

**FEDERAL CORRECTIONAL INSTITUTION/  
SATELLITE CAMP PRISON MENDOTA,  
CALIFORNIA**

**ADMISSIONS & ORIENTATION  
HANDBOOK**



**AN INMATE'S GUIDE TO  
POLICIES AND PROCEDURES  
2015**

This booklet has been prepared for new commitments to this institution. A copy of this booklet is also available in Spanish. We encourage all inmates to review it completely and if you have any difficulty comprehending the handbook, or require further information, please seek assistance from Unit Staff.

We want the inmate's time spent here at Mendota to be productive. All inmates have the opportunity to serve their sentence in a correctional facility with numerous programs and services available to all inmates.

We stress open communication and cooperation between staff and inmates. Inmates will find staff willing to assist them throughout their stay here. In return, we expect all inmates to take responsibility for themselves and their actions and to fulfill their obligations. Particularly, we expect them to conduct themselves appropriately and refrain from any misconduct.

Our goal is to help all inmates plan for release at the opportune time, ready to accept their place back in the community.

### **Director's Message to Inmates**

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any

type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understands that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are

here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

### **Director's Message to Inmates - Suicide Prevention**

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

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

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

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

which ensures the safety of the staff and inmates who interact with you each day.

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

"Learn from yesterday, live for today, hope for tomorrow."  
- Albert Einstein

### **Director's Message to Inmates - Parenting**

As Director of the Federal Bureau of Prisons (BOP), I want to reaffirm the agency's commitment to helping you prepare to reenter society following release from prison. For those of you with children, this preparation includes building parenting skills.

Regardless of the state of your relationship with your children before you came to prison, we understand that incarceration creates new parenting challenges. The staff in the BOP is committed to giving you opportunities to enhance your relationship with your children and your role as a parent. For example, we offer parenting programs at all institutions. I encourage you to take advantage of these programs. The BOP also offers many opportunities to communicate with your children and your family, through telephone calls, electronic messages, and letters. In addition, I hope your family is able to bring your children to visit you-there is no substitute for seeing your children, looking them in the eye, and letting them know you care about them.

I suggest that you not let mistakes you may have made in the past prevent you from being an important role model for your children. You can show them that people who make mistakes and bad decisions can overcome challenging obstacles with the right attitude and commitment. You can also demonstrate that through hard work, people can achieve great things such as education, jobs, and treatment. You can reinforce your children's strengths and help guide them when they are veering off course.

I hope that you use your term of incarceration to acquire the skills needed to live successfully in the community, and this includes building a strong relationship with your children. We are here to help you prepare to successfully release from prison and become a productive and law abiding citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; and improve skills you have acquired previously. I challenge each of you to use each day to make a positive difference, and to bring that positive difference to the lives of your children.

### **INTRODUCTION**

Your inmate handbook was prepared by the staff of the Federal Correctional Institution (FCI), Mendota, California, to serve as a reference guide and to provide an overview of procedures and programs at this facility. Additional information can be found in Program Statements and Institution Supplements located in the Law Library. The information, although current at the time of printing, is subject to change.

### **GENERAL INFORMATION**

**Admission & Orientation:** Inmates will reside in their assigned unit and shall participate in the Admission & Orientation (A&O) Program for approximately 4 weeks. During orientation, inmates will meet staff and become familiar with the physical setting of the compound. The A&O Program consists of lectures and group meetings to learn about regulations, programs, and activities. Inmates will receive a thorough physical examination and complete educational, vocational, and psychological tests during the orientation period. Although inmates will not be given a work assignment until cleared by Health Services, they are expected to complete their in-house assignments under the direction of the Unit Team and the Unit Officer.

**Official Counts:** Inmates must be accounted for at all times. Official counts will be conducted at 12:00 AM, 3:00 AM, 5:00 AM, 4:00 PM and 9:00 PM. (4:00 PM and 9:00 PM will be a standing Count). On holidays and weekends, there is an additional "stand up" count held at 10:00 AM.

There is no talking or playing of radios during a count. Each inmate must be standing during the "stand up" count (with the exception of those who have medical restrictions). There will be no movement until the count has been cleared. Inmates may

not open/close lockers, etc., during counts. During evening and early morning counts, Correctional Officers will use flashlights for counts. If an inmate is completely covered, the Correctional Officers will call the inmate in an attempt to get his attention. The Correctional Officers must observe human flesh.

**Census Checks:** Census checks are conducted during each work period (am and pm). During census checks, no inmate movement is allowed. Inmates are to remain where they are when the census check is called if on a work detail. If in the housing unit, inmates are to report to their assigned cell until the census check is completed. All inmate movement must cease.

**Emergency Counts:** Emergency Counts may be announced at any time. In the event of an emergency count, inmates are to report immediately to their assigned living quarters. All emergency counts will be "stand up" counts.

**Change Sheet/Call-Out:** The Change Sheet reflects changes in educational status and changes in work assignment. The Call-Out is used to schedule medical, dental, educational and other appointments for the inmate with staff. This multi-listing is posted in the unit Monday through Friday. It is the inmate's responsibility to review the Change Sheet/Call-Out daily for scheduled appointments which must be kept, as missed appointments may result in disciplinary action.

**Out-of-Bounds-Areas:** Certain areas are "Out of Bounds" unless inmates are assigned to work there or have been called by staff. If an inmate is called to one of these areas, he is to report immediately to the staff on duty. Inmates should not linger following completion of their business.

**Inmate Request to Staff Member (Cop-Out):** The Inmate Request to Staff Member form (BP-ADMIN-70, commonly referred to as a "Cop-Out") is used to request appointments or to address concerns with staff. Various types of requests can be made with this form. Completed forms should include a brief account of the inmate's problem and/or request(s) and his comments concerning what he would like to have done. Staff will respond to the inmates request within a "reasonable" period of time.

With the implementation of the TRULINCS System, inmates also have the opportunity to communicate to staff utilizing electronic copouts. This process however, does not replace the official Administrative Remedies process. Inmates shall follow normal chain of command procedures before communicating with

Management on an issue. Inmates abusing the use of Electronic Request to Staff Service may be restricted from further use.

Inmates are allowed to submit only one electronic Request to Staff per day and may not duplicate requests or submit the same request to more than one staff member. The maximum session time is 30 minutes. Inmates may print documents for a fee of 15 cents per page.

**Contraband/Searches ("Shakedown"):** Contraband is defined as anything not authorized for retention, not issued by the institution, not received through approved channels, or not purchased through the Commissary. Staff are alert to the subject of contraband and make an effort to locate, confiscate and report contraband found in the facility. Anything not in the original container is considered nuisance contraband. Any item in the inmate's personal possession must be authorized and a record of the receipt of the items should be kept in his possession. Inmates cannot purchase or loan radios or any other items from another inmate, nor can an inmate store property in another inmate's locker. Items purchased or obtained in this manner are considered contraband and will be confiscated. An item from an inmate's work site is considered contraband if found in the housing unit. Inmates are not authorized to tie their bed sheets and/or bed sheets to the mattress. Any item which is altered, even if originally approved or issued, is considered contraband. Altering or damaging U.S. Government property is a violation of institution rules and the cost of the damage may be levied against the violator. All inmates are subject to pat searches, visual searches and searches of their assigned cell, cubicle or other assigned living space. While staff are conducting searches, inmates are not allowed in the cell, cubicle or assigned living space. Staff are required to search inmate cells to locate contraband or stolen property. An inmate's property and living area will be left in the same general condition as it was found.

**Urine/Alcohol Surveillance:** Inmates may be asked to give a urine or Breathalyzer sample at any time. When an inmate is called to give a urine sample, he has two (2) hours to provide the sample or an Incident Report will be written. Inmates must remain under direct staff observation during those two (2) hours. Failure to submit to a urine sample or Breathalyzer will be treated as a refusal and will result in disciplinary action. Water or other fluid may be taken only upon permission of the Operations Lieutenant or the Captain. A Breathalyzer test must

be completed when called for testing. There is no allowed delay.

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

### **HEALTH CARE SERVICES**

The health care mission of the Federal Bureau of Prisons and FCI Mendota is to provide medically necessary health care and dental care to inmates, in accordance with proven standards of care, without compromising public safety concerns inherent to this institution's overall mission.

### **ACCESS TO CARE**

**MEDICAL SERVICES:** Access to care is provided through sick-call for both medical and dental issues. Sick-call is offered four (4) days a week, normally Monday, Tuesday, Thursday, and Friday. Wednesdays are reserved for clinic days. These days are for routine or initial examinations, required testing, and medical clearances.

For FCI Mendota, you will have the opportunity to sign up for sick call in the Health Services Department usually starting at

7:00 to 7:30 a.m., in the morning. Triage slips will be provided during sick-call, and will be returned to the Registered Nurse performing sick-call. Medication that cannot be self-carried will be dispensed normally from 6:45 - 7:00 a.m., in the morning and 4:30 - 5:00 p.m., in the evening. New self-carry prescription medication or refilled self-carry medications will be distributed from the pill line window when they are available. Inmates will be placed on call-out when their medication is available for pick-up.

For SPC Mendota, a triage slip will need to be filled out and placed in the mailbox located in the Health Services Department. Sick-call slips can be obtained from the Camp Officer. Cop-outs placed in the sick-call box will not be addressed. Pill line will be announced overhead when pill line is open, both in the morning and the evening. Inmates will also be placed on call-out when their medication is available for pick-up.

Health Services clinical staff will conduct rounds in the Special Housing Unit (SHU) daily. Inmates assigned to SHU will have the opportunity to identify their medical and/or dental concerns during these rounds.

Medications will normally be distributed at 6:30 - 7:00 a.m., in the morning and 5:00 - 5:30 p.m., in the evening.

Emergencies will be seen at once and appropriate treatment will be provided. All urgent cases will be seen the same day. All non-urgent cases will be scheduled appointments based on clinical triage guidelines. The appointments can take up to two (2) weeks to be scheduled. Inmates will be placed on the call-out the day of their appointment and will be seen for their complaints based on severity and acuity as determined by the Registered Nurse or Mid-Level Provider.

**OVER THE COUNTER (OTC) MEDICATION:** Most medication can be purchased from commissary before you visit sick-call. However, in the event you need to purchase over the counter (OTC) medication, you can report to sick-call and advise Health Service Staff. Health Service staff will provide you with a signed form that will allow you to purchase specific medication from commissary without having to wait for your assigned day.

**MEDICAL EXAMINATIONS:** Wednesday is normally the day set aside for physical examinations, required testing, and medical clearances. A physical examination is performed on all new commitments to the institution normally within 14 days. If you are transferred from another Bureau of Prisons institution, are generally healthy, and are not enrolled in a chronic care clinic, you do not need a new physical. Assignment to a chronic care clinic will be made by the physician, should the physician indicate a need. After the initial physical examination, you are entitled to a physical examination every two years until age 50. After age 50, you may request a physical once per year. To request a physical, you may submit a cop-out to Medical Records requesting a routine physical screening.

**MEDICAL DUTY STATUS:** If you have a medical restriction or condition which requires special accommodation or notation and it is cleared or verified through Health Services, you will be provided a Medical Duty Status (MDS) form, which will specify your current:

- Housing Status
- Any Physical Limitations / Restrictions
- Equipment you are Authorized to Carry
- Specific Work Restrictions / Limitations
- Custody Restraint Restrictions
- Any other comments the provider would like to indicate

Please note, any accommodations (lower bunk, soft shoe pass, etc.) will be valid for up to a **MAXIMUM of one (1) year from the issue date, regardless of the expiration date.** MDS forms are only valid if they are issued from FCI Mendota, other forms issued by other institutions are NOT valid. Inmates who have special accommodations and/or special annotations on their MDS (e.g. metal in specific parts of the body) are required to carry their MDS forms on them at all times.

**MEDICAL IDLE/CONVALESCENCE:** If an inmate is placed on a medical idle, the idle can be up to a total of seventy-two (72) hours. During this time, the inmate is restricted to his housing quarters, except for meals, religious services, and medical call-outs or pill line. If an inmate is placed on Convalescence, it

is for a maximum of thirty (30) days for the purposes of extended recuperation from an illness, injury, or surgery. Inmates on convalescence may attend other programs including education classes, drug awareness programs, etc. Restrictions on recreational activities may be written on a case-by-case basis.

**DENTAL CARE:** Access to dental triage is provided through sick call. During sick-call, only emergency dental care will be provided to inmates. Emergency care includes treatment for the relief of severe dental pain, traumatic injuries, acute infections, sedative fillings, extraction of non-restorable teeth, and gross debridement of symptomatic areas. Inmates who are housed in segregation, special housing, or jail units for less than a 12 month period will have access to dental triage and emergency care only.

Emergency dental care will be available to all inmates on a 24-hour basis.

Non-emergency dental care is elective and an inmate may request this care through cop-outs.

This care includes but is not limited to:

- Radiographs
- Oral Health Instructions
- Indicated Prophylaxis
- Other Periodontal Therapy
- Endodontic and Restorative Treatments
- Oral Surgery
- Fabrication of a Prosthesis

Dental prophylaxis (teeth cleaning) is considered non-emergency care and will not occur more than once a year for healthy patients. Removable partial dentures (RPD) may be provided at the Chief Dental Officer's discretion. The Bureau of Prisons is not required to replace missing teeth, regardless of when or where the teeth were removed. All RPDs, will be initiated **only after** periodontal, surgical, and restorative treatment is completed.

