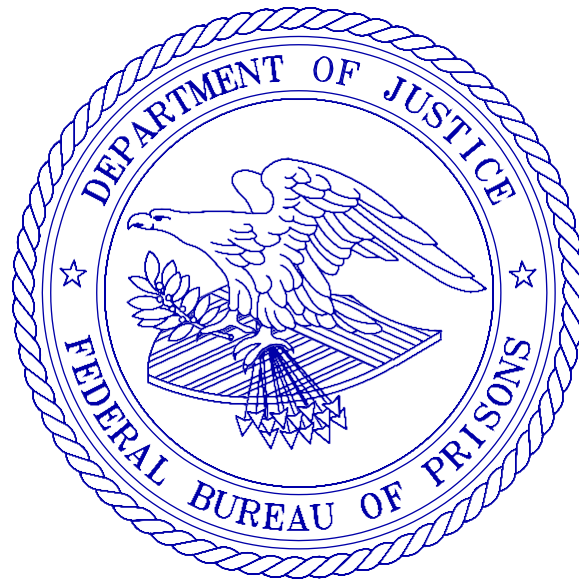


FEDERAL CORRECTIONAL  
INSTITUTION  
PEKIN, ILLINOIS  
ADMISSION & ORIENTATION  
HANDBOOK



REVISED JANUARY 2023

# ADMISSION AND ORIENTATION HANDBOOK

## FEDERAL CORRECTIONAL INSTITUTION PEKIN, ILLINOIS

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# FEDERAL CORRECTIONAL INSTITUTION

## PEKIN, ILLINOIS

### PREFACE

This handbook has been developed to assist and acquaint you with the daily routine at the Federal Correctional Institution (FCI), Pekin, Illinois. Your understanding of the following information is essential to your successful adjustment to this facility. The information in this handbook is subject to change and does not override newly issued Bureau of Prisons Program Statements, Institution Supplements, and Operations Memoranda.

The mission of the Federal Bureau of Prisons is to provide a safe, secure, and sanitary environment for individuals who are sentenced by the courts to the care and custody of the Attorney General. The staff at Pekin strives to accomplish this mission by ensuring that inmates are housed in a facility which best meets their security needs while providing them with a variety of correctional programs that balance punishment, deterrence, and rehabilitation. Your self-initiative, behavior, and responsibility will have a direct bearing on your confinement. The staff at this facility is dedicated in making every effort to provide you with a safe and secure living environment; therefore, you are expected to abide by the rules and regulations of this facility and to maintain a positive attitude.

The information in this booklet will serve as a valuable resource both initially and for future reference. Your cooperation with staff and other inmates will contribute to a positive, orderly environment.

### INTRODUCTION

The information contained in this booklet is designed to ensure a better understanding of the facts concerning this institution's operation. The Admission and Orientation (A&O) Program is designed to assist you with expectations that will possibly confront you as a newly admitted inmate. All newly-arriving inmates must attend the institution A&O Program. This segment is ordinarily completed within four weeks of arrival. Information will be made available which will provide you with specific department policies, procedures, rules, and regulations currently in effect.

Upon arrival, you will be processed through the Receiving and Discharge (R&D) area by Correctional Systems staff, a unit team member, and medical staff. A social interview, as well as a medical screening will be completed at intake screening. You will also be issued an inmate Identification Card and Personal Access Code (PAC) which can be used to access the Inmate Telephone System (ITS).

At the conclusion of intake screening, you will be assigned to a housing unit. Placements in housing units are done randomly with emphasis placed on maintaining racial diversity and



balance. When you have completed all aspects of the A&O Program, you will be assigned to a work detail. This process ordinarily takes 30 days after arrival to the facility.

Lastly, if an inmate is out of the institution for court appearance or any other temporary release for more than 90 days, you will be required to re-complete the Institution A&O Program, after which, you will normally be reassigned to your former work detail. Assignment to a former unit is contingent upon available bed space.

## UNIT MANAGEMENT

The FCI is organized into four (4) housing units consisting of a multi-discipline group of staff who will make decisions concerning work, programs, discipline, and supervision. If you are a new commitment, transfer, or violator, you will be assigned to a housing unit and will have a formal meeting with your unit team ordinarily within 28 days of arrival.

The housing units are referenced by Illinois (A Unit), Indiana (B Unit), Iowa (C Unit), and Missouri (D Unit). All housing units contain a number of multiple person rooms (2, 8, and 10-man rooms). Newly arrived inmates are ordinarily assigned to an 8 or 10-man room. Subsequent room changes are based upon the individual's arrival date in the unit (seniority), room availability, conduct, behavior, and program compliance. All inmate rooms will contain the following items:

- 1 wall locker per inmate (8 and 10-man rooms will have a drawer)
- 1 plastic chair per inmate
- 1 mattress per inmate
- 1 desk (8 and 10-man rooms have a common desk)
- 1 trash can (except 8 and 10-man rooms/no plastic liners allowed)

Items assigned to the rooms will not be moved or altered. A combination lock is available for purchase in the Commissary for your individual locker. All room occupants will be **mutually** responsible for room sanitation, equipment, and held accountable for contraband item(s).

### Unit Staff

Each housing unit as a "Unit Team" which is made up of the following:

- Unit Manager: Is responsible for the overall operation and supervision of the housing unit. The Unit Manager will ordinarily attend inmate program reviews and validates all team decisions.
- Case Manager: Is responsible for providing technical expertise on matters pertaining to unit management functions such as: parole commission, classifications, releases, transfer referrals, progress reports, etc.
- Correctional Counselor: Is primarily concerned with day-to-day activities. When you need assistance on personal matters, visiting, telephone, room assignments, work assignments,

administrative remedies, and various forms such as Social Security cards and Birth Certificate applications, you should contact your assigned counselor. The Correctional Counselor is actively involved in unit sanitation and coordinates sanitation efforts with the Unit Officer.

- Unit Secretary: Provides clerical support and performs various administrative duties for unit staff.
- Correctional Officer: Is primarily responsible for the supervision of inmates within the housing unit to include: safety, security, sanitation, and contraband control. The Correctional Officer is considered an active member of the unit team and provides valuable insight to the Unit Team pertaining to the inmate's sanitation, conduct, behavior, and demeanor.
- Educational Representative: Is responsible for all matters pertaining to your educational or vocational needs. The Education Representative provides program recommendations and progress reports to the Unit Team during inmate program reviews.
- Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your individual adjustment. The Psychologist monitors your participation in treatment programs and provides input to the Unit Team.
- Case Management Coordinator: The Case Management Coordinator (CMC) is a technical advisor for unit management functions, provides technical training, and oversees key program areas such as the Institution Financial Responsibility Program and Central Inmate Monitoring.
- Notary Public: Under the provisions of 18 USC 4004, Case Managers are authorized to affirm documents. A recent change in the law allows a statement to the effect that papers which an inmate signs are “**true and correct under penalty of perjury**” will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government affirmation for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's Notary Public. Contact your Unit Team regarding notary service, if needed.
- Unit Team: We are organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Case Manager and Counselor Offices are located in the units. This allows for more inmate accessibility. The FCI Unit Manager and Secretary Offices are located in the center hallway which connects both housing units.

Unit Staff includes the Unit Manager, Case Manager, Correctional Counselor,

and Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team. You will be classified by your Unit Team ordinarily within four weeks of arrival.

Generally, the resolution of issues of interest while at the institution is most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas including institution program planning, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated. During the work week, Monday through Friday, unit staff members are ordinarily available between 7:30 a.m. to 7:00 p.m. and on the weekend and holidays from 7:30 a.m. – 4:00 p.m. Unit staff schedules are posted on the unit bulletin board. It is your responsibility to read the unit bulletin daily.

### Foreign National Inmates

Foreign National Inmates who wish to contact their Diplomatic Embassy of their country of citizenship will provide a request in writing to the Unit Manager.

### Communication

The unit bulletin board contains written communication of interest to all inmates. Information is also provided to inmates on the TruLincs Bulletin Board. The Unit Manager may also utilize Town Hall Meetings to foster improved communications and/or to address individual issues or concerns. The use of the open-door policy, chain of command, and Request to Staff Member are preferred in the resolution of issues. You are always encouraged to address your concerns directly to the department subject matter expert.

### Inmate Financial Responsibility Program

The Bureau of Prisons encourages each sentenced inmate to meet their legitimate financial obligations. As part of the initial classification process, staff will assist the inmate in developing a financial plan for meeting those obligations. At subsequent reviews, staff shall consider the inmate's efforts to fulfill those obligations based upon the level of financial resources.

Inmates are advised of the effects of non-participation, which ordinarily will adversely impact room assignments, work assignments, performance pay, commissary privileges, release gratuities, and community programs. Inmates placed in FRP "Refuse" status will not be permitted to spend more than \$25.00 per month, excluding stamps and phone credits.

### Housing Unit Operations and Procedures

It is your responsibility to read the unit rules and regulations, as they pertain to unit operations and sanitation standards. These rules are posted under the glass bulletin board and outlined below.

## UNIT RULES & REGULATIONS

Unit rules and regulations are intended to ensure the orderly running of the housing unit and are only minimal guidelines. Notification of any revision of the rules and regulations may be issued during scheduled Town Hall Meetings or postings on the unit bulletin boards. Each inmate is expected to comply with the rules outlined below:

### Announcements

The Public Address System will be used to announce controlled moves, work call, counts, meal times, and other important messages.

### Barber Shop

Haircuts and hair care are authorized in the Barber Shop only. You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. No marking, emblems, or insignias are to be cut into the hair. The FCI Barber Shop is located off the corridor between the Dining Room and Facilities.

The Barber Shop hours are as follows:

Monday	Closed
Tuesday	Closed
Wednesday – Saturday	8:00 a.m. – 10:30 a.m. 12:30 p.m. – 3:00 p.m.
Evening Hours	5:00 p.m. – 8:45 p.m.

The Barber Shop is closed during the 10:00 a.m. and 4:00 p.m. count and during the period of mainline. There will be a maximum of ten (10) inmates, including both inmate barbers, in the Barber Shop at any time. Movements to and from the barber shop will coincide with controlled movement. Operating hours are subject to change and will be posted in that event.

### Bulletin Boards

The bulletin boards located on each side in the housing unit contain pertinent information affecting program information, activities, notifications, and department schedules. Change Sheets and Call-Outs are electronically posted at approximately 4:00 p.m., Monday through Friday, (excluding holidays). Change Sheets and Call-Outs on Friday include the weekend period. It is the individual's responsibility to view these documents daily. Failure to report to a scheduled Call-Out or comply with a posted Change Notification will result in an incident report being issued for: Unexcused Absence or Refusing to Accept a Program Assignment 310/306.

## Contraband

Contraband is generally defined as anything not issued, approved for retention, altered from its original form, prohibited, or in excess. Inmates are also mutually responsible for any contraband located in the common areas of their assigned room.

## Correspondence

All general correspondence mail will be passed out following the 4:00 p.m. count, Monday through Friday. You must be present to receive your mail. Legal and special mail will ordinarily be delivered by a Correctional Systems staff member.

## Counts

Inmates not assigned to a work-related out count will report promptly to their assigned room for all official counts. Conversations will be kept at a minimum, and there will be no distractions to the counting staff. As designated below, the 10:00 a.m. weekend and holiday count, the 4:00 p.m. and 9:30 p.m. count, will be a stand-up count. In addition to the official counts listed below, daily A.M. and P.M. census counts and institution lock down counts will also be conducted.

Official Counts:	1	12:00 a.m.
	2	3:00 a.m.
	3	5:00 a.m.
	4	10:00 a.m. <b>STAND UP COUNT</b> (weekends and holidays only)
	5	4:00 p.m. <b>STAND UP COUNT</b>
	6	9:30 p.m. <b>STAND UP COUNT</b>

## Dress Code

The appropriate dress code during the normal workweek, Monday through Friday, 6:00 a.m. – 4:00 p.m., is as follows: all shirts and/or t-shirts are to be tucked in, and khaki pants, shirts, and boots will be worn when outside the housing unit. **Inmate Identification cards are to be worn picture facing out on the outermost article of clothing on or close to the left breast pocket of the shirt.** The only exception to full uniform will be when traveling between recreation and the housing unit only. At no time will sweatshirts, t-shirts, or shorts be worn in any other areas other than recreation or the housing unit. Sweatshirts may be worn **under** the institution shirt. Gray t-shirts are not to be worn as an outer garment. Doo-rags are permitted **inside** the housing unit only. Issued work boots will be worn on all work details. At no time are undergarments to be worn outside of assigned cells. Inmates are to be properly dressed while in the housing units. A khaki shirt is to be worn in the dining room even if a t-shirt is allowed on the work detail. All clothing is to be cleaned and washed on a regular basis and maintained in an acceptable manner.

### Earphones/Radios

Earphones will be utilized when playing radios at all times. Altered earphones or radios are considered contraband and will be confiscated. **Radios and earphones are not authorized in program areas or on the compound.**

### Emergency Exit

You must familiarize yourself with the emergency exit signs throughout your unit. Under no circumstances will hallways, doorways, exits, or entrances be blocked. In case of a fire or other disaster, it is most important that staff is able to take protective measures for you. Should you be instructed to vacate the housing unit, you are to exit as safely and quickly as possible through the unit entrance or emergency exit doors. Unless otherwise notified, inmates will assemble in the compound middle area.

Fire drills will be conducted on a quarterly basis at a minimum. Inmates are expected to exit the housing unit in a prompt, safe, and efficient manner. Appropriate disciplinary actions will be taken for those refusing to comply with the instructions of staff members.

