

INMATE ADMISSION & ORIENTATION HANDBOOK

U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Institution
Big Spring, Texas



C. Humphrey
Warden

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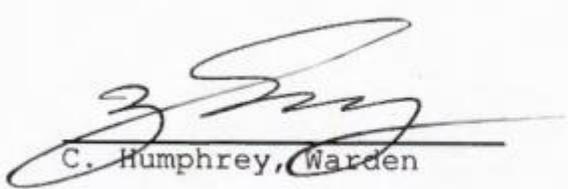
Introduction to Inmate Handbook

This Inmate Handbook will provide you with information about programs, operations, rules, and regulations at the Federal Correctional Institution in Big Spring. The handbook is a condensed version of information available to you from Bureau of Prisons Program Statements, Institution Supplements (local policies), and memoranda from the Administration and your Unit Team. It is your responsibility to seek clarification of any issues which you find unclear.

Hopefully, this information will assist you in your first days at FCI Big Spring. You should feel free to ask any staff member for assistance, particularly your Unit Staff.

Your designation to a Federal Correctional Institution is based, in part, on your anticipated ability to function appropriately in a low security facility. Your strict compliance with the rules and regulations of this facility is essential to exhibiting the responsible behavior required at this institution.

This booklet is intended to be a guide. Changes in procedures may affect this booklet. Every effort will be made to inform the general population of these changes. You should attend announced town hall meetings and check bulletin boards frequently for staff memoranda informing you of any changes.


C. Humphrey, Warden

12/18/2023
Date

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation

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

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. During A&O, inmates are advised of programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams)

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

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit team will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays. The Unit Teams will have open house hours Monday through Friday from 2:00 P.M. until 3:30 P.M.

GENERAL FUNCTION OF THE STAFF

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

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

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

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

Unit Secretary: The Unit Secretary performs clerical and administrative duties. The Secretary functions as a member of the Unit Team.

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

Communications

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

Initial Classification/Program Reviews

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

Inmates with a projected release date of more than one year will be seen every 180 days, while inmates with release dates of one year or less will be seen every 90 days. You will meet with your Unit Team at this time to review programs, work assignments, transfers, custody classification, institutional adjustment, financial responsibility, etc.

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 the inmates chances of 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 inmates 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 as smooth as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for benefits upon release (social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so that you may determine your eligibility and begin the application process if applicable prior to release. Lastly, the Career Resource Center, located in the Education Department, can also provide you with pre/post release programming, education ideas, potential employment and housing information, as well as potential benefits information.

Town Hall Meetings

Town Hall meetings are held as necessary to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems/ questions should be brought to the attention of your Unit Staff.

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 inmates home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmates eligibility for participation in the program.

Foreign Consular

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

DAILY INMATE LIFE

Sanitation

It is the inmates responsibility to check their bunk area immediately after being assigned there and report all damages to the Unit Officer or Correctional Counselor.

An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making their bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping the area around their assigned bunk, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged

inside and out, and all shelving must be neat and clean. Chairs are assigned to each bunk, and will not be defaced or marked in any manner by the inmate.

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

Personal Property Limits

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

Storage Space

Storage space consists of an individual locker. Locks may be purchased in the Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the locker space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Wooden shelves and pieces of cardboard are not permitted to be affixed to the inside of the lockers for added storage space. All inmates must store all personal property in their assigned lockers. Additional lockers are not authorized and will result in disciplinary action being taken.

Clothing

Civilian clothing (i.e., clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate will be retained by staff in the Receiving and Discharge area during the last 30 days of an inmates confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmates name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/ specialty (1 pr. black, white, grey, or a combination thereof with a maximum value of \$100.00), and shoes (court, turf, running) (1 pr.) Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items

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

Letters, Books, Photographs, Newspapers, and Magazines

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

Legal Mail

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

Hobby Craft Materials

A large variety of Hobby Craft programs are offered by the Recreation Department. They include leather craft, painting, drawing, crochet, and other approved forms as approved by the Recreation Supervisor. No oil paints or printer/India ink or fabric paints are allowed. You must be in the Hobby Craft program to participate in any craft. Items made in hobby craft are not permitted or allowed in the housing units or in your personal storage areas.

Radios, Tablets, MP3 Players, and Watches

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

Jewelry

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

Smoking

Inmate smoking is prohibited in all BOP facilities.

Quarters Rules

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

The rules include items such as:

- All beds are to be made daily in the prescribed manner. If the cleanliness in an area is not acceptable, disciplinary action will be taken.
- Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. Ordinarily the unit with the highest sanitation is called first, and the unit with the lowest rating is called last.
- Inmates are not allowed to be in ranges other than where they are housed.
- Each inmate is responsible for the cleaning and sanitation of their area.
- Everyone is responsible for cleaning up after themselves.
- Sexually suggestive photographs are NOT authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.
- Showers are available every day, but inmates may not be in the shower during an official count.
- Safety shoes must be worn to work as designated in policy.
- Unit televisions may be viewed during established off-duty hours.
- During normal working hours, unit televisions may be viewed at the discretion of staff.

NOTICE TO INMATES: Male and female staff routinely work and visit inmate housing areas.

Wake-up

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

Clothing Exchange & Laundry

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

Institutions establish local procedures to account for the initial issue of Government-furnished items to inmates and for their return before release.

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

Each institution has established local procedures for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation.

The institution may provide clean clothing by centralized laundry, in which both units have the opportunity to wash their clothing twice a week.

Commissary

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

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

Spending Limitations

The National Spending Limit is \$320.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

Deposits to Account

U.S. Postal Service:

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

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

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number.

Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event they cannot be posted to the inmates account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds.

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

Western Union Quick Collect Program

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

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

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

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

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

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate.

If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

MoneyGram ExpressPayment Program

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

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

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

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

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

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

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

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

Commissary Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered.

The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00.

TRULINCS

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

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

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

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

Contact List: This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

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

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

Manage TRU-Units: This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

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

Public Messaging: Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments.

There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff: This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

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

Inmate Telephone System - TRUFONE

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS.

The hours of telephone operation begin at 6:00 a.m. and end no later than 10:00 p.m. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 am; and,
12:30 p.m. until after 4:00 p.m. count.

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

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collector direct dial calls.

Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

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

VISITNG PROCEDURES

If during the Admission/Orientation process, you anticipate a visit(s) from immediate family (spouse, children, parents, brothers, and sisters), you must submit their names to your Counselor.

They will be allowed to visit unless there are strong circumstances which preclude their presence in the institution.

Upon completion of the Admission & Orientation program, a permanent list including other relatives or friends may be approved, but only after a background investigation has been completed by the Unit Team. Your Counselor will provide you with a questionnaire form (BP-IS-139) for each requested visitor. You are responsible for mailing them out and assuring they are mailed back to the Counselor for review.

All visitors will be properly attired when coming into the institution to visit. Visitors may not wear: any revealing clothing such as sleeveless, strapless or bareback blouses, tank top shirts; dresses or skirts with long slits in the middle or side; skirts two inches or more above the knee, miniskirt or wrap around skirts; tight, form-fitting or see through clothing (including see through shirts with a shirt underneath); deep v-neck blouses, shirts, or dresses; shorts or skirts worn above the knee.

Other prohibited clothing includes: caps, hats, and scarves of any kind; long coats, sweaters and jackets that have hoods attached or extended below the knee; clothing of any type which would symbolize club or gang activity or gang affiliation; clothing with sexual or offensive language printed on them; halter tops or midriff shirts (shirts will be tucked in or belted for all visitors ages 4 and over); fish net shirts, pants or any other clothing item; Lycra or spandex clothing; athletic shorts/sweat suits (cloth material) or wind suits; athletic jerseys; swimwear; slippers, crocs, open toed shoes; or any khaki or camouflage in color clothing. Jackets cannot be used to cover up an unauthorized shirt. All metal items which will not clear the metal detector to include body piercings, excess metal on clothing, and under wires in bras are not permitted. No hats will be permitted to be worn by visitors inside the institution.

In accordance with the Program Statement on Visiting Regulations, it is the Unit Team's discretion, based on security concerns, as to who will be placed on an inmate's visiting list. You are responsible for notifying the proposed visitor of the Unit Teams decision and for sending approved visitors a copy of the institution 's Visiting Guidelines. Visitors who have not been approved by the Unit Team will not be allowed to visit. All visitors over the age of 15 must possess a valid and current identification card with a photo, such as a state driver's license.

No inmates will be allowed to enter or loiter around the visiting room area prior to being notified by staff or the institution paging system. Specifically, waiting by the entrance to observe when visitors enter the institution will not be tolerated. Loitering or looking through any window to see if a visitor has arrived will result in disciplinary action.

Inmates being called for a visit shall be properly attired in khaki pants, khaki shirt, t-shirt, underwear, and belt. Shirts must be tucked in. Only government issue clothing will be authorized in the visiting room. This also includes government-issue footwear. Inmates with soft-shoe requirements will be required to wear bus shoes in the visiting room.

You will be allowed to bring into the Visiting Room one comb, one handkerchief, a wedding ring, and a religious medal.

Staff will provide supervised restroom breaks to the inmate population hourly.

You are allowed a short kiss and embrace at the beginning and end of each visit. Holding hands is not permitted during the visit.

Appropriate disciplinary action can be taken against you for:

- Excessive contact
- Receiving unauthorized items
- Unsupervised children
- Being out of bounds
- Handling money
- Contact with unauthorized visitor
- Not cleaning immediate visiting area

Visiting is routinely conducted Saturdays, Sundays, and federal holidays from 8:00 a.m. until 3:00 p.m. The visiting schedule is subject to change as deemed necessary by staff.

The Visiting Program of this institution accesses one (1) point each time an inmate receives a visit. Once six (6) points are accumulated (six separate visits), no more visits will be allowed for that month. Holidays will not count as an accessed visit. This program is implemented in an attempt to allow more equitable visiting for the entire inmate population.

Due to limited visiting facilities, it may be necessary to impose certain restrictions on visiting regulations. These restrictions are designed to alleviate overcrowding which creates excessive distractions and potential safety hazards. Each inmate will be allowed no more than five visitors, including children, at any one time. The Unit Team may authorize exceptions to the limit on visitors in unusual circumstances. Make your request for an exception to your Unit Team in sufficient time for them to complete the required paperwork.

Visiting will be conducted in the institution Visiting Room. Visitors will not be allowed to go to and from vehicles parked in the institution parking lot. Any visitor over the age of 15 will be required to produce and surrender proper photo identification (i.e., driver's license or government issued identification) to the Front Lobby Officer. It will be returned upon completion of the visit. You will not be allowed into the visiting area prior to being called by the Visiting Room Officer. Inmates are required to notify the Unit Officer or Detail Supervisor prior to departing for a visit.

Children

Visitors who are 16 or 17 years of age and not accompanied by a parent or legal guardian must have the written approval of the custodial parent or legal guardian and have a valid government photo ID prior to visitation. Children under 16 years of age must be accompanied by their parent or legal guardian

to be allowed into the institution. Visitors are subject to a search and scanning by a metal detector. Only one (1) small (half-gallon size) clear, transparent plastic see-through purse, or a clear zip lock container/bag will be permitted, and all containers/bags will be opened and searched. Searches will be done in the presence of the visitor by the Front Lobby Officer. Briefcases and other such items will also be searched. Any visitor refusing to be searched or having anything in their possession that they will not allow to be searched, will not be allowed entry into the institution.

Additionally, you need to remind your visitors it is their responsibility to pass through the metal detector on the first pass.

Clothing and other personal articles which set off the detector must be removed prior to the initial attempt. Repeated attempts to pass through the detector are compounding delays in the clearance process.

Visitors are subject to drug screening and random pat searches.

Authorized Items

The only food items allowed in the Visiting Room are items purchased from the vending machines located in the Visiting Room. The only exceptions to this are baby bottles and baby food. Baby food should be in unopened sealed containers. Inmates will not accompany visitors to the vending machines, microwaves, and change machines. The yellow line drawn on the visiting room floor indicates this is an out of bounds area for inmates.

Infant care items for visitors with infant children must be limited for security reasons. Pre-mix-formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to 3 nursing bottles, six diapers, wet wipes, a change of clothing and two small blankets. Baby powders, creams, ointments, bowls, cups, etc., are not permitted.

Restroom facilities are available in the Visiting Room for nursing mothers. Additionally, there will be no items left in the lobby area to include strollers, baby carriers, hats, makeup, etc.

The outside visiting areas will be closed to all visitation activities. Smoking is not permitted in the Visiting Room.

Note: You will not be allowed to carry money back to the unit from the Visiting Room. No items can be given to inmates by their visitors. All items purchased from the vending machines must be consumed. No items will be allowed to be taken from the visiting room by inmates or visitors.

For further details review the Institution Supplement on Visiting Regulations.

Directions to the Institution

Address:

Federal Correctional Institution
1900 Simler Ave.
Big Spring, Texas 79720

From the West:

Take 1-20 East to Exit 174 (Business 20). Turn right on Airbase Road. Airbase Road merges into Simmer Ave. FCI Big Spring, is on the right.

From the East: Take 1-20 West to Exit 177. Turn left onto State Hwy. 87 South. Turn right onto 3rd Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. FCI Big Spring is on the right.

From the North: Enter the City of Big Spring from State Hwy. 87 South. Turn right onto 3rd Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. FCI Big Spring, is on the right.

From the South: Enter the City of Big Spring from State Hwy 87 North. Turn left onto 3rd Street. Turn left on Airbase Road. Airbase Road merges into Simler Ave. FCI Big Spring is on the right.

City of Big Spring Services

Motels/Hotels:

<p><u>Hotel Settles</u> 200 East Third, Big Spring, TX 79720 432-267-7500</p>	<p><u>Hampton Inn</u> 805 W. I-20, Big Spring, TX 79720 432-264-9800</p>
<p><u>Baymont Inn and Suites</u> 917 Lamesa Hwy, Big Spring, TX 79720 432-268-0568</p>	<p><u>La Quinta Inn and Suites</u> 1102 I-20 West, Big Spring, TX 79720 432-264-0222</p>
<p><u>Best Western Palace Inn</u> 915 Lamesa Hwy, Big Spring, TX 79720 432-264-1500</p>	<p><u>Comfort Inn and Suites</u> 1109 N. Aylesford, Big Spring, TX 79720 432-263-5400</p>
<p><u>TownePlace Suites by Marriot</u> 1011 N. San Antonio, Big Spring, TX 79720 432-606-5166</p>	<p><u>Eagles Den and Suites</u> 901 East Interstate 20, Big Spring, TX 79720 432-288-3788</p>
<p><u>Corporate Hospitality Housing Hotel I</u> 300 Tulane, Big Spring, TX 79720 432-264-7086</p>	<p><u>Advantage Inn and Suites</u> 804 W I-20, Big Spring, TX 79720 432-263-5200</p>
<p><u>Corporate Hospitality Housing Hotel II</u> 2900 E I-20, Big Spring, TX 79720 432-267-4553</p>	<p><u>Days Inn</u> 2701 S. Gregg St, Big Spring, TX 79720 432-267-5237</p>
<p><u>Plaza Inn</u> 700 W I-20, Big Spring, TX 79720 432-267-1601</p>	<p><u>Knights Inn</u> 1000 W. 4th Street, Big Spring, TX 79720 432-935-6757</p>
<p><u>West Texas Inn</u> 600 W I-20, Big Spring, TX 79720 432-267-1695</p>	<p><u>Budget Inn and Suites</u> 2900 W. Hwy 80, Big Spring, TX 79720 432-267-5582</p>
<p><u>Bradbury Inn</u> 1202 E. 3rd Street, Big Spring, TX 79720 432-267-2581</p>	<p><u>Camlot Inn</u> 2902 E I-20, Big Spring, TX 79720 432-267-7331</p>
<p><u>Sleep Inn & Mainstay Suites</u> 308 E. 12th Street, Big Spring, TX 79720 432-606-5118</p>	<p><u>Delux Inn</u> 400 N Gregg St, Big Spring, TX 79720 432-267-7331</p>

Taxicabs:

Dependable Cab Company
432-267-4505

SECURITY PROCEDURES**Attire**

Inmates will be in full institution uniform (normally khaki pants and khaki shirt), to and from all work assignments, programs, and mainline. The uniform will be maintained in a neat and professional manner, shirts are to be buttoned (second button from the top) and tucked into belted trousers (worn at the waistline) and shoe/ boot laces tied properly. Other than approved religious head gear, hats will not be worn indoors.

Inmates in the housing unit during off duty hours must be fully clothed at all times.

Inmate Identification Cards

Inmates are required to possess their identification cards at all times upon departing their assigned cell. The inmate identification card will be readily available for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Counts

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be standing at bedside during official counts held at 4:00 p.m. and 10:15 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 10:15 p.m. on weekends and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Call-Outs

Call-outs are a scheduled system for appointments (hospital, dental, education, team meetings and other activities) which are posted on the unit bulletin boards after 3:30 p.m., on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If an inmate needs routine medical attention, he ordinarily will have to go to Health Services that morning between the hours of 6:00 a.m. and 6:30 a.m. and sign up for sick call. Sick call is held on Mondays, Tuesdays, Thursdays and Fridays, except holidays. An illness of an emergency nature is an exception and is handled accordingly. (See section on Sick Call).

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure called controlled movement.

The purpose of controlled movement is to ensure all inmate movement is orderly when an institution pass system is not in effect. Controlled movement generally begins ten minutes before the hour and ends on the hour.

Normally, these moves are a one way move; meaning, "in bound" or "out bound". During the movement period, normally ten minutes, five minutes in and five minutes out, inmates may move from an area of the institution to another without a pass or staff escort. The start and end of each movement period will be announced by staff.

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

At the conclusion of the evening meal, the Compound will be secured and a ten-minute, controlled movement will commence.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates can normally move to the recreation yard, gymnasium, or chapel; however, must remain secured inside those areas until the next controlled movement is announced. The movement periods will resume after the brunch meal.

Contraband

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

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

Altering or damaging government property is a violation of institutional rules, and the cost of the damage will be levied against the violator.

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

Staff shall return to the institution's issuing authority any item of government property seized as contraband.

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

Shakedowns

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

Drug Surveillance/Alcohol Detection

Drug Surveillance – The BOP 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 you to provide a urine sample for this program, and you do not do so, you will be subject to an incident report.

Alcohol Detection – A program for alcohol surveillance is also in effect. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. 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, sanitation, and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot, and will not, be tolerated. Regular fire and sanitation inspections are made by a number of staff, including the Safety Officer. Cardboard and wooden made shelves affixed to the inside of the lockers are prohibited and constitutes a fire hazard. If these items are found in your locker, personal possession, or living area, you may be subject to disciplinary action.

Fire Exits and Fire Extinguisher Locations

All fire exits are identified by a Fire Exit Sign and are noted on the Emergency Evacuation Diagram located throughout each floor of the unit. Please take the time to become familiar with emergency exit locations and procedures.

The units are equipped with fire extinguishers capable of extinguishing class A, B, or C type fires. These extinguishers are located throughout the Unit. All fires or suspected fires will be reported immediately to the nearest staff member.

Fire Drills/ Fire Evacuation Alarms

Fire drills will be conducted a minimum of once per quarter. Upon hearing the fire alarm, you will immediately exit the building using the nearest exit. It is imperative that you follow the directions of staff and that your exit be orderly and quick. Once you have evacuated the building, you will assemble at the fence between the housing units unless directed to another location by staff.

PROGRAMS AND SERVICES**Job Assignments**

All inmates, who have been medically cleared, will maintain a regular job assignment. Job assignments are controlled through a Performance Pay System which provides monetary payment for work. Only Unit Staff will make the final approval for job changes and see that the changes are entered on the Daily Change Sheet which is posted daily on the Unit Bulletin Board. Work details will ordinarily only be changed on the 1st of the month after initial assignment. Inmates will ordinarily be required to stay in a job assignment a minimum of 90 days prior to reassigning.

The first work assignment you will usually receive is Unit A&O, and you will be kept on this assignment while medical and other screenings are accomplished. If you have any specialized skills, your Unit Team will want to be made aware of those as they consider a permanent job assignment for you. In the event you have a work-related injury, ensure you report it immediately to your work detail supervisor. Information on procedures for work-related injuries can be located in the Inmate Accident Compensation Procedures, which is handed out during Admission & Orientation.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate

cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/She will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

In addition, if an inmate receives an incident report for a 100-level drug-related or alcohol-related incident report, and is found to have committed the prohibited act, he will not receive Performance Pay above the maintenance pay level for one full year from the date of finding of having committed the prohibited act. The U.S. Parole Commission will also review financial responsibility progress at parole hearings. Inmates that are placed in FRP Refuse status will be limited to a \$25.00 spending limit per month in the Commissary Sales Unit, which does not include stamps.

Food Service

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

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

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

Education

The Education Department is responsible for educational testing, academic training, social education, vocational training, hobby crafts, recreational activities, and the leisure and law libraries. In order to be eligible for promotion above pay grade four, an inmate must have a high school diploma,

GED or a pay grade exemption. Inmates who obtain a GED while at the institution will receive \$50.00, an opportunity to participate in a graduation ceremony, and a photograph.

Literacy/GED/ESL

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA) require inmates, who lack a high school diploma, to participate in a GED credential program. They must make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption (requiring 480 hours of literacy program participation).

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or ESL in order to receive their good conduct time.

Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or reenroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete an additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit.

However, DCEGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

Inmates with a Verified High School Diploma

In order to obtain a realistic and accurate assessment of an inmates skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs,

etc., a high school diploma does not necessarily certify an inmate is literate.

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

In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

ESL

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

Incentives

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

Other Programs

The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs

Occupational Education programs prepare inmates for a specific occupation or cluster of occupations.

Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of

occupational training programs. Occupational education programs vary institution-to-institution.

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

Apprenticeship

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

Adult Continuing Education (ACE)

ACE classes enhance an inmates general knowledge on various subjects and address the skill deficits identified in an inmates individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include: typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses)

Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil". Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in their commissary account, a Form 24 may be used for payment.

Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Library Services

Leisure Libraries: Leisure libraries offer inmates a variety of reading materials, including but not limited to periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services. Books may be checked out of the library 2 at a time to assigned inmates, for a duration of 2 weeks. After 2 weeks, if not renewed, the book is considered overdue and subject to confiscation. Any damage to books beyond repair is considered destruction of government property and is the financial responsibility of the inmate.

Electronic Law Libraries (ELL)

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

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

Recreation, Leisure, Wellness, and Social Programs

The BOP encourages inmates to make constructive use of leisure time and offer group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

Leisure Programs

FCI Big Spring offers a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

Art and Hobby Craft Programs

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

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

Wellness Programs

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

Recreation and Zimmer

The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System.

Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The sections of Zimmer address: (1) viewing of R, X, or NC -17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation

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

Religious Services

The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations, and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support, and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals, and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities. You may not wear religious medallions outside your clothing. Only inside your clothing and in the chapel.

To acquire individual religious items, submit a copout request to Religious Services. Special Purpose Orders (SPO) requests must match your religious category listed in your record. With funds on your account and when approved, your request will eventually route through to Commissary.

Books, and religious medallions are purchased from an approved vendor which may be different than your preference. Religious medallions such as rosaries, crosses, Thor's Hammers etc., must be worn inside clothing when not in the chapel.

The Religious Diet Program, called the Alternative Diet Program, consists of two distinct components: One component provides for the religious dietary need through self-selection from the main line which includes the no-flesh option and access to the salad/ hot bar (where the salad/ hot bar is part of the Food Service Program). The other component accommodates dietary needs through nationally recognized religiously certified processed foods. Make your request in writing as the chaplain conducts the oral interview.

After your interview the chaplaincy team will review the request to determine how to accommodate the inmates stated religious dietary needs. The inmates interview responses will determine which component of the religious diet program best accommodates his or her religious dietary needs.

Psychology Services

Psychology Services Department at FCI Big Spring offers basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborate with your Unit Team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process.

If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

If you are new to the BOP, or if you have been previously identified for mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

The Psychology Services Department is typically staffed by a Chief Psychologist, Drug Abuse Program Coordinator, Staff Psychologist, Drug Treatment Specialist, and Psychology Technician. The departments offices are located in Sunset Unit on the first floor, north end. There are a number of ways to contact Psychology Services at this institution. You may:

- Submit a Request to a Staff Member ("Cop-out") to Psychology Services.
- Visit the department during "Open House" hours. Open house is on Tuesday and Thursday 3:00 p.m. to 3:45 p.m.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

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

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

The warning signs of suicide may include:

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

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's suicide watch program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria:

- 1) be a sentenced BOP inmate;
- 2) no 100 series incident reports in the past 3 years;
- 3) may not be in FRP, DRG ED, or GED refusal status;
- 4) must receive approval of the Special Investigative Services (SIS) Department. If you would like more information about this program, please speak with a member of Psychology Services.

Drug Abuse Programs

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of

community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. You will not qualify for First Step Act time off credits either. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member("Cop-Out"), in order to place your name on the waiting list for the course.

Nonresidential Drug Abuse Treatment

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

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

Program completion awards, (\$30), are only available for those who complete the program. If you are interested, submit a copout to Psychology Services.

Residential Drug Abuse Program (RDAP)

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. FCI Big Spring does not have an RDAP, but if qualified, you may transfer to a facility that has an RDAP. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member("Cop-Out") to Psychology Services. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence in the 12-months leading up to your arrest; and meet other qualifying criteria. If so, you will be referred to

the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder and are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program.

Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 76 BOP institutions. It is not available here.

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

Early Release

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

Community Transition Drug Abuse Treatment

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

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

The Resolve Program [female institutions only]

Many institutions that house female inmates offer the Resolve Program. The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse.

The Trauma in Life Workshop

The Resolve Program includes a psycho-educational component, the Trauma in Life Workshop. This workshop addresses the challenges individuals face following exposure to traumatic life events and the strategies these individuals may use to enhance their resilience or ability to survive and thrive following these events. Any female inmate with a history of abuse or an interest in learning about this topic may participate in the Trauma in Life Workshop.

Nonresidential Counseling Groups

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

The Challenge Program [high security institutions only]

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in all BOP penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9-month program, but your time in the program depends on your treatment needs and your progress in treatment.

To apply for the Challenge Program, you must send an Inmate Request to a Staff Member ("Cop-Out") to obtain an interview for the program.

Specialized Mental Health Programs

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

Psychology Services has additional information about these programs and can make recommendations for participation.

The Sex Offender Management Program

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

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

The Residential Sex Offender Treatment Program [male institutions only] The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders – ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTPR is offered at the Federal Medical Center (FMC) in Devens, Massachusetts.

The Non-residential Sex Offender Treatment Program

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

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

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

Institution Specific Programs

A variety of special topic groups, such as Relationships, Living Free Values Development Group, Commitment to Change, Overcoming Errors in Thinking Group, Dealing with Anger Group, Stress Management, Breaking Barriers, Framework for Recovery, and a Victims Impact Group may be offered by or co-sponsored by the department. If you are interested in one of these groups, you must first attend an individual screening interview. The department also offers an Inmate Resource Library of Psychology and self-help related books, pamphlets, and audiotapes. A variety of substance abuse services, such as a Living Sober group, are also offered through the Psychology Department. A Drug Education Class is provided. Individual and group counseling is also provided by the Drug Treatment Specialist, through the Non-Residential Drug Abuse Program.

To request services from the Psychology Department, submit an Inmate Request to Staff Member ("Cop-Out") to Psychology Services.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, but they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

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

Escorted Trips

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

Gang Disassociation

The BOP through the National Gang Unit (NGU) affords gang affiliated inmates the opportunity to voluntarily and officially disassociate from their respective gang. For additional information, contact your local Special Investigative Services office.

Furloughs

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

Central Inmate Monitoring System

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

Marriages

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

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

Marriage procedures are detailed in the local Institution Supplement.

Barber Shop

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

HEALTH SERVICES

The health care mission of the Federal Bureau of Prisons is to provide necessary medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards. Locally, emergency medical care is available 24 hours a day. FCI Big Spring clinical staff are available from 6:00 a.m. until 6:00 p.m., Monday through Friday and 8:00 a.m. until 4:00 p.m. one weekends. Community emergency personnel meet emergency needs when BOP clinical staff are not on-site. Urgent Care services (injuries, chest pain, asthma attacks) will be always available, either through on call providers or community emergency services.

The institutional Health Services Department provides on-site Dental care, pharmacy services, Lab, and ambulatory clinic services. Clinical on-site staff to provide medical care include a physician, Advanced Practice Provider, and Registered Nurses. New or recurring medical or dental symptoms are addressed through a sick call system. Chronic care management is provided for chronic medical conditions and infectious diseases to ensure scheduled routine medical care. Routine dental care is addressed by an on-site Dentist and Dental Hygienist. Necessary medical, dental, and mental health care is provided by our professional staff consistent with community standards.

Intake Screening & Physical Examination

Initial screenings will be completed within 24 hours of admission and an initial physical examination will be conducted within 14 days of admission. After the initial examination another physical examination is not necessary for this period of confinement unless it is clinically indicated and/or for inmates who were out of BOP custody for more than 30 days. Physical examinations may include but are not limited to the following components: Medical and Mental Health, Dental and Ordering of appropriate laboratory and diagnostic tests if clinically indicated. Intra-system transfers do not need a second complete initial physical examination if one has been completed for this period of confinement. Inmates who present with any new medical problems will be assessed appropriately. The Clinical Director will ensure the availability of age specific preventive health examinations (e.g., cancer screening) through individual inmate assessments. An inmate being released from the system may request a release physical examination provided he/she has not had a physical examination within one year to the expected date of release. Such as physical examination should be conducted two months to release.

Individual Treatment Plans (PCPT Teams)

The Health Services Department will follow the Primary Care Provider Team model to improve health services delivery, enhance continuity of care, and promote preventative health care measures. Each inmate is assigned a medical team of providers and support staff who are responsible for managing the inmates' health care needs.

Virtually all patient care provided to inmates will be by appointment, scheduled several days to weeks in advance through requests from the inmate via sick call, or follow-up appointments determined by the providers.

Emergency Medical Care

If you are experiencing any medical concerns of an emergency nature, contact any institution staff member. The staff member can obtain medical assistance for you within minutes. This is very important for you to remember: regardless of the time of day or night, do not attempt to get to Health Services if you are having what you consider to be a medical emergency. Immediate contact should be with your detail supervisor or housing unit officer.

Patient Triage/Sick call Procedures (Medical & Dental)

The first step to seek urgent or routine medical/dental care is reporting to sick call. Sick call is conducted **Mondays, Tuesdays, Thursdays, and Fridays** in the morning, by reporting to Health Services Department when the Morning

Pill Line is called at 6:15 a.m. Upon completion of the pill line, clinical and dental staff will triage the inmates complaint, and provide treatment based on the urgency of the medical concern. Clinical indication may determine placing the inmate on call-out for a scheduled appointment with a provider at a later time. Inmates will report to their assigned work details after making the sick call appointment. Inmates who become ill or require urgent medical care after the regular sick call sign-up period, will notify their work supervisor or Unit Officer to call the Health Services Department to arrange an evaluation. Inmates requesting health services will be charged a co-payment fee unless staff determine they are indigent and not subject to a co-payment fee.

FCI inmates wishing to be seen for sick call must report to Health Services at 6:15 a.m. on the scheduled days. Inmates will not be seen after 6:45 a.m. if they are late to sick call, except for emergent situations as determined by clinical staff.

Camp sick call: Camp sick call will be conducted on Wednesday mornings from 7:30 a.m. to 8:00 a.m. when pill line is called over the intercom for camp inmates, they must report to medical for sick call on Wednesdays only. If a camp inmate is experiencing health concerns that are urgent and cannot wait until a Wednesday sick call, they must report to the morning pill line and request urgent care.

Special Housing Unit: Sick call will be conducted during morning pill line in segregated, detention, or quarantine units on Mondays, Tuesdays, Thursdays, and Fridays. Inmates will be required to submit a "request to staff" documenting their detailed medical concern, to Health Services Staff conducting pill line. The staff will evaluate the urgency of the sick call request and triage sick calls following completion of the pill line.

Dental Sick Call:

6:30 a.m. to 7:30 a.m. FCI on Mondays, Tuesdays, Thursdays, & Fridays
8:00 a.m. to 9:00 a.m. Camp on Wednesdays

Medication Line/Pill Line Procedures

Controlled medications are administered at regularly scheduled times of the day and evening in a specific location in the Health Services Department known as the "pill line." Clinical staff deliver controlled medications to inmates in detention or segregation units following established pill line times. Inmates must report to pill line for prescribed medications, or they will be documented as non-compliant. Inmates have the option to refuse pill line medications, however, must show up to pill line and verbally refuse until they sign a treatment refusal, and the pharmacy processes the discontinuation. Pill line times may vary due to institutional needs and holiday/weekend schedules. However, the following is the typical pill line schedule:

Morning Pill Line

6:15 a.m. to 6:45 a.m. (FCI Morning Insulin/Pill Line)
7:00 a.m. to 7:30 a.m. (SHU Morning Insulin/Pill Line)
7:30 a.m. to 8:00 a.m. (Camp Morning Insulin/Pill Line)

Evening Pill Line

2:30 p.m. to 3:00 p.m. (Camp Evening Pill Line)
 3:15 p.m. to 3:45 p.m. (SHU Evening Pill Line)
 4:45 p.m. to 5:45 p.m. (FCI Evening Pill Line)
 (Approximate after 4:00 p.m. count clears)

Opioid Use Disorder (MAT) Pill Line

Time will be provided to active participants and coordinated with Correctional Services.

Medical and Dental Sick Call Procedures**Copays****NOTICE TO INMATES - INMATE CO-PAYMENT PROGRAM**

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

Application of Inmate Co-payment

The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charge with or convicted of an offense against the United States, except inmate in inpatient status as a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the general population at these facilities are subject to copay fees.

Health Care Visits with a Fee

An inmate must pay a fee of \$2.00 for health care services charged to their inmate commissary account, per health care visit, if the inmate receives health care services in connection with a health care visit that the inmate requested, except for services described in section C. below. These requested appointments include sick call and after-hours request to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on his behalf for a health service not listed in section C. below, the inmate will be charged a \$2.00 copay fee for that visit.

An inmate must pay a fee of \$2.00 for health care services, charged to his inmate commissary account, per health care visit, if the inmate is found responsible through the disciplinary hearing process to have injured an inmate who as a result of the injury, requires a health care visit.

Health Care Visits with No Fee

An inmate will not be charged a fee for:

1. Healthcare services based on health care staff referrals
2. Health care staff-approved follow-up treatment for a chronic condition
3. Preventive health care services
4. Emergency services
5. Prenatal care

6. Diagnosis or treatment of chronic infectious diseases
7. Mental health care or Substance abuse treatment.

If a health care provider orders or approves any or the following, a fee will not be charged for: Blood pressure monitoring; Glucose monitoring; Insulin injections; Chronic Care Clinics; TB testing; Vaccinations; Wound Care; or Patient Education. The inmate's health care provider will determine if the type of appointment scheduled is subject to a copay fee.

Indigence

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If an inmate is considered indigent, he will not have to copay fee deducted from his inmate commissary account. If an inmate is NOT indigent but does not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into the inmate's commissary account.

Complaints

An inmate may seek review of issues related to health service fees through reporting to the Health Services Administration open house or through the Bureau's Administrative Remedy Program (See 28 CFR Part 542).

Chronic Care

In accordance with BOP policy, if you were incarcerated with a pre-existing medical condition, i.e., hernia, hearing deficiency, etc., and it will not be detrimental to your health and well-being during your confinement, the BOP will NOT take action to correct that problem. If it becomes a further detriment to your health during your confinement, then corrective action will be taken. This determination will be made by the Health Services Administrator after diagnosis from the Clinical Director (Physician).

Inmates enrolled in a Chronic Care Clinic will be seen at least once every 12 months by the Physician, and if needed at six-month intervals by their assigned Advanced Practice Provider, as determined by individual clinical needs.

Inmates enrolled in a Chronic Care Clinic are predetermined to be "in need" for medical and recreation/leisure/fitness programs for First Step Act Assessment purposes. Health Services Staff will notify Unit Management of the specific programs that address these needs.

Routine Dental Care

Routine dental care is elective and is requested by each inmate through an inmate request to staff or "cop-out ". Each request is responded to by dental staff and the inmate is placed on a chronological waiting list for treatment unless there are special health reasons to establish other priorities. It is important for each inmate to watch the call-out list and to be present for the scheduled appointment.

Accident Injury Reporting

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

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

Outside Medical Consults & Elective Procedures

If the inmate required medical care that cannot be provided by Health Services clinical staff, the assigned Advanced Practice Provider or Physician may request an outside consultation. All consultation requests will be approved by the Clinical Director, or designee. Elective procedures will be reviewed during monthly Utilization Review Committee (URC) meetings. If they are approved by the URC, the request for an elective procedure will be sent for final approval by the region.

Bureau physicians are not obligated to follow outside consultant recommendations.

Exercise and Physical Therapy

Health Services staff can refer at-risk inmates to the Recreation Department for specialized exercise and/or leisure opportunities.

Inmates requiring specialized physical therapy needs will be initially assessed by their assigned Advance Practice Provider, who will then create a home workout plan. If necessary, the inmate may require an outside consult to develop the home therapy plan.

Medical & Dental Adaptive Devices**Eyeglasses**

If you need eyeglasses or have other vision problems, request an evaluation by reporting to sick call or send an "Inmate Request to Staff Member" to the Health Services Department. You will be scheduled for an exam and referral, if needed. If eye wear is prescribed, a pair of standard issue eyeglasses will be provided. Non-professional prescription or reading glasses are available through Trust Fund (Commissary Services).

Medical shoes

The fitting of regular issue shoes is the responsibility of inmate services and the clothing issue department. If the foot problem originates due to improperly fitting shoes, the inmates are to be referred there. Inmates requesting medical shoes will be clinically evaluated. Minor deformities and variations of the foot may be corrected by referring inmates to Commissary to

purchase arch supports (if clinically indicated) or mole skin. When it is determined that the inmate has a deformity or ulceration (diabetic) in which institution boots cannot be worn, the inmate will be referred to the Clinical Director or their designee for final evaluation. If it is determined that an orthotic shoe or insert is required, that will be referred for scheduling with podiatry.

Special Care Items

Will only be approved when clinically indicated and approved by the Clinical Director or designee.

CPAPs

Inmates with obstructive sleep apnea will require a sleep study dated within the last 5 years to determine clinical need of a CPAP machine. A request will need to be made through the institutional medical records to receive outside medical records (self-surrenders/new commits). The records will need to be reviewed by the Clinical Director or designee will need to view them for approval prior to issuing a CPAP to the inmate.

Medication/Pharmacy

Medication will be dispensed only from the pharmacy, and only by presentation of a valid inmate identification card. Inmates receiving insulin injections will not be allowed to draw up their prescribed dosage; however, they will be permitted to administer their own injections. The injections will be conducted inside the medical treatment area and under the direct observation of the health care provider.

Pharmacy Self-Carry Distribution

Some medication is authorized to be self-carry. Inmates who are prescribed self-carry medication may follow the schedule below for self-carry pick up. Refills are to be ordered through Trulinics. It is the inmates responsibility to take medication as prescribed.

FCI: Monday, Wednesday & Friday during the lunch move for all inmates (exception Food Service workers can pick up medications at evening pill line.)

Camp: Pick up during pm pill line times (2:30 p.m.)

Over the Counter (OTC) Medications

Only those medications approved by the Federal Bureau of Prisons (FBOP) will be dispensed at this facility. No personal medications may be sent into this facility, nor can they be brought from home even upon the advice of the inmates private physician.

Many common medications are now available in the Commissary. These are classified as OTC medications. Medications available in the Commissary will not require approval from any Health Service staff and can be purchased anytime the Commissary is open, following the Commissary schedule. Indigent inmates will be required to submit their OTC medication request by obtaining the OTC indigent form from the pharmacy on Wednesdays at the 6:00 am pill line. Indigent medications that are reviewed/approved by the pharmacist will be

dispensed/available for pick up the following week during scheduled prescription pick up times.

Special Purchase Items (SPO items) may be approved by Health Services providers (Mid-Level Providers and/or Physicians only). Inmates can initiate a sick call request to discuss the SPO item with their assigned provider. If approved, the provider will send the approved SPO to Trust Fund staff via email of the approved item, being as specific as possible.

On-the-job Injuries

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

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

Approved list of Commissary provided OTC medications.

Medication	Strength	Examples
Acetaminophen	325 mg tablets (5 grains)	Tylenol, Tempra, or Generic
Acne Treatment Products		Stridex, Therac Lotion, Pernox regular medicated scrub cleanser, Fostex regular strength medicated cleansing cream, Fostex soap
Aluminum Hydroxide/Magnesium Hydroxide/Simethicone liquid		Maalox and Mylanta
Aluminum Hydroxide/Magnesium Trisilicate Tablets	100 tablets	Gaviscon tablets
Analgesic balm		Bengay, A-balm, or Generic
Anesthetic gel; Dental		Benzodent, Orajel, or Generic
Antacid tablets		Rolaids, Tums, Generic
Antibiotic ointment		Double or Triple

Arch Supports		Dr Scholls or Generic
Artificial Tears; eye drops		Tears Natural or Generic
Aspirin	325 mg tablets (5 grains)	Bayer or Generic
Benzoyl Peroxide Soap		Pan-Oxyl or Clearasil
Benzoyl Peroxide (Cream)	10% cream; lotion not approved (flammable)	Clearasil Maximum Strength or Neutrogena acne mask
Bismuth Subsalicyclate		Pepto Bismol, Kaopectate, or Generic
Bug Repellent (non aerosol)	Not to exceed 50% DEET (N, N-Diethyl-M-Toluamide or N, M-Diethyl-3-Methylbenamide)	OFF!, Repel, Cutter, or Generic
Calamine lotion		
Calcium Citrate with Vitamin D		Citracal
Calcium Polycarbophil	625 mg	Fibercon
Carbamide Peroxide ear drops	15 cc plastic bottle	Debrox or Generic
Chlorpheniramine Maleate (antihistamine)	4 mg tablets	Chlor-Trimeton or generic
Clotrimazole	1%	Lotrimin or Mycelex
Coal Tar Shampoo		
Corn pads		Dr Scholls or Generic
Cough Drops		Robitussin, Vicks, or Generic
Cromolyn Sodium nasal spray	13 or 26 ml	NasalCrom
Dibucaine ointment		
Docusate	100 mg	
Eye Drops; medicated	[Naphazoline .025% /Pheniramine .3%], [Naphazoline .02675%/Pheniramine .315%], [Ketotifen .025%]	Visine A, Opcon A, Zaditor, or Alaway
Famotidine	10 mg tablets	Pepcid AC or Generic
Folic Acid	8 mg (800 micrograms)	

Guaifenesin syrup (expectorant)	100% Alcohol free and sugar free. Must not contain Phenylpropanolamine (PPA), Dextromethorphan, or Pseudoephedrine	Generic
Hemorrhoidal cream		Preperation H, Annusol, or Generic
Hydrocortisone	0.5-1%	Hytone, Dermacort, Cortifair, or Generic
Ibuprofen	200 mg tablets	Advil, Nuprin, or Generic
Insoles		Dr Scholls or Generic
Lac-Hydrin lotion	5%	
Lactase Enzyme Tablets		Lactaid or Lactrace
Lopermide	2 mg tablets	Immodium AD
Loratadine	10 mg tablets	Claritin, Generic
Medicated soaps		Fostex, Pan-Oxyl bar soap with Benzoyl Peroxide
Methyl cellulose		Citrucel
Miconazole cream	2%	
Miconazole vaginal cream	2%	Monistat 7 or Monistat 3
Midol Maximum Strength	500 mg	
Milk of Magnesia (antacid/laxative)		Phillips
Naproxen Sodium	220 mg	Aleve or Generic
Omeprazole	20 mg tablets	Prilosec OTC
Ranitidine	75 mg or 150 mg tablets	Zantac 75, Zantac 150, or Generic
Salicyclic Acid Plaster (corn removal)		Dr Scholls corn removal pads or Generic
Saline nasal spray		Ocean, Salinex, or Generic
Selenium Sulfide shampoo	1%	Selsun Blue or Generic
Simethicone	80 mg tablets	Mylicon or Generic

Smoking Cessation patches	See note below	
Terbinafine	1%	Lamisil antifungal cream
Throat Lozenges		Sucrets, Chloroseptic, or Generic
Tolnaftate athletic foot cream	1% cream, 15-gram tube	Tinactin or Generic
Tolnaftate antifungal	1% powder	Tinactin or Generic
Triamcinolone Nasal OTC		Nasacort
Tucks medicated pads		
Vicks Vapor Rub		
Vitamin A&D ointment		
Vitamin E capsules (gelcap)	Not to exceed 400 I.U. per capsule	

HEALTH CARE RIGHTS AND RESPONSIBILITIES	
RIGHTS	RESPONSIBILITIES
1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick call, dental sick call, and all support services. Sick call sign-up at this institution is conducted at 6:15 a.m. on Monday, Tuesday, Thursday, and Friday.	2. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper diet, proper use of medications, and following all health related instructions with which you are provided.
2. You have the right to be offered a Living Will or provide the Bureau of Prisons with Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted, as an in-patient to a hospital in the local community or the Bureau of Prisons.	2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.	3. You have the responsibility to maintain your health and not endanger yourself or others by participating in activities that could result in the spreading or contracting of an infectious disease.
4. You have the right to know the name and professional status of your health care providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the right to be treated with respect, consideration, and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies or certain releasable portions of your medical record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendation of the prescribing health care provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every two years; over the age of 50, once a year.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas	14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.	15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the right to complain of pain, and have your pain assessed by medical staff, and have pain treated accordingly.	16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

CONTACT WITH THE COMMUNITY AND THE PUBLIC

Correspondence:

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for "special mail, " outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmates committed name, register number, and complete institution return address in the upper left-hand corner.

Committed Name

Register Number

Federal Correctional Institution Big Spring

1900 Simler Ave

Big Spring, TX 79720

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond.

Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmates registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy. Mail will only be held for 30 days, after 30 days it will be returned to sender.

Incoming Publications

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

At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

Special Mail

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

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

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

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

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

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

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

Notification of Rejection

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

Change of Address/Forwarding of Mail

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

Certified/Registered Mail

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

Inmate packages:

- a) Must be authorized in advance (BP-331/package authorization).
- b) Hard back books and newspapers must be delivered straight from the publisher or bookstore. Paperback books, magazines, educational or legal materials will be accepted if the outside package is marked identifying contents. If it is not marked the package will be rejected. No more than five publications per package. Excess will be rejected.

Mail Room

FCI Mail room open house hours are Wed - Fri 7:00a.m.-7:30a.m.

Camp open house hours are Tues & Fri 11:45 a.m. to 12:15 p.m.

Receiving & Discharge

Personal property will be issued within appropriate time frame and stored while out on writ.

You will be processed out on upon final release. We must receive your release clothing 30 days prior to your release.

Inmate Identification cards (I.D. Cards) will be issued to each inmate. If you have a problem with your card, report it to your counselor and they will request a new card for you.

General Comments

All areas of Correctional Systems are out of bounds unless you have made a scheduled appointment, or it is during open house hours. CSD staff will be at mainline Monday and Friday. You have been informed of your mailing address. It is your responsibility to ensure your correspondents know your address. You will be notified promptly when your property arrives at the institution. If you have any concerns about your personal property, contact your unit counselor.

Telephones

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

All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make.

It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to fifteen (15) minutes in duration. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. Telephones will not be used to conduct a business.

Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers. Inmates will be given their SECRET PAC (nine digits) number by their unit Correctional Counselor. This will allow you place a call by first entering the telephone number followed by your nine-digit PAC number. Giving or selling your PAC to number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

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

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from attorneys will be treated as special mail if it is properly marked. The envelope must be marked with the **attorney's name** and an indication that he/she is an attorney, and the front of the envelope must be marked " Special Mail Open Only in the Presence of the Inmate." It is the responsibility of the inmate to advise his attorney of the policy. If legal mail is not properly marked, it will be opened as general correspondence.

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. Arrangements should be made through your unit counselor.

Special Visits

Special, One-time visits, during regular visiting hours must be approved in advance by the Warden. These may include Clergy, Community Groups, Prospective or Former Employers, Sponsors, and Parole Advisors. The requirement for the existence of an established relationship prior to confinement does not apply to visitors in this Category.

Legal Materials

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

Law Library

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

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically

directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Materials

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

Federal Tort Claims

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

Freedom of Information Act / 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 pertains, except for specific instances.

All formal requests for access to BOP records (including program statements and operations memoranda) shall be processed through the Freedom of Information Act, 5 U. S.C. 552, the Privacy Act, 5 U. S.C. 552a, and 28 CFR 513.30 513. 68. A Freedom of Information Request must be made in writing and addressed to the Director of the BOP, 320 First Street, NW, Washington, D.C. 20534.

The requestor shall clearly mark on the face of the letter and the envelope Freedom of Information Request.

Inmate Access to Central Files and Other Documents

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

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

Executive Clemency

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve.

A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction.

Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

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

Pardon

A pardon may not be applied for until the expiration of at least five 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 usually required.

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmates 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 inmates current offense. If the RIS is granted, the judge will issue an order for the inmates release and he will then usually begin serving the previously imposed term of supervised release. If an inmates RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

PROBLEM RESOLUTION

Inmate Requests to Staff Member

The Bureau form BP-S148, Inmate Request to Staff Member, commonly called a "cop-out", is used to make written requests to a staff member. "Cop-outs" may be obtained in the living units from the Unit Officer. Staff members who receive a "cop-out" will answer the request in a "reasonable" period of time. The answer will normally be written on the bottom of the request form. Electronic requests can also be submitted via email. When submitting electronic requests, you should address your request to the appropriate staff member mailbox; otherwise, your response may be delayed.

Administrative Remedy Program

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

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (form BP-229) commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form.

If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff).

The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response.

The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director's response, he may appeal to the General Counsel in the Central Office.

The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

Sensitive Complaints

If an inmate reasonably believes the issue is sensitive and the inmates safety or well-being would be placed in danger if the request became known at the institution, he may file the complaint directly to the Regional Director, via a BP-229. You shall clearly mark Sensitive upon the request and explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-9 at the institution.

General Information

When a complaint is determined to be of an emergency and threatens the inmates immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two hours from the receipt of the complaint. For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

DISCIPLINARY PROCEDURES

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

Discipline

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates

are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

Inmate Discipline Information

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

Initial Hearing

Inmates must ordinarily be given an initial hearing within five (5) workdays of the time staff became aware of the inmates involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing. You may make statements or present documentary evidence on your behalf. The UDC must present its decision in writing to you by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause and advise you of the delay. The Warden must approve any extension over five (5) days, and you will be provided with written reasons for the extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC, An inmate will be provided with advance written notice of the charge (s) not less than 24 hours before the inmates appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be

present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witness(es) or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Discipline Actions

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

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

Special Housing Unit Status

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

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

Administrative detention (A/D) status

A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive and can occur for a variety of reasons.

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

- a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:

- 1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
- 2) Transfer: You are pending transfer to another institution;
- 3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or
- 4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

Disciplinary segregation (D/S) status

D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

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

RELEASE

Sentence Computation

The Designation and Sentence Computation Center (DSCC) located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. You will be given a copy of your sentence computation by your Unit Team once staff at the DSCC have certified the sentence computation as being accurate. Any questions regarding good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision can be discussed during CSD/Records open house. "Open House" is held on Tuesdays and Thursdays from 11:00 a.m. to 12:00 p.m. in building 207.

Fines and Costs

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

Detainers

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

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

Good Conduct Time

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA) or Prison Litigation Reform Act (PLRA), The SRA became law on November 1, 1987. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT) for each year served on the sentence. No GCT is applied to life terms, or to sentences of 1 year or less. Good time is not awarded under the SRA until the end of each year served on the sentence, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the WCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education

Department. The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

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

Good Time

"Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence; that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The Parole Commission, in setting a parole date, may also consider the behavior for which good time is awarded.

Statutory Good Time

Under 18 U. S.C. 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined. At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

6 months to 1 year	- 5 days per month
More than 1 year, less than 3 years	- 6 days per month
At least 3 years, less than 5 years	- 7 days per month
At least 5 years, less than 10 years	- 8 days per month
10 years or more	- 10 days per month

THE FOLLOWING ONLY APPLIES TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987:

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, performing duties of outstanding importance, or for employment in an Industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time) except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Residential Reentry Center Good Time

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

Camp Good Time

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

Lump Sum Awards

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

Good Time Procedures

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

Parole

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

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date.

If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmates central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months. Applications to the Parole Commission for a hearing are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the trail on a form called a Notice of Action. Federal inmates may appeal a decision made to the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date (a parole date more than six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

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

Residential Reentry Center Placement

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

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

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

Community-Based Residential Programs

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

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

- Those nearing release from a BOP institution as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.

- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.
- Those serving short sentences of imprisonment and terms of community confinement.

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

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

The Adam Walsh Child Protection and Safety Act

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

Conclusion

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

INMATE RIGHTS AND RESPONSIBILITIES

Rights		Responsibilities	
1	You have the right to expect that, as a human being, all personnel will treat you respectfully, impartially, and fairly.	1	You have the responsibility to treat others, both employees and inmates, in the same manner.
2	You have the right to be informed of the rules,	2	You have the responsibility to know and abide by them.

	procedures, and schedules concerning the operation of the institution.		
3	You have the right to freedom of religious affiliation and voluntary religious worship.	3	You have the responsibility to recognize and respect the rights of others in this regard.
4	You have the right to health care which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4	It is your responsibility not to waste food, to follow the laundry and shower schedule, 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 keeping with Bureau rules and institution guidelines.	5	It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6	You have the right to unrestricted and confidential access to the courts by correspondence (on such matters as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	6	You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7	You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7	It is your responsibility to use the services of an attorney honestly and fairly.
8	You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent directly from the community with certain restrictions.	8	It is your responsibility to use these resources in keeping up with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9	You have the right to 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	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.

	available through a legal assistance program.		
10	You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10	You have the responsibility to take advantage of activities that may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11	You have the right to use your funds for commissary and other purchases, consistent with institution security.	11	You have the responsibility to meet your financial and legal obligations including, but not limited to, court-imposed assessments, fines, and restitutions. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).

- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

- 201 Fighting with another person.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 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.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.

- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes and inmate to produce, display, their own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuse 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 SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.

- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 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.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow

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

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

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

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

U. S. Department of Justice
Federal Bureau of Prisons



**Sexually Abusive Behavior
Prevention and Intervention**

An Overview for Offenders

You Have the Right to be Safe from Sexually Abusive Behavior

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who

sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to Report an Incident of Sexually Abusive Behavior?

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

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

**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

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

Policy Definitions

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

Code 114/(A): Sexual Assault By Force

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

Code 206/(A): Making a Sexual Proposal

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

Code 229/(A): Sexual Assault Without Force

Code 300/(A): Indecent Exposure

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact Offices

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

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

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

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

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

INMATE VOTING RIGHTS

Currently, if you lived in the District of Columbia (DC), Maine, Puerto Rico, and Vermont before your incarceration, you may register and vote during your incarceration.

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

District of Columbia Board of Elections
1015 Half Street SE, Suite 750,
Washington DC 20077-0859

- **Maine:** You must have an established residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms. Request to register or to request an absentee ballot should be by writing your local election officials. An immediate family member may also submit an absentee ballot application on your behalf.

- **Puerto Rico:** You must be a legal resident of Puerto Rico prior to your incarceration in order register and vote in Puerto Rico elections while still incarceration.

Absentee Voting Administrative Board (JAVA)
Puerto Rico State Election Commission
San Juan, PR 00919-2359

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

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

Prior to release or transfer to halfway house or home confinement, you will receive additional information regarding Restoration of Voting Rights.

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

Pretrial Inmates

Pre-trial incarceration does not affect your voting rights. This means if you were eligible to vote before entering BOP custody, your eligibility to does not change unless and until you are convicted.

Voting and Misdemeanor Conviction

People serving sentences for misdemeanor convictions can still vote in most. This means that, if you could vote before your misdemeanor conviction, you

still can vote while you serve your sentence. You will need to write your local Board of Election regarding options for registration and voting in your state.

Registering to Vote or Requesting Absentee Ballot

If you are eligible to vote while incarcerated, you must register to vote before you can request an absentee ballot. You must use your home address as the "residential address," not your prison address, when completing your voter registration application. Once you are registered to vote, you should list the BOP facility you are incarcerated in on your absentee ballot application as your "mailing address."

If you have questions regarding how to register to vote or to request an absentee ballot, contact the Reentry Affairs Coordinator (RAC) or your unit team.

Incoming and Outgoing Voter Mail

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

All outgoing inmate mail addressed to a Board of Election will be treated as special mail and will not be opened or inspected by BOP staff.

RESTORATION OF VOTING RIGHTS

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

In the District of Columbia, Maine, Puerto Rico, and Vermont, individuals convicted of felonies never lose their right to vote, even while they are incarcerated.

For the remaining states, restoration of voting restoration rights are divided into the three categories.

- Category 1: Individual convicted of felonies generally lose their voting rights while incarcerated. Once they are released, they can register and then vote.
- Category 2: Individuals convicted of felonies generally lose their voting rights during incarceration and perhaps of time after release, for example while on parole or probations, while they still owe certain fines, fees, or restitution, or until an additional amount of time passes. Voting rights may be automatically restored after this time period, but those individuals would still have to re-register to vote.

- Category 3: Individuals convicted of felonies generally lose their voting rights for some time after they are released from custody. Additionally, individuals who have lost their right to vote may have to take additional steps, for example asking a court or showing proof that they have completed their sentence, before voting rights can be restored.

For detailed information, see the attached tables.

Table One: Restoration of Voting Rights After Felony Convictions

Never Lose Right to Vote	Lost Only While Incarcerated / Automatic Restoration After Release	Lost Until Completion of Sentence (Parole and/or Probation)/Automatic Restoration After	Lost Until Completion of Sentence/In Some States a Post-Sentencing Waiting Period/Additional Action Required for Restoration
District of Columbia	California	Alaska	Alabama
Maine	Colorado	Arkansas	Arizona
Vermont	Connecticut	Georgia	Delaware
Puerto Rico	Hawaii	Idaho	Florida (3)
	Illinois	Kansas	Iowa
	Indiana	Louisiana	Kentucky
	Maryland (2)	Minnesota	Mississippi
	Massachusetts	Missouri	Nebraska
	Michigan	New Mexico	Tennessee
	Montana	North Carolina	Virginia
	Nevada	South Dakota	Wyoming
	New Hampshire	Texas	
	New Jersey	West Virginia	
	New York	Wisconsin	
	North Dakota		
	Ohio		
	Oregon		
	Pennsylvania		
	Rhode Island		
	Utah		
	Washington		

- (1) Details on the process for restoration of rights is included in Table 2 below.
- (2) In Maryland, convictions for buying or selling votes can only be restored through pardon.
- (3) An initiated constitutional amendment in 2018 restored the right to vote for those with prior felony convictions, except those convicted of murder or a felony sexual offense, who must still petition the governor for restoration of voting rights on a case by case basis. In July 2019, SB 7066 was signed by the governor of Florida which defined "completion of sentence" to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.

Table Two: Details on Policies for Restoration of Rights

State	Details on Policies for Restoration of Rights
Alabama	The Alabama Constitution states that "No person convicted of a felony involving moral turpitude, or who is mentally incompetent, shall be qualified to vote until restoration of civil and political rights or removal of disability" (Ala. Const. Art. VIII, § 177). Before 2017 there was no comprehensive list of felonies that involve moral turpitude which would disqualify a person from voting. In 2017, HB 282 defined which crimes fit this category (Ala. Code § 17-3-30.1).
Arizona	A conviction for a felony suspends the rights of the person to vote (A.R.S. § 13-904) unless they have been restored to civil rights (Ariz. Const. Art. 7 § 2). First time offenders have rights restored upon completion of probation and payment of any fine or restitution (A.R.S. § 13-912). A person who has been convicted of two or more felonies may have civil rights restored by the judge who discharges him at the end of the term of probation or by applying to the court for restoration of rights (A.R.S. § 13-905).
Delaware	People who are convicted of disqualifying felonies (murder, bribery, sexual offenses) are permanently disenfranchised. Those disqualified as a voter because of another type of felony shall have the disqualification removed upon being pardoned or after the expiration of the sentence, whichever comes first (Del. Const., Art. 5, § 2). In 2013 (HB 10) Delaware removed its five-year waiting period, allowing those convicted of non-disqualifying offenses to vote upon completion of sentence and supervision.
Florida	Felons must have completed all terms of sentence, which includes probation and parole, and must pay any outstanding fines or fees before they can get their voting rights restored (Flor. Stat. §98.0751).
Iowa	A person convicted of any infamous crime shall not be entitled to the privilege of an elector (Iowa Const. Art. 2, § 5). In 2016 the Iowa Supreme Court upheld the ban on felon voting, finding that all felonies are "infamous crimes" resulting in permanent disenfranchisement (Griffin v. Pate, 2016). The ability of the governor State Details on Policies for Restoration of Rights to restore voting rights to persons convicted of infamous crimes through pardoning power was upheld in State v. Richardson, 2017. In 2005 Governor Tom Vilsack restored voting rights to individuals with former felony convictions via executive order. Governor Terry Branstad reversed this executive order in 2011.
Kentucky	"Persons convicted of treason, or felony, or bribery in an election, or of such high misdemeanor as the General Assembly may declare shall operate as an exclusion from the right of suffrage, but persons hereby excluded may be restored to their civil rights by executive pardon" (KY Const. § 145). Governor Steve Beshear restored voting rights to individuals with former non-violent felony convictions via executive order in

	<p>2015. Governor Matt Bevin reversed this executive order shortly after taking office in 2015. The Department of Corrections is required to promulgate administrative regulations for restoration of civil rights to eligible felony offenders (KRS §196.045).</p>
Mississippi	<p>"A person convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy is no longer considered a qualified elector" (Miss. Const. Art. 12, § 241). If an individual hasn't committed one of these offenses, rights are automatically restored. If an individual has been convicted of one of these, he or she can still receive a pardon from the governor to restore voting rights (Miss. Code Ann. § 47-7-41) or by a two-thirds vote of both houses of the legislature (Miss. Const. Art. 12, § 253).</p>
Nebraska	<p>In felony cases, there is a two-year waiting period after completion of probation for the restoration of voting rights (Neb. Rev. St. § 29-2264).</p> <p>Tennessee The Tennessee Constitution denies the right to vote persons convicted of an infamous crime (Tenn. Const. Art. 1, § 5). Any felony is considered an "infamous crime" and disqualifies a person from exercising the right of suffrage (T.C.A. § 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. § 40-29-101, § 2-19-143). Proof of restoration is needed in order to register to vote (T.C.A. § 2-2-139).</p>
Virginia	<p>No person who has been convicted of a felony shall be qualified to vote unless his civil rights have been restored by the Governor or other appropriate authority (VA Const. Art. 2, § 1). The Department of Corrections is required to provide persons convicted of felonies with information regarding voting rights restoration, and assist with the process established by the governor for the review of applications (VA Code Ann. § 53.1-231.1 et seq.). Individuals with felony convictions may petition the courts in an attempt to restore their voting rights (VA Code Ann. § 53.1-231.2). In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22, 2016. The Virginia State Details on Policies for Restoration of Rights Supreme Court subsequently ruled that rights restoration needs to take place on an individual basis, rather than en masse.</p>
Wyoming	<p>A person convicted of a felony is not a qualified elector unless his rights are restored (W.S. § 6-10-106). For persons convicted of nonviolent felonies or a first time offender, rights are restored automatically (W.S. § 7-13-105). Persons who do not meet the above qualifications must be pardoned (W.S. § 6-10-106).</p>