

Admission and Orientation

Inmate Handbook



Federal Bureau of Prisons

Federal Correctional Complex

Beaumont, Texas

September 19, 2013

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C. Daniels
Complex Warden

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C. V. Rivera
Warden (Medium)

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N. Vazquez
Warden (Low)

**ADMISSION AND ORIENTATION INMATE HANDBOOK
FEDERAL CORRECTIONAL COMPLEX
BEAUMONT, TEXAS**

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**ADMISSION AND ORIENTATION INMATE HANDBOOK
FEDERAL CORRECTIONAL COMPLEX (FCC)
BEAUMONT, TEXAS**

INTRODUCTION

Welcome to the Federal Correctional Complex, Beaumont, Texas. This Complex consists of a United States Penitentiary, Medium Security Institution, Low Security Institution, and Satellite Prison Camp. The purpose of this handbook is to provide inmates at FCC Beaumont with general information regarding the Bureau of Prisons as well as items which may be specific to FCC Beaumont. The primary mission of FCC Beaumont is to provide a safe and humane environment for inmates sent to us by the U.S. Court System. The Admission and Orientation (A&O) Program and the Inmate A&O Handbook have been prepared to assist you in adjusting to this institution. The handbook should be maintained with your personal property and used as a reference guide and tool to answer basic questions during your tenure at this institution. FCC Beaumont is a tobacco free institution. Tobacco products cannot be used, transferred in from other institutions, or bought in Commissary.

During the A&O Program you will receive a presentation from each department of this institution. This presentation is to inform you and to familiarize you with the rules and procedures of each operation. Armed with the knowledge of what you can use to improve yourself, your participation in programs and your adherence to all rules and regulations will create a very positive environment.

Intake - Bureau staff screen newly arrived inmates to ensure that health, safety, and security standards are met. Before placing an inmate in the general population, social and medical screening interviews are conducted. Inmates are provided with a copy of the institution's rules and regulations, which include information on inmates' rights and responsibilities. Inmates are also assigned to a specific Unit Team and housing unit.

Orientation - The A&O Program consists of two distinct components; Institution A&O and Unit A&O. Within four weeks of arrival, inmates will be placed on call-out, which is posted daily in each housing unit, to report to the institution Chapel to participate in the Institutional A&O. While in this portion of the A&O Program, inmates will learn about the programs, services, policies, and procedures regarding the institution. Also, inmates will hear lectures from staff regarding their specific programs and departments. Additionally, inmates will

visit various areas within the institution to acclimate them to their new surroundings. Upon completion of the Institutional A&O Program, inmates will be assigned to an appropriate work assignment, provided they are medically capable of doing so.

During the Unit A&O Program, inmates will receive an overview of each unit staff member's role and procedures. Unit staff will present their sections of the orientation process within seven calendar days after the inmate's arrival into their assigned unit. Inmates reassigned to another building within the institution for any reason will be provided unit orientation within seven calendar days after the inmate's arrival in the reassigned unit. Only those topics which are unique to the unit or differ from procedures in other units will be addressed during these A&O Programs.

Classification Teams (Unit Teams) - FCC Beaumont 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 those inmates living in that unit. Unit offices are located in the housing units so staff and inmates can be accessible to each other. A Unit Team typically includes one Unit Manager, one Case Manager, one Correctional Counselor, and one Unit Secretary. When available, an education advisor and the Unit Officer are to participate in an inmate's program review and are considered members of the Unit Team.

Generally, the resolutions of issues or matters of interest are more 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 your unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and 7:30 a.m. to 4:00 p.m. on weekends and holidays. The Unit Team members usually schedule their work hours in such a manner that at least one (1) Unit Team member will be available at times when inmates are not working. A copy of your unit staffs' work schedule is posted on the unit bulletin board, along with the designated open-house hours when staff are available to address inmate concerns.

The housing units are named in alphabetical fashion. All of the housing units are designated as general population units.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager - The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He or she is a department head at the institution and has a close working relationship with other departments and personnel. As "chairperson" of the Unit Team, the Unit Manager reviews all Unit Team decisions and ordinarily chairs the Unit Discipline Committee (UDC).

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. He or she is supervised by the Unit Manager on a daily basis and the Case Management Coordinator (a specialized department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

Correctional Counselor - The Correctional Counselor provides inmates with counseling and guidance in the areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a major role in all segments of unit programs. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Correctional Counselor holds major responsibility for the security, safety, and sanitation of the unit. He or she is also responsible for creating and maintaining inmate visiting lists. The Correctional Counselor is a frequent member of the Unit Discipline Committee.

Unit Secretary - The Unit Secretary performs clerical and administrative duties. Additionally, the Unit Secretary will make the transportation arrangements for an inmate's transfer to a Residential Reentry Center (RRC) or release to the community.

Unit Officer - The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of institution rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in the units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager, Lieutenants, and the Captain (Chief Correctional Supervisor)

during his or her unit assignment.

Communications - The unit bulletin boards and electronic bulletin boards contain written communication of interest to inmates, as well as unit staff members' work hours. Unit Managers may use town hall meetings at his or her discretion to foster improved communications. Each unit maintains open-house hours in order to address inmate concerns. The open-house hours are posted in each unit.

Initial Classifications/Program Reviews - Each newly committed inmate will be scheduled for initial classification within 28 days of arrival. An inmate who returns as a parole, mandatory, or supervised release violator shall also be scheduled for initial classification within 28 days after arrival. Program reviews will be held every 90 days for those inmates within 12 months of release and every 180 days for inmates with more than 12 months remaining until release. These are held by the Unit Teams to review programs, work assignments, transfers, custody, institution adjustment, etc. During these reviews, inmates have the opportunity to meet with all members of the Unit Team and address issues of mutual concern.

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 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 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 - Town hall meetings are scheduled by the Unit Manager as necessary. These meetings are held to make announcements and to discuss changes in policy and procedures for the unit and within the Bureau of Prisons.

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. In addition, this information is located on the bulletin boards found in each unit.

Foreign Consular

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

DAILY INMATE LIFE

Sanitation - It is the inmate's responsibility to check his cell/cubicle immediately after being assigned there and to report any damage to the Unit Officer. An inmate may be held financially liable for any damage or contraband found in his cell/cubicle. Each inmate is responsible for making his bed in accordance with regulations before work call or when he leaves the area (including weekends and holidays). Each inmate is also responsible for sweeping, mopping, and cleaning his personal cell/cubicle, removing trash, and ensuring it is clean and sanitary. Cleaning supplies will not be stored in rooms. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Wax will not be used for any cell/cubicle floors. Any inmate found using wax in their assigned cell/cubicle will be issued an incident report.

A violation of any of these sanitation regulations at the Medium or Low Security Institution may result in disciplinary action including placement in a six-man cell.

Monday through Friday, from 6:45 a.m. until 4:00 p.m., inmates outside of their assigned units (this includes all job assignments, Mainline, Educational activities, etc.) must be fully dressed in the appropriate issued uniform including work boots. All shirt tails will be kept tucked inside the waistband, and all uniforms must be the accurate size for each inmate. No sagging, bagging, and no sweat or casual clothing will be worn over the issued khaki attire. Khaki attire will be required for both breakfast and lunch, Monday through Friday. "Leisure" attire will be allowed in the dining hall for the evening meal, weekends, and holidays. All shirts must be tucked in when outside the unit, except when on the recreation yard. No hats and/or sunglasses are permitted to be worn inside buildings or under covered walkways. Approved religious head wear may be worn inside the Dining Hall.

EMS/Recycling Expectations - EMS is Environmental Management Systems. It is an organization's commitment to environmental protection and pollution prevention. The goal of the EMS is to recognize which activities and operations have significant effects on the environment. This is referred to as Aspects and Impacts. The local EMS Committee has established a comprehensive environmental awareness and pollution prevention program designed to:

- Procure items that promote recycling and source reduction.
- Implement waste reduction and conservation initiatives.
- Establish cost-effective recycling programs which involve all employees and inmates.
- Implement Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition." Recycling efforts at FCC Beaumont include the recycling of plastics, aluminum cans, paper, cardboard, tin cans, batteries, wood, cans, batteries, wood, and various metals. Recyclable materials will be separated at the source of generation and all inmates must place such waste in the designated recycling collection containers, as appropriate.
- Monitor compliance and conformance to environmental laws and standards.
- Evaluate and consistently identify environmental aspects of FCC Beaumont activities, products, and

services in order to determine those that may have a significant impact on the environment.

Fire Drills - Fire and emergency key drills will be conducted at least once each quarter in each area of the institution. Housing units will conduct fire and emergency key drills on each shift, rotating each quarter. All inmates will evacuate the building in a timely fashion when advised to do so. Evacuation plans are posted throughout the institution in each building. Fire extinguishers and other life safety devices are for emergency use only. Fire sprinkler pipes are not to be used as exercise equipment. Pull ups and chins or any other activity are prohibited. Any misuse or intentional false alarms will result in disciplinary actions and/or loss of unit privileges.

Laundry Services - Government issued clothing will be exchanged weekly. A schedule is posted outside the Laundry and within the housing units. Clothing/linen exchange information is also available in the institution Laundry. With the exception of the USP, Laundry facilities are also available in each housing unit for your personal clothing and linen. At the USP, a centralized laundry operation will launder both institution issued and personal clothing.

Barber Shop - Inmates are permitted to wear their hair in any style they choose, provided the appearance is neat and clean. No designs or logos may be cut into an inmate's hair. Inmates may report to the Barber Shop during their scheduled non-duty hours. All haircuts are free of charge.

Wake-up - General wake-up for all inmates at FCC Beaumont is 6:00 a.m. The Unit Officer will announce breakfast, when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. Work-call for institution work assignments is ordinarily 7:30 a.m. for all inmates at FCC Beaumont. It is the inmate's responsibility to leave the unit for work. Inmates who are late for work are subject to disciplinary action.

Unit Assignments - Inmates are assigned to specific housing units and are not permitted to enter any other unit. The sidewalks leading to the individual units are out-of-bounds areas for inmates not assigned to that specific unit. Violations will be cause for disciplinary action. Inmates are authorized to visit members of their Unit Team in instances where the staff member is located in another unit. For example, an inmate living in Unit NB is permitted to be in Unit MB if he is waiting to see his Unit

Manager in the office located downstairs. In these instances, inmates are required to wait outside the unit staff area prior to being seen and must advise the Unit Officer of their presence in the unit.

QUARTERS RULES

In order to minimize maintenance costs, FCC Beaumont imposes reasonable regulations on inmate conduct and furnishings in the housing units. Uniform inspections and searches are conducted to maintain the orderly running of the institution. Unit Officers and Unit Team staff inspect cells/cubicles daily. Inmates who are unable to maintain safety and sanitation compliance will be subject to disciplinary action.

- Pictures, calendars, etc., cannot be posted on walls, outside the lockers, or on the beds. Nude or inappropriate pictures may not be posted anywhere. Additionally, light fixtures and the cell windows must be kept clear at all times. Under no circumstances should any article be placed over light fixtures or in the cell windows to block the view of the room.
- Beds will be made each weekday prior to work-call. On the weekend, beds will be made when inmates are awake or gone from their cell/cubicle. All beds are to be made daily in the prescribed manner. Beds will be made with a white collar (approximately 6") folded 18" from the head of the bed with hospital corners. An example is posted on the bulletin boards in the housing units. At no time will a mattress be removed from a bunk and placed on the floor. Additionally, blankets, sheets, or articles of clothing may not be placed on the floor as a rug. If a room is not acceptable, corrective action, including incident reports and placement in an undesirable bed assignment, can be expected.
- Inmates will not paint or alter the surface of cell/cubicle walls.
- Camp/Low/Medium - Unit meal rotation is based on the weekly sanitation ratings of each unit. The unit with the highest sanitation rating is called first for the noon and evening meal and the unit with the lowest rating is called last.
- USP - Unit meal rotation is based on the recreational yard rotation. Within each housing unit, the pods with the highest sanitation rating will be called first for the noon and evening meal and the pods with the lowest rating will be called last.

- Television viewing will be permitted from 6:00 a.m. until 10:00 p.m. daily at the USP, Satellite Prison Camp, and Medium Security Institutions and until 11:00 p.m. at the Low. On weekends, at the Satellite Prison Camp and Low Security Institution television viewing will be permitted until 12:00 midnight.
- Religious prayer rugs will be neatly folded and stored inside the locker.
- Writing on walls, ceilings, floors, corkboard, lockers, beds, chairs, or desks is strictly prohibited. The use of buffers in inmate rooms is also prohibited.
- No items are to be placed in vacant lockers or on vacant beds. Any items found in a vacant locker or on a vacant bed will be considered contraband and will be confiscated.
- Orderlies work a 40-hour week and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Each inmate is responsible for the cleaning and sanitation of his cell/cubicle. Trash and wastebaskets are to be emptied prior to work-call each day.
- Showers are available every day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit. A shower for this purpose is designated in each unit. A shower for this purpose is designated in each unit for D/W.
- NOTHING, to include food items, may be brought into or removed from the Dining Hall.
- Steel-toed safety shoes must be worn to work in required areas, including unit orderlies. With the exception of the USP, steel-toed safety shoes must also be worn during visiting. Inmates may play cards and approved games during established hours, provided appropriate noise levels are maintained.
- Personal radios may be played in an individual's cell/cubicle but headphones must be used.

Personal Property Limits - Pursuant to the BOP Program Statement on Inmate Personal Property, property is limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely stored in the locker. This includes commissary items. Locks may be purchased in the institution

Commissary. Limited space may also be available under the bed for footwear only. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Special Purchase Items - Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials - Inmates are allowed to maintain legal materials and supplies which are necessary for their own legal actions. To ensure legal materials do not become a security or housekeeping hazard, a limit must be established for storage in the inmates cell/cubicle. Legal material which does not fit within an inmate's locker may be stored in the units legal property storage area. Inmates are to make arrangements with their respective Correctional Counselors for storage of legal materials needed for ongoing litigation.

Hobby Craft Materials - No hobby craft materials, other than those authorized by the Recreation Department for unit-based hobby craft activities, are authorized within the units. Disposal of completed hobby craft work must be arranged immediately after completion.

Letters, Books, Photographs, Newspapers, and Magazines - An inmate will be limited in the number of magazines and newspapers that can be stored in his locker. Nothing is to be tacked, stapled, or taped to any surface within the cell/cubicle. Pictures may be displayed on corkboards above the desks.

Low Security Institution - No items are to be on the desk top. Only one picture and one religious book is allowed on top of the lockers.

Medium Security Institution - No items are to be on the desk top. No items are to be on top of the lockers.

United States Penitentiary - No more than three books or magazines, one picture, and one clock are to be on the desk top. No items are to be on top of the lockers.

Satellite Prison Camp - No items other than one religious book is allowed on the desk top. Only one picture is to be on top of the lockers. One clock and one large clear water mug.

Radios and Watches - An inmate may not own or possess more than one (1) approved radio/MP3 player and/or one (1) watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed by the Commissary with the inmate's register number.

Jewelry - Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal (without stones).

Clothing - Civilian clothing of any type (except for athletic apparel and approved items) is not authorized. All issued clothing, except socks and underwear, is stamped with a registration number and should be neatly stored in the individual's locker. Individual washcloths and towels are also issued to inmates. A limited number of personal sweat shirts, sweat pants, and authorized footwear is permitted. Footwear is to be neatly aligned on the floor beneath the bed.

Food Storage - Food items that are left open create a health hazard. These items must be properly sealed at all times. Containers may only be used to store the original contents. Once the contents of the container are used, the container is to be discarded.

COMMISSARY

Inmate funds are retained electronically by the institution in a trust fund from which the inmates may spend in the institution Commissary. FCC Beaumont uses a computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

The Commissary access time for inmates is scheduled on a rotating basis. The scheduled hours are posted within the housing units and outside the Commissary. Procedures for receiving funds from the outside are also posted. Borrowing commissary items from other inmates is not allowed. At the Camp/Low/Medium facilities, the inmates are assigned a shopping day based on the 4th and 5th digits of their register number. Inmates may shop in the morning or during the noon sales of their assigned shopping day. At the USP facility, the inmates are assigned to shop based on the day their housing unit is designated to the West recreation yard.

Upon release, accumulated institution earnings and monies sent from outside sources are given to the inmate or may be mailed home. It is the inmate's responsibility to know the amount of

money available in his Commissary Account. Inmates may check their account balance through TRULINCS or over the ITS (Inmate Telephone System).

Fingerprint identification is used for Commissary sales. When an inmate reports to the Commissary he will place his registered finger on the scanner to activate his account. If he has not been registered, he will be registered at that time. If an inmate cannot get his fingerprints registered for some reason, he must present his inmate identification card to Commissary staff. If this identification card is lost, the inmate must inform a Unit Team member immediately.

Inmate funds accumulated from institutional earnings and funds set aside from the outside are retained by the institution in a trust fund account. Procedures for receiving funds from the outside are also posted.

Commissary Spending Limit - FCC Beaumont utilizes a bi-weekly commissary spending limit, where inmates revalidate on the 1st and 15th of each month. During this validation cycle, inmates are allowed to spend up to \$160.00 (\$320.00 per month). This does not include postage stamps, over-the-counter medications or ITS (Inmate Telephone System). The total value of an inmate's accumulated commissary items (including special purchases) will be limited to the monthly spending limitation of \$320.00.

Inmates on a spending restriction will be placed on a monthly spending limit equal to the amount they are restricted. During the restriction, their revalidation date is based on the fifth digit of their register number. This is calculated by multiplying the fifth digit by three and adding one (Example: an inmate whose register number is 12345-678 would revalidate on the 16th - $5 \times 3 + 1 = 16$).

Deposits to Accounts - Deposits to Commissary Accounts from outside sources will be made through the mail; deposits are made through the National Lock Box. Deposits may be made in the form of money orders, government checks, business checks, or a foreign negotiable instrument paid in US funds (negotiable instruments must be made out in the inmate's committed name and include the inmate's register number). The address for the National Lock Box is:

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

Commissary Fund Withdrawals - A standard form is provided by the institution for the withdrawal of inmate funds from Commissary Accounts. Unit Managers can approve withdrawals from the trust fund account to send to dependents and other family members, payment of telegraph and postage costs, and purchase of special release clothing. The Unit Manager can also approve withdrawals for institution losses, legitimate debts, and other obligations such as attorney fees, birth certificates, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden of Programs can approve inmate withdrawals exceeding \$500.00. Withdrawals for some educational and leisure time items are approved by the Supervisor of Education.

Inmate Identification Cards - An inmate identification card will be provided to each inmate upon arrival. Inmate identification cards must be carried at all times when an inmate leaves his assigned housing unit. In the event a card is lost, a member of the Unit Team is to be notified immediately.

SECURITY PROCEDURES

Counts - All lights are to remain on during the counts. When a count is announced, each inmate must return to his cell/cubicle and remain there quietly until it is announced the count is "clear". Official counts will be taken at approximately 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up), and 10:00 p.m. (stand-up). Additionally, there will be a "stand-up" count at 10:00 a.m. on weekends and federal holidays. "Stand-up" count requires inmates to stand at attention, next to their bunk, and without disruption to the officer(s). During the 4:00 p.m. and 10:00 p.m. counts and the 10:00 a.m. count on weekends and federal holidays, each inmate is expected to be standing inside his cell/cubicle. During all counts, all unit doors will be secured by the Unit Officers. Any time there is an emergency count announced, it will be a "stand-up" count. After a "clear" verbal count, the Unit Officer will unlock each cell door. Inmates are to remain in their cell/cubicle until after the Unit Officer has announced a "clear" count. In addition, it may be necessary to have other counts during the day and evening hours. At the Camp all inmates will remain in the Units until an Official Clear Count is announced by control.

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

Inmate Call-Outs - Call-outs are a scheduling system for appointments (which include hospital, dental, educational, Unit Team meetings, and other activities) which are posted each day on the daily CALL-OUT SHEET. The call-out sheet is posted 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 on a daily basis; all scheduled appointments are to be kept. Inmates failing to make call-out appointments are subject to disciplinary action.

Controlled Movement - FCC Beaumont is regulated by controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly.

Controlled movements at the Low institution will begin generally on the half hour and will end ten (10) minutes after called. The beginning and end of each move will be announced by staff. During the ten-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer circle sidewalks.

All outside recreation areas at the Satellite Prison Camp are closed during times of darkness. These areas will be open from daylight to dusk for general use. At the 8:30 p.m. Yard Recall, all inmates are required inside their assigned housing unit and no movement will occur outside the unit, unless directed by staff.

Controlled movement at the USP and Medium Security Institutions will consist of three (3) separate five (5) minute one-way moves announced for each building. At no time will an inmate be permitted to visit another building during a five (5) minute move. The beginning and end of each move will be announced by staff. During the five-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer-circle sidewalks.

At the USP, when the Automated Verbal Warning System in Tower #8 is activated, all inmates will lay face down on the ground until back to normal operation is announced.

Contraband - Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. Excess or altered clothing is also considered contraband. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned cell/cubicle and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized and a receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. Any altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage may be levied against the violator.

Searches - Any staff member may search an inmate's cell/cubicle to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his cell/cubicle is inspected. The property and cell/cubicle will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are subject to searches at any time by any staff.

Drug Surveillance - The Bureau operates a drug surveillance program that includes mandatory, random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so within the prescribed time period, that inmate will be subject to an incident report.

Alcohol Detection - A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

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

professionals. Excessive magazines, newspapers, and books are considered to be fire hazards.

PROGRAMS AND SERVICES

Job Assignments - All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through a performance pay system which provides monetary payment for work. Unit Team staff approve job changes and see that the changes are posted on the daily change sheet. Federal Prison Industries (UNICOR) has a separate pay scale (See UNICOR).

Performance Pay - It is the policy of FCC Beaumont to provide incentive awards in the form of monetary compensation for inmates who make outstanding contributions to the accomplishment of the institution's goals. Work performance, as well as productive participation in Correctional Programs, may be recognized by performance pay. There are four (4) basic pay grades (not including UNICOR) reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and the ability to work with minimal supervision.

UNICOR - UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. UNICOR is a voluntary work assignment. Inmates who desire to work in UNICOR should submit an Inmate Electronic Request to Staff to the UNICOR Factory Manager. Upon receipt of the Inmate Electronic Request to Staff, the inmate's name will be placed on a waiting list. There is one major list to apply for UNICOR employment. This list is divided into three categories. They are as follows:

- List 1 - Previous UNICOR hires
- List 2 - Inmate Financial Responsibility Program (court-imposed fines of over \$1,000)
- List 3 - General

The grades range from grade 5 through grade 1 (premium). The hourly earnings begin at \$.23 and top out at \$1.15. The longevity premium consideration is \$.30 extra per hour. Once employed in UNICOR, vacation days can be accredited.

Staff members are available daily at the Dining Hall (lunch) for you to review status/placement upon the waiting list.

Food Service - Menus are based on the National Menu, five cycle week rotation, taking into consideration nutritional guidelines and budgetary restrictions. These menus are reevaluated yearly at the National level. A Heart Healthy Alternative Menu is offered for those individuals who wish to maintain healthier nutritional habits; for instance, baked chicken instead of fried chicken. A No Flesh Menu option (soy) is also available for those who do not partake of meat/flesh items.

Inmates housed in the Special Housing Unit are afforded the same meals as the general population, with the exception of self service bar items. Portion controls and manner of service may vary due to security and compartmentalized tray limitations.

The meal hours vary for each institution, and are governed by the Correctional Services movement schedule. The Dining Hall will be open for a minimum of one hour for inmates to partake of each meal.

While using the Food Service facilities, we ask that you show common courtesy to the staff and other inmates by waiting patiently in line. After eating, inmates are expected to remove all debris, napkins, and food waste from the tables and return cups, trays, and utensils to the dish room. No personal items, gym bags, laundry bags, plastic containers etc., are permitted in the Food Service Department, and no food items are to be removed from the Food Service Department.

The meal hours established at FCC Beaumont are as follows:

Breakfast

Monday through Friday:

<u>Satellite Prison Camp</u>	6:00 a.m.
<u>Low Security Institution</u>	6:00 a.m.
<u>Medium Security Institution</u>	6:45 a.m.
<u>United States Penitentiary</u>	6:00 a.m.

Lunch

Monday through Friday:

<u>Satellite Prison Camp</u>	10:30 a.m.
<u>Low Security Institution</u>	10:45 a.m.
<u>Medium Security Institution</u>	10:45 a.m.
<u>United States Penitentiary</u>	10:15 a.m.

Dinner

Sunday through Saturday:

After 5:00 p.m., or when count clears

COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholics Anonymous (AA), self-esteem groups, and other voluntary groups. In addition, institutions have professional resource staff who are trained in various social science fields. Inmate participation in these activities will be encouraged upon staff's assessment of the inmate's needs; however, participation in such activities is voluntary. Staff of each unit, are available for informal counseling sessions and they conduct formal group counseling activities.

Education Programs - Education opportunities provided to federal inmates include basic literacy, a wide range of occupational training programs, and leisure-time activities. By policy, with minor exceptions, all federal inmates who do not have a high school diploma or GED must enroll in the literacy program. All promotions in UNICOR an institution work assignments beyond the entry level grade are contingent on successful completion of a literacy program. Effective November 3, 1997, inmates with a Violent Crime Control Law Enforcement Act (VCCLEA) sentence or a Prison Litigation Reform Act (PLRA) sentence must participate in the literacy program and make satisfactory progress to vest/earn good time. Also, by policy and with minor exceptions, inmates who do not speak English must participate in the English-as-a-Second Language program.

Vocational Training (VT) - Vocational Training (VT) programs at FCC Beaumont are designed to provide trainees with entry level job skills. All of our VT programs use a competency-based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. FCC Beaumont offers VT programs in major appliance repair, basic diesel engine repair, building trades, micro-computer application, advanced micro-computer applications, industrial sewing, Commercial Driver's License (CDL), culinary arts, HVAC, business education, welding, and desktop publishing. Apprenticeship programs are offered in carpentry, electrical, painting, teacher's aide, plumbing, and HVAC. To enroll in a VT program an inmate must have a high school diploma or GED.

Recreation and Leisure Time Programs - Recreation is an essential part of the overall educational program. Recreation and Leisure Time Programs are designed to reduce idleness and keep inmates constructively occupied; to promote wellness as a personal goal for all inmates; to reduce personal stress and institution tension; to increase physical fitness, goal attainment, and positive life styles, both in prison and after release; and to contribute to personal and institution stability through maximum participation in structured and unstructured programs.

Programs include indoor and outdoor activities. These activities range from individualized arts and crafts programs to intramural team sports such as softball, basketball, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. A schedule of recreational activities is posted both in Recreation and the housing units.

Psychology Services - Psychology staff offer comprehensive treatment programs. These programs address the full range of clinical disorders, provide self-help options, assess and treat behavioral or emotional problems, and facilitate overall adjustment. The Psychology Department also provides drug abuse treatment for those who have substance use disorders. Moreover, psychologists consult closely with psychiatry and will help determine any need for psychotropic medication. Consultation and with other staff and agencies in regards to mental health needs of inmates occurs as well.

To request an appointment with a psychologist, inmates may submit an Inmate Electronic Request to Staff to the Psychology Department. Enrollment in psycho educational and psychotherapy groups is generally offered on a "first-come-first-serve" basis and can be initiated via written request. Psychology Services provides 24-hour crisis intervention seven days a week to any inmate needing it. If in crisis, inmates are encouraged to alert any staff member to their need for intervention and a psychologist will intervene as the circumstances warrant.

All newly committed inmates will be screened by a psychologist. This screening includes a review of any past and current problems and an individual interview. The screening will provide the psychologist an opportunity to note and recommend potential needs for treatment. Transferring inmates' records are reviewed and inmates are encouraged to seek mental health services if in need.

Drug abuse treatment is available to any inmate with a substance

use disorder as diagnosed by the psychologist. Drug abuse treatment at FCC Beaumont consists of Nonresidential Drug Abuse Treatment (NR DAP) and Residential Drug Abuse Program (RDAP). In addition, follow-up services for inmates who have completed the unit-based component of the RDAP and Drug Abuse Education programming are available. The RDAP, Drug Abuse Education, and NR DAP are voluntary and may be requested by any inmate who thinks he may have a substance use disorder. Follow-up services are mandatory for those who have completed the unit phase of the RDAP; if an inmate fails to comply with follow-up services he will be failed from the RDAP and will lose all secondary benefits of that program (e.g., the 3621(e) release method).

Drug Abuse Education programming may be required if (a) there is evidence that alcohol or other drug use contributed to the commission of his instant offense, (b) if alcohol or other drug use was a reason for violation of parole, probation, or supervised release, and/or if there is a judicial recommendation for any form of drug abuse treatment, to include RDAP. If an inmate is required to complete Drug Abuse Education, but either declines to enroll or fails to complete the program, certain sanctions will be applied. These sanctions include retention at the lowest pay grade within the institution and denial of community programming to include RRC placement.

The RDAP is a voluntary, comprehensive drug abuse treatment program that includes a nine-month, unit-based treatment component as well as a substantial aftercare phase. An interview for entry into the program ordinarily is permitted when the inmate is within 36 months of his projected release date. The RDAP is made available to any inmate who meets the diagnostic criteria for a substance use disorder as determined by the assessing psychologist. Importantly, in addition to meeting the diagnostic criteria for a substance use disorder, the inmate must have a history of drug abuse or addiction that is documented to have occurred within his last 12 consecutive months in the community, to include time after indictment prior to incarceration, if applicable. **Note: Judicial recommendations and requirements will not result in RDAP placement.** Program participants live on the RDAP unit where they participate in a broad range of treatment activities half of each day; they are expected to work and/or attend educational programming the remainder of the day.

If an inmate desires enrollment in the RDAP, he must request that psychology determine his qualification status by submitting an Inmate Electronic Request to Staff. When he applies, the inmate will be placed on a waiting list to be screened. Following the

screening, he may be interviewed by the Drug Abuse Program Coordinator. The inmate will be advised whether he qualifies for the program. Only if he is qualified for RDAP will a request for review of 3621(e) eligibility be submitted to DSCC. Importantly, when an inmate completes the unit-based component of RDAP, he will be required to successfully complete all follow-up services while he continues the confinement portion of his sentence. At minimum, this requires compliance with a treatment plan and completion of monthly contacts with drug abuse treatment staff for a period of one year (or until transferred to RRC). Then, once transferred to RRC, the RDAP participant is required to complete all aftercare requirements while in Bureau custody. Failure to meet follow-up and aftercare requirements will result in program failure and forfeiture of any benefit received under 3621(e).

Suicide Prevention and Intervention - It is not uncommon for people to experience feelings of depression and helplessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receiving bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicide and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that there is nothing to live for), PLEASE alert a staff member right away. Your input can save a life.

While staff are trained to recognize signs of distress and to refer inmates, the inmates, themselves, are strongly encouraged to notify staff of any behavior or situation that may suggest another inmate is upset and/or potentially suicidal. Common signs of suicide are depression, a loss of interest in activities, and/or major changes in appearance, mood, relationships, or routine. If a fellow inmate makes statements suggestive of suicide, please take those statements seriously and notify a staff member.

Lastly, the Psychology Department maintains a self-help resource library that contains material available for review by interested inmates. You may access these materials by issuing your request to a psychology staff member. The Psychology Department has an

"open-door policy", and inmates are encouraged to access our services at any time throughout the day. You may also submit an electronic cop out to request a session with a psychologist or drug treatment specialist.

Sexually Abusive Behavior - Attached is your copy of the Sexually Abusive Behavior Prevention and Intervention pamphlet. Sexually abusive behavior is never acceptable.

Release Preparation Program - The Release Preparation Program (RPP) is designed to assist inmates in preparing for release. Release preparation programming is initiated 30 months prior to the inmate's scheduled release date. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, other community agencies, and RRC staff are available. Inmates must participate in the RPP in order to be eligible for RRC (halfway house) placement. A schedule of RPP classes is posted in the housing units.

Religious Programs - FCC Beaumont offers a wide range of religious programs to inmates. Staff Chaplains as well as contract and volunteer representatives of various faiths are available. Religious diets, holiday observances, and other worship activities are coordinated through the Chaplain's Office. Information about these programs is available in the A&O Orientation Program and from the Chaplains.

Inmate Financial Responsibility Program - FCC Beaumont works closely with the Administrative Office of the Courts and the financial litigation units. The Bureau 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, court-ordered restitution, fines, court costs, and judgments in favor of the United States, other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, and 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 obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level of \$5.25. 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.

You may be identified for priority considerations for UNICOR employment if you have court-ordered financial obligations. Grades 1-4 will pay a minimum of 50% of their earnings toward their financial responsibility.

HEALTH SERVICES

Medical Services - FCC Beaumont Medical Services are provided by League Medical Concepts (LMC). The LMC Managed Care Contract is most like a Health Maintenance Organization (HMO) in the community. Only medically necessary, immediate, urgent or emergency care is offered. Services that are not covered are those determined to be medically acceptable, but not medically necessary.

Medical services are provided by LMC physicians, mid-level practitioners, nurses, and other health care ancillary staff. Specialty consultations are available as required. LMC is contracted to provide a level of health care consistent with community standards, in a timely fashion. Emergency medical care is available 24-hours a day, seven days a week. Medical care includes the following:

Sick Call - Any inmate in the general population desiring medical attention is responsible for making his own sick call appointment. Sick call triage is available each morning; it opens prior to the morning meal and will remain open for at least one hour; Monday, Tuesday, Thursday, and Friday (except on holidays) at the Health Services Unit (HSU).

Routine sick call will not be provided on official holidays. On those days, emergency services, insulin clinics and pill windows are provided. Sick call triage slips are provided on the unit. An inmate may fill out the slip at his convenience and take it with him to sick call triage. This allows for privacy and it speeds up the sick call sign-up process in the mornings.

Inmates working during the triage who desire access to sick call will inform their supervisor of their illness, and the supervisor will make arrangements with the HSU staff. A sick call appointment will be made, and the inmate will be responsible for attending the appointment. It is the responsibility of the inmate to seek dismissal in sufficient time to attend sick call.

Inmates should report to the HSU prior to their appointed time or have their supervisor notify HSU staff of the reason for the delay. The inmate is required to present his inmate identification card as a means of positive identification when utilizing any service provided by the HSU, i.e., medications or other medical care.

Inmates who become ill after the sick call triage period should request that their work supervisor or Unit Officer call the HSU for an urgent appointment. Inmates will not be seen without staff advising the HSU that an emergency exists. Inmates in the Special Housing Unit (SHU) are provided routine sick call once daily by a member of the HSU.

Eyeglasses - Evaluation for eyeglasses is available by means of an Inmate Electronic Request to Staff. An inmate with a visual acuity worse than 20/40 will be referred to the Optometrist. Eyeglasses are furnished by LMC as prescribed by the Optometrist and are similar in style to that of the BOP. Normally, eyeglasses will be furnished every two years, if there has been a significant change in visual acuity. If you break your eyeglasses and they have been furnished by the BOP or LMC, there will be an attempt to repair the eyeglasses. The Bureau will furnish prescription eyeglasses to any inmate requiring them. Inmates may purchase reading glasses at commissaries. Inmates may retain their eyeglasses at admission, or may obtain eyeglasses from home. An inmate desiring more than one pair of glasses, or a pair of a different style than the Bureau provides, will obtain a copy of a prescription for purchase at personal expense. Repair of privately obtained glasses will be at inmate expense. Inmates requiring a prescription for eyeglasses will need to request to be seen by the optometrist. The local health care provider will purchase one pair of eyeglasses once a valid prescription is established. Inmates are entitled to a new pair of eyeglasses every two years, if necessary.

Emergency Medical Treatment - Emergency services are available at all times. Emergencies or injuries are given priority for treatment. Contracts for Emergency Services are in place with local EMS and hospitals. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. You should then report to the HSU so your injury can be treated and documented. Your work supervisor will call ahead to inform the HSU staff of your injury. Failure to immediately report a job related injury to your work supervisor may disqualify you from eligibility for lost-time wages or

compensation.

Advance Directives - In accordance with Complex Supplement Inmate Serious Illness & Death; Advance Directives; Do not Resuscitate, an inmate may request to have an advanced directive filed in his medical record. The required forms can be located in this supplement for completion. It should be noted that although the advanced directive is on file, all life-sustaining methods will be used while at the institution.

Physical Examinations - All newly committed inmates will receive a complete physical examination within 14 days of admission. Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the inmate, as well as other inmates and staff. Any inmate who refuses these tests will be isolated for an appropriate period of time as determined by the HSU staff, to ensure the absence of any communicable diseases. Testing for tuberculosis will be performed within 48 hours of admission.

An inmate being released from custody may request a medical evaluation if he has not had one physical evaluation within one (1) year prior to date of release. Such physical should be conducted within two (2) months prior to release. Submit your request at least three (3) months prior to your release date.

Medications/Pill Line - Pill line is provided to issue prescriptions and to receive individual doses of medication that cannot be issued to the inmate to carry back to the housing unit. Inmates receiving medication in the pill line will be required to present their inmate identification cards as a form of positive identification prior to receiving medications.

Pill line will be opened during established times or as announced, seven days a week, unless specifically directed. Medications issued to the inmate must be taken according to the instructions written on the prescription label. Medications found not being utilized correctly will be confiscated, and the HSU will be notified. Expired medications will be confiscated as well.

Over-the-counter medications are available for purchase at the Commissary. Inmates should follow the instructions found on the medication packaging.

Immunizations - Routine immunizations are given according to recommendations of the Center for Disease Control (CDC). Upon request, you will be furnished with a copy of your immunization

record for your use following your release from prison. Some testing is mandatory to prevent the spread of airborne diseases and will be given on a yearly basis.

Dental - Dental care begins with a comprehensive examination to determine what dental care is needed and includes X-rays of the teeth. This examination is followed by cleaning of the teeth by a dental hygienist together with instructions in maintaining cleanliness of the teeth. If the plaque is severe, cleaning will require two appointments. Restorative work, such as fillings in carious teeth, follows the teeth cleaning. Many fillings require more than one appointment. After the restorative work is completed, partials can be fabricated or dentures provided. Between these appointments there is a waiting time of several months. Send your electronic cop outs to the Dental Department to be added to the waiting list for dental care. Inmates with acute dental problems such as severe dental pain and/or swelling should sign up for dental sick call at the same time as regular sick call. Routine dental requests such as cleaning, fillings, dentures and partials should be submitted by electronic cop out to the Chief Dentist. The comprehensive exam, fillings, and all restorative work needs to be completed prior to prosthetic fabrication.

Inmate Copayment Program - 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. These requested appointments include sick call and after-hours requests to see a health care provider.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit. If you are considered indigent, which is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days, you will not have the copay fee deducted from your Inmate Commissary Account.

Over-the-Counter Medications Program - Inmates will have access to over-the-counter (OTC) medications in the institution Commissary. Inmates will use personal resources to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.

During institution sick call triage, the HSU staff will refer inmates to the Commissary in response to complaints related to

cosmetic and general hygiene issues or symptoms of minor medical ailments.

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 or maintenance of a correspondence list. Outgoing mail for inmates may be inspected by staff, and must be unsealed when deposited in the institution's mailbox at the USP and Medium Security Institutions. Inmates may seal their mail at Low and Minimum institutions. Mail will not be processed without a TRULINCS mailing label attached. These labels are utilized for the contact, not the return address. The outgoing envelope must have the inmate's name, register number, unit, and return address in the upper left hand corner. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates are not authorized to correspond with another inmate unless prior approval is granted. All outgoing mail must contain a return address as follows:

Committed Name
Register Number
FCC Complex (Low)
P.O. Box 26020
Beaumont, TX 77720

Committed Name
Register Number
FCC Complex (Med)
P.O. Box 26040
Beaumont, TX 77720

Committed Name
Register Number
FCC Complex (USP)
P.O. Box 26030
Beaumont, TX 77720

Committed Name
Register Number
FCC Complex (SCP)
P.O. Box 26010
Beaumont, TX 77720

There is no mail service on weekends and holidays.

Incoming Correspondence - First class mail is distributed Monday through Friday (except holidays) and ordinarily by the Evening Watch Unit Officer in each living unit. Newspapers and magazines will also be delivered at this time. Legal and special mail will be delivered by a member of the Unit Team as soon as possible after it is received. Inmates are asked to advise those writing to them to put the inmate's committed name, register number, and unit on the envelope to ensure proper delivery of mail. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Incoming Packages - Inmates may receive packages only through the

U.S. Postal Service by three authorized methods:

- An Authorization to Receive Package, form BP-331, is authorized and on file with the Mailroom. The forms are only issued for release clothing and medical items.
- Any package (mail weighing in excess of 16 ounces is considered a "package") received at the U.S. Post Office must be clearly marked on the outside of the package, **"AUTHORIZED BY BUREAU POLICY."** If the package is not clearly marked, it will be refused and returned to sender. It will not be brought back to the institution. This statement refers to packages from all sources, family members, attorneys, etc. It is the inmate's responsibility to make notification of this requirement. **Magazines, softback books, or hardback books can be sent from domestic addresses for inmates at the Low and Minimum security institutions. At the USP and Medium Security Institutions, all books and magazines must come from a publisher or bookstore. Newspapers received at all institutions in the Complex must come directly from a publisher or book store.**
- Educational materials - The inmate's name must appear on a list provided by the Education Department. All materials will be forwarded to the Education Department for final approval and distribution.

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 materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive newspapers and hard cover publications, soft cover publications, magazines, brochures, etc. At the USP and Medium Security Institutions, an inmate may receive soft cover publications (other than newspapers) only from a publisher, book store, or book club. At the Low and Minimum security institutions, an inmate may receive soft cover publications (other than newspapers) from any source.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary

devices.

- It depicts, encourages or describes methods of escape from correctional institutions or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.

Materials which are sexually explicit or feature nudity are not authorized. Any material of this type received for an inmate will be rejected by Mailroom staff and returned to the sender.

Special Mail - "Special Mail" is a category of correspondence which may be sent out of 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 Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

"Special Mail" also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. 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. This is usually done by the Correctional Counselor or Case Manager. These items will be checked for

physical contraband and for qualification of "Special Mail." The correspondence will not be read or copied if the sender has actually identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail" with special instructions to be opened only 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.

Correspondence Between Confined Inmates - An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family or a party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

The Unit Manager at each institution must approve of the correspondence if both inmates are housed in federal custody. The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution.

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

- Matter which is non-mailable under law of postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 334). An inmate may not direct a business while confined.

Notification of Rejection - The Warden will give written notice to the sender concerning the rejection of mail and the reason for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will 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.

Receipt of Personal Items - Inmates wishing to have personal items mailed into the institution will send an Inmate Electronic Request to Staff to the department head responsible for the requested item as follows:

- Unit Manager - release clothing.
- Health Systems Specialist - prosthetic devices, and hearing aids.
- Associate Warden - questionable item or items not covered in the other categories will be submitted to the Associate Warden for a decision.

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

Forwarding Mail - The Mailroom staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate at the time of release for a period of 30 days. After the 30-day period, general mail received will be returned to the sender with the notation "not at this address - return to sender." After 30 days, the address provided will be used to forward special/legal mail.

Funds Received Through the Mail - Any monies received through the mail will be rejected and returned to the sender. It is the inmate's responsibility to inform anyone who will be sending funds to them about the National Lockbox procedures. The address and procedures for the National Lockbox are posted in the housing units and in the Inmate A&O Handbook.

Unauthorized Items Received Through the Mail - Any item(s) received with correspondence which is not authorized will be rejected and returned to the sender. The inmate will be notified of any item(s) returned and the reason for rejection. A copy of the rejection form, along with the unauthorized item(s) will normally be returned to the sender. Sexually explicit photographs from any source are not authorized.

Mailing of Inmate Personal Property - Inmates wishing to have personal items mailed into the institution will send an electronic cop out to the department head responsible for the requested item.

TRULINCS

Inmates maintain their own contact list for communicating with the community and public utilizing TRULINCS (Trust Fund Limited Inmate Communication System). They are allowed up to 100 total active contacts; of these 100 contacts, there can be up to 30 telephone contacts and 30 electronic messaging contacts. Inmates must use the TRULINCS system to print labels in order to mail outgoing correspondence when using the postal service. Inmates who do not have access to a TRULINCS workstation will be required to submit a contact request form to their Unit Team for approval. Once submitted, the contact will ordinarily be processed within five working days. When the inmate needs to add, delete or change a contact, they must submit another contact request form to their Unit Team. It will again ordinarily be processed within five working days. Changes to an inmate's contact list may be submitted once per month (this does not apply to inmates who have access to a TRULINCS workstation). Telephone numbers to local motels are not authorized. **Note: providing false information in preparation of your approved telephone list may result in disciplinary action. You must properly identify a primary individual in which they wish to contact at the phone number entered into TRULINCS.**

Electronic Messaging - Inmates may exchange electronic messages with approved contacts. The procedures for this can be found in the Correspondence Complex Supplement.

Inmate Electronic Request to Staff - Inmates who have access to TRULINCS workstations must use the system when sending Inmate Electronic Request to Staff (electronic cop out). They are limited to one request per day and there is no charge for this feature.

Local Documents - The Local Documents feature of TRULINCS acts as an electronic bulletin board. A wide variety of information is electronically posted here (menus, schedules, memorandums, etc.). It is the inmate's responsibility to be aware of all electronically posted documents.

ACCESS TO LEGAL SERVICES

Legal Correspondence - Legal correspondence from or to attorneys will be treated as "Special Mail" if it is properly marked. The envelope must be marked with the attorney's name, 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 or her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. "Special Mail" will be delivered to SIS staff in the Lieutenants' Office or mainline between noon and 12:30 p.m., Monday through Friday.

Attorney Visits - Attorneys should 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 available staff. Attorney visits will be subject to visual monitoring but not audio monitoring.

Legal Material - During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits but is subject to inspection for contraband. This material will be treated in a similar manner as the "Special Mail" procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls - In order to make an unmonitored phone call to an attorney, an inmate must arrange for such a call through his Unit Team. The call will be a collect call or paid for by the inmate.

Law Library - The Law Library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers.

Notary Public - Under the provisions of 18 USC:4004, Bureau of Prisons staff are authorized to notarize documents. The law allows inmate papers which contain the statement, "true and correct under penalty of perjury" to suffice in federal courts and other federal agencies. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases it will be necessary to contact the unit staff for arrangement with a State of Texas Notary Public.

Copies of Legal Materials - In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. There is an inmate copy machine available in the Law Library which uses the debit card system. Inmates may purchase copy credits in the Commissary to use the inmate copy machine.

Individuals who have no funds and can demonstrate a clear need

for particular copies may submit a written request for a reasonable amount of free duplication to the attention of their 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 Electronic Inmate Request to Staff Member or requesting one through your Correctional Counselor.

Inmate Access to Central File - An inmate may request review of the disclosable portions of his central file. Unit Team staff will permit the review of the central file upon written request from the inmate.

Inmate Access to 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 and medical file. The request must be in writing and mailed by the inmate directly to:

Director
Bureau of Prisons
ATTN: FOI Request
320 First Street, N.W.
Washington, D.C. 20534

Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person for records concerning the inmate must be in writing and submitted to the Central Office address aforementioned. The request should not be mailed to the institution. The request must contain a copy of the inmate's consent to disclose the requested information.

Court Security Improvement Act of 2007 - This Act under (Public Law 110-177) was enacted in law on January 7, 2008. The Act adds two new provisions (18 U.S.C. 119 and 1521) to the Criminal Code that are of particular relevance to the inmate population. Copies of the Act are available in the inmate Law Library.

Freedom of Information/Privacy Act of 1974 - The Privacy Act of

1974 forbids the release of information from agency records without a written request by, 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 (including program statements and operation memoranda) shall be processed through the Freedom of Information Act, 5 USC:552.

Executive Clemency

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

Commutation of Sentence

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

Pardon

A pardon may not be applied for until the expiration of at least five 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 will then usually begin serving the previously imposed term of supervised release. If the 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 par 542, subpart B).

TELEPHONES

Telephone Regulations - The Inmate Telephone System (ITS) uses voice recognition for security purposes. Inmates who wish to use the telephone system must have their voice registered. This is to be done at the Inmate Services open-house, held Monday through Thursday, 11:30 a.m. to 12:00 p.m. (excluding federal holidays) at the Laundry. There are telephones in each general housing unit for inmate use. The telephones will be open from 6:00 a.m. to 10:00 p.m. daily. Debit and collect calls can be made. No third party, third-party billing, credit card, or three-way calls are permitted on these lines. Any violation of the telephone regulations will be subject to disciplinary action. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Correctional Counselor to arrange an unmonitored attorney call.

Unit Team staff and Religious Services staff are normally allowed to assist an inmate with an emergency phone call during a family crisis or death in the family and to assist in an unmonitored legal phone call to attorneys. Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Although there is a phone available for limited use in the Special Housing Unit, generally, phone calls for inmates in segregation will be placed by the Special Housing Unit Officers.

It is expected each inmate will handle his calls in such a manner that will allow use of the phones by all inmates. Calls are limited to 15 minutes in length per call. All inmates are limited to a total of 300 minutes of telephone calls per month (collect and/or direct). Telephones will not be used to conduct

a business. Institutional phones may not be used without permission of a staff member.

Upon your arrival at the institution, you will receive a Phone Access Code (PAC) number for making telephone calls. An inmate is not to give his PAC number to another inmate. Report compromised PAC numbers immediately to unit staff.

Note: Inmates are not allowed to add phone numbers and place phone calls for other inmates. This is considered circumventing the telephone monitoring procedures and may result in disciplinary action.

VISITING

Visiting Hours - Processing of visitors will begin at 8:30 a.m., on Saturdays, Sundays, and Federal Holidays not falling on a Friday (visitors are not allowed into the front lobby area until this time). No visitors will be processed after 9:30 a.m., on weekends and holidays, in preparation for the 10:00 a.m. count. Additionally, no visitors will be processed after 2:00 p.m. in preparation for the 4:00 p.m. count.

Satellite Prison Camp (SPC): Social visits are scheduled on Saturday, Sunday, and federal holidays from 8:00 a.m. to 3:00 p.m.

Low Security Institution: Social visits are scheduled on Friday (5:00 p.m. to 8:00 p.m.), Saturday, Sunday, and federal holidays (for holidays not falling on a Friday) from 8:30 a.m. to 3:00 p.m.

Visitation on Saturdays and Sundays will be based on an **odd/even** schedule. Inmates having an odd register number will visit on odd weekend days. Inmates having an even register number will visit on even weekend days. The odd and even number is determined by the fifth digit in the register number.

Example

Inmate John Doe, Reg No. 1234"5" - 678, would visit on odd number weekend dates.

Inmate John Doe, Reg No. 4321"0" - 072, would visit on even number weekend dates.

Odd numbers are: 1, 3, 5, 7, 9 (may visit on all odd weekend dates).

even numbers are: 0, 2, 4, 6, 8 (may visit on all

even weekend dates).

Medium Security Institution/United States Penitentiary
Social visits are scheduled on Friday (5:00 p.m. to 8:00 p.m.), Saturday, Sunday, and federal holidays (for holidays not falling on a Friday) from 8:30 a.m. to 3:00 p.m.

Number of Visitors - At FCC Beaumont, a limit of five visitors, including children, are permitted to visit at one time. Infants who are required to be carried by an adult visitor will not be included in the total of five visitors.

Each child able to walk without assistance from the adult visitor will be considered as one of the five authorized visitors.

Individuals under the age of 18 must have written consent of a parent or legal guardian to visit, and those visitors under 16 years of age must be accompanied by a responsible adult. Visitors under the age of 16 are not required to be related to the inmate being visited.

If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Restroom facilities are available for visitors inside the visiting room.

Split Visits - Should more than the authorized number of visitors arrive at the same time for an inmate, a split visit may be arranged at the discretion of the Operations Lieutenant. A split visit is defined as a visit where one or more of these visitors leave the visiting room and are replaced by other authorized visitors. The visitors ending the visit must leave the institution grounds. They are not permitted to wait in the front lobby or parking lot. During split visits, only one interchange of visitors will be permitted (e.g., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting that same day).

Frequency of Visits - At FCC Beaumont, law enforcement interviews or attorney visits will not be counted on the point system. All visits with law enforcement agencies will be coordinated through the Special Investigative Supervisor (SIS). Inmates requesting additional visiting points must obtain approval in writing from the SIS and the Unit Manager through a recommendation by the unit team and the Complex/Deputy Captain. A copy of this approval must be in the front lobby prior to the visit.

Satellite Prison Camp (SPC): Inmates assigned to the SPC are permitted to visit on Saturday, Sunday, and federal holidays only from 8:00 a.m. to 3:00 p.m.

Low Security Institution/Medium Security Institution/USP: Inmates are restricted to the number of visits they may receive. Each inmate will be allotted 12 points at the beginning of each month to be used as follows:

Visiting that occurs on a Friday (non-holiday) from 5:00 p.m. to 8:00 p.m., will be charged one (1) point. On weekends and holidays, two (2) points will be deducted per session. A session is defined as (e.g., 8:30 a.m. - 11:30 a.m., and 11:30 a.m. - 3:00 p.m.) Inmates with the appropriate amount of points will be allowed to visit both sessions. A visit on a weekend or Federal Holiday that covers two sessions (e.g., 8:30 a.m. - 3:00 p.m.) will be charged four (4) points. Visits that occur on a Friday on which a Federal Holiday falls will be charged two (2) points.

Approved Visitors - Visits are permitted to those individuals on the inmate's approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification that they have been authorized as visitors and to notify the visitor once approval has been granted. Persons attempting to visit who are not on the inmate's approved visiting list will be denied entrance into the institution.

a. Definitions:

Immediate Family Members: Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the relationship.

Other Relatives, Friends, and Associates: This includes grandparents, aunts, uncles, in-laws, and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visitation by friends and associates provides a positive and constructive relationship for an inmate. Visiting privileges may be extended to friends and other non-relatives provided the visit does not threaten the safety of the inmate or the

security of the institution. The relationship must have been established prior to the inmate's incarceration. In the majority of these cases, a review will be necessary prior to approval by the Unit Manager. Except for immediate family, visitors will not be placed on more than one inmate's approved visiting list.

In order to properly control and provide a desirable atmosphere in the visiting area, other relatives, friends, and associates permitted on the inmates approved visiting list will be limited to ten (10).

Persons with Criminal Records: The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution.

Ex-Inmates: Rarely will individuals in this category be permitted to visit. In those instances necessitating such visits, the Associate Warden must give prior approval with recommendation from the Unit Team.

b. New Commitments:

When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, as soon as possible, after arrival to this institution. Ordinarily, members of the immediate family are approved by the Unit Team, after the relationship is verified by the Unit Team. These visitors must have proper identification that would indicate they are members of the inmate's immediate family. A check of the inmate's Pre-sentence Investigation Report, if one is available, may be required.

The Unit Team will request information from "potential visitors" who are not members of the inmate's immediate family, prior to

placing the "potential visitors" on the inmate's approved visiting list. When a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. The inmate is responsible for postage costs for mailing the BP-S309 and BP-S310.

The Unit Team shall notify the inmate of each approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The Unit Team is responsible for providing the approved visitor with directions for transportation to and from the institution.

Visiting Restrictions and Overcrowding - Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, the Institution Duty Officer and Operation's Lieutenant shall be consulted. The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the Visiting Room first based on their sign-in time. Exceptions will be made for visitors who traveled more than 100 miles.

Visiting Restrictions - Visiting may be restricted to controlled situations, or to more closely supervise visits when there is a reasonable suspicion that the visitor may attempt to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgment, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions will be approved by the Institution Duty Officer and the Operation's Lieutenant. Visitors are subject to random pat searches and vehicle searches by staff at any time.

Visitor's Conduct - Each inmate must assume responsibility for his visitor's conduct. Children should be controlled in consideration of other visiting groups, and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in termination of the visit. This responsibility extends to the visitor's presence anywhere on the Federal Correctional Complex grounds. No one will be permitted to wait in the parking lot or Front Lobby.

Inmate's Conduct - Each Inmate will follow all Bureau policies,

rules, and regulations as they pertain to the Visiting Room. Each inmate will sign the visitation rules prior to entry into the Visiting Room.

Personal Property - Visitors are precluded from bringing animals on institutional grounds with the exception of a dog used to assist visually impaired and audio challenged visitors. Lockers are provided to store items that are prohibited in the visiting area. Mothers of infant children will be permitted to enter with:

- one (1) small (receiving type) baby blanket
- one (1) formula mix (sealed)
- two (2) empty baby bottles (plastic)
- three (3) diapers (per child and baby wipes)
- one (1) serving spoon (plastic)
- two (2) jars of baby food (sealed)

These items may be carried in a clear, see-through type bag. No other food or drink may be brought into the institution by a visitor. The following items are not permitted in the Visiting Room and must be stored prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment
- Radio and/or tape players
- Personal keys
- Food from outside sources
- Newspapers, magazines, books, etc.
- Tobacco products

Money: Money will not be accepted for deposit into the inmate's account through the Visiting Room. Visitors are allowed to bring a small coin or clutch type purse (clear plastic) into the visiting area. A maximum of \$20 dollars in increments of \$5 and \$1 dollar bills, quarters, dimes, and/or nickels only will be authorized into the Visiting Room.

Vending Machines: Vending machines are located in the visiting area for use by the visitors. Visitors are permitted to purchase food from the vending machines for themselves and inmates. Inmates are not to handle any money or change, or purchase items from the vending machines. Neither staff, visitors, nor inmates are permitted to shake or tip vending machines. Inmate visitors will advise the Visiting Room staff of vending problems such as

items that do not fall freely from the rack. The Visiting Room staff will document the visitor's name, phone number, time, date, inmate visited, inmate's number, amount lost and advise the outside vendor for possible reimbursement. The vending machines are off limits to inmates at all times.

Medication: Only life supporting medications (as identified on the prescription) are authorized for use in the Visiting Room. Only the quantity that can fit in the small clear bag will be permitted at any one time. All medication will be left at the Visiting Room Officer's desk upon arrival to the Visiting Room.

Commissary Cards (Inmate Identification Card): Inmate identification cards will be presented for identification purposes and maintained in the Visiting Room desk. If the inmate does not have an inmate identification card, he should report to the Lieutenant's Office before reporting to the Visiting Room. The Visiting Room Staff will identify all inmates prior to any visitors departing at the completion of Visiting Room hours.

Inmate Property: The inmate shall not take anything to the visit except necessary items such as: one pair of prescription glasses, one comb, one wedding band, religious medallion (no stone), authorized religious headgear, and one handkerchief. Necessary legal papers approved by the Unit Team will be permitted only during attorney visits. Legal materials taken into the Visiting Room, or received from attorneys shall be limited to approved attorney visits only in accordance with Program Statement, Legal Activities, Inmate. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized, in writing, by the Health Systems Specialist.

Signatures and Documentation: Papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager. Legal papers should be mailed to the institution in every other case.

Special Visits -

Attorney Visits: Attorney visits, including Paralegal, Clerks, and Legal Assistants shall be conducted in accordance with Program Statement, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room and will be monitored routinely by the designated Unit Team. Ideally, prior notice from the attorney's firm/office should be requested at least 72

hours in advance due to the limited number of private attorney booths and the necessity to arrange staff supervision. When a short notice visit is unavoidable, unit staff shall review the urgency for approval with the Captain and the Unit Team may coordinate the visit.

Consular Visitors: Whenever it has been determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary action. Such visits are arranged and approved by the Executive Assistant.

Law Enforcement Interviews: Ordinarily, the Special Investigative Supervisor (SIS) will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Deputy Captains' designee will assume this function.

Religious Visits: Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. An inmate who requests a pastoral visit with a clergyman will be required to provide the Chaplain with an electronic cop out. The Chaplain will interview the inmate and explain pastoral visit procedures. The inmate is responsible for providing the Chaplain the telephone number and address of the proposed clergy. Refer to the Special Visits section of Program Statement, Visiting Regulations.

Business Visitors: No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit.

Special visits will be considered where manpower and time permits. Limited visiting may be authorized upon recommendation of the inmate's Unit Manager and approval of the Associate Warden.

Administrative Detention (AD) or Disciplinary Segregation (DS) - Ordinarily, an inmate retains visiting privileges while in

Administrative Detention or Disciplinary Segregation status. However, they will follow the appropriate procedures that are in place during their visit at the USP, Medium, and Low Security Institutions:

- Inmate visitors will be escorted by Visiting Room Officers to the designated video visiting booths located in the General Population Visiting Room at each institution.
- The Special Housing Unit (SHU) staff will escort the requested inmate to the assigned video visiting area within the SHU.
- Non-contact video visiting will be allowed for all inmates in the unit with the exception of inmates on visiting restriction. Visits will ordinarily be authorized for a one-hour period per inmate on Monday and Friday only.
- Attorney visits for SHU inmates will be conducted in the Visiting Room in one of the Attorney/Client Rooms.
- All inmates must wear institution issued clothing in the Attorney/Client Room consisting of orange shorts, orange T-shirt, socks, underwear, and institution approved shoes.
- At the conclusion of the visit, inmates will be escorted back to their assigned cell in the SHU and the inmate visitors will be escorted to the Front Lobby area.

Dress Code for Inmates - Each institution has limits on the number and types of articles that can be taken into the Visiting Room. At FCC Beaumont, inmates may wear their wedding ring, religious medal with chain and approved religious headgear, one handkerchief, and prescription eyeglasses. No items may be brought back into the institution by the inmate except what they entered with.

All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn and tucked in at all times in the Visiting Room. No sagging or dragging of pants will be allowed. Inmates will only be allowed to wear institution issued steel-toed shoes. Inmates must be properly groomed, and no inmate will be allowed into the Visiting Room if his neglect of personal hygiene would offend others.

Inmates at the USP will be dressed out in a jumpsuit and crocs that will be provided upon arrival to visitation.

Dress Code for Visitors - An appropriate dress code will be enforced for visitors entering FCC Beaumont, Texas. The following types of clothing are inappropriate for the correctional environment, and therefore are not permitted in the Visiting Room:

- Garments which reveal portions of the upper torso (i.e., halter tops, midriffs).
- Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
- Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts, anything with a hood).
- Spandex garments.
- Shorts.
- Skirts or dresses two or more inches above the knees.
- Fatigues, khaki colored or camouflage clothing.
- Thong-type/open toed shoes.
- See-through or sheer garments (able to see skin tones).
- Head wear (with the exception of religious attire), hats, caps, earmuffs, etc.
- Non-prescription sunglasses.
- Form-fitting clothing or low-cut/hip hugger pants.

If a visitor's apparel is in question, the Institutional Duty Officer and the Operation's Lieutenant will be notified and will make the final decision.

Identification of Visitors -

Identification is required for visitors. This will be accomplished by a photo identification. Visitors will not be permitted entry without proper identification. Proper identification may include the following:

- Valid driver's license;
- Passport;
- State identification card;
- Three other forms of identification with full name and signature (e.g., birth certificate), with at least one being a picture identification.

Birth certificates, social security cards, etc., are not considered proper identification. Persons without proper identification will not be permitted to visit. The Operation's Lieutenant will be notified in cases involving questionable

identification. Proper identification of visitors is required for any visitor 16 years or older.

PROBLEM RESOLUTION

Inmate Request to Staff (SHU Inmates Only)- The Bureau form BP-A148, Inmate Request to Staff, 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 from the SHU Officer on duty. Staff members who receive a "cop out" will answer the request in a "reasonable" period of time. See TRULINCS.

Administrative Remedy Program - The Bureau emphasizes and encourages the resolution of complaints on an informal basis. An inmate should be able to resolve a problem informally by contact with staff members or by submitting an electronic cop out. When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, freedom of information or privacy act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Program.

The first step of the Administrative Remedy Program is the documentation of the informal resolution attempts written on a Request for Administrative Remedy Informal Resolution form. Inmates may obtain this form from their Correctional Counselor. On the Request for Administrative Remedy Informal Resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the Request for Administrative Remedy Informal Resolution form is completed, and if the issue cannot be informally resolved, the Correctional Counselor will issue a BP-9 form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate must return the completed BP-9 along with the Request for Administrative Remedy Informal Resolution form to the Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date which the basis of the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. When a complaint is determined to be

of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible and within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the 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 written on a BP-10 form and must contain a copy of the BP-9 form and response. The regional appeal must be answered within thirty (30) calendar days, from the date it was received. This time may be extended an additional thirty (30) days; however, the inmate must be notified of the extension.

If the inmate is not satisfied with the response from the Regional Director, he may appeal to the Central Office of the Bureau of Prisons within thirty (30) calendar days of the response from the Regional Office. The national appeal must be written on a BP-11 form and must have copies of the BP-9 and the BP-10 forms and responses.

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within forty (40) calendar days from the date it is received. The time limit may be extended an additional twenty (20) days; however, the inmate must be notified of the extension.

Sensitive Complaints - If an inmate believes a complaint is of such a sensitive nature that 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 that the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-9 at the institution.

DISCIPLINARY PROCEDURES

Discipline - It is the policy of the Federal Bureau of Prisons to provide a safe and orderly environment for all inmates. Violators of Bureau rules and regulations are dealt with by the Unit Discipline Committee (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 with copies of the Federal Bureau of Prison's prohibited acts, as well as local regulations.

Inmate Discipline Information - If a staff member observes or believes he or she 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 shall 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 institution staff. Prohibited acts in the 100 Code (greatest severity) and in the 200 Code (high severity) may not be informally resolved. A complete listing of prohibited acts and the disciplinary severity scale are outlined in attachment E.

Initial Hearing - Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become 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 must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend these time limits for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Discipline Hearing Officer (DHO) for further hearing.

Discipline Hearing Officer - 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. The Captain or SHU Lieutenant conducts periodic reviews of inmates in the Special Housing Unit. An inmate will be provided with advance written notice of the charges not less than 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. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may call witnesses (or present statements of unavailable witnesses). Inmates may not question a witness at the hearing; a staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) 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 has the right to be present throughout the DHO hearing, except during deliberation or when institutional security would be jeopardized. The inmate charged may be excluded during appearances of outside witnesses. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions - Appeals of all disciplinary actions must be made through the Administrative Remedy Program. DHO appeals are made to the Regional Director (BP-10) and the general counsel (BP-11).

Special Housing Unit (SHU) - There are two levels of housing in the Special Housing Unit. They are Administrative Detention and Disciplinary Segregation. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status and are seen by a member of the health services staff daily, including weekends and holidays. Additionally, a unit staff member will visit the Special Housing Unit daily. Administrative detention separates an inmate from general population. To the extent practical, inmates in Administrative Detention are 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 classification, is pending investigation or a hearing for a violation of Bureau regulations, is 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 a sanction for violation of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. The rules and regulations of the Special Housing Unit will be strictly enforced for all inmates confined in the unit.

Inmates are afforded one telephone call every 30 days while in the unit. Legal calls are requested and arranged by the Unit Team members. The following guidelines for cell sanitation will be strictly adhered to concerning inmate cells and personal

property:

- No hanging of "Sheet Ropes" in any of the cells within the unit will be tolerated.
- Sheets will not be torn up for any individual purpose. Any inmate with a torn sheet in his possession will receive an incident report requiring him to pay for the damaged government material. In addition, he will receive paper sheets for a period not to exceed five calendar days.
- All items of "Inmate Personal Property," will be stored neatly under the single bunk.
- All food trays, uneaten food items, and trash will be returned at the conclusion of each meal. At no time will excess Styrofoam cups, uneaten food items, or boxes of cereal be kept in a cell. This includes all Styrofoam trays as they are used to store nuisance items.
- At the conclusion of each meal, inmates will be allowed to deposit trash from their cell in a trash bag, when trays are picked up after the meal.
- At no time will graffiti or other markings be placed on the cell walls. Also, no items may be hung on the cell walls or placed on window sills. Nothing may be hung on or over the vents for any reason.
- No form of cover may be placed on lights. The lights may not be tampered with in any way.
- Lights are on daily from 6:00 a.m. until 10:00 p.m., all beds will stay made during this time.

If any of the aforementioned items are discovered by a Unit Officer, all inmates in the cell will be restrained from behind, removed from the cell and an immediate shakedown of the cell initiated. Inmates in this status will not participate in any unit activities and the Special Housing Unit Lieutenant will be contacted immediately. Any violation of the above identified procedures will result in, "Disciplinary Action," being taken against the occupant(s) of the cell in question.

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 have the responsibility for treating staff and inmates 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 the rules 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, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines. | 5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau |

guidelines through 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).
 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
 7. It is your responsibility to use the services of an attorney honestly and fairly.
 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

GREATEST CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing.	A. Recommend parole date
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).	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).
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.	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).
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	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.

- 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

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

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

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

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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.	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).
201	Fighting with another person.	
202	(Not to be used).	
203	Threatening another with bodily harm or any other offense.	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).
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

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 quarters.
M. Extra duty.

- 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 and conducted by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior

- which harasses, alarms,
or annoys the person,
after having been
previously warned to stop
such conduct.
- 226 Possession of stolen
property.
- 227 Refusing to participate
in a required physical
test or examination
unrelated to testing for
drug abuse (e.g., DNA,
HIV, tuberculosis).
- 228 Tattooing or self-
mutilation.
- 229 Sexual assault of any
person, involving non-
consensual touching
without force or threat
of force.
- 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.

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure.	A. Recommend parole date
301	(Not to be used).	rescission or
302	Misuse of authorized	retardation.
	medication.	B. Forfeit and/or withhold
303	Possession of money or	earned statutory good
	currency, unless	time or non-vested good
	specifically authorized,	conduct time up to 25% or
	or in excess of the	up to 30 days, whichever
	amount authorized.	is less, and/or terminate
304	Loaning of property or	or disallow extra good
	anything of value for	time (an extra good time
	profit or increased	or good conduct time
	return.	sanction may not be
305	Possession of anything	suspended).
	not authorized for	B.1 Disallow ordinarily up to
	retention or receipt by	25% (1-14 days) of good
	the inmate, and not	conduct time credit
	issued to him through	available for year (a
	regular channels.	good conduct time
306	Refusing to work, or to	sanction may not be
	accept a program	suspended).
	assignment.	C. Disciplinary segregation
307	Refusing to obey an order	(up to 3 months).
	of any staff member (may	D. Make monetary
	be categorized and	restitution.
	charged in terms of	E. Monetary fine.
	greater severity,	F. Loss of privileges (e.g.,
	according to the nature	visiting, telephone,
	of the order being	commissary, movies,
	disobeyed; e.g., failure	recreation).
	to obey an order which	G. Change housing
	furtheres a riot would be	(quarters).
	charged as 105, Rioting;	H. Remove from program
	refusing to obey an order	and/or group activity.
	which furtheres a fight	I. Loss of job.
	would be charged as 201,	J. Impound inmate's personal
	Fighting; refusing to	property.
	provide a urine sample	K. Confiscate contraband.
	when ordered would be	L. Restrict to quarters.
	charged as Code 110).	M. Extra duty.
308	Violating a condition of	

- a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or

- machinery contrary to
instructions or posted
safety standards.
- 320 Failing to stand count.
- 321 Interfering with the
taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a
gambling pool.
- 326 Possession of gambling
paraphernalia.
- 327 Unauthorized contacts
with the public.
- 328 Giving money or anything
of value to, or accepting
money or anything of
value from, another
inmate or any other
person without staff
authorization.
- 329 Destroying, altering, or
damaging government
property, or the property
of another person, having
a value of \$100.00 or
less.
- 330 Being unsanitary or
untidy; failing to keep
one's person or quarters
in accordance with posted
standards.
- 331 Possession, manufacture,
introduction, or loss of
a non-hazardous tool,
equipment, supplies, or
other non-hazardous
contraband (tools not
likely to be used in an
escape or escape attempt,
or to serve as a weapon
capable of doing serious
bodily harm to others, or
not hazardous to

- institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor

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

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	(Not to be used).	
401	(Not to be used).	
402	Malingering, feigning illness.	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit
403	(Not to be used).	available for year (to be

- 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 with 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.
- 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.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

1. **Right:** You have the right to health care services, in accordance with the procedures of this institution. Health services include medical sick call, dental sick call, and all support services. Normal sick call is on a triage system conducted Monday through Friday morning at the Health Services Unit. Emergency health care services are available 24 hours a day, and are accessed by contacting the correctional worker responsible for you.

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

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

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

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

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

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

Responsibility: You have the responsibility to respect

these providers as professionals and follow their instructions to maintain and improve your overall health.

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

Responsibility: You have the responsibility to treat staff in the same manner.

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

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

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

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

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

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

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

Responsibility: You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff* form, open-house, or the accepted *Inmate Grievance Procedures*.

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

Responsibilities: 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. **Right:** You have the right to be provided healthy and nutritious food. You have the right to instruction

regarding a healthy diet.

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

12. **Right:** You have the right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)

Responsibility: You have the responsibility to notify medical staff that you wish to have an examination.

13. **Right:** You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.

Responsibility: You have the responsibility to maintain your oral hygiene and health.

14. **Right:** You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. **Right:** You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Responsibility: You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.

PATIENT RIGHTS AND RESPONSIBILITY FOR TREATMENT OF PAIN

RIGHTS

As a Patient you can expect:

1. Your reports of pain will be believed.
2. Information about pain and pain relief measures.
3. A concerned staff committed to pain prevention and management.
4. Health Professionals who respond quickly to reports of pain.

RESPONSIBILITY

What we expect from you:

1. Ask your doctor or nurse what to expect regarding to pain management.
2. Discuss pain relief options with your doctor and mid-level provider.
3. Work with your doctor and mid-level provider to develop a pain management plan.
4. Ask for pain relief when pain first begins.
5. Help your doctor and mid-level provider assess your pain.
6. Tell your doctor or mid-level provider if your pain is not relieved.
7. Tell your doctor or mid-level provider about any worries you have about taking pain medications.

RELEASE

Sentence Computation - The Designation and Sentence Computation Center (DSCC), is responsible for the computation of inmate sentences. An inmate will be given the opportunity to review his sentence computation as soon as it is prepared. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision can be addressed with the Record's Office staff during open house hours or mainline.

Fines and Costs - In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs.

Detainers - Warrants (or certified copies of warrants) based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up pending cases.

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 sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all detainers based on untried charges which have been lodged as a detainer against an inmate by a "party" state, 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 actually lodged at the institution, the Interstate Agreement on Detainers is not available.

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 three tiers, and mandates that Tier Three offenders update their whereabouts every three 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.).

CLOSING

Hopefully the information in this booklet will assist you upon your arrival at FCC Beaumont. You should also reference this booklet throughout your incarceration at FCC Beaumont to better assist you in your knowledge of applicable procedures and policies. Please do not hesitate to ask staff for assistance.

DIRECTIONS FROM BEAUMONT

Merge onto US-69 S / US-287 S / US-96 S. 2.9 miles
Take the exit toward FLORIDA AVE / AVE A. 0.1 miles
Stay STRAIGHT to go onto US-287 S / US-69 S / US-96 S. 0.8 miles
Turn RIGHT onto W PORT ARTHUR RD. 0.2 miles
Stay straight on W PORT ARTHUR RD. 5.0 miles
Turn RIGHT onto KNAUTH RD.
Continue STRAIGHT onto the Federal Correctional Complex grounds.
Follow all signs to respective institutions.
Turn left at the flag pole for the USP.
Turn right at the flag pole for the Low Security Institution (1st driveway).
Turn right at the flag pole for the Medium Security Institution (2nd driveway).
Turn right at the flag pole for the Satellite Prison Camp (3rd driveway).
Follow signs.
Local transportation consists of the South East Texas Regional Airport, a Greyhound bus terminal and taxi services.

Yellow Cab Beaumont (409) 860-3335
La Uno Taxi (409) 460-0835
Flanagan Transportation Co. (409) 835-8237
American Quality Cabs (409) 842-2402
Daranda Taxi (409) 527-0134

U.S. Department of Justice
Federal Bureau of Prisons



**Sexually Abusive Behavior Prevention
and Intervention**

An Overview for Offenders

August 9, 2013

You Have the Right to be Safe from Sexually Abusive Behavior.
The Federal Bureau of Prisons has a **zero tolerance** policy against sexual abuse. 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 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. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentially report sexually abusive behavior, if you are not comfortable talking with staff.

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

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

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

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

Contact Offices:

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

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

**Federal Bureau of Prisons Mid-Atlantic
Regional Office
Regional PREA Coordinator
302 Sentinel Drive, Suite 200
Annapolis Junction, 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):
http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp**