



ADMISSION AND ORIENTATION HANDBOOK

**Rules and Regulations
of the Federal Bureau of Prisons and the Federal Correctional Institution at
Sheridan, Oregon**

The Federal Bureau of Prisons Mission Statement

It is the mission of the Federal Bureau of Prisons to protect society by confining offenders in the controlled environment of prison and community-based facilities that are safe, humane, cost-efficient, and appropriately secure, that provides work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

A handwritten signature in black ink, which appears to read "DeWayne Hendrix".

**DeWayne Hendrix, Warden
October 2021**

INTRODUCTION

Welcome to the Federal Correctional Institution, Sheridan, Oregon. The purpose of this handbook is to provide you with general information about FCI Sheridan, as well as programs and activities available here. You are presently in Admission and Orientation "A & O" status. You will remain in this status until you have completed the A & O program and the Unit Teams have compiled sufficient information and documentation for your initial institutional classification to be completed. During your A & O, much of the general information contained in this booklet will be explained to you in detail by staff. This booklet is yours to keep. Work with us to make your stay here at Sheridan a rewarding experience, one which will lead you to a fulfilling life following release.

ACCOMMODATIONS

Appropriate auxiliary aids and services are available, and inmates should request auxiliary aid or services as needed for consideration. For example, to ensure effective communication with inmates who are deaf or hard of hearing, written communication or a Telephone-Teletype system may be used. For inmates suffering from blindness or low vision, alternative formats (e.g., audio recordings, large print) may be used.

Inmates demonstrating difficulty with the English language may receive accommodations such as:

1. Information may be translated into the required language and given to the inmate as a packet.
2. If the inmate has questions, the inmate may submit the question in his native language for translation, with a staff response provided in the inmate's native language.
3. A Telephone Translation Service (i.e. the designated phones in medical and other areas where the inmate and staff member can converse through an interpreter in real time) may be utilized.
4. Lastly, a designated staff member might assist with translations.

THE INSTITUTION

The Federal Correctional Institution, Sheridan, Oregon is a medium security level institution opened in 1989. FCI Sheridan operates under the Unit Management system. This system has the Unit Team located within the Housing Unit, making them available for problem solving, information, case management, and other areas of concern to you.

ADMINISTRATIVE STAFF

Warden: The Warden is Chief Executive Officer of the Institution and is responsible for its total operation. In order to perform this function most effectively, the Warden delegates some of his/her authority to senior staff members. He or she evaluates the advice of staff and committees appointed by him/her and is the final authority for approval for all major activities, including transfers, furloughs, and other community activities. Should you have a problem which cannot be

solved and you have exhausted all other resources, you may either submit an Inmate Request to a Staff Member Form to the Warden or talk with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

Associate Warden (Operations): The Associate Warden of Operations reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Food Service, Health Care Services, Safety and Sanitation, Mechanical Services, Business Office, Commissary, and Laundry. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

Associate Warden (Programs): The Associate Warden of Programs reports directly to the Warden. He or she has delegated responsibility to oversee and supervise the day-to-day operations of the following departments: Correctional Systems Department (Record Office and Mail Room), Case Management, Correctional Services, Unit Management, Psychology Services, and Religious Services. Should you have a problem which concerns one of his/her areas of responsibility and you have exhausted all other resources, you may contact him/her through the institutional mail by submitting an Inmate Request to a Staff Member Form, or speak with him/her at the noon meal, from 10:45 a.m. to Noon, Monday through Friday.

Field Financial Administrator: The Field Financial Administrator reports directly to the Deputy Controller in Washington D.C. He or she has delegated responsibility to oversee and supervise the day-to-day operations of Industries (UNICOR) Department. Should you have a problem which concerns UNICOR, and you have exhausted all other sources, you may contact him/her by submitting an Inmate Request to Staff Member Form through the institutional mail.

Discipline Hearing Officer (DHO): The DHO conducts administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts. This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings. The DHO imposes appropriate sanctions on incidents of inmate misconduct referred for disposition following the UDC hearing as required by FR 541.15.

Captain: The Captain reports directly to the Associate Warden of Programs. He or she has been delegated the responsibility for the overall security of the institution, and the safety of those who live and work here. He or she supervises the Lieutenants and Correctional Officers. Any questions concerning his/her areas of responsibility should be addressed to him/her directly, or one of the Lieutenants.

Case Management Coordinator: The Case Management Coordinator reports directly to the Associate Warden of Programs. He or she is considered an expert regarding case management and is delegated the responsibility of coordinating this area. You may request to see him/her by submitting an Inmate Request to Staff Member Form, after attempting to resolve related issues with your Unit Team members.

Quarters Assignment

Upon your arrival, you will be assigned to Unit 1, 2, 3, or 4. All living quarters will have a locker for you to store your property. Combination locks are available from the commissary for your locker. When inmates share a living area, there will be mutual responsibility to insure that the area is kept clean and free of any contraband items. You will be held responsible for any contraband found in your assigned area and/or found amongst your personal property

Intake, Classification and the Unit Team**Admission**

When you first arrive at FCI Sheridan, you will be processed in the Receiving and Discharge (R & D) department, by the on duty Correctional Systems Officer, a member of Unit Team, as well as medical and psychological screenings.

In general, this interviewing process involves obtaining a summary of your social, mental and medical history, filling out identification forms, completing personal property inventories and the issuance of Institution bedding and supplies.

Orientation

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

You will be placed on call-out to participate in the Admission and Orientation lectures. Generally, A&O lectures will be held in the large multi-purpose room located in Religious Services. The purpose of this orientation process is to familiarize you with the programs and operations of the Institution. You are expected to attend all lectures, call-outs and appointments, during your orientation week and beyond.

The Institution is organized by four individual housing units broken down by A and B sides with a multi-discipline group of staff who will make decisions concerning work programs and inmate supervision. You will be assigned to a Unit Team and have a formal meeting with them within 28 calendar days of your arrival here at FCI Sheridan.

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of

interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays.

General Functions of the Unit Team

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration, and the community.

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He/She plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in his/her unit and/or groups open to the general population.

Unit Secretary: The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Communications

Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize open house hours to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing or via the TRULINCS system.

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.

Initial Classification/Program Reviews

Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon your release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. You may not waive appearance with the Unit Team.

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate appears for a team meeting, he will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, and Work Detail Supervisor. Inmates are strongly encouraged to take advantage of program recommendations.

Additionally, the Reentry Affairs Coordinator (RAC) whom is located in the Chapel area is another inmate resource to assist offenders in their transition back to the community. The RAC strongly encourages inmates obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application and begin the application process if applicable prior to release. Last, the Career Resource Center, located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

Town Hall Meetings

Town Hall meetings are held to make announcements in regard to changes in policy and procedures of the unit. Questions pertaining to a subject announced during a town hall meeting should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

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 classification, 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.

Foreign Consular

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

Voting

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote.

District of Columbia: You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.

Maine: You must have an *established* residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms.

Vermont: Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights.

The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence.

All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

Restoration of Voting Rights

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

Daily Inmate Life

Sanitation

It is the inmate's responsibility to check his cell immediately after being assigned to a cell and report all damages to the Unit Officer or Correctional Counselor. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors and soap for personal hygiene are issued upon arrival by the institution from Laundry. They are made available through commissary thereafter unless indigent and they can be received at laundry weekly.

In addition the following house rules apply:

House Rules

After receiving a Unit assignment, you should study the house rules. The following are standard rules for all Housing Units:

1. Lights in the housing units will be turned on at 6:00 a.m. and lights will be turned off at 10 p.m.

2. There will be no visiting between living units. Inmates assigned to a work crew will be allowed in the living units if in possession of a work pass. Any unauthorized entrance to a housing unit will result in disciplinary action.
3. No rugs of any type, i.e., blankets, towels, etc., are allowed to be maintained on the cell floors.
4. Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation score is called first, and the unit with the lowest rating is called last.
5. Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.
6. Showers are available every day, but inmates may not be in the shower during an official count or during periods of cleaning.
7. Safety shoes must be worn to work as designated in policy.
8. 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.
9. Beds will be tightly made, military style, with the blanket being the top cover. The second blanket will be neatly folded at the foot of the bed and nothing will be left lying on the bed or hanging from the bedposts or frame.
10. Generally, those inmates assigned to work details during the 12 a.m. to 8 a.m. shift, will be permitted to be in bed during the day. Their beds will be made when they are up for the day. Otherwise, all beds will be made by 7:30 a.m. during weekdays. On weekends and holidays, the bed will be made when the inmate is up for the day (see unit bulletin board for picture of acceptable room standards). Only one mattress is allowed per bed. When linen is being exchanged, the mattress may be left lying flat on the bed. Other than for linen exchange, sheets, blankets and towels will not be taken out of the housing unit.
11. Shoes will be neatly arranged underneath the bed with the toes pointed outward, no exceptions. Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell.
12. Boxes and paper bags will be considered contraband in the quarter's area. Personal property is limited to that which can be stored neatly in your locker or on the desk.

13. Windows will be cleaned daily. Orderlies are responsible for cleaning all outside first floor windows. Nothing should be placed in the window day or evening, for blocking purposes, such as coats, sheets, towels. Nothing is to be stored on the window sills.
14. Room furniture will be cleaned daily, assuring stains, spills, and dust is wiped off.
15. Baseboard areas will be cleaned daily, assuring dust does not accumulate. All vents found in the cell area will be kept clean. All light fixtures in your quarters will also be kept clean, and free of any stored items.
16. Dirty clothing will be properly stored in a clothing bag between laundry exchanges, and will be stored in your locker or hanging from the side of your locker, out of sight.
17. Trashcans will be cleaned daily. They will be emptied prior to departing the room. No trash can liners allowed.
18. Pictures, posters and other materials will not be attached to the walls in any manner. Non-personal pictures may only be displayed inside the locker doors.
19. Cardboard materials will not be kept inside the cell.
20. Lockers and desks will be maintained in a neat and orderly fashion at all times. One picture and one religious item may be stored on top of each locker.
21. In addition to your personal living area, you are expected to do your part in helping to maintain the highest possible sanitation level for the overall institution. You are to refrain from littering and may be required to work on a crew to pick up litter on the compound.
22. Inmates must be properly dressed (shoes, shirts, pants, etc.) before entering any housing unit offices or the triangle area.
23. The Commissary Card is also your Identification card. If you leave your housing unit, you must have your Commissary/I.D. Card in your possession. This card will also be used for checking out books, games, and athletic equipment, and various items.
24. Plants or live animals are not authorized in your cells.
25. Inmate phones may only be used during non-work hours.
26. Hats are not authorized in **ANY** indoor area with the exception of religious headgear (as approved by Religious Services) or food service workers in the performance of

their duties. When worn, the hat must be worn bill forward.

27. FCI Sheridan is an inmate smoke and tobacco free institution.
28. Inmate access to upper bunks is provided by a step welded into the frame of the bed. This is the only approved mechanism for inmates to use when accessing the upper bunk. Any other method could result in injury.
29. All noise producing games (slamming of dominoes, loud card games, etc.) will not be tolerated.
30. Engaging in personal calisthenics in the common areas of the housing units is prohibited.
31. There will be no modifications to inmate cells, fixtures, furniture, lighting, etc. You are subject to disciplinary action if you are found responsible for any modifications.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. See the Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

Storage Space

The designated area for inmate storage is the wall locker located in the inmate cell. It is highly recommended you purchase an approved locking device for your personal property. Limited space may also be available under the bed for approved items such as shoes. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Personal Clothing

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates.

Representative authorized footwear/shoes may include: work (1pr.), shower (1pr.), athletic/specialty (1pr. – black, white, grey, or a combination thereof with a maximum value of \$100), slippers (1pr.), and casual (1pr.). Footwear will be placed neatly under the bed.

Inmate Attire/ID Card

As a reminder, all inmates must wear the appropriate attire Monday through Friday during regular business hours (7:30am to 3:30pm) as follows:

- Institution issued khaki pant and khaki shirt with the correct inmate name/register number must be affixed to the garment with shirts tucked into the pant.
- Khaki pants are to be worn appropriately with a belt; absolutely no “sagging.”
- If wearing a khaki jacket, this garment will be unzipped and opened prior to entering the Food Service area.
- Sweat pants are not authorized in the dining hall during the noon meal, Monday through Friday.
- Sweat/thermal tops may only be worn under the khaki issued shirt and again tucked into the pant.
- No personal items such as radios or cups are allowed in the dining area.
- Baseball caps are to be worn appropriately with the bill of the cap facing forward with no alterations or markings other than inmate name/register number. All headwear, except approved religious headwear, must be removed upon entry into the dining hall.
- Additionally, inmates must have their identification card in their possession at all times as 100% ID checks will be conducted.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property. Each inmate is assigned a single locker in their cell.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate’s relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Legal Materials

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Inmates are expected to handle the transfer of legal materials through the mail.

Hobbycraft

The leisure area Leather Shop and Art Shop are generally open to enrolled participants all day on the weekends and holidays, and from 12:00pm to 8:30pm on Monday-Friday. A variety of art and craft tools are made available for checkout.

Radios, MP3 Players, and Watches

An inmate may possess only one approved radio or MP3 player, and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

Smoking/Tobacco

Inmate smoking, or any other tobacco use, is prohibited in all BOP facilities. Any inmate found smoking, or in possession of any tobacco item, will be formally disciplined.

Wake-up

A general wake-up for all inmates is 6:00 a.m. It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Clothing Exchange and Laundry

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Inmates are furnished with sufficient clothing to allow at least three changes of clothes weekly. All "bus and SHU" clothing are to be turned into laundry upon dress out, to include orange crocs and elastic waistband pants.

Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

Inmate Laundry Schedule

Clothing exchange will be available according to the fourth and fifth digits of the inmate's register number from the beginning of the morning meal until 7:15 a.m.

Sample of the inmates register number 123XX-678

Monday: 00 – 24

Tuesday: 25 – 49

Wednesday: 50 – 74

Thursday: 75 – 99

Friday: Laundry will be closed to the compound except for bag pickups, New Commits, and Special Housing Releases.

Bag wash services will be available to the compound during the morning meal on Monday drop off (pick up Tuesday), and Thursday drop off (pick up Friday).

During weeks when holidays occur causing a disruption to the normal schedule, laundry staff will adjust the schedule, and send out a memo to the inmate population advising of the changes for the week that the holiday takes place.

Pants, shirts, underwear, socks, towels and washcloths may be exchanged with a limit of up to 5 each for unserviceable or worn out items with the approval of the Laundry staff. For size changes, inmates will exchange a minimum of 4-each boxer shorts, 4-each T-shirts, 2-each khaki shirts, and 2-each khaki pants at one time.

Soiled kitchen smocks may be turned in between 6:30 a.m. and 7:30 a.m. Kitchen smocks are not to be taken to the housing unit. Inmates must present their inmate issued ID card.

Each Housing Unit has washers and dryers available for inmate use. It is the responsibility for each individual to keep all his personal clothing clean. Personal clothing is to be washed at a minimum of once per week. No institutional clothing or bedding is to be washed in the housing unit machines. An accumulation of dirty clothing could result in disciplinary action.

Upon release or transfer, all clothing, blankets, and lines are to be returned to the unit's laundry bins.

Commissary

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by inmate identification card. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

Spending Limitations

The National Spending Limit is \$360 per month. However, inmates may only spend \$180 on a bi-weekly basis. Each inmate account is revalidated on a monthly cycle.

Deposits to Accounts***U.S. Postal Service***

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit. The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

In the event funds have been mailed, but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

Western Union Quick Collect Program

Inmates' families and friends may also send funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. 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. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect".

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name.
- 2) Committed Inmate Full Name entered on Attention Line.
- 3) Code City: FBOP, DC.

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, 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, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.

MoneyGram ExpressPayment Program

Inmates' families and friends may also send inmates funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name.
- 2) Company Name: Federal Bureau of Prisons.
- 3) City & State: Washington, DC.
- 4) Receive Code: Must always be 7932.
- 5) Committed Inmate Full Name entered on Beneficiary Line.

Please note that the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

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, funds may not be returned.

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account. Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

Commissary Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.

TRULINCS

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet.

Inmate's access dedicated TRULINCS workstations installed in the housing units to perform various functions using their register number, Phone Access Code (PAC), and the fingerprint process or Commissary Personal Identification Number (PIN).

Account Transactions – This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as, view their Media List.

Bulletin Board – This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List - This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service. Text services are not authorized.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to www.corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate.

If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

The use of three-way (3-way) text messaging services is unauthorized.

Law Library – This service allows inmates to perform legal research.

Manage Funds – This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units – This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account. Prescription Refill – This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print – This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging – Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff – This service allows inmates to correspond with staff electronically. There is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

Survey – This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

Inmate Telephone System –TRUFONE

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. Allowing another inmate to use your PAC number or phone will result in disciplinary actions. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 am and end no later than 9:30 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:00 am

12:30 pm until after 4:00 pm count.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours.

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

TRUFONE funds are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE funds are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

Visiting Procedures

It is the policy of the Bureau of Prisons to encourage visiting by family and community members to maintain the morale of the inmates and to develop closer relationships between the staff, family members and the community. Some of your basic questions concerning visiting will be answered in this handbook. However, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. ALL visitors are required to clear the metal detector. If a legitimate medical condition prohibits the visitor from clearing the metal detector, the proposed visitor must have the physician's office provide adequate medical documentation in advance to your assigned Correctional Counselor. Visitors will not be permitted to enter the facility until documentation is received and approved.

Upon your arrival at this institution, you will be provided a form to request the persons you desire to be placed on your visiting list. All proposed visitors will be screened. Talk to your Correctional Counselor if you wish to add or delete an individual from the list. The Visiting Room is located in the Administration Building. Each inmate will receive 12 visiting points per month. Each inmate will be allowed to have up to six visitors at any one time. The six visitors may include adults and children, although the total number of children is limited to four. If the number of children exceeds this amount, they may switch out and split the visit or, under special circumstances you may receive authorization from your team to exceed this number. If the visit is split, at least one adult must remain in the visiting room, and children are not to be left unattended on the grounds. Coloring books and Crayons are available upon request.

Visiting points will be charged as follows:

Two (2) points per day Saturday and Sunday

No points are no points charged on Thanksgiving, Christmas, New Years and the Fourth of July or minister of record visits, and/or at the discretion of the Warden. All other holidays will be charged two (2) points per day.

Visiting Times

Saturday, Sunday & Federal Holidays: 8:30 a.m. to 3 p.m. However, visiting days and/or times may be modified by the Warden.

Inmates may receive visits during the scheduled periods. A limit of 6 visitors per visit will be enforced. An infant child who can be held by an adult will not be counted against the total of 6 allotted visitors. Due to space limitations, the Operations Lieutenant and/or Staff Duty Officer are authorized to terminate visits early to avoid overcrowding.

Inmates in the Special Housing Unit (SHU) will visit via video system on the same schedule as the general population inmates. Video visits are limited to one hour and are first come first serve.

The following regulations must be strictly adhered to:

Visiting Regulations

1. No visitors will be allowed entrance after 2 p.m.
 2. Children less than 16 years of age must be accompanied by an approved inmate visitor. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first terminated.
 3. Anyone visiting the institution must be on an inmate's approved visiting list or be approved in advance for a special visit.
 4. For identification purposes, visitors will be required to present photo identification (valid identification must be state or government issued photo ID).
 5. Appropriate attire will be worn by visitors. Due to the general and diverse types of visitors, and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors clothing. Please see your counselor for a copy of the visitor's regulations on this matter.
 6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the visiting room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages may not be exchanged during a visit. Items purchased in the visiting room vending machines will be consumed inside the visiting room. Baby diapers, food and bottles, etc., will be allowed, but only the amount that will be consumed or used during the visit.
 7. A kiss and embrace are permitted at the beginning and at the end of the visiting period. PETTING IS PROHIBITED. Filing nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. The Visiting Room Officer will enforce the standards set forth in policy.
- Life support medication may also be allowed into the Visiting Room under the direct handling and supervision of the Visiting Room Officer.
8. Once seated, movement by inmates and their visitors should be limited to that which is necessary. Inmates are not allowed to accompany their visitors to the vending machine area. Inmates will not use the visitors' restrooms. If the need arises, the inmate must contact the visiting room officer for access to an inmate's restroom. Unnecessary lingering, walking the aisles, etc., is

not only distracting to other visitors, but prevents proper staff supervision.

9. It is the responsibility of the inmate to control the behavior of their 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 adult visitor and inmate at all times. Failure to properly supervise children may result in early termination of the visit.

Proper Dress and Grooming for Inmates in the Visiting Room:

Inmates are required to wear institution-issued clothing of Khaki pants and shirts at the FCI or assigned jump suits for inmates housed in the SHU during visitations. Institutional clothing (shirt and pants) must be neat and clean in appearance and labeled (inmate name and number). Shirts will be tucked into the trouser waistband at all times. Inmates are not permitted to wear hats in the Visiting Room. Approved religious headwear (such as a Yarmulke) may be worn in the Visiting Room. All religious headwear will be inspected prior to and at the completion of the visit. Personal shoes will be switched out with orange bus shoes during the visit and will be left in the visiting area upon completion of the visit. Soft shoe authorizations must be documented on current medical pass. Visits will not be permitted for those who are not properly groomed. Proper grooming requires that hair is neat and clean.

Proper Dress for Visitors in the Visiting Room:

Inmates are responsible for informing prospective visitors that the way they dress should be within the bounds of good taste and should not possibly offend others who may be present in the Visiting Room. Visitors wearing transparent clothing will not be admitted into the institution. Halter tops, sleeveless tops/dresses, shorts, miniskirt, culottes and spandex will not be allowed. Dresses will be no higher than the knee top. Blouses or other apparel of a suggestive nature (i.e., low-cut V-Neck, tank tops, or any garment that reveals the mid-section) will not be allowed. Sweat shirts/pants, jogging outfits (pants or jackets) are not allowed to be worn as this resembles allowable inmate clothing. Any other clothing that, at the direction of the Lieutenant or Institutional Duty Officer (IDO), resembles the style or color of inmate clothing (i.e., khaki, green and/or white short sleeve tee shirts worn by inmates), will not be allowed to be worn into the institution. At the discretion of the Lieutenant or Institutional Duty Officer, children under the age of twelve (12) will be allowed to wear shorts. No bare feet will be permitted (excluding babies). No open toed (i.e. flip-flops, sandals, open-toed dress shoes) shoes are authorized in the visiting room.

- **Security of the Visiting Room:** All doors to the inside Visiting Room area are to be locked and controlled by the Visiting Room Officers.
- This is necessary to account for all movement in and out of the area.
- Clear plastic coin purses and wallets are allowed. No cash will be allowed to enter the Visiting Room (coins only up to \$30).
- **Smoking:** Smoking is prohibited.
- **Statutory Authority:** Title 18 USC, Section 1701, 1791, and 3571: Provides a penalty of imprisonment of not more than twenty years, a fine of not more than \$250,000 or both, to a person who, in violation of a statute, rule, or order issued pursuant to that statute, provides, or attempts to provide, to an inmate anything whatsoever without

the Warden's knowledge and consent. This includes, but is not limited to, such objects as firearms, weapons, narcotics, drugs and currency.

- Additionally, pursuant to Title 18 USC, Section 1001, visitors will 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 subject to search.

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

Transportation and Lodging

The Federal Correctional Institution, Sheridan, Oregon, is located off State Highway 18, on the outskirts of the town of Sheridan. The institution is situated approximately 50 miles southwest of Portland and 25 miles northwest of Salem.

From Portland: Interstate Highway 5 south to Highway 99W. Proceed west on Highway 99W toward McMinnville. Take the Highway 18 bypass (Ocean Beaches) around the town of McMinnville. Continue on State Highway 18 toward the Beach. Approximately 13 miles west on State Highway 18, take the second Sheridan exit, and turn right off of the ramp. The institution is located on the south side of the highway and is noticeable from the exit.

From Salem: State Highway 22 west toward Dallas/Beach Cities. Continue on State Highway 22 to the Valley Junction turn-off to Highway 18 East. Continue on Highway 18 East to Sheridan off ramp. Turn left, and the institution is approximately 1/4 of a mile on Ballston Road.

Parking: Visitor parking is designated by white painted curbs in east parking lot of the institution.

Lodging: FCI Sheridan is located in a rural area, and lodging is limited. However, listed below are the facilities nearest to the institution:

<p>SHERIDAN COUNTRY INN 1330 W. Main Street Sheridan, Oregon (503) 843-3151 or (503) 843-3226</p>	<p>AMERICAS BEST VALUE INN & SUITES 345 N. Highway 99W McMinnville, Oregon (503) 472-5187 www.americasbestvalueinn.com</p>
<p>Motel 6 2056 S. Highway 99W McMinnville, Oregon (503) 472-9493 www.motel6.com</p>	<p>BEST WESTERN VINEYARD INN 2035 S. Highway 99W McMinnville, Oregon (503) 472-4900 or 800-285-6242 www.bestwestern.com</p>

Transportation: This area has no public transportation (city bus service) between the Institution and the surrounding areas. There are private transportation services that are available. However, privately owned vehicles or rentals would be optimum.

Security Procedures

Inmate Identification Cards

Inmates are required to have in their possession their identification cards at all times upon departing their assigned cell. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards. If your identification card is lost or stolen, you can request a new card during Open House at the Correctional Systems Department. Open House is conducted on Tuesday, Wednesday and Thursday of each week from 10:45 a.m. until 11:45 a.m.

Counts

12:00 a.m.	Counted in your Assigned Cell
3:00 a.m.	Counted in your Assigned Cell
5:00 a.m.	Counted in your Assigned Cell
10:00 a.m.(weekends and holidays)	Standing Count in your Assigned Cell
4:00 p.m.	Standing Count in your Assigned Cell
9:30 p.m.	Standing Count in your Assigned Cell

Do not distract those counting by talking. All radios and TV sets will be turned off. During ALL counts, inmates will show "flesh." If flesh cannot be seen, the inmate will be called upon to show flesh in order to be counted. When you are on out-count (for example, on kitchen duty, etc.) respond quickly and accurately if asked your name and unit number so that the out-count can be reported promptly.

DISCIPLINARY ACTION WILL ALSO BE TAKEN AGAINST INMATES FOR LEAVING AN ASSIGNED AREA BEFORE THE COUNT IS CLEAR. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Daily Census Counts

A Census Count will be conducted Monday through Friday (except holidays) at 8:30 a.m. and 12:30 p.m. All unit orderlies, as well as inmates unassigned, on vacation, medical lay-in, convalescence and medically unassigned must be in their assigned housing unit during the census counts, and must check with the Unit Officer or Unit Staff prior to leaving the unit for any reason, except a call-out.

Call-Outs

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings, and other activities) and are posted each day in the unit after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis.

Pass System

In any correctional setting, accountability of inmates confined in the facility is essential. The key to keeping this system in a relaxed balance is for you to assume your responsibility of being in the right place at the right time. At this institution CMS is the only work detail with passes. During the work day (from 7:30 a.m. until 3:45 p.m.) in order to leave your CMS work detail, you will need a pass. Passes may be obtained from the CMS foreman responsible for your crew detail. All passes must be returned to the CMS foreman of issue prior to the 4 p.m. count. If you are in an area without authorization, you are considered out of bounds, and subject to disciplinary action.

Restricted Areas

Out of bounds areas will be posted on the Housing Unit bulletin boards. It is your responsibility to know the out of bounds areas and to adhere to these restrictions. Such areas include all lawn areas, and sidewalks marked "OUT OF BOUNDS". In addition, a 20 foot-restricted zone has been established on all perimeter fence lines. All inmates will remain free of this restricted zone unless under direct supervision.

Institution Emergencies

When staff are responding to an emergency situation, inmates will clear all walkways and doorways and follow any additional instruction given by staff. Inmates in affected area will lay face down on the ground/floor. Inmates who interfere with staff are subject to disciplinary actions.

Controlled Movement

1. FCI Sheridan will utilize a "controlled movement" concept for inmate movement.
2. The Housing Units will be called to the evening meal on a weekly rotating basis. Commencing when the dining room is officially cleared, at the FCI, and secured of all inmates at the conclusion of the evening meal (Monday Through Friday), the Evening Watch Activities Lieutenant will contact the Control Room Officer and notify him/her the FCI Compound is "closed." The Control Room Officer will make an announcement over the institution's P.A. system informing the inmate population that the compound is closed.
3. The walkway extending from the Food Service entrance to the gymnasium will be the only walkway allowed for inmate movement. This inmate movement will only be during the "controlled movement access" time frame. Any inmate found in this aforementioned area during any other time will be "out of bounds" and/or crossing red "out of bounds" lines without staff approval, will be subject to disciplinary action.
4. Inmates will be allowed to move from their respective living unit and travel toward any of the aforesaid locations. Inmates will not be allowed to congregate on any of the sidewalks. Any inmate found to be on a sidewalk leading to a living unit in which he does not reside will be subject to disciplinary action.
5. The Barber Shop is open to all inmates. ID's must be presented to the compound officer while you are in the Barber Shop. Those who opt to remain in this area after the movement is over will remain there until the next movement. Restroom facilities are not available in the Barber Shop

area. Inmates should utilize the restroom prior to movement.

6. All inmates will be required to be in possession of their Inmate Identification Card at all times, when out of the assigned living quarters. Failure to comply with this order will be subject to disciplinary action.

7. The sidewalk leading to the administration area and immediately adjoining the Associate Warden's Office, CSD, Medical and the Special Housing Unit are off limits. An inmate must be called to these areas by staff or during "Open House" if applicable any of these areas. Otherwise an inmate not having business in these areas will be subject to disciplinary action if found in these areas.

8. All lawn areas throughout the FCI are off limits to all inmates. Any inmate found on any lawn area will be subject to an incident report and subsequent disciplinary action.

9. Patio areas in front of each unit are accessible only during movement periods. Inmates utilizing the patio area are responsible for maintaining a high level of sanitation prior to leaving the area. Trash and garbage of any kind will not be tolerated. Please be considerate of those inmates whose windows face the patio area and keep the noise level down. All inmates who utilize the patio areas must be fully clothed. No sunbathing in this area.

During controlled movement on evenings, weekends and holidays:

1. The unit doors will remain locked during non-movement periods.
2. The Operations Lieutenant will have a special one-way movement from Food Service to the respective units of all Food Service inmates who are going off duty. No other inmates will be allowed to move during this movement.

Recall Schedule:	2:50 p.m. Recreation Recall (weekdays)
	3:00 p.m. UNICOR Recall (weekdays)
	3:30 p.m. Recreation Recall (weekends)
	8:45 p.m. Institution Recall (Daily)

Contraband

Contraband will be anything that is not:

- Issued to you by an institution staff member.
- Purchased by you in the Commissary, and you have a valid receipt for proof of purchase.
- Purchased through approved channels.
- Approved for issue by an appropriate staff member.

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

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes 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.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate. Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Shakedowns

Placement of metal detection devices throughout the institution is necessary for the control of contraband. 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.

PROGRAMMING/SERVICES

Work Assignments

All inmates, who have been medically cleared, will maintain a regular work assignment. Many work assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Inmates should generate a resume and cover letter, with all attempts to apply for institution jobs. Once hired, a staff signed cop-out from that work area will be turned into your unit correctional counselor for assignment to the new work detail. Work detail assignments/changes are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop.

FCI Sheridan does not currently have a UNICOR factory. Many institutions have a waiting list for factory employment.

Inmate Financial Responsibility Program (IFRP)

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP 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 U.S., other debts owed to the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his financial obligations, he cannot work for UNICOR nor receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in "refuse" status.

The status of any financial plan will be included in all progress 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.

Food Service

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.

Medical diets will be provided by mainline 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 as 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.

No food items are authorized to leave the dining area for future consumption (other than approved diabetic snacks) All food items must be consumed in the dining hall or thrown away prior to leaving. No commissary items are allowed in Food Service.

Inmates are authorized to receive one tray per meal. Inmates take more than the authorized portion will be subjected to disciplinary actions.

Meals

Meals are served cafeteria style in the inmate dining hall during the following approximate hours:

<u>Breakfast:</u>	Monday through Friday	6:30 a.m. to 7:30 a.m.
	Saturday, Sunday and Holiday's (coffee hour)	7:00 a.m. to 8:00 a.m.
<u>Brunch:</u>	Saturday, Sunday and Holidays	10:45 a.m. to 11:45 a.m.
<u>Lunch:</u>	Monday through Friday	10:45 a.m. to 12:00 p.m. (Noon)
<u>Dinner:</u>	Will be served after the 4:00 p.m. count clears.	

A 5-minute one-way recreation move during the evening meal has been implemented. This is intended for those inmates, who did not wish to eat the evening meal, to gain quicker access to the recreation yard. Once you are in the recreation area, no one will be permitted to leave until "Mainline is closed" is announced. At this time, a "controlled move" will be announced by the Control Center. All remaining aspects of the program will remain the same. After eating, inmates will still be permitted to enter the recreation yard, but no one will be permitted to exit until the dining hall is closed.

Meals will be served on a weekly rotating basis as determined by the housing unit inspections. Inmates will not be permitted to wear sweat shirts, sweat pants during the noon meal (Monday-Friday). In addition, sleeveless shirts, sweat bands, shower shoes, slippers, or extremely soiled clothes in the Dining Hall are not permitted at any time. All shirts must be buttoned and tucked inside their trousers. Shoes and socks will be worn at all meals. Pants legs will not be tucked into your socks. The only head coverings allowed will be those approved by the Chaplain for religious purposes. Inmates wishing to wear religious head wear must have a label placed on their commissary plastic holders indicating the type of approved religious head wear.

Education

The mission of Education Services is to provide mandatory literacy and English-as-a-Second Language (ESL) programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community. Also, open house hours for the Education Department are:

Tuesday: 11:00 a.m. until 11:30 a.m.

Thursday: 11:30 a.m. until 12:00 p.m.

Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Literacy/GED

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 the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

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. 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 who have a deportation detainer are exempt from attending GED class, however must be enroll in GED or ESL with satisfactory effort in order to earn their educational good conduct time.

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 additional 240 hours of program enrollment before they can be changed back to a 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, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Inmates with a Verified High School Diploma

In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate. Each inmate must verify his or her own GED or High School diploma. A high school diploma or GED is verified when the inmate furnishes an original or notarized copy of the credential, official (passing) GED test scores, or when the achievement is officially verified by appropriate Department of Justice personnel in the presentence investigation report. The presentence investigation report should be used only when the writer has clearly indicated the educational records have been verified. A Post-Secondary credential, e.g., Associate of Arts (AA or AS) degree, Baccalaureate (BA or BS) degree, Masters (MA or MS) degree or higher, is acceptable as verification of a high school diploma or GED. Where adequate information is unavailable, the inmate is responsible for initiating actions for verification. Inmates may complete a Request for Verification of Education Records (Attachment B) and present it to the GED Literacy Coordinator who will forward it to the appropriate school or agency.

ESL

The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

Incentives

Incentive awards are to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as: Advance Occupation Education Program, Social Programs/Career Counseling, Correspondence Program, Vocational Training Programs. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

- Inmates must request initial enrollment through the Supervisor of Education.
- Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.

Apprenticeship

Apprenticeship training provides inmates the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor. Please visit the Education Department for a list of available apprenticeship programs.

Adult Continuing Education (ACE)

ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. ACE classes are available in various subjects and delivery formats.

Career Counseling Services

Career Resource material is available to find appropriate employment upon preparing to leave the institution. You will find a variety of materials in the Career Resource Center in the library, and a Career Resource Center Clerk is available to assist you.

Post-Secondary Education (Inmate Correspondence Courses)

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program

completion.

Parenting

The Parenting Program provides inmates information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated.

Library Services

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program.

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials for your Federal case and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund. A copying machine is available to reproduce materials needed for research.

Recreation, Leisure, Wellness, and Social Programs

Recreation Hours

Indoor/Outdoor Facilities

Monday through Friday:

6:30 a.m. to 7:30 a.m.

9:00 a.m. to 10:30 a.m.

1:00 p.m. to 3:00 p.m.

4:30 p.m. to 9:00 p.m. (Facilities will open upon clearing of the 4:00 p.m. count.)

Saturday, Sunday/ Holidays: 7:00 a.m. to 9:30 a.m.

10:30 a.m. to 3:30 p.m. (Facilities will open upon clearing of the 10:00 a.m. count.)

4:30 p.m. to 9:00 p.m. (Facilities will open upon clearing of the 4:00 p.m. count.)

The main office of the Recreation Department is located between the Education Department and the Special Housing Unit. It is used as the contact point for most recreation and sports scheduling. The Central Recreation Area is located near the Gymnasium and contains ping-pong tables, card tables, and TV's that require a radio in order to pick up the sound from the TV. The TV's will be used for sporting and specially televised events.

Inmates are encouraged to make constructive use of leisure time and offers group and individual activities. Physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being. There are a variety of organized sports including: softball, flag football, soccer, volleyball, handball, racquetball and basketball. Incentives are distributed for participants in all sport leagues. Varsity sports teams are chosen from the inmate population to compete in contests against outside teams.

Sports equipment and games are available for check out from the Recreation Department. All equipment must be returned each day at the completion of play. Board games may be checked out

in recreation and must be returned to the Recreation Department the same day.

Leisure Programs

Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, and inks). Hobby craft activities include leatherwork, crochet, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

Inmate Photo Program

The Recreation Department oversees the Inmate Photo Program. The following are the guidelines for the program:

Visiting Room photos are taken during normal visiting hours at the FCI. Additionally, photos are taken on the recreation yard Thursday and Friday evenings from 6 p.m. to 8 p.m. and Saturday and Sunday from 1 p.m. to 3 p.m. and **group photos are taken on Sunday's only** between the hours of 5:00 p.m. and 8:00 p.m. upon completion of Group Photo Form.

Inmates may have a photograph taken upon presentation of a signed Commissary Photo Voucher containing his register number.

There will be no photos taken:

- Which depict inflammatory material such as signs, symbols, emblems, flags, logos or colors of gangs, or carry a negative racial connotation.
- All photos must be taken in the designated photo areas only.
- Which depict inmates making obscene gestures or any unauthorized hand signals.
- That may, in the judgment of administration, constitute a threat to the secure and orderly running of the institution.
- Which include the display of any type of contraband.
- That use props. Props of any kind are prohibited
- Which violate Visiting Room personal contact rules.

Retakes

Retakes can only be authorized by the Supervisor of Recreation. Retakes will be given for missing photos, major flaws, or those with technical problems with the camera or photography supplies. Retakes will not be authorized for closed eyes, dislike of pose, or general dislike of a picture.

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) 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; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

OTHER SERVICES

Religious Services

The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Threshold program highlights our faith-based reentry priorities. The Religious Services Program schedule is posted on the Chapel bulletin boards and on TRULINCS.

Psychology Services

The Psychology Services Department offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness. If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The department's office is located in a stand-alone building near the flag pole on the upper compound. There are a number of ways to contact Psychology Services at this institution with the following Open House hours:

Monday's
11:00 a.m. until 12:00 p.m.

You may:

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.

- Speak with a Psychology Services staff member during mainline.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other institution staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see and most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him examples of what you see that worries you. Listen and encourage the person to seek help.

If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG

ED, or GED refusal status. If you would like more information about this program, please speak with a member of the department.

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.

Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual’s treatment needs, and more specifically for:

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

Residential Drug Abuse Treatment

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

To apply for the RDAP you must send an Inmate Request to a Staff Member (a “Cop-Out”) to

obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

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

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution's drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility's security level and waiting list for the RDAP.

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 term of imprisonment for successful completion of the Residential Drug Abuse 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.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and

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

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others.

Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Medical/Dental Services

The BOP inmate health care delivery system includes local ambulatory clinics as well as major medical centers. Locally, emergency medical care is available 24 hours a day in all BOP facilities. BOP clinical staff typically covers the day and evening shifts and community emergency personnel meet emergency needs when BOP clinical staff is not on-site.

Health services typically include episodic visits for new or recurring medical or dental symptoms through a sick call system, chronic care management for chronic and infectious diseases through enrollment in chronic care clinics for regular care, routine dental care, medical and dental emergency care for injuries and sudden illness, age-appropriate preventive care to promote optimal health and functional status, and restorative care to promote achievable functional status.

Sick Call System

Routine sick call is held Monday, Tuesday, Thursday and Friday at 9:00 a.m. Cop-outs will not be accepted in order to be seen for sick call. You must sign up for sick call in person. Sick call is not held on Wednesday. Medical providers use this day to complete scheduled appointments,

surgical procedures and specialty clinics. If an urgent or emergent need should arise, medical staff will remain on call and available.

In order to receive any type of medical or dental care you must bring your ID card to with you to Health Services. You will not be seen for sick call or treated without your ID card. Be advised, the provider signing up sick call, depending on the number of inmates requesting to be seen that day, may need to prioritize the requests and limit the number of sick call seen on a given day. Inmates will be triaged and those individuals with non-urgent conditions will be scheduled to be seen at a later date.

All inmates going to sick call whether it's dental or for medical, must notify his work supervisor prior to sick call. Inmate accountability will be followed at all times. Inmates who fail to keep their sick call appointment or a call-out are subject to an incident report. All other visits to the medical department will be by appointment only (except for emergencies).

Should an inmate become ill or injured, a staff member must call Health Services and give details concerning the illness or injury prior to the inmate going to Health Services. Health Services staff will determine whether or not the inmate will be seen at that time or instructed to sign up for sick call on the next scheduled sick call day.

If it is an emergency, Health Services will be notified and appropriate care will be provided, including transport to the hospital, if necessary.

Inmates who become ill after the regular sick call sign-up period will notify their work supervisor or Unit Officer to call the Health Services Unit to arrange an evaluation. Inmates requesting health services will be charged a co-payment fee unless staff determines they are indigent and not subject to a co-payment fee.

Inmates in SHU who are unable to attend the scheduled sick call sign up event will access sick call by submitting a written request for evaluation or by verbally asking for a sick call appointment when the Health Services staff makes daily rounds in the secured unit.

Dental Sick Call

Dental emergencies are defined as dental/oro-facial conditions that are immediate, acute, or grave which without care could cause uncontrolled bleeding, debilitating pain, significant irreversible loss of function, severe infection, or may be life-threatening. DO NOT send cop-outs requesting a sick call appointment for an emergency. You must sign up for dental sick call in person between 6:15 a.m. and 7:15 a.m. on dental sick call days, Tuesday and Friday. Health services staff is available to evaluate dental concerns and will notify dental services of emergent cases. Other problems or concerns can be addressed by submitting an Inmate Request to Staff (BP-A0148) form (cop-out). The dental clinic's normal hours of operation are Monday, Tuesday, Wednesday, Thursday and Friday from 6:00 a.m. to 2:00 p.m.

Inmate generated sick call encounters are subject to copayment of \$2. Exceptions may include: referrals from another healthcare provider; requests because of recent prior treatment (i.e., lost restoration) by a BOP provider; adjustment of dental prostheses recently (up to 3 months) delivered

by a BOP provider.

Routine Dental Care

Federal inmates who are designated to the Bureau of Prisons or other special designated inmates are eligible to sign up for routine dental care. Non-sentenced pretrial inmates, holdovers, inmates in segregation, special housing or in jail units, who have been housed continuously for more than 1-year at FCI Sheridan are eligible to sign up for routine dental care. To sign up for routine care, eligible inmates must submit a copout to dental. Inmates will be placed on the electronic medical record (EMR) national waiting list for routine care based on the date they qualify for routine treatment. Inmates must be on the waiting list to receive routine care. Care will be provided in chronological order, that is, those waiting the longest will be seen first. Inmates transferring from another BOP institution will be seen according to their status on the national waiting list. Treatment is continued per the receiving dentist's updated recommendations and dental schedule. Routine dental cares includes comprehensive exams, x-rays, fillings, elective extractions, dental cleaning, partial (if indicated) and complete dentures. Routine dental care visits are not subject to copayment. Dental screening examinations for new intakes are provided within 30 days of arrival to FCI Sheridan. Toothbrushes, toothpaste, and flossing aids are available from the commissary.

Accessory Dental Care

Accessory treatment is considered elective extending beyond the scope of routine care. The following treatments are not available at FCI Sheridan: crowns and bridges, porcelain bonding, cosmetic procedures, orthodontics, dental implants, edentulous ridge augmentation, orthognatic surgery, TMJ surgery, and periodontal surgery.

Fogline Procedures – Medical and Dental

If fog line should occur on a scheduled sick call day and the census count clears BEFORE 8:30 a.m. Sick Call will be announced immediately thereafter. If the count does NOT clear by 8:30 a.m. sick call will NOT be held for that day and you will need to make the next scheduled sick call.

Inmate Copayment Program Application

The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC).

Health Care Visits with a Fee

You must pay a fee of \$2 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed below, you will be charged a \$2 co-pay fee for that visit. You must also pay a fee of \$2 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible (through the Disciplinary Hearing Process) to have injured an inmate who, as a

result of the injury, requires a health care visit.

Health Care Visits with no Fee

We will not charge a fee for:

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

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

- Blood pressure monitoring,
- Glucose monitoring,
- Insulin injections,
- Chronic care clinics,
- TB testing,
- Vaccinations,
- Wound Care or
- Patient education.
- Forensic Medical Examination (Victim of Sexual Assault)

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

Indigency

An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6 or less in the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

Complaints

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Examination by a Physician

The most efficient way to obtain an examination by a physician or an outside specialist, if necessary, is to sign up for sick call, explain your problem to the P.A. or nurse, and they will refer you to a physician, if your condition warrants it. The Utilization Review Committee must approve all evaluations and procedures by outside specialists. Pre-existing conditions are treated, if they are determined to be medically necessary.

Chronic Care Clinics

Chronic Care Clinics are regular call-outs with a Physician or a Physicians Assistant (P.A.) to assess and/or monitor conditions such as high blood pressure, heart disease or diabetes. If you take medications on a daily basis for a chronic disease or condition, you may be placed in a chronic care clinic. If you are not on a clinic list, but feel you should be, please submit a “Cop-Out” to the Clinical Director or the Health Services Administrator.

Medication Line

Medications will be dispensed at the Pharmacy window two times per day. Inmates who are receiving pill line medications, insulin injections or picking up prescriptions must do so at this time. Medication Line (pill line) will be announced as follows:

Monday-Friday:	6:30 a.m. (when mainline opens)
Weekends/Holidays:	8:30 a.m. 4:45 p.m. (when mainline opens)
Insulin Line:	6:30 a.m. Weekends/Holidays: 8:20 a.m. 4:30 p.m. (after count clears) 4:30 p.m. (after count clears)

As soon as medication (pill lines) are announced you are expected to go directly to Health Services/Pharmacy. If you arrive late and pill lines have been completed – you will NOT be seen.

Pharmacy

Prescription refills will be requested utilizing the Prescription Refill Request form (Prescription bottles will not be accepted). The request should be submitted 2-3 days before your prescription runs out to permit processing of the request by Pharmacy Staff. Incomplete or inappropriately completed forms will not be processed. Your Request for Refill forms need to be placed in the mailbox outside of Health Services. Refills can be picked-up between 11:15 a.m and 11:45 a.m., Monday – Friday at the Pharmacy window. **If you have a medication that has no refills or has expired, you must sign up for sick call and be seen by a provider in order to have your prescription renewed. NO EXCEPTIONS.**

Pharmacy Medication Counseling Services

If you have questions concerning your medications, the Pharmacist is available for counseling services during morning pill lines only, Monday – Friday, excluding holidays. Health services staff conducting evening and weekend pill lines are not pharmacists. It is important, if you have questions, to direct them to the Pharmacist for expert advice on your prescription medications.

Routine Physical Examinations

A history and physical exam is performed on all new commitments to the Bureau of Prisons, whether the inmate is a self-surrender or transferee from a county jail or state facility. Routine screening procedures for tuberculosis on a yearly basis using the PPD skin test. Other procedures are done based upon clinical findings during your physical examination.

Inmates over 50 years old may request a yearly health screening. Labs performed include a

chemistry panel, complete blood count, thyroid stimulating hormone, free T 4, and a lipid panel. An electrocardiogram (EKG), a screening test for glaucoma, a rectal examination with Hemoccult (a test for blood in the stools), and a Prostrate Specific Antigen (PSA) tests will also be performed. Requests for PSA testing without a rectal exam will not be honored.

Many people request a “complete physical” when they have only one specific concern, or have no concerns or symptoms at all. An examination is only as good as the history you give to the practitioner. If you are under age 50 and have no health problems or concerns, the likelihood of a general physical exam revealing a significant problem is very low. Any inmate scheduled for release may request a physical exam, regardless of age, if they have not had one within the past 12 months of incarceration.

Infectious diseases, such as colds, flu, and skin infections, are easily spread within a crowded environment. Good hygiene is very important, keep your body, clothes, and areas clean. Wash your hands frequently. Cough into your elbow or upper arm. If you cough or sneeze into your hands, wash your hands. Keep scratches and open areas clean and covered. Dispose of soiled bandages appropriately and wash your hands. Flu vaccinations will be offered each fall.

Infectious Diseases

The Bureau will manage infectious disease in the confined environment of a correctional setting through a comprehensive approach which includes testing, appropriate treatment, prevention, education, and infection control measures.

Inmates may voluntarily request testing for infectious diseases (Hepatitis B, Hepatitis C, and HIV) and sexually transmitted diseases (syphilis, gonorrhea, Chlamydia, herpes, genital warts, etc.). Inmates may request testing via an Inmate Request to Staff Member (BP-S148) form addressed to Health Services. If it is an emergency, inmates are encouraged to present to medical sick call for evaluation.

Mandatory testing is performed when there are risk factors and the test is clinically indicated and/or surveillance testing is required. Inmates must participate in mandatory HIV testing.

All inmates will be assessed by a health care professional for clinical signs and symptoms of active pulmonary tuberculosis during intake screening, (i.e., weight loss, chronic cough, spitting up blood, night sweats). Inmates are advised to report to Health Services should they experience any of these signs and symptoms while at FCI Sheridan. These may indicate active tuberculosis, which is a contagious infection and needs to be identified and treated promptly.

Tuberculin skin screening is mandatory for all inmates and is performed at least annually, more often, if clinically indicated. The only exception to mandatory testing is individuals who have tested positive and have verifiable Bureau of Prisons documentation or documented completion of treatment.

Disease Prevention

Influenza, Pneumococcal, Tetanus/Diphtheria, and Measles/Mumps/Rubella immunizations will be provided routinely to inmates in accordance with CDC guidelines and guidance from the

Federal Bureau of Prisons Medical Director.

Programming, Duty and Housing Restrictions

Any inmate with an infectious disease will be evaluated for programming, duty and housing. Inmates with infectious diseases that are transmitted through casual contact will be prohibited from work assignments in any area, until fully evaluated and cleared by a health care provider.

Inmates with infectious diseases that are not food borne or transmitted by casual contact; i.e., HBV, HCV, HIV, will not be prohibited from assignment to Food Service based solely upon the diagnosis of the infectious disease. The primary care provider will determine the inmate's suitability for Food Service.

Over-The-Counter-Medications

Commissary has a wide range of over-the-counter medications. Purchase those items you routinely need.

DNA Blood Samples

On December 19, 2000, the DNA Analysis Backlog Elimination Act of 2000 (Pub. L. No. 106-546) was enacted. That law required the Bureau to obtain a DNA sample from each inmate convicted of a qualifying offense. Program Statement 5311.01, Inmate DNA Sample Collection Procedures, was effective February 1, 2011. Collection of DNA via buccal swab has been incorporated into the collection method. The policy states "...Pursuant to these authorities, the Bureau will collect DNA samples from persons in Bureau custody who are:

- Convicted of any federal offense (felony or misdemeanor);
- Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor);
- Convicted of a qualifying D.C. Code offense (as provided on a list);
- Arrested or facing charges (pretrial inmates); and
- Non-United States persons who are detained under the authority of the United States (including the Bureau)
(persons who are not United States citizens and who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b))...."

Emergency Medical Treatment

All emergencies or injuries receive priority for treatment. Appropriate medical care will be provided by institution clinical staff, on-call staff if after hours, or by community emergency medical providers. Clinicians covering evenings, weekends and holidays provide treatment for acute medical problems and directly observed pill lines.

On-the-job Injuries

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the

Occupational Medicine section of Bureau Electronic Medical Record (BEMR).

Inmates who suffer a work-related injury may be eligible for compensation if the injury prevents the inmate from performing his or her usual work duties. However, the inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

Escorted Trips

Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he 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.

Marriage procedures are detailed in the local Institution Supplement.

Barber Shop

Haircuts and hair care services are authorized in the barber shop only. Hours of operation will be posted at the barber shop.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail may not be sealed by the inmate and may be read and inspected by staff with the exception for "special mail." The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left-hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification.

The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Weekend and holiday mail services are not provided.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each housing unit. Legal and Special Mail will be distributed by Unit staff and opened in the presence of the inmate.

Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy.

Incoming Publications

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper (subscription only), plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. Softcover publications can only come from the publisher, a book club, or a bookstore.

Special Mail

Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys, and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts

A unit team staff member will open incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelop clearly indicates that the correspondence is "Special Mail – Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and 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 BOP 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 BOP regulations.

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 (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of 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 may also be notified of the rejection of correspondence and the reasons for it. The inmate also 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.

Change of Address/Forwarding of Mail

Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address – return to sender." Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

Certified/Registered Mail

Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

Telephones

Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in

prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Correctional Counselor/ Unit Team to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their individual PAC (nine digits) number by their Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third part telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an illusion to criminal activity, etc.)

Summary of Current Prohibited Telephone Activity

When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

- Use of the telephone during your work hours without prior authorization of your unit team.
- Making a 3-way telephone call.
- Making a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.
- Discussing or engaging in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.
- Using the telephone to work for or assist with any on-going law enforcement activity without the Warden's prior approval.
- Using the telephone to convey or pass messages from another inmate to a third party.
- Making or implying any threat or speaking in code to another person over the telephone.

- Use another inmate's PAC number. (Phone Access Code number).
- Passing the telephone to another inmate or accepting the telephone from another inmate after a telephone call has been connected.
- Participating in conference calling.
- Attempting to use the telephone while on telephone restriction.
- Using the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.
- Arranging to have anything of value sent to another inmate/inmate family without staff authorization.
- You must not engage in any other activity or conduct over the telephone which staff interpret as an effort to circumvent our policies and regulations.

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 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

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff to inquire about a notary public.

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 central file (minus the FOIA section) under the supervision of his 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 medical file should send a request to the Health Services Department.

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 5 years from the date of release from confinement. In some cases, 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 7 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 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).

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 or Correctional Counselor. Staff members will answer the request within a reasonable period of time. Electronic Cop-Outs can also be utilized.

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), 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. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director 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 and the complaint will be returned. 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 1330.16, Administrative Remedy Program.

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 includes: 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, the 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.

(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:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in 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.

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. 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 interview you.

Sentence Computation

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, staff 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 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

Case management staff 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 party 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 party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

Good Conduct Good 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 a GED, and the inmate is not making satisfactory progress toward earning a GED. 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, and the inmate is not making satisfactory progress toward earning a GED, 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.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

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. Good Time credits have been applied based on the First Step Act law.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of 6 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 6 months or more than 1- 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:

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987. **

****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 recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration.

A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

****Residential Reentry Center Good Time**

Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

****Camp Good Time**

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless the award is disallowed.

****Lump Sum Awards**

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

****Good Time Procedures**

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and

at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days -Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

****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.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, 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 most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. 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 examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. 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 Board three to six months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

RELEASE PLANNING

Residential Reentry Center Placement

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC).

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of The inmate's payment rate during RRC residence is 25 percent of earned income. Most BOP community-based residential programs are proved in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs 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 a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease 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 more restrictive. Except for employment and other required activities, the offenders are required to main 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.).

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that you will be treated in a impartial, and fair in the same manner.	1. You are responsible for treating inmates and staff respectful, manner by all staff
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
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.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual Acts and introduction of

- contraband, and not to violate the law or Bureau guidelines through correspondence.
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|-----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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.) | 6. | You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |
| 7. | You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. | It is your responsibility to use the services of an attorney honestly and fairly. |
| 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. | 8. | It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. |
| 9. | You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. | 9. | It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material. |
| 10. | You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. | 10. | You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |
| 11. | You have the right to use your funds for commissary and other purchases, consistent with insti- | 11. | You have the responsibility to meet your financial and legal obligations, including, but |

tution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).

- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor

frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be 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.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.

- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 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).
- C. Make monetary restitution.
- D. Monetary fine.
- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.

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

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

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

Quick Reference

Executive Staff

Warden: D. Hendrix
 A/W Programs: A. Cooper
 A/W Operations: B. Dorethy
 Executive Assistant: F. Sliver
 Captain: J. Galberth

U.S. Department of Justice
 Office of the Inspector General
 950 Pennsylvania Ave. NW, Suite 4322
 Washington DC 20530

Department Heads

CMC J. Bunsold
 CSD: C. Lawson
 DHO: J. Hudson
 Education: C. Johnson
 Facilities: D. Mills
 Business Office: vacant
 Food Service: E. Jemison
 Health Services A. Huston
 Psychology: C. Campagna
 DAP Coordinator: S. Griswold
 Recreation: B. Powell
 Religious Services: J. Myers
 Safety: B. Ingram
 Trust Fund: M. Deboer
 UNICOR: vacant
 Unit 1 Manager: L. Dorsett
 Unit 2 Manager: B. Sponsler
 Unit 3 Manager: B. Smith
 Unit 4 Manager: D. Prater

Western Union
 To send money by phone with credit/debit card
 (800)634-3422
 Online with credit/debit card
www.westernunion.com
 Select : "Quick Collect"
 Enter:
 Inmate Register Number
 Inmate Committed Name
 City Code: FBOP
 State Code: DC
 U.S. Parole Commission
 90 K Street, NE, Third Floor
 Washington DC 20530

Consulate of Mexico
 1305 SW 12th Avenue
 Portland, OR 97201
 (503)274-1540

Canadian Consulate
 805 SW Broadway Ave., Suite 1900
 Portland, OR 97205
 (503)224-5560

Addresses

FCI Sheridan Staff Only Mail
 "Staff Member"
 P.O. Box 8000
 Sheridan, OR 97378

To mail money in:
 Federal Bureau of Prisons
 "Inmate Committed Name and Register Number"
 P.O. Box 474701
 Des Moines, IA 50947-0001

Inmate Mailing Address
 "Committed Name"
 "Register Number"
 P.O. Box 5000
 Sheridan, OR 97378

Federal Bureau of Prisons
 Western Regional Office
 7338 Shoreline Dr.
 Stockton, CA 95219

Federal Bureau of Prisons
 Central Office
 320 First St. NW
 Washington DC 20534

U. S. Department of Justice

Federal Bureau of Prisons



Sexually Abusive Behavior

Prevention and Intervention

Dated July 2018;

Updated to reflect institution information by C. Campagna, Chief Psychologist, FCI
Sheridan 3.31.2021

An Overview for Offenders

You Have the Right to be Safe from Sexually Abusive Behavior

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you,

report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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 forensic medical examination and clinical assessment, at no cost to you. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to Report an Incident of Sexually Abusive Behavior?

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

- **Write the Office of the Inspector General (OIG)** which investigates allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

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

Note: These e-mails:

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

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

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling

and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

FCI Sheridan will provide inmates with access to outside victim advocates for emotional support services related to sexual abuse by giving inmates mailing addresses and arranging telephone contact with community advocates. Community services may include a toll-free hotline number, and local victim advocacy and/or contact with rape crisis organizations.

The National Sexual Assault Hotline number is 1-800-656-4673.

FCI Sheridan shall enable reasonable communication between inmates and these organizations and agencies, in as confidential a manner as possible.

There are qualified victim advocates at FCI Sheridan. You may request to speak with them by submitting a written request or visiting the Psychology Department.

Access to emergency services/ongoing victim advocacy is provided without financial cost whether or not you name the abuser or cooperate with any investigation.

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114/(A): Sexual Assault By Force

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

Code 206/(A): Making a Sexual Proposal

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

Code 229/(A): Sexual Assault Without Force

Code 300/(A): Indecent Exposure

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

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or

threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact Offices

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

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

**Federal Bureau of Prisons
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