**INMATE COPAYMENT:** All inmates will have access to medical/dental care. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services listed below. These requested visits include sick-call and after hours requests to see a health care provider. An inmate will not be denied access to necessary health care because of an inmates' inability to pay.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, 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.

**HEALTH CARE VISITS WITH NO FEE:**

We will not charge a fee for:

- Health care services based on health care staff referrals
- Health care staff- approved follow- up treatment for a chronic condition
- Preventive health services
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment

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

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic care clinics
- TB testing
- Vaccinations
- Wound care

- Patient education

**INDIGENCY:** An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

**EYEGASSES:** Prescription glasses will be provided by the Bureau of Prisons. Once approved for and after an examination by a consultant optometrist, glasses will be ordered. Federal Prison Industries, FCI Butner, North Carolina, is the only approved vendor.

**MEDICAL RECORDS:** Medical records requests are completed as time allows by Medical Record staff. To request copies of records, you can submit a cop-out to Medical Records requesting copies of your records. Be as specific as possible: things like type of records, date ranges, can assist in locating and pulling the correct records. The first 100 pages are free, and the following 140 pages have no charge. However, after 241 pages, you are charged 10 cents per page starting from page 100. This also includes previous requests made at other institutions. Copies of HIV lab results will not be released to inmates in custody.

**LIVING WILLS/ADVANCE DIRECTIVES:** An inmate housed at FCI/SPC Mendota may prepare a "Living Will" or Advance Directive regarding Medical care. While this document may be placed in the inmate's medical record, Bureau of Prisons policy forbids enactment or use of "Do Not Resuscitate Order". If an inmate who has an advance directive on file is admitted to a community hospital for medical treatment, a copy of the document will be provided to the community facility for consideration.

The community hospital's bylaws, local, and state laws as well as family wishes, govern living will implementation. As part of the inmate's medical record, advance directives on file will be provided to any Bureau Medical Referral Center to which the inmate may be transferred.

**CONCERNS/GRIEVANCE:** Any healthcare concerns may be addressed with the Health Service Administrator (HSA) or his/her designee during the afternoon mainline on weekdays for the FCI and Friday afternoon at the SPC. You are encouraged to attempt to resolve your concerns at the lowest level. If further remedy is needed you may utilize the more formal process of administrative remedies through your unit team.

**VALLEY FEVER (COCCIDIOIDOMYCOSIS):**

Valley fever is a disease caused by a fungus, *Coccidioides*, which lives in the soil of relatively arid regions (southwest U.S.).

People are infected by inhaling dust contaminated with *Coccidioides*; the fungus is not transmitted person to person.

Most people infected with *Coccidioides* have no symptoms. If symptoms develop, they usually occur in the lung and initially resemble the flu or pneumonia (cough, fever, malaise, sputum production, and shortness of breath).

Some people are more susceptible to infection (immunosuppressed people, those with HIV or cancer, and pregnant females) and may develop widespread disease.

Diagnosis is usually easy to accomplish, and the disease can be treated by several antifungal medications; there is no vaccine available for valley fever (*coccidioidomycosis*).

## **PATIENT'S 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, in accordance with the procedures of this facility. After an assessment, a determination will be made as to the urgency of your medical or dental need and appointments will be scheduled. 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 established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

**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 Advanced Directives that would provide this facility with instructions if you are admitted as an inpatient of a hospital.

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

**Right:** You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.

**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 of or catching 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 records.

**Responsibility:** You have the responsibility to be familiar with the current policy to obtain these records.

**Right:** You have the right to address any concern regarding your health care to any member of the institution's staff including: physicians, Health Services Administrator, the members of your Unit Team, Associate Wardens, and the Warden.

**Responsibility:** You have the responsibility to address your concerns in the accepted format such as: Inmate Request to Staff Member form, Open House/Main line, 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 the prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person, or accept from any other person, medications or other prescribed items.

**Right:** You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

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

**Right:** You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy (If you are under the age of 50, once every two years, and over the age of 50, once a year).

**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 the 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.

**Responsibility:** You have the responsibility to maintain the cleanliness and safety in consideration of others.

**Right:** You have the right to refuse medical treatment in accordance with the Bureau of Prisons' policies. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill effects of refusing medical treatment.

**Responsibility:** You have the responsibility to notify Health Services regarding any ill effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

**Right:** You have the right to assessment and management of your pain.

**Responsibility:** You have the responsibility to address your pain issues with your medical provider during your visit. You have the responsibility to follow the pain treatment plan provided to you.

## MAINTAINING OUTSIDE CONTACT

**Certified/Registered Mail:** Return Receipt Requested Cards (green), Certified Mail slips (green/white) and legal-size envelopes are available in the Law Library. Mail should be weighed and may be sent registered, certified, or insured at the inmate's expense. All postage fees are set by the U.S. Postal Service. Services such as Express Mail, private carrier services, Cash on Delivery (COD), or stamp collecting are not permitted.

**Correspondence - Incoming:** Incoming mail is distributed by the Unit Correctional Officer Monday through Friday immediately following the 4:00 PM, Official Count. Incoming mail will be opened and inspected for contraband unless it is properly marked as legal mail. (See section on "Special Mail") Incoming mail should be clearly addressed as follows:

Inmate's Committed Name  
Register # Unit:  
P. O. Box 9  
Mendota, California 93640

Legal Mail is opened and inspected for contraband in the inmate's presence. Receipt of this mail is verified by the inmate's signature in a log. Certified Mail, unless it meets Legal Mail criteria, is opened in the Mail Room before the inmate receives it.

During Intake Screening, inmates will have completed a form concerning their incoming correspondence. If they choose to receive mail, they agree institution staff may open and read it. Inmates may elect to have all mail, with the exception of Legal Mail, returned to the U.S. Postal Service.

Mail received for an inmate after their release date will be forwarded for thirty (30) days to the release address provided. The institutional mail room does not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lock Box. All funds being sent to inmates at FCI/SCP Mendota should be sent to the National Lock Box location at the following address:

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

**Correspondence - Outgoing:** All outgoing mail, except for Special/Legal Mail, may not be sealed and will be subject to inspection/screening. FCI inmates must directly deliver their outgoing Special/Legal Mail to the mail room, Monday through Friday, between the hours of 6:15 AM - 7:00 AM.

Camp inmates must directly deliver their outgoing Special/Legal Mail to the Unit Officer. Mail room staff will pick up Special/Legal Mail, Monday through Friday (except holidays) for further distribution to the U. S. Post Office.

