

# INMATE ADMISSION & ORIENTATION HANDBOOK



## FCI & SPC TEXARKANA, TEXAS

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## **Introduction**

Welcome to the Federal Correctional Institution, Texarkana, Texas. The original section of the Federal Correctional Institution (FCI) was dedicated in 1940. The facility is located on the southwest corner of Texarkana, approximately one mile south of Highway 59 on Leopard Drive. Texarkana is located in the northeast corner of the state on the Texas/Arkansas border. It is 175 miles east of the Dallas-Fort Worth area, 70 miles north of Shreveport, Louisiana, and 145 miles southwest of Little Rock, Arkansas. FCI Texarkana is a Low security institution for male offenders at least 18 years of age with a variety of sentences. Most inmates are legal residents of the south central and southwest regions of the United States. However, it is necessary at times to house inmates from other parts of the country.

Communication plays a vital role in the development of a positive atmosphere within a correctional facility. This Inmate Handbook will provide you with information about the programs, operations, rules, and regulations of FCI Texarkana. The handbook is a supplement to the information available to you from Federal Bureau of Prisons Program Statements, Institution Supplements, and Memorandums generated by local administration. It is your responsibility to seek clarification of any issue that you find unclear. If you have further questions about the specific policies of the institution, consult with a member of your Unit Team.

Confinement is never a pleasant experience; however, here at FCI Texarkana we have attempted to establish an institution where you will be able to make the most of the time you spend here. The programs offered at the institution are structured around the workday, to permit maximum participation. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for halfway house placement.

You will be treated in a mature, responsible manner and will be expected to act accordingly. Your strict compliance to the rules and regulations of this facility plays an essential part in exhibiting the responsible behavior required at this institution.

The Director of the Federal Bureau of Prisons is Colette Peters. There are six Regional Directors located in various geographic areas of the country. You are in the South Central Region, which includes Texas, New Mexico, Louisiana, Arkansas, and Oklahoma. Our Regional Office is located in Dallas, Texas. The Warden is the Chief Executive Officer of FCI Texarkana. The Associate Warden and the Executive Assistant/Camp Administrator round out the Executive Staff at FCI Texarkana. Each department within the institution is supervised by a department head who reports to a member of the Executive Staff.

The information contained in this handbook is current as of the date of publication. It contains summaries of Federal Bureau of Prisons and FCI Texarkana policies and is subject to change. It is intended to be used by the staff and inmates of this facility as an easy reference. In the event of conflict, policy will take precedence over the information contained within this handbook.

## **WARDEN**

The Warden is the Chief Executive Officer of the institution with overall responsibility for the Federal Correctional Institution, Federal Prison Camp, and UNICOR. The Warden's decisions are based upon policies established by the Federal Bureau of Prisons.

Inmates with issues to raise are encouraged to do so first through the methods available to them: Inmate Requests to Staff Member (copouts), administrative remedies, or a letter. Issues may also be discussed directly with the Warden during mainline or tours of the institution.

## **ASSOCIATE WARDEN**

The Associate Warden (AW) supervises, directs, and evaluates Correctional Services, Education, Facilities, Financial Management, Food Service, Health Services, Human Resource Management, Recreation, and Trust Fund/Support Services.

The AW is instrumental in ensuring departments are operating in accordance with policy. The AW conducts open house during mainline Monday – Friday (excluding holidays) and is also available to inmates when visiting various areas of the institution.

The AW, in conjunction with the Psychology Services Department, oversees the Comprehensive Drug Abuse Program offered at SPC Texarkana. This is one of two Comprehensive Drug Abuse Programs in minimum security level facilities within the South Central Region. Additionally, three vocational training programs are available in Air Conditioning, Small Engines, and Automotive Repair.

## **EXECUTIVE ASSISTANT/CAMP ADMINISTRATOR**

The Camp Administrator oversees the daily operations of the Camp. The EA/CA conducts open house during mainline Monday – Friday (excluding holidays) and is also available to inmates when visiting various areas of the institution. The EA/CA is instrumental in ensuring departments are operating in accordance with policy.

## **INTAKE, CLASSIFICATION AND THE UNIT TEAM**

### **Orientation**

Inmates are given a social screening by Correctional Systems/Services, Unit Management, 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 includes information on inmate rights and responsibilities. It also includes information on sexual assault and abuse. Ordinarily, within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

### **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. Unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Secretary. 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 accessible at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays.

## **GENERAL FUNCTIONS OF UNIT STAFF**

**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 either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

### **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 release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security

level, institutional adjustment, etc. The inmate 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) 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 goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should 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 process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre/post release programming, education ideas, potential employment and housing information, as well as potential benefit(s) information.

### **Town Hall Meetings**

Town Hall meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions 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.

### **Home Confinement under the First Step Act**

The First Step Act of 2018 (FSA) contained additional requirements for the Bureau of Prisons (Bureau) in placing inmates in home confinement generally, and re-established and expanded a pilot program under the Second Chance Act to place elderly and terminally ill inmates in home confinement.

The terms "home confinement" and "home detention" are used interchangeably in this Operations Memorandum.

Section 602 of the FSA modified 18 U.S.C. § 3621 (c)(1), authorizes the Bureau to maximize the amount of time spent on home confinement when possible. The provision now states, with the new FSA language in **bold**,

“Home confinement authority. – The authority under this subsection may be used to place a prisoner in home confinement for the shorter of 10 percent of the term of imprisonment of that prisoner or 6 months. **The Bureau of Prisons shall, to the extent practicable, place prisoners with lower risk levels and lower needs on home confinement for the maximum amount of time permitted under this paragraph.**”

The Bureau interprets the language to refer to inmates that have lower risks of reoffending in the community as defined by individual PATTERN scores, and reentry needs that can be addressed without RRC placement. The Bureau currently utilizes home confinement for these inmates. Accordingly, staff should refer eligible inmates for the maximum amount of time permitted under the statutory requirements.

The statutory language will be added to the Program Statement **Home Confinement** however is currently listed under Operations Memorandum #001-2021

Section 603 (a) of the FSA reauthorized and modified the pilot program conducted under the Second Chance Act, 34 U.S.C. § 60541, as follows:

**(a) Scope of Pilot**

The Bureau shall conduct a pilot program to determine the effectiveness of removing eligible elderly offenders and eligible terminally ill offenders from Bureau facilities and placing such offenders on home detention until the expiration of the prison term to which the offender was sentenced.

Under 34 U.S.C. § 60541 (h), the pilot will be conducted during Fiscal Years 2019 through 2023.

**(b) Placement in home detention**

The Bureau may release some or all eligible elderly offenders and eligible terminally ill offenders from Bureau facilities to home detention, upon written request from either the Bureau staff, or an eligible elderly offender or eligible terminally ill offender.

**(c) Waiver**

Under 34 U.S.C. § 60541 (g)(1)(C), the Bureau is authorized to waive the requirements of section 3624 of Title 18 [home confinement for the shorter of 10 percent of the term of imprisonment of that prisoner or 6 months] as necessary to provide for the release of some or all eligible elderly offenders and eligible terminally ill offenders from Bureau facilities to home detention for the purposes of the pilot program.

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

Under 18 U.S.C. 4205(g), a sentencing court, on motion of the Bureau of Prisons, may make an inmate with a minimum term sentence immediately eligible for parole by reducing the minimum term of the sentence to time served. Under 18 U.S.C. 3582(c)(1)(A), a sentencing court, on motion of the Director of the Bureau of Prisons, may reduce the term of imprisonment of an inmate sentenced under the Comprehensive Crime Control Act of 1984.

The Bureau uses 18 U.S.C. 4205(g) and 18 U.S.C. 3582(c)(1)(A) in particularly extraordinary or compelling circumstances which could not reasonably have been foreseen by the court at the time of sentencing.

18 U.S.C. 3582 was amended by the First Step Act of 2018, revisions noted below in Summary of Changes.

For the purposes of this Program Statement, the terms “compassionate release” and “reduction in sentence” are used interchangeably.

In deciding whether to file a motion under either 18 U.S.C. 4205(g) or 18 U.S.C. 3582, the Bureau of Prisons (BOP) should consider whether the inmate’s release would pose a danger to the safety of any other person or the community.

