

INMATE ADMISSION & ORIENTATION HANDBOOK



Federal Correctional Institution
Federal Prison Camp
Beckley, WV

UPDATED: August 2021

MEMORANDUM FOR ALL BUREAU INMATES

FROM: Charles E. Samuels, Jr., Director

SUBJECT: Expectations

As Director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities. Over the past few weeks, I have reminded all staff of the BOP's core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all, inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staff of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Memorandum for all Inmates (January 27.2012)

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with *staff* as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action. It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the *staff* who work with you, your families, or communities.

FCI/SCP Beckley, WV

**Inmate Information Handbook
Federal Bureau of Prisons**

Introduction

The purpose of this handbook is to provide inmates arriving at FCI/SCP Beckley with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration at FCI Beckley. This information will be made available during the institution's Admission and Orientation (A&O) Program.

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

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

Upon 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)

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays. The Unit Team usually schedules their working hours to ensure one team member will be available when inmates are not working.

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 all team decisions, and chairs the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions.

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. The Unit Manager is ordinarily present during initial classification and subsequent program

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans. 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 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 if such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her assignment. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Communications

There will be a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. The Unit Managers will 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. Parole and Supervised Release Violators will be teamed within 28 days of arrival.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review programs, work assignments, transfers, custody.

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) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate 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 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 and post release programming and education ideas, potential employment, and housing information, as well as potential benefits information.

Town Hall Meetings

These 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, rather than personal questions or problems. Personal problems will be resolved by unit staff during the regular working hours which are posted in each unit.

Team Participation in Parole Hearing

The Case Managers prepare Progress Reports with input from the Unit Team and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission. The inmate's Case Manager will ordinarily be present at the inmate's parole hearing. The Case Manager's function at the hearing is to assist the parole examiners, not as a staff representative for the inmate.

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 is in the Law Library.

DAILY INMATE LIFE

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.

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

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

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. For an inclusive list refer to the FCI/SCP Beckley Institution Supplement pertaining to Inmate Personal Property.

Storage Space

Storage space in the units consists of an individual locker. Locks may be purchased in the institution Commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the locker. 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) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, or black/white with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waistline. Doo Rags are not a part of the proper uniform and will not be worn outside of the housing unit cells. Muscle shirts or tank tops are not permitted to be worn as an outer garment. After 3:30 p.m., and on the weekends and holidays, sweats and khakis are permitted to be worn in the Housing Units and on the Compound.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of magazines and newspapers that can be stored in their locker provided in each cell. The limit for magazines is no more than five (5). Local newspapers are not allowed after they are three (3) days old and non-local newspapers may be retained for a period of ten (10) days. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Sexually explicit/sexually suggestive or pornographic photographs are **NOT** authorized for display outside of the individual locker.

Legal Materials

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

Hobbycraft Materials

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers.

Radios, MP3 Players, and Watches

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

Jewelry

Inmates may have a plain wedding band (without stones) and an appropriate religious medallion without stones that is not solid gold or solid silver.

Smoking

FCI/SCP Beckley is tobacco free. Inmate smoking is prohibited throughout the facility.

Quarter Rules

Staff of both genders enter/exit the unit on a 24-hour basis.

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. Beds will be made by 7:30 a.m. during the weekday. On weekends and holidays, beds will be made whenever inmates are awake or away from the cell. At no time will a mattress be removed from a bunk and placed on the floor. If a cell or room is not acceptable, disciplinary action will be taken.

Unit meal rotation is based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first and the unit with the lowest rating is called last.

Cell doors are closed when inmates are not in them.

Chairs are assigned to each cell and will not be defaced or marked in any manner by the inmate.

Each inmate is responsible for the cleaning and sanitation of his cell.

Everyone is responsible for cleaning up after themselves.

Sexually explicit/sexually suggestive photographs are **NOT** authorized for display outside of the individual locker. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count.

Safety shoes must be worn to work as designated in policy.

Unit televisions may be viewed during established off-duty hours. The Unit Officer is the only person who can change the television which is on a designated channel. Specific television viewing hours may be affected differently in the specialized program units and/or because of poor unit sanitation.

Wake-up

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

Clothing Exchange & Laundry

Newly committed inmates at the FCI/SCP will receive their initial issue of clothing from the laundry department on their day of arrival, after being released from the intake process. The initial issue of clothing shall consist of the following items:

- 1 Knit hat
- 1 Pair of Boots
- 7 Pair of Boxers
- 7 T-Shirts
- 2 Sheets
- 1 Pillowcase
- 1 Pillow
- 3 Washcloths
- 7 Pair of Socks
- 3 Towels
- 2 Cotton Blankets
- 3 Laundry Bags w/ID Tags
- 1 Pair of Gloves
- 1 Personal Hygiene Kit
- 1 Jacket

Inmates will return to the Laundry Department the next morning to be issued 4 sets of Khaki (FCI), Green (SCP) uniforms.

All articles issued to an inmate are recorded on his Clothing Inventory in the Clothing Issue/Laundry Department.

An ironed-on label containing the inmates first and last name and register number will be on the right-hand side of the jacket and shirts issued, and on the outside right rear pocket of the trousers issued.

Each inmate is responsible for maintaining the authorized clothing issued to him and will be held accountable for lost or damaged clothing.

Each inmate will be issued three net bags to be used for transporting Commissary purchases and transporting clothing to and from the Laundry.

Laundry bags issued at the FCI and FPC will be labeled and affixed with the inmate's name and register number. Laundry bags and clothing may not be altered in any way.

Authorized clothing exchange periods will be when the clothing is no longer serviceable. Determination of serviceability of the clothing will be made by Laundry staff. Exchanges will be accomplished according to the last two digits of the first five numbers of the inmates register number.

FCI:
00 to 24-Monday
25 to 49-Tuesday
50 to 74-Wednesday
75 to 99-Thursday

Example: 12345-028 (Exchange Day is Tuesday)

Linen exchange will be offered weekly on your assigned laundry day from 0630-0730

All inmate clothing, personal and issued will be laundered in the Institutional Laundry. Each inmate will be allowed to bring one (1) laundry bag of dirty clothing to the laundry to be laundered each day Monday-Thursday. After the bags are laundered, they will be delivered back to the unit and secured in the laundry room for pick up.

FCI LAUNDRY BAG DROP OFF SCHEDULE

6:30 AM-7:30 AM Oak Housing Unit
(Returned to Unit same evening)

5:00 PM-7:00 PM Pine and Poplar Housing Unit
(Returned to the Unit the following day)

SPC LAUNDRY BAG DROP OFF SCHEDULE

Tuesday through Thursday

Drop-Off	6:00am-7:00am (1 bag a day)
Exchange	7:00am-7:30am
Pickup	2:00pm-3:30pm

Friday-Linen Exchange 6:00am – 7:00am

No Tennis Shoes will be washed in the Institutional Laundry.

Hygiene items (soap, disposable razors, toothpaste, toilet tissue, and shaving cream) will be issued from the Laundry on the first full week of each month after the 4:00 p.m. count. The schedule below will be utilized for personal hygiene issue.

Poplar Housing Unit-Monday
Pine Housing Unit-Tuesday
Oak Housing Unit-Wednesday
SPC – 1st Friday of each month

COMMISSARY

The commissary is a privilege that is granted to each inmate. Each inmate will be given an identification card; no inmate will be permitted to shop without their card. Shopping order will be determined by your assigned housing unit and this order will rotate monthly. The current shopping rotation is on the back of the commissary sheet. You must take into consideration your work and program assignments when determining the best time for you to shop.

Commissary Hours:

The commissary will be open Monday through Wednesday from 6:30 A.M. to 7:15 A.M. for UNICOR inmates. The commissary will open Monday through Thursday after the completion of the AM census for sales to the general inmate population. The commissary will remain open until 12:30 p.m. or general work call, whichever comes first.

The current Bureau of Prisons Spending Limit (Validation) is \$320.00 per month. FCI Beckley revalidates the entire inmate population bi-weekly on the 1st and the 15th of each month with \$160.00. The commissary sheet is an order form which is updated monthly with the current month being labeled on the front of the sheet. Please note that prices are subject to change throughout the month without notice. All sales are final, check your items before you leave the commissary, no refunds, or exchanges once you leave the commissary.

Postage stamps are sold during regular sales hours. The commissary sells (4) denominations of postage stamps (.05, .45, .50 and 1.00) The purchase limit on first class domestic one-ounce

stamps is 20. The possession limit is 40 first class one-ounce stamps or any combination of stamps do not exceed \$18.00. Violation of this limit will result in disciplinary action. A photocopy machine is in the education library and is available for use during library hours. Copy machines are provided by a commercial copy machine company. The cost per page is \$.13 using a pre-paid card having a value of \$2.60 per card. The \$.13 per page may increase at any time in the future if cost of supplies and maintenance on the equipment increases. No refund policy has been established by the contractor and it is noted on the machine that inmates using the machine do so at their own risk. Account Balances may be checked through TRULINCS.

SPENDING LIMITATIONS

Inmates are permitted to spend up to \$320.00 each month for purchases. Each inmate account is validated, at the beginning of the spending period. Validation dates are spaced out using a system linked to inmate registration numbers. See the Commissary Bulletin Board for the Validation Schedule.

DEPOSITS TO ACCOUNTS

Deposits to commissary accounts from outside sources will be mailed to the Federal Bureau of Prisons, Post Office Box 474701, Des Moines, Iowa 50947-0001. Deposits may be made in the form of U.S. Postal Money Orders, Western Union Money Orders, U.S. Treasury Check or State Check (check or money order must be made out in the inmate's named and the inmate's registration number must be included) All other types of domestic money orders and checks will be held for at least fifteen (15) days before being posted to the inmate's account. All non-domestic or foreign checks will be held for forty-five (45) days before being posted. All funds being sent to inmates at FCI Beckley must be sent to the National Lock Box location at the following address:

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

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 if 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 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the Quick Collect program may be sent via one of the following ways:

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

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no space 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 Express Payment Program. All funds sent via MoneyGram's Express Payment 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 Express Payment 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 Express Payment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram Express Payment 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 and State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Committed Inmate Full Name entered on Beneficiary Line

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

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

2) ONLINE using a credit, debit, or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first-time user, you also must set up a profile and account:

Any question or concerns regarding MoneyGram Express/Payment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

Requests for Withdrawal of Inmate Personal Funds, BP199 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 of 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 will you have access to the Internet.

Inmate's 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 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 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 11:30 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 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 credits are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE credits 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.

SECURITY PROCEDURES

Attire

Inmates will be in the proper uniform, (khaki pants and khaki shirt), Monday thru Friday, between 7:30 a.m. and 3:30 p.m. at the FCI. The attire for the SPC will be green pants and green shirt during Monday thru Friday, 7:30 a.m. to 4:00 p.m. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waistline. Other than approved religious headgear, hats will not be worn while indoors.

Inmate Identification Cards

Inmates are required to always wear their identification cards upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution and upon unit changes by the Correctional Systems Department (CSD). Inmates are responsible for the care of these cards. Lost, stolen, or damaged cards must be replaced. Inmates will be charged a \$5.00 replacement fee for a new card. CSD staff will ensure that the inmate submits a BP-199 in the amount of \$5.00 for the card.

Counts

One of the first realities of institution life is the counts. During counts, inmates are expected to stay quietly in their cells until the count is announced as clear. The inmate is expected to be standing at bedside during official counts held at 4:00 p.m. and 10:00 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 10:00 p.m. on weekends and holidays, and during any emergency count. Disciplinary action will be taken against inmates for leaving an assigned area before the count is clear.

Callouts

Callouts 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 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments daily.

Pass System

FCI Beckley utilizes two types of passes, work and permanent.

Work Passes: Work passes will be issued to inmates assigned to Facilities, Safety, and VT. These passes may be used to allow an inmate to move to up to four areas of the institution to complete work (i.e., spraying, checking fire extinguisher, checking light bulbs, etc.). The detail supervisor will issue the pass which will include the inmates name, number, tools, and areas authorized to complete work in. Upon arrival and completion of the assigned work, the inmate will have an employee sign and note the time on the pass. The inmate will then return the pass to his detail supervisor. A ten-minute travel time will be followed for this type of pass.

Permanent Passes:

Barber Shop: Each housing unit will have one barbershop pass. Inmates are only authorized to move to the barbershop during scheduled movement times. The inmate will provide his identification card to the Unit Officer and receive the pass. When the inmate returns the pass the identification card is returned to the inmate. The inmate will only be authorized to retain this pass between two scheduled movement periods or one hour.

Jum'ah:

Inmates wishing to participate in Jum'ah prayer service, held in the Chapel at 1:00 p.m. on Fridays, will be issued a Jum'ah pass by the Chaplain. The Chaplain will maintain a list of inmates authorized to retain this pass. Inmates must obtain this pass from the Chaplain before

participating in Jum'ah service. Inmates located in the Chapel without this pass will be considered in an unauthorized area and disciplinary action may be taken.

Controlled Movement

During open institution hours, movement throughout the institution will be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure the movement of inmates is safe and orderly.

Controlled movements are ten minutes in duration and direct movement to and from the housing unit to the work site or other announced areas. The beginning and end of each move will be announced by staff. An example would be one way movement from the housing units to Recreation.

Contraband

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. An altered item, even if approved or issued item, is considered contraband.

Shakedowns

Any staff member may search an inmate's cell at any time to locate contraband or retrieve stolen property. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance

FCI/SCP Beckley operates a drug surveillance program which includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, the inmate will be subject to an incident report.

Alcohol Detection

A program for alcohol surveillance is in effect at FCI/SCP Beckley. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to 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 at this institution by qualified professionals.

PROGRAMS AND SERVICES

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.

FCI Beckley has inmate jobs in the furniture factory operated by the Federal Prison Industries, also known as UNICOR. Inmates wishing to work in UNICOR are placed on a waiting list for factory employment. UNICOR employs and trains inmates through the operation of factories producing high-quality products and services for the Federal Government.

Staff will not discriminate against or preclude qualified inmates with a disability from participating in work programs. The inmate's safety and ability to function satisfactory at a particular work assignment, however, must be considered.

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 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

General populations and Special Housing Unit inmates are provided nutritionally prepared meals three times a day. Self-service meals for general population inmates may include features such as salad bars, hot bar, special diet options such as low calorie as well as no-flesh and pork-free meal options. Special Housing Unit inmates receive the same diet as inmates in the general population,

although portion controls and manner of service may vary.

During normal working hours, inmates are expected to be in full inmate uniform 6:00 a.m. to 4:00 p.m., Monday through Friday, excluding all federal holidays. Shoes are to be worn in the dining room area. Inmates will remove their hats, head gear, and sunglasses (excluding religious head gear) upon entering the Food Service Department. No inmate personal items may be brought into Food Service. You will be required to have your identification card with you at each meal. You will be required to scan your card to receive your meal. Inmates will not be permitted to bring or take any food items out of the dining hall.

The following will be acceptable clothing in the food service dining room for inmates not working in food service: long khaki pants, shoes, short or long sleeve khaki shirt (properly tucked in) and approved religious headgear. Inmates are not allowed to wear personal clothing in the dining room between 6 am and 4 pm, Monday through Friday, except on holidays. At no time will sleeveless shirts be authorized in the food service department.

Institution Translations

Institution staff may obtain translations of local documents as the Warden deems necessary. Translated documents, forms, and records should be used as a guide to assist inmates' understanding of the forms or records content; however, any form or document used for record purposes shall be completed in English.

Education

Educational opportunities include GED (Literacy), English-as-a-Second Language, Adult Continuing Education, Vocational Training, Apprenticeship Programs, College Correspondence, Parenting, Release Preparation, and First Step Act programs. Program Statement 5350.28, Literacy Program (GED Standard), requires inmates who do not have a GED credential or a high school diploma to complete 240 instructional hours of literacy program participation. An inmate may request to withdraw from the literacy program after 240 instructional hours; however, withdrawal may affect good conduct time for inmates sentenced under the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA). All promotions in the Federal Prison Industries and institution assignments beyond the entry level grade are contingent on successful completion of the Literacy Program (GED). Program Statement 5350.24, English-as-a-Second Language Program (ESL), requires inmates with limited English proficiency skills to attend ESL classes until they have achieved the eighth-grade level as measured by a score of 225 on the ESL CASAS Reading Certification test and a score of 215 on the Listening Comprehension test. Inmates with a deportation detainer are still subject to the satisfactory literacy provision of the VCCLEA and PLRA.

Per Program Statement 5884.02, Educational Good Time Sentence Credit for D.C. Code Offenders, effective August 1, 2002, DC Code offenders in Bureau custody who committed their

offenses before August 5, 2000 and enrolled in designated educational programs on or after August 5, 1997, may be awarded educational good time sentence credit.

Staff shall meet with the inmate for the purpose of enrolling the inmate for the purpose of enrolling the inmate in the literacy program. Subsequently, staff shall formally interview each inmate involved in the literacy program when necessary for the purpose of determining a progress assignment.

Adult Continuing Education (ACE) courses are general knowledge classes which last approximately ten weeks. Occupational training programs include carpentry, electric, HVAC, Forklift certification. Apprenticeship Programs include Teacher's Aide, Recreation Assistant, HVAC, Cook, Upholsterer, and Housekeeper. Inmates may also enroll in correspondence courses from other colleges at their own expense. The college coordinator must give approval prior to enrollment and the program must result in a degree. Library activities are available during leisure time. An Inter-Library Loan program is available to request books which are not available in the institution library. ILL books are distributed and collected during Education open house. MP3 players and radios are not permitted in Education or Vocational Training at any time. Inmates must wear appropriate uniform Monday through Friday, 7:00 am to 3:30 pm. The uniform will be maintained in a neat and professional manner, with shirt tucked in and pants around the waistline. Other than approved religious headgear, hats will not be worn while indoors. Shorts are not permitted in Education or VT at any time.

FCI Beckley Recreation Department

We provide the inmate population with constructive uses of their idle time, along with support for their mental, physical, emotional, and social health and well-being. We encourage all inmates to participate in Recreation activities.

Leagues

The FCI Recreation Department offers a variety of organized, league sports, usually including:

- Softball
- Flag Football
- Basketball
- Soccer
- Volleyball

League sports are run during traditional league seasons by Recreation Staff. Inmates may participate as players, coaches, and officials. All league teams are Unit based. Generally, league champions are awarded incentives such as Gatorade packs and team pictures. To submit a team to a league, you must submit a request to staff.

Wellness

The FCI Recreation Department offers a variety of health and wellness classes, usually including:

- NFPT
- Yoga
- Calisthenics
- Aerobics
- Pre-Release Wellness

To participate in a wellness class, you must submit a request to staff. Inmates are given SENTRY credit for completion of wellness classes. Additionally, the Recreation Department offers a Presidential Sports Awards Program in which participants receive certificates of recognition for independently completing health and wellness routines. To sign up for the Presidential Sports Award Program, see the Wellness Clerk in Recreation.

Hobby Craft

The FCI Recreation Department offers a variety of hobby craft activities. Classes are offered for those just learning new hobby craft skills and lockers are available for those who are interested in constructing hobby craft projects. Approved Hobby Craft projects usually include:

- Drawing
- Painting
- Leather
- Ceramics

Inmates should develop projects in designated areas only. In-cell projects must be approved by Recreation Staff. Inmates are responsible for financing individual project materials and pack-out cost. To participate in Recreation Hobby Craft, you must submit a request to staff.

Special Projects

The FCI Recreation Department offers a variety of other Recreation opportunities, including:

- **Weekend Movies**

Weekend movies are generally shown in the Units at 7:00pm on Friday, 1:00pm and 7:00pm on Saturdays, and 1:00pm on Sundays. Request for movies may be submitted on paper to the Recreation Department.

- **Weekend Pictures**

Generally, pictures are taken in Recreation on Saturdays and Sundays from 11am-2:00pm. Inmates, wishing to take pictures, must purchase picture tickets from commissary, and report to the picture area in Recreation at the beginning of the movie to sign up for pictures. Pictures can be retrieved from Recreation the following week at the same time and place.

- **Drum, Piano, Guitar, and Music Theory Classes**

Music classes are held in Recreation and may be offered in English or Spanish and Beginner or Advanced levels. To sign up for a music class you must submit a request to staff. SENTRY credit is given to those who successfully complete music classes.

- **Group Bands**

Inmates wishing to participate in a group band must first successfully complete the Recreation Band Class, which teaches band rules and how to properly use equipment. After completing the class, you must submit a request to staff with your desired band members. Staff will approve bands and assign playing times.

- **Holiday Tournaments and competitions**

Holiday events are scheduled prior to each Federal Holiday. Watch for posted activities, special events, movies, and picture times. Inmates who place first in holiday activities are generally awarded incentives such as Gatorade packs or certificates.

- **Recreation Library**

The Recreation Department offers a video library, where inmates may check out videos to watch during scheduled times. Videos are educational in nature and include a variety of topics related to health, wellness, leisure, athletics, and sports. Inmates may also check out various periodicals, magazines, literature, and other wellness and leisure reading materials.

- **Radio Stations**

If you have a personal radio, there are a variety of music stations available for listening. In addition to the local radio stations, the Recreation Department provides four supplemental stations. The stations consist of four genres. Each genre player contains six CD's that play on a random setting. Generally, the CDs are switched once a week (on Sundays). Music request should be submitted to staff on paper. The stations can be picked-up in most places in Recreation on the following FM frequencies:

- R&B 87.7
- Spanish 90.1
- Rap 99.1
- Rock 104.1

- **Equipment Check Out**

The check-out room in recreation offers inmates an opportunity to utilize recreation equipment by exchanging your Identification Tag for the equipment, you wish to use. You **MUST** exchange your I.D. to receive equipment. Equipment should only be used in designated areas. Equipment must **ONLY** be used for its intended purposes. Inmates should always respect each other, by respecting the equipment.

Generally, equipment includes:

- Jump Ropes
- Ab Wheels
- Medicine Balls
- Exercise Mats
- Basketballs
- Footballs
- Volley Balls
- Soccer Balls
- Frisbees
- Bocce Balls
- Guitars
- Racquets
- Billiard sets
- Table Tennis set
- Board Games

In addition to the main structured events in Recreation, we ordinarily offer the following:

- Bocce Ball
- Horseshoes
- Hand Ball
- Racquet Ball
- Fitness Bars
- Cardio/Fitness Lab
- Billiards
- Table Tennis
- Writing Contest
- Walking and Running Track
- Board Games

Safety First!

The Recreation Department would like to remind you to always use appropriate caution and procedures when participating in Recreation activities. You should never strain during exercise or push yourself more than is comfortable for your body. Drink plenty of water to stay appropriately hydrated. Use proper warm up and cool down techniques. If you have questions concerning your health, consult health services.

Recreation Protocol

Inmates should not bring inappropriate personal property to Recreation.

Approved for Recreation

- Water bottle
- Radio
- Cleats

- Appropriate clothing
- Watch, sunglasses, hat

Prohibited in Recreation

- Picture albums
- Commissary Food and Drinks
- Linens
- Laundry Bags
- Excessive clothing

Metal Detectors

You must clear the metal detector when coming into and leaving out of Recreation. If you wear shoes that have metal hardware and prevent you from clearing, you will be required to remove your shoes for staff inspection and walk through the metal detector without those shoes to ensure you have cleared. If you have metal hardware implanted in your body (i.e., pins, rods, shrapnel) you should make sure it is documented with health services.

Injuries

It is common for a person to acquire occasional minor injuries during physical activity. If you incur ANY injury during an activity in Recreation, you are required to report to staff immediately.

Work Detail

The Recreation Department is a popular place to work at FCI Beckley. However, the Recreation Department does not practice active "hiring" for most positions. Your counselor will assign you

a

work detail. If your counselor does assign you to the Recreation Department, you must sign in with Recreation staff at General Work Call and receive further instruction about your work responsibilities.

Consequences of Rules Violations

The Recreation Department has set forth rules not only for the proper use of the facility and equipment, but also for the Safety of everyone. These rules will be strictly enforced. Violation of rules can result in restriction from classes, leagues, and general use of the Recreation Department. Recreation reserves the right to take all violations into consideration on a case-by-case basis but will do so within the constituents of Institutional Policies and Procedures.

Please Note

All activities, equipment, rules, regulations, and procedures are subject to staff discretion and may be changed or altered at any time to ensure the safety, security, and orderly running of the Recreation Department and the Institution.

Recreation Photo Regulations

Inmate Photo Project BEC-4501.05a

To receive the pictures, you take in Recreation Photos, you must abide by the following guidelines:

You must be fully dressed in the appropriate clothing when taking pictures. This includes shirt and shoes. Altered clothing is not acceptable.

You may not display personal property, art/hobby craft projects, or props of any kind. This includes sunglasses, caps, etc....

You may not brandish tattoos.

You may not make hand gestures or pose in an obscene manner.

You will be in a sitting, kneeling, or standing pose only.

Pictures with more than two people must be accompanied by a group photo form, including names and regulation numbers of each person in the picture.

No pictures will be taken outside of the designated areas.

At no time will photos be taken of security fences, vehicles, or any other security equipment.

If there is a dispute over the acceptability of a photo, the decision of the Special Investigative Supervisor (SIS) is final.

Any photo which violates the rules may be confiscated.

**No refunds or retakes will be given
for any pictures, which have been confiscated.**

Retakes will only be authorized by the Recreation Supervisor or Photo Project Coordinator. Retakes will only be given for unreasonable, major flaws in a picture caused by technical problems with the camera or supplies. Retakes will not be authorized for closed eyes, dislike of the pose, or general dislike of the picture.

Hobby Craft Materials

Programs in Ceramics, Leather, and Art are offered as part of Recreation Hobby Craft program. Hobby craft raw materials will be stored in Recreation. Disposal of completed hobby craft work must be arranged immediately after completion of the project. The completed hobby craft may only be sent to people on the inmate's approved visiting list.

Sports Equipment

Sports and recreation equipment will be available for inmate use in the Recreation Department. League activities are available and special programs for holidays. A limited amount of sports

equipment may be maintained in the unit.

Religious Services

Religious Services provides pastoral care, counseling, and a variety of religious programs to assist in spiritual formation. There are regularly scheduled services, studies, special programs, high holy days, and periodic guest speakers who speak on a variety of faith issues.

Institutional staff can help notify inmates in the event there is a death or hospitalization of an immediate family member. The notification can only be made after the inmate's family calls the institution with the information needed to verify the emergency with an official entity (i.e., hospital, police department, funeral home, etc.). We highly recommend that all inmates save some money and phone minutes until the end of each month in case a family emergency occurs.

The Religious Meal program is available for those individuals needing it. The Chaplain will determine if there is a verifiable need.

Counseling Activities

There are many alternatives for inmates who have personal problems and desire to correct them. These options include self-image groups and other voluntary groups conducted by Correctional Counselors. Inmate participation in these activities will be encouraged upon staff's assessment of inmate needs, but participation in such activities is voluntary.

Psychology Programs

Psychology Services is a department consisting of Psychologists, Treatment Specialists, and a Psychology Technician under the direction of the Chief Psychologist. Psychology Services offers a wide range of group programs to assist inmates with mental and emotional challenges successfully manage incarceration.

-DRUG EDUCATION: The goal of the program is to encourage inmates to seek further substance abuse treatment. This class typically lasts for approximately 4 days. You will be automatically placed into this program if required. You cannot sign up for this program. Pay attention to the callouts. You will be placed into the class within your first year at BEC if required to attend. If you miss the class, you will be placed into FAIL status and placed on maintenance pay. There is a 90-day waiting period to be placed back into the class.

-NON-RESIDENTIAL DRUG ABUSE PROGRAM (NRDAP): This group requires you to learn and apply rational thinking, complete homework assignments, and complete multiple journals. The group typically meets once per week for approximately 1.5-2 hours over the course of no more than 24 weeks. You must attend each group in its entirety and actively participate to receive credit. This groups meets in Psychology Services and does not require moving from your assigned housing unit.

-RESIDENTIAL DRUG ABUSE PROGRAM (RDAP): This is typically a 9-12-month program that requires living on the treatment unit (Poplar A Lower). The program runs from approximately

8:00am until 11:30am each morning (no weekends). Topics include learning rational self-counseling, living with others, correcting criminal behavior, relapse issues, and transitioning to the community. If interested in this program, submit an electronic request to Psychology Services indicating your interest, and you will be placed on the waiting list. Following your placement on the waiting list, you will be interviewed by the Drug Abuse Program Coordinator based upon your projected release date. Your paperwork will be forwarded to determine potential early release eligibility. This is NOT determined locally. You will most likely be unaware of your eligibility prior to beginning the program. Follow-up treatment in the community is required after release.

-BUREAU REHABILITATION AND VALUES ENHANCEMENT PROGRAM (BRAVE): This program is designed for inmates 32 years of age or younger who are newly committed to the BOP and have a sentence of at least 60 months. It is designed to help newly incarcerated inmates make a more successful adjustment to prison and make their incarceration more productive by focusing on self-improvement. This is a residential program that requires living on a treatment unit (Oak A Lower).

-ANGER MANAGEMENT: This is an 18-hour group that meets at least every other week. You must complete all sessions to receive credit. You will learn to better manage your anger through interactive practice, review, and homework. This typically lasts 10-12 sessions.

-CRIMINAL THINKING/ANTISOCIAL PEERS: This is a 27-hour group that meets at least every other week. You must complete at least 12 sessions to receive credit. This typically lasts 12-18 sessions. You will learn to use rational self-analysis to improve decision making.

-TRAUMA EDUCATION: This is an 8-hour course to provide information about understanding traumatic experiences. It is designed to be educational and does not discuss specific personal traumas.

-EMOTIONAL SELF-REGULATION: This is a 24-hour course that runs over 12-18 sessions. It is geared towards inmates with low-level anxiety and/or depression symptoms.

-AA/NA: This group is typically held on Monday evenings in the Chapel. This self-help approach to change helps to reduce the likelihood of future alcohol and narcotics abuse. This is a 50-hour group that runs continuously.

Any medication concerns, to include beginning any psych medication (ex. Antidepressant) or changing it, must be addressed with Health Services via a sick call request.

-To sign up for any group on this list, submit ONE electronic request to Psychology Services, and you will be added to the appropriate waiting list. **YOU MUST STATE SPECIFICALLY WHAT PROGRAM FOR WHICH YOU WISH TO SIGN UP.**

-To request an appointment with Psychology Services, submit an electronic request to Psychology Services stating specifically the reason you are requesting an appointment. You will be placed on callout accordingly.

-To request mental health records, submit an electronic request to Psychology Services. Be advised that all records may not be released to you depending on the nature of the records.

-The suicide companion cadre typically accepts applications twice per year ONLY. This will be advertised on TRULINCS when available. You should not apply if not advertised. Your request will not be considered.

-Psychology Services does NOT offer parenting, victim impact, or life connection programs.

-Psychology Services does NOT have open house.

-Suicide Prevention Program: It is realized that incarceration can be a highly stressful and difficult time, leading to overwhelming feelings. Sometimes these give way to thoughts of self-

harm or suicide. Recognize that someone you know could have such thoughts, and it is in everyone's interest to help them. Thus, if you see someone struggling with thoughts of suicide or self-harm, let someone know such that we can provide any needed help.

-You are encouraged to notify staff if you are upset or thinking about suicide. You are also encouraged to notify staff should you notice any behaviors or situations around you that make you think another inmate may be upset or suicidal.

Psychology Services Open House will be on Monday and Thursday, during lunch mainline.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. 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.

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. 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 her intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

The marriage procedures are detailed in the Marriage of Inmates Institution Supplement.

Barber Shop

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

FCI/SCP Beckley Health Services Department

Our **mission** is to provide quality medical, dental, and mental health care for the inmate population, consistent with Joint Commission Ambulatory Care Standards, and Bureau of Prisons Policy. This care will be rendered within the constraints of custody but will recognize the inherent worth of everyone.

The **vision** of the Health Services Department is guided by a tradition of providing high quality health care to an incarcerated inmate population. The vision of our department is to meet the ever increasing and diversified needs of the inmate population and become a center of excellence where staff takes pride in the care they provide, and the inmate patients have a positive perception of that care.

PATIENT 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.

Patient Rights

1. You have the right to health care services, based on the local procedures at your institution. Health Services include medical sick call, dental sick call, and all support services. Sick call at this institution is conducted as outlined in the sections below.
2. You have the right to be offered a Living Will, or to provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you were admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health

Patient Responsibilities

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to

promotion and disease prevention programs, including education regarding infectious diseases.

4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration, and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care providers.
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.

maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.

4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your health.
- You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
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 responsibility to eat healthy and not abuse or waste food or drink.

12. You have a right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every two years; over the age 50, once a year.
13. You have the right to dental care as defined in BOP policy, to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke-free living areas.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety of living and working areas in consideration of others.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur because of your refusal. You also accept the responsibility to sign the refusal.

HOW TO MAKE MEDICAL/DENTAL SICK CALL APPOINTMENTS

To make a sick call appointment, bring your ID card to the Health Services Department during the morning sick-call move (this move will occur as the first move of the morning, four days per week: Monday, Tuesday, Wednesday, and Thursday, ~~except for Holidays.~~ Appointments are made by coming to the Health Services Department during this time and requesting an appointment.

- A. ALWAYS BRING YOUR ID CARD TO SIGN UP FOR SICK CALL.
- B. Present your ID card along with your sick call form at the sign-up desk.
You must fill out the sick call form in ink. The form must include your name, register number, and complaint. Please be as thorough as possible on the form.
- C. You will either be seen immediately, or you will be placed on the call-out for the date and time you are to return to the Health Services Department, depending on the nature of your medical or dental problem.
- D. Dental sick call sign up requires this sick call form.

TARDINESS FOR SICK CALL: You must report for ALL sick call appointments, as well as ALL appointments scheduled via the call out. You are expected to arrive for your appointment on time, with your ID card. You are not to arrive any sooner than five minutes before the scheduled time of your appointment, and no later than five minutes after. If you are more than ten minutes

late, and the reason is not justified or substantiated by staff, your appointment will be canceled, and appropriate disciplinary action taken as it pertains to your absence from a scheduled assignment.

Sick Call Procedures for Inmates housed in the Special Housing Unit (SHU)

A. Medical staff makes rounds in the Special Housing Unit a minimum of two times per day. The first visit at 6:00 a.m. - 6:30 a.m. and the second visit during the evening count.

B. It is the inmate's responsibility to be standing at their door during the morning rounds to request a sick call visit. Depending on the nature of the inmate's complaint, an appointment will be made at the appropriate time.

C. Sick call requests will be accepted on regular writing paper if that is all the inmate has access to.

D. Sick call requests will be accepted on Monday, Tuesday, Wednesday, and Thursday. Dental sick call signs up adhere to the same procedures as outlined above. Dental sick call requests should be limited to serious dental conditions such as Abscess or swelling. All other requests can be made through Dental Open House. Details for this procedure will be given below.

E. If an inmate has a medical emergency after morning rounds have been made, then SHU staff should notify medical staff as soon as possible. Medical staff will then handle the emergency as deemed medically necessary.

F. Morning pill line and insulin dependent diabetic rounds will be conducted during the morning rounds. Evening pill line and insulin dependent diabetic rounds will be conducted during the evening rounds.

G. Prescription refill requests can be made during either of the two rounds. Prescription delivery will take place during the evening medical rounds.

PILL LINES

Pill line is conducted at four scheduled times during the day. The pill line times are as follows:

FCI – approximate times

6:40 a.m. - 7:00 a.m.	Monday through Friday (insulin only)
7:30 a.m. – 7:45 a.m.	Monday through Friday Pill line
7:45 a.m. – 8:15 a.m.	Weekends/Holidays

10:00 a.m. – 10:45 a.m.	Daily Medication Prescriptions Refill Pick Ups
2:30 p.m. – 3:15 p.m.	Evening Pill Line
After 4:00 p.m. Count Clears generally around 5:00 p.m. Usually runs for 15-20 minutes	Daily - Insulin only
FPC	
6:45 a.m. - 7:15 a.m.	Monday through Friday
6:30 a.m. - 7:00 a.m.	Weekends/Holidays
3:00 p.m. - 3:45 p.m.	Daily

You must present your institution ID at each pill line.

Some prescription medications may be written up to 180 days at a time. If your prescription has refills indicated on the bottle, and you need a refill, please submit a request through TruLines which typically can be submitted 5 days prior to running out of medications. Medication will not be refilled if the expiration date has passed; you will be required to make a sick call appointment to have the medication renewed.

Medical/Dental Open House

Dental Open House is held every Tuesday from 7:30 a.m. to 8:00 a.m. During this time, inmates will have the opportunity to request dental hygiene treatment. If you want to request copies of your medical record should be made through the Inmate Request to Staff Member (cop out) process. If requesting copies of your medical records, please allow a minimum of forty-five (45) days to receive them. You will be placed on call out to pick them up. If you are an inmate housed at the SPC, then all the above requests should be made through the Inmate Request to Staff Member (cop out) process.

ROUTINE DENTAL CARE

New commitments are seen by the Dental Department as part of the A&O process. At this time,

they will be able to establish a treatment plan regarding your immediate needs. Requests for routine work are to be submitted during dental Open House. You must watch the call outs for your appointment time. If you are not seen here for an A&O exam, submit a cop out or report to Dental Open House if you wish to be placed on the treatment list.

Inmates at the FCI, who wish to have a dental cleaning, must report to Dental Open House on Tuesday, from 7:30 am to 8:00 am. At this time, you will be placed on a waiting list and advised of the approximate date of your scheduled appointment. Camp inmates must submit an Inmate Request to Staff Member to be placed on the waiting list for a dental cleaning.

FPC dental sick call forms are accepted on Tuesdays only. Dental services may also be accessed through the Inmate Request to Staff Member (cop-out) process.

As with scheduled appointments you **MUST** show up for your dental appointments, whether they be emergency, sick call, or scheduled on the posted call outs. Report any emergencies to staff immediately and appropriate action will be taken.

PHYSICAL EXAMINATIONS

All newly committed inmates will receive a complete physical examination, including dental exam, laboratory tests, immunizations, Tuberculosis test, eye screening, and in some cases, a chest x-ray. The medical A&O exams are conducted on Wednesdays. Inmates are required to be at the Health Services Department on the day their exam is scheduled. Inmates are eligible for a complete physical every two years if under 50, and a complete physical every year if over 50 years of age. If you are over 50 you are also eligible for a yearly EKG. If it has been one year since your last physical exam, you may request a release physical two months prior to your release date. Each inmate will generally have a Health Care Prevention Visit every three years prior to the age of 50, and every year after the age of 50. Please the BOP Clinical Practice Guidelines for Preventative Health.

EYEGASSES/CONTACT LENSES

A consultant eye doctor comes to the institution on a scheduled basis. FCI inmates who wish to be evaluated for eyeglasses should submit a request to be made through the Inmate Request to Staff Member (cop out) process or come to sick call for evaluation. At that time, you will be placed on a waiting list and advised of an approximate date of your appointment. Your name will be placed on the call out for the date of your appointment. **FPC** inmates must submit an Inmate Request to Staff Member (cop-out) requesting an eye examination or make sick call for an evaluation. If the eye doctor determines you need a pair of glasses, we will order them for you at government expense. It takes approximately four to six weeks to receive them. We do not allow eyeglasses from outside sources to be sent into this institution unless deemed necessary by the Clinical Director. Unless medical staff determines contact, lenses are medically necessary, prescription glasses must be worn and contact lenses sent home.

CONSULTANT REFERRALS TO OUTSIDE MEDICAL FACILITIES, DOCTORS

If the physician at this institution determines that your medical/dental problem cannot be evaluated or treated effectively at this facility, you will be referred to the most appropriate medical setting. This could be a local clinic, or another Bureau medical center. Once the care is completed, you will be transferred back to this institution.

DUTY STATUS

The medical department has five types of fitness for duty status:

Regular Duty - you will be assigned to work anywhere in the institution you are assigned and can participate in all institutional activities.

Restricted Duty - you are to follow the restrictions as outlined on the form for your duty limitation.

Convalescence - no work duty, but not restricted from other activities, must still attend Education classes.

Idle - this is essentially BED REST. You are permitted out of bed for meals, medical appointments, bathroom, and chapel. You are not allowed to be up watching television, out on the compound, or in the gym.

Medically Unassigned- unassigned due to existing medical condition. You are to follow the restrictions as outlined on the form.

Violation of any of these restrictions subjects you to disciplinary action. If there is confusion concerning your duty status or restriction, notify a Health Services staff member through a cop out or sick call.

CALL OUTS

The call out system is utilized by Health Services for clinical appointments, follow-up visits, and x-ray or laboratory procedures.

*****LOOK AT THE CALL OUT EVERY EVENING*****

*****ALL MEDICAL CALL OUTS ARE MANDATORY*****

**FAILURE TO REPORT FOR MEDICAL CALL OUTS WILL RESULT IN AN
INCIDENT REPORT**

EMERGENCY APPOINTMENTS

In the event you become ill, or have an accident which requires immediate medical attention, you are to notify your supervisor or the closest staff member who will then contact the Health Services Department for instructions. DO NOT JUST WALK INTO THE HEALTH SERVICES DEPARTMENT WITHOUT PRIOR APPROVAL FROM A HEALTH SERVICES STAFF MEMBER.

CAMP SICK CALL

Inmates who are assigned to the Federal Prison Camp may make sick call appointments in the morning between the hours of 6:30 a.m. and 6:45 a.m., (Monday, Tuesday, Wednesday, and Thursday). The inmate will be responsible for completing an Inmate Sick Call Sign Up form, in ink, and reporting to Camp Health Services during the time frame specified above. A Physician's Assistant or Registered Nurse will screen all appointment requests and either schedules the inmate an appointment for the same day or schedule an appointment later. For those appointments which are scheduled for a later date, the inmate will be placed on a call-out.

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/SCP/FPC Beckley 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, because of the injury, requires a health care visit.

C. **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.
9. Immediately reported injuries.

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.

- D. 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. Please note that NO inmate will be denied medical treatment based on financial status.

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.

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

OVER-THE-COUNTER MEDICATIONS (OTC'S)

Personal resources will be used by inmates to obtain OTC medications which are indicated for cosmetic and general hygiene issues or symptoms of minor ailments. These symptoms include

seasonal allergies, occasional constipation, uncomplicated athletes' foot, acne, simple rashes, dry skin, and muscle aches from exertion.

For those inmates who report to health services with symptoms of minor medical ailments and cosmetic or general hygiene issues they will be referred to the institution Commissary with a Commissary Shopping List stating which medications they may purchase for general complaints.

On-the-job Injuries

If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work supervisor will then report the injury to Health Services staff and the institution Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

PRIMARY CARE PROVIDER TEAMS

The goal of this institution's Health Services Department is to provide medical care which is consistent with the community standard of care. The PCPT model is designed to function in the same manner as a doctor's office within the community setting, consisting of clinical staff such as Physicians, Physicians Assistants, Registered Nurses, and Medical Assistants, as well as support staff such as Medical Records Technicians, and clerical staff.

The PCPT Team is a group of health care providers and support staff whose function is to provide direct patient care which support and enhance the day-to-day operations of the sick-call process, and chronic care clinics.

Inmates will be classified based on the last two numbers of their first five digits. Example inmate # 12345-678 would be for PA3.

With Current Staff of Mid-Level Providers

PA 2	00-24	Approx. 350 Inmates
PA 3	CAMP AND SHU	Approx. 250 Inmates
PA 4	50-74	Approx. 350 Inmates
PA 5	75-79	Approx. 350 Inmates
PA 6	25-49	Approx. 350 Inmates

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail will be inspected by staff and must be unsealed when deposited in the institution mailbox. The outgoing envelopes must have the inmate's name, registration number, and complete return address in the upper left-hand corner. Do not abbreviate Federal Correctional Institution Beckley.

Inmates will be responsible for the contents of all 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 because of classification. The inmate is notified of this placement and can respond. There is no mail service on weekends and holidays.

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 received at the institution must have prior authorization. Ordinarily, authorization for inmates to receive incoming packages will be limited to release clothing.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, single issue of a magazine or newspaper, or material addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive publications and newspapers from the publisher or a book club/store.

Special Mail

Special Mail is a category of correspondence which may be sent out or received in the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media.

For incoming correspondence to be processed under the Special Mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked Special Mail - Open only in the presence of the inmate.

A designated staff member opens incoming Special Mail in the presence of the inmate. These

items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate. 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 Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

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 legal action (or a witness) in which both parties are involved. The Warden at both institutions must approve the correspondence.

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

Inmates may obtain change of address cards from the institution mail room. These cards should be completed by inmates who are being released or transferred, to notify correspondents of a

change in an address. Any general mail received after 30 days will be returned to the sender. Special Mail will continue to be forwarded after 30 days.

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so at this facility. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined. Scales and certified materials are available in the law library.

Telephones

The Inmate Telephone System is a privilege granted to each inmate. Violations of Institution Telephone Regulations may result in the loss of this privilege and disciplinary action.

You will receive a personal Phone Access Code (PAC) this number is confidential, and it is a violation of the Telephone Regulations to share this with other inmates. It is your responsibility to safeguard your PAC#. Should you lose it, forget it, or if your PAC# is compromised, you will be charged a \$5.00 fee prior to receiving a new one. The ITS allows inmates to purchase telephone time based upon their personal financial resources. Transfer of funds will be accomplished in whole dollar amounts. After an ITS credit has been established, it can only be used for placing telephone calls. ITS credits will not be transferred back to the inmate's commissary account. All rates are established at the national level. When an inmate wishes to place a call, the ITS will compare the telephone account balance to the cost of calling that number, ensuring there are sufficient credits for a minimum three-minute call. If the minimum amount is not available for the type of call being attempted, the ITS will not allow the call to be completed and the inmate will have to replenish his telephone credit balance. **Third party billing and electronic transfer of a call to a third party is prohibited.**

All telephone calls will be limited to 15 minutes. At the end of 14 minutes, a tone will warn the caller that there is only one minute remaining in the call. At 15 minutes, the call will automatically be disconnected. This time frame will provide all eligible inmates an opportunity to use the telephone. There is a 45-minute waiting period between calls. Inmates are restricted to 300 minutes of calling time per calendar month. Inmates who exhaust their 300 minutes will be restricted from placing telephone calls for the remainder of the month. FCI Beckley has Collect calling capabilities for all domestic calls. International phone calls are prohibited through the collect calling system, debit only on these calls. Unless a pre-paid account has been established by the party being called.

You are allowed to maintain a list of up to 30 telephone numbers of the inmates choosing. Inmates may submit telephone numbers for any person they choose, including courts, elected officials and members of the news media. Attorney telephone numbers may be included on an inmate telephone list with the understanding that these calls are subject to monitoring. Arrangements for unmonitored attorney calls must be made with the unit team.

The inmate population is authorized to place debit/collect calls on the inmate telephones located

in their assigned housing unit. When placing debit calls the inmate must first dial the area code and then the telephone number. When placing a collect call, the inmate must first dial zero (0), the area code and then the telephone number. Generally, inmate telephones will be available seven days a week beginning at 6:00 a.m. through 11:30 p.m.

Each Inmate Housing Unit (Quad) will have five (5) telephones assigned. There will be one telephone that will remain on in each quad beginning at 6:00 AM to 11:00 PM. The remaining telephones will be turned on and off throughout the day. The following is the Inmate Telephone Schedule:

6:00 am – 7:30 am	all phones on
7:30 am – 10:30 am	one phone each quad on
10:30 am – 12:30 pm	all phones on
12:30 am – 3:30 pm	one phone each quad on
3:30 pm – 5:00 pm	all phones off for count
5:00 pm – 11:00 pm	all phones on

The inmate telephones are turned off and on by established time frames that have been software installed in the ITS.

Listed below is a toll-free number that you can give to persons you are calling collect. This number will allow the person to inquire about billing charges. The Inmate Telephone system does not control the rates for the collect calling system.

1-800-913-6096

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is properly 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 Special Mail - open only in the presence of the inmate. It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits

Attorneys shall ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. 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 number 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

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. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library

The Law Library is in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institutional Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in the Special Housing Unit.

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 copies may submit a written request for a reasonable amount of free duplication through the unit team.

Federal Tort Claims

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

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Central Files and Other Documents

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 Bureau of Prisons.

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 Bureau 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). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

The Bureau 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).

PROBLEM RESOLUTION

Inmate Request to Staff Member

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

Administrative Remedy Process

The Bureau 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 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.

General Information

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

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

**Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701**

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the BOP to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided copies of the Bureau's Prohibited Acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report will ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident.

An informal resolution of the incident may be attempted by the Correctional Supervisor. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the High and Greatest severity category. Violation in the High and Greatest severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing

Inmates must ordinarily be given an initial hearing within five (5) workdays of the time staff became aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided, in writing, reasons for any extension.

Discipline Hearing Officer (DHO)

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

An inmate will be provided with advance written notice of the charges not less than twenty-four (24) hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness to answer to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. UDC appeals are made to the Warden (BP-9). DHO appeals are made to the Regional Director (BP-10). The complete Administrative Remedy procedure may be utilized.

Special Housing Unit Status

There are two categories of special housing: Administrative Detention (AD) and Disciplinary Segregation (DS). Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status, during transfer, is a new commitment, pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as sanctions for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, and toilet tissue. Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material.

RELEASE

Sentence Computation

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the accurate computation of an inmate's federal sentence. An inmate will be issued a copy upon certification by DSCC.

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 stay in prison until the fine is paid, decides to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). 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 community correction 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.

Federal and state detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers. This agreement applies to all detainers based on pending charges for **untried charges** which have been lodged against an inmate by a member state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the court and district attorney. In some states, the detainer notice may start the time running for a Speedy Trial Act agreement.

Good Conduct Good Time

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with Good Time and parole issues. There are no provisions under the new law for parole. The only Good Time available will be fifty-four (54) days of good conduct time for each full year served. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory Good Time or extra Good Time for inmates being sentenced for crimes committed after November 1, 1987.

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

Good Time

Good Time awarded by the Bureau of Prisons 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 Discipline Hearing Officer 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 Discipline Hearing Officer 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 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.

Community Corrections Center Good Time

Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing if 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 if 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 detainee or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Release Planning

If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least a minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc.) The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

Residential Reentry Centers (RRC)

RRCs, commonly referred to as a Halfway House, provide suitable residence, structured programs, job placement, and counseling, while the inmate's activities are closely monitored. All RRCs offer drug testing and counseling for alcohol and drug-related problems. During their stay, inmates are required to pay a subsistence charge to help defray the cost of their confinement; this charge is 25% of their gross income, not to exceed the average daily costs of their incarceration. Failure to make subsistence payments may result in disciplinary action.

On April 9, 2008, the Second Chance Act of 2007 was signed into law thereby changing the Bureau of Prison's (BOP) statutory authority for making pre-release Residential Re-entry Center (RRC) placement decisions. The changes included: the decisions must be made on an individual basis in every inmate's case according to the new criteria identified in the Act, in addition to criteria in 18 U.S.C. § 3621 (b), which include resources of the facility being considered, the nature and circumstances of the offense, and the history and characteristics of the inmate.

RRCs provide an excellent transitional environment for inmates nearing the end of their sentences. The level of structure and supervision assures accountability and program opportunities in employment counseling and placement, substance abuse, and daily life skills.

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.).

Conclusion

Hopefully this information will assist you during your incarceration and help clarify any concerns You may encounter.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the 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	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

<p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p>
<p>10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p>	<p>10. You have the 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.</p>
<p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, accordance with Bureau rules.</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p>

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months)
- D. Make monetary restitution
- E. Monetary fine
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation)

- G. Change housing (quarters)**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmate's personal property.**
- K. Confiscate contraband.**
- L. Restrict to quarters.**
- M. Extra duty.**

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200** **Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.**
- 201** **Fighting with another person.**
- 202** **(Not to be used).**
- 203** **Threatening another with bodily harm or any other offense.**
- 204** **Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.**
- 205** **Engaging in sexual acts.**
- 206** **Making sexual proposals or threats to another.**
- 207** **Wearing a disguise or a mask.**
- 208** **Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209** **Adulteration of any food or drink.**
- 210** **(Not to be used).**
- 211** **Possessing any officer's or staff clothing.**

- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used)
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used)
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accompanied 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 assaults of any person, involving non-consensual touching without force or threat of force
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence)
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most Like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

- C. Disciplinary segregation (up to 6 months)
- D. Make monetary restitution
- E. Monetary Fine
- F. Loss of privileges: (e.g., visiting, telephone, commissary, movies, recreation)
- G. Change housing (quarters)
- H. Remove from program and/or group activity
- I. Loss of Job
- J. Impound inmates' personal property
- K. Confiscate contraband
- L. Restrict to quarter
- M. Extra Duty

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting;

refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards
- 318 Using any equipment or machinery without staff authorization
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used)
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- 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

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

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

A&O BOOKLET ATTACHMENT A

FEDERAL CORRECTIONAL INSTITUTION, BECKLEY,
WEST VIRGINIA, 25813

VISITING REGULATIONS

_____ (Visitor's Name), has been approved to visit you during your stay at Beckley. In addition to your assuming reasonable responsibility for the proper conduct of a visit, you are also responsible for forwarding this form to the above visitor so that she/he will be aware of our visiting regulations.

IDENTIFICATION. The Front Lobby Officer will require positive photo identification of visitors. Acceptable forms of identification are valid driver's license or State Identification Cards, and other official identification cards.

VISITING HOURS. Regular visiting hours at the FCI/SCP are from 8:15 a.m. to 3:15 p.m. on Saturday, Sunday, Monday, and all Federal Holidays. Visitors will not be processed into the FCI after 2:00 p.m. Visitors will not be processed into the Camp Visiting Room after 1:30 p.m. During institution counts, visitor processing at the FCI and Camp is temporarily suspended. Please refrain from arriving on the institution grounds before the scheduled visiting periods. When a visit is over, all visitors must leave the institution grounds immediately. The Visiting Room Officer may terminate a visit because of overcrowded conditions or improper conduct of the visitor, including children and/or the inmate. The visiting hours for Special Housing Unit inmates are from 8:15 a.m. to 10:15 a.m.; 10:35 a.m. to 12:35 p.m.; and 12:55 p.m. to 2:55 p.m. on Tuesday by appointment only.

WHO MAY VISIT. Inmates will be permitted to visit with Authorized visitors only. We will notify persons authorized to visit, as we are doing in your case. Children under 16 years must be accompanied by an adult member of the family. Children between the ages of 16 and 17 years of age who are not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or family member at least 18 years of age prior to visitation. Other persons not approved who wish to visit an inmate for either personal or business reasons must write the institution at least two weeks in advance of the visit and explain the circumstances. If a visit is approved, an authorization will be sent for presentation on arrival.

Inmates are allowed a maximum of five visitors, including children, at one time in the visiting room. A split visit is defined as a visit when an inmate has five visitors in the Visiting Room and one or more visitors leave the Visiting Room and are replaced by the same number, or fewer, of authorized visitors. On split visits, only one exchange of visitors for that inmate will normally be approved.

SPECIAL VISITS:

The Warden may authorize special visits to accommodate unique circumstances.

REGULATIONS. The right to make future visits will be denied to anyone who tries to circumvent or evade regulations. The introduction or attempted introduction of contraband into a federal penal institution is in violation of Title 18, U.S. Code, Section 1791.

It is illegal for any person to possess contraband. Contraband is defined as the introduction or attempted introduction into or upon the grounds of any federal penal or correctional institution, or the taking or attempt to take or send therefrom, anything whatsoever without the knowledge and consent of the Warden or Superintendent of such federal penal or correctional institution.

Contraband items include, but are not limited to guns, knives, tools, ammunition, explosives, hazardous chemicals, gas, narcotics, drugs, or intoxicants. Prior to admission, visitors must request and obtain permission of the Warden or her staff representative to bring any item upon the institution grounds. Failure to adhere to this policy, is a federal crime.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING AND UPON DEPARTING THE INSTITUTION.

All visitors wishing to visit inmates within the FCI, will remove all personal items containing metal, i.e., coins, keys, and must clear the walk-through metal detector prior to being admitted for visiting. Visitors will refrain from wearing clothing which would activate the metal detector.

Keys and keychains will be secured at the officer's station in the front lobby. Clothing items that contain metal, i.e., underwire bras, cannot be removed before passing through the metal detector. The use of a camera or recording equipment without written consent of the Warden is strictly prohibited. No written messages may be exchanged during a visit.

All radios, tape players or recorders, cellular telephones, or other electronic equipment must remain in the lockers provided in the front lobby or stored in the visitor's vehicle.

DO NOT BRING FOOD OF ANY KIND into the institution. Sandwiches, soups, beverages, etc., are available from vending machines.

All visitors must be appropriately attired including shoes. Adult visitors are to refrain from wearing apparel that is overly revealing or suggestive (i.e., excessively tight-fitting or revealing slacks, miniskirts, shorts, halter tops, strapless dresses/tops, spandex clothing, sleeveless shirts). Hats, bandanas, and scarves are not authorized. Visitors may be denied a visit if supervisory staff (i.e., Lieutenant, Institution Duty Officer, etc.) determines a visitor's dress is inappropriate for the institution setting. All visitors are not allowed to wear sweat clothing inside of the institution.

Socially acceptable gestures of communication and affection, such as shaking hands, kissing and embraces are allowed within in the limits of good taste, and only at the at the beginning and at the end of a visit. Inmates or visitors who violate visiting regulations may have their visit terminated or be placed under closer supervision at the discretion of the Visiting Room Officer.

All areas of the Visiting Room, including restrooms, may be monitored to prevent the passage of contraband, and ensure the security and welfare of all concerned.

Children are expected to remain near to and be controlled by the adults bringing them.

IT IS NOT PERMISSIBLE TO BRING PACKAGES OR GIFTS OF ANY KIND.

No written messages or photographs may be exchanged during a visit. Documents or papers may not be examined or signed in the Visiting Room. The latter should be handled by correspondence (as a matter of record).

All food items purchased in the Visiting Room must be consumed during the visit. Food items will not be permitted to be retained by the visitor or the inmate at the conclusion of the visit. No lunch packages or thermos bottles will be allowed. Vending machines are provided.

No gifts or clothing may be left for an inmate.

MONEY CANNOT BE ACCEPTED FOR DEPOSIT TO THE INMATE'S TRUST FUND ACCOUNT.

IT IS A FEDERAL CRIME TO BRING UPON THESE PREMISES ANY WEAPONS, AMMUNITION, INTOXICANTS, DRUGS OR CONTRABAND.

It is illegal for any person to introduce or attempt to introduce into or upon the grounds of any federal penal institution, to take, or attempt to take or send therefrom anything whatsoever without the knowledge or consent of the Warden. The law provides that violators may receive 20 years or a \$250,000 fine and/or both. It is a federal crime to bring upon these premises' weapons, ammunition, intoxicating drugs or contraband. All persons and packages are subject to search (Title 18, U.S. Code, Sections 1791 and 1792).

Below are general instructions governing visits at this institution:

ONLY THOSE ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM

- | | |
|---|---|
| 1. Clear Plastic Purse | 6. Two Diapers |
| 2. Money (reasonable amounts based on number of visitors) | 7. Baby Clothes (one change of clothing) |
| 3. Comb (no long/sharp handles) | 8. Sweaters |
| 4. Baby Bottles | 9. Heart Medication |
| 5. Baby Food | 10. Jewelry Normally Worn |
| | 11. Coats/Jackets Will Be Secured in Lockers. |

OTHER:

All areas of the Visiting Room have been designated as non-smoking.

All medication must be approved by the on-duty Operations Lieutenant and the Front Lobby Officer. Medication will be stored the Visiting Room officer's station.

Persons not approved to visit, but who accompany approved visitors, are not permitted to remain in the institution parking lot and must leave the grounds.

LOCATION.

Federal Correctional Institution
1600 Industrial Park Rd.
Beaver, WV 25813

From Lewisburg on I/64 West, take Exit 125B (Airport Road Exit). Take a right onto Industrial Road and follow the signs to the Institution or the Camp.

From Charleston on I/77 South, take I/64 East to Exit 125B (Airport Road Exit). Take a right onto Industrial Road and follow the signs to the Institution or the Camp.

From Bluefield Take I/77 North to I/64 East. Follow I/64 East to Exit 125B (Airport Road Exit). Take a right onto Industrial Road and follow the signs to the Institution or the Camp.

1. The Greyhound Bus depot is located at 105 3rd Avenue, in Beckley, West Virginia. The local terminal phone number is (304) 253-8333. Their toll-free reservation number is 1-800-231-2222.

2. Charleston Yeager Airport services the following airlines: U.S. Air, Delta Connection, United Express, and Northwest Airlines. Rental car information is available from the Yeager Airport through Avis, Budget, Hertz, and National Rental Car Companies by calling telephone number (304) 344-1159. Flight information can be received by calling your travel agent or local airport. The phone number for the Yeager Airport is (304) 345-0661. The Raleigh County Memorial Airport also provides flights directly into Beckley with limited service available. The phone number for the Beckley Airport is (304) 255-0476.

3. The Central Cab Company, 155 Industrial Drive, (304) 255-3058, services the Beckley area. The Beckley's Cash Cab at 113 Blin Lane, (304) 254-9881, also services the Beckley area.

4. The "AAA" Travel service can also be contacted for travel information. Their toll free number is 1-800-924-1180. The local "AAA" phone number is (304) 255-4147.

5. Accommodations in the Beckley Area:

Best Western Hotel
1939 Harper Road
Beckley, WV
(304) 252-0671

Quality Inn
1924 Harper Rd
Beckley, WV
(304) 255-1511

Sleep Inn
1124 Airport Rd
Beckley, WV
(304) 255-4222

Howard Johnson
1907 Harper Rd
Beckley, WV
(304) 255-5900

Comfort Inn
1909 Harper Rd
Beckley, WV
(304) 255-2161

Holiday Inn & Suites
114 Dry Hill Road
Beckley, WV
(304) 252-2250

6. To travel to the institution by a privately owned vehicle; take I-64 to Exit 125B, Airport Road. Take Airport Road North to Industrial Park Road. Make a right onto Industrial Park Road to the end while watching for the signs which mark the entrance areas to the Camp and the main institution. From I-77; take I-64 East to Exit 125B, Airport Road. Take Airport Road North to Industrial Park Road. Make a right onto Industrial Park Road to the end while watching for the signs which mark the entrance areas to the Camp and the main institution.

July 20, 2012

MEMORANDUM FOR ALL INMATES

FROM: Charles E. Samuels, Jr., Director

SUBJECT: Suicide Prevention

As Director of the Federal Bureau of Prisons, I am committed to ensuring your safety, the safety of staff and the public. I am also committed to providing you with programs and services that can contribute to your ability to successfully reenter society. In this message, I would like to specifically address your state of mind, an important part of your overall well-being.

Incarceration is difficult for many people; many individuals experience a wide range of emotions- sadness, anxiety, fear, loneliness, anger, or shame. At times you may feel hopeless about your future and your thoughts may turn to suicide. If you are unable to think of solutions other than suicide, it is not because solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings change, unanticipated positive events occur. Look for meaning and purpose in educational and treatment programs, faith, work, family, and friends.

Bureau staff are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. Anytime you want to speak with a psychologist, let staff know and they will contact Psychology Services to make the necessary arrangements. Psychologists are not the only Bureau staff available to provide you support. Your unit officer, counselor or case manager, work supervisor, teacher, and treatment specialist are available to speak with you and provide assistance, as are the other staff in the institution, including recreation specialists and lieutenants. Help is available.

Every day, inmates across the Bureau find the strength and support to move ahead in a positive direction, despite their challenging circumstances. You may be reading this message while in a Special Housing Unit or Special Management Unit cell, thinking your life is moving in the wrong direction. But wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want your life to go forward in a positive direction -a direction personally fulfilling to you, but also a direction which ensures the safety of the staff and inmates who interact with you each day. I know your road ahead is not an easy one. Be willing to request help from those around you.

"Learn from yesterday, live for today, hope for tomorrow."
Albert Einstein

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

**Sexually Abusive Behavior
Prevention and Intervention**



An Overview for Offenders

July 2018

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

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

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

What Can You Do to Prevent Sexually Abusive Behavior?

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

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

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

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

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

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

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

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

Note: These e-mails:

- are untraceable at the local institution,
 - are forwarded directly to OIG
 - will not be saved in your e-mail 'Sent' list
 - do not allow for a reply from OIG,
 - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): 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.

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114/ (A): Sexual Assault by Force

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

Code 206/ (A): Making a Sexual Proposal

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

Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**** Contact Offices:**

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

**Federal Bureau of
Prisons Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
Washington, D.C. 20534**

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

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

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

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

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

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

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp