inmate-taught, general knowledge/information courses which last eight (8) to twelve (12) weeks. Classes such as foreign languages, history, legal research, and business are among those that may be offered. If an inmate has a desire to teach a course, he must submit a cop-out to the Supervisor of Education detailing his request and provide a curriculum for the content they wish to teach. Once approved by the SOE and ACE coordinator, the class may then be scheduled and offered to the general population.

VOCATIONAL TRAINING (VT) CLASSES: Presently, Automotive Repair and Personal Fitness Trainer Vocational Training Programs are offered. Individual certification is offered in each of these programs. We also offer an Employment Skills Class to assist the inmates in preparing a resume and important job interview skills. Each participant in the employment Skills class will have the opportunity to sit through Mock Job Interview training.

APPRENTICESHIPS: We currently offer a Teacher Aide and General Cook apprenticeship through a partnership with Pennsylvania Department of Labor. Each of these courses require institution employment in the Education Department of Food Service. These courses include 4000 hours of on-the-job training and segments of Classroom Related Instruction.

INDEPENDENT STUDY: Any inmate who wants to pursue Independent Study (correspondence) Courses must have prior approval from the Supervisor of Education for any course he wishes to take. Any courses not approved will be sent home at the inmate's expense.



PARENTING: A comprehensive program encouraging and strengthening the ongoing relationship between family members is provided. There are also special functions that inmates have the opportunity to participate in. They include a Universal Children's Day.

LEISURE & LAW LIBRARIES: The Leisure and Law Libraries are open six (6) days a week but closed on Saturdays. The Leisure Library contains a wide variety of newspapers, magazines, listening and video tapes, and books. There is a wide variety of reference material. The Law Library is electronic and provides all the required resource material. Inmates are permitted to be in the Leisure and Law Library during their off-duty hours only.

EMPLOYMENT RESOURCE CENTER (ERC): The ERC contains a variety of materials to assist inmates in career/job development, job search skills, resume writing, interview skills and job retention. This area also contains important addresses, phone numbers and community resources that are vital to an inmate's success after his release from prison. With the help of a trained Job Coach, inmates can work to determine a career path, set goals to progress towards that job, participate in educational training as needed, and learn the skills necessary to land a job upon release.

RECREATION DEPARTMENT

The Recreation Department provides a broad range of recreational/leisure time activities for Loretto's inmate population.

Inmates should be aware of any physical limitations they might have, and medical clearance is mandatory for all strenuous activities. Feel free to discuss individual needs with recreation staff members.

An indoor gymnasium is located across the hall from the barber shop. The recreation facilities provide inmates with a variety of activities, including, but not limited to, varsity and intramural basketball, softball, and volleyball. Also offered are craft hobby programs in fine arts, ceramics and leatherwork, an outside track area for running or walking, and special entertainment and games, contests, and holiday activities.

Hours of operation for the indoor gymnasium are daily from 6:00 a.m. – 8:00 p.m. Hours of operation for the outdoor recreation areas which include the weight room, music room, hobby craft, leisure and wellness areas are daily from 6:00 a.m. – 8:00 p.m.

The Recreation Department also strives to offer activities to those individuals who, for whatever reason, do not participate in regularly scheduled recreation programs.

Schedules for specific activities are posted on inmate and recreation bulletin boards. The recreation staff encourage inmates to take advantage of the facilities and activities offered and to pursue personally satisfying and meaningful use of free time.



RELIGIOUS SERVICES

The Pastoral Care Department sponsors a comprehensive group of programs for the inmate population. These programs provide numerous opportunities for an inmate to practice his faith and/or receive assistance in developing his spiritual wellness. A chaplain is available for pastoral counseling for all inmates regardless of faith or denominational affiliation. Also, there are many volunteers and contract chaplains available with whom you can talk. The schedule for these activities is posted on inmate bulletin boards throughout the institution.

The Chapel complex has areas for worship, prayer, and study. There is also a library of books, CD's, and videos/DVDs to enhance your spiritual growth.

CORRECTIONAL AND DISCIPLINARY ISSUES

GENERAL

COUNT TIMES: Counts are one of the first realities of institutional life you will encounter. It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their sleeping areas until the clearance of the count is announced.

Official count times at FCI Loretto are Monday through Friday: 12:00 midnight; 3:00 a.m.; 5:00 a.m.; 4:15 p.m. (stand-up), and 9:30 p.m. (stand-up). On Saturdays, Sundays and Federal holidays: same as above plus a 10:00 a.m. stand-up count. **THERE WILL BE NO MOVEMENT OR TALKING DURING THE COUNTS. THE RED LIGHTS LOCATED IN THE HALLWAYS WILL BE ON, INDICATING A COUNT IS IN PROGRESS.**

The staff will 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. Each inmate must actually be seen at all counts, even if the inmate must be awakened.

OFF-LIMITS: Inmates will be permitted only in their designated housing areas, the dining area, Education complex, Chapel, and in designated inside and outside recreation areas. All other areas are off-limits, unless you are assigned to and performing work on a specific work detail. Contact between inmates and civilian workers are prohibited. The outside recreation yard is closed at dusk. Loitering in the main hallway and breezeways, at any time, is prohibited.

SCP (CAMP) OUT OF BOUNDS: Red and white lettered "Out of Bounds" signs indicate areas in which inmates at the SCP are authorized to occupy recreationally. Specifically restricting access outside to the exterior perimeter of walking track to the South and West, Auto VT program building and the "Pole Barn" to the East, and around the Native American "Sweat Lodge" behind the living quarters to the North. Furthermore a **white** painted line, parallel to the basketball court, restricts boundary to the motor pool area. All inmates must remain within the aforementioned inbound areas unless directed by a Staff member.

CONTRABAND: Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. Any item in an inmate's personal possession must be authorized, and a record of the receipt of each item should



be kept in the inmate's possession. Inmates may not purchase radios or any other items from other inmates. Items purchased in this manner are considered contraband and will be confiscated. Any altered item, even an approved or issued item, 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.

DRUG SURVEILLANCE: FCI Loretto 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 an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an Incident Report.

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

INMATE DISCIPLINE

DISCIPLINE: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations. Inmates must demonstrate respect for the rights and property of others. Inmates may receive their DHO hearing through the use of video equipment. A copy of the Bureau's Prohibited Acts is also included at the end of this handbook. (Attachment B).

INMATE DISCIPLINE INFORMATION: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is the writing of an Incident Report. This is a written notice of the charges against the inmate.

The Incident Report shall ordinarily be delivered to the inmate within twenty-four (24) hours from the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the "Greatest Severity" Category. Violations in the "Greatest Severity" Category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

The Program Statement on Inmate Discipline was updated in July 2011. For inmates sentenced under the Prison Litigation Reform Act (PLRA) or rated as violent under the Violent Crime Control Act (VCCLEA) of 1994, the DHO is required to impose mandatory disciplinary sanctions of loss of good time. For further clarification, inmates should refer to the Program Statement 5270, Inmate Discipline Program, Chapters Four and Five.

INITIAL HEARING: Inmates must ordinarily be given an initial hearing within five (5) working days of the time staff became aware of the inmate's involvement in the incident (excluding the



day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next working day.

The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC may informally resolve the incident report, make final disposition and impose sanctions, or refer the incident report to the DHO for final disposition.

DISCIPLINE HEARING OFFICER (DHO): The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of the inmates placed in Disciplinary Segregation. Inmates may receive their DHO hearing via the DHO Video Conferencing procedures established at FCI Loretto.

An inmate will be provided with advance written notice of the charges not less than 24 hours before his appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to act as a staff representative, if requested. An inmate may make statements in his own defense and produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates cannot question a witness at the hearing. The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO, if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The 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 could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS: Appeals of all disciplinary actions may be made through the Administrative Remedy Program. UDC appeals are made at the institution level (BP-9). All DHO appeals are made to the Regional Director (BP-10). Appeals of UDC actions are made to the Regional Director (BP-10), if denied at the institution level, and to the General Counsel (BP-11), if denied by the Regional Director. On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.



SPECIAL HOUSING UNIT (SHU) STATUS: While housed in SHU, you will be either considered Administrative Detention or Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, an inmate in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, and for protective custody.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation.

Inmates in the Special Housing Unit shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the Special Housing Unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

This institution does participate in DHO videoconferencing. Inmates will receive a Notice of Advisement during the UDC process. (Attachment Page 49)

Every inmate needs to read and understand they are responsible for their actions while housed at this facility and are responsible for the following attachments at the back of the A&O Handbook:

Summary of the Inmate Discipline System from Program Statement (Attachment Page 50)

Inmate Rights and Responsibilities (Attachment Pages 51-52)

Prohibited Acts and Available Sanctions (Attachment Pages 53-62)

CORRECTIONAL SYSTEMS DEPARTMENT
--

OPEN HOUSE HOURS

Correctional Systems Department Open House Hours will be posted on the Mail Room and electronic bulletin boards. It is your responsibility to see CSD Staff during those hours.

MAIL: The institution's mail room is located in the basement of the South Unit below the Dormitory. Incoming general correspondence is distributed by the Unit Officers following the 4:15 p.m., count Monday through Friday (excluding federal holidays). Should you receive accountable mail for which you must sign, you will be called to the mail room and are required to have your ID Card for identification purposes.

Your incoming and outgoing mail should be addressed as follows:

Your Name and Register Number



**Federal Correctional Institution Loretto
Your Assigned Housing Unit
P.O. Box 1000
Cresson, Pennsylvania 16630**

All monies or negotiable instruments must be sent to the National Lockbox Location at the following address:

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

The institution mail room at FCI Loretto does not accept funds received from outside the institution.

Outgoing mail is processed Monday through Friday, excluding federal holidays. There are two large, blue postal service-type boxes for outgoing general correspondence for inmate use in the FCI. The boxes are located outside the institution's dining hall. Outgoing mail may be sealed unless you have been authorized to correspond with another confined inmate or are on restricted correspondence. In this case, your outgoing mail must be left open. There is one large, brown postal service-type box for outgoing general correspondence for the camp located in the camp dining hall.

HEIGHTENED INCOMING MAIL PROCEDURES: The following procedures are implemented at FCI Loretto for the safety and security of the institution and for fire, sanitation and housekeeping reasons:

- Only white envelopes and white paper with simple pen or pencil for text will be accepted.
- No labels, glitter, stickers, lipstick, crayon or stains of unknown origin will be accepted.
- Any incoming correspondence sprayed with a fragrance (perfume, cologne, etc) will be rejected.
- The postage stamps on all incoming mail will be removed prior to being delivered to the inmate.
- Only **one** soft cover publication (book, magazine, etc) per day may be mailed to an inmate from any source other than a publisher, book club or bookstore.
- Magazines received into the institution must be less than 90 days old or they will be considered contraband and disposed of accordingly.
- No card stock type paper will be accepted.
- Some or all of the general correspondence received at the institution may be photocopied and the photocopy only provided to the inmate.
- Only exceptions will be valid legal mail meeting all three legal mail criteria, mail from court or government office, or correspondence from valid commercial source.
- Greeting and post cards will not be accepted. These items will be rejected. Photocopies of greeting cards and post cards must comply with above restrictions.



OUTGOING LEGAL/SPECIAL MAIL PROCEDURES: FCI inmates must hand carry their outgoing Legal/Special Mail directly to the mail room staff. Legal/Special Mail will be accepted during the below noted times.

Monday-Friday 7:00 a.m. - 7:30 a.m.

SCP inmate's musts hand carry their outgoing Legal/Special Mail directly to the Camp Officer. Legal/Special Mail will be accepted by the Camp Officer during mail call Monday through Friday, and on Sundays, 4:45pm-5:00pm.

The inmate whose name appears in the return address block is the one who has to deliver the mail to the mail room staff. If anyone besides the inmate listed in the return address block brings the Legal/Special Mail to the mail room, they will receive an incident report. For identification purposes inmates must have their commissary card in their possession when they deliver their Legal/Special Mail.

Outgoing Legal/Special Mail weighing 16 ounces or greater will be processed as a package. A Request-Authorization to Mail Inmate Package will be filled out at the mail room and the inmate must pack the package in the presence of the mail room officer to ensure no contraband is being mailed.

INCOMING LEGAL/SPECIAL CORRESPONDENCE: All incoming Legal/Special Mail must be adequately identified as being received from a Legal/Special Mail source (along with the marking "Special Mail-Open Only in the Presence of the Inmate" on the outside of the envelope), will be date-time stamped upon receipt in the mail room and you will be called to the Mail Room to receive your Legal/Special Mail, either by call-out or intercom system. It is your responsibility to notify your attorney(s) of the legal mail marking requirement in order for your mail to be afforded this special processing. Attachment C to this handbook is provided for you to use in notifying your attorney. Additional copies of this attachment may be obtained from your counselor or at the Mail Room.

INCOMING PUBLICATIONS: FCI Loretto permits inmates 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 a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications and publications from a publisher or bookstore only. Due to sanitation and fire safety concerns, accumulation of publications will be limited to five (5) magazines (not older than three (3) months), five (5) books and ten (10) newspapers (not older than 10 days).

Section 614 of the Fiscal Year 1999 Omnibus Budget Act (P.L. 105-277) prohibits the Bureau of Prisons from distributing or making available to inmates any commercially published material with any sexual activity to include nudity. This amendment is referred to as the "Ensign Amendment."

Publications also can be rejected if they contain any of the following: articles depicting security devices, articles detailing construction of bombs or weapons, articles detailing or encouraging escape from correctional facilities, articles promoting any racial violence, any type of explicit sexual activity to include nudity. The Warden can also reject a publication if it is determined to



be detrimental to the security and orderly running of the institution, or if it might facilitate criminal activity.

PACKAGES: Materials otherwise approved by Bureau of Prisons policy for retention by an inmate (e.g., magazines, paperback books, legal materials) received in packages form must be clearly marked with the special mail/legal markings or the citation "Contents – Authorized Publications" in order to be received from the U.S. Post Office. These markings are intended to alert the Mail Room Officer to the fact that enclosed materials contain matter approved under an existing Bureau policy and do not require a Special Package Authorization Form. The only package an inmate may receive from home is that containing release clothing, within the last 30 days of confinement. A Package Authorization Form must be obtained from your Correctional Counselor.

CORRESPONDENCE BETWEEN CONFINED INMATES: An inmate may be permitted to correspond with any inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or is party in a legal action (or witness) in which both parties are involved, and no other security concerns are noted. The following additional limitations apply:

- Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).
- Staff at both institutions must approve the correspondence in advance. Your Case Manager can assist you in obtaining approval.

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.

The Warden will give written notice to the sender concerning the rejection of mail and the reason(s) for rejection. The sender of the rejected correspondence may appeal the rejection.

The inmate will be notified of the rejection of correspondence and the reason(s) for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

RECEIVING AND DISCHARGE (R&D): Transferring inmates will be called to R&D when their property arrives. It is not unusual for an inmate's property to arrive 2 to 3 weeks after he arrives at FCI Loretto. If it has not arrived after 3 weeks, contact your Counselor to inquire about your property.

RECORDS OFFICE SENTENCE COMPUTATIONS: Sentence Computations are done at the Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas. Sentence Computations will normally be prepared approximately 30 days from your arrival. You will receive your copy of the Sentence Computation after the 4:15 p.m. count. Questions regarding sentence computations should be directed via "cop-out" Inmate request to staff member, to the Correctional Systems Department.



GOOD CONDUCT TIME: This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law on November 1, 1987. The First Step Act became law on December 21, 2018. The two most significant changes in the sentencing statutes deal with Good Time and Parole issues. There are no provisions under the new law for parole. The only Good Time available will be fifty-four (54) days per year Good Conduct Time, provided you have a sentence of more than one year. This is awarded at the beginning of your sentence; however, remains contingent on your good behavior as it may be taken as a disciplinary sanction by the Discipline Hearing Officer. The Good Time discussions below **DO NOT** apply to inmates sentenced under the new sentencing guidelines.

STATUTORY GOOD TIME: Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months, or more is entitled to a reduction in his term, if the offender has faithfully observed the rules of the institution and has not been disciplined. Statutory Good Time deductions range from five days per month to ten days per month, based on the length of sentence.

At the beginning of a prisoner's sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the inmate commits disciplinary infractions.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence, if the period of confinement is exactly six months; a shorter period does not qualify for Good Time under the statute, and a longer period cannot be part of a split sentence.

EXTRA GOOD TIME: The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of Extra 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. Extra Good Time is available to those inmates whose offenses occurred prior to November 1, 1987.

CSD SUPPLEMENTS RECOMMENDED FOR INMATES TO REVIEW: INMATE PERSONAL PROPERTY, CORRESPONDENCE, INCOMING PUBLICATIONS, AND MAIL MANAGEMENT.

SAFETY OFFICE

GENERAL SAFETY: Inmates should familiarize themselves with the safety regulations at this institution. Any questions should be directed to your Detail Supervisor, Unit Team, or the Safety Manager. Work injuries must be reported immediately to your work supervisor. Safety shoes will be worn on work details. Personal radios, personal books/magazines, or educational material will not be permitted on the job site.

FIRE PREVENTION AND CONTROL: Everyone is responsible for fire safety and prevention. Inmates are required to report fires to the nearest staff member so property and lives can be



protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made by the Safety Manager.

FIRE DRILLS/SMOKE ALARM: Inmates must familiarize themselves with the fire evacuation diagrams posted in all departments. Fire drills are conducted on a quarterly basis and every inmate is required to promptly respond and evacuate when the alarm is sounded.

ON-THE-JOB INJURIES: If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation through the Safety Manager 45 days prior to his release. A medical evaluation must be included in the claim before any compensation can be considered.

FOOD SERVICE

- Food Service is off limits other than when meals are being served.
- Proper attire is required for all meals. Your jacket must remain open, shirt tucked in and buttoned up, and you must use a belt with your pants, unless new elastic wadded pants were issued. Hats may not be worn in the dining hall.
- Loud and boisterous conduct is not permitted in the dining hall.
- All inmates will have in their possession their issued ID Card.
- All IDs are scanned for the noon meal served in the Dining Room.
- No items other than condiments (hot sauce, bbq sauce, mayo, etc.) are to be brought into the Food Service area. This includes cups, drinks, laundry bags, books, magazines, other commissary items, etc.
- No food items are to be removed from the dining hall, to include fruit.

TRUST FUND & COMMISSARY

Every inmate will have an established trust fund account out of which they can withdraw funds to make purchases or to satisfy family and/or legal obligations. Any outside source(s) who wish to send an inmate money can do so via a U.S. Postal Money Order to the National Lockbox (refer back to page 38 for the address). The inmate's name and registration number must be shown on the money order. Failure to do this will result in the money order being returned to the sender.



Family or friends may also send an inmate funds through Western Union's Quick Collect Program. For more detailed information regarding either program, refer to Program Statement 4500.11.

The weekly stamp and spending limits will be governed by periodic Bureau of Prisons memorandum updates. The institution makes available to the inmate population copy cards to be used for inmate copy machines. An inmate may purchase these on their regular shopping day.

Merchandise lists are used to make commissary selections. These lists are completed by the inmate and turned into the sales unit staff on the same day.

The Trust Fund Sales Unit hours of operation are posted in the main corridor. Notice that on your purchase receipts (issued every time you shop) there is a beginning and ending balance. You may use this figure to double-check your existing balance.

Articles such as watches and radios may be purchased in the Commissary. A Special Purpose Form 40 must be completed and approved by the Correctional Systems Officer prior to any such purchases. If you are participating in the hobby craft program, you may purchase hobby craft items from the Commissary. The appropriate forms may be obtained from the officer at the hobby craft center. In some rare instances a Special Purchase Order (SPO) will be available and marked-up at the standard 30% above cost, in accordance with the Program Statement on Trust Fund Operations.

Toilet paper is issued to all inmates by the commissary during an inmate's regular shopping day. Toilet paper is not provided in the inmate restrooms. Inmates must take their issued toilet paper to use in all inmate restrooms throughout the institution.

FACILITIES DEPARTMENT

The Facilities Department at FCI Loretto provides inmates with a meaningful opportunity to enhance learned skills and to develop apprentice-level abilities.

The Facilities Department is responsible for the preparation of preliminary plans (blueprints and/or mechanical drawings), new construction, renovations, repairs, and maintenance of all utilities and equipment at FCI Loretto.

The goal of the Facilities Department is to utilize and train inmates, while providing cost effective construction and maintenance services to the institution in a correctional setting.

Inmates with construction-related skills, or those desiring an opportunity to learn a trade-related skill in any of the following areas, should request job placement in the Facilities Department through your Unit Team. These areas include electric, landscape, garage, powerhouse, plumbing, welding, painting, and construction.

IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT:

Contraband includes Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons. On January 7, 2008, the Court



Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff.

Documents which can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members.

If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. **If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution.** You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

DNA Analysis Backlog Elimination Act of 2000

On December 19, 2000, the DNA Analysis Backlog Elimination Act of 2000 (Pub. L. No. 106546) was enacted. That law required the Bureau to obtain a DNA sample from each inmate convicted of a qualifying offense. Pursuant to Title 42 U.S.C. 14135a,b and Title 28 C.F.R. 28.12 FCI Loretto staff will collect DNA samples from persons in Bureau custody who are: Convicted of any federal offense; Convicted of any Uniform Code of Military Justice; Convicted of a qualifying D.C. Code offense (as provided on a list); Arrested or facing charges (pretrial inmates); Non-United States persons who are detained under the authority of the United States who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b). Collection of DNA via Buccal Swab has been incorporated into the collection method.

<h3>INMATE REENTRY AND INMATE SKILLS DEVELOPMENT</h3>
--

Introduction: Inmate Re-Entry Affairs Coordinator Office Location – Psychology (FCI), Mainline (Camp – Wednesday Mainline)
How to contact the RAC (Mainline, Inmate Request to Staff)

What is Reentry? The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution, a wide array of programs and activities are offered in order to implement reentry skills development initiatives.



Inmate Skills Development: The Bureau is focusing on building the kind of skills essential to successful reintegration into society ranging from activities of daily living, such as budgeting and cognitive skills. A wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release. During the initial classification (Unit Team) will allow this time 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 Unit Team, Education, Recreation Health Services, Psychology, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

The Bureau is committed to the goal of creating a seamless transition between incarceration and the community for releasing offenders that ensures continuity of support and care. This coordinated, competency-based model for reentry is expected to help increase the likelihood of a successful community transition upon release.

Inmate Reentry Skills

RAC will briefly discuss the nine skill areas and the individual Departments responsibilities.

Reentry Skills	Reentry Skills as Demonstrated in the Institution and Community
Daily Living Skills - Financial Management - Food Management - Personal Hygiene/Sanitation - Transportation - Identification - Housing - RRC Placement - Family Care (Unit Team)	Displays independent living skills commensurate with institution or community opportunities to include maintenance of a clean residence, a responsible budget to include a savings account, meal preparation, appropriate personal hygiene and appearance and proper etiquette. Obtains, maintains, and/or contributes financially to a legal residence and any necessary transportation. Obeys institution rules and regulations and local, state and federal laws. Is able to identify and access community resources for basic needs.
Mental Health Skills - Substance Abuse Management - Mental Illness Management - Transitional Plan - Appropriate Sexual Behavior (Psychology)	Maintains sound mental health through avoidance of substance abuse/dependence and other self-destructive behaviors and use of effective coping techniques. Participates in appropriate medication and/or treatment regime as necessary to address any acute or chronic mental health issues.
Wellness Skills - Health Promotion/Disease Prevention - Disease/Illness Management - Transitional Plan - Government Assistance (Health Services)	Maintains physical well-being through health promotion and disease prevention strategies such as a healthy lifestyle and habits, routine medical care, regular exercise, and appropriate diet. Participates in appropriate medication and/or treatment regime as necessary to address any acute or chronic medical conditions.



<p style="text-align: center;">Interpersonal Skills</p> <ul style="list-style-type: none"> - Relationships - Family Ties/Support System - Parental Responsibility - Communication <p style="text-align: center;">(Psychology and Unit Team)</p>	<p>Relates appropriately and effectively with staff, peers, visitors, family, co-workers, neighbors and members of the community by observing basic social conventions and rules. Displays the ability to develop and maintain healthy relationships to include the avoidance of co-dependency. Avoids negative interpersonal influences.</p>
<p style="text-align: center;">Academic Skills</p> <ul style="list-style-type: none"> - Intellectual Functioning - Literacy - Language - Computer Skills <p style="text-align: center;">(Education)</p>	<p>Participates and progresses in educational activities commensurate with ability and occupation to serve as foundational skills for other re-entry skills. Reads, writes and utilizes basic arithmetic at a level necessary to function in a correctional environment and in society.</p>
<p style="text-align: center;">Cognitive Skills</p> <ul style="list-style-type: none"> - General Behavior - Criminal History - Domestic Violence/Abuse - Criminal Behavior <p style="text-align: center;">(Unit Team/Case Manager)</p>	<p>Engages in accurate self-appraisal by acknowledging and correcting irrational thinking patterns. Is cognizant of the importance of goal setting. Solves problems effectively, maintains self-control and displays pro-social values. Acknowledges and appropriately corrects criminal thinking patterns and behaviors.</p>
<p style="text-align: center;">Vocational/Career Skills</p> <ul style="list-style-type: none"> - Employment History - Career Development - Institution Work History - Post-Incarceration Employment <p style="text-align: center;">(Unit Team)</p>	<p>Acquires and maintains employment in order to become self-sufficient and fulfill financial obligations. Engages in purposeful activity, develops abilities useful in the acquisition and maintenance of post-release employment and pursuit of career goals.</p>
<p style="text-align: center;">Leisure Time Skills</p> <ul style="list-style-type: none"> - Use of Leisure Time <p style="text-align: center;">(Counselor)</p>	<p>Engages in meaningful recreational activities and hobbies making positive and effective use of free time and facilitating stress management and favorable peer affiliations.</p>
<p style="text-align: center;">Character Skills</p> <ul style="list-style-type: none"> - Personal Character - Personal Responsibility <p style="text-align: center;">(Unit Team/Counselor)</p>	<p>Maintains a sense of accountability to self and others through attention to the potential impact (short and long term) of actions. Seeks to engage in behaviors which reflect pro-social values thus creating a positive impact in their life and the lives of others. Displays a healthy tolerance for delayed gratification. Displays the capacity for self-reflection and consideration of meaning in life in relation to a particular faith or personal philosophy.</p>

Identification In order to assist with employment readiness upon release, you will need two forms of identification. You may have any identification you currently have mailed to your Unit Team and placed in your central file until your release date. Driver License or a state/federal picture identification card Birth Certificate: a copy can be requested from the state's vital statistics agency for a fee. Specific information is available in the law library or career resource center. Social Security replacement card applications can be obtained from the unit counselor.

Veteran's Benefits Sentenced inmates are eligible for some reduced benefits while they are incarcerated. In some cases, your family may still be able to receive benefits. A local VA representative visits the institution to assist with general information and personal benefit issues.



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

THIS HANDBOOK IS TO BE USED SOLELY FOR ORIENTATION PURPOSES. IT IS NOT INTENDED TO BE USED AS AN INSTITUTION SUPPLEMENT OR A BUREAU OF PRISON PROGRAM STATEMENT AND MAY BE SUBJECT TO CHANGE.

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be "A & O Coordinator".

A & O Coordinator

A handwritten signature in black ink is written over a horizontal line. The signature is highly stylized and appears to be "Warden".

Warden



BP-A0493
Jun 10

SPECIAL MAIL NOTICE

**U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF
PRISONS**

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with you attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail – Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

PDF
Prescribed by P5800
(Replaces BP-493(58) of FEB 1991)



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Cresson, Pennsylvania 16630

NOTICE OF ADVISEMENT (Videoconferencing of DHO Hearing)

WITNESS FOR: _____

INCIDENT REPORT NO: _____

INMATE: _____

REG. NO.: _____

The aforementioned inmate has been advised videoconferencing will be limited to and defined as a means of conducting hearing between the Discipline Hearing Officer (DHO) and inmate. Due process hearings should be consistent with *wolf v. McDonnell* 418 US 539 (1974), and inmate discipline policy requirements.

(This is a live conference and is not recorded).

DATE: _____

SIGNATURE: _____

Notice of videoconferencing given:

By: _____
Print Name/Signature/Title



SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in an incident or once the report is released for administrative processing following a referral for criminal prosecution.



Ordinarily maximum of 24 hours

2. Staff gives inmate notice by delivering incident report.



Maximum ordinarily of 5 workdays from the time staff became aware of the inmate's involvements in the incident (Excludes the day staff became aware of the inmate's involvement, weekends, and holidays)

3. Initial review (UDC).



Minimum of 24 hours (unless waived)

4. Discipline Hearing Officer (DHO) Hearing.



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

Staff may suspend disciplinary proceeding for a period no to exceed two calendar weeks while undertaking information. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.



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

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

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.

2. You have the responsibility to know and abide by them.

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

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

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visit to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.

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

7. 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 educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

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

12. It is your responsibility to use the service or an attorney honestly and fairly.



13. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
14. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
15. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
16. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

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 or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking Hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others or those hazardous to institutional security or personal safety e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).



- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is no accurate. The offending conduct must be charge 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 job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons Custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).



- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.



- 231 Requesting, demanding, pressuring, or otherwise intentionally 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 charge 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 of the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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



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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence toward 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.
 - 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools MSDS sheets, OSHA standards).
 - 318 Using any equipment or machinery without staff authorization.
 - 319 Using any equipment or machinery contrary to instructions or posted safety standards.
 - 320 Failing to stand count.
 - 321 Interfering with the taking of count.
 - 322 (Not to be used).
 - 323 (Not to be used).
 - 324 Gambling.
 - 325 Preparing of 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, clearing 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 charge 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 warned 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 goof 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 privilege (e.g., visiting, telephone, commissary, movies, recreation).
- G Change housing (quarters).



H Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulation.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charge 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 sanction may not be suspended).

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privilege (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters)
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS
 WITHIN THE SAME SEVERITY LEVEL**

Prohibited act Severity Level	Time Period for Prior: Offense (Same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2 nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate severity level sanctions (300 series).
Moderate Severity (300 level)	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 ½% or up to 45 days, whichever is less and, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more Offense	Any available High severity level sanctions (200 series).
High Severity (200 level)	18 months	2 nd 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



Inmate Admission and Orientation Handbook
Federal Correctional Institution Loretto
Cresson, Pennsylvania
August 2023

		3rd or more Offense	terminate or disallow EGT (an EGT sanction may not be suspended). Any available High severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).