

**FCI SEAGOVILLE**  
**Admissions & Orientation**  
**Information Handbook**



A handwritten signature in black ink, appearing to read 'C. Rivers', is written above a horizontal line.

C. Rivers, Warden  
May 18, 2022

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## **Introduction**

The purpose of this Admission and Orientation Handbook is to provide general information concerning the programs, rules and regulations, and operations of Federal Correctional Institution, Seagoville, Texas. This handbook is not intended to be a complete resource for detailed policies, programs, and operations, but is to serve as a reference guide. Additional information is available through Bureau of Prisons Program Statements, Institution Supplements, and local memoranda from institution staff. If there are any questions, concerns, or clarifications, it is the responsibility of each inmate to seek assistance.

Your designation to the Federal Correctional Institution at Seagoville is based, in part, on your anticipated ability to function appropriately at this facility. Your strict compliance with the rules and regulations is an essential part of exhibiting the responsible behavior required at this institution, preparatory to community or lower security level facility placement.

Staff are willing to assist you throughout your stay. You should feel free to ask any staff member for assistance on institutional matters, especially your Unit Team with whom you will probably have the most contact. In return, we expect you to take the responsibility to fulfill your obligations and properly conduct yourself within this institution.

In conclusion, only through mutual respect, communication, and cooperation can we ensure the institution operates for the positive benefit of all inmates.

C. Rivers, Warden



## **EXECUTIVE STAFF**

### **WARDEN**

The Warden is the final authority on all matters within the institution. Decisions are based upon policies established by the Federal Bureau of Prisons. While the Warden is responsible for the total operation, certain duties and responsibilities have been delegated to subordinates. The Warden is vitally interested in the overall welfare of all individuals at FCI Seagoville, both staff and inmates. When you see the Warden at various places around the institution, you may speak with the Warden. All other staff resources for resolution of a problem should be exhausted before addressing your problem to the Warden.

### **ASSOCIATE WARDENS**

The Associate Wardens (AW) are responsible for departments in the institution relating to program activities, such as Psychology Services, Unit Management, Religious Services, Case Management Coordinator, Correctional Systems, Correctional Services, Food Services, Health Services, Education, Recreation and Financial Management. When you see the Associate Wardens at various places around the institution, you may speak with the Associate Wardens or submit a written request through the institution mail or electronically.

### **JAIL/CAMP ADMINISTRATOR/EXECUTIVE ASSISTANT**

The Jail/Camp Administrator is responsible for the overall operations of the Federal Detention Center and Satellite Camp. The Executive Assistant works on special projects for the Warden, schedules the Institution and Administrative Duty Officers and institution tours, coordinates the review and implementation of all institution supplements, and monitors the Operational and Program Review schedule. When you see the Jail/Camp Administrator/Executive Assistant at various places around the institution, you may speak with them or submit a written request through the institution mail or electronically.

## **CORRECTIONAL SERVICES STAFF**

### **CAPTAIN**

The Captain is responsible for the overall security of the institution and supervises the Correctional Services Department. The Captain frequently tours the institution and you may speak with the Captain or submit a written request with your question or concerns through the institution mail or electronically.



## ADMISSION AND ORIENTATION

### ADMISSION

When you first arrive, you will be processed by the Receiving and Discharge (R&D) staff on duty, a medical staff member, and a Counselor or Case Manager. This interviewing process involves reviewing your social and medical history, filling out identification or intake forms, completing personal property inventories, and the issuance of institution bedding and supplies.

### ORIENTATION

All inmates designated to FCI Seagoville are required to attend Unit and Institution Admission and Orientation (A&O) lectures. The purpose of the orientation process is to enable you to familiarize yourself with the programs and operations of the institution. Unit A&O is completed within 28 days of your arrival to the institution. An A&O schedule (unit and institution) for each inmate is initialed and dated by the lecturing staff member for each session. Excluded from the A&O Program are inmates in holdover status and inmates who have been away from the institution less than 180 days on writ, and pretrial inmates.

### CLOTHING ISSUE

The morning after your arrival, you will be given your clothing issue. If available, the clothing issue will be given according to the issue scheduled amounts listed below. Additional uniforms may be issued upon obtaining a work assignment. At times when there is a shortage of availability, the issue will be revised to a lesser issue.

Clothing:	3 (Khaki) shirts & trousers 1 Jacket	5 sets of underwear 1 belt with buckle	1 pair of composite safety boots 5 pairs of socks
Linen:	2 sheets 3 bath towels 2 nylon mesh bags	1 pillowcase 2 blankets 2 Loops	2 washcloths 1 Lanyard

All institution clothing will be properly tagged with the inmate's name and register number. Any inmate in possession of institution clothing not properly tagged with their name and register number will be subject to disciplinary action.

### INMATE ATTIRE

Monday through Friday, 7:30 a.m. to 3:30 p.m., inmates must wear only clean, wrinkle-free institutional issued clothing (khaki shirt with top button undone and khaki pants). Shirts must be always buttoned and tucked inside trousers, and belt must be buckled. Shirt or jacket collars must be left out (cannot be rolled under). Shoes must be laced and tied, and pant legs must be worn over the outside of the shoe. Religious headgear may be worn in all areas of the institution. Other headgear may not be worn indoors, i.e., the housing unit, Education Department, or Dining Hall. "No institution issued clothing will be worn in the recreation areas unless authorized." Shorts or tank tops will not be worn in the Dining Hall. Excessively tight- or loose-fitting clothes (sagging/bagging) will not be worn in any area of the institution. Personal or institutional clothing will not be altered in any manner, i.e., writing, sewing, cutting, etc. In addition, clothing items shall be worn only for intended purposes, i.e., clothing will not be used for headgear. Shower caps may only be worn in the shower or individual rooms. Hairnets are not sold in Commissary and are not to be worn outside of the Food Service area. The Captain or higher authority may modify the dress code at any time.

### QUARTERS ASSIGNMENT

All new commitments will be assigned to a Unit Team and given quarter's assignments upon their arrival unless crowding necessitates other options. You may be assigned to a day room (dormitory area) and then to a room, based on bed space availability. All living quarters have storage space. You are responsible for the security of your property. All personal belongings, including legal materials, must be secured in your locker. "Your laundry bag, with dirty laundry inside, may be placed on the hook outside of your locker." Combination locks are available for purchase from Commissary for your locker.

### IDENTIFICATION CARD (I.D.)

Your I.D. card must be with you at all times here at FCI Seagoville. Your I.D. card **MUST** be always worn around your neck when you are outside your housing unit. Your I.D. card **MUST** be openly displayed where staff can see it and **NOT** tucked into your shirt pocket or placed underneath your shirt or jacket.

### SANITATION

There is only one level of sanitation at FCI Seagoville and that is **CLEAN**. It is your responsibility to check your living area immediately after being assigned to a cell and report all damages to the Unit Officer or Counselor. You are responsible for the sanitation of your cell, and you are to ensure your cell is clean and sanitary on a daily basis. Your lockers should be arranged neatly inside, with no items sitting on top.

### CONTRABAND

Contraband is defined as material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury, or adversely affect the security, safety, or good order of the institution. Personal possessions must be authorized and a receipt of record for item(s) should be kept in your possession. Inmates may not purchase items from another inmates.

INSTITUTION ADMISSION AND ORIENTATION PROGRAM CHECKLIST

Inmate's Name		Register No.	Institution FCI Seagoville, Texas	
Program Content		AUTHORIZED STAFF	DATE	
1.	UNICOR Interview			
2.	Correctional Services			
3.	Medical Services (including AIDS film & Lecture)			
4.	Chaplaincy Services			
5.	Inmate Systems/ Records Office/ R&D/ Mail Room			
6.	Commissary Services/ Inmate Accounts			
7.	Clothing Requests/ Laundry Procedures			
8.	Food Service			
9.	Psychology Services/Drug Abuse Program			
10.	Sexual Abuse/Assault Prevention and Intervention			
11.	Diversity in the Criminal Justice System			
12.	Safety and Sanitation			
13.	Inmate Accident Compensation			
14.	Facilities / Mechanical Services			
15.	Educational Services			
16.	Veterans / Social Security Benefits			
17.	Treaty Transfer of Offenders to Foreign Countries			
18.	Selective Service System / BOP Registration Program			
19.	Inmate Financial Responsibility Program			
20.	Community-Based Activities			
21.	Release Preparation Program			
22.	Administrative Remedy Program			
23.	Unit Management			
24.	Visiting			
25.	Telephone Regulations / Procedures			
26.				
27.				
28.				
29.				
30.				
Comments:				
I have attended all classes of the A & O Program as listed above.		Date	Unit	
Signature of Inmate				



## UNIT MANAGEMENT

This institution is organized into four Units to manage the inmate population. Each Unit Manager leads a group of staff who make decisions concerning work programs and inmate supervision. You will be assigned to a specific Classification Team (Unit Team), and you will have a formal meeting within 28 days of your arrival at FCI Seagoville, to be classified by your Unit Team.

Each Unit has Unit Teams which include the following staff members:

1. **Unit Manager** - is responsible for the overall operation and supervision of the Unit and oversees all Unit programs and activities.
2. **Case Manager** - is responsible for matters pertaining to inmate management such as classification, releases, transfers, RRC referrals, etc.
3. **Correctional Counselor** - is primarily concerned with your day-to-day problems. When you need assistance on personal matters, you should initially contact your assigned Correctional Counselor.
4. **Unit Secretary** - performs clerical and administrative duties for Unit staff. The Unit Secretary assists the Case Manager in processing release documents and arranging release transportation.
5. **Unit Officer** - is directly responsible for the supervision of inmates within the Unit. At times they may be the only staff member on duty and are available to answer questions related to your adjustment in the housing unit.

There is a Unit Team member available each day of the week and most evenings until 7:00 PM. The Unit bulletin board contains written communication of interest to inmates. Ordinarily, Unit Managers will use Town Hall Meetings to foster improved communications.

## INITIAL CLASSIFICATION MEETINGS/PROGRAM REVIEW (TEAM)

Initial Classification Meetings and Program Reviews, also known as Team, are held every 90 to 180 days, depending on your Projected Release Date (PRD). Attendance at these meetings and reviews are mandatory, and are conducted by your Case Manager, Counselor, and Unit Manager to review program participation, make future recommendations, monitor work assignments/performance, cell sanitation, discuss transfer possibilities, custody and security concerns, and overall institutional adjustment.

## INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include Special Assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgments in favor of the United States, other debts owed the Federal Government, and other court-ordered obligations (i.e., child support, alimony, other judgments).

Your Case Manager will assist in developing a financial payment plan. The inmate is responsible for completing all required payments from earnings within the institution and from outside resources. Inmates should ensure payments are available in their Inmate Commissary Accounts on the first calendar day of the month it is due. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level. In addition, other privileges may be withheld. The status of any financial plan will be included in all Progress and Inmate Skills Development Reports and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at Parole Hearings.

## TOWN HALL MEETINGS

Town Hall Meetings are held to make announcements regarding changes to procedures within the unit or institution and/or discuss policy changes. Inmates are encouraged to ask topic-related questions of the Unit Staff and any guest speakers who are present. These questions should pertain to the unit, rather than personal questions or individual problems.

## TREATY TRANSFER FOR NON-U.S. INMATES

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



## OTHER UNIT MANAGEMENT INFORMATION

### CASE MANAGEMENT COORDINATOR

The Case Management Coordinator is the coordinator of case management functions and the principal liaison with the U.S. Probation Department and other agencies relating to inmate matters. Barring inclement weather, the Case Management Coordinator is regularly available for Open House for inmates daily from 11:00 AM to 12:00 noon at "Mainline" in Food Service Dining Hall.

### Central Inmate Monitoring System

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

### NOTARY PUBLIC

Notary Public services are available in each Unit. For information on the availability of these services, please contact a member of your Unit Team.

### INMATE ACCESS TO FOREIGN CONSULATE

Should you desire to contact your foreign consulate, please contact your assigned Unit Counselor via an Inmate Request to Staff Member, or during open house hours that are posted on the Unit, and they will provide you with the telephone number and address.

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

### INMATE APPEALS PROCESS FOR IMMIGRATION HEARINGS

Inmates housed at non-hearing sites should request appeals forms from the following address:

Board of Immigration Appeals  
PO Box 8530  
Falls Church VA 22041

### INMATE SAVINGS ACCOUNTS

All inmates are encouraged to save funds for their release from federal custody. Should you desire to open a savings account, contact your Unit Counselor, who will assist you with opening a savings account at a local community bank? You must possess a valid driver's license and meet all guidelines established by the local bank to open a savings account. All monies deposited into a community bank savings account will only be accessible to you upon release from federal custody. You or your beneficiary (in case of death) must personally appear at the bank to withdraw your funds.

### INMATE ACCESS TO CENTRAL FILES

You may request to review disclosable portions of your Central File (plus Presentence Report and/or Summary). Complete an Inmate Request to Staff Member form for Unit Staff to permit you to review your Central File.

You can request access to the non-disclosable documents in your Central File and Medical file, or other documents concerning yourself that are not in your Central File or Medical file, by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of the record needed and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose the materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

### INMATE MARRIAGES

If an inmate wishes to be married while incarcerated, the Warden may authorize them to do so under certain conditions. Please contact your Unit Team for details. If an inmate requests permission to marry, an inmate must:

- Have a letter from the intended spouse which verifies their intention to marry
- Demonstrate legal eligibility to marry
- Be mentally competent
- The marriage must not present a security risk to the institution



## QUARTERS RULES

After receiving a permanent building assignment, you should study that building's rules. The following are standard rules of this institution.

1. Floors will be swept and mopped daily, paying close attention to the areas beneath the beds, behind and under the radiators, and under the lockers.
2. Walls will be cleaned daily, assuring that any spills are cleaned off the walls. Pay close attention to the corners in order to prevent formation of cobwebs.
3. All beds are to be made daily, in a tight military style, with the blanket being the top cover. Extra blankets will be neatly folded at the foot of the bed. Each inmate will place his institution issued folding chair on top of the bed. The laundry bag will be permitted to hang from the bedpost, if the inmate's assigned locker does not have an outside hook.

Inmates assigned to work details during the 12:00 midnight to 8:00 AM shift, or otherwise during the night hours, will be permitted to be in bed during the day. Their beds will be made military style by 7:30 a.m., and they will be permitted to sleep on top of their made bed. Otherwise all beds will be made by 7:30 AM on weekdays. On weekends and holidays, the bed will be made military style immediately after the inmate is awake and up for the day. Only one mattress is allowed per bed. Pillows will not be removed from the rooms without the prior approval of the Unit Officer. When linen is being exchanged, the mattress may be left lying flat on the bed.

Beds must be positioned so the Unit Officer may readily count the inmate in bed. Room door windows will not be blocked by paint, curtains, or other materials. The only covering permitted for outside windows will be what is provided by the institution, when available.

4. Authorized shoes must be neatly arranged underneath the bed with the toes pointed outward.
5. Boxes will not be kept in rooms. Personal property is limited to that which can be stored in your locker.
6. Windows will be cleaned daily. You are responsible for cleaning any windows in room doors, as well as the outside of the windows for those living on the ground level.
7. Room furniture will be cleaned daily assuring that stains, spills, and dust are wiped off.
8. Baseboard areas will be cleaned daily assuring dust does not accumulate. All pipe spaces found in the rooms will also be kept clean.
9. Dirty clothing will be properly stored in a clothing bag between laundry exchanges and will be stored hanging on the locker hook or bedpost (if no hook is available), out of sight.
10. Trash cans will be emptied and cleaned daily prior to you departing the room.
11. Pictures, etc., will not be attached to the walls in any manner. Individual mirrors, stickers, calendars, or pictures are not authorized to be attached to the outside of the locker. Pictures and calendars may be attached only to cork bulletin boards provided by the institution for this purpose. Sexually suggestive pictures and individual mirrors will not be displayed in any area other than inside wall lockers.
12. Wooden items and cardboard material will not be kept inside of the rooms. They are considered fire hazards.
13. Clothing racks and bed frames will be cleaned daily to ensure that dust does not accumulate.
14. Door vents will be cleaned daily to prevent a buildup of dust/dirt. Lockers and tables will be maintained in a neat and orderly fashion at all times. Excessive clutter will not be tolerated. Close attention will be given to property limitations, as the excess will be considered contraband and handled accordingly (see Institution Supplement 5580.06, Personal Property of Inmates). Inmates housed in non-air conditioned housing units will be permitted to purchase two fans; inmates housed in air conditioned units will be permitted to purchase one fan. Inmates will be held accountable/responsible for any contraband discovered in their assigned area.

15. Wall mirrors in the rooms are not permitted. Should you desire to have a personal mirror, you may purchase one from Commissary. When not in use, it must be stored in your locker.
16. In addition to your personal living quarters, you are expected to do your part in maintaining the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew assembled to pick up litter on the compound.
17. Dayrooms, Common areas, etc. of the unit will be closed and TV's, Telephones and Emails will be turned off at 10:00 pm, Sunday thru Thursday and 12:00 am Friday, Saturday, and nights preceding Federal Holidays.
18. Sunday thru Thursday, lights out is at 10:00 pm. Friday, Saturday and preceding Federal Holidays, light out is at 12:00 am. All inmates must return to their assigned quarters at this time.
19. The showers will be open between the hours of 6:00 am and 10:00 pm. Except during hours of cleaning.

Room diagrams have been posted on Unit bulletin boards for your information. The rooms will be maintained as specified, with no exceptions. Beds, lockers, and tables will not be rearranged in the room according to your desires. Should you have better ideas in the arrangement of the furniture, the Unit Team welcomes your comments.

Assure that any brass (door knobs and hinges) remain shined. The orderlies will touch up the Unit during the day, but it is your responsibility to keep the brass clean and shining in your assigned room.



## INMATE RIGHTS AND RESPONSIBILITIES

### 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 to freedom of religious affiliation and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, 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 for assisting your family.

### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, with respect.
2. You have the responsibility to know and abide by institution rules, procedures, and schedules.
3. You have the responsibility to recognize and respect the rights of others in regard to religious affiliation.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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 to violate the law or Bureau of Prisons 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 these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates in the use of the materials and assistance
8. 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.
9. 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.
10. 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 use your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

## WORK ASSIGNMENTS

All medically cleared inmates will have a work assignment and are required to work. All inmates will begin in Admission and Orientation (A&O) status. Once you have completed Admission & Orientation, all medically cleared inmates will be assigned as Temporary Orderlies and used for general clean-up duties based on institution needs. Inmates may request an initial job on an Inmate Request to Staff Member form addressed to his/her assigned Correctional Counselor, routed through the prospective detail supervisor. With the approval of the detail supervisor, the Unit Correctional Counselor may grant the inmate's request for a job. All other medically cleared inmates will be assigned by their Unit Correctional Counselor to a work detail based on institution need. Inmates will receive monthly pay based on the number of hours of satisfactory work performed.

All safety rules and regulations must be observed at all times. Inmates on medical idle status must remain in the housing unit. Radios, reading materials, hobby craft projects, and legal materials are not allowed on work assignments.

A few of the larger departments are:

**Facilities/Mechanical Services:** Responsible for maintenance, utilities, and new construction. Valuable training and experience can be gained from assignment to the Powerhouse, Plumbing, Paint, Welding, Machine, Electrical, Heating/Air Conditioning, Steam Fitting, or Landscape Details.

**Food Service:** Responsible for preparing and serving meals to the inmate population. Special request for religious ceremonial meals and diets must be authorized through the institutional Chaplain.

**Financial Management/Business Office:** Supervises the financial management of the institution. Responsibilities include technical support of budget preparation and operation, automated accounting systems, purchasing activities and property management, receiving, and warehouse activities. The Commissary operations are a function of Financial Management including the Commissary Sales Unit. The Clothing and Laundry Room are a function of this department.

**FPI (Federal Prison Industries):** The largest single employer of inmates is the Federal Prison Industries (FPI). There are many incentives to hold a position in one of the FPI operations.

1. **Textile Factory:** This factory manufactures military camouflage jackets and trousers in several different sizes. Positions offered include sewing (a variety of different type of sewing machines), cutting, packing, and machine maintenance.
2. **Business Office:** The FPI Business Office consists of accounting, procurement, and a warehouse area. Some jobs in the accounting and procurement section require special skills such as typing and/or bookkeeping.
3. **Quality Control:** In-process and final product inspectors are employed in the factory. Products manufactured by FPI must meet quality standards established by the customer.

Inmates working in FPI are initially paid at the rate of \$.23 per hour and have the ability of earning up to \$1.15 per hour. In addition to the pay, benefits include vacation pay, longevity credit, and holiday pay.

To apply for an FPI assignment, see UNICOR management staff in order to be placed on the FPI Waiting List. Once you are placed on the Waiting List, you will be interviewed for a position as your name moves to the top of the list. Prior to reporting for your pre-employment interview in UNICOR, each inmate must complete a portfolio which includes a resume, application, transcript, and cover letter. The Education Department will assist you in completing the portfolio process. Once you have completed the portfolio process you will be required to bring these documents with you to the UNICOR interview. If you refuse FPI employment during your interview, you will be removed from the Waiting List and placed on the Refusal List for a period of one year.

UNICOR inmates who release from custody are eligible for the Federal Bonding Program, a program whereby UNICOR will purchase a bond for an employer who hires a former UNICOR inmate that covers the first six months of employment.



### **TRUFONE - Inmate Telephone System**

Inmate telephone usage is a privilege. The use of inmate telephones must not interfere with institution schedules, programs, work assignments, or counts. Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. It is your responsibility to keep your telephone PAC number confidential. Because a PAC is considered an item of value for purposes of inmate discipline, the giving to another inmate or possessing another inmate's PAC will be grounds for disciplinary action. Should your PAC number become compromised, report it to a member of your Unit Team immediately. The PAC will no longer work and you must pay \$5.00 in order for a new one to be issued. Directions for the use of TRUFONE are posted near all inmate telephones.

Each inmate will be issued 300 telephone minutes per month, unless they are on telephone restriction. In November and December, the limitation is increased to 400 minutes per calendar month to enable greater telephone contact during the holiday season. Inmate telephone minutes are validated once monthly on the same date that your spending limits are validated. The revalidation day is based on the following formula: (5th digit of registration number X 3) + 1). The Warden may approve additional minutes due to unforeseen emergencies only. Telephone usage is limited to 15 minutes per call. At the end of the telephone call, the inmate will not be permitted to use the telephone again for an additional 30 minutes. All unit telephones are operational from 6:00 AM-11:30 PM. During working hours (7:30 AM-4:00 PM), only one telephone per unit is operational from 7:30 AM- 10:30 AM, and from 12:30 PM-until the 4:00 PM count has cleared. On weekends and Federal Holidays, all unit telephones are operational from 6:00 AM- 11:30 PM, except during official count.

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

Emergency calls may be approved by your Unit Manager or, if after hours by the Operations Lieutenant. In case of an emergency, you may be permitted to use an institution telephone. Check with your Correctional Counselor regarding usage. All calls placed from the Unit are subject to monitoring. For calls to your attorney, make arrangements with the Unit Team. Pre-arranged attorney calls are not monitored.

Inmates may not place calls to telephone numbers in which all actual expenses for the call cannot be deducted directly and immediately from the inmate's account, (i.e., switchboard telephone numbers, credit card access numbers, and special service numbers, including, but not limited to 700, 800, 900, and 976). Calling motels or hotels is not permitted. Third party telephone calls are not permitted. No call forwarding, conference calling, or three-way calls are allowed and disciplinary action will be taken.

TRUFONE funds are transferred using the TRUFONE system and must be done in even dollar amounts. Funds may be transferred to ITS-II after 4:30 PM, Monday through Friday, and all day Saturday and Sunday. The TRUFONE funds are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any inmate telephone during operational hours. An inmate may inquire about the telephone account balance before or after a telephone call by dialing 118 and entering their PAC.

### **TRULINCS**

Use of the TRULINCS is a privilege. The Warden or an authorized representative may limit or deny the privilege of a particular inmate. Individual inmates may be excluded from program participation as part of classification procedures. This determination should take place during intake screening. If you do not have access to inmate messaging see your Unit Team.

By participating in the TRULINCS program, inmates, and community persons with whom they correspond, voluntarily consent to having all incoming and outgoing electronic messages, including transactional data, message contents, and other activities, monitored and retained by Bureau staff. This authority includes rejecting individual messages sent to or from inmates using TRULINCS.

An inmate's participation in TRULINCS is conditioned on their electronic acknowledgment, and voluntary consent to the Warden's authority, as indicated above. As a reminder to inmates, a warning banner appears each time an inmate participant accesses the system, indicating his consent to monitoring.

Community persons' consent to Bureau staff monitoring of all TRULINCS messages and activity is obtained when a community person accepts the initial system-generated message notifying him/her the inmate wants to add him/her to their contact list and with each subsequent message from inmate participants.

There is a \$.05 per unit charge for Public Messaging. One unit equals one minute. Units may be purchased starting with 40 units and manually selected in larger amounts if desired. Copies of Public Messages and or Electronic Law Library information may be printed via the Law Library printers for a cost of three units (\$.15) per page (one side).

Indigent inmates ARE NOT afforded free usage of any paid service. Inmates are considered indigent if their account balance is \$8.00 or less AND the inmate must not have exceeded \$40.00 of their Commissary spending limit.



## TRUST FUND

### INMATE ACCOUNTS AND SERVICES

#### **Funds Received through the Mail-**

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. All funds being sent to inmates at FCI Seagoville must be mailed to the National Lockbox location at the following address:

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

You should notify all persons who send you funds they must send all funds to the National Lockbox mailing address and adhere to the following instructions:

-Do not enclose personal checks, letters, pictures, or any other items in the envelope. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items that are personal in nature, must be mailed directly to FCI Seagoville, P. O. Box 9000, Seagoville, Texas 75159.

- Your committed name (no nicknames) and register number must be printed on all money orders; U.S. treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

- The sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in event they cannot be posted to the inmate's account.

- The approved types of negotiable instruments are postal money orders, federal, state, and local government checks. All Non-postal money orders and non-governmental checks processed through the National Lockbox will be placed on a 15-day hold.

-The negotiable instruments will be rejected by the National Lockbox in the following circumstances: negotiable instrument is missing the inmate name and/or register number; the register number does not contain 8 digits; a valid date and signature of sender is missing; stale date (older than 6 months); third party negotiable instrument; joint payee instruments; insurance, trust, and other similar types; personal checks; and items other than negotiable instruments. In the event a Lockbox transaction has not been posted to an inmate's account, the inmate's family or friend should initiate a check tracer to locate the negotiable instrument in question.