### Ice Machine

The ice machine is a sealed unit. The areas immediately adjacent to the machine must be kept clean at all times. Water drainage lines must remain unclogged, and it will not be used to dispose of food items. The ice machine is off limits at 9:15 p.m. nightly.

### Intra-Unit Visiting

You are permitted to visit other inmates within your assigned housing unit. **Inmates are strictly prohibited from entering other housing units to visit other inmates.** An inmate is not allowed in another inmate's room without their presence. All visiting within the unit will terminate at 9:15 p.m.

### Lights

Dayroom lights in the unit will ordinarily be turned on at 5:30 a.m. and turned off at 9:30 p.m. nightly.

### Noise Levels

Excessive noise levels, such as yelling and banging, will not be permitted at any time. Disruptive conduct and behavior will result in termination of activities.

### Office Complex & Open House

The Central Unit Office Complex is **out of bounds** unless you are authorized by a staff member to enter. **All inmates must be in proper uniform to enter the Unit Team offices.** Unit staff are available to address your concerns. Unit staff will also be available during meals in the

dining room.

### Unit Quiet Time

Unit Quiet Time is defined as the period between 9:30 p.m. and 5:30 a.m. Inmates are expected to have consideration for those individuals trying to sleep.

### Recreation

Table games are available for check-out from the Unit Officer. Games must be returned no later than 9:15 p.m. nightly.

### Room Assignments

The assigned Unit Counselor ordinarily coordinates room assignments. Two-man room assignments will be based on seniority, disciplinary actions, sanitation, programming, and IFRP responsibility. The Unit Counselor will maintain a waiting list for placement in a two-man room.

When an inmate's name rises to the top of the list, they will be given a two-man room assignment. If they decline a particular two-man room assignment for ANY reason other than a bottom bunk restriction, their name will be placed at the bottom of the two-man waiting list. Inmates will ordinarily be required to relocate upon the second opportunity to do so.

Inmates returning from the special housing unit with sanctions from the UDC or DHO will ordinarily be reassigned to 8 or 10 man rooms and will be placed at the bottom of the seniority list.

Inmates living in two-man rooms, who are temporarily removed from the institution, will be given priority to return to a two-man room UNLESS they were removed for disciplinary reasons. The Unit Manager will resolve other issues.

### Showers

The middle shower stall or the shower stalls marked "**DAY USE ONLY**" are the only showers to be used during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m. This is necessary in order to allow the unit orderlies the opportunity to maintain a high degree of sanitation in the shower areas. Each individual also has the responsibility to assist in maintaining this area and to leave the area neat and clean after use.

Showers will terminate at least fifteen minutes prior to an official count and will terminate at 9:00 p.m., nightly. Individuals are expected to cooperate with the unit orderlies so as not to interfere with the general unit sanitation efforts.

Exceptions may be made by the Unit Manager for late night workers. In that event, the showers nearest the exterior walls will be used.

Robes are permitted to be worn to and from the shower. You must be fully clothed at all other times.

### Telephones

All telephone calls will terminate fifteen minutes prior to an official count. You may use your assigned chair when using the telephone. **Plastic chairs are not to be left unattended.** In addition to the telephone schedule below, one telephone will be available at all times from 6:00 a.m. until 9:15 p.m.

#### Weekdays:

6:00 a.m. – 7:30 a.m.  
10:30 a.m. – 12:30 p.m.  
4:30 p.m. – 9:15 p.m.

#### Weekends and Federal Holidays:

6:00 a.m. – 9:15 p.m.

Additional regulations concerning use of the telephones are as follows:

1. Inmates not making phone calls will not be permitted to congregate near the telephone area.
2. No third party telephone calls will be permitted.
3. Inmates will be responsible for their use of the telephone. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the telephone calls they make.
4. The use of the telephone will not interfere with institution schedules, programs, work assignments, or counts. When a census count or scheduled count is conducted, all inmates on the telephones shall terminate their calls **immediately**. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
5. International collect calls are not permitted.
6. Only whole dollar amounts may be purchased when buying phone credits.
7. The maximum length of a telephone call will not exceed 15 minutes.
8. The Inmate Telephone System is a dual system, which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on.

### Inmate Telephone Calls to Attorneys

Confidential inmate-attorney calls should be allowed only when an inmate demonstrates that communication with their attorney by other means is not adequate: for example, when the inmate or attorney can demonstrate an imminent court deadline. Staff must consider whether or not an inmate has attempted to utilize other approved attempts at communication such as special mail provisions (legal mail), TRULINCS, or private inmate-attorney visits. **Inmates are responsible for the expense of unmonitored attorney telephone calls.** When possible, it is



preferred that inmates place unmonitored legal calls collect.

### Television Hours

Unit televisions may be turned on at 5:30 a.m. daily. Televisions may remain on until 9:30 p.m., provided acceptable noise levels are maintained. Disruptive conduct, poor sanitation, and excessive noise in the common area may result in restricted viewing privileges. There will be no television viewing in the common areas during the unit cleaning times of 7:30 a.m. to 9:30 a.m. Chairs will not be leaned against the walls. You shall not place your feet or shoes against the walls. The plastic chairs are not to be left unattended in the common area. The upper floor ranges are to remain free from obstacles at all times. Chairs and TV viewing from the upper range floors is prohibited. Under no circumstances will TVs be rotated from their original direction without the expressed approval of unit staff.

### Visits

Visits are extremely important to inmates and visitors. It is your responsibility to ensure that all necessary application forms are forwarded to each visitor, to include immediate family members. Children under the age of sixteen years of age are exempt from this rule. If you are expecting a visit, ensure the unit officer knows your location. It is your responsibility to notify prospective visitors of their approval or denial.

### Fire Suppression Water Sprinkling System

Tampering with the water sprinkler system, smoke alarms, or hanging any item from the system is prohibited and will result in the issuance of an incident report.

### Work Assignments

You will be assigned to a work assignment upon completion of the Institution A&O process and medical clearance. Your initial work assignment will be based upon the needs of the institution. Thereafter, you may request a job change during your scheduled program review. The Unit Team may consider your current work performance, programming, job availability, conduct, behavior, and current institutional needs as determining factors in granting a job change.

## **UNIT SANITATION PROCEDURES AND STANDARDS**

Sanitation supplies are available daily. You are expected to sign out/return all containers and/or unused materials. **Storage of sanitation materials in all inmate rooms is strictly prohibited.**

During the periods of 7:30 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m., all sanitation equipment (mops, mop buckets, etc.) will be reserved for the unit orderlies. The preferred time to address room sanitation is in the evening hours. The exception to this rule will be based on availability of equipment and with the approval of unit staff and those individuals who are correcting room deficiencies

To ensure a high degree of sanitation in the unit common areas, table games and TV viewing is “off limits” during the morning cleaning hours from 7:30 a.m. to 9:30 a.m. Inmates are encouraged to remain in their rooms or recreation area during this period.

### Individual Rooms

These instructions are meant as a guide to help individuals maintain their living areas. Rooms should meet these requirements in order to pass sanitation inspections. Failure to achieve acceptable sanitation standards will result in removal of preferred housing or disciplinary actions.

You must maintain your assigned room in order to present an overall appearance that is clean, neat, and orderly. All rooms will remain uniform in appearance. There will be no changes in the physical structure or design. At the discretion of the Unit Team, inmates failing room inspections will be returned for immediate corrective actions. Repeated failure will result in disciplinary actions. Linens are not to be used as floor mats, locker tops, curtains, etc.

You will be held accountable for any and all damages found to have occurred within your assigned room: for example, replacement or maintenance required to correct or repair paint, damage to the walls, ceilings, doors, windows, lockers, lights, vents, plumbing fixtures and room assigned items. You will be written an incident report for Damage to Government Property and may be sanctioned to restitution for replacement costs.

### Bedding

All bedding will be exchanged frequently to maintain good sanitation and hygiene. Blankets are to be exchanged at the institution laundry only. Sheets may be exchanged at the institution laundry.

### Bed Making

Beds will be tightly made, wrinkle free, and neat with the blanket made on top. During the normal work week, Monday through Friday, **all beds will be made and inspection ready by 7:30 a.m.** Individuals assigned a medical lay-in are excluded from this rule. Individuals on a day or off shift may lie on top of a made bed as long as the room is inspection ready. On weekends and holidays, beds will be made prior to leaving the room.

During the normal work week, items (clothing, recreation equipment, books, writing materials, etc.) are not to be placed on top of the bed when not in use. These items are to be stored in the locker. Shoes that are not stored in the locker will be placed underneath the bed, starting at the head of the bed and continuing in a straight line.

### Bedframes

All bedframes will be dusted and cleaned on a daily basis. One laundry bag containing dirty clothes only will be tied to the foot of the bed or on the authorized wall hooks. Special precautions will be taken so as not to block or impair the vision of the officer during counts.

## Commissary

Commissary items will be neatly stored in your assigned locker ONLY. Under no circumstances are Commissary items to be stored on the floor, under the bed, or in laundry bags on hooks. Items not contained in their original container are considered contraband and will be confiscated. Original containers are to be disposed of when empty and will not be used for other purposes. Commissary stored outside of lockers is subject to confiscation.

## Common Area Tables

Users of this area are expected to clean up after themselves. Trash and recyclable items will be disposed of in the proper receptacles. Tables and the floor will be cleaned if warranted. Tables will not be moved without the expressed approval of the Unit Manager. Table games will not be played after 9:00 p.m.

## Doors/Windows

Entrance into the room will remain free from obstruction. No items will be affixed to the door. The inside and outside of the door will remain free from dust, dirt, and grime. The door window will also be cleaned as needed to remove all smudges.

No items are allowed to be stored on the windowsills or in the window bars. Fruit, cups, mirrors, papers, etc. are strictly prohibited from being placed in the windows. At no time will any item be placed in the window.

## Fire Safety

At no time will any item such as wood, paper, plastic, or cardboard boxes be brought into the unit for inmate use. Second use containers are to be disposed of when empty and will not be used for other purposes.

At no time will any changes be made to the physical structure or fixtures that may cause harm or injury to the inmate or others. This includes the placement of nails, screws, unauthorized hooks, and illegal radio antenna wires. No items will be attached to the window, window frame, or window security bars.

## Furniture

All furniture will be free of stains, dirt, dust, graffiti, and stickers. There will be no gang insignia displayed at any time. Items may not be placed on top of stacked lockers or light fixtures.

## Floors

Floors are to be free of dust and dirt. Daily sweeping and mopping is required to maintain a clean surface.

## Mirror/Shelf

Mirrors will be cleaned daily. Four rolls of toilet paper are the only items to be stored on the shelf below the mirror. The shelf under the mirror will be neat, organized, and be stain and dust free.

## Walls

The walls of the room are to be kept clean, scuff and stain free. No items will be placed, taped, or otherwise affixed to any wall surface. Light and electrical fixtures will be cleaned as needed and will remain dust and bug free.

Winter coats will be hung on the wall hooks. Clothing will not be hung on the bed post blocking or impairing the vision of the officer during counts.

Air vents shall not be blocked, or the air flow deflected in any manner.

## **FACILITIES**

The goal for the Facilities Department is to perform maintenance and construction within the facility. This work will be accomplished utilizing inmates that have been assigned to the shops in Mechanical Services. We also provide training for inmates desiring to learn and study a related trade. The following is a list of details:

### **ELECTRIC**

HVAC (Heating, Ventilation, and Air Conditioning)

UTILITIES (Air Handling Equipment, Boilers, Hot Water Heaters, and Maintenance)

CONSTRUCTION – 3 & 5 (Woodworking, Construction, Cement Finishing, Block Work, Painting, Landscaping, etc.)

PLUMBING 1 & 2

JANITORIAL DUTIES

CLERICAL WORKERS

Work hours are from 6:50 a.m. to 3:20 p.m., Monday through Friday, except holidays. All pay positions are identified in the Inmate Performance Pay Policy and are assigned according to job functions performed, experience, and the desire to learn and work. Steel toe boots must be worn at all times. Inmates must have their identification cards on their person and properly displayed at all times. Inmates are not allowed to work on live electrical circuits. Additionally, inmates are not allowed to enter confined spaces. Unless directed by their supervisor, inmates are not allowed to perform any repair or modification; all work requests must be approved through a TMS work order.

## **HEALTH SERVICES**

It is the policy of the Bureau of Prisons to provide essential medical care and treatment to inmates during incarceration. Decisions concerning treatment and appointment times will be made solely by medical staff.

## Medical and Dental Sick Call Procedures

If you need medical attention, you must report to the Health Services Unit on the sick call ten-minute move (between approximately 6:50 a.m. – 7:00 a.m.) to sign up for sick call. Sick call is held on Mondays, Tuesdays, Thursdays, and Fridays. There is no sick call on Wednesdays, weekends, or during federal holidays. Any inmate reporting to sick call after the ten-minute move is closed will not be seen. Your medical and dental needs will be evaluated, and an appointment time to return for further evaluation will be given, if necessary. All other visits to the Health Services Unit, except emergencies, will be by appointment only. **BE PROMPT. Inmates must present their identification card upon request. No inmate is permitted in the Health Services Unit without an appointment pass.** For further information, refer to the Institution Supplement entitled “Medical and Dental Care of Inmates.”

## Emergency Care

Medical care is available 24-hours daily. Should you become ill or injured after sick call, notify your supervisor or another staff member. The medical staff will then arrange for you to be seen in the Health Services Unit. **No inmate will go to the Health Services Unit without a staff member clearing the visit with the medical staff first.**

## Medication Line

Certain medications are dispensed one dose at a time. If you are prescribed such a medication, you will be instructed to report to the Health Services Unit at the appropriate times to receive your medication. Refer to the Pill Line Schedule posted by the pharmacy. \*Insulin line will be called 5 minutes prior to evening meal to receive insulin and will remain open for 20-30 minutes.

### **Weekdays:**

AM Insulin Line	6:25 a.m. – 6:45a.m.
Pill Line Only	11:00 a.m. – 12:45 p.m.
*PM Insulin	4:30 p.m. – 5:00 p.m. see above (*asterisk)
Evening Pill Line	7:30 p.m. – 8:00 p.m.

You **must** show your photo ID and state your name and register number to receive medications.

## Eyeglasses

Eyeglass prescriptions determined as a non-professional (reading only) will not be provided by Health Services. Inmates may purchase this item through Commissary.

Any inmate in need of eyeglasses must submit an “Inmate Request to Staff Member” (Cop-Out) to the Health Services Unit requesting an eye examination. Routine eye exams will be provided to the inmate every two years. If at any time before the two years the inmate experiences a condition that the inmate feels requires the attention of the optometrist, the inmate will report to sick call for evaluation. Upon sick call evaluation, if it is determined the inmate needs to be seen prior to the two-year period, an appointment will be made with the optometrist based upon the priority level. After an eye examination has been performed by the optometrist, the institution will provide a pair

of standard issue eyeglasses obtained from the Federal Prison Industries, FCI Butner, NC.

NOTE: Inmates that are provided BOP glasses will be responsible for that pair of glasses. Health Services will not replace lost, broken, stolen, or mistreated eyeglasses until the next routine eye exam which is every two years.

### Contact Lenses

The use of contact lenses in this institution will not be authorized unless they are prescribed by an optometrist, in consultation with the Clinical Director/Health Services Administrator, to address a specific ocular condition. With approved use of contact lenses, the proper solution will be provided through Pharmacy Services.

### Physical Examination

Initial exam – An initial complete physical examination (medical and dental) to determine needs will be performed on all new commits within 14 days of admission. If you have already received a physical exam prior to your transfer to Pekin, another exam will not be required.

Periodic health examinations are age specific and will be provided based upon age, sex, and identified risk factors. If you have a health problem which you think may be more than routine, you should report to Sick Call for an appointment. An inmate being released from custody may request a medical evaluation if they have not had one within one year prior to the expected date of release. Such examination should be conducted within two months prior to release.

### Immunizations and Vaccinations

The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with records of immunizations upon request.

### Infectious Diseases and HIV (AIDS) Testing

HIV testing is ordered for all inmates during the intake process, as well as available to all inmates who request a test to be done. Inmates may request HIV testing by submitting an electronic cop out/correspondence to Health Services or by signing up for sick call. MMR immunization (Measles Mumps and Rubella) is offered to all inmates on intake, as well as, available to inmates upon request. Inmates may also request this immunization by submitting an electronic cop out/correspondence to Health Services or by signing up for sick call.

### HIV and Hepatitis B Post Exposure Management

FCI Pekin maintains an Exposure Control Plan which addresses specific administrative, personnel, and medical procedures which will be implemented in the case of an exposure to a blood borne virus by such means as sexually, needle stick, splash into mouth or eyes, and illicit tattooing.

## [Tattooing in the Correctional Environment](#)

Tattooing in the correctional environment is explicitly prohibited and may result in disciplinary action. Tattooing can result in exposure to blood borne pathogens and viruses such as HIV, Hepatitis B and Hepatitis C. In this environment there is absolutely no procedures which the inmate has available to sterilize and eliminate the possibility of being exposed to the above viruses with the tattooing process. In commercial parlors in the community, they utilize autoclaving machines to ensure that any and all viruses are eliminated by pressure and steam application. Please also be aware that this may expose the person to very bad skin infections as well.

## [Methicillin Resistant Staphylococcus Aureus \(MRSA\)](#)

MRSA can be a very serious illness because it lives on the skin and survives on surfaces. It is a drug resistant staph infection and can be spread in the prisons by sharing towels and headphones, tattooing, poor personal hygiene, and attending sweat lodges. MRSA can be a very serious illness. Some of the symptoms of MRSA include a “spider bite” appearance, draining wounds, redness, and swelling. If you experience any skin infections, please refer to medical sick call for evaluation and/or treatment. This evaluation for a potential skin infection will not result in a co-pay charge since Health Services wants to be made aware of the situation to minimize any complications to the affected person and possible spreading of disease.

## [Coronavirus disease 2019 \(COVID-19\)](#)

Coronavirus disease 2019 (COVID-19) is an infectious disease caused by the novel coronavirus, SARS-CoV-2, that appeared in late 2019. It is predominantly a respiratory illness that can affect other organs. People with COVID-19 have reported a wide range of symptoms, ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. Symptoms may include: fever or chills, cough, shortness of breath, fatigue, muscle and body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

If you are experiencing any of these symptoms, please report to medical sick call at the time noted in the Handbook for an evaluation. You will not be charged a Co-Pay for this evaluation.

Some possible ways to prevent spread of COVID-19 as well as other infectious diseases include:

- 1)Frequent Good Hand washing to include soap and running water
- 2)Maintaining Social Distancing of at least 6 feet and avoiding small areas with individuals
- 3)Wearing of approved facial coverings
- 4)Being Vaccinated against Influenza and COVID-19. These Vaccinations are offered at no charge to the patient. Please request these through Medical and the TRULINCS System.

## [Handwashing](#)

Washing your hands is easy, and it's one of the most effective ways to prevent the spread of germs. Clean hands can stop germs from spreading from one person to another and throughout an entire community or prison setting. You can help yourself and others stay healthy by washing your hands often, especially during these key times when germs are likely to get on your hands and can easily spread to others:

Scrub your hands for at least 20 seconds.

- Before, during, and after** preparing food
- Before** eating food
- Before** and after caring for someone who is sick
- Before** and after treating a cut or wound
- After** using the toilet
- After** changing diapers or cleaning up a child who has used the toilet
- After** blowing your nose, coughing, or sneezing
- After** touching an animal, animal feed, or animal waste
- After** touching garbage

### Emergency Dental Care

Emergency dental care is considered to be of the highest priority and is available to all inmates. Dental sick call is held on Monday, Tuesday, Thursday, and Friday. Emergency dental care includes treatment for relief of pain, swelling, traumatic injuries, and acute infection. If an emergency occurs during or after work hours, the inmate is instructed to report this to their work supervisor or unit officer who will then call the Health Services Department.

### Routine Dental Care

Routine dental care is elective and is requested by each inmate through an Inmate Request to Staff or “cop-out.” Each request is responded to by dental staff, and the inmate is placed on a chronological waiting list for treatment unless there are specific health reasons to establish other priorities. It is important for each inmate to watch the call-out list and to be present for their scheduled appointment.

### Accessory Dental Care

Accessory dental care includes crown and bridge work, orthodontics, implants, and TMJ surgery. These are not provided to the inmate population.

### Co-Pay Program

All inmates have access to Bureau healthcare services. The Bureau will charge a co-pay fee for inmate requested visits to healthcare providers. Inmates will not be denied access to necessary healthcare because of an inability to pay the co-pay fee. Generally, you must pay a fee of \$2.00 per healthcare visit or healthcare service if you:

1. Receive healthcare services in connection with a healthcare visit that you requested (except for services described in the P.S. 6031.02, Co-Pay Program); or are found



responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a healthcare visit.

2. You will not be charged a healthcare service fee if you are considered indigent and unable to pay the healthcare service fee. The Warden may establish rules and processes to prevent abuse of this provision. An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. In addition, co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff.

Shoes

The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by staff. If you have foot problems, they are to be addressed at routine sick-call or in the Chronic Care Clinic with the Physician. However, you must be aware the criteria used to determine the need for “medical shoes” includes whether or not you have a valid anatomic deformity related to a birth defect or orthopedic problem. Each request or need will be discussed with the physician and will be determined on a case by case basis. Health Services does not authorize “special shoes” for the following reasons: 1) Callouses, 2) Blisters, or 3) Personal dislike of the regularly issued shoes (i.e. “I don’t like these shoes, they hurt my feet.”) **(HEALTH SERVICES DOES NOT ALLOW YOU TO HAVE SHOES SENT IN FROM THE OUTSIDE.)**

Concerns/Grievance

Any healthcare concerns may be addressed with the Health Services Administrator or his/her designee during noon mainline on weekdays for the FCI. 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.

<b>HEALTH CARE PATIENT RIGHTS AND RESPONSIBILITIES</b>	
<b>Patient Rights</b>	<b>Patient Responsibilities</b>
<ol style="list-style-type: none"> <li>1. You have the right to access health care services regardless of race, color, creed, sexual preference, or national origin. Health services include medical, mental health, dental and all support services. FCI Pekin will charge a co-pay fee of \$2.00 for inmate requested visits to health care providers. Scheduled and emergency care will be provided at no personal expense. Health Services cannot be denied due to lack of personal funds to pay for your care.</li> <li>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity to include consideration of psychosocial, spiritual and cultural variables that may influence the perceptions of illness.</li> <li>3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Wardens, and the Warden.</li> <li>4. You have the right to provide the Bureau of Prisons</li> </ol>	<ol style="list-style-type: none"> <li>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by your health care providers to include proper use of medications, proper diet, following all health-related instructions with which you are provided, and keeping all appointments. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</li> <li>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</li> <li>3. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.</li> <li>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement. You are also responsible for contacting the Social Work department for more information on formulating an Advance Directive.</li> </ol>

<p>with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions. Care is not dependent on the existence of an Advance Directive</p> <ol style="list-style-type: none"> <li>5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</li> <li>6. You have the right to obtain copies of certain releasable portions of your health record as deemed appropriate for release.</li> <li>7. You have the right to be examined in privacy.</li> <li>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.</li> <li>9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</li> <li>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</li> <li>11. You have the right to be provided healthy and nutritious food. You have the right to be educated regarding a healthy diet.</li> <li>12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).</li> <li>13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.</li> <li>14. You have the right to a safe, clean and healthy environment, including a smoke-free facility.</li> <li>15. You have the right to refuse medical/mental health treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</li> <li>16. You have the right to be involved in all aspects of the decision making process regarding your medical/mental health care. Every effort will be made to honor your beliefs and expectations regarding the care provided.</li> <li>17. You have the right to expect that your medical/mental</li> </ol>	<ol style="list-style-type: none"> <li>5. You have the responsibility be prudent in deciding with whom to share your medical/mental health information. You are also responsible for contacting the Health Information (Medical Records) department to complete a Release of Information form so that medical staff can legally speak with anyone you designate.</li> <li>6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.</li> <li>7. You have the responsibility to comply with security procedures should security be required during your examination.</li> <li>8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease</li> <li>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.</li> <li>10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item. Circumventing prescriptions may result in Administrative action.</li> <li>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</li> <li>12. You have the responsibility to notify medical staff if you wish to have an examination.</li> <li>13. You have the responsibility to maintain your oral hygiene and health.</li> <li>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</li> <li>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</li> <li>16. You have the responsibility to be actively involved in your medical care and to base your expectations on the reality of your illness.</li> <li>17. You have the responsibility to report all cases of misconduct to institution staff and to voice your objection to these activities.</li> <li>18. It is your responsibility to follow the laundry and shower schedule, maintain neat and clean living quarters, keep your area free of contraband, and seek medical and dental care as you may need it.</li> <li>19. You have the responsibility to recognize and respect the rights of others in this regard.</li> </ol>
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<p>health information will only be shared with individuals involved in your care as limited by state and federal laws. You may share your information with whomever you choose.</p> <p>18. You have the right to receive care in a safe environment and to be free from neglect, exploitation, and all forms of abuse to include sexual, physical, mental, and verbal.</p> <p>19. You have the right to refuse any experimental research, or educational activities that may be involved in your treatment plan without fear of reprisal.</p> <p>20. You have the right to participate or refuse to participate in social, spiritual, or community activities and to refuse to speak with anyone not associated with this institution regarding your medical condition if this does not interfere with the terms of your incarceration.</p> <p>21. You have the right to express personal values and practice cultural and spiritual beliefs and practices, provided they do not interfere with your treatment plan, other inmates, or the orderly running of the institution.</p> <p>22. You have the right to health care which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, medical, and dental treatment</p> <p>23. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).</p> <p>24. You have the right to a wide range of reading materials for educational and recreational purposes with certain restrictions.</p> <p>25. You 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.</p> <p>26. You have the right to receive information in a manner which you understand. Interpreting and translation services are available.</p>	<p>20. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. In addition, it is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of these materials.</p> <p>21. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You are expected to abide by the regulations governing the use of such activities.</p> <p>22. You should ask questions about your care.</p>
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## Inmate Fact Sheet – Preventive Health Program for Men

### Initial Preventive Health Screening

You will receive the following preventive health screening shortly after you enter federal prison:

**TB Skin Test.....** To test for exposure to TB, unless your medical record shows a previous positive TB skin test.

**Chest X-Ray.....** If you have a positive TB skin test, if you are foreign-born or have recently been outside the U.S., or if you have HIV infection.

**Syphilis Test.....** At your intake physical exam if you have HIV infection, or if you have a history of sexually transmitted diseases such as syphilis, gonorrhea, or chlamydia.

Your health care provider may recommend additional health screens (tests) based on your medical history and physical examination.

### **Routine Preventive Health Screening for Sentenced Inmates**

The following preventive health tests are routinely provided for sentenced inmates:

**Viral Hepatitis.....** If you are at risk for hepatitis B or hepatitis C viral infections, or if you report that you had a prior infection.

**HIV.....** Recommended for all sentenced inmates.

**TB Skin Test.....** Every year, unless you had a positive test in the past.

**Colon Cancer.....** Testing for blood in your stool every year, beginning at age 50; colonoscopy if you are at higher risk for colon cancer.

**Diabetes.....** If your blood pressure is greater than 135/80.

**Cholesterol.....** Beginning at age 35, screen every 5 years (sooner if you are at risk).

In addition, vaccinations are provided as recommended by health authorities. Based on your age and specific needs, other preventive health services may be made available to you. You can also request a *preventive health visit* to review needed services: every three years (if you are under age 50) or every year (if you are age 50 and over).

Take care of yourself while you are in prison!

- Exercise regularly.
- Eat a healthy diet (low fat, more fruits and vegetables).
- Take medications as recommended by your doctor.
- Don't use tobacco or illegal drugs.
- Don't have sexual contact with others while in prison.
- Don't get a tattoo while in prison.
- Don't share personal items (razors, toothbrushes, towels).
- Wash your hands regularly.

## PSYCHOLOGY SERVICES

Psychology Services provides professional services in the area of evaluation, counseling, group programs, crisis assistance, drug treatment, and self-help programs. Each new arrival will be interviewed and provided a summary of current psychological programs available for enrollment.

Most programs in Psychology Services are voluntary enrollment and voluntary withdrawal after enrollment with no penalty or disciplinary action for withdrawal. Inmates are encouraged to suggest programs. Programs are usually conducted on a group basis and open to eligible inmates.

### Drug Education

The Drug Education Program is designed to educate inmates on the various aspects of addiction and abuse. Specifically, the Drug Education Program is provided to help inmates evaluate the consequences that alcohol and other drug abuse has had on themselves, their families, and their community. It also provides valid information concerning the physical, emotional, and social side effects of drug abuse. Information is provided regarding the availability of additional drug treatment and self-help services which are offered in the Bureau of Prisons and in the community. Drug Education teaches a decision-making process based on the analysis of costs and benefits of criminal/drug abuse lifestyles versus prosocial lifestyles. The Drug Education Program is designed to provide information in a format that will enhance motivation toward entering a residential drug treatment program.

Currently, every Bureau of Prisons institution offers this 12-15 hour drug education course. It is available to any inmate who wishes to volunteer or is required to take it. You may be required to attend this program if:

1. There is evidence that alcohol or other drug use contributed to the commission of the offense.
2. Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status.

3. There was a recommendation (or evaluation) for drug programming during incarceration by the sentencing judge.
4. There is evidence of a history of alcohol or other drug use.

If an inmate is required but refuses to participate in the program, they are:

1. Not eligible for performance pay, bonus pay, or vacation pay.
2. Not eligible for a Federal Prison Industries work program assignment. To participate, please submit a cop-out to Psychology Services.

### Non-Residential Program

Non-Residential Drug Abuse Treatment is an up to 24-hour program which consists of group counseling and self-help programming provided through the institution's Psychology Services Department. This treatment is available to inmates with substance abuse problems.

Non-residential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

- Inmates with a relatively minor or low-level drug abuse problem,
- Inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- Inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- Inmates with a drug use history who chose not to participate in the RDAP but want to prepare for staying sober in the community, and
- Inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (halfway house).

Program completion awards are only available for those who complete the program. Inmates who complete non-residential (NR) drug abuse programming may also be paid up to \$30 for completion of the 24-session program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards. To participate, please submit a cop-out to Psychology Services.

### Residential Program (RDAP)

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum of 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP, you must send an Inmate Request to a Staff Member (a “Cop-Out”) to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

Some inmates may receive a period of early release, not to exceed 12 months, if they successfully complete all components of the RDAP program.

### Availability

Psychologists are always available to assist inmates with personal problems, emergency situations, crisis intervention, general mental health questions, interest in self-help, and desire for professional treatment. A psychologist is available by submitting an “Inmate Request to Staff Member” (cop-out) or in an emergency by alerting any staff member. Conversations of a counseling or treatment nature are confidential except in the following three (3) situations:

1. A clear risk of serious injury, disease, or death to you or another person.
2. A clear risk to the security of the institution.
3. A current or future felonious offense.

The Drug Abuse Program Coordinator and Drug Treatment Specialists are available to assist with RDAP (Residential Drug Abuse Program) referrals as well as enrollment in other available drug programming.

### Suicide Prevention

If you notice symptoms of any abnormal behavior or situation that may suggest that an inmate is upset and potentially suicidal, you need to notify staff immediately.

Psychology Services are here to be of service to you.

Your contact with Psychology Services is at your discretion outside of the initial interview upon your arrival at this institution and requirement, if any, to participate in the drug abuse education course.

## Prisoner Rape Elimination Act (PREA)

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

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

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

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

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

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

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

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors,



you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

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

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

**Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

### **How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to 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 certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

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

■ **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s Public website, specifically:  
[http://www.bop.gov/inmate\\_programs/sa\\_prevention\\_reporting.jsp](http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp).

### **Understanding the Investigative Process**

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

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

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

FCI Pekin has established a relationship with the Center for Prevention and Abuse in Pekin, Illinois, a local victim advocacy group for inmate support services. Psychology services can provide you with the contact information. Additionally, you may seek services through Psychology Services.

## **Management Program for Inmate Assailants**

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate 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 the following Prohibited Acts under the Inmate Disciplinary Policy:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate**

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

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

**Contact Offices:**

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

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

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

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

**Federal Bureau of Prisons  
Northeast Regional Office**  
Regional PREA Coordinator  
U.S. Customs House, 7th Floor  
2nd 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)

## **FOOD SERVICE**

Food Service Mission: To provide all persons confined in federal prisons with meals which are nutritionally adequate, properly prepared, and attractively served and to provide all inmates assigned to the department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.

The Bureau of Prisons now serves all meals according to a National Food Service Menu to include heart healthy options for all meals.

Your unit officer or detail supervisor will notify you when to come to Mainline according to the time schedules listed below:

### [Weekday Dining Room Schedule:](#)

BREAKFAST	6:20 a.m.
LUNCH	11:00 a.m.
DINNER	After 4:00 p.m. count clears

### [Weekend & Holiday Dining Room Schedule:](#)

COFFEE HOUR	7:00 a.m. – 7:45 a.m.
BRUNCH	After 10:00 a.m. count clears
DINNER	After 4:00 p.m. count clears

Books, reading material, personal cups, and commissary items are not to be brought into the dining room. **No food items will be taken out of food service.** Line cuts are not allowed.

Portioned food items will be served on the supervised serving line. You are to tell the servers if you wish to receive the heart healthy items.

Exchanging food items from one person to another is not permitted on the serving line.

Individuals who double back through the service line and receive portioned items will receive an incident report.

Please be considerate to others in keeping your table and floor areas clean while eating. Return your trays, dishes, and flatware to the tray windows at the rear of the dining room when you are finished eating. Loitering is not permitted in the dining room.

As with any food service establishment, we require trained, quality workers to perform our function. A variety of work shifts are available. Please feel free to contact the Food Service Staff for openings. All positions require a designated work uniform along with appropriate safety and sanitation gear. Pay is always a critical topic for any job, and we have a wide range of pay positions. All paying positions fall within the Inmate Performance Pay Policy and are assigned according to the job function performed. Bonus pay is available and is also administered in accordance with policy. Inmates must have a medical clearance to work in Food Service. For further information, refer to the Institution Supplement entitled "Dining Room Meal Schedule & Rotation."

## **CORRECTIONAL SYSTEMS DEPARTMENT (CSD)**

The Correctional Systems Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office. With the exception of federal holidays, mail will be processed Monday through Friday. All outgoing mail must be unsealed and placed in the mailbox located in your assigned unit. Unless you are in the Special Housing Unit, all outgoing mail must have the mailing address typed on a TRULINCS label and placed on the front of the envelope. You must place your committed name, register number, and the institution's return address on all outgoing mail as follows:

Committed Name/Register Number  
Federal Correctional Institution  
P.O. Box 5000  
Pekin, Illinois 61555-5000

If this information is **NOT** on your letters, they will be returned to you. Incoming mail will be treated in the same manner: inmate committed name and register number must be on the envelope. Mail is delivered Monday through Friday after the 4:00 p.m. count by the Unit Officer in the common area of each housing unit. There is no delivery on weekends and Federal holidays.

Open house is on Wednesday and Thursday from 11:00 a.m. to 12:30 p.m. or until mainline is complete. You can see the Mail Room, R&D, and the Records Office staff if you have issues.

All outgoing Legal or Special Mail needs to be delivered to the mailroom between the hours of 6:30 a.m. to 7:00 a.m., Monday through Friday excluding holidays. In addition to the previous stated outgoing mail requirement, each letter is to be sealed and Special Mail/Legal Mail must be written on the front of the envelope. You must show your identification card when delivering this mail to staff.

Incoming Legal or Special Mail will be handled by the mailroom staff. Each inmate will be called down within 24 hours of the mail being received from the post office, which is in accordance with Bureau Policy. The mailroom staff will notify the unit officers or the work details of what inmates have Legal or Special Mail, but it will be the responsibility of the inmate to come to the mailroom between 11:00 a.m. and 12:00 p.m. to pick up their legal mail. The inmate must have their identification on them to receive this mail. If you miss this time frame, you will be placed on call-out for the next morning during our legal mail open house. If you miss the call-out for any other reason except an institution emergency, you will receive an incident report. The inmates will sign for receiving this mail, and it will be opened and searched for contraband prior to being handed to the inmate. All unauthorized items will be rejected and dealt with in accordance to policy. Incoming Legal/Special Mail must be clearly marked with **“Special Mail – Open Only In The Presence of the Inmate,”** and the sender’s name must be properly identified with their title in the return address section for this mail to be handled in that manner. All mail is treated in accordance with the United States Postal Service Regulations. The Federal Bureau of Prisons (BOP) Program Statement on Correspondence and the Mail Management Manual are on file in the Law Library.

For the special housing unit legal mail, the mail room staff will deliver it to the Special Housing Unit. The inmate’s identification card will be used to ensure the right inmate is receiving the mail. The legal mail will be opened and searched for contraband prior to being handed to the inmate. All unauthorized items will be rejected and dealt with according to policy.

You are not allowed to correspond with inmates confined at other federal or state correctional institutions without prior written approval from the Chief Executive Offices at both facilities, and this approval must be on file in the mailroom. If both inmates are confined in federal institutions, approval needs to be from the Unit Managers at both facilities.

All money orders, cash, and checks for inmates designated at Pekin must be sent to the National Lockbox location. You should include your committed name and register number. The address is **P.O. Box 474701, Des Moines, IA 50947-0001**. No other mail items besides money should be sent to the lockbox. If received at the facility, the item will be rejected and returned to sender with notification as to proper handling of these items.

You may only receive hard and soft-covered publications, newspapers, and magazines, and they must come directly from a publisher, bookstore, or a book club. The package must be marked “Books” or “Authorized Reading Material,” or it may be refused at the post office if the item is not easily identified that it is coming from an authorized source. You can also complete an Authorization to Receive Package form to have items of this nature sent in. This form must be



signed by the Unit Manager, and a copy must be on file in the mail room. Most newspapers and magazines are to be received by subscription only.

Postage stamps are to be purchased through the commissary and cannot be received through the mail.

### Receiving and Discharge

If you transferred from another federal institution, the R&D Officer will place you on a call-out to issue your property. If you have any questions about your property being here, you may submit a "Request to Staff Member" addressed to the Receiving and Discharge Officer or come to open house. If R&D does not have your property, R&D should contact your previous facility's R&D after 60 days. Your property will be made in compliance with the Institutional Supplement titled "Personal Property, Inmate," which can be accessed through TRULINCS.

When you transfer to another institution, you will be made in compliance with National Program Statement 5580.08, Inmate Personal Property, which can be accessed through TRULINCS. If you are placed in Special Housing, your property will be inventoried and stored in Special Housing until your release or transfer. If an inmate goes out on a writ, the property will be inventoried and stored until your return or other arrangements are made.

Mail-outs at the FCI for personal property will be handled by call-out. A completed Authorization to Mail-Out form needs to be signed by a unit team member. When completing this form, ensure you are putting the number on each item you are sending out, i.e. five books, one inch of various papers, etc., and attach a mail label.

Release clothing can be sent in no earlier than 30 days prior to your release date. You must have an Authorization to Receive form on file in the mailroom in order for the box to come into the facility.

### Records

The Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas and the Records Office at the institution computes your federal sentence, establishes release dates, tracks extra good time, statutory good time, lump sum extra good time awards, and detainers. You will be given a copy of your sentence computation as soon as it is prepared and certified by DSCC. Any questions concerning good time, jail credit, parole eligibility, length of sentence, full-term dates, release dates, 180-day dates, and periods of supervision should be addressed to the Supervisory Correctional Systems Specialist in the Records Office.

## Detainers

Another law enforcement agency may place a detainer on an inmate while they are incarcerated. For all untried charges, you may be able to start a 180-day Interstate Agreement on Detainers (IAD). If this applies to you, a Correctional Systems Officer in Records will complete the forms and talk to you about this procedure. The IAD is not applicable to any type of violation detainers.

## Statutory Good Time

Under the old sentencing guidelines, a person who is sentenced to six months or more receives a specific number of days off their sentence every month (Statutory Good Time). The length of the sentence determines the amount of days an inmate is entitled to each month. Shortly after arriving at the facility, a Notification of Good Time earning rate will be received on a form entitled "Computation Summary" from the Correctional Systems Department. A disciplinary report may result in loss of Statutory Good Time or the disallowance of Good Conduct Time.

## Extra Good Time

In addition to Statutory Good Time, inmates sentenced under the old guidelines will receive three Extra Good Time days per month for the first year, prorated according to the dates of commitment and release. Every year following, five days of Extra Good Time will be accrued each month.

## Good Conduct Time (Comprehensive Crime Control Act)

For those inmates committed under the provisions of the Comprehensive Crime Control Act (CCCA) (i.e., the date of the federal offense was on or after November 1, 1987), the following applies:

A prisoner who is serving a term of imprisonment of more than one year is eligible to receive up to 54 days Good Conduct Time after each year of their sentence is served. Credit for the last year or portion of the last year will be prorated and credited within the last six weeks of the sentence. Good Conduct Time may be disallowed for misconduct.

## Commutation of Sentence

The Bureau of Prisons also advises inmates on commutation of sentences. This is a form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution to the Chief Executive Officer, who is the President of the United States for Federal Offenses. Commutation of a sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of a sentence must do so on a designated form. The rules governing these petitions are available in the Law Library.

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

### Notary Public

Specific staff has been designated to notarize documents. Should an inmate need a document notarized, they can inquire as to which staff members are designated as a certified notary public.

**NOTICE TO THE FCI INMATE POPULATION**  
**UPDATED**

**DATE:** May 10, 2021 **Update to October 23, 2018 notice**

**REPLY TO**

**ATTENTION OF:** Michael Segal, WARDEN, FCI PEKIN

**SUBJECT:** Changes to Incoming Mail Procedures

This serves as a notification to the inmate population regarding the following changes to incoming mail procedures that will be **effective June 8, 2021**.

- Some general correspondence will be photographed and you will only be provided the photocopy.
- All incoming general correspondence envelopes and paper must be white in color. **\*Incoming general correspondence envelopes that are colored will be stamped returned to sender without a rejection notice being sent to the inmate.**
- All incoming general correspondence containing materials such as glitter, stickers, lipstick, crayon or marker the correspondence will be rejected.
- Correspondence that is stained or contains an oily substance will be rejected.
- Postage stamps and envelope flaps will be removed prior to all incoming general correspondence.
- All incoming general correspondence utilizing a label for either the recipient and/or sender will be **\*stamped returned to sender without a rejection notice being sent to the inmate**. The recipient and sender information must be completed either in ink or through address stamp.
- All incoming correspondence sprayed with fragrance, such as but not limited to perfume or cologne, will be rejected.
- All "homemade" greeting cards will be rejected.
- Commercial greeting cards **\*and card stock items** will be photocopied prior to delivery. You will not be provided the commercial card.
- All envelopes from incoming special mail or legal mail attorneys will be photocopied prior to delivery. You will not be provided the original envelope.

Rejected correspondence will be treated consistent with the applicable provisions of federal regulation and BOP policy. Originals will be retained for at least 30 days to allow inmates to obtain a higher quality copies if needed, or to use the administrative remedy process to address any issues.

Should you have any questions, you may address them to either the Captain, Case Manager Coordinator, or the Associate Warden of Programs.

## INMATE SERVICES

### Commissary

The Commissary offers a variety of edible and inedible products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to complement the institution food service menu. Commissary use is a privilege, not a right. Inmates will be identified by use of biometric fingerprint identification and their Institutional Identification Card. All new inmates need to be registered by commissary staff by using their inmate account card, and a finger that will properly register prints.

The FCI Commissary is open on Mondays, Tuesdays, Wednesdays, and Thursdays. The Commissary will be closed on all federal holidays. The following is the Commissary schedule:

- |  |  |
|--|--|
| <b><u>6:30 a.m. to 7:30 a.m.</u></b>   | <b>Open shopping (available to all inmates)</b>  |
| <b><u>8:25 a.m. to 8:30 a.m.</u></b>   | <b>Unit Orderlies, Medically Unassigned, A&amp;O Unassigned, inmates on afternoon job assignments, and inmates on vacation</b> |
| <b><u>10:00 a.m. to 10:25 a.m.</u></b> | <b>Inmates assigned to an A.M. or all day Facilities and FCI Laundry work details</b>  |
| <b><u>11:00 a.m. to 12:30 p.m.</u></b> | <b>Open shopping (available to all inmates)</b>  |

Inmates will be allowed to shop one day per week based on their housing unit or work assignments. There will be limited exceptions granted to an inmate to shop on a day other than their scheduled day. These limited exceptions will only be granted by the Trust Fund Supervisor.

### **Friday Early Sales 11:00 a.m. to 12:30 p.m.**

**Open to all inmates for the purchase of specific items of inventory such as tennis shoes, radios, MP-3 players, watches, Special Purchase Orders, OTC Medicines and hobby craft items only.**

The spending limit is a biweekly allotment of \$180 and will re-validate on the first and the fifteenth of each month.

Should you be absent and/or miss your place in line, you void the opportunity for general purchase. Any concerns about your purchase must be settled with staff before you leave the sales window.

All items purchased within the Commissary will be applied to an inmate spending limit, except Over the Counter Medicines (OTC Meds), postage stamps, and copy cards. Spending limits for the Christmas season may be increased by \$50.00 and will be posted for one validation period. Commissary order forms are available in the housing units. Orders must be completed legibly prior to arrival at the sales window. Any area that is not clearly legible will not be filled.

Out-of-stock items, new items, and price changes are posted within the Commissary. Do not leave the Commissary once you have submitted your form.

**No Additions or Substitutions** will be made once you have submitted your order form. **All prices are subject to change without notice.**  
**ALL SALES ARE FINAL!**

### Special Purchase Orders (SPO's)

Hobby shop items such as special pencils, art supplies, and ceramic supplies will be available through the Special Purchase Order Program (SPO's). These items are limited to those items approved in catalogs in the Recreation Supervisor's Office.

SPO's will be sold during the Friday early sales period. A list of all SPO's ready for pickup will be posted on the Commissary bulletin boards.

### Computers

Your computer privileges are administered through TRULINCS. Refer to the Institutional Supplement 5265.13C.

Fingerprinting is required and should be completed in the Commissary.

Suspensions are based upon restrictions and/or sanctions from Unit Team, DHO or Administration which include but are not limited to: misuse of the system, misuse of the equipment, abuse of equipment or any other acts deemed inappropriate. Examples are: Food and Drinks on the work stations, cutting MP3 cords, adjustments to monitors, storage of items on workstations, etc.

All contact information must be entered prior to use in regard to printing labels and utilizing TRUFONE.

It is the inmate's responsibility to maintain his/her own list with accurate contact information, to include: first name, last name, relationship, language, and postal address. Inmates are subject to disciplinary action for lying and/or providing false or fictitious information regarding a contact (e.g., when complete name is not used, when information is altered to hide the identity of the contact, and any/all other attempts to mislead reviewing and monitoring staff as to the true identity and contact information).

Ordinarily, inmates are limited to having 100 active contacts on their contact list.

Staff are not responsible for printing contact lists for inmates in SHU.

### Telephones

Your telephone privileges are administered through TRUFONES. **You are required to record your First and Last name in order to utilize the TRUFONE system.** Subject to available

funds, you will be allowed to make phone calls to any number on your approved phone list. Value Added Communications (VAC) (800) 913-6097 is the vendor for prepaid accounts. The calling party is responsible for establishing a new account with VAC.

If the phone privilege is abused, calls may be limited to specific numbers, or phone privileges may be denied.

Phone credits are acquired by transferring funds from an inmate's account to their TRUFONE account. Transfers can be accomplished up to two times per day. All transfers will be in whole dollar amounts. Telephone credits will only be credited back to an inmate account if it meets one of the following criteria:

1. An inmate is being released from custody
2. Revocation of telephone privileges – for 60 days or more.

Inmates not making phone calls will not be permitted to congregate near the telephone area. Telephones are available from:

**6:00 a.m. – 9:30 p.m. Daily (300 minutes per month).**

A list of up to thirty (30) numbers may be contained on your account. Inmates are to add and delete numbers through their account by accessing Tru-Links. All phone calls are limited to fifteen (15) minutes.

No third party, credit cards, 800, 888, 877, and 900 numbers, or information calls will be permitted in the system. Calling motels and hotels will not be permitted.

The BOP reserves the authority to monitor (this includes recording) conversations on any telephone located within its institutions. The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of inmate telephones constitutes consent to this monitoring. Inmates must contact their Unit Team to arrange an unmonitored legal call (collect call) if there is an imminent court deadline.

### [Money Posting](#)

**No monies or checks will be posted to any inmate's account at this institution.** All funds will be processed at the lockbox which is located in Des Moines, Iowa. All funds received at the institution will be returned to the sender. The address of the lockbox is as follows:

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

Money may be transferred to an inmate's account by Western Union. With this transaction, this money will be placed on an inmate's account within a few hours of the transaction.

No personal checks will be accepted at the lockbox site. Approved types of negotiable instruments are Money Orders, Government Checks, foreign Negotiable Instruments, and Business Checks. U.S. Postal money orders are immediately posted.

Money transfers can be sent from Mexico from a participating Elektra – Western Union location in Mexico.

### Institution Laundry/Clothing

The FCI Laundry/Clothing Room will operate on Monday through Friday between the hours of 6:00 a.m. to 2:00 p.m. The laundry operations will be closed on all federal holidays. The laundry will not be responsible for any personal clothing.

### Laundry Schedule

Inmates will be required to bring their soiled/dirty laundry on the appropriate loops and their laundry bag to laundry on their designated day upon their release to breakfast mainline. Inmates will place their laundry loops with their soiled/dirty and bag into designated laundry carts that are outside of laundry on your designated laundry day. Once laundered, assigned laundry pushers from the designated unit will report to laundry at lunch mainline to pick up clean laundry carts. Once emptied, those laundry carts will be returned to laundry before the end of each workday.

**Monday – Breakfast mainline: Illinois Bag and loops and sheets/blanket exchange**  
**7:25 am – 7:35 am: All mops dropped off and picked up from Friday**  
**11:00 am – 12:30 pm: Indiana Open House Only**

**Tuesday – Breakfast mainline: Indiana Bag and loops and sheets/blanket exchange**  
**7:25 am – 7:35 am: All mops dropped off and picked up from Monday**  
**11:00 am – 12:30 pm: Iowa Open House Only**

**Wednesday – Breakfast mainline: Iowa Bag and loops and sheets/blanket exchange**  
**7:25 am – 7:35 am: All mops dropped off and picked up from Tuesday**  
**11:00 am – 12:30 pm: Missouri Open House Only**

**Thursday – Breakfast mainline: Missouri Bag and loops and sheets/blanket exchange**  
**7:25 am – 7:35 am: All mops dropped off and picked up from Wednesday**  
**8:25 am – 8:35 am: Illinois Open House Only**

**Friday – Breakfast mainline: Hygiene issue**  
**7:25 am – 7:35 am: Clothing repair/cop out drop off and all mops dropped off and picked up from Thursday**  
**11:00 am – 12:30 pm: General Issues Clothing repair pick up**

In order to ensure proper washing and drying below are the proper procedures to launder your clothing. It is your responsibility to follow these procedures to ensure proper washing and drying.



**Follow the three (3) loop process below:**

**LOOP ONE:** Khaki shirts and Institution t-shirts

**LOOP TWO:** Khaki pants and underwear/boxers

**LOOP THREE:** Clothing purchased from Commissary such as sweatpants, sweatshirts, gray t-shirts, gray shorts, thermal tops and thermal bottoms. **(Only these items on this loop)**

The above listed items **ARE NOT** to be put in laundry bags. The only items that are allowed to be laundered in bags are your **two (2)** towels, **two (2)** face clothes, **seven (7)** socks and stocking cap during winter months. **NO Boxers/Briefs!!**

Again, **do not overload your laundry bag**. All items not laundered in accordance with these established procedures are subject to confiscation.

It is your responsibility to ensure that all clothing is labeled by laundry with name, register number and housing units to include items purchased from commissary. Laundry cannot be responsible for your personal items.

Safety Shoes

Each inmate will be issued one pair of safety shoes.

Alterations

Clothing in need of repair or alterations should be brought to Laundry between the hours of 7:25 a.m. and 7:35 a.m. Clothing that is altered may be picked up the same day at 11:00 a.m. Inmates are not allowed to do individual alterations. All alterations must be done by the laundry department only.

Clothing Allowance

If processed outside of normal working hours: each inmate will be issued a bed roll by the R&D Officer upon initial commitment. The bed roll will be signed for and turned in upon release.

The bed roll consists of:

Blanket (2 during winter months)	1 Each	Washcloths	2 Each
Sheets	2 Each	Towels	2 Each
Jumpsuit (Must be turned in at dress out)	1 Each	T-Shirt	1 Each
Socks	1 Pair	Underwear	1 Each

Deck Shoes (Must be turned in at dress out) 1 Pair

The Clothing Room will issue all new commitments the following items:

Laundry Bags	2 Each	Jacket (seasonal)	1 Each
Khaki Pants	5 Each	Khaki Shirts	5 Each
T-Shirts	6 Each	Underwear	6 Each
Socks	6 Pair	Safety Shoes	1 Pair

### Responsibility

Each inmate will be responsible for each article of clothing that is issued to them. Any unauthorized items are prohibited.

### Institution Releases

When inmates are released from incarceration, all issued clothing and linens must be turned in to the clothing room. You are held responsible for each article of issued items. Any destruction, mutilation, negligence, or unauthorized use of institution clothing, bedding, or towels on a inmate's part, may result in disciplinary action. This includes the possession of such items as: cut off work pants, uses of towels as rags, sleeveless shirts, etc.

## **RELIGIOUS SERVICES**

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the chapel and the units. Approved volunteers and contract clergy will assist the Chaplains. For further information, refer to the Institution Supplement entitled "Religious Beliefs & Practices of Committed Offenders."

## **EDUCATION DEPARTMENT SERVICES**

### Interview and Placement

During the week of Admissions and Orientation, a member of the Education Department's staff will conduct an interview with you. You will receive a brief overview of the programs available and recommended programs in which you should enroll. This information will also be given to your education representative and to your Unit Team. We expect that you will take an active role in furthering your educational horizons.

### Literacy

All inmates without a GED or high school diploma who are below the eighth-grade level on the TABE test will be placed in our Pre-GED literacy class. All inmates without a GED or high school diploma who are above the eighth-grade level on the TABE test will be placed on our GED literacy class.

An inmate shall not receive approval to voluntarily withdraw from the literacy program until

they complete at least 240 instructional hours in the literacy program.

The PLRA provides that, in determining Good Conduct Time 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, participates and makes satisfactory progress while attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

When a VCCLEA inmates receives a GED UNSAT Progress assignment, earned GCT shall not vest. When a PLRA inmate receives a GED UNSAT Progress assignment, they will not be eligible to earn the maximum amount of GCT. UNSAT Progress is obtained by being found guilty of a prohibited act that is Education related or electing to withdraw from the literacy program after completing 240 hours and before a GED is obtained. If an inmate is unsure whether they fall in the VCCLEA or PLRA category, they need to see their case manager.

Inmates identified as DC Code Offenders may be eligible for good conduct time credits for completion and/or participation in certain education programs. Per PS5884.02, *Educational Good Time Sentence Credit for D.C. Code Offenders*, offenders who committed their offenses before August 5, 2000, are eligible for these credits. If you believe these sentencing guidelines apply to you, please submit an Inmate Request to Staff (“cop-out”) to the Supervisor of Education.

### [General Education Development \(GED\)](#)

Individuals are given an excellent opportunity to acquire their General Education Development Certificate through our GED program. This institution is an official GED testing center.

In today's job market, the educational standards for almost all entry level jobs are continually on the rise. Persons functioning below the high school level will face serious difficulties in obtaining meaningful employment. At Pekin, we believe it is our responsibility to keep pace with the educational demands placed on the individual when seeking employment. GED is mandatory for all individuals who do not possess a high school diploma or its equivalent.

Following TABE placement testing, you will be placed in an appropriate GED class. The classes are self-paced and will meet the needs of those enrolled in the program. Through the use of classroom and computer assisted instructions, you will have the opportunity to prepare for the GED exam.

Before taking the GED exam, you are required to be enrolled in the GED program and successfully complete the GED Ready exam. The score required to successfully complete the GED Ready exam is a 145 in each subject. In order to obtain the GED, you must score a minimum of 145 in each subject, (Math, Science, Social Studies and Language Arts).

### [English as a Second Language \(ESL\)](#)

Effective communication in today's society requires a number of skills. The most important of these skills is the ability to speak the common language. In order to facilitate those people who are not native English speakers, our institution offers English as a Second Language. This

program is designed to take students from the beginning level of English conversation and grammar to more advanced levels.

Those inmates that are not proficient in English will be required to remain in the ESL program until they successfully complete the Comprehensive Adult Student Assessment Survey (CASAS) which is used by the Bureau of Prisons as a means of measuring an individual's proficiency in English. To successfully complete the CASAS exam, the student must demonstrate a proficiency level of at least 8.0 or the eighth-grade level by achieving a 225 score on the reading and listening portions of the test.

### [Parenting Program](#)

Various parenting education classes are offered under the Parenting Program. This is a voluntary program for incarcerated parents who wish to continue an active relationship with their children.

### [Vocational Training Programs](#)

To qualify for vocational training programs, you must have a high school diploma or GED and the past year of clear conduct. In addition, you must have time remaining at this institution to complete the program.

### [Certified Production Technician \(MSSC\) Program](#)

This one-year vocational training program teaches skills that are vital to success in today's manufacturing workforce. This program is nationally certified by the Manufacturing Skill Standards Council. Watch for flyers posted on TruLincs.

### [Forklift Certification](#)

FCI Pekin's Forklift program culminates in inmates receiving a forklift certification through Toyota.

### [Material Handling Industry \(MHI\)](#)

Material Handling Industry Organization endorses and provides Completion Certificates for students who complete the MHI program. Inmates are given an overview of the manufacturing industry and taught skills that can be utilized in a manufacturing job.

### [Adult Continuing Education \(ACE\)](#)

These programs are courses taught by other inmates in the institution. Topics such as Spanish, Real Estate, Public Speaking, and Drawing are offered. Most courses are taught one night a week for six weeks. Courses are advertised on TruLincs.

### [Incentive and Achievement Awards](#)

After successful completion of the following programs, students will be awarded a “Certificate of Completion.”

- Pre-GED
- Adult Continuing Education
- Parenting
- Vocational Training Programs

After successful completion of the following programs, students will be awarded a monetary achievement award: GED (\$25.00), ESL (\$15.00)

The following graduates will be invited to participate in the annual graduation ceremony:

- GED
- ESL
- Vocational Training

### Library Services

The Education Department maintains a leisure and law library. The leisure library has numerous books available for circulation and reference. We require that everyone adhere to the rules and procedures regarding checking books in and out. In addition, the library subscribes to a wide variety of magazines and newspapers. These are for use only in the library. Interlibrary Loan Services are provided through the State Library System.

### Law Library

The law library is located in the Education Department. Electric typewriters are available for your use; however, you must buy a typing ribbon in the Commissary. All federal legal cases and information is available on the Electronic Law Library computer system located in the Education Department. The Commissary provides a copy machine for inmate use in the Education Library. You must buy a copy card in the Commissary to use this machine.

### Library Hours of Operation

<b>Days</b>	<b>Hours</b>
Monday – Thursday	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 3:30 p.m. 5:00 p.m. – 7:30 p.m.
Friday	7:30 a.m. – 10:30 a.m. 12:30 p.m. – 3:30 p.m.
Saturday	7:30 a.m. – 3:30 p.m.

## **EDUCATION RULES**

- 1) The library will be used for researching, studying, reading and legal work.
- 2) Typewriters are provided for the preparation of legal materials.
- 3) Law books, reference materials, and print wheels must be returned before leaving the department.
- 4) Inmates will be allowed to check out two library books at a time for a period of two weeks.
- 5) Inmates will be charged for any materials lost or damaged books that were checked out to them.
- 6) No eating or drinking allowed in the library.
- 7) No radios or MP3 players in Education.
- 8) Religious activities are not authorized in Education.
- 9) Violation of any established procedures may result in disciplinary action or suspension from library services.
- 10) All inmates must be in full uniform if attending programming with outside volunteers regardless of the time of day.

## **RECREATION**

The Recreation Department strives to provide inmates with a variety of satisfying and meaningful leisure experiences and skills. It is the goal of the Recreation Department to provide programs that will enable inmates to make constructive use of their free time and teach them new skills.

Scheduled activities will include sports, athletics, arts, crafts, music, and entertainment. New programs will be introduced as interest and participation warrant. Most programs and activities will be scheduled at a time when the majority of inmates are free from work assignments and are free to participate. Recreation programs and classes are voluntary.

As in Education classes, the Recreation classes are taught by a certified, competent instructor with a well-defined curriculum.

Our institution is fortunate to have a wide variety of recreational facilities that include recreation yards with basketball, handball, and volleyball courts, as well as softball fields and a soccer/flag football field. Some of the other equipment we have includes billiard tables, bumper pool tables, table tennis, and weight training equipment.

### **Safety in Recreation**

- 1) Report all accidents or injuries to the recreation staff immediately.
- 2) In athletic pursuits, a thorough knowledge of the game to be played, the playing rules, and the skills involved are necessary to protect participants.
- 3) Personal physical conditioning equal to or better than the requirements of the activity to be pursued is a must.
- 4) A brief warm up and cool down period before and after any physically demanding activity are advantageous and afford protection to participants.
- 5) For the average person, pain is a warning: not a threshold that needs to be crossed.
- 6) Make sure to use equipment properly and as intended. Make sure equipment is in good working order before engaging in any activity.
- 7) Remain alert any time you are engaging in physically active games or activities, including when you are simply a spectator.
- 8) In all running games or activities, adequate rest periods are needed by all participants to avoid overexertion. Be sure to take in an adequate supply of fluids before, during, and after these activities.
- 9) Report broken or faulty equipment and facilities to the recreation staff immediately. Do not try to work around the defect.

### Recreation Rules

- 1) Steel-toed shoes or boots must be worn in the weightlifting area.
- 2) Report any faulty or broken weightlifting equipment to the recreation staff. This could be a hazard to others as well as yourself.
- 3) Handle weights carefully. Do not throw or drop the weights. Do not allow the stacked weights to slam or you will crack the plates and put the machine out of order. Stack all weights after use.
- 4) Do not use unnecessary roughness while participating in sports.
- 5) Know the rules and objectives to all activities before you participate.
- 6) Shirts must be worn in the weight room.
- 7) No steel toed shoes or boots will be allowed on the gymnasium floor. Safety is a primary success factor of any athletic competition. Dress in appropriate clothing and wear protective equipment when necessary. Use the equipment, do not abuse it!

## Recreation Hours of Operation

### Leisure Center

Monday through Friday	8:30 a.m. – 3:30 p.m. 4:30 p.m. – 8:30 p.m.
Weekends & Holidays	7:30 a.m. – 9:30 a.m. 10:30 a.m. – 3:30 p.m. 4:30 p.m. – 8:30 p.m.

### Recreation Yard

Monday through Friday	6:30 a.m. – 3:30 p.m. 4:30 p.m. – dusk or 8:30 p.m.
Weekends & Holidays	6:30 a.m. – 9:30 a.m. 10:30 a.m. – 3:30 p.m. 4:30 p.m. – dusk or 8:30 p.m.

### Gymnasium

Monday through Friday	6:30 a.m. – 3:30 p.m. 4:30 p.m. – 8:30 p.m.
Weekends & Holidays	6:30 a.m. – 9:30 a.m. 10:30 a.m. – 3:30 p.m. 4:30 p.m. – 8:30 p.m.

## EDUCATION AND RECREATION JOBS

If you are interested in working in Education/Recreation as a Clerk, Tutor, or Recreational Aide, please submit an inmate request to staff to the designated detail supervisor you wish to work for. Inmate workers will be selected based on work and education experience, attitude, level of motivation, as well as an interview with detail supervisors. If selected, inmates will undergo training specific to their job and sign an Initial Job Orientation form. Inmates employed by Education or Recreation will fall under the supervision of their assigned detail foreman as well as all other Education/Recreation staff members

## CORRECTIONAL SERVICES

### Inmate Identification Cards

Inmates will have their identification cards in their possession at all times, and the photograph must be current. Individuals who present a significant change in their appearance will be responsible for the fees associated with obtaining a new commissary card.



### Call-Outs

“Call-Outs” are posted in the housing unit prior to the 4:00 p.m. count, Monday through Friday. Failure to report to a Call-Out will result in an incident report being issued. As a reminder, it is your responsibility to stay abreast of information contained on Call-Outs and Change Sheets.

### Counts

12:00 a.m.	Counted in your assigned room
3:00 a.m.	Counted in your assigned room
5:00 a.m.	Counted in your assigned room
10:00 a.m.*	Stand-up count in your assigned room with lights on (weekends and holidays)
4:00 p.m.	Stand-up count in your assigned room with lights on
9:30 p.m.	Stand-up count in your assigned room with lights on

\* Saturday, Sunday, and federal holidays are the same as above, plus a **10:00 a.m. stand-up count**. During the taking of the count, there is to be no talking, moving, or distractions. All radios and television sets will be turned off.

### Work Call Hours

6:50 a.m.	Facilities Work Call
7:30 a.m.	Inmate Work Call
8:25 a.m. – 3:45 p.m.	Controlled Movement
3:45 p.m.	Recall
4:00 p.m.	Stand-up Count

### Pass System

Recreation and general movement will occur during the controlled movement. When an inmate moves outside a controlled movement, they must have a pass from a work detail supervisor justifying the move.

Inmates are permitted on the moves to travel to and from each area. It is an inmate’s responsibility to make sure that the staff member notes the correct times on the work pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

When returning to the work area from which the pass was originally issued, the staff member who issued the pass will then keep the pass.

Passes are required to attend the barber shop and should be requested from the unit officer prior to the beginning of the controlled move.

### Institutional Emergencies

When an emergency exists within the institution, the emergency announcement will be activated alerting all inmates to cease movement and lay on the ground. All inmates will immediately cease movement, lie on the ground, and wait for staff direction. Any inmate not complying with the emergency announcement system or staff directions will receive disciplinary action.

### Controlled Movement

All inmate movement throughout the institution is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly. The beginning and end of each move will be announced over the institution speaker. During movement, inmates may move from one area of the institution to another without a pass or staff escort. Inmates are not to loiter on the unit or compound sidewalks during periods of movement. During weekday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means that, after the dinner meal, inmates may travel to any unrestricted area of the institution during these hourly moves.

On Saturdays, Sundays, and federal holidays, the first controlled movement will begin at the end of the morning meal.

### Restricted Areas

Restricted areas are those areas which you will not have access to when not on an assigned work detail. Restricted areas will include such areas as Commissary (during non-operational hours), UNICOR, Food Service, Facilities, Lieutenants' Office, housing units that you are not assigned, and all administrative offices. Inmates are not allowed to visit other inmates in another housing unit. No loitering is permitted in front of the housing unit. For further information, refer to the Institution Supplement entitled "Inmate Accountability."

### Visitation

It is the policy of the Bureau of Prisons (BOP) to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of the 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.

Visiting is regulated by a point system. Each inmate is given forty (40) points every month.

One point represents one (1) hour of visiting time during the work week (Monday). Two (2) points represent one (1) hour of visiting time on weekends and federal holidays. Unused points will not be accrued or added to the next month's points. Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. Official attorney legal visits are free and will not be charged against the points per month limit.

Special visits will be approved by the Associate Warden of Programs and the definition of what constitutes a special visit is outlined in the Program Statement for Inmate Visiting. Special visits may also be limited by the availability of staff to supervise the visit. This section does not imply that special visits may occur during non-visiting hours. The Associate Warden of Programs may approve an extra visit due to special or unique circumstances and the Unit Team will supervise the special visit if additional supervision is required. If extra visiting points are approved by the Associate Warden of Programs, he/she will direct the Unit Team to enter the additional points into the visiting program. Ministers of Record and Clergy must submit a written request to the Chaplain. Upon approval, Unit Staff will add the name and title to the inmate's visitor list.

### Institution Directions and Transportation

Our institution is located on 2600 South Second Street, Pekin, Illinois. It is on Route 29, south of the city of Pekin. It is approximately 20 miles south of Peoria, 2 hours south of Chicago, and 3 hours northeast of St. Louis. Directions to the institution are as follows:

St. Louis      Take 55 North to 155 North to 74 West to 29

South Chicago Take 55 South to 74 West to 29 South

Indianapolis   Take 74 West to 29

South Des Moines   Take 74 East to 29

South

The Pekin community is serviced by the Pekin Peoria Yellow Checker Cab (309) 676-0731 and Peoria Yellow Cab (309) 697-5477. Trailways Bus Systems (309) 697-9000 provides interstate bus transportation to the Peoria Airport.

### Visiting Times

Saturday, Sunday, and federal holidays      8:15 am – 3:00 pm

Monday      1:00 pm – 8:00 pm

The number of persons allowed while visiting one inmate is limited to five (5) visitors, excluding infants and children under the age of three (3).

Inmates are not allowed to enter the vending machine area. Additionally, inmates are not

authorized to use the microwave. Under no circumstances are inmates allowed to receive personal items from their visitor.

### Visiting Regulations

Visiting hours are Saturday, Sunday, and all federal holidays from 8:15 a.m. to 3:00 p.m. The visiting schedule on Monday will be from 1:00 p.m. to 8:00 p.m. Visitors will not be processed for 30 minutes prior to the end of visiting. Visiting for Special Housing Unit inmates will terminate at 2:30 p.m.

All children under sixteen 16 years of age do not have to be on an approved visiting list, however, they must be accompanied by an approved adult visitor. Children who are 16 or 17 years of age that are not escorted by an adult may visit, if they have written approval from a parent or legal guardian. All visitors will be expected to maintain control of their children at all times. If the Visiting Room becomes too crowded, visits for persons from the local area may be terminated according to the time of arrival, with the first to arrive being the first to be terminated.

Anyone visiting the institution must be on an inmate's approved visiting list.

For identification purposes, visitors will be required to present a picture identification card (i.e. valid driver's license, passport, etc.).

Appropriate dress shall be worn by visitors. The Visiting Room is a public facility, and certain restrictions must be placed on visitors' clothing. Unacceptable clothing includes, but is not limited to: excessively tight fitting clothing, see-through garments, halters, tube tops, strapless dresses, swim suits, shorts, jeans with holes, spandex, jeggings/leggings, etc. Failure to comply with this dress code will be sufficient grounds to deny entry of a visitor.

Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Personal items are not allowed to be given to the inmate, and any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages will not be exchanged during a visit. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room.

Note: Baby diapers, food, bottles, etc. will be allowed, but only the amount that will be consumed or used during the entire visit. A baby carrier will be allowed if it can be thoroughly searched.

### Physical Contact

An appropriate kiss and embrace are permitted at the beginning and end of the visiting period. Filing fingernails, braiding of hair, etc. are not considered appropriate activities in the Visiting Room and are not permitted. Inmates are to sit on the opposite side of the table from their visitors.

### Movement in the Visiting Room

Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc. is distracting to other visitors and interferes with staff supervision of the Visiting Room.

### Supervision of Children

It is the responsibility of the adult visitor and inmate to supervise their children visitors at all times. Children visitors should be supervised to ensure they do not disrupt other inmate(s) and their visitor(s).

### Coin Purses (clear) and Wallets are Allowed

Visitors are allowed to bring no more than \$30.00 into the Visiting Room. The currency denominations cannot exceed \$5.00. Visiting room officers do not provide change.

### Restrooms

Staff will escort all inmates to use the restroom.

### Visitation

Visitation is limited to inmate's authorized visitors only.

Inmates will wear institutional issued clothing while on a visit. Inmates **cannot** wear tennis shoes into the Visiting Room. Only authorized personal property will be allowed into the Visiting Room after being properly inventoried and recorded on the Visiting Room Inmate Property Log. These items include: one comb, one handkerchief, one wedding band, one religious medallion, one pair of prescription glasses, and religious headwear (if authorized by the Chaplain).

**ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.** For further information, refer to the Institution Supplement entitled "Visiting Regulations."

### Contraband

Contraband is anything that is not:

1. Issued by an institution staff member.
2. Purchased in Commissary.
3. Purchased through approved channels,
4. Approved for issue by an appropriate staff member.

Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

### Shakedowns

It is the policy of the BOP that you and your property can be searched **at any time** by a staff member. All inmates will be visually searched prior to entry into the Visiting Room and exiting the Visiting Room. Outside visitors are subject to search prior to entering the institution.

### Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory random testing as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate refuses, that inmate will be subject to an incident report. For further information, refer to the Institution Supplement entitled "Alcohol Surveillance and Testing Program."

### Alcohol Detection

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

### Fire Prevention and Control

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

## **AUTHORIZED INMATE PERSONAL PROPERTY RETENTION LIST**

### **COLOR CODE AND TRANSFER CODE:**

B = BLACK  
W = WHITE  
G = GREY  
GRN = GREEN  
BW = COMBINATION BLACK & WHITE  
BWG = COMBINATION BLACK, WHITE, & GREY  
NT = NOT TRANSFERRABLE  
F = FEMALES ONLY

### **ATHLETIC / RECREATION MATERIALS:**

2 Athletic Supporter  
2 Bra, Jogging (F)

- 1 Brace, elbow/wrist
- 2 Brace, knee/ankle
- 12 Colored Pencils (NT)
- 1 set Glove (finger less, Athletic)
- 3 Knitting/Crochet Needles (12" or less - only 1 can transfer)
- 1 pr Prescription sports goggles (eye protection)
- 2 cans Racquetballs (can of 2)
- 1 ea Racquetball racket (NT)
- 1 can Tennis Balls (can of 3)
- 1 set Tools for Bead Work
- 1 Weight lifting Gloves
- 1 set Embroidery, Hoops/Needles
- 5 Yarn (FCI) (5 skeins transferrable, extra NT)
- 15 Yarn (FPC) (5 skeins transferrable, extra NT)

### **CLOTHING:**

- 1 Bathrobe (W) or (G) (no hood)
- 1 Bathrobe (W) or (GRN) (no hood) **(F)**
- 1 Cap/Hat (W) or (G) (no logos)
- 1 Cap/Hat (W) or (GRN) **(F)**
- 2 Doo Rag (solid colored only) (NT)
- 2 pr Pajamas (W) or (G) (NT)
- 2 pr Shorts (W) or (G)
- 2 pr Shorts (W), (G) or (GRN) **(F)**
- 2 pr Shoes, Athletic/Specialty (black or white, or a combination of black or white, or with gray markings no other colors allowed (\$100value maximum/no pumps/no pockets) court, running shoes. (TURF SHOES UNAUTHORIZED)1 pr Shoes, Casual/Dress
- 1 pr Shoes, Shower
- 1 pr Shoes, Work
- 2 pr Sweat pants (G) (cotton - no logos)
- 2 pr Sweat pants (W), (G) or (GRN) **(F)**
- 2 Sweat shirts (pullover – (G) - cotton - no hoods or logos)
- 2 Sweat shirt (W), (G) or (GRN) **(F)**
- 7 T-shirts (W or G - no sleeveless, long sleeve pockets and no logos) (only 5 can transfer) (NO WHITE FOR THE FEMALES)
- 2 pr Thermal underwear (NT)
- 7 Underwear (W) or (G) - boxers or briefs)
- 7 Underwear - Panties (white only) **(F)**
- 7 Underwear - Bras (under wire if medically approved) (white only) **(F)**

### **PERSONALLY OWNED ITEMS:**

- 1 Address Book
- 1 Alarm Clock, Small (non-electric, wind-up/battery)
- 1 Bag, Athletic, Small Tote
- 5 Barrettes/Clips **(F)**
- 4 pk Batteries (no D size) (only 4 singles can transfer)
- 1 Blush Kit **(F)**
- 5 Books (combination hardcover or soft back - excluding current legal/educational/religious correspondence course)
- 1 Book/Reading Light (battery)
- 1 Bowl, Plastic (5.5cups or less)
- 1 Calculator, Small (electronically unsophisticated, inexpensive, non-print feature - battery

- or solar operated)
- 1 Calendar, Small - must fit in locker
- 1 Checker board and pieces (NT)
- 1 Chess board and pieces (NT)
- 2 Combination Lock (only 1 can transfer)
- 1 Cosmetic Bag **(F)**
- 2 Contact Lens (clear/prescribed) - Contact Medical
- 1 Contact Lens Solution - Contact Medical
- 1 Cup (clear plastic)
- 1 set Dentures
- 1 pr Earrings (studs or hoops: Hoop must be the size of a quarter or less) **(F)**
- 1 set Earplugs
- 1 box Envelopes
- 2 Eyeglasses (plain, no stones or designer frames, no tint unless authorized by medical)
- 2 Eyeglass case
- 1 Eyeglass Lens Cloth
- 2 ea Eyeliner/pencil **(F)**
- 2 Eye Shadow **(F)**
- 1 pr Gloves (knit only) (NT)
- 1 Knit Hat
- 1 Hair brush
- 2 Hair comb/pick (plastic only)
- 2 Hair Color/Dye/Perm (maintenance purpose only) **(F)** (NT)
- 5 Handkerchief (white only)
- 1 Headphones
- 1 Laundry Bag (mesh)
- Legal Materials (must be in locker)
- 25ea Letters or Cards placed in envelopes
- 3 ea Lipstick **(F)**
- 5 Magazines (NT)
- 2 ea Makeup/Foundation/Base **(F)**
- 1 Mirror (small/plastic)
- 1 MP3 Player SanDisk 8GB Black Front with Clear Back (with earplugs)
- 3 Newspapers (NT)
- 2 Pen, Ballpoint
- 2 Pencils
- 25 Photos (single faced)
- 1 Photo Album/Scrapbook (containing reasonable amount of photos held within plastic holder/sleeve)
- 5 Photo tickets (NT)
- 2 Playing Cards Decks
- 1 Radio (walkman-type with earplugs)
- 40 Stamps (First Class or equivalent)
- 1 pr Sunglasses (non-reflective)
- 1 Water Bottle (clearplastic/up to 30 ounces)
- 1 ea Typewriter Ribbon (NT)
- 1 ea Typewriter Correction Ribbon (NT)
- 1 Wedding Band (no stones)
- 1 Wrist watch (\$100 maximum value, no stones, electronically unsophisticated; i.e., inability to send signals)
- 2 Writing Tablet



**HYGIENE ITEMS:**

- Conditioner, Hair
- Dental Flossers (only 1 pk can transfer)
- 1 Denture Adhesive
- 1 Denture Brush
- 1 Denture Cleaner
- 1 Denture cup
- Deodorant (only 2 can transfer)
- Face Cream (F)
- 2 Hair Oil/Gel (non-flammable, non-alcohol)
- Mouthwash
- 1 Mustache scissors (blunt tip)
- 2 Nail clipper (finger/toe)
- Powder, Body
- Powder, Foot
- 1 Razor (non-electric/non-disposable only 1 can transfer) or 1 pk of disposable razors
- 1 pk Razor Blades
- 1 Sewing Kit
- Shampoo
- 1 Shaving Cream, Brushless /Lotion
- 1 Shaving Bag
- Skin Lotion
- Soap, Bar (only 3 can transfer)
- Facial Soap Bar
- 2 Soap Dish (only 1 can transfer)
- 1 Toothbrush
- 1 Toothbrush Holder
- Toothpaste (only 2 can transfer)
- 1 Towel, bath (white or green)
- 1 Tweezers (blunt tip)

**Any other item sold by the FCI/FPC Commissary not identified by this Institution Supplement is to be considered for local use.**

NOTE: Inmates retaining t-shirts or underwear are required to surrender an equal number of institution items for those retained. The total combined number of personal and institution t-shirts or underwear must remain equal to the total issued by the laundry.

- Religious Articles: Religious property will be issued in accordance with Institution Supplement, Religious Beliefs and Practices of Committed Offenders. Inmates will be permitted to have the following items with the approval of Religious Services:

Amount Allowed

See Books

See Books

- 3 Crowns black with red, green and yellow in it
- 1 Phylacteries
- 1 Picture of Divine Unity

Description of Items

Bible (this is incorporated with the total amount allowed for books)

Book of Shadows (refer to book limitations combination hardcover & soft-cover educational/religious)

1	Prayer beads
3	Prayer feathers
3	Prayer oils, bottle, 2 ounce size
1	Prayer rug (small)
1	Prayer shawl
1	Prayer shirt (Jalabias)
1	Religious medals-worn under the shirt at all times
1	Religious pendant-worn in the chapel only
1	Ribbon shirt-worn in the chapel only
1	Rosaries
1 set	Rune Cards
Small Amt	Salt
1	Scapulars
3	Scarfs for Jewish or Orthodox Christian
1 set	Tarot Cards
N/A	Torah (refer to book limitations combination hardcover & soft-cover educational/religious)
1	Turban (worn in Chapel only)
1	Wood Wand
3	Yarmulke-black or white

Possession of any other religious items must be approved by Religious Services staff. Religious items must be obtained from Commissary stock or from a Chaplain approved catalogue.

## **FEDERAL PRISON INDUSTRIES**

Federal Prison Industries is a government corporation within the Bureau of Prisons whose mission is to provide work simulation programs and training opportunities for inmates confined in Federal Correctional facilities. The commercial trade name for Federal Prison Industries, Inc. is UNICOR. The factories of Federal Prison Industries, Inc. are commonly referred to as UNICOR or as Industries. These terms are used interchangeably in this manner. For these purposes, Federal Prison Industries, Inc. will hereinafter be referred to as UNICOR.

UNICOR was established in 1934 and receives no federal appropriations from Congress. It is fully self-sustaining. FPI operates approximately 90 factories nationwide under seven (7) divisions:

1. Clothing and Textile
2. Electronics
3. Office Furniture
4. Services
5. Industrial Products/Metals
6. Fleet
7. Recycling

### FPI Worker Standard Expectation

- Safety equipment will be provided, and safety glasses and hearing protection are required at all times in the factory.

- Immediately report all injuries to your supervisor.
- Maintain a neat appearance.
- Radios and reading material are prohibited.
- Loitering and horseplay are not permitted.
- Timelines and attendance are mandatory.

Inmate Pay and Benefits

The workday is 35.00 hours per week. There are paid holidays such as New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ day, Thanksgiving Day, and Christmas Day.

Each month, your previous month’s pay will be deposited (posted) into your commissary account, and you will receive a statement of earnings generated from FPI’s business office. A notice will be posted in the factory when your pay has been deposited.

The Internal Revenue Service has ruled that the sum set aside as compensation for inmates while assigned to UNICOR, Federal Prison Industries, Inc., are gratuitous allowances and are not wages arising out of a relationship or employment. Therefore, they are not subject to withholding of taxes, Social Security, Unemployment benefits, and the “Minimum Wages Law” per Program Statement 8001.01, Chapter 8500.

Hourly – Daily – Monthly

<u>Grade</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Overtime Rate</u>	<u>Monthly Rate</u>
Premium	\$1.35	\$9.45	\$2.70/hr	\$198.45
Grade 1	1.15	8.05	2.30	169.05
Grade 2	0.92	6.44	1.84	135.24
Grade 3	0.69	4.83	1.38	101.43
Grade 4	0.46	3.22	0.92	67.62
Grade 5	0.23	1.61	0.46	33.81

Length of Service (Longevity Pay)

- After 18 months continuous work, you earn an extra .10 per hour
- After 30 months continuous work, you can earn an extra .15 per hour
- After 42 months continuous work, you can earn an extra .20 per hour
- After 60 months continuous work, you can earn an extra .25 per hour
- After 84 months continuous work, you can earn an extra .30 per hour

Local Rules and Regulations

6:50 am      Work Call – Report to Factory  
 10:45 am     Lunch – Clean up time and Shake down  
 11:00 am     Lunch Break

11:40 am	Lunch Ends – Report back to Factory
2:15 pm	Day shift work ends/clean up time
2:30 pm	Shakedown, Recall, and Release back to Units

### Recruitment, Hiring, and Dismissal Procedures

Program Statement 8120.02 identifies practices for FPI recruitment of inmates. Inmate workers for FPI locations may be recruited through admission and orientation lectures or through direct recruitment.

The Superintendent of Industries/AW I&E may solicit inmates with needed skills for employment in UNICOR. The SOI and other FPI employees may inform perspective workers of the benefits of a career with UNICOR prior to receipt of the workers' applications for employment.

Inmate workers are ordinarily hired through waiting lists. These lists consist of Prior and Non-Prior inmates. These lists are maintained by FPI employees. Once a "cop-out" is received, the inmate work history will be reviewed to determine whether they have previously worked for FPI. If so, they will be placed at the bottom of the Prior waiting list.

Inmates owing the government money for fines or restitution may be given priority placement in FPI if a significant financial need of \$1,000.00 or more exists. The unit team will use its discretion when making a recommendation to assure parity exists. If it is determined that priority placement is warranted, the unit team will forward a Request for Priority Placement to the SOI.

### **ADMINISTRATIVE REMEDY PROCESS**

The Federal Bureau of Prisons Program Statement 1330.18, Administrative Remedy Program, requires that all inmates shall informally present their complaint to staff. Staff shall attempt to informally resolve any issue before an inmate files a Request for Administrative Remedy, BP-229(13).

When an inmate presents an issue to staff, usually the Unit Counselor, the staff member will determine if the inmate has made an attempt to resolve his complaint with the affected department head. The Counselor will give the inmate the Attempt at Informal Resolution form, commonly referred to as a BP-8. The inmate will complete the top portion of the form and return it to the Counselor.

The Counselor will make contact with the affected department head in an attempt to resolve the issue. The Counselor will communicate the response to the inmate. If the inmate is not satisfied with the response and still wishes to pursue administrative remedy, the Counselor will issue the BP-9 form. The Counselor will complete the remainder of the BP-8 form, noting any reasons why informal resolution could not be achieved, and turn it in with the completed BP-9 form when the inmate returns it with any exhibits or attachments. Staff are only responsible for making copies of the BP-8. The inmate is responsible for the cost of copies of anything else.

The Counselor should advise the inmate to:

1. Sign in the proper place.
2. Include all 4 carbon copies of form.
3. Attach only one continuation page, with 2 copies (at the institution level).
4. Attach only one copy of all exhibits. (The inmate will not receive these copies back. Encourage them to make a copy of all appeals for their records.)

The BP-9 must be filed within (20) calendar days from the date on which the basis for the incident or complaint occurred. This includes the informal resolution process.

### By-Passing Informal Resolution

An inmate is encouraged to attempt informal resolution of all issues; however, they may choose to by-pass informal resolution if they have a valid reason. They must state why they felt they should not attempt informal resolution on the BP-9 form. Informal resolution is not required for UDC or DHO appeals. The inmate must still return the BP-9 to their Counselor for submission to the Associate Warden's Office. If upon review the Administrative Remedy Coordinator feels that the inmate's reasons for by-passing informal resolution are not valid, the Request for Administrative Remedy will be rejected.

Complaints regarding Tort Claims, Inmate Accident Compensation, and Freedom of Information/Privacy Act Requests are not accepted under the Administrative Remedy process.

Sensitive issues should be those issues where the inmate feels their life is in danger if staff at the institution level becomes aware of their complaint or those issues they feel require a Regional response. If the Region does not feel that the issue is sensitive, the inmate will be advised to file at the institution level.

Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, they may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) calendar days if the inmate is notified.

Request for Administrative Remedy Form (BP-229)

Regional Administrative Remedy Appeal (BP-230)

Central Office Administrative Remedy Appeal (BP-231)

Shall be written in three sections:     Statement of Facts  
  Grounds for Relief  
  Relief Requested

Time Limits (calendar days): **Filing**

BP-9 (BP-229)	20 days of incident
BP-10 (BP-230)	20 days from BP-9 response
BP-11 (BP-231)	30 days from BP-10 response

**Response Extensions**

BP-9 20 days	BP-9 20 days
BP-10 30 days	BP-10 30 days
BP-11 40 days	BP-11 20 days

For further information, refer to the Institution Supplement entitled “Administrative Remedy Program.”

Federal Tort

Loss Claim

If the negligence of institution staff results in personal injury or loss of or damage to property of an inmate, it can be a basis for claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Safety Department.

For further information, refer to the Institution Supplement entitled “Claims Under the Federal Tort Claims Act.”

**INMATE DISCIPLINE**

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of the facility.

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions as outlined later

in this handbook.

Incident reports are first investigated by the Lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee and may make limited dispositions for most misconduct such as taking of privileges, change in jobs, assigning extra duty, etc.

If charges are more serious, the case will be referred to the Disciplinary Hearing Officer, who can impose more serious penalties such as forfeiture of good time, disciplinary segregation, and/or recommendation of transfer to a more secure institution.

The internal disciplinary system is outlined, in detail, in the Program Statement entitled “Inmate Discipline and Special Housing Units” and is available for reading in the Law Library. The following section informs you of your rights and responsibilities.

Tables 1 and 2 provide a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

<b>Inmate Rights and Responsibilities</b>	
<b>Rights</b>	<b>Responsibilities</b>
1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religion.	3. You have the responsibility to religious affiliation and voluntarily recognize and respect the rights of others in this regard.
4. You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow laundry and shower schedules, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, friends, and members of the news media in keeping with the Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as petitions, questions, problems, legality of your convictions, civil matters, pending criminal cases, and convictions of your imprisonment).	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the service of an attorney honestly and fairly.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. You have the right to a wide range of reading materials for educational purposes and for your enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this material.
10. You have the right to participate in education, vocational training, and employment as far as resources are available and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11. You have the responsibility to meet your financial and legal obligations including, but not limited to, court imposed assessments, fines, and restitutions. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations that you may have.

<b>SUMMARY OF DISCIPLINARY SYSTEM</b>	
<b>PROCEDURES</b>	<b>DISPOSITION</b>
1. Incident involving possible prohibited act.	1. Except for prohibited acts in the commission of greatest or high severity categories, the writing of this report may resolve informally or drop the charges.
2. Staff prepares incident report and forwards to the Lieutenants' Office.	2. Except for prohibited acts in the high and greatest category, the Lieutenant may resolve informally or drop the charges.
3. Appointment of an investigator who conducts an investigation and forwards material to the Unit Disciplinary Committee.	3. Investigator conducts investigation. If warranted, forwards to the Unit Disciplinary Committee.
4. Initial Hearing before the Unit Disciplinary Committee.	4. Unit Disciplinary Committee may drop or informally resolve a Moderate or Low Moderate charge, impose allowable sanctions, or refer it to the Disciplinary Hearing Officer. All 100 & 200 level incident reports must be referred to DHO.
5. Hearing before the Disciplinary Hearing Officer.	5. Disciplinary Hearing Officer may impose allowable sanctions or drop the charges.
6. Appeals through Administrative Remedy procedure.	6. The Warden/Superintendent, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions including ordering a rehearing but may not increase the sanctions imposed in any valid disciplinary action taken.



## TIME LIMITS IN DISCIPLINARY PROCESS

1. Staff becomes aware of inmate's involvement in incident.

Ordinarily Maximum of 24 Hours

2. Staff gives inmate notice of charges by delivering copy of Incident Report.

Within a minimum of 24 hours (excluding day staff became aware of the inmate involvement.)

3. Initial Hearing

Ordinarily a maximum of 5 work days (not including time staff became aware of the incident, weekends, and holidays). The Warden must approve extensions beyond 5 work days.

4. Hearing by the Disciplinary Hearing Officer

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

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

## PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### Code 100 Violations (Greatest Severity)

#### Sanction Code

#### Sanction

A	Recommend parole date recession 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.

Code 200 Violations (High Severity)

<u>Sanction Code</u>	<u>Sanction</u>
A	Recommend parole date recession 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 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

Code 300 Violations (Moderate Severity)

<u>Sanction Code</u>	<u>Sanction</u>
A	Recommend parole date recession 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.

Code 400 Violations (Low Moderate Severity)

<u>Sanction Code</u>	<u>Sanction</u>
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.

### Disciplinary Codes, Prohibited Acts, and Sanctions

#### Greatest Category

<u>Code</u>	<u>Prohibited Acts</u>
100	Killing.
101	Assaulting any person or an armed assault on the institution's secure perimeter (a charge for assaulting any person is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in the category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218 or 329).
104	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
109	(Not to be used.)

- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotic, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotic, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to appropriate sanctions.

High Category

<u>Code</u>	<u>Prohibited Acts</u>
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
202	(Not to be used).
203	Threatening another with bodily harm or any other offense.

- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or mask.
- 208 Possession of any unauthorized locking device or lock pick, or tampering with or blocking any lock device (including keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used.)
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work or to participate in a work stoppage.
- 214 (Not to be used.)
- 215 (Not to be used)
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or any other illegal or prohibited purposes.
- 218 Destroying, altering, or damaging government property or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used)
- 223 (Not to be used)
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

Moderate Category

<u>Code</u>	<u>Prohibited Acts</u>
300	Indecent exposure.
301	(Not to be used.)
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.
307	Refusing to obey an order of any staff member (may be

- categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105; Rioting, refusing to obey an order which furthers a fight would be charged as 201; Fighting, refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous



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

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

Low Moderate Category

<u>Code</u>	<u>Prohibited Acts</u>
400	(Not to be used).
401	(Not to be used).
402	Malingering, feigning illness.
403	(Not to be used).

- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used)
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used)
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

Sanctions for repeated prohibited acts vary.