The following information must be handwritten in the left-hand corner of all inmate envelopes:

Federal Correctional Institution  
Inmate Name  
Inmate Register Number  
Housing Unit  
P. O. Box 9  
Mendota, CA 93640

### **VISITING**

**Procedures/Policy:** It is the policy of the Bureau of Prisons to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, consulting with your Correctional Counselor or other Unit Team members and becoming fully aware of the visiting regulations is recommended. Upon arrival, you will receive a form to list the persons with whom you wish to visit. The proposed visitors are screened and your Counselor will notify you of those who have been approved or denied visitation. Contact your Correctional Counselor if you wish to add/delete an individual from your list.

**Special Visits:** In the event of an emergency (i.e. medical issues), please see your Unit Team to request a special visit. Ordinarily, only immediate family members will be approved for emergency visits.

**Attorney Visits:** Inmates are required to arrange for legal visits during visiting days, only for exigent circumstances will non-visiting legal visits be arranged. It should also be noted that attorneys should contact the unit team 72 hours prior to a legal appointment. This action will allow for Unit Team to secure the necessary identifications and paperwork. Attorney visits generally take place in the Visiting Room during regular visiting hours. If the Visiting Room is filled to capacity, the Unit Team may make arrangements for an attorney visit on other non-visiting days. Inmates may arrange with the Unit Team to have a reasonable amount of legal materials taken to or from the Visiting Room. All inmates are reminded that attorneys are not permitted to bring any recording devices into the facility without prior written authorization by the Warden.

**General Visiting Information:** The Visiting Room is open on Saturday, Sunday, and Federal holidays, between the hours of 8:15 AM - 3:00 PM for general population inmates. Special Housing inmates will visit on Fridays from 8:15 AM - 2:00 PM. Inmates will be limited to four (6) approved visitors at one time, excluding infant children remaining on a person's lap. Kissing, embracing and hand-shaking/holding are allowed only upon arrival or departure. Displays of affection must be within the bounds of good taste. Excessive physical contact during the visit is prohibited. Inmates are required to wear institution issued black boots or medical issued medical shoes only to visitation. No personal shoes are allowed.

Visitors are allowed to bring a maximum of \$25.00, in denominations of \$5.00 or less, for food and drinks from the vending machines. Visitors may purchase food for the inmate but may NEVER give the inmate money. Inmates are not allowed near the vending machines.

Visitors will NOT be permitted to bring ANY electronic devices into the institution. This includes, but is not limited to: cell phones, pagers, vehicle keyless entry/locking devices, remote starters, cameras, or any recording equipment.

Purses, wallets, watches, or tote bags are not permitted inside the institution. Only a small (no larger than 6 inches by 6 inches) clear change purse is authorized.

Allowable baby items are as follows: 4 diapers, 2 plastic baby bottles containing mixed formula  $\frac{3}{4}$  full, 2 sealed plastic jar of baby food, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic Ziploc bag containing baby wipes. Baby carriers and strollers are not permitted.

No games, toys, balloons, books, legal papers, newspapers, magazines, clippings, pens, pencils, photos, cosmetics, tobacco products, matches or lighters will be allowed.

**Special Rules For Children:** Children 14 and under require the consent (signed visiting form) of the parent/guardian in the community prior to visitation. There is a child's area/room available in the Visiting Room that is equipped with games and other related children's activities. Inmates are prohibited from entering these rooms.

ALL visitors will be dressed in an appropriate manner and in good taste. Any visitor, who arrives provocatively or inappropriately dressed, will be denied the privilege of visiting.

Inmates will inform visitors prior to visiting that clothing MUST be appropriate and should not demonstrate disrespect to others present in the visiting room. All visitors must be fully attired, including shoes. No open-toed shoes are allowed. Shoes must have a heel or be able to strap to the foot. Slipper-type shoes such as shower shoes or flip-flops are not permitted. Visitors are to refrain from wearing apparel which is revealing or suggestive. Visitors will refrain from wearing any clothing that contains sexually suggestive/offensive writing, or writing/logos which reference gangs. Dresses or skirts must be no shorter than knee-length, and may not have a slit above the knee. Any clothing that reveals any part of the buttocks or crotch area, sheer clothing, tank tops, halter tops, midriff tops, strapless tops/dresses and spandex style clothing WILL NOT be permitted. Bib overalls and camouflage clothing WILL NOT be permitted. Only religious head wear may be worn. ALL headgear will be searched prior to entering the Visiting Room. Visitors are not permitted to wear gray colored sweat-wear, or any clothing khaki, orange, yellow, or green. Plain T-shirts in the following colors: gray, khaki, orange, white, red, or yellow, is NOT permitted. No medical scrubs or clothing resembling staff clothing.

In accordance with Program Statement 5267.08, Visitor's belongings are subject to search by staff. Visitors are subject to random pat search by staff.

**Possible Reasons for Terminating a Visit Include, but are not limited to the Following:**

Persons having metal plates or prosthetic devices that will sound the metal detector must have written documentation from a doctor. Failure to provide this documentation will result in a denial of visitation privileges.

Prospective inmate visitors will be randomly tested using the Drug Detection Device, located in the Front Lobby. Any positive test results may result in denial of visitation.

Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.

Large vehicles (e.g., campers, mobile recreational vehicles, tractor trailers) are prohibited from being parked in the institutional parking lot at any time. Violators may be subject to towing at the owner's expense. Any vehicle is subject to random search by staff. Any refusal will result in the denial of all visitors in the vehicle.

Federal law authorizes imprisonment of up to ten (10) years for any person who introduces contraband into a federal facility or who takes, sends, or attempts to take or send anything not specifically authorized from a federal facility.

**Identification of Visitors:** A valid form of photo identification is required by all visitors. Staff must be able to verify the identity of visitors (over the age of 15) prior to admission into the institution. A birth certificate is an acceptable form of identification for young adults from the ages of 15-18. One of the following forms of photo identification will be required for identification purposes: valid driver's license (with photo), a valid state or federal identification card or a valid passport. Any identification which is altered, forged, or expired is not a valid form of identification and will not be accepted. The visitors identification should match the identifying information (i.e., name, date of birth, etc.) contained on the inmate's approved Visiting List.

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



**Sexually Abusive Behavior  
Prevention and Intervention**

An Overview for Offenders

## **You Have the Right to be Safe from Sexually Abusive Behavior**

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

## **What Can You Do To Prevent Sexually Abusive Behavior?**

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotion (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.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

## **What Can You Do if You Are Afraid or Feel Threatened?**

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

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

## **What Can You Do if You Are Sexually Assaulted or Sexually Harassed ?**

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant. You do not have to name the

inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

### **How to Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail ‘Sent’ list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

**Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically:

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

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

### **Counseling Programs for Victims of Sexually Abusive Behavior**

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Psychology Services and Religious Services have Psychologists and Chaplains trained to address concerns related to sexual assault and sexual harassment. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you at this facility. Inmates are welcome to come to Psychology Services during open house hours, Monday through Friday from 10:45 AM to 12:15 PM to address any PREA related concerns which may arise. Inmates may also submit verbal, written, or electronic requests to Psychology Services or Religious Services to address PREA concerns. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist. Available supportive services will be discussed in detail at that time. Additionally, if you prefer to contact outside sexual abuse emotional support services, you

can call the National Sexual Assault Hotline at 800-656-4673. However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

### **Management Program for Inmate Assailants**

Those who sexually abuse/assault/harass others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### **Policy Definitions**

**Prohibited Acts:** Inmates who engage in inappropriate sexual behavior can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

**Code 114/(A): Sexual Assault By Force**

**Code 205/(A): Engaging in a Sex Act**

**Code 206/(A): Making a Sexual Proposal**

**Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex**

**Code 229/(A): Sexual Assault Without Force**

**Code 300/(A): Indecent Exposure**

**Code 404/(A): Using Abusive or Obscene Language**

**Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

## Contact Offices

**U.S. Department of Justice  
Office of the Inspector General  
Investigations Division**

950 Pennsylvania Avenue, NW Suite 4706  
Washington, D.C. 20530-0001

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

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

**Federal Bureau of Prisons**  
**North Central Regional Office**  
**Regional PREA Coordinator**  
Gateway Complex Tower II, 8<sup>th</sup> Floor  
400 State Avenue  
Kansas City, KS 66101-2492

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

**Federal Bureau of Prisons**  
**South Central Regional Office**  
**Regional PREA Coordinator**  
U.S. Armed Forces Reserve Complex  
344 Marine Forces Drive  
Grand Prairie, Texas 75051

**Federal Bureau of Prisons**  
**Southeast Regional Office**  
**Regional PREA Coordinator**  
3800 North Camp Creek Parkway, SW  
Building 2000  
Atlanta, GA 30331-5099

**Federal Bureau of Prisons**  
**Western Regional Office**  
**Regional PREA Coordinator**

7338 Shoreline Drive  
Stockton, CA 95219

**Third-party reporting (outside of institution):**

[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp)

**INSTITUTION PROGRAMS**

**PSYCHOLOGY DEPARTMENT**

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

**Drug Education Program:** Drug abuse programs vary by Institution. The Drug Abuse Programs available to you at FCI/SCP Mendota include the Drug Education Program and the Non-Residential Program.

The Drug Education Program is available to anyone interested. However, it is required if, after September 30, 1991, there is evidence in your Presentence Investigation Report that alcohol or other drug use contributed to the commission of your instant offense; alcohol or other drug use was a reason for violation of Supervised Release (including parole) or BOP community status for which you are now incarcerated; or you have been recommended for drug programming by your sentencing judge.

The Non-Residential Drug Program is an individualized treatment program to be decided on by you and a psychologist or a Drug Treatment Specialist. It may involve a combination of individual and/or group treatment programs.

**Counseling Activities:** There are many alternatives for inmates who have personal problems and desires to correct them. These options include Alcoholics Anonymous, self-image groups and other voluntary groups. In addition, Mendota has professional staff as resources that are trained in the various social science fields.

Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation is voluntary. The staff of each Unit is available for informal counseling sessions and they conduct formal group counseling activities.

#### **EDUCATION AND RECREATION DEPARTMENT**

It is the policy of the Federal Bureau of Prisons to provide inmates various levels of academic schooling, occupational training programs and a number of worthwhile employment experiences. This not only enables an individual to be a productive member of the institutional community while incarcerated, but also of society upon release.

The Education Department provides the majority of programs to the inmate population. The department caters to both specific and general education needs and offers leisure time programs in a wide variety of areas. All programs are intended to improve the orderly running of the institution and help inmates develop skills, knowledge, and attitudes which increase the potential for success in community life.

The staff at FCI/SCP Mendota is committed to assessing your needs, gauging your abilities, and assigning you to programs which will make your stay at this institution personally rewarding. It is up to you, however, to achieve your goal(s) by participating fully in the opportunities which surround you.

**General Education Development (GED) Program:** The GED Program is broken down into three (3) levels, which include Special Learning Needs classes, Pre-GED classes and GED classes. Enrollment will be based on scores from the initial academic testing. The courses are designed to assist you in receiving your high school equivalency certificate. The GED program is open-ended to allow for entry at any time. When you have completed the program, a standard GED test is administered. After passing the test, you are issued a GED diploma from the State of California.

**Education Testing and Counseling:** While in A&O status, you will be initially exposed to the Education Department through the A&O Testing Program. This consists of an academic testing procedure designed to measure your current level of academic proficiency.

You will meet with an Education Staff Member for discussion of your test results, job background and vocational training needs. An Education Representative, ordinarily a member of your Unit Team, can make specific recommendations at your Initial Classification. All questions related to education and education programs should be referred to a member of the Education Department.

Congress has mandated the Federal Bureau of Prisons to implement provisions of both the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA).

The VCCLEA mandates an inmate, whose offense was committed on or after September 13, 1994, but before April 26, 1996, and who lack a high school credential, participate in and make satisfactory progress towards attaining a GED credential to vest earned Good Conduct Time (GCT).

The PLRA mandates in determining GCT awards, the Bureau shall consider whether an inmate with a date of offense on or after April 26, 1996, who lacks a high school credential, participate and make satisfactory progress towards attaining a GED credential in order to be eligible to earn the maximum amount of GCT.

If you fall under one of these laws, do not have a high school credential, and fail to make satisfactory progress towards obtaining a GED, you could lose GCT credit.

**English as a Second Language Program:** The English as a Second Language Program teaches English to non-English speakers. The program is designed so that you will be competent in reading, writing, and speaking English when you complete the program. ESL certification is offered through the Comprehensive Adult Student Assessment System (CASAS) Certification Examination.

**Special Interest Classes:** The Education Department offers non-credit courses in a variety of subjects. Some of them are Parenting, Language Lab and Career Resources. Information on course offerings and enrollment is posted on bulletin boards in the units and in the Education Department.

**Vocational Training Programs:** The institution offers vocational training (VT) programs. Some of the programs offered are Recycling VT and Computer Literacy VT.

**College Correspondence Program:** College level correspondence courses are available from a number of different universities for inmates who have earned a high school diploma or a GED. Inmates will incur all costs of acquiring college credits. Examinations are proctored by Education staff. Courses available are aimed at inmates who wish to obtain an Associate of Arts degree and/or a Bachelor's Degree.

**Leisure and law Libraries:** Other education programs available to all inmates include the inmate library of books and law library. The inmate library houses a wide variety of books including general reference (i.e. encyclopedias, dictionaries, etc.), fiction and non-fiction. Several magazines and daily newspapers are also provided. The electronic law library is available for inmate legal use. Typewriters are available for legal material only. An Education staff member and inmate clerks are available to assist you.

**Recreation:** The Recreation Department at FCI/SCP Mendota has ample facilities which offer inmates opportunities to engage in recreation activities such as hobby craft, sports leagues, tournaments and structured leisure/wellness programs.

The outdoor recreation yard has six (6) handball/racquetball courts, two (2) softball fields, five (5) basketball courts, one (1) soccer field, and one (1) quarter mile track.

The gymnasium will be used for structured exercise and wellness activities such as spinning, aerobics, stretching, yoga, physical agility, sports agility, calisthenics, and officiating classes. Sit-up benches and glute/hamstring stations are located under the patio in front of the leisure center.

The indoor leisure center has checker/backgammon tables, board games, ping pong, table soccer, treadmills, stair climbers, stair steppers, hobby craft programs and music programs.

The music program consists of three (3) band rooms with structured classes offered in basic guitar, advanced guitar, basic drums, advanced drums, music theory, advanced music theory and accordions.

The hobby craft programs consist of leather (kits only), ceramics, stick art, crochet, beading (seed) and pencil/pastel/chalk drawing. Classes will be organized in each area randomly throughout the year (see announcements posted in recreation).

Activities permitted in the housing units include crochet, beading, pencil drawing, pastel drawing and chalk drawings. Enrollment and limitations apply to all hobby craft programs (see recreation staff for further information). Leather, ceramics and stick art are not permitted in the housing units. One harmonica (single key) is permitted as personal property but is to be played only in the recreation yard or music room when selected as a band member. No sports or music equipment, with the exception of an individual harmonica, is to be removed from Recreation and taken to the housing units.

Recreation provides certificates for completion of structured classes and each one will be documented in SENTRY for all Adult Continuing Education credit.

Recreation uses a Code of Conduct for all organized sport leagues. Participants are required to review and sign the Code of Conduct to participate. If the participant refuses to sign, the participant will not be permitted to participate in the league.

## **RELIGIOUS SERVICES**

**The Chapel:** The Chapel comprises facilities for worship services, prayer and religious study areas, and a religious library. The Religious Services Department is located in offices in the Chapel. Religious programming includes worship, prayer and study of various religious expressions, as well as counseling and spiritual guidance. Schedules of religious services are available in the Chapel. Attendance at religious activities is open to all. Periodically, the department arranges for community volunteers of various religious faiths. The Chaplain will assist inmates in having religious books, publications, or other materials sent to them; however, inmates must comply fully with institution rules regarding receiving and storing of personal property.

**Religious Diet Program:** A Religious Diet Program is offered through the Religious Services Department in conjunction with the Food Service Department. A religious diet is a meal designed to be the most equitable for all religious groups. An inmate may request to participate in the Religious Diet Program by submitting an application to the Chaplain. Special religious meals for holiday observances and any special worship activities are coordinated through Religious Services. Additional information regarding these programs is available in the Religious Services Department.

**Prisoner Visitation & Support Services (PVS):** The Prisoner Visitation & Support Services (PVS) is a community based program which sends volunteers into the institution to visit inmates who would not ordinarily receive visits. All visits take place in the Visiting Room during regular visiting hours. PVS volunteers do not have to be on the visiting list of inmates they wish to visit. Any inmate interested in receiving a PVS volunteer visit should contact the Religious Services Department.

**Religious Counseling:** Counseling services are available regularly to promote inmate spiritual growth and to discuss a wide range of special religious needs. A Chaplain may be called in times of crisis, such as the death or illness of an inmate's family member.

**Marriage:** Inmates wishing to get married while incarcerated must first discuss their wish to get married with members of his assigned Unit Team and/or the Chaplain. All expenses of the marriage will be paid by the inmate. U.S. Government funds may not be used for marriage expenses. Marriage procedures at this

facility are outlined in the Institution Supplement regarding "Marriage of Inmates."

### **ADDRESS AND DIRECTIONS TO THE INSTITUTION**

#### **Address:**

33500 W. California Avenue  
Mendota, CA 93640

Directions from Fresno, California to FCI/SCP, Mendota, California: 41 South/99 South to 180 West. Turn left onto Panoche Road. Panoche Road becomes California Avenue. Turn right into the institution.

Directions from Fresno/Yosemite International Airport: East Clinton Avenue to North Peach Avenue. Merge onto 180 West. Turn left on Panoche Road. Panoche Road becomes California Avenue. Turn right into the institution.

Directions from traveling Highway 5 South: Take Exit 379, Shields Ave. towards Mendota. Turn left onto Little Panoche Road West/Shields Avenue. Turn right onto North Fairfax Avenue. Turn left onto Belmont Avenue. Turn right onto 33 South. Turn right onto California Avenue. Turn left into the institution.

Directions from traveling Highway 5 North: Take Exit 349, Derrick Avenue/33 North. Turn right onto 33 North. Turn left onto California Avenue. Turn left into the institution.

Transportation Assistance: Fresno/Yosemite International Airport is located approximately 40 miles West of FCI/SCP Mendota. Air carriers such as United, American, Alaska Airlines, Allegiant Airlines, Delta, and US Airways have flights in and out of this airport. For further information, contact the carrier directly.

International Airport Information Services (559-621-4500). Rental car information can be obtained through the information services number provided.

There are numerous taxi services which serve the community; Yellow Cab (559-233-8400); and Fresno Taxi (559-495-1234) Mendota Westside Transit (800-325-7433).

## INMATE RIGHTS AND RESPONSIBILITIES

**Right:** Inmates have the right to expect that, as a human being, an inmate will be treated respectfully and fairly by all personnel.

**Responsibility:** Inmates have the responsibility to treat others, both employees and inmates, in the same manner.

**Right:** Inmates have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.

**Responsibility:** Inmates have the responsibility to know and abide by them.

**Right:** Inmates have the right to freedom of religious affiliation and voluntary religious worship.

**Responsibility:** Inmates have the responsibility to recognize and respect the rights of others.

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

**Responsibility:** It is the inmate's responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean-living quarters, to keep areas free of contraband and to seek medical and dental care as needed.

**Right:** Inmates have the right to visit and correspond with family members, friends and to correspond with members of the news media in keeping with Bureau rules and regulations guidelines.

**Responsibility:** It is the inmate's responsibility to conduct themselves properly during visits, not to accept or pass contraband and not violate the laws or Bureau rules or Institution and guideline through correspondence.

**Right:** Inmates have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the

legality of convictions, civil matters, pending criminal cases and conditions of imprisonment).

**Responsibility:** Inmates have the responsibility to present honestly and fairly all petitions, questions and problems to the court.

**Right:** Inmates have the right to legal counsel from an attorney of their choice by interviews and correspondence.

**Responsibility:** It is the inmate's responsibility to use the services of an attorney honestly and fairly.

**Right:** Inmates have the right to participate in the use of the Law Library reference materials to assist them in resolving legal problems. Inmates also have the right to receive help when it is available through a legal assistance program.

**Responsibility:** It is the inmate's responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.

**Right:** Inmates have the right to a wide range of reading material for educational purposes and for their own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

**Responsibility:** Inmates have the responsibility to seek and utilize such materials for their personal benefit, without depriving others of their equal rights to the use of this material.

**Right:** Inmates have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with their interests, needs and abilities.

**Responsibility:** Inmates have the responsibility to take advantage of activities which may help them live within the institution and the community. Inmates will be expected to abide by the needs and regulations governing the use of such activities.

**Right:** Inmates have the right to use their funds for commissary and other purchases, consistent with the institution security

and good order, for opening bank and/or savings accounts and for assisting their family.

**Responsibility:** Inmates have the responsibility to meet their legal and financial obligations, including, but not limited to, court imposed assessments, fines and restitution. Inmates also have the responsibility to make use of their funds in a manner consistent with their release plans, their family needs and other obligations they may have.

### Dress Code

It is the responsibility of each inmate to present himself in a clean and acceptable manner of dress in all areas of the institution. All inmates will be fully dressed on a daily basis. Inmates will either be in the prescribed work uniforms (Monday through Friday during working hours) or in authorized recreational attire. Inmates in the unit with scheduled days off will be dressed in an appropriate inmate uniform, shorts, shirt, or sweats. Inmates are not authorized to mix and match institutional uniforms with recreational attire.

Normally, the full prescribed issue of work clothing, if clean and neat is appropriate for wear in any area or during any activity. Work clothing that has been altered is considered contraband. During periods of movement, the full inmate uniform, including a shirt, will be worn. During normal working hours authorized recreational attire may be worn during the work week to go to the recreation yard, or indoor leisure center. If attending Pill Line or Sick Call during the hours of 7:30 AM - 4:00 PM, recreational attire is not authorized. Additionally, all inmates are required to carry their Bureau of Prisons Identification Card with them at all times.

**The work week is defined as Monday - Friday, from 7:30 AM - 4:00 PM.**

**Shirts:** Inmates will button their shirts but must leave the top button unfastened. All shirts, including t-shirts, will be tucked in. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion.

**Undergarments:** No undershorts or long underwear will be worn as an outer garment. Long sleeve long underwear tops may be worn under the short sleeve shirt during the work day.

**T-shirts:** Institution issued t-shirts may be worn as an outer garment work shirt on outside work details when warranted and authorized by the detail supervisor. On all other details, only the authorized uniform will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated. During the work week, t-shirts will not be allowed in the dining hall as an outer garment. During the work week, t-shirts must be tucked in. The only exception is when the inmate is in a recreational area, participating in an athletic event.

**Pants:** Inmates are required to have the length of the pant legs fully extended to the ankle. Inmates are not allowed to blouse or cuff their pant legs in any fashion. Inmates are not authorized to tuck their pant legs inside their shoes or socks unless working on a job or detail using high top boots. Inmates are also required to wear properly fitted pants, worn at the waist line. Pants that are sagging are not authorized. Inmates will not pleat the waist area of their issued pants in any fashion. Finally, inmates will not wear pants with the pockets pulled inside out.

**Footwear:** All work details will be required to wear institution issued black safety boots while on the job. Shoe laces will be tied. Open-toed foot wear is not authorized in the dining hall at any time.

**Athletic Clothing:** Athletic clothing, shorts, sweat suits (or any part of) may be worn to the morning and evening meal on regular work days, to all meals on weekends and holidays, to the recreation yard and in the housing units. When on the recreation yard, a t-shirt or other approved shirt must be worn. The t-shirt may be removed when warranted by the weather and participating in an athletic event. Athletic clothing will not be worn inside out, or in an excessively baggy manner. Sweat shirts may be worn underneath the authorized long sleeve or short sleeve institution shirts (FCI-Khaki, Spruce Green-SCP), except in the visiting room. Sweatshirts may not be worn as an outer garment during the work week.

**Headwear:** Only headwear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. Baseball style hats will be worn appropriately with the sun

visor pointed forward. Baseball style hats and knit caps may not be worn indoors except for food service issued hats while at work.

**Sunglasses:** Inmates are not allowed to wear sunglasses on any inside work detail, or inside any building unless approved by Health Services for valid medical reasons.

**Earphones/Earbuds:** Inmates are not allowed to wear to wear ear buds/headphones while walking on the Compound.

**Altered Clothing:** Any personal clothing that is tapered, dyed, fitted, marked, written on, or otherwise altered from the original manufacturer's condition will be considered contraband, and confiscated. The manufacturing, fabrication or knitting of any clothing or headgear is prohibited.

**Food Service Issued Clothing:** Inmates assigned to Food Service are authorized to wear smocks while at work. The smocks will be kept at food service. They may not be taken to the housing units.

**Belts:** Belts are required during the work week, at work, and in the visiting room. They must be kept secured and centered when worn. Belts are not to be excessively long or hang down below the waist at any time.

**Coats:** Inmates may not wear issued coats inside out.

**Dining Room:** Inmates will be in the work uniform for the noon meal, during the work week, Monday through Friday, (7:30 a.m. - 4:00 p.m.). No personal property will be allowed in the dining room, including mugs, jugs, radios, laundry bags or commissary items. All headwear and non-prescription sunglasses must be removed upon an inmate entering the dining hall, unless authorized by the Religious Services Department or Medical Department. Sleeveless shirts will not be worn in Food Service. Food Service inmates on duty status will have their shirts tucked in and wear a protective hat as authorized by the Food Service Administrator.

**Visiting Room Attire:** Khaki shirts and pants will be the only authorized clothing to be worn in the Visiting Room by general population FCI inmates. When warranted by low temperatures, inmates may wear a coat to the Visiting Room. The coat will remain in the search room until the inmate departs the Visiting Room. Long john underwear is not authorized for wear in the

Visiting Room. At the SCP, spruce green shirts and spruce green pants will be the only authorized apparel to be worn in the Visiting Room. Institution safety toe shoes, and bus shoes for inmates housed in the Special Housing Unit, will be the only authorized foot apparel permitted in the Visiting Room. Sneakers are not authorized in the Visiting Room. Consideration will be given for foot apparel that is issued by medical and only after the Health Services Administrator grants approval.

**Housing Unit Attire:** Inmates who leave their cell to sit in the common area, watch television, approach staff, etc., must wear a top and bottom at all times.

**Personal Appearance:** Inmates will maintain a neat and clean appearance at all times. Regular bathing will also be maintained. Inmates are not authorized to cut into or shave any letters, numbers, or insignias to their beards, hair, mustaches or skin.

**Mustaches and Beards:** Mustache and beard guards will be worn by Food Service workers on the serving line and salad bar. Guards will be worn in other areas when it is determined by the supervisor to be a safety requirement.

**Hairpieces:** Inmates may not wear wigs or artificial hairpieces.

**Hair Length:** There will be no restriction of hair length as long as it is neat and clean. Inmates with long hair will be required to wear a cap or hair net when working in Food Service or when long hair could result in an increased likelihood of work injury.

**Personal Hygiene:** Articles necessary for maintaining personal hygiene will be made available through institution issuance and the commissary. Examples of articles to be available are: soap, toothbrush, toothpaste or powder and comb.

**Wave Caps:** Wave caps (doo-rags) are authorized to be worn in the housing unit only, and may not be removed from the housing units.

Inmates who fail to adhere with dress code standards outlined within, may receive an incident report for prohibited act code 306, "Refusing to Accept a Program Assignment". The Unit Discipline Committee will sanction inmates accordingly if found to have committed the prohibited act for not conforming to the established dress code.

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

## **Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM**

1. Staff becomes aware of inmate's involvement in 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 of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become 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 proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

### PROHIBITED ACTS AND AVAILABLE SANCTIONS

#### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

Code 100: Killing

Code 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)

Code 102: Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution

Code 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)

Code 104: Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon

Code 105: Rioting

Code 106: Encouraging others to riot

Code 107: Taking hostage(s)

Code 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)

Code 109: (Not to be used)

Code 110: Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing

Code 111: Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff

Code 112: Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff

Code 113: Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff

Code 114: Sexual assault of any person, involving non-consensual touching by force or threat of force

Code 115: Destroying and/or disposing of any item during a search or attempt to search

Code 196: Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act

Code 197: Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act

Code 198: Interfering with a staff member in the performance of duties most like another Greatest Severity prohibited act. This charge is to be used only when another charge of Greatest Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts

Code 199: Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest Severity prohibited act. This charge is to be used only when another charge of Greatest Severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts

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

A. Recommend parole date rescission or retardation

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)

B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)

C. Disciplinary segregation (up to 12 months)

D. Make monetary restitution

E. Monetary fine

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)

G. Change housing (quarters)

H. Remove from program and/or group activity

I. Loss of job

J. Impound inmate's personal property

K. Confiscate contraband

L. Restrict to quarters

M. Extra duty

#### **HIGH SEVERITY LEVEL PROHIBITED ACTS**

Code 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

Code 201: Fighting with another person

Code 202: (Not to be used)

Code 203: Threatening another with bodily harm or any other offense

Code 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

Code 205: Engaging in sexual acts

Code 206: Making sexual proposals or threats to another

Code 207: Wearing a disguise or a mask

Code 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

Code 209: Adulteration of any food or drink

Code 210: (Not to be used)

Code 211: Possessing any officer's or staff clothing

Code 212: Engaging in or encouraging a group demonstration

Code 213: Encouraging others to refuse to work, or to participate in a work stoppage

Code 214: (Not to be used)

Code 215: (Not to be used)

Code 216: Giving or offering an official or staff member a bribe, or anything of value

Code 217: Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose

Code 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

Code 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)

Code 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)

Code 221: Being in an unauthorized area with a person of the opposite sex without staff permission

Code 222: (Not to be used)

Code 223: (Not to be used)

Code 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)

Code 225: Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct

Code 226: Possession of stolen property

Code 227: Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis)

Code 228: Tattooing or self-mutilation

Code 229: Sexual assault of any person, involving non-consensual touching without force or threat of force

Code 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)

Code 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

Code 298: Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts

Code 299: Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts

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

A. Recommend parole date rescission or retardation

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)

C. Disciplinary segregation (up to 6 months)

D. Make monetary restitution

E. Monetary fine

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)

G. Change housing (quarters)

H. Remove from program and/or group activity

I. Loss of job

J. Impound inmate's personal property

K. Confiscate contraband

L. Restrict to quarters

M. Extra duty

#### **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

Code 300: Indecent Exposure

Code 301: (Not to be used)

Code 302: Misuse of authorized medication

Code 303: Possession of money or currency, unless specifically authorized, or in excess of the amount authorized

Code 304: Loaning of property or anything of value for profit or increased return

Code 305: Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels

Code 306: Refusing to work or to accept a program assignment

Code 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)

Code 308: Violating a condition of a furlough

Code 309: Violating a condition of a community program

Code 310: Unexcused absence from work or any program assignment

Code 311: Failing to perform work as instructed by the supervisor

Code 312: Insolence towards a staff member

Code 313: Lying or providing a false statement to a staff member

Code 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)

Code 315: Participating in an unauthorized meeting or gathering

Code 316: Being in an unauthorized area without staff authorization

Code 317: Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards)

Code 318: Using any equipment or machinery without staff authorization

Code 319: Using any equipment or machinery contrary to instructions or posted safety standards

Code 320: Failing to stand count

Code 321: Interfering with the taking of count

Code 322: (Not to be used)

Code 323: (Not to be used)

Code 324: Gambling

Code 325: Preparing or conducting a gambling pool

Code 326: Possession of gambling paraphernalia

Code 327: Unauthorized contacts with the public

Code 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

Code 329: Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less

Code 330: Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards

Code 331: Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements)

Code 332: Smoking where prohibited

Code 333: Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test)

Code 334: Conducting a business; conducting or directing an investment transaction without staff authorization

Code 335: Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation

Code 336: Circulating a petition

Code 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

Code 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

Code 398: Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts

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

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

A. Recommend parole date rescission or retardation

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)

C. Disciplinary segregation (up to 3 months)

D. Make monetary restitution

E. Monetary fine

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)

G. Change housing (quarters)

H. Remove from program and/or group activity

I. Loss of job

J. Impound inmate's personal property

K. Confiscate contraband

L. Restrict to quarters

M. Extra duty

#### **LOW SEVERITY LEVEL PROHIBITED ACTS**

Code 400: (Not to be used)

Code 401: (Not to be used)

Code 402: Malingering, feigning illness

Code 403: (Not to be used)

Code 404: Using abusive or obscene language

Code 405: (Not to be used)

Code 406: (Not to be used)

Code 407: Conduct with a visitor in violation of Bureau regulations

Code 408: (Not to be used)

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

Code 498: Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts

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

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

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)

D. Make monetary restitution

E. Monetary fine

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)

G. Change housing (quarters)

H. Remove from program and/or group activity

I. Loss of job

J. Impound inmate's personal property

K. Confiscate contraband

L. Restrict to quarters

M. Extra duty