#### **Inmate Electronic Funds Transfer- Western Union Quick Collect/MoneyGram Programs**

Inmate's family and friends may send inmates funds through Western Union Quick Collect/MoneyGram Programs. All funds sent via Western Union Quick Collect/MoneyGram Program will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 AM and 9:00 PM EST (seven days per week, including holidays). Funds received after 9:00 PM EST will be posted by 7:00 AM EST the following morning.

**Western Union Quick Collect** may be sent via one of the following ways:

1) At an agent location with cash. Your family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).

2) By phone using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.

3) ONLINE using a credit/debit card: Your family of friends may go to [www.westernunion.com](http://www.westernunion.com).

1) Select Bill Payment

2) Select Quick Collect

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

- 1) Your register number
- 2) Your committed name
- 3) City Code: FBOP
- 4) State Code: DC

Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender. Money transfers from foreign countries also have higher fees.



### **Money Gram**

Your family and friends may send funds via the internet or a physical location. Check with [www.moneygram.com](http://www.moneygram.com) for a convenient location. They will need to complete a MoneyGram Express Payment Blue Form. For Money Gram online: visit [www.moneygram.com/paybills?receiveCode=7932](http://www.moneygram.com/paybills?receiveCode=7932) and enter the receive code 7932 or Federal Bureau of Prisons. Enter the Receive Code (7932) and the amount you are sending (up to \$300). First time users will have to set up a profile and account. A MasterCard or Visa credit card is required. Please note that your committed name and register number must be entered correctly, if the sender fails to provide the correct information, the transaction cannot be completed. The City Code will always be FBOP and the State Code will always be: DC.

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

### **Commissary (Trust Fund) Fund Withdrawals**

Requests for Withdrawal of Inmate Personal Funds are processed every week. Unit Managers approve withdrawals from the Trust Fund account to send funds to dependents and other family members, for payment of telephone bills, postage costs, and local newspaper subscriptions. The Unit Manager also approves withdrawals for the payment of fines, restitution of losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden (Programs) can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00.

All withdrawals, addressed to foreign countries or that require enclosures, must be submitted with a typed, self-addressed, and stamped envelope. All names of the cities, territories, states, and countries must be spelled out completely in accordance with U.S. Postal Service requirements.

### **Performance Pay Earnings**

Federal Prison Industries payroll and Inmate Performance Pay is posted to your account by the 10th day of each month.

### **TRUST FUND SALES UNIT (COMMISSARY)**

The Trust Fund Sales Unit is located in Building 4. Commissary usage is a privilege, not a right, and may be restricted for disciplinary reasons. The Warden may restrict or modify commissary access as needed, to ensure the orderly operation of the institution. A wide variety of items are available for purchase. The Commissary Shopping Lists are available in the housing units and Trans-Gender Shopping Lists are available in the Commissary. It is mandatory that you fill out an order list with your name, register number, unit, and items for purchase prior to shopping. Inmates are required to bring their own shopping bag(s) and must bag their own purchases. Positive fingerprint identification and your Inmate Account Card is required for identification in order to shop. Prices are subject to change without notice. Items may be stored in your locker in your room, but are limited to reasonable amounts. Inmates may not purchase more than 20 first class stamps at any time. If you need to mail out a package requiring additional postage, you must consult with your Unit Counselor, who will be able to assist you. Additional postage must be approved by the Associate Warden or designee and affixed immediately to the outgoing package. Your Unit Counselor will accompany you to the Commissary should you need to purchase postage above 60 first class stamps. All sales are final. There are no refunds or exchanges after leaving the window.

### **SPENDING LIMITS**

The spending limit is \$360.00 per month. The Warden may decrease or otherwise modify the spending limit to ensure the orderly operation of the institution. This limit is reset once per month based on the fifth digit of the inmate registration number. The revalidation day is calculated based on the following formula:  $((5\text{th digit of registration number} \times 3) + 1)$ . The spending limit excludes postage stamps and Inmate Telephone System credits.

Commissary shopping days are determined by the fourth and fifth digits of your inmate registration number. The designated shopping day schedule will rotate on a Semi-Annual basis by shopping days. Inmates may shop one time per week.

Commissary shopping schedules will be posted on the TRULINCS Bulletin Board.

Commissary hours of operation are Monday- Thursday 6:00 AM- 10:30 AM. Sales days that fall on or after a Federal Holiday will be moved to the days following the Federal Holiday. Example: holiday falls on Wednesday, Wednesday shoppers move to Thursday.

Any inmate inquiries concerning items 1-3 below should be submitted to the attention of the Trust Fund via Inmate-to-Staff Messaging.

1. Tracers on lost or stolen Request for Withdrawal of Inmate Personal Funds.
2. Special Purpose Orders over six weeks past the submission date.
3. Excess money frozen for Special Purpose Orders.

Other inmate concerns as listed below regarding account funds should be addressed to your Unit Counselor:



1. Trust Fund Account Balance
2. Inmate Performance Pay and FPI Pay
3. Financial Responsibility Program payments
4. Check on amounts frozen for Special Purpose Orders
5. Inquiries about funds to be transferred from another institution
6. Inmate Account Cards for which there will be a \$5.00 charge due to change in appearance, loss, or damage.

Warranty repair work on any item will not be permitted to be mailed back inside of the institution with the exception of the MP3 player. MP3 players will be returned to the institution. Inmates will be placed on Call-Out and re-issued the warranted player.

### **Copier Machines**

The Law Library copier operates using a disposable photocopy card. Copy cards may be purchased through the Commissary during normal sales hours and designated shopping days. Photocopy cards have 50 meter clicks per card. Once the copy card is sold to an inmate at the Commissary, the photocopy card becomes the inmate's personal property. The use of the copy machine and copier card is at the risk of the user. There will be no refunds or exchanges. Meter clicks remaining on an inmate's copy card will not be refunded prior to release or transfer. Copier card pricing is established based on copier card cost, photocopy paper, and the standard mark-up outlined per policy. When the copier card is inserted into the card reader unit, metered clicks are automatically deducted for each copy produced, the product dispensed, and the card is returned.

### **CLOTHING ROOM AND LAUNDRY**

The Clothing Room is located in Building Eight (8) adjacent to the Lower Compound. The hours of Operation and Procedures are as follow: the laundry will be closed on weekends and federal holidays. Information regarding the holiday schedule will be posted on the TRULINCS bulletin board prior to the federal holiday. Laundry drop off and pick up will be conducted two times per week based on 4<sup>th</sup> and 5<sup>th</sup> digit of your register number. Laundry drop off can be completed in two ways: 1) Utilize the Dirty Laundry carts assigned to your Unit the night before your scheduled day, or 2) Drop off your laundry at the Clothing Room, 6 am.-7:30 am, Monday-Thursday on your assigned days only. See Laundry Drop off day schedule to determine your assigned drop off days. You may drop up to two (2) loops, with a maximum weight of six (6) pounds per loop. Each laundry bag can't exceed four (4) pounds secured at the top of the bag for proper washing and drying. Any item not authorized or over the weight limit will result in your bag or loop being returned without being washed. You may exchange t-shirts, boxers, socks, and bath towel/washcloths n your scheduled drop-off days only. All items are exchanged for clean, useable items and may not be new. All Dirty Laundry carts will be delivered Monday through Friday to the assigned housing units by 1:30 pm and returned to Laundry by 6 am to following day, except for Federal Holidays and weekends. Laundry pick up will be conducted the day following your scheduled drop-off between 11 am-12:30 pm (Tuesday-Friday on your assigned days only). See Laundry pick up day schedule to determine your assigned pickup days. Linen exchange will be conducted once per week based on the 4<sup>th</sup> and 5<sup>th</sup> digit of your register number. See linen (sheet) exchange day schedule to determine your assigned day. Blanket exchange will be conducted once per month based on the 4<sup>th</sup> and 5<sup>th</sup> digit of your register number. See blanket exchange schedule to determine your assigned day. Clothing alteration and repairs will be conducted every Wednesday, 7 am to 8 am. Personal hygiene issue will be every Monday, 7 am to 7:30 am. Soap, toothpaste, deodorant, and shave cream will alternate weeks. All items must be exchanged except soap, on a one-for-one basis. Boots will be issued Monday-Friday, 7:30 am to 8:00 am. Food Services "whites/browns" will be issued Monday-Friday from 8 am.-8:30 am.



## FOOD SERVICE DEPARTMENT

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart-healthy, and no-flesh dietary options. At the Warden's discretion items may be added to the National Menu to include a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

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

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

**Meals are served cafeteria style in the Inmate Dining Room during the following hours:**

### WEEKDAYS:

- BREAKFAST: 6:00 am until 7:00 am
- LUNCH: 10:45 am until 12:00 pm
- DINNER: Following the clearing of the 4:00 pm count

### WEEKENDS:

- COFFEE HOUR: 7:00 am until 8:00 am
- BRUNCH: Following the clearing of the 10:00 am count until 10 minutes after the last call.
- DINNER: Following the clearing of the 4:00 pm count until 10 minutes after the last call.

**Note:** Certain holiday meal schedules may be adjusted to facilitate the serving of special meals. Sufficient notice will be given in such instances

### MEAL ROTATION:

- BREAKFAST: Open compound (First Come, First Served).
- LUNCH: UNICOR, Facilities, Outside Work Details, Hospital, Education, Psychology, Recreation, Law and Leisure Libraries, and Housing Units in order based upon the results of the previous week's Sanitation Inspection scores
- DINNER: Based upon the results of the previous weeks Sanitation Inspection scores.

## DINING ROOM REGULATIONS

### INMATE ATTIRE

During normal serving hours, **Monday** through **Friday**, 7:30 am until 4:00 pm, all inmates entering the Dining Room will be clothed in "...institution issued articles of clothing, which have not been modified..." only.

1. Shirts must be buttoned and tucked inside the trousers.
2. Altered clothing, such as shorts, sleeveless shirts, etc., will **NOT** be allowed.
3. Shower shoes are not allowed.

During breakfast, evening meals, weekends, and holidays, FCI Seagoville's, and other BOP Commissaries' clothing items, are permitted. Sleeveless shirts, exceptionally short shorts (more than 6" above the knee), and midriff shirts are not authorized.

Note: Upon entering the Dining Room, all head gear (unless approved religious head covering) will be removed and not worn until exiting the Dining Room.

### FOOD ITEMS

Condiments, such as hot sauce, salt, sugar substitute, etc., may be brought into the Dining Room. Regular food items, such as potato chips, tuna, sardines, instant soups, etc., are **NOT** authorized to enter the Dining Room. No food or pieces of fruit will be taken out of the Dining Room.

All Food Service items **MUST BE** consumed in the Dining Room.

### GENERAL CONDUCT

All inmates are expected to behave courteously while in the Dining Room. Commissary items, books, personal cups, radios, etc., **CANNOT** be brought into the Dining Room at any time.

Each inmate is expected to exit the Dining Room upon completion of his meal. He must carry his tray to the dish window and leave behind a clean table.

## CORRECTIONAL SYSTEMS DEPARTMENT

The Correctional Systems Department (CSD) Department consists of Records Office, Mail Room, and Receiving and Discharge (R&D).

### RECORDS OFFICE

The Records Office is located in the Jail Unit. If you need to contact the Records Office, you may send an Electronic Mail through TRULINCS, or send an Inmate Request to Staff Member to Correctional Systems.

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

### Fines and Costs

In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

### Detainers

Unit Team may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

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



### **Good Conduct Time**

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA). The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time. For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or GED, or if enrolled in the GED program, is not making satisfactory progress. Unsatisfactory progress is determined by the institution Education Department. For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, or if enrolled in the GED program, is not making satisfactory progress, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department. The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

### **Good Conduct Time and Good Time**

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

### **Statutory Good Time**

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

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

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

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

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

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

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

### **Extra Good Time**

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time. The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to re-commence. "Disallowance" means an inmate does not receive an Extra Good Time award for only one calendar month. There may be no partial disallowance. A decision to disallow or terminate Extra Good Time may not be suspended pending future consideration. No retroactive award Meritorious Good Time may be disallowed or terminated. Extra Good Time for an inmate in a federal contract Residential Reentry Center (RRC) is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center.

## **FIRST STEP ACT (FSA) FEDERAL TIME CREDIT (FTC) PROGRAM PARTICIPATION AND CALCULATIONS**

### **Who is eligible to earn FSA Time Credits?**

An inmate is eligible to earn FTC if that inmate is sentenced to a term of imprisonment pursuant to a conviction for Federal criminal offense, or is in the custody of the BOP, unless the inmate is serving a term of imprisonment for a disqualifying offense specified in 18 U.S.C § 3632(d)(4)(D).

Note: Participation in these activities pretrial custody does not count towards time credit participation.

### **When do inmates begin earning FSA Time Credits?**

Eligible inmates begin to earn FTC as soon as they arrive at their designated BOP institution or services of sentence (A-DES), receive a PATTERN risk assessment score, and complete all needs assessment for SPARC-13. As long as they are "successfully participating" in programming, they will continue to earn FTC.

### **When is an inmate not successfully participating in programming?**

An ineligible inmate is not considered to be "successfully participating" in recommended programming or activities in the following situations: when the inmate is in SHU, when the inmate has a designated status outside the institution (e.g., extended medical placement at a hospital, escorted trip, furlough); when the inmate has temporarily been transferred to the custody of another federal or non-federal agency (e.g., writ); when the inmate has been placed on a mental health/psychiatric hold; or when the inmate is "opting out."



## RECEIVING AND DISCHARGE

R&D does not have an Open House due to the unpredictable nature of its operations. If you have transferred from another federal institution, your property will usually arrive within two or three weeks. Within 48 hours after it arrives, the R&D Officer will place your name on the call-out to receive all authorized property. Incoming authorized packages that are received through the mail will be issued through R&D upon arrival. Release clothing will be issued the day of your release.

### Incoming Inmate Property

Inmate wishing to have personal items mailed into the institution will send an Inmate Request to Staff Member to the responsible department head for the requested items below.

**\*\*Health Services Administrator:** Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.

**\*\*Inmate Systems Manager:** Release clothes which must arrive at the institution 30 days prior to release to the street or a RRC. Release clothing may be mailed in to you with an approved Authorization to Receive Package or Property form, BP-331, four weeks prior to your release. This form is obtained at the Mail Room during Open House hours, no earlier than six weeks prior to your release date. Inmates releasing to detainees are not eligible to receive release clothes.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package delivery unless this approval is on file.

### MAIL ROOM

The Mail Room processes all incoming/outgoing inmate and official mail. The Mail Room is located in Building Eight (8), across from the Barbershop. The Mail Room Open House is from 11:30 AM-12:30 PM, Tuesday through Thursday. Open House is for weighing items to ensure proper postage, certifying, and obtaining return receipts. If you have questions about your mail, you can go to the Open House or send an Inmate Request to Staff Member.

### Correspondence

Mail is delivered to inmates Monday through Friday, excluding holidays, and is distributed after the 4:00 PM count clears by the Unit Officer. Your mail is screened for contraband according to Bureau of Prisons policy. Incoming mail is opened and stapled.

Incoming Legal and Special Mail is not opened in the Mail Room if clearly marked in accordance with the Bureau of Prisons Program Statement on Correspondence. This mail is opened in your presence. It is suggested you provide an instruction sheet for special mail privileges to the attorney(s) representing you at the earliest opportunity. Special Mail Notice forms may be obtained from the Mail Room.

Inmates are asked to advise those writing to them to put the inmate's name, register number, and unit on the envelope to aid the prompt delivery of mail. Correspondence should be addressed accordingly: Inmate Name; Register Number; Unit, FCI Seagoville; PO Box 9000, Seagoville, TX 75159-9000.

Polaroid pictures will be rejected because they cannot be searched without harming the picture. The back of the Polaroid should be cut at the bottom or removed.

You may receive hardcover publications and newspapers only from the publisher, a bookstore, or a book club. Magazines printed on newspaper type paper are included. Soft-cover materials (magazines, paperback books) can be received from any source. All incoming publications are subject to review according to the guidelines in Bureau of Prisons Program Statement 5266.06, Incoming Publications.

### **Outgoing Mail**

Outgoing mail is picked up daily and may be sealed at this institution. You must place your full name, register number, and the institution's return address on all outgoing mail. If this information is not on your letter, it will be returned to you.

Inmate Name & Quarters Assignment  
Register Number  
Federal Correctional Institution  
P.O. Box 9000  
Seagoville, Texas 75159-9000

An outgoing letter box is located in your housing unit for regular mail. All outgoing regular mail should be dropped in the mail box for proper handling.

Any mail that you wish to be treated as Special Mail must be clearly marked as such to avoid possible opening and screening



as general mail. Mail is treated in accordance with United States Postal Service Regulations, the Bureau of Prisons Program Statement on Correspondence and the Mail Management Manual which are on file in the Law Library. All special/legal mail may be sealed by the inmate, but must have a return address placed on the outgoing special/legal mail which includes your committed name, register number, name of the institution, quarters, P.O. Box, city, state, and zip code. You must personally deliver outgoing Special/Legal Mail to the institution mail room Tuesday - Thursday, 11:30 am- 12:30 pm, excluding federal holidays, and present your prisoner identification card for the mail room staff to verify your identity. You will not be allowed to mail any outgoing special/legal mail without proper identification.

Mail room staff will x-ray all outgoing special/legal mail daily during normal business hours, prior to delivery to the United States Post office. The special/legal mail under suspicion may be opened outside the presence of the inmate. Mail room staff will advise the inmate of the disposition of the mail as soon as the investigation is complete if no harmful materials are confirmed, and the special/legal mail will be returned to the inmate for re-sending. If harmful material is confirmed, an investigation for inmate disciplinary and/or criminal sanctions should be initiated by the SIS Department and/or FBI.

All postage requirements are your responsibility. **You are permitted to possess 60 first class stamps only. If you need to mail a package that requires additional postage, contact your Unit Counselor, who will authorize your purchase for additional stamps in the Commissary, and ensure that you affix the additional stamps to your package for mailing purposes.** Postage stamps will be purchased through the Commissary and cannot be received through the mail.

Outgoing regular mail should be sealed. Outgoing mail may be inspected prior to delivery.

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

The mailroom will provide inmates with change of address cards required by the U.S. Post Office, upon request. These cards are given to inmates who are being released or transferred to notify correspondents of a change of address. General mail will be forwarded for 30 days. General mail received after 30 days will be returned to the sender. Special Mail will continue to be forwarded after 30 days.

#### **Certified/Registered Mail**

Inmates desiring to use certified, registered, or insured mail may do so, in accordance with established handling procedures. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. The inmate will affix the proper amount of postage to each item to cover the total cost of the mailing. Certified and return receipts will be available for inmate in the law library and the mailroom.

#### **Correspondence between Confined Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or is party in a legal action in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The Superintendent/Warden at both institutions must approve the correspondence. If both inmates are at federal facilities, the Unit Managers at both institutions can approve the correspondence. Correspondence between co-defendants shall only be about on-going legal matters. The approvals will encompass both written and TRULINCS correspondence.

#### **News Media Correspondence**

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau of Prisons custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

#### **Rejection of Correspondence**

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or it might facilitate criminal activity. Examples include: items which cannot be mailed out under law, or postal regulations; information of escape plots plans to commit illegal activities, or to violate institution rules; direction of an inmate's business (Prohibited Act 408). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, an inmate may not operate a mortgage or insurance business while confined in the institution.

#### **Notification of Incoming Mail Rejection**

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will be notified of the rejection of correspondence and the reasons. The inmate has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.



**INMATE PERSONAL PROPERTY LIST**  
 AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS  
 NATIONAL LIMIT (MALES)  
 C=Commissary Item W=White

**CLOTHING**

Shoes, Athletic (W) (\$100 maximum value/no pumps/no pockets) © (1 pair)  
 Shoes, Shower (C) (1 pair)

**PERSONALLY OWNED ITEMS**

Address Book, (C) (1)	Batteries, (C) (2) (Not in use)
Books, (hard) (5)	Bowl, (plastic/4 oz. or less) (C) (1)
Comb/Pick, (plastic) (C) (1)	Combination Lock, (C) (1)
Contact Lens (1 pair) (Clear/prescription)	Contact Lens Solution, (1)
Cup, (plastic mug) (C) (1)	Dentures, (1 set)
Envelopes, (C) (1 box) (5 large)	Writing Tablet, (C) (2)
Headphones, (C) (1)	Eyeglasses, (no stones) (1)
Pencils, (C) (2)	Letters, (25)
Playing Cards, (C) (2)	Photos, (single-faced) (25)
Stamps (20 first class stamps)	Radio/MP3 Player (Sansa) w/Earplugs, (Walkman-type) (C) (1)
Watch, (C) (1) (\$100.00 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals)	Watchband, (C) (1)

**HYGIENE ITEMS**

Denture adhesive, (C) (1)	Denture Cleaner/Powder, (C) (1)
Deodorant, (C) (1)	Nail Clippers, (no file) (C) (1)
Soap Bar, (C) (2)	Soap Dish, (C) (1)
Toothbrush, (C) (1)	Toothbrush Holder, (C) (1)
Toothpaste, (C) (2)	

**RECREATIONAL ITEMS (SHIPPED AT INMATE'S EXPENSE)**

Racquetballs, (3 pk.) (C) (2)

**APPROVED RELIGIOUS ITEMS**

Religious medal, (less than \$100.00 value) (1)

**OTHER ITEMS**

Chocolate, (instant) (C) (1 bag)	Coffee, (instant) (C) (1)
Coffee Creamer, (C) (1)	Tea, (C) (1 box)

Non-perishable Commissary items sealed in unopened, original containers may also be transported or shipped.

**GOVERNMENT ISSUED ITEMS**

**MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION**

Clothing:	3 (Khaki) shirts & trousers	5 sets of underwear	1 pair of composite safety boots
		1 belt with buckle	5 pairs of socks
		1 Jacket	
Linen:	2 sheets	1 pillowcase	2 washcloths
	3 bath towels	2 blankets	1 Lanyard
	2 nylon mesh bags	2 Loops	

**ITEMS FOR POSSESSION AT THE DISCRETION OF THE LOCAL WARDEN  
MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS  
MAY BE MAILED HOME (INMATES TO BEAR THE COST OF MAILING OR DONATE)**

**PERSONALLY OWNED ITEMS**

Books (5)  
Magazines 5  
Bible (1)  
Newspapers  
Plastic Eating Utensils, (C) (1)

**HYGIENE ITEMS**

Conditioner/Hair, (C) (1)  
Fragrance Oil, (C) (2)  
Hair oil/gel non-flammable, non-alcohol) (1)  
Lotion, Skin (moisturizing) (C) (1)  
Mouthwash, (non-alcohol) (C) (1)  
Powder, (Body/Foot) (C) (1)  
Shampoo, (C) (1)

If you believe your property has been lost or damaged by Bureau of Prisons staff, you may file a claim under 31 U.S.C. 3723 by completing Form BP-A0943, Small Claims for Property Damage or Loss, within one year after the claim accrues. This form is available in the inmate law library or from a member of your unit team. The amount of money you may recover is limited and the Bureau of Prisons' decision whether or not to grant your claim is not appealable to the courts (Ali v. Fed. Bureau of Prisons, 128 S. Ct. 831 (2008)).



## HEALTH SERVICES

It is the policy of the Bureau of Prisons to provide health care and medical treatment during incarceration necessary to maintain the health status of the individual. The opportunity to seek medical attention is an undeniable inmate right. The decision regarding appointment time and treatment lies solely with the Health Services Staff.

- A. **Hours of Operation:** The Health Services Unit shall be staffed by medical personnel seven days a week 6:00 am to 7:30 pm. There are established procedures for emergency care at other times.
- B. **Sick Call Procedures:** Routine medical Sick Call shall be offered Monday, Tuesday, Thursday, and Friday on an appointment basis. Inmates desiring treatment are responsible for making their appointments at the reception desk in the Health Services Unit, on the second floor of Building 9. These appointments may be obtained between 6:30-7:00 a.m. ONLY. A clinical staff member shall screen all appointment requests and schedule an appointment time based upon the needs of the patient. If it is determined that an inmate is too ill to report to work, he will remain at the clinic until treatment is completed. The Health Services Staff shall notify the Detail Supervisor of the inmate's location and maintain accountability of the inmate. A qualified health care practitioner will provide Sick Call at least four work days per week. Inmates will be scheduled for a future Sick Call appointment based upon the needs of the patient.
- C. **Dental Care/Dental Emergency Care:** Requests for routine dental care (i.e., prophylactic cleaning, routine dental care, etc.) shall be through written request on an Inmate Request to Staff Member (Cop out). When the request is received, the inmate will be placed on the waiting list for treatment. Treatment will be provided on a first come, first serve basis. The waiting list entry date will determine priority. During normal working hours, emergency dental care will be provided during sick call sign up from 6:30-7:00 a.m., Monday, Tuesday, Thursday, and Friday. The inmate will receive a dental appointment to be evaluated by one of the dentists. If an emergency occurs after sick call appointment hours, the inmate's detail foreman or Unit Officer must contact the dental clinic to set up an appointment. Emergency dental care includes those procedures directed toward the immediate relief of pain, treatment of traumatic injuries, acute infections, and the repair of prosthetic appliances. After normal working hours, 7:30 a.m. - 4:00 p.m., weekends, and holidays, the Physician Assistant or Nurse on duty will provide emergency dental care. When the emergency situation is beyond the scope of the PA's or Nurse Expertise, the on-call dentist will be consulted to determine the emergency treatment needed, will return to the institution, and/or refer to the appropriate dental facility for care.
- D. **Administrative Detention and Disciplinary Segregation:** Sick call rounds are held by the medical staff on a daily basis, during the day shift. All medications with restricted issue will be delivered to each individual at the time specified by the prescriber.
- E. **Emergency Care:** Inmates becoming ill or receiving an injury requiring immediate medical or dental care should be sent to the outpatient clinic by the Unit Officer or Detail Supervisor, who will alert the medical staff of the emergency. In cases of serious emergencies (i.e., heart attack, serious bleeding, etc.) the Operations Lieutenant is authorized to transport the inmate to the local contract hospital. If ambulance transfer is required, the Seagoville Fire Department/Central Ambulance Service will be used. The Health Services Administrator or Assistant Health Services Administrator shall be notified as soon as possible of any emergency admission to an outside hospital.

**\*All care is delivered through the use of Primary Care Provider Team's. This means that each inmate is assigned a team consisting of doctors, mid-level practitioners ("PA's"), nurses, and medical records staff. Patients are assigned to teams by their 4th and 5th register number. The team members and patient caseload are as follows:**

### Team I

Clinical Director - Reg No. 00-49  
Mid-Level Practitioner I - Reg. No. 00-49  
Staff Nurse - Reg. No. 00-49  
Health Information Technician I - Reg. No. 00-49  
Health Information Technician II - Reg. No. 50-99

### Team II

Staff Physician - Reg. No. 50-99  
Mid-Level Practitioner II - Reg. No. 50-99  
Staff Nurse - Reg. No. 50-99  
Health Information Technician - Reg. No. 50-99  
Alternate staff members may provide care during the absence of a team member.



- F. **Medical Duty Status:** A newly committed inmate will not be given a permanent job assignment until completion of a physical examination and determination of any medical restrictions by the Chief of Health Programs. Each Friday, a member of the medical staff will enter the duty status on the SENTRY Inmate Profile for all inmates who have completed physical examinations that week. Job assignments of inmates shall be made within the guidelines of any restrictions approved by the Chief of Health Programs. Duty restrictions shall be given in specific limitations (i.e., "No Prolonged Standing", "Height Restrictions", "No lifting over lbs.", "No Food Service", etc.). Temporary duty restrictions are assigned for specific time periods and are part of the treatment plan for ill or injured inmates who are unable to do regularly assigned duties. The permanent and temporary duty restrictions are:
- a. **Medically Unassigned:** This category is seldom used and may only be assigned by the Physician. Inmates in this category have serious medical conditions which may be further complicated by work status of even the least strenuous nature. Inmates who are given this restriction should be considered for transfer to a facility with 24 hour medical coverage or suitable to handle their special needs.
  - b. **Regular Duty With:** Inmates in this category may have serious or limiting conditions. Restrictions must be specific to each inmate's limitations, i.e., Regular Duty with weight restrictions of 10 lbs., Regular Duty with standing restrictions of not more than one hour.
  - c. **Idle 1, Idle 2, and Idle 3:** Utilized for inmates who have medical conditions which require total removal from work assignments for periods of up to three (3) days. While on Idle status, inmates are restricted to their ROOM, except for meals, medical treatment, religious services, and visits.
  - d. **Convalescence:** This category is utilized for inmates who are recovering from an illness or injury who are not physically ready to assume full duty and require some activity as part of their treatment plan. While on Convalescence the inmate has all the usual privileges of the institution except for any restrictions imposed by the Health Services Staff (i.e., No athletic activity, etc.). Convalescence will not be ordered for less than four (4) days. Temporary duty restrictions shall be entered into SENTRY and the inmate given a written Medical Duty Status with copies. One copy will be presented to the Detail Supervisor and one copy to the Unit Officer. A copy will also be sent to Medical Records and the temporary duty status will appear on the Daily Change Sheet.
- G. **Contact Lenses:** There are many problems associated with the wearing of contact lenses, i.e., eye injury, infection for poorly-handled contact lenses. Therefore, contact lenses will not be authorized for use at this institution. The only exception to this will be medically-indicated cases, i.e., keratoconus, lens implants. Any inmate at this institution will be given an eye examination for glasses and will be issued glasses. There will be no stocking of contact lens solution in the Commissary, nor writing any special purpose orders to purchase solution.
- H. **Open House:** Open House will be on Wednesdays from 7:30 a.m. to 8:00 a.m. for medical record pick up and medical record request. **The Health Services Administrator is available Monday thru Friday at the noon mainline. Medical Supplies will be issued by the nurse and the inmate will be scheduled to pick up supplies.**
- I. **Over-the-Counter Medications (OTCS):** There are several OTCS sold in the Commissary that may be purchased, to include, but not limited to: Aspirin, Pepto-Bismol, Tylenol, Antacid (Mylanta), Sudafed, Hemorrhoid Ointment, CTM, Antifungal ointment/cream/power. Requested OTC medications can be picked up by inmates on Wednesdays at the FCI during the 2:20 p.m. pharmacy prescription pick up line.
- J. **Pill Lines:** Pill lines are designed to ensure medications are dispensed to the inmate as recommended by both the practitioner and the manufacturer of the drug, not the convenience of the inmate. If inmates are placed on pill line for their medication, it will be given at the prescribed time only. If a dose is missed, it cannot be made up. The following are the pill line times: Sunday through Saturday, including holidays: 6:30-7:00 am and 5:00-5:30 p.m. for Insulin; 7:00-7:30 am and 5:30-6:00 pm for all other medications. Self-carry new and refill prescription medication will issued by the pharmacist Monday – Friday at the following times: 10:45 am-12:00 pm. **All inmates reporting to the pill line are required to show their inmate i.d. card prior to receiving any medications from the pharmacy.**
- I. **Eyeglasses:** Any inmate in need of eyeglasses must report to sick call requesting an eye examination for glasses. After the eye examination, the institution will purchase your eyeglasses. We do not accept eyeglasses from outside vendors.
- J. **Chronic Care Clinic:** Chronic Care Clinic is for the treatment and follow-up of chronic diseases, i.e., hypertension (high blood pressure), diabetes, asthma. It is important that each inmate watch the call-out for when and where he will be seen.
- K. **Call-outs:** Call-outs are the method to get the inmate population to specific areas of the institution for specific reasons, i.e. medical appointments. It is the inmate's responsibility to watch the call-out daily and obtain an institution pass from a Unit Officer or Detail Supervisor to attend a scheduled appointment. The inmate must report to his assigned call-out no sooner than fifteen (15) minutes prior, and no later than ten (10) minutes past his scheduled appointment. If the inmate arrives ten (10) minutes late for his scheduled appointment time, he will be canceled and may or may not be rescheduled,



depending on the reason for the appointment.

- L. **Consultants/Specialists:** The need for an inmate to be seen by a specialist or consultant will be determined by the Health Services Staff only. The diagnosis of the consultants or specialists is only a recommendation and the Health Services Staff reserve the right to agree or disagree with their recommendation.
- M. **Infectious Disease:** Inmates with HIV, Hepatitis B and/or C are not restricted from working Food Service based on this status alone. The care provider will determine the inmate's suitability for Food Service. Inmates with skin sores with or without drainage or if Acute Hepatitis A is suspected or diagnosed working in food service will be restricted until medically cleared. There will be no exceptions to this policy. Lab work will be required to diagnose these diseases. All inmate will be tested for Tuberculosis every year. Inmates with a positive TB test and no prior treatment will be placed on medication according to the guidelines of the Center for Disease Center. No inmate will be transferred to another facility or RRC without a current PPD test or chest x-ray.
- N. **A&O Physical Examinations:** All new commitments will be given MANDATORY physical examinations within 14 days after their arrival. Failure to comply with the physical examination will result in an incident report for Refusing Programs. The inmate will be placed in Special Housing Unit under medical isolation until the Clinical Director has determined that the individual is free of all infectious diseases.
- O. **Periodic Health Examinations:** The Clinical Director will ensure the availability of age-specific preventative health examinations (e.g., cancer screening) for the inmate population.
- P. **Release examinations:** Inmates being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release. The examination should be conducted within two months prior to release.
- Q. **Patient Education:** Located in the Health Services Department, there are numerous pamphlets available to you concerning health care issues. Patient education videos are also played in the Health Services waiting room.
- R. **Inmate Living Wills; Advanced Directives; Do Not Resuscitate:** Please refer to the Institution Supplement SEA 6031.04, Inmate Serious Illness and Death, Inmate Living Wills. Advanced Directives are available by request through Health Services.
- S. **Special Shoes or Orthopedic shoes:** All shoes issued by this institution meet the requirement for "soft soled shoes" The definition of "special shoes" is a "non-steel toed" shoes only.
- T. **Co-Pay:** Inmates will be charged \$2.00 co-pay if you (a) receive health care services in connection with a health care visit that you requested and (b) are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, require a health care visit. You will not be charged for health care visits that are initiated by the Health Services Department and for emergency visits. Co-pay fees **WILL NOT** be charged for: health care based on staff referrals, staff-approved follow-up treatment, preventive services, emergency services, diagnosis/treatment of chronic infectious diseases, mental health care, and/or substance abuse treatment. Additionally, co-pay fees **WILL NOT** be charged for: blood pressure monitoring, glucose monitoring, insulin injections, chronic care clinic, TB testing, vaccinations, wound care, or patient education. Indigent inmates **WILL NOT** be charged a co-pay to receive health care services. Inmates are considered indigent if their account balance is \$6.00 or less in the past 30 days.
- U. **DNA:** According to "The DNA Analysis Backlog Elimination Act of 2000" (Public Law 106-546), the USA PATRIOT Act (Public Law 107-56), and the Justice For All Act of 2004 (Public Law 108-405), all inmates convicted of any felony federal offense, qualifying misdemeanor federal offenses, qualifying D.C. Code offenses, and qualifying military offenses must submit a DNA blood sample prior to release from federal custody. Health Services staff are responsible for collecting the DNA sample. Consequences for refusing to provide a sample include incident reports, progressive administrative sanctions, and possible criminal prosecution. (See Title 42 U.S.C. 14135a). If an inmate continues to refuse to submit to DNA sampling and progressive sanctions fail or the inmate is approaching his release date, the legislation provides for the sample to be collected involuntarily by use of force.



## Health Care Rights and Responsibilities

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

1. Right - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal Sick-call is held on Monday, Tuesday, Thursday, and Friday between 6:00-6:30 AM. Emergency health care services are available 24 hours each day.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care Staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

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

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

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

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

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

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

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

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

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

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

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

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

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

Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.

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

Responsibility - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, Open House, or the accepted Inmate Grievance Procedures.

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

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

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

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



## PSYCHOLOGY SERVICES

The Psychology department is located in Building 9. Psychological services are available to the inmate population in both Spanish and English. Individual consultation, counseling, and crisis intervention is readily available for all inmates. Routine requests for psychological services should be made on an Inmate Request to Staff Member form, available in each housing unit and in the Psychology Department. In case of a crisis or emergency, a request to speak with a Psychologist should be made to any accessible Staff member. Additionally, the Psychology department include screening, assessment, and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

### DAP

Psychology Services offers 1) drug education, 2) Non-Residential drug abuse counseling, 3) the 500-hour Residential Drug Abuse Program (RDAP), and 4) follow-up counseling for RDAP graduates. The Drug Education Program is a classroom-type instructional program and is required for many inmates as defined in Program Statement 5330.11, Psychology Treatment Programs. Within the first month of arrival, inmates who are required to participate in the Drug Education Program will be placed on call-out and asked to sign an agreement to participate. There are sanctions for refusing to participate. Inmates who are not required to do so, but are interested in participating in the Drug Education Program, may enroll by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

#### Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor. The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

#### The Non-Residential Drug Counseling Program

The Non-Residential drug counseling program is available to all inmates by request. This program is for inmates who have short sentences, need a less intensive program, or have already completed the residential program. Non-Residential drug counseling groups are begun throughout the year. The groups typically meet once a week for 12 to 24 weeks. Course topics include motivational issues around job seeking, values exploration, smoking cessation, anger management, and stress management. Flyers are placed on the residential units notifying inmates when a course is going to start. Enrollment in non-residential drug counseling is accomplished by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

#### The 500-Hour Residential Drug Abuse Program (RDAP)

The Residential Drug Abuse Program (RDAP) is a voluntary program for inmates with a history of drug and/or alcohol abuse. All participants reside in the same housing unit and attend daily group treatment activities. Inmates who complete RDAP may be eligible for early release by a period not to exceed 12 months. An inmate will not be eligible for early release if he is an INS detainee, a pretrial inmate, a contractual boarder (i.e., a D.C., State, or military inmate), an "old law" inmate, if the inmate's current offense is determined to be an excluding offense, or if he has a prior federal and/or state conviction for homicide, forcible rape, robbery, aggravated assault, or a sexual offense committed against a child. To complete RDAP, participants must successfully complete all three phases of the program. These phases include: 1) the 9-month residential treatment program while incarcerated, 2) the RDAP follow-up program, and 3) the transitional services requirements while in RRC placement. The criteria for participation and the early release qualifications are outlined in Program Statement 5330.11, Psychology Treatment Programs. Inmates interested in RDAP should submit an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s). The fourth program, follow-up counseling for RDAP graduates, is conducted on a monthly basis. RDAP graduates meet for one session per month with their assigned Drug Treatment Specialist. This program is available only to those inmates who have successfully completed the 9-month residential treatment component.

#### Early Release

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



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

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

### **SOMP**

FCI Seagoville is a Sex Offender Management Program site for low security male inmates. The Walsh Act was passed by Congress in 2006, and this law requires all inmates with a history of sexual offenses be reviewed and evaluated prior to release. The Bureau of Prisons offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe while participating in programming. Although treatment is completely voluntary, the management program is not. The management program ensures inmates who have a history of convictions for sex offenses are monitored to prevent them from engaging in behaviors that are connected to their risk for sexual reoffending. Inmates convicted of a sexual offense who engage in risk-relevant behaviors can be placed on a Correctional Management Plan to further monitor or restrict to reduce risk relevant behavior. SOMP psychology staff determine whether or not particular items or behaviors are risk-relevant in each individual inmate's case. If you are unsure if an item or behavior might be prohibited to you, please consult with any SOMP staff member. The Non-Residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet-based sex crime. All SOMP institutions offer the SOTP-NR. When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If you have been recommended to receive Residential Sex Offender Treatment, you will be unable to participate in the Non-Residential Sex Offender Treatment Program. However, you can remain on the wait list for the SOTP-R and remain at this institution until you are within the time frame to transfer to participate in the intensive program. FCI Seagoville offers Non-Residential Sex Offender Treatment.

### **SEXUAL ASSAULT PREVENTION/INTERVENTION**

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

**Inmate on Inmate Sexual Abuse/Assault:** As defined by the Federal Bureau of Prisons (BOP), sexual assault is one or more inmates engaging in or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

**Staff on Inmate Sexual Abuse/Assault:** Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

**You Have the Right to Be Safe from Sexually Abusive Behaviors:** While you are incarcerated, **no one** has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual abusive/harassing behavior or pressure to engage in unwanted sexual behavior, regardless of your age, size, race, or ethnicity, from another inmate or staff member. Whether you are straight, gay, lesbian, bisexual, or transgendered you have the right to be safe from unwanted sexual advances and acts.

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

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

- Carry yourself in a confident manner at all times. Do not permit your emotion (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.



- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

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

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

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

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

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

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

#### **To Report an Incident of Sexually Abusive Behavior, You Can Use the Address Below:**

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.



**Please 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 Services/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.

Parkland Rape Crisis Center (RCC) is the local RCC utilized by FCI Seagoville. A Memorandum of Understanding exists between FCI Seagoville and Parkland Rape Crisis Center, 4811 Harry Hines Blvd., Dallas, TX 75235. The local RCC telephone hotline number is (214) 590-0545. Psychology Services can provide you with additional information relative to the local RCC contact information. Additionally, you may seek services through FCI Seagoville Psychology Services.

**Assistance with Disabilities**

Local disabilities assistance and interpretation services offices have been contacted and are available to ensure inmates with disabilities and limited English proficiency are accommodated accordingly. Information about the Sexually Abusive Behavior Prevention and Intervention Program are presented during Admission and Orientation (A&O). Accommodations are made to ensure inmates who are visually or hearing impaired, and limited English proficient have access to methods of communication in order to understand information about Sexually Abusive Prevention and Intervention during A&O. The National Bureau Admissions and Orientation pamphlet on Sexually Abuse Behavior Prevention and Intervention is provided at intake screening.

**Before You Attack Another Inmate, Remember...** Sexual assault is a serious crime. All reported assaults will be investigated. You will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

**There is a notice posted on each housing unit indicating "Please be aware male and female routinely work and visit inmate housing areas".** There is a poster in each housing unit reflecting the BOP's zero tolerance for sexual abuse and harassment and contact information for inmate reporting of sexual abuse allegations.

**Management Program for Inmate Assailants**

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

**Policy Definitions**

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

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

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

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

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

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

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



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

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

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

**Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury;

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

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

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

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

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

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

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

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

### Contact Offices

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

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

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

Federal Bureau of Prisons  
North Central Regional Office  
Regional PREA Coordinator  
Gateway Complex Tower II, 8th Floor  
400 State Avenue  
Kansas City, KS 66101-249



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)

### **INMATE SUICIDE PREVENTION PROGRAM**

It is not uncommon for people to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff is trained to monitor inmates for signs of suicidal, and are trained to refer all concerns to the Psychology Department. However, staff does not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), feeling rage, dramatic changes in mood (feeling anxious, agitated, being unable to sleep, having no purpose to live), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for," threatening to hurt or kill oneself), **PLEASE** alert a staff member **IMMEDIATELY**. Your quick action may save a life.

### **RELIGIOUS ACTIVITIES - CHAPLAIN SERVICES**

Through the years inmates have found religious faith and activities to be a significant influence in their lives, especially during incarceration when time, forethought, and reflection are readily available. The Religious Services Department consists of Chaplains and a Religious Assistant. In addition, there are several part-time Chaplains and over 150 citizen volunteers representing many religious faith groups. The Chapel is located at the east end of Building Three (3). Just as participation in the Chapel program is always on a voluntary basis, everyone is always welcome! Chapel schedules are distributed at the Admission and Orientation session and are posted on the compound-side bulletin board, as well as the inside bulletin board of the Chapel and presents approximately 140 organized religious programs per month representing most major faith groups. All inmates are encouraged to investigate Chapel opportunities for faith and personal growth as well as a productive way of doing time. The Chapel is normally open seven days a week and operates with an Open Door Policy. No appointments are necessary. The Chapel offers a religious library for inmates who choose to use it. Catalogs are available for anyone who wishes to purchase religious items which are considered personal property. Chaplains are available to discuss your needs on an individual basis.

- Call-outs:** To participate in Islamic Jumah Prayer or Native America Sweat Lodge Ceremonies must submit an Inmate Request to Staff Member form to one of the Religious Services staff members.
- Religious Diet Program:** The Religious Diet Program is available for those inmates wishing to maintain religious diets. Application for the Religious Diet Program participation for religious reasons should be made through the Office of the Chaplains.
- Sacred/Ritual Smoke** The only authorized area for "sacred tobacco" use in religious rituals is at the Outdoor Worship Area. The only permitted time of use is during scheduled religious programs at the Outdoor Worship Area. Inmates are not permitted to smoke in this area at any other time.
- Emergency Telephone Calls:** Chaplains are empowered to make telephone calls regarding immediate family on an emergency basis only. Should you have a death or serious illness in your immediate family, the Chaplains will make every attempt to assist you.



## EDUCATION PROGRAMS

We encourage education in both academic and vocational training programs. We believe the more education you have, the easier it will be for you to reintegrate into society. There are procedures to assist you when a literacy problem prevents you from understanding Admission and Orientation Information. It should be noted that additional information is translated as necessary. Someone from your Unit Team or Education will be able to get you adequate assistance with translation and literacy problems. In order to ensure an environment conducive to learning, the following rules will be enforced for all inmate/students. The following items are prohibited in the Education building(s): portable radios, headphones, food and consumable items of any kind, caps/hats. Full khaki uniforms are required, tucked in, Monday through Friday, 7:30 AM-3:30 PM. Students are expected to be in their classroom at the beginning of their scheduled class time. Inmates utilizing the law library may bring legal documents and materials pertaining to their court matters. All materials and property may be subject to search at any time, and may be confiscated if deemed not appropriate for legal law library or educational purposes. Failure to comply with the above rules will result in disciplinary action. To serve as a guide for your future planning, the following are general descriptions of the available educational programs.

### GENERAL EDUCATION DEVELOPMENT PROGRAM (GED)

During initial classification, Education staff will review an inmate's educational history and records to verify the status of a high school or GED completion. If an inmate is requiring verification, Education staff will interview and request for official records from the public institution. Only official copies sent directly from an accredited school/institution will be accepted. An inmate's educational need will be updated upon this review process. The GED program is for all inmates who do not have a verified high school diploma or a GED certificate. Classes meet daily Monday through Friday, and includes various levels of instruction including GED, GED Spanish, and GED Special Learning Needs. Classes are offered throughout the year. There may be a waitlist should the enrollment capacity is reached. An incentive award program has been established to encourage active participation and to reward student progress. Students who achieve the standards and pass the official 2014 GED tests will receive a GED certificate and a cash award up to \$25, if funds are available. Failure to achieve GED completion will result in the inmate's ineligibility for promotion past a Grade 4 pay level. The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in order to be eligible to vest the maximum amount of earned Good Conduct Time (GCT). Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. Per VCCLEA and PLRA, inmates who withdraw from the program after 240 hours will be considered GED UNSAT and will not be eligible for Good Conduct Time (GCT). For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time. Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete an additional 240 hours of program enrollment in order to reinstate a GED SATISFACTORY code. Good Conduct Time will not vest while the UNSATISFACTORY assignment exists. Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEDGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

**Special note on GED scores: A new GED 2014 test series was launched on January 1, 2014.** In order to be GED certified, all subjects (Reading/Language Arts, Math, Science, and Social Studies) must be passed in this 2014 series with a minimum score of 145. Tests taken prior to the GED 2014 series will not be included for certification, unless all subjects were taken/passed in the former series.

### ENGLISH AS A SECOND LANGUAGE

This institution offers English as a Second Language classes (ESL) to serve the needs of non-English speaking inmates. The classes meet daily Monday through Friday. Beginning, intermediate, and advance classes are available. Inmates who have limited English proficiency skills are required to participate in the ESL program until they have achieved the eighth-grade functional level as measured by a score of 225 on the ESL CASAS level C Reading Certification test and a score of 215 on level B or C of the Listening Comprehension test. Only inmates with a **verified** deportation detainer are exempt from this program.

Students who complete the ESL program and pass the CASAS certification tests will receive a certificate from the Education Department and a cash award up to \$25, if funds are available. In addition, GED and ESL graduates will be eligible to participate in the annual graduation ceremony.

### ADULT CONTINUING EDUCATION PROGRAMS

The Education Department recognizes that inmates should have an opportunity to enhance themselves by striving to improve



their interpersonal relationships, communication abilities, self-motivation skills, realistic goal setting endeavors, and personal self-concept values. The Department offers a variety of programs to foster such skills. Classes in Business, Commercial Driver's License, Accounting, Strategies for Living, Personal Fitness, Spanish, Drivers Education, Employment, Finance, Income Tax, Calligraphy, Creative Writing, Insurance, Setting Personal Goals, etc., are offered on a continual basis to all inmates interested in voluntarily enrolling in evening Adult Continuing Education programs. You can sign up for the classes in Building 8. Class offerings are subject to change.

### **COLLEGE COURSES**

Inmates can earn college credits in two ways: 1) College correspondence courses are available and offer college credits for undergraduate and graduate students. Inmates are responsible for all enrollment, tuition, and related costs, including the shipment of educational materials. The Supervisor of Education or designee can serve as proctor for your college correspondence exams; 2) College certification courses are available via Dallas College. Interested inmates must possess a GED or verified high school diploma. These courses are subject to change, and determined by funds available.

### **VOCATIONAL TRAINING (VT)**

A variety of Vocational Training (VT) programs are offered to the inmate population to learn occupational trade skills. The course offerings are selected based upon the demands of the local job market trends and needs for specialized skills. Current Vocational Training courses offered include: Auto Mechanics, HVAC, and Logistics Distribution. Vocational Training programs are designed to provide inmates with "live work" experience using theoretical classroom instruction. Trainees receive on-the-job instruction and, on completion of course requirements, receive appropriate certificates for documentation for future employment. Each Vocational Training course is periodically updated and re-evaluated to meet industry standards so that realistic marketable skills are acquired by student participants. Work certification programs such as Barista and Forklift training are available as well.

### **APPRENTICESHIP PROGRAMS**

The Education Department is approved to sponsor several apprenticeship programs through the Department of Labor (Dental Assistant, HVAC, Boiler Room, Electrician, Plumber, Career Tech, Recreation Assistant etc.). Training and hours for these programs vary per Department of Labor requirements. Once you have completed all of the required training and classroom hours, credit is reported to the Department of Labor. **NOTE:** Inmates selected for apprenticeship programs are required to maintain a clear conduct record before and during the entirety of the program. Should you receive any infraction or incident, you will be removed from the program immediately, as students in these programs are held to a higher standard.

### **PORTFOLIO AND CAREER RESOURCE CENTER**

The Career Resource Center is a collaboration between Education and Reentry Affairs. It is located in Education Building 8 and offer a variety of services and resources to enhance your reentry journey. Inmates will have the opportunity to create a Release Portfolio that includes a transcript and certificates of all completed coursework, resume, applications, and other pertinent documents useful for future employment. The CRC also has information on college correspondence courses, FSA programs, FAFSA student aid, vital documents, residential reentry centers, driver's license, and military veteran resources. Inmates are encouraged to visit the Career Resource Center throughout their time as information is continuously updated.

### **PARENTING PROGRAM**

Seagoville participates in the National Parenting Program to promote and reinforce positive relationships, family values, and mutual support between inmates and their spouses and children. The Inside Out Dad program aims to enhance an inmate's knowledge of fatherhood, childhood development, effective communication skills, and effective discipline. The course includes classroom instruction, video, and seminars in a small group environment.

### **FIRST STEP ACT**

The First Step Act is a national mandate that encourages programming in various need areas identified for FSA-eligible inmates. The Education Department implements standardized Evidence-Based Recidivism Reduction (EBRR) programs and Productive Activities (PA) in adherence to The First Step Act Approved Programs Guide. The following FSA programs are offered by the Education Department: GED, ESL, Hooked on Phonics, National Parenting, Money Smart for Adults, and Money Smart for Older Adults, AARP, ACT Work Keys, Barista work certification, forklift certification, apprenticeship training, vocational and occupational training. FSA programs will continue to expand as resources are made available. Course offerings are on a rotational schedule, and some programs include eligibility requirements. A complete list of Seagoville's Education and Recreation FSA programs is posted on the Trulincs Bulletin. Flyers and sign-up sheets will be posted in the housing unit when a specific course is being offered. For more information, stop by the Career Resource Center in the Education Department on your Unit's designated day. Note: Enrollment will be made in-person or via sign-up sheet in our housing unit. Electronic cop-outs will not be accepted.

### **INMATE LAW LIBRARY SERVICES**

The main inmate Law Library is located in Building 8, and maintains those publications described in the Program Statement 1315.07, Legal Activities, Inmates. Typewriters are available in the Law Library and are to be utilized for legal work only.



Typewriter ribbons are available for purchase through the commissary. A basic Law Library is established for use by inmates in Administrative Detention / Disciplinary Segregation. If requested, legal materials which cannot be located in the basic library can be obtained from the main Law Library by using an Inmate Request to Staff Member form directed to the Law Library Coordinator. Every reasonable effort is made to give inmates access to volumes from the main inmate Law Library. Education Department Staff will inventory required Law Library publications.

**Copies of Legal Material:** In accordance with institution procedures, inmates may copy materials necessary for their legal matters. A copy machine is located in the Law Library for the purpose of reproducing legal documents. Copy cards may be purchased through the Commissary. Be advised that use of the copier is at your own risk. In the event that the law library copy machine is out of service, a request can be made to Unit Team staff to make copies for a nominal fee. Inmates deemed indigent and who demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free legal material duplication. All materials reproduced on the copy machine is subject to search and may be confiscated if deemed not appropriate.

**Inmate Assistance in the Preparation of Legal Documents:** Inmates will be permitted to assist other inmates in the preparation of legal documents and briefs, provided the assistance is rendered on a voluntary basis, and provided the inmate rendering assistance makes no charge for his assistance and the assistance is rendered during the free time of the inmate involved.

**Special Time Allowance for Research and Preparation of Documents:** Special time off from the inmate's work detail assignment may be given for the purpose of research and preparation of documents to meet an imminent court deadline. However, if it appears an inmate had adequate notice for the preparation of his legal documents during his leisure time, but failed to avail himself the opportunity without good cause, he will not be entitled to time off for the preparation of legal papers. The inmate will make his request in writing to his work detail supervisor and will provide the full particulars, together with his estimate of the amount of time needed, and his reasons why the task cannot be accomplished during his leisure time. Requests must be approved by the Supervisor of Education.

**Donation of Books:** An inmate may donate a personally owned law book to the Law Library. It is at the discretion of the Department to accept or decline a donation with consideration of usefulness and space limitations. If a person other than an inmate offers a donation to the institution Law Library collection, the Regional Counsel may be consulted about the appropriate response to the offer.

**Removal of Law Library Materials:** The removal of law books, reference materials, periodicals, or other research resources from the Law Library is strictly prohibited. There are no exceptions to this prohibition. All such materials must be utilized by inmates on the premises of the inmate Law Library. Any inmate found to have any Law Library materials in his possession outside the premises of the inmate Law Library will be considered in possession of contraband and will be subject to disciplinary action.

### **LEISURE LIBRARY SERVICES**

The Leisure Library consists of books, magazines, audiovisual and resource materials made available to the inmate population. Current magazine subscriptions and newspapers are maintained for English and Spanish speaking inmates. All resource materials must be accounted for and will be checked out per library procedures. During open hours, the Leisure Library will strictly enforce the following rules and prohibit radios/MP3 players, headphones, food/drinks, cards, games. There will be no meetings or group discussions, loud talking, congregating, card or game playing. The library is meant to provide a quiet place for studying and reading.

Leisure library book carts are also made available to all housing units, including SHU. These book carts are rotated the first week of each month. Leisure library books are meant to provide all inmates access to various genre of reading material. We encourage you to read a variety of books and return them timely and appropriately for all others to view.

### **INTER-LIBRARY LOAN PROGRAM**

Seagoville partners with a library in the local community to offer the inter-library loan program. Inmates may request a maximum of one book per month and must meet eligibility criteria to participate. Please see Education staff if you are interested in this program.

### **RECREATION AND LEISURE ACTIVITIES**

A well rounded recreation program has been tailored to meet the needs of the inmates' leisure time (after meeting daily work assignment requirements). Both indoor and outdoor facilities are available depending on weather conditions. Television viewing rooms are located in each of the housing units for inmate use. Specific interests in additional recreational activities will be considered when a demand appears to be sufficient to make other programs feasible. Leisure time activities are posted on the Unit bulletin boards. The Recreation Department offers achievement awards, pictures, sodas, and other consumable items as incentives for the completion of the Structured Exercise Component of Physical Fitness and Health



Education classes.

### Recreation and Zimmer

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

### RECREATION OFFICE, BUILDING 19

The main Recreation Department office is located in Building 19, on the recreation yard. It is used as the contact point for most recreation and sports scheduling.

### SPORTS AND GAMES

There are a variety of organized sports including softball, flag football, soccer, volleyball, tennis, handball, racquetball, and basketball. Varsity sports teams are chosen from the inmate population to compete in contests against outside teams. Inmates participating in any league will be required to sign an FCI Seagoville, Sports League Code of Conduct By-Laws.

### HOBBIES

The Hobby Shop is located in Building 21 and is open daily (see schedule below). All hobby craft supplies and projects will be stored in a hobby craft locker. Hobby craft tools are collected 20 minutes prior to closing.

### WEIGHTLIFTING/FITNESS

Fitness equipment is located in Building 21. Weight lifting equipment is located in the outside recreation yard weightlifting area.

### WELLNESS PROGRAM

The Inmate Wellness Program offers you the opportunity to improve your quality of life. This can be accomplished by learning how to live a balanced lifestyle through proper exercise, nutrition, and rest. This program is designed to teach each individual how to reach a state of optimum physical, mental, and social well-being. Structured aerobic and cycling classes offer you the opportunity to increase your endurance.

### MUSIC ROOM

A Music Room is located in the pavilion which is located on the Recreation Yard. This facility provides an area for bands to play and practice their musical instruments. A limited number of band times are available through the Recreation Department. The Music Room is normally open at the same time as the outside yard with specific times assigned to each band.

### FSA PROGRAMS

The Recreation Department offers a variety of FSA programs to address recreation, leisure, and fitness needs. FSA courses include A Healthier Me in the BOP, A Matter of Balance, Arthritis Foundation, Brain Health as You Age, Getting to Know Your Aging Body, Health and Wellness Lifespan, Managing Your Diabetes, Service Fit and Talking With Your Doctor. For more information and enrollment procedures, please visit the Recreation Department. Note: FSA course enrollment will be made in person or via sign-up sheet in the housing unit. Electronic cop-outs will not be accepted.

### RECREATION HOURS

(Staff coverage and weather permitting.)

	Monday thru Friday	Weekends and Holidays
<b>Recreation Yard</b>	6:15 AM to 3:25 pm 4:30 PM to 8:25 pm	6:15 AM to 3:25 pm 4:30 PM to 8:25 pm
<b>Weight Area/Music Room</b>	6:15 AM to 3:25 pm 4:30 PM to 8:25 pm	6:15 AM to 3:25 pm 4:30 PM to 8:25 pm
<b>Hobby Shop</b>	7:00 AM to 3:00 pm 4:30 PM to 8:30 pm	7:00 AM to 2:50 pm 4:30 PM to 8:30 pm

### VISITING REGULATIONS AND POLICIES

It is the policy of the Bureau of Prisons to encourage visiting by family and community groups in order to maintain family and community ties. Consult with your Correctional Counselor or other Unit Team members for questions not covered here



and to become fully aware of the visiting regulations.

When you arrive at this institution, you will receive a visiting form to list the persons you wish to visit you. They are subject to screening. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in Building 3. To conform to fire and safety regulations, the aisles of the Visiting Room must remain clear. **Special visits with Minister of Record, Clergy, Consular, former and prospective employers, representatives of community groups, sponsors, and Parole advisors require 24-hour prior approval by your Unit Team and the Warden. Special visits will be reviewed and granted on a limited basis for family emergencies and other situations deemed appropriate by the Warden. Special visits ordinarily are for a specific purpose and are not of a recurring nature. Special visit requests should be made through assigned Unit Team to the Captain for final approval. Attorneys will request their visit in advance, in writing, via telephone, or FAX message. A request for a special visit should be made to the Unit Manager by the inmate submitting an Inmate Request to Staff Member.**

When entering the Visiting Room, inmates will be dressed in clean, issued khaki shirts, pants, and issued shoes (composite-toe shoes or the composite-toe tennis shoes purchased from the Commissary), and with their shirts tucked in order to present a neat appearance. T-shirts will not be worn in the Visiting Room. Only issued composite-toe boots or composite-toe tennis shoes (or other institutional bus shoes) purchased from the Commissary are permitted during visiting. No hats will be allowed unless there is a medical reason. Items that may be taken into the Visiting Room are limited to a comb, plain wedding band, prescription eyeglasses, institution handkerchief, and a religious chain, with or without a religious medal.

Inmates may receive visits during the scheduled periods. Visiting points will be modified to six (6) points per month effective June 1, 2016. Therefore, points will be calculated based on each visit regardless of duration:

- 1 point per day on Monday and/or Friday
- 2 points per day on weekends and holidays

Furthermore, inmates must complete a written request through their Unit Team to obtain additional points for emergencies. This special visit will require the Warden's prior approval.

## **VISITING HOURS**

**The following regulations must be strictly adhered to:**

1. Visiting hours are from 8:15 am to 3:30 pm of Friday thru Monday, and Federal Holidays. On Saturdays, Sundays, and Federal Holidays, processing of visitors will continue during the 10:00 am count. This is for in processing only. At no time will visitors be authorized to depart during the count.
2. The number of visitors per inmate is limited to five visitors per visit. Children under 16 years of age must be accompanied by an adult family member or guardian and on the approved Visiting List for the inmate. Children ages 16 to 17 may visit an inmate without a legal guardian if they submit a notarized statement from the guardian indicating their consent for the visit with a specified inmate, and they are on the approved visiting list of the inmate.
3. Supervision of Children: It is the responsibility of the inmate to control the behavior of his young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the inmate or adult visitor at all times.
4. Physical Contact: All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed **only** on arrival and departure. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to mingle with the guests of other inmates. Additionally, inmates' visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.
5. Anyone visiting the institution must be on an inmate's Approved Visiting List or be approved in advance for a special visit. Due to space limitations, the Operations Lieutenant and/or Institution Duty Officer are authorized to terminate visits. Every effort will be made to terminate those visits from the local commuting area first. Staff will ask for voluntary terminations first and then proceed with visitors from the Dallas/Fort Worth Metroplex area on first-in/first-out basis. Staff will then proceed to terminate visits based on arrival times which may include visitors that have traveled from out of town.
6. Identification of Visitors: For identification purposes, visitors will be required to identify themselves by means of photograph identification; a valid State Driver's License, State I.D. Card, or Passport.
7. All visitors are subject to a search with a metal detector upon entrance into this facility. All visitors' personal belongings will be searched via an x-ray machine upon entering the front lobby area. Additionally, visitors may be randomly pat searched by staff. All pat searches will be conducted by same gender staff. Visitors are also subject to random vehicular searches upon entering the federal reservation. No vehicles will be permitted on the institution



grounds if they contain contraband.

Personal articles belonging to visitors must be placed in left in their cars. The Bureau of Prisons does not assume responsibility for any personal articles left unsecured. The number and type of articles that can be taken into the Visiting Room are limited. Visitors are not allowed to bring food, gifts, games, needle-work, pocketbooks, baby strollers (without approval), etc., or packages into the Visiting Room. Items that cannot be thoroughly searched will not be allowed into the institution. Business deals/transactions and written messages may not be exchanged during a visit.

Note: Baby diapers, food and bottles, etc., will be allowed, but limited to the amount that will be consumed or used during the visit. Baby car seats will not be allowed.

8. All visitors are subject to random search by the ION Spectrometry machine. If any visitor tests positive for drugs, he/she will not be permitted to have a contact visit with the inmate, but instead may be provided an opportunity to visit with the inmate in a non-contact area.
9. Appropriate dress will be worn by visitors. Unacceptable clothing include, but is not limited to, khaki colored clothing, see-through blouses, shorts, halter tops, tube tops, strapless dresses, swimsuits, plunging neck lines, hem of dresses must be at the bend of knee, or middle of the knee when standing, no wrap – around skirts, no strapless or sleeveless clothing of any type, no form fitting clothing (stirrup pants, leggings, body suits, hip huggers or spandex pants or jeans). No shorts or short pants above the bend of the knee or middle of the knee when standing, except for children 10 years of age or younger. No clothing of a suggestive or revealing nature. Appropriate footwear is required, No shower shoes or flip flops (all visitors are to wear shoes with a back or strap around the back). Footwear is to be worn by all visitors. Failure to comply with this dress code will be sufficient grounds to deny entry for a visit. Note: **Medication is limited to the amount required during the length of the visit.**
10. Visitors are permitted to bring up to \$30.00 cash to purchase items from the vending machines. Items purchased from the vending machines will be consumed in the Visiting Room. You may not bring anything into the institution.
11. Inmates are not allowed to receive either coins or money for their Commissary account while in the Visiting Room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order, to the National Lockbox located at Post Office Box 47401, Des Moines, Iowa 50947-0001.
12. **ATTORNEY VISITS:** It is the responsibility of the inmate to add his attorney's name to his visiting list Attorneys should visit during regular visiting hours. Visits from an attorney can be arranged at other times based on the circumstances of each case and available Staff. These special visits require the Warden's written approval 24 hours in advance. Attorney visits will take place in the Attorney/Client visiting booths located in the Visiting Room unless otherwise specified by the Unit Manager. The visit will be subject to visual monitoring, but not audio monitoring.

**PRISONER VISITATION AND SUPPORT:** Inmates are authorized visits by representatives of the national program Prisoner Visitation and Support (PVS). Approved PVS visitors do not have to be on the inmate's approved visiting list.

PVS is a valuable volunteer program. The focus of PVS has always been to visit and provide moral support to inmates who do not ordinarily receive visits from family and friends. Through this program inmates who are otherwise alienated from the community have the opportunity to develop healthy relationships and benefit from interaction with PVS volunteers.

13. No items may be exchanged in the Visiting Room without prior approval by the appropriate Staff member. **Visitors are permitted to purchase food and/or drink items from the visiting room vending machine for the inmate's consumption during the visit.**
14. Smoking is not allowed in any area.
15. **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 the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper Staff supervision. Only visitors will be allowed to use the vending machines. Inmates will not be permitted to accompany their guests to the vending machines. Vending machine purchases by visitors will not be permitted for the last 30 minutes of the visitation time period.
16. **Emergency Exits:** There are two fire exits located in the Visiting Room.
17. **Statutory Authority:** Title 118 USC, Section 1791, provides a penalty of not more than twenty-five years imprisonment or a fine of not more than \$250,000.00 for any person who introduces or attempts to introduce into or upon the grounds of a Federal Penal Institution, or takes or attempts to take or send therefrom anything whatsoever



without the knowledge and consent of the Warden. Additionally, pursuant to Title 18 USC, Section 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into a Federal Correctional Institution are subject to search. All articles are likewise subject to search.

18. **Location:** The Federal Correctional Institution is located in the city limits of Seagoville, Texas, which is approximately 15 miles east of Dallas, Texas on Highway 175. Visitors traveling east on Highway 175 from Dallas should take the Simonds Road exit. The entrance to the institution will be on the access road. Visitors traveling west on Highway 175 toward Dallas should take the Simonds Road exit and turn left over Highway 175, to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 am and 4:00 pm., at (972) 287-2911.
19. **Commercial Transportation in the Dallas Metroplex area may be obtained by contacting the following centers:**
  1. Greyhound Trailways Bus Lines (214) 655-7082
  2. Yellow Cab Company of Dallas (214) 426-6262
  3. Dallas / Fort Worth International Airport (214) 574-6720
  4. Dallas / Fort Worth (Limousines of) (817) 446-5466
  5. Love Field Airport (214) 670-6073
20. **Parking:** Visitor parking is authorized in the first parking lot to the right after entering the institution grounds. Handicapped parking facilities are available shortly beyond the visitor's parking lot on the left hand side of the entrance road.
21. **Violations:** Repeated or continuous violations of visiting rules and regulations by both inmates and their visitors will be documented by memorandum to the inmate's Unit Manager, with copies to the appropriate Associate Warden and the Captain. Violations may result in suspension or loss of visiting privileges.
22. **Termination of Visiting:** The IDO, in consultation with the Operations Lieutenant, has the authority to prohibit or terminate any visit for reasons of improper conduct or failure to comply with visiting regulations on the part of the inmate or the visitor. Only the IDO or Operations Lieutenant are authorized to terminate visits to relieve overcrowding or during an emergency situation. The Visiting Room Officer will advise the Operations Lieutenant when these circumstances exist. The IDO will assume responsibility for notifying visitors of the termination of their visit. Should a visit be terminated due to misconduct of the inmate and/or visitor, a written report will be submitted to the Captain and the appropriate Unit Manager documenting the reason for termination.

**ANY VIOLATION OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.**

#### **DIRECTIONS TO INSTITUTION**

From the North: Take US 75 South to I-45 South. Merge onto US 175 E via exit 283 toward Kaufman. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the South: Take: Take I-45 North and merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the West: Take I-20 East toward Arlington/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the East: Take I-20 West toward Mesquite/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.



## MISCELLANEOUS INFORMATION

### **Inmate Identification Cards**

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

### **Call Outs**

Call-outs are a scheduling system for appointments including hospital, dental, educational, Team meetings, psychology group meetings, and other activities which are posted daily on the Unit bulletin boards. Call-outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the call-out daily. After determining that you have an appointment at a specific place and time, BE PROMPT. Notify your immediate supervisor prior to your departure for the appointment. Failure to keep appointments may result in disciplinary action.

If you are in the wrong place at the wrong time, you are considered out-of-bounds without authorization and subject to disciplinary action.

### **Controlled Movement**

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Controlled movement generally begins twenty minutes after the hour (example 8:20 am) during the a.m. and ten minutes before the hour (example 1:50 pm) in the p.m. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00 pm count. During the feeding of the evening meal, inmates can normally move to recreation yard, gymnasium, or chapel; however, you remain secured inside those areas until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten minute, controlled movement will commence.

### **Shakedowns**

The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

### **Drug Surveillance / Alcohol Detection**

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will 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 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 will not be tolerated. Regular fire inspections are made by qualified professionals.

## **SCHEDULED MOVEMENT**

### **Monday through Friday**

Unit doors and the compound will be open at approximately 6:00 am for open movement and for the serving of the breakfast meal. Scheduled movement will begin at 7:30 am. Work call will be announced via loudspeaker and the steam whistle will be sounded.

Open movement periods are listed below:

7:30 am (Work call)	-	7:40 am (Entrance areas secured)
8:20 am (Open)	-	8:30 am (Entrance areas secured)
9:20 am (Open)	-	9:30 am (Entrance areas secured)
10:30 am (Rec. Closed)	-	10:45 am (Compound cleared for Noon Meal)
12:30 am (Work Call)		



An afternoon scheduled movement begins at 12:30 pm (Work Call), with open movement announced for 10 minutes before each hour. Doors are secured on the hour at 1:00 pm, 2:00 pm, and 3:00 pm. Open movement does not begin again until 3:15 pm through 3:45 pm. The end of work day movement from FPI and Facilities is one-way movement only. Inmates should not congregate in front of the housing units. They should enter the Units and prepare for the 4:00 pm count.

The evening meal rotation will begin after the 4:00 pm count clears, followed by open movement until 6:00 pm or until the completion of the evening meal. Evening scheduled movement begins at 6:00 pm with open movement announced for 10 minutes before each hour. Doors are secured on the hour at 7:00 pm, 8:00 pm, and 9:00 pm. The last open movement is announced for 10 minutes at 7:50 pm. The 8:50 pm movement is a one-way movement only.

### **Weekends and Federal Holidays**

There is open movement from 7:00 am until 9:45 am on Saturdays, Sundays and Federal holidays. The Recreation Yard opens at 6:15 am.

Brunch meal rotation begins after the 10:00 am count clears, followed by open movement until 1:00 pm. Afternoon scheduled movement begins at 1:00 pm with open movement announced for 10 minutes before each hour for the duration of the evening, except during dinner. Doors are secured on the hour at 2:00 pm and 3:00 pm. Standing count is conducted at 4:00 pm.

### **COUNTS**

One of the first realities of institutional life is counts. It is necessary for the Staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in the area shown below until the count is announced as clear.

	12:00 midnight	Counted in your assigned bed
	3:00 am	Counted in your assigned bed
	5:00 am	Counted in your assigned bed
	4:00 pm	Standing Count in your assigned room
	9:15 pm	Standing Count in your assigned room
Weekend/Holidays	10:00 pm	Standing Count in your assigned room

**ALL OF THE FOREGOING COUNTS ARE TAKEN DAILY; COUNT TIMES MAY BE CHANGED.**

Do not distract those counting by talking or moving about. All radios and TV sets will be turned down. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and unit number so the out-count can be reported promptly.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

### **BARBER SHOP**

The Bureau of Prisons permits an inmate to select the hair style of personal choice, and expects personal cleanliness and dress in keeping with standards of good grooming and the security, good order, and discipline of the institution. Hair must be neat and clean, and inmates must be clean shaven in facial areas where mustaches or beards are not worn.

The Barber Shop is located in Building 8 and is open Monday to Saturday from 7:30 am to 10:30 am and 12:30 pm to 3:30 pm. closed on Sundays. Please do not abuse the privilege.

### **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 does not do so, that inmate will be subject to an Incident Report.

### **ALCOHOL DETECTION**

A program for alcohol surveillance is in effect. 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.

### **INSTITUTION SMOKING REGULATIONS**

No smoking is permitted on institutional grounds. All items containing tobacco is considered contraband and inmates found in possession of tobacco products and/or smoking will issued an Incident Report.



## **RESTRICTED AREAS**

All areas are off limits during the hours of darkness, except the areas which are bounded by the living quarters. High mast lights coming on are the signal for all inmates to return to the lighted areas.

The area bound by a yellow strip in front of the Staff Dining Hall to the Special Housing Unit in Building 9 is restricted and no inmate traffic is allowed.

The areas to the rear of UNICOR and Mechanical Services Buildings and to the east of Mechanical Services are off limits to the inmate population at all times, unless on a work detail. The area bounded by the front of Buildings 1, 2, and 3, are out-of-bounds at all times, except for those inmates participating in institutional programs.

## **COURT SECURITY IMPROVEMENT ACT OF 2007**

Title 18 U.S.C. 1521 has established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer, including Bureau of Prisons staff members. Additionally, Title 18 U.S.C. 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff members.

All inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found in possession of these type of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

## **PROBLEM RESOLUTION**

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

An Inmate Request to Staff Member (form BP-S148), commonly called a Cop-Out, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the Correctional Officer on duty. Staff members will answer the request within a reasonable period of time.

### **Administrative Remedy Process**

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

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

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

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional



twenty (20) days. The inmate will be notified of the extension.

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

### **Sensitive Complaints**

If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director clearly marked "Sensitive". The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Administrative Remedy Coordinator agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination, without a return of the request. The inmate may then pursue the matter by filing a BP-9 at the institution.

### **General Information**

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

For detailed instructions see Program Statement 1330.18, Administrative Remedy Program.

## **ACCESS TO LEGAL SERVICES**

### **Legal Correspondence**

Legal correspondence from attorneys will be treated as Special Mail if it is adequately marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

### **Attorney Visits**

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

### **Legal Material**

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

### **Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

### **Law Library**

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

### **Notary Public**

Notary Public services are available in each Unit. For information on the availability of these services, please contact a member of your Unit Team.

### **Copies of Legal Material**

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.



### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

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

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

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

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

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

### **Executive Clemency**

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

### **Commutation of Sentence**

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

### **Pardon**

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

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

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



## **DISCIPLINARY PROCEDURES**

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

### **Discipline**

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

### **Inmate Discipline Information**

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

### **Initial Hearing**

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

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

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

### **Appeals of Disciplinary Actions**

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

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



### **Special Housing Unit Status**

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

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

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

- (a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
  - Protection cases: You requested, or staff determined, you require administrative detention status for your own protection
  - Post-disciplinary detention: You are end confinement is disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.
- (b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- (c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
  - Transfer: You are pending transfer to another institution

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order. In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

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

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



## PROHIBITED ACTS AND AVAILABLE SANCTIONS

### GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

### AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A Recommend parole date rescission or retardation.
- B Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B. 1 Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).



- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

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

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any 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).
- 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.
- 297 Use of the mail for abuses other than illegal activity which circumvent mail monitoring procedures (use of the mail to commit/further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter/mail through authorized 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/receive unauthorized correspondence).
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

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

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



## MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 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
- 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.

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

#### LOW SEVERITY LEVEL PROHIBITED ACTS

- 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.

#### 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.



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

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



# RELEASE INFORMATION

## RELEASE INFORMATION

### Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Only inmates sentenced under the old law are eligible and permitted an opportunity to appear before the Parole Commission within 120 days of commitment (Exceptions: Inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's Central File.

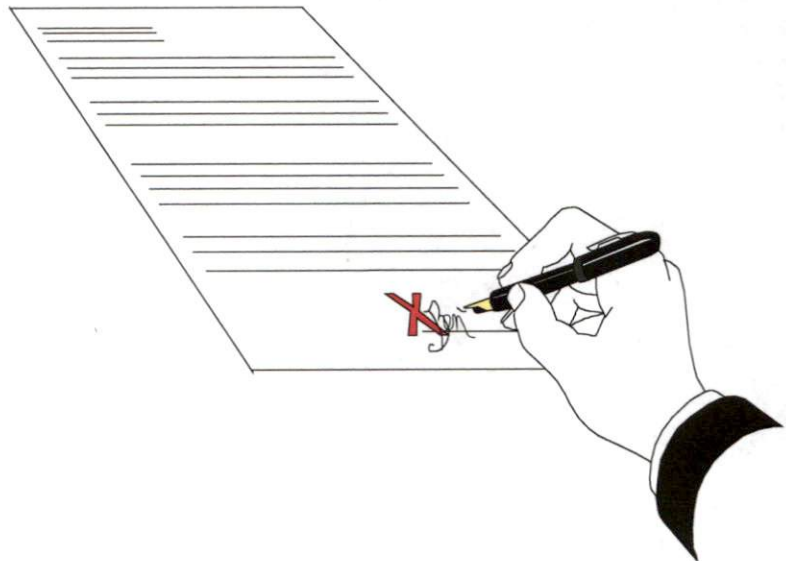
All inmates who previously waived a Parole Hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole Hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at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

Application to the Parole Commission for a hearing is the responsibility of the inmate, but the Unit Team will assist the inmate. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Office of the Parole Commission. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. This decision may be appealed by the inmate. Forms for appeal may be obtained from the Case Managers. If granted a presumptive Parole date (a Parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Commission eight months before the Parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate will have an approved residence and an approved employer before being released on Parole.





### **Release Plan**

If granted Parole by the U.S. Parole Commission, the Commission will require an approved Parole plan prior to release. An approved Parole plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed Parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately two months before the scheduled Parole date.

### **Residential Reentry Center**

Inmates who are nearing release, and who need assistance in obtaining a job, residence, or other community resources, may be transferred to a community based residential program. All inmates are reviewed on an individual basis according to the guidelines set forth in U.S.C. 18:3621(b), Second Chance Act, to determine the length of time they will be approved for placement. Inmates with a detainer on file or serving a sentence of six months or less are not eligible for RRC.

The Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local Governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, and supervised by the appropriate Regional Administrator.

Community programs have three major components: residential community-based programs provided by Residential Reentry Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

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

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

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

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

Each RRC now provides two components within one facility, a Pre-Release component and a Community Corrections component. The Pre-Release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The Community Corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

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

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

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



JUNE 10

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

**To The Inmate:**

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

**To The Attorney:**

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

(This form may be replicated via WP)

Replaces BP-493(58) of FEB 91