

**Admission and Orientation (A&O)
PRETRIAL & HOLDOVER
RIGHTS AND RESPONSIBILITIES
AND PROHIBITED ACTS LIST**
A&O Handbook Available on TRULINCS

Rights.....

1. You have the right to expect that as a human being, you will be treated respectfully impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.
3. You have the right of freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise program, toilet articles, and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence, (on matters such as the legality of your conviction, civil matters, pending criminal cases, and the conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You have the right to help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interest, needs and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and assisting your family.

Responsibilities.....

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by the rules.
3. You have the responsibility to recognize and respect the rights of others.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not violate the law of Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to 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. It is your responsibility to seek and utilize reading materials

- for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Visiting

Visiting is conducted on Monday from 4:45 p.m. until 8:45 p.m., and on Saturday and Sunday, and Federal Holidays from 8:00 a.m. until 3:30 p.m. Inmates will be permitted a one hour visit on each of their approved visiting days. Each one hour visit will cost one point, pretrial and holdovers will have a maximum of 8 points a month and Work Cadre/designated inmates will have a maximum of 12 points a month. You will be permitted up to three (3) adult visitors per visit, not including small children. Your visiting day is determined by the fifth digit of your register number using the odd/even visiting schedule (00000-198 Even, 00001-198 Odd). Inmates with an odd number visit on odd calendar dates, and inmates with even numbers visit on even calendar dates.

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- | | |
|------------|---|
| 100 | Killing |
| 101 | Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished). |
| 102 | Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution. |
| 103 | Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329). |
| 104 | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon. |
| 105 | Rioting |
| 106 | Encouraging others to riot |
| 107 | Taking hostage(s) |
| 108 | Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device). |
| 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. |

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. **Recommend parole date rescission or retardation.**
- B. **Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
- B. **1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. **Disciplinary segregation (up to 12 months).** P5270.09 7/8/2011 **Federal Regulations are shown in this type.** Implementing instructions: this type 46
- D. **Make monetary restitution.**
- E. **Monetary fine.**
- F. **Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. **Change housing (quarters).**
- H. **Remove from program and/or group activity.**
- I. **Loss of job.**
- J. **Impound inmate's personal property.**
- K. **Confiscate contraband.**
- L. **Restrict to quarters.**
- M. **Extra duty.**

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 **Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.**
- 201 **Fighting with another person**
- 202 **(Not to be used)**
- 203 **Threatening another with bodily harm or any other offense**
- 204 **Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection**

against others, to avoid bodily harm, or under threat of informing.

- 205 **Engaging in sexual acts**
- 206 **Making sexual proposals or threats to another**
- 207 **Wearing a disguise or a mask** P5270.09 7/8/2011 **Federal Regulations are shown in this type.** Implementing instructions: this type 47
- 208 **Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 **Adulteration of any food or drink**
- 210 **(Not to be used)**
- 211 **Possessing any officers or staff clothing**
- 212 **Engaging in or encouraging a group demonstration**
- 213 **Encouraging others to refuse to work, or to participate in a work stoppage**
- 214 **(Not to be used)**
- 215 **(Not to be used)**
- 216 **Giving or offering an official or staff member a bribe, or anything of value**
- 217 **Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 **Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**
- 219 **Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).**
- 220 **Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff)**
- 221 **Being in an unauthorized area with a person of the opposite sex without staff permission**
- 222 **(Not to be used)**
- 223 **(Not to be used)** P5270.09 7/8/2011 **Federal Regulations are shown in this type.** Implementing instructions: this type 48
- 224 **Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 **Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct**
- 226 **Possession of stolen property**
- 227 **Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 **Tattooing or self-mutilation**
- 229 **Sexual assault of any person, involving non-consensual touching without force or threat of force**
- 231 **Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate**
- 296 **Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending**

correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be 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. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 49

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED

ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure
- 301 (Not to be used)
- 302 Misuse of authorized medication. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 50
- 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 absences 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
P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 51
- 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.
P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 52
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.

- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 53
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 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. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband
- L. Restrict to quarters.
- M. Extra duty. P5270.09 7/8/2011 Federal Regulations are shown in this type. Implementing instructions: this type 55

Sexually Abusive Behavior Prevention and Intervention (PREA)

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

**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

or you may call the National Sexual Assault Hotline by using the unmonitored legal phones at **1-800-656-4673**

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

ADDRESS:
(Inmate's Name & Register Number)
Metropolitan Correctional Center
808 Union Street
San Diego, CA 92101