A request for a motion under 18 U.S.C. 4205(g) or 3582(c)(1)(A) shall be submitted to the Warden. Ordinarily, the request shall be in writing, and submitted by the inmate. An inmate may initiate a request for consideration under 18 U.S.C. 4205(g) or 3582(c)(1)(A) only when there are particularly extraordinary or compelling circumstances which could not reasonably have been foreseen by the court at the time of sentencing. The inmate’s request shall at a minimum contain the following information:

The extraordinary or compelling circumstances that the inmate believes warrant consideration.

Proposed release plans, including where the inmate will reside, how the inmate will support himself/herself, and, if the basis for the request involves the inmate’s health, information on where the inmate will receive medical treatment, and how the inmate will pay for such treatment.

b. The Bureau of Prisons processes a request made by another person on behalf of an inmate in the same manner as an inmate’s request. Staff shall refer a request received at the Central Office to the Warden of the institution where the inmate is confined.

A request for a RIS is considered “submitted” for the purposes of 18 USC §3582 (c)(1), when received by the Warden in accordance with this section.

## **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.

## **Sanitation**

It is the inmate's responsibility to check his cell immediately after being assigned there 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.

Daily, 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.

Monday through Friday, rooms must be clean and ready for inspection from 7:30 a.m. to 4:00 p.m. Saturday, Sunday and Federal holidays, rooms must be clean and ready for inspection by 10:00 a.m. Rooms will be arranged as depicted in the picture posted on the bulletin board in the unit. Pictures, cards, notes, etc., will not be posted anywhere in the room, outside the lockers. Sexually explicit material is prohibited. Medical slips will be posted on the front side of the locker. Letters, books, photographs, newspapers, and magazines will be limited in the number that can be stored in the locker in accordance with policy for Inmate Personal Property.

- Beds are to be made daily as depicted in the picture posted on the bulletin board. Inmates off-duty, on vacation, or on medical lay-in, may lie on top of the bed; however, the bed must still be made by the prescribed time. No items will be stored on top of the bed (i.e., newspapers, magazines, etc.) **or under the mattress.**
- Food items that are left open create a health hazard. These items must be properly sealed at all times and stored in its original container. Empty containers may not be used as drinking containers, cooking containers and/or chemical containers. They are to be thrown away.
- No items may be placed in or on the air vents.
- No towels, blankets, or sheets may be placed on the floor or in the window.
- No strings or laundry lines.
- Lockers are to be pushed flat against the wall.

**Room Assignment:** The Correctional Counselor will approve all room assignments.

**\*Male and Female staff routinely work and visit the inmate housing areas.**

### **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. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property, which the inmate may retain.

### **INMATE PERSONAL PROPERTY LIST**

Racquetballs (2 cans of 2), c (4)  
Tennis Balls (can of 3), c (1)  
Tools for Bead Work, c (1)  
Weightlifting Belt, c (1)  
Weightlifting Gloves, c (1)  
Weightlifting Wraps, c (2)  
Yarn, Embroidery, Hoops/Needles, c (1 set)

### ***APPROVED RELIGIOUS ITEMS***

*Commissary Items Must Not Total Over \$350*

### ***Inmate Personal Property List – National Limit Authorized For Transfer between Institutions***

B = Black  
W = White  
BW = Black/White Combination  
GRY = Gray  
GRN = Green (pastel)  
C = Commissary Only  
I = BOP Issue

### ***CLOTHING***

Bathrobe (1 ea)  
Cap, Baseball (1 ea)  
Handkerchief, W c (5)  
Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets) court, turf, running shoe, c (2 pr)  
Shoes, Casual, c (1 pr)  
Shoes, Shower, c (1 pr)  
Shoes, Slippers, c (1 pr)  
Shoes, Work, c, (1 pr), (I)

Shorts, Gym (2pr)  
Socks, Tube, W c (5)  
Sweatshirt - GRY (cotton/pullover/no hoods/no logos) c (2)  
Sweatpants – GRY (cotton/no logos) c (2)  
T-Shirts/Sleeveless Undershirts - GRY (no pockets/no logos) c (5)  
Underwear - GRY (boxers or briefs) c (7)

***PERSONALLY OWNED ITEMS***

Address Book, c (1)  
Alarm Clock (non-electric), c (1)  
Bag, Athletic Tote (no logo), c (1)  
Batteries (not including batteries stored in electronic items), c (4)  
Books (hard/soft), (5)  
Magazines and Newspapers less than two weeks old, (10)  
Book/Reading Light, c (1)  
Bowl (plastic/24 oz. or less), c (1)  
Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)  
Calendar, small, c (1)  
Comb/Pick (plastic), c (2)  
Combination Lock, c (1)  
Cup (plastic), c (1)  
Dentures (1 set)  
Earplugs, c (1 set)  
Envelopes, c (1 box)  
Eyeglasses (no stones), (2 pr)  
Eyeglass Case (2)  
Fan, (1)  
Hairbrush, c (1)  
Hangers (plastic), c (5)  
Headphones, c (1)  
Jug (plastic/up to 1 gal), c (1)  
Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/ battery, or solar operated), c (1)  
Laundry Bag (mesh), c (1)  
Letters (25)  
Mirror (small/plastic), c (1)  
Pen, Ballpoint, c (2)  
Pencils, c (2)  
Photo Album/Scrapbook with photos, c (1)  
Photos (single-faced) (25)  
Playing Cards, c (2 decks)  
Radio with Earplugs (Walkman-type/MP3), c (1)  
Shaving Bag, Males – c (1)  
Stamps (total value equivalent to 40, 1st Class), c

Sunglasses (non-reflective), c (1)  
Towel (white/large), c (1)  
Watch (\$100 maximum value, no stones, electronically unsophisticated; i.e., inability to send signals), c (1)  
Watchband, c (1)  
Wedding Band (plain - no stones/white/yellow metal) (1)  
Writing Tablet, c (2)

### ***HYGIENE ITEMS***

Brushless Shave  
Conditioner/Hair  
Dental Floss and/or Pick (unwaxed), c (1 container)  
Denture Adhesive, c (1)  
Denture Brush, c (1)  
Denture Cleaner/Powder, c (1)  
Denture Cup, c (1)  
Deodorant, c (2)  
Hair Oil/Gel (non-flammable, non-alcoholic), c (1)  
Mouthwash  
Laundry Detergent  
Lens Cloth, c (1)  
Lotion, Skin (moisturizing), c (1)  
Nail Clippers (no file), c (2)  
Powder/Body/Foot  
Razor, c (1)  
Scissors, Mustache, Males – (blunt tip), c (1)  
Sewing Kit, c (1)  
Shampoo  
Shaving Cream/Lotion, Males  
Soap, Bar, c (3)  
Soap Dish, c (1)  
Toothbrush, c (1)  
Toothbrush Holder, c (1)  
Toothpaste, c (2 tubes)  
Tweezers (blunt tip), c (1)

### ***RECREATIONAL ITEMS***

Athletic Supporter, Males – c (2)  
Eye Protection, c (1)  
Gloves (fingerless/athletic), c (1)  
Gloves (handball), c (2)  
Harmonica, c (1)  
Headbands/Sweatbands, W c (2)  
Knee Wraps, c (2)  
Knitting/Crochet Needles, c (1)  
Mouth Piece, c (1)

## ***APPROVED MEDICAL DEVICES***

### **Storage Space**

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. 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.

### **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 inmates. 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. 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. Authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

As a rule, inmates will be dressed in the prescribed uniform (khaki shirt, trousers, t-shirt) and the belt provided during regular business hours. The uniform shirt will be completely buttoned, with the top button un-buttoned, and will be tucked in at all times outside your living quarters. You should be in the prescribed uniform during business hours, especially when you are involved in the various inmate programs, utilizing inmate services, or participating in any type of inmate program (except Recreation activities). Green uniforms are worn at the Camp. Work shoes must be worn with the uniform unless you have a soft shoe permit. Furthermore, either the Khaki or Green uniform will not be mixed with sweats, shorts, or other recreational attire.

### **Commissary/Special Purchase Items**

These items are authorized to the point they can be contained in the storage area provided for personal property and which are prescribed under the inmate personal property and clothing section of this document.

## **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. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. 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**

Staff may allow an inmate to possess legal materials in accordance with the provisions on inmate legal activities.

## **Hobby Craft Materials**

Staff shall limit an inmate's hobby shop projects within their assigned area within the hobbycraft area. Inmates must have written approval to maintain projects within their living areas. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

## **Radios, MP3 Players, and Watches**

An inmate may possess only one approved radio or MP3 player, tablet, 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. If the inmate is not allowed to use the radio, MP3 player, tablet, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, tablet, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player and tablet 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.

## **Hats or Caps**

Inmates may be issued caps or hats according to the needs of their job assignment. These items of headgear are permitted to be worn any time the inmate is on his job assignment and the Recreation Yard.

Caps, hats, headbands, scarfs or any other headgear will not be permitted to be worn in the Dining Room, Corridor Area or common area at any time unless the inmate has verifiable medical and/or religious reasons. If the inmate has medical or religious reasons for wearing the hat or cap, documentation from the Medical or Religious Services Department must be on file and in the possession of each inmate being permitted to wear the hat or cap. These items may be worn in the unit areas.

Inmates required to wear religious headgear will be permitted to maintain possession of three (3) Kufis or Yarmulkes. Religious headgear will be identified as a light, close fitting, brimless cap, which is usually knitted or crocheted. Religious headgear, which is crocheted or knitted through the Hobby Craft program, must either be mailed home or receipted on the inmate's Form 383 through coordination by the Chaplains.

## **Jewelry**

Inmates may have a plain wedding band. They may also wear/possess an appropriate religious medallion and chain, without adornments. No items over \$100.00 are permitted for retention.

## **Smoking**

Inmate smoking and any type of use of tobacco product(s) is strictly prohibited in all BOP facilities.

## **Quarters Rules**

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

### **The rules include items such as:**

- All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, disciplinary action will be taken.
- Room or cell doors are closed when inmates are not in them.
- Each inmate is responsible for the cleaning and sanitation of his or her room or cell.
- Everyone is responsible for cleaning up after themselves.
- 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 are contraband and are subject to be disposed of.
- Showers are available every day, but inmates may not be in the shower during an official count. Each unit has individual shower schedules.
- Safety shoes must be worn to work as designated in policy.

## **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. Inmates who oversleep or do not arrive at work on time are subject to disciplinary action.

## **Clothing Exchange & Laundry**

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. Institutions will furnish each inmate with sufficient clothing to allow at least three changes of clothes weekly.

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but are not limited to, the following: converting pants to shorts, pleats, cutting off shirtsleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken.

## **New Commitments**

New commitments with civilian clothing must mail clothes to a specified designation or may donate them to the institution. Donated clothes shall be washed in the Laundry before storage. Clothes provided to inmates on writ, furlough, etc., are washed after return and before storage.

## **Clothing Exchange**

Individual laundry bags, identified by a bin number, will be issued to regular commitments. Inmates will place only their institution issued socks, T-Shirts, undershorts and towels in their laundry bag for laundering. Clothing Services personnel will not be responsible for personal items. Inmates who place personal items in their laundry bags do so at their own risk. Shirts, trousers, and laundry bags will be taken to the Clothing Room during scheduled clothing exchange periods for laundering. The clothing exchange schedule is posted near the Clothing Room entrance.

## **General Clothing Information**

Inmates will be in the proper uniform, (normally khaki/green pants, khaki/green shirt, t-shirt, belt, work boots, and ID in lanyard visibly around the neck), Monday thru Friday, between 7:00 a.m. and 4:00 p.m. (Morning meal included). At a minimum after the 4:00 p.m. count, inmates shall be dressed with walking or athletic shorts, no BVD or boxer-style undershorts, at any time they leave their assigned quarters. Shirts or T-Shirts are not required while in your assigned quarters, but are required while in the common areas of the housing units. Common areas include the corridor, TV Rooms, telephone and staff office areas. Due to the unique design of G-Unit, inmates will not wear BVD or boxer-style undershorts outside the confines of their cubicle. Walking or athletic shorts must be worn any time an inmate leaves his cubicle. Shirts or T-Shirts are required while in the unit common areas.

Inmates entering the Dining Room during the noon meal will be properly dressed in institution uniform (i.e. issued khaki pants and shirt, t-shirt, belt, work boots, ID in lanyard visibly around the neck). Authorized personal clothing (athletic wear) may be worn to the evening, weekend, and holiday meals. To enter the Dining Room, the upper garment must cover the entire area of the armpits and all shirts must be tucked into the lower garment. Sleeveless shirts/underwear will not be permitted in the Dining Room. Footwear will be required and will include socks and issued shoes/boots or tennis shoes. House slippers, sandals and shower shoes that do not cover the entire foot will not be permitted, unless supported by a written documentation from Medical Services and in the inmate's possession. No clothing which has been altered or is considered in poor taste will be permitted at any time in the Dining Room.

House slippers may be worn in the living units only. They may not be worn out of the units to the Visiting Room, Dining Room, on assigned jobs, or in the school or VT Program, or at any leisure activity outside the unit such as the Auditorium, recreation area (yard), i.e., weightlifting area, etc.

Shower sandals may be worn only in the housing unit or respective day room or television viewing areas. Any infraction of this rule may warrant disciplinary action. The only exception for shower sandals being worn outside the unit is for medical reasons, and then, the inmate must have documentation from Medical Services in his possession to justify this fact.

Athletic clothing, like sweat suits, leisure or jogging suits, tennis shorts, etc., will be allowed to be worn in the units, and to and from the units when attending or participation in recreational activities. At no time will the above-described athletic clothing be worn on work assignments, Education classes, VT Classes, or the Visiting Room. The described clothing may be worn in the inmate Dining Room during the evening meals and on weekends and holidays. This will include shorts as described in paragraph A. However, no athletic clothing will be allowed during the morning or noon meals on workdays. This includes athletic clothing and jackets which are worn as undergarments and which are exposed or can be seen.

## **Work Details**

All inmates will wear safety shoes on all work assignments unless otherwise approved by the Warden. No cutoffs (shorts) will be allowed on any detail. All inmates are required to wear the proper attire while on any work assignment. Inmates assigned to food production jobs in the Food Service Department will be issued Food Service aprons from the Food Service Department. Clothing will be exchanged and laundered on a one-for-one basis. On long weekends when the Laundry is to be closed for more than two days, additional clothing will be issued if needed. This clothing is to be turned into the Laundry the next workday.

The Food Service Department will be responsible for collecting the aprons when an inmate is removed from the Food Service detail. Food Service clothing may not be worn during an inmate's off-duty hours and will not be worn in recreational areas. Other restrictions pertaining to the use of Food Service clothing will be determined by the Food Service Administrator.

Items such as raincoats, coveralls, and gloves will be drawn from the Clothing Room by the detail supervisors on an as needed basis, when available. Other items such as coveralls, welding gloves, protective headgear, etc. will be purchased and issued by the responsible department. The department overseeing these

work details will be accountable for any protective clothing issued by them. These specialized items will remain at the work site and not be permitted to be stored within the housing units.

## **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 or fingerprint identification. 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 always have their identification card in their possession for identification purposes.

## **Spending Limitations**

The National Spending Limit is \$320.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly 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 inmates 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](http://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](http://www.westernunion.com) and select "Quick Collect".

For 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 Express Payment 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](http://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](http://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 \$500.00.

### **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 access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and the fingerprint process or Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

*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.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to [www.corrlinks.com](http://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.

*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. The list of available departments varies by institution; however, 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. 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 10:00 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

**7:30 am until 11:30 am; and 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. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on “days off,” or “evening shift.”

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**

The facility is located on the southwest corner of Texarkana, Texas, approximately one mile south of Highway 59 on Leopard Drive. From Interstate 30, exit south on Highway 59, continue until you exit Leopard Drive. At the first traffic light, continue through the light until you reach Leopard Drive. Turn south and the Institution will be approximately one mile on the left. Camp visitors will enter at the Camp entrance and FCI Visitors will enter at the main entrance. A pay phone is available in the front lobby area to assist visitors. The Artex Cab Company phone number is 903-794-6666 or 903-794-8294.

All visitors must be approved before they will be admitted to the institution. You must contact your Unit Counselor regarding an approved visiting list. This will require submitting a request. Be sure all required information is provided. Incomplete or inaccurate addresses will cause delays in processing your visitors. The Unit Counselor will review your list and will act upon it shortly after receiving it. You may include immediate and up to 20 additional adult visitors on your list. Please keep in mind the small size of the visiting room and restrict your list to family members and a few close friends. If you wish to change your visiting list, your Unit Counselor will provide you with a request form. You must submit a completed request form to make a change on your list. A visitor may take a wallet or small, clear change purse with monies for the vending machines. Total funds should be no more than \$20.00 with no single bill larger than \$5.00. Visitors are not authorized to bring anything or give anything to the inmate population except what is bought in the institution vending machines. Inmates are not permitted to remove or retain any items from the visiting room.

For security reasons, infant care items for visitors with infant children will be limited. Only premixed formula and other liquids or foods in sealed, original containers will be permitted. Other infant care items

will be limited to three (3) clear nursing bottles, three (3) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted. All infant care items shall be maintained and issued as needed by Visiting Room staff. Children may not bring toys, books, cards, dolls, crayons, or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and must be clear plastic. Mothers who breastfeed must have a small blanket or other type of covering to ensure the breast are not exposed during nursing.

Special visits must be approved in advance by the Warden or designee by completing the Authorization for Special Visit Form or an appropriate memorandum, depending on the situation. The requirement for the existence of an established relationship prior to confinement does not apply to visitors in this category.

Staff will assist inmates when a literacy problem exists. Staff will utilize all available translation resources for non-English speaking inmates.

Inmates are allotted five points a month for visitation. A point will be taken for every time the inmate enters the visiting room. Additional points may be taken during holiday periods to ensure adequate room in the Visiting Room. Visiting hours are from 8:15 AM to 3:00 PM on weekends and Federal holidays. Only visitors who are on your approved list will be allowed to enter unless you receive a pre-approved "Special Visit" approved by your unit team. Processing of visitors will end at 2:00 PM. Visiting is a privilege. Under certain circumstances, visits may have to be terminated. This is an administrative decision which may be invoked in times of need, such as overcrowding of the visiting room, inappropriate behavior by inmates or visitors, etc.

Your visit will be announced over the PA system. You must wear a pressed khaki shirt, khaki trousers, a belt, and institution shoes. Green clothing is required at the Camp. Leave all personal property in your secured locker. You are permitted to carry with you only a comb and a handkerchief. Only the above items taken to the Visiting Room will be authorized to be brought back inside the institution. All inmates will be visually searched before re-entering the institution. Visitors may not leave money with the Visiting Room Officer to be credited to your account. You should read the A&O material and the Institution Supplement on Visiting. It will tell you what is considered appropriate dress for the Visiting Room, Special Visits, etc. You are allowed a maximum of four adult visitors at any one time. If approved, you may wear a wedding band, religious items, and carry photo tickets.

Visitors will be required to provide valid, government issued photo identification, such as a driver's license, passport, etc. The visitor's belongings will be searched, and they will be required to clear a metal detector prior to entry, and may be subject to additional searches as well. You should advise them of this requirement prior to their visit. Visitors must be properly dressed. Low cut, halter tops, sweat suits, form fitting and other clothing of a suggestive or revealing nature will not be permitted in the visiting room.

**Who May Visit:** It is your responsibility to contact your Unit Counselor to add people to your visiting list. Normally, all immediate family members are approved (i.e., wife, parents, brothers, and sisters). Children 16 years of age or younger must be accompanied by an adult family member. If you wish to have a visit from a person who is not on your approved list, contact your Unit Counselor at least two weeks in advance and explain the circumstances of the desired visit. If a visit is approved, it is your responsibility to notify your visitor.

**DO NOT TELL YOUR VISITOR TO COME UNTIL YOU ARE NOTIFIED THE VISIT IS APPROVED.**

If you are a transfer to this facility, do not assume that your visiting list will remain the same. See your Unit Counselor to be certain who is retained on your list. Do not invite any visitors to come until you are sure they are approved at this facility. If they are not approved, visiting will not be permitted.

**Special Housing Unit Visitation**

Inmates placed in the Special Housing Unit will be permitted to visit via Closed Circuit Television (CCTV) for a period of two hours per visit. Upon entering the Special Housing Unit inmates will submit a cop-out to the Special Housing Unit Lieutenant requesting an appointment to visit. **ALL CCTV MUST BE SCHEDULED THROUGH THE SPECIAL HOUSING UNIT LIEUTENANT.** The point system applies to inmates assigned to the Special Housing Unit.

**Visiting Rules**

The introduction of contraband into a penal institution is a violation of 18 U.S. Code 1971, Attorney General's Reg., September 18, 1948. Contraband is defined as any item given to or left where accessible to inmates, such as narcotics, money, alcohol, firearms, tobacco, and other items for which specific approval of the institution has not been obtained. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed on arrival and departure. Inmates are not to move around in the visiting room once seated and are subject to special seating assignments at the discretion of the Visiting Room Officer. Additionally, the use of cameras or recording equipment anywhere on Federal property without the written consent of the Warden is strictly prohibited. No written messages may be exchanged during a visit. The right to make future visits will be denied to anyone who attempts to circumvent or evade visiting regulations.

**ALL AREAS OF THE VISITING ROOM ARE MONITORED BY VIDEO CAMERA TO ENSURE INSTITUTION SECURITY AND GOOD ORDER.**

**Count Procedures**

Official counts are conducted at 12:00 AM (midnight), 3:00 AM, 5:00 AM, 4:00 PM and 9:30 PM. On weekends and holidays, there will also be an additional count at 10:00 AM.

The daily 4:00 PM count, 9:30 PM count, and the 10:00 AM count on weekends and holidays are "STAND-UP COUNTS." All inmates will be counted standing beside their bunks. Failure to stand for these counts will result in disciplinary action.

When the Unit Officer calls "COUNT," during other than stand-up counts, go immediately to your bed. You may lie down or be seated on your bed but remain there until the unit count is completed. This procedure pertains to all counts except the stand-up counts. During the stand-up counts, all inmates will stand next to their beds, facing the counting officers, until count is completed. For proper identification purposes, no head gear of any type to include ball caps, wave caps, head bands, earphones, etc., will be permitted during stand up counts. The only exception will be approved religious head wear.

During counts, ensure you do not disrupt the count process as it affects the activities of everyone housed in the institution. **Failure to follow this regulation could result in disciplinary action. Do not leave the area until the Staff have announced count is clear.**

If you are assigned to a detail during the official count, you will follow the instructions of the Detail Officer for the taking of count. The Detail Officer will advise you of the area designated for the count. The detail will stand against a wall or in a line, etc.

### **Inmate Accountability**

All institution movements will be announced by the Compound or Corridor Officer over the public address system. Scheduled movements will last ten (10) minutes. The first five (5) minutes will be one-way movement in-ward toward the housing units. The second five (5) minutes will be one-way movement from the housing units back to the outer areas i.e., Education, Recreation, and Medical. Special movement (one-way) may be called by the Lieutenant for other scheduled programs, i.e., church services, etc. Generally, call outs will be scheduled in accordance with the move schedule. Inmates will remain at their selected activities until the next scheduled movement or until a special one-way movement is called. Inmates are expected to arrive and depart work assignments and callouts during the movements with the approval of their supervisor. An institution census is conducted by all Unit Officers and Detail Supervisors randomly during morning and afternoon work hours to ensure all inmates are in their assigned work areas. These movements are monitored, and any noted discrepancy will be subject to disciplinary action.

Inmates are not allowed in areas marked “Out of Bounds”. These include interior and exterior areas and are clearly marked “Out of Bounds”. Inmates found in Out of Bounds areas will be subject to disciplinary procedures.

### **Controlled Movement**

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

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

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count.

During the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, you must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

## **The scheduled movement schedule will normally be as follows:**

6:00 AM to 7:00 AM Mainline

6:15 AM to 6:30 AM Recreation Movement

6:30 AM to 6:55 AM Pill Line

6:45 AM UNICOR work call

6:50 AM Facilities work call

7:35 AM General work call

8:25 AM to 8:35 AM

9:25 AM to 9:35 AM

### **10:15 AM Yard Recall**

10:25 AM \*Approximate\* One way move from UNICOR to Mainline.

11:05 AM UNICOR work call

11:15 AM Facilities work call / Recreation Movement

11:25 AM Mainline opens for Housing Units and Education/VT

12:00 PM Pill Line

12:25 PM to 12:35 PM General work call

1:25 PM to 1:35 PM

2:25 PM to 2:35 PM

2:45 PM UNICOR recall

### **3:30 PM Yard recall**

*4:00 PM Count Time*

4:30 PM \*Approximate\* One way movement to Recreation

4:35 PM \*Approximate\* Evening Meal

5:55 PM to 6:05 PM

6:55 PM to 7:05 PM

7:55 PM to 8:05 PM

### **8:20 PM Yard recall**

*9:30 PM Count Time*

It is mandatory all inmates maintain their inmate I.D. Card (lanyard) in their possession at ALL times. Inmates are required to produce the I.D. cards upon the request of any staff member. On weekends and holidays the moves will occur on the hour.

Lanyards should always be worn around the neck, outside of the clothing, and should be visible at all times.

Retrieving inmate laundry should be accomplished on inbound movements only. If inmates are unassigned or work in the units, you may retrieve laundry during lunch or when returning from call-outs or the Education Department. There should not be any two-way traffic through unit grills at any time.

## **Telephones**

Telephones are located in each unit for your convenience. You are to use only those telephones in the unit to which you are assigned. Telephone calls are limited to fifteen minutes to ensure each inmate has the opportunity to make use of the telephone system.

All telephone calls will be monitored by the institution. Legal calls to your attorney will be approved by your Unit Team who will assist you in these calls to ensure they are not monitored.

Hours of operation for the telephones are from 6:00 AM to 10:00 PM on a daily basis. No one will be on the inmate telephones during the Official Counts.

The system automatically shuts down from 10:00 PM to 6:00 AM for maintenance. Each inmate is allowed 30 authorized telephone numbers to call. Your telephone numbers are to be submitted via TRULINCS. You have to obtain a PAC (Personal Access Code) number, a PIN number, and have your register number to access the inmate computer system, TRULINCS.

You will hear a tone indicating you have about one minute remaining on your call. The telephone automatically shuts off after 15 minutes on each call. You may call again after a thirty (30) minute waiting period.

## **Tobacco Products**

Effective April 1, 2006, FCI Texarkana is a non-smoking facility. Inmates in possession of tobacco or tobacco products are subject to disciplinary action.

## **Possession of Electronic Items**

Be advised that the unauthorized possession, manufacture, or introduction of electronic items and components of electronic items such as unauthorized MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate disciplinary system. Unauthorized possession, manufacture, or introduction of electronic items may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

## **IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT: CONTRABAND INCLUDES UNIFORM COMMERCIAL CODE (UCC) LIEN DOCUMENTS AND PERSONAL INFORMATION OF LAW ENFORCEMENT OFFICERS AND COVERED PERSONS**

On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal

Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available “restricted personal information” about a “covered person” with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purpose of each of these provisions, Bureau of Prisons staff are covered by the Act. When this Act was first enacted, notice was posted to the inmate population. Additional implementation is required to deter criminal violations of these statutes. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

Effective May 22, 2009, all inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

### **Contraband/Searches**

Contraband is defined as anything in an inmate’s possession that is not of Bureau of Prisons issue or approved for their retention. If you are found with contraband in your possession it will be confiscated and either destroyed or mailed home at the inmate’s expense. An incident report will be written for this infraction. Inmates can be searched at any time at the discretion of staff. These searches can be of a physical nature (pat searches, visual searches, etc.) or of your housing area and/or property.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

### **Attire**

Inmates will be in the proper uniform, (normally khaki/green pants, khaki/green shirt, t-shirt, belt and work boots), Monday thru Friday, between 7:00 a.m. and 4:00 p.m. The uniform will be maintained in a neat and professional manner and should not be mixed with personal clothing. Your shirt shall be tucked-in and pants will be around the waist line. Other than approved religious headgear, hats will not be worn while indoors.

### **Inmate Identification Cards**

Inmates are required to always maintain their identification cards upon departing their assigned cell. Inmates at the SPC will be required to properly wear the inmate identification card on the upper front torso, with the

inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

### **Counts**

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be standing at bedside during official counts held at 4:00 p.m. and 9:30 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 9:30 p.m. on weekends and holidays, and during any emergency count. Out-counts may be permitted in areas such as Food Service, Health Services, Visiting, etc. 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.

### **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 on the unit bulletin boards after 6:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check the Call-Out on a daily basis.

### **Pass System**

During the regular workday, 7:30 a.m. to 4:00 p.m., inmates must have a pass to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. Each move will be announced by staff. Detail Supervisors issue passes whenever it's necessary to leave a housing unit or work area. Inmates are permitted a limited amount of time to travel to and from each area. It's the inmate's responsibility to make sure that the staff member notes the correct time on the pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

When returning to the area from which the pass was originally issued, the staff member who issued the pass will write on the pass the time of return. The staff member who originally issued the pass will then keep the pass. At the end of each day, staff members will turn in all passes to the Correctional Supervisor's office, which will account for all passes.

### **Shakedown**

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

### **Television**

Television rooms close at 10:00 PM nightly. Late night television viewing until 11:30 PM must be

approved by the Captain, via memorandum to the inmate population. Television viewing is a privilege that may be revoked at the discretion of the Unit Team or the Lieutenants Office. There are no reserved seats in the TV rooms. You are not permitted to use more than one chair, e.g., sitting in one chair with your feet in another. During count time the TV sets will be turned off and you must return to your bed for the duration of the count. Furthermore, like all areas of the institution, the TV rooms are to be kept clean. When they are not clean, the Unit Officer will turn off the TV sets until the room has been cleaned. Games are not permitted in TV rooms since there are areas in the unit specifically designated for this purpose.

Under no circumstances may even a minor repair attempt be made on any TV set unless under the supervision of the electrical or communications foreman. All televisions have been modified from outside speakers. Each television transmits to a designated radio frequency. You must have a radio to tune into the appropriate radio station to listen to the television. Programs to be viewed will be selected by the Unit TV Committee. One copy of the TV schedule will be posted on the inmate bulletin boards and another will be given to the Unit Officer. Arguments over program selections will result in termination of viewing privileges until the beginning of the next program. Changes in the posted schedule must be made by the Unit TV Committee or approved by the Unit Officer.

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

BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

### **Fire Prevention and Control**

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

### **Job Assignments**

All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff assign work and approve all job changes. They also see that the 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. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the

inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

### **Inmate Financial Responsibility Program**

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 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 or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/She will also be placed in “refuse” status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 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 because 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. At the Warden’s discretion items may be added to the National Menu by adding to a salad bar, hot bar, beverage bar (if these are part of the Food Service program) or by adding condiments such as sugar.

Medical diets will be provided 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 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.

The dress codes and meal schedules are as follows: Monday through Friday, excluding holidays, there is a dress code in effect during the breakfast and lunch meals. You will be required to wear the institution issued uniform. Shirts must be always tucked in while in the Food Serving dining room. There is no head gear to be worn in the Food Service dining room unless you are assigned to the Food Service detail. The only exception to this policy is given by the institution Chaplain for religious purposes.

Monday through Friday and Holidays, breakfast meals are served between 6:00 AM and 7:00 AM. Lunch meals are served at 10:30 AM and dinner meals are served directly following the evening recreation move. On weekends, coffee hour is served between 7:00 AM and 8:00 AM. Brunch meals are served following the 10:00 AM count and dinner begins directly after the evening recreation move. Mealtimes are subject to change when necessary.

If at any time you have a question pertaining to the certified program or other Food Service questions, please feel free to see the Food Service Administrator or the Assistant Food Service Administrator during the serving of the meals. Food items are not authorized to be carried into or out of Food Service.

## **Education**

The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language 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.

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 Reform 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 are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their 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 an 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.

Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmates' reentry plan.

### **English As A Second Language**

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 provided 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 advanced occupational training or college are needed in today's world. 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 or an industry accepted certification upon the completion of occupational training programs. Occupational education programs vary from 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.

## **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. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

## **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. All Parenting Programs include a classroom and visitation component. In addition, social service outreach contacts are often established to facilitate the provision of services to the inmate parent, visiting custodial parent, and children.

## **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 with local, state, and college libraries and available bookmobile services.

**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.

A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

## **Recreation, Leisure, Wellness, and Social Programs**

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, 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.

### **Leisure Programs**

Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. 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, inks, and charcoal). Hobby craft activities include leatherwork, models, mosaics, crochet, knitting, sculptures, woodworking, and lapidary, 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. Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

## **Wellness Programs**

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

## **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.

## **Religious Services**

The Religious Services Department accommodate the free exercise of religion by providing pastoral care to inmates and facilitate the opportunity to pursue individual religious beliefs and practices in accordance with the law, Federal regulations and Bureau of Prisons policy. Chaplains provide religious worship, education, counseling, spiritual direction, support and crisis intervention to accommodate the diverse religious needs of inmates. In addition, Religious Services oversee the religious diet program, religious ceremonial /commemorative meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote Bureau of Prisons reentry goals. The Life Connections and Threshold program highlight our faith-based reentry priorities.

The Chapel is located on the right side of the hallway leading from the Education Department towards the Recreation yard just before the Gym or past the Modular Unit on the left. The Chapel at the Camp is located at the end of the hallway from the Visiting Room.

In addition to worship services and group programs that are personally provided by the Chaplain, there are also services and programs scheduled which represent a great variety of religious faiths. Permit your faith to sustain you during this time. Many of our programs are led by community volunteers who are also concerned about your spiritual well-being.

You may see the Chaplain for a personal interview by visiting the Chapel or formally requesting to be placed on the "Call-out." He/She is dedicated to ministering to you at the level of your need. The Pastoral Care Center is interested in assisting you to understand and work through problems which may arise.

As you enter the Chapel hallway there is a variety of literature and books on the shelves in the hallway. These are available for your use. Bibles, Korans, etc. are available by requesting them. Chapel workers will assist with your selection.

Chapel schedules are posted and supplemented on the bulletin boards at the Chapel and in the housing units. Stop in, meet the staff, and find out about worship times and program opportunities available. It could be that you will discover the answer which you have been searching for to give meaning and purpose to your life.

## **Psychology Services**

Psychology Services departments in all BOP institutions 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 Psychology Services department at this institution is staffed by full time Psychologists, a Psychology Technician and various Drug Treatment staff. The department's offices at the FCI are located on the second level of the Main Detention Building, across from K-Unit. At the SPC, Psychology and RDAP staff offices are located in the RDAP Building adjacent to the outdoor Recreation area. There are a number of ways to contact Psychology Services at this institution.

### **You may:**

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.
- Visit the department during "DAP Open House" hours. The DAP Open House is conducted on Thursdays from 10:30 a.m. to 12:00 p.m. at the FCI. Inmates assigned to the SPC can contact the DAP-C for any questions or information needed from Psychology Services.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP 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/her 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 Programs**

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs. Drug abuse treatment is available to any inmate with a substance abuse disorder as determined by the assessing Psychologist. Drug abuse treatment at FCI Texarkana consists of the Residential Drug Abuse Program (RDAP) at the Minimum Security Satellite Prison Camp, the Nonresidential Drug Abuse Program (NRDAP), follow-up services for those who have completed the unit-based component of the RDAP, and Drug Abuse Education. Each of these programs is available on a voluntary basis and all inmates who think they may have a substance abuse problem are encouraged to consider the benefits of enrollment and are urged to apply. As noted, each of these programs is available to all inmates at both facilities except for the RDAP which is only at our Camp. If an inmate applies to and is found qualified for the RDAP, but is not able to enroll in the program at our Camp, he will be transferred to a facility commensurate with his security need where he will be able to participate in the program.

## **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 because 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 everyone’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 need 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 who wish to take additional treatment before their transfer to a Residential Reentry Center.

Program completion awards are only available for those who complete the program. If you are interested, ask the institution’s drug abuse treatment staff for more information on these awards.

## **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. The RDAP is available in 74 BOP institutions. **RDAP may be available for those inmates assigned at SPC Texarkana. Any inmate determined to be eligible for RDAP from the FCI will have to be transferred to an RDAP facility for program participation.**

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 48-24 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 or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

### **Community Treatment Services**

To successfully complete the RDAP, inmates are required to participate in the Community Treatment Services 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 community drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, Community Treatment Services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

### **Nonresidential Counseling Groups**

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution **does not have** a Resolve Program. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (a “Cop-Out”) to the Psychology Services Department.

### **Specialized Mental Health Programs**

The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day-to-day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

### **The Sex Offender Management Program**

The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The BOP’s sex offender treatment programs are stratified into two program levels:

#### **The Residential Sex Offender Treatment Program [male institutions only]**

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts and at USP Marion in Illinois.

#### **The Non-residential Sex Offender Treatment Program**

The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

## **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.

## **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.

## **Furloughs**

A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may apply for furlough to staff for approval.

## **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.

## **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 local Institution Supplement's.

## **Barber Shop**

Haircuts and hair care services are authorized in the barber shop only. The Barber Shop is located on the west side of the Modular Unit. If you wish to receive a haircut, you must sign up in advance. The sign-up list is posted in the Modular Unit, on a clip board in the Barber Shop. Hours of operation are posted on the Modular Unit Monthly Activity Calendar.

## **Medical 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, restorative care to promote achievable functional status, long-term care and end-of-life care.

### **Sick Call System**

For episodic care, clinical and dental staff will screen the inmate's complaint, give a future appointment based on the nature of the health complaint and enter the appointment date on the "callout" sheet. Inmates will report to their assigned work details after making the sick call appointment. If the medical or dental sick call appointment is scheduled for the same day, the inmate will receive a sick call appointment slip and give it to the work detail supervisor who will authorize the inmate to go to the clinic at the appointed time. 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 detention or segregation 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 clinician makes daily rounds in the secured unit.

### **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. First responders will initiate CPR/AED and/or first aid within **four minutes** upon becoming aware of a medical emergency.

### **Prevention Periodic Visits**

Periodic visits to review the inmate's need for and receipt of preventive health care services are recommended at least at the following intervals:

- Every three years, for sentenced inmates under age 50 (with the exception of annual Tuberculin skin tests, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk).
- Annually, for inmates 50 years of age and older.

## **Medication Administration (Pill Line)**

Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Unit known as the "pill line." Clinical staff delivers controlled medications to inmates in detention or segregation units during established pill line times.

## **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 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 or she fails to report a work injury promptly to the supervisor.

## **NOTICE TO INMATES - INMATE COPAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI/SPC Texarkana provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

**A. 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). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

### **B. Health Care Visits with a Fee:**

1. You must PAY a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., 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 in section C., below, you will be charged a \$2.00 copay fee for that visit.
2. You must PAY a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

## **Health Care Visits with no Fee:**

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. 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.

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

**Indigence:** An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay 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).

## **Staffing**

Medical staffing for FCI/SPC Texarkana includes one full time Physician, one full-time Dentist, a Health Systems Administrator (HSA), an Assistant Health Systems Administrator (AHSA), two Mid- Level Practitioners (MLP), six Registered Nurses (RN), one Health Information Technicians (HIT), one Health Services Assistant, Pharmacist, a Medication Technician, an Infectious Disease/IOP Coordinator, a Radiology Technologist, and a Dental Technician.

## **Emergencies**

Medical emergency care is available 24 hours daily at the FCI and Camp, with on-site medical care available 14 hours (0600 - 2000, Sunday through Saturday) a day. For the remaining ten (10) hours, the Clinical Director or his designee will determine if the patient should be transferred to the local emergency room or if medical staff will be called back to the institution to provide care. If you are injured or develop an emergency condition, you must report it to your work supervisor or Unit Officer. He/She will contact medical personnel to have you evaluated.

## **Hospitalization**

Emergency hospitalizations are admitted to the local community hospital. Non-emergency admissions for surgery or long-term care are transferred to appropriate Bureau of Prisons medical facilities.

## **MEDICAL-SATELLITE PRISON CAMP (SPC) TRIAGE**

Triage is held on Monday, Tuesday, Thursday, and Friday, excluding holidays. The clinician will be at the Camp to sign up Triage from 6:30 AM to 6:45 AM, unless otherwise announced over the public address system. You must sign up for Triage at this time in order to be seen for routine complaints. When you sign up for Triage, you must fill out a Triage Sign-Up form prior to reporting for Triage. The triage staff (clinician) will determine if you require a “same day” appointment or if you will be placed on callout for evaluation. If your appointment is scheduled for 7:30 AM or later that same day, you must report to your regular duty station at your regularly scheduled time. You must show your appointment slip to your work supervisor or Unit Officer. Your work supervisor or Unit Officer will then send you to your medical appointment at the appropriate time. When you return for your appointment, the assigned waiting area is the small waiting area in the Infirmary. When you are called in for your appointment, you must give the clinician your appointment slip and your commissary card (for identification purposes). If you are late for your appointment, you may miss it all together and have to make Triage the following day to obtain another appointment. At the conclusion of your appointment, you will have 10 minutes to report back to your work supervisor or Unit Officer. NOTE: Instead of reporting to Triage for routine medical complaints, you may submit an Inmate Request to Staff Member to the Camp MLP and you will be placed on callout for medical evaluation.

## **MEDICAL – FCI TRIAGE**

Triage is held on Monday, Tuesday, Thursday, and Friday, excluding holidays. The clinician will sign up Triage in the Health Services lobby (or examination room) from 6:30 AM to 7:00 AM, unless otherwise announced over the public address system. You must fill out a Triage form prior to reporting for Triage.

When you sign up for Triage, the triage staff (clinician) will determine if you require a “same day” appointment or if you will be placed on callout for evaluation. If your appointment is scheduled for 7:30 AM or later that same day, you must report to your regular duty station at your regularly scheduled time. You must show your appointment slip to your work supervisor or Unit Officer.

Your work supervisor or Unit Officer will then send you to your medical appointment at the appropriate time. When you are called in for your appointment, you must give the clinician your appointment slip and your commissary card (for identification purposes). If you are late for your appointment, you may miss it all together and have to make. Triage the following day to obtain another appointment. At the conclusion of your appointment, you will have 10 minutes to report back to your work supervisor or Unit Officer. NOTE: Instead of reporting to Triage for routine medical complaints, you may submit an Inmate Request to Staff Member to your Primary Care Provider and you will be placed on callout for medical evaluation. When on callout to see a medical provider, please bring all medication with you to your appointments.

### **Physical Examinations**

Physical examinations are done on Wednesdays. This includes A&O as well as “over 50” and pre-release physicals. All new inmates committed to the Bureau of Prisons will have a complete A&O physical examination to include clinically indicated blood work and diagnostic tests. This examination is mandatory and is required prior to a work assignment/detail.

Inmates age 50 and over are eligible for a physical examination annually which you must request via an Inmate Request to Staff Member (copout) and addressed to Medical Records. The physician will determine what laboratory tests, if any, are indicated. A pre-release examination is available to you before you are released if you have not had one within a year. You must request this examination in a timely manner (usually at least two months prior to your release date) in order to receive it.

**Other Services Annual tuberculosis (TB) screening (TB skin test) is mandatory for all inmates, unless you have had a positive TB skin test in the past. If you have had a positive skin test, you will receive a chest x-ray as clinically indicated.**

A Sexual Abuse/Assault Prevention and Intervention Program is available for inmates upon request. For further information, contact Psychology or Health Services.

Advance Directives (Do Not Resuscitate Orders/Living Wills) are available upon request from Health Services. The Bureau of Prisons provides a generic Living Will form or you may have a private attorney prepare the documents at your own expense.

### **Dental Care**

Emergency dental care for toothaches and denture adjustments is available via the same method described for Medical Triage. All other requests for routine dental care should be made with an Inmate Request to Staff Member (copout).

### **Over-The-Counter (OTC) Medications**

OTC's, such as aspirin, antacids, allergy medication, Metamucil, etc., may be purchased from the Commissary. Inmates who are indigent will be provided OTC's from the Pharmacy.

## Eyeglasses

UNICOR manufactured eyeglasses will be provided to inmates at no cost to them, if eyeglasses are recommended by the contract Optometrist. You will not be allowed to have eyeglasses mailed in from outside vendors, family, or friends. You may purchase eyeglasses at your own expense from the contract Optometrist if you choose.

## Shoes

All inmates will be issued institution composite toe boots. Several different types/styles of shoes are available for you to purchase in the Commissary.

## Methicillin Resistant Staphylococcus Aureus (MRSA)

Staphylococcus aureus, often referred to as “staph”, is a commonly occurring bacterium that is carried on the skin and in the nose of healthy persons. Staph aureus may cause minor skin or soft tissue infections such as boils, as well as more serious infections such as wound infections, abscesses, pneumonia, and sepsis. MRSA are staph bacteria that have become resistant to certain types of antibiotics. Frequent hand washing is probably the most effective way to prevent the spread of MRSA.

## Disease Prevention

Influenza (flu), pneumococcal, tetanus/diphtheria, and measles/mumps/rubella immunizations will be provided routinely to inmates in accordance with CDC guidelines and guidance from the Medical Director.

# Health Care Rights and Responsibilities

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

Rights	Responsibilities
1. You have the right to health care services, based on the local procedures at this facility. Health services include medical sick call, dental sick call and all support services. Normal Sickcall at this facility is held on Monday, Tuesday, Thursday, and Friday between 0630 and 0700. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.	1. You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.

2. You have the right to be offered the chance to obtain a "Living Will" (at your own expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions <i>if you are admitted as an inpatient to a hospital.</i>	2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
4. You have the right to know the name and professional status of your health care providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.	6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies of certain releasable portions of your health record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your health care to any member of the facility staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.	9. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, open houses or the accepted <i>Inmate Grievance Procedures</i> .
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; over the age of 50, once a year.)	12. You have the responsibility to notify medical staff you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

<p>15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>
<p>16. You have the right to assessment of pain as defined in Bureau of Prisons's policy to include pain management. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.</p>	<p>16. You have the right to be instructed regarding pain. You have the right to be evaluated for chronic pain and to be enrolled in the General chronic care clinic for proper follow-up for appropriateness and effectiveness of pain management.</p>

# Patient Resolution of Complaints

Patients will be encouraged to resolve conflicts by adhering to the following protocol.

<p>1</p>	<p>Via an <i>Inmate Request to Staff Member</i> (AKA "Cop-out"), the patient should request to speak with the clinician who did not provide the type of services he desired. Clinicians should take the time necessary to describe to the patient <i>X the assessment appropriate for the chief complaint, the findings obtained from that assessment, and available treatment strategies</i>. Any policies which impact on the care provided or requested will be reviewed with the patient. If the patient is still dissatisfied with the response from the clinician, the patient should be referred to the Assistant Health Services Administrator or Health Services Administrator.</p>
<p>2</p>	<p>If the patient is dissatisfied with the Assistant Health Services Administrator's or Health Services Administrator's review of care, the patient will be advised of the right to submit an <i>Inmate Administrative Request for Remedy</i>. Copies of staff responses to the <i>Inmate Administrative Requests for Remedy</i> will be placed in Section 6 of the inmate's medical record.</p>
<p>3</p>	<p>Staff will not take punitive action against an inmate because of the inmate's use of the Administrative Remedy procedure.</p>
<p>4</p>	<p>Serious consideration should be given to all patient grievances. Legitimate complaints about the treatment received will be reviewed by the Chair and members of the IOP Committee for identification of possible opportunities to improve the quality of care.</p>

5	<p>If the patient exhausts the Inmate Administrative Request for Remedy and still feels his complaint has not been addressed appropriately, he may contact The Joint Commission at the following address:</p> <p>Office of Quality Monitoring  The Joint Commission  One Renaissance Boulevard  Oakbrook Terrace, IL 60181  Phone: 1-800-994-6610  e-mail: <a href="mailto:Complaints@jointcommission.org">Complaints@jointcommission.org</a></p>
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**Correspondence**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for “special mail,” outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. 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 can respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, 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 living unit. Legal and Special Mail will be distributed by Mail Room or 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.

Contraband received in your mail will be returned to sender. You will be notified if contraband was received and returned. Types of contraband include, but are not limited to, stationary items, musical greeting cards, cigarettes, maps, food items, double-backed (POLAROID) photos, and stamps or stamped items.

Only white envelopes will be utilized for incoming and outgoing correspondence.

All letter mail will be copied, except for legal mail. Photographs will be copied unless they are received from a third-party vendor.

Negotiable instruments received in the mail will be returned to sender and will not be processed in the Mail Room.

## **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, 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. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore. All publications received which feature sexually explicit material or nudity will be returned to sender.

## **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 designated staff member opens 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 envelope 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 Counselor 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 SECRET PAC (nine digits) number by your 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. It is the inmate's responsibility to utilize the voice recognition recording. 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.

### **Legal Correspondence**

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

### **Attorney Visits**

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

### **Legal Material**

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

### **Attorney Phone Calls**

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team

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

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

### **Notary Public**

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 for arrangements with the institution's 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 the Safety Department.

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

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

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

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

Likewise, an inmate wishing to review his/her medical file should send a request to Health Services.

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

### **Executive Clemency**

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

### **Commutation of Sentence**

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

### **Pardon**

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

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

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of

reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

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

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

### **Administrative Remedy Process**

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

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

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

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

### **Sensitive Complaints**

If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. 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.

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 include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

### **Discipline**

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

### **Inmate Discipline Information**

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report

will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next workday 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) workdays 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 workday. 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 safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

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

### **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.**

#### **Old-Law Good Conduct Time**

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

#### **Statutory Good Time**

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

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

sentence. More than 1 year, less than 3 years - 6 days for each month of the stated sentence. At least 3 years, less than 5 years - 7 days for each month of the stated sentence. At least 5 years, less than 10 years - 8 days for each month of the stated sentence. 10 years or more - 10 days for each month of the stated sentence. At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

**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.

### **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 their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided 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 remain at the RRC, where recreation, visiting, and other activities are provided in-house.

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

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

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

## **Know Your Voting Rights**

On March 7, 2021, an Executive Order on Promoting Access to Voting was issued which requires agencies to “consider ways to expand citizens’ opportunities to register to vote and to obtain information, about, and participate in, the electoral process.” As a result, voter registration for eligible individuals in federal custody will be made available. 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.

### Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP’s RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

## PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY (100) LEVEL PROHIBITED ACTS	
Code:	Explanation:
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; otherwise the charge is properly classified Code 218, or 329).
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 test.
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 (100) 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.

**HIGHEST SEVERITY (200) LEVEL PROHIBITED ACTS:**

Code:	Explanation:
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's 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.

**AVAILABLE SANCTIONS FOR HIGH (200) 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 (300) LEVEL PROHIBITED ACTS**

Code:	Explanation:
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 accept a program assignment.

307	Refusing to obey an order of any staff member (may be categorized and changed 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 meeting or gathering.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards). Using any equipment or machinery without staff authorization.
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 include 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 (300) LEVEL PROHIBITED ACTS	
A	Recommend parole 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, which is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
B.1	Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C	Disciplinary segregation (up to 3 months).
D	Make monetary restitution.
E	Monetary fine.
F	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G	Change housing (quarters).
H	Remove from program and/or group activity.
I	Loss of job.
J	Impound inmate's personal property.
K	Confiscate contraband.
L	Restrict to quarters.
M	Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS	
Code:	Explanation:
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.

B1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
D	Make monetary restitution.
E	Monetary fine.
F	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G	Change housing (quarters).
H	Remove from program and/or group activity.
I	Loss of job.
J	Impound inmate's personal property.
K	Confiscate contraband.
L	Restrict to quarters.
M	Extra Duty.

Prohibited Act (Severity Level)	Time Period for Prior Offense (same conduct)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 Level)	6 months	2 <sup>nd</sup> offense	Disciplinary segregation (up to 1 month)  Forfeit earned SGT or non-vested GCT up to 10% or 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 <sup>rd</sup> or more offense	Any available Moderate severity level sanction (300 series).

Moderate Severity (300 Level)	12 months	2 <sup>nd</sup> offense  3 <sup>rd</sup> or more offense	Disciplinary segregation (up to 6 months)  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).  Any available High severity level sanction (200 series).
High Severity (200 Level)	18 months	2 <sup>nd</sup> offense  3 <sup>rd</sup> or more offense	Disciplinary segregation (up to 12 months)  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).  Any available Greatest severity level sanction (100 series).
Greatest Severity (100 Level)	24 months	2 <sup>nd</sup> or more offense	Disciplinary Segregation (up to 18 months)

## **INMATE'S RIGHTS AND RESPONSIBILITIES 541.12**

- ❖ You have the right to expect that you will be treated in a respectful, impartial, and fair manner by allstaff.
- ❖ You accept responsibility for treating inmates and staff in the same manner.
- ❖ You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
- ❖ You accept responsibility to know and abide by them.
- ❖ You have the right to freedom of religious affiliation and voluntary religious worship.
- ❖ You accept responsibility to recognize and respect the rights of others in this regard.
- ❖ 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, toiletry articles, and medical and dental treatment.
- ❖ You accept responsibility to not 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.
- ❖ You have the opportunity 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.
- ❖ You accept 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 violate the law or Bureau guidelines through your correspondence.
- ❖ You have the right to unrestricted and confidential access to the courts by correspondence (on matters, such as the legality of your conviction, civil manners, pending criminal cases, and conditions of your imprisonment.)
- ❖ You accept responsibility to present honest and fair petitions, questions, and problems to the court.
- ❖ You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
- ❖ You accept responsibility to use the services of an attorney honestly and fairly.
- ❖ You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
- ❖ You accept responsibility to use these resources in keeping with the procedures and schedules prescribed

and to respect the rights of other inmates who use the materials and assistance.

- ❖ You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials include magazines and newspapers sent from the community, with certain restrictions.
- ❖ You accept responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
- ❖ You have the right to participate in educational and vocational training, counseling, and employment programs as resources permit, and in keeping with your interest, needs, and abilities.
- ❖ You accept responsibility to take advantage of activities which will aid you to 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 participation in such activities.
- ❖ You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts and for assisting your family, in accordance with Bureau rules.
- ❖ You accept responsibility to meet your financial and legal obligations, including, but not limited to, OHO 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, family needs, and for other obligations you may have.

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

**Sexually Abusive Behavior Prevention and  
Intervention: Information and How to Report**



An Overview for Individuals in BOP Custody

FCI TEXARKANA  
TEXARKANA, TEXAS

January 2023

## PREA AT A GLANCE

**Everyone in BOP custody has the right to be safe from sexual abuse and harassment.**

**Anyone who reports sexual abuse and harassment (staff or those in BOP care and custody) has the right to be free from retaliation for reporting.**

**There are multiple ways to report sexual abuse or harassment:**

- **Email Office of Inspector General (OIG) directly. When you email OIG from TruLincs, this is not traceable at your institution. Staff and other individuals in BOP custody will not know you made this report. You can request for your report to remain confidential. OIG is completely separate from the BOP. OIG staff do not work for the BOP.**
- **Tell any staff member about the sexual abuse or harassment.**
- **Write a “cop-out” to any staff member you are comfortable with.**
- **Write directly to the Regional or Central Office PREA Coordinator.**
- **Write directly to OIG (information is included later in this handbook).**
- **File an administrative remedy.**
- **Have someone you trust report the allegations online (the web address is included later in this handbook).**

**ALL allegations of sexual abuse or harassment are taken seriously and investigated accordingly.**

**You can always ask a staff member if you have questions about the information provided in this handbook.**

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** 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. Those who sexually abuse or assault individuals in BOP custody can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is another individual in BOP custody 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.**

It is helpful for the investigation if you include as many details as possible about the allegation(s). This can include the date, time, location, any witnesses, any evidence you may have, if you have heard of other potential victims, any previous incidents, etc.

After you make your report, you will be asked to make a statement to an investigator about the allegation. While it is helpful for the investigation to cooperate with this interview, it is always your choice how much information to share and with whom. You will also have an opportunity to speak with a Psychologist and a medical provider.

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

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an *Inmate Request to Staff Member* (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component

of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. 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.

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 [https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)

### **Confidential Reporting**

As noted above, you can send reports of sexual abuse to a dedicated email address managed by OIG, and you can request the report remain confidential. OIG is completely independent of the BOP. OIG protects the identity of victims and other individuals who report allegations to the greatest extent possible, while still thoroughly vetting and investigating the allegations. As an incarcerated person, you can make third-party reports to OIG regarding about other individuals in BOP custody and you are encouraged to do so.

### **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.

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

**Contact your local Rape Crisis Center (RCC): Our institution does not currently have a Memo of Understanding (MOU) with a local RCC. Should the need arise, inmates are able to contact Texarkana Domestic Violence Prevention Sexual Assault Services at 903-794-4000, the National Sexual Assault Hotline 800-656-4673, or the National Domestic Violence Hotline at 800-799-7233.**

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

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an 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 affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

**Prohibited Acts:** Individuals in BOP custody who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the *Inmate Discipline Program* 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

### **Policy Definitions per 28 CFR 115.6**

**Sexual abuse** includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

**Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident** includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

**Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer** includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

**Sexual harassment** includes—

- (1) **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, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**Voyeurism** by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) occurs between two or more inmates. An incident is considered **Staff-on- Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) 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 individuals in BOP custody, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an individual in BOP custody and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Individuals who have been sexually assaulted by another individuals in BOP custody or staff member will not be prosecuted or disciplined for reporting the assault. However, individuals may be penalized for knowingly filing any false report.**

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

**Contact Offices:**

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

**Federal Bureau of Prisons  
Central Office  
National PREA Coordinator**  
400 First Street, NW, 4<sup>th</sup> Floor  
Washington, D.C. 20534

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

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

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

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

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

**Federal Bureau of Prisons  
Western Regional Office  
Regional PREA Coordinator**  
7338 Shoreline Drive  
Stockton, CA 95219

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

[https://www.bop.gov/inmates/custody\\_and\\_care/sexual\\_abuse\\_prevention.jsp](https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp)