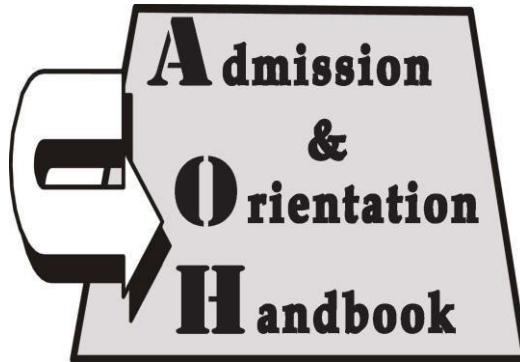


FPC MORGANTOWN WEST VIRGINIA



UPDATED: 6-4-2024

PURPOSE

This handbook contains most of the basic rules and regulations of the institution. Every inmate is expected to be familiar with this material and to use it as a guide for adjusting to the institution. New regulations may require changes in the content of this manual from time to time. As these changes occur, you will need to make the appropriate changes in your handbook.

FPC Morgantown is a tobacco product free institution. It is an all-male minimum security facility for approximately 960 inmates. The average sentence length is 60 months.

MALE AND FEMALE STAFF WORK IN HOUSING UNITS

Address:
PO BOX 1000
Morgantown, WV 26507

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DIRECTOR'S MESSAGE TO INMATES

As director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP'S core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all. Inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

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

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

Another area of concern to me is sexual assault/harassment. If you are being threatened or pressured to engage in sexual behaviors or are fearful about being sexually assaulted or sexually harassed, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse, sexual harassment, or sexual assault very seriously and are committed to providing assistance to any victims.

Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to

live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

STAFF ROLES

The following outlines the basic role of the staff that has major responsibility in handling matters which may directly affect inmates.

Warden: The Warden is the Chief Executive Officer of the institution and retains final authority and responsibility for all matters occurring within the institution.

Associate Warden: The Associate Warden (AW) has administrative responsibility for the following departments: Unit Management, Correctional Systems Department, Correctional Services, Psychology, Food Service, Facilities, Trust Fund, Health Services, Religious Services and Education/Recreation.

Chief Correctional Supervisor: The Captain's primary responsibility is the security of the institution. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities, in matters pertaining to security.

Correctional Supervisor: At least one lieutenant is on duty at all times. Their major responsibility is to supervise operational procedures pertaining to movement and accountability of inmates and the security of the institution to ensure the secure and orderly running of the institution during their tour of duty. The Lieutenant on duty is the supervisor of the Correctional Officers on duty during his or her shift. Lieutenants are the investigating officials in disciplinary matters.

Correctional Officers: Correctional Officers fill a variety of posts in the institution. Inmates will come into contact with them as Unit Officers, Compound Officers, Visiting Room Officers, etc.

Case Management Coordinator: The Case Management Coordinator supervises the Correctional Systems Department and is the subject matter expert for case management.

Unit Team: Each housing unit has its own unit team. The team will meet with inmates in establishing their individual program assignments. The team makes decisions concerning education, custody, work assignment, community programs and any special request made.

The unit team is comprised of the Unit Manager, Case Manager, Unit

Secretary, Correctional Counselor, Correctional Officer, Education representative and Psychology representatives.

Unit Manager: The Unit Manager is the administrator and supervisor of the unit. He/she has the responsibility for all matters handled by the Unit Team and the sanitation and operational procedures pertaining to the housing units. The Unit Manager chairs inmate Program Reviews.

Case Manager: The Case Manager's major responsibility is to manage the technical aspects of each individual case. He/she will discuss the inmate's background, program needs and release plans. Periodically, He/she prepares progress reports on the inmate's adjustment. In addition, he/she will coordinate the inmate's release planning.

Correctional Counselor: The Correctional Counselor conducts counseling (group and/or individual) of assigned inmates. He/she regularly contacts teachers, work supervisors, etc. regarding inmates progress, and maintain up to date information on their progress toward their program goals and objectives. He/she assists inmates with visiting lists, personal property, and the Inmate Financial Responsibility Program (IFRP).

Education Representative: The Education representative is the unit team's consultant in all educational matters and is a member of the unit team. This person sees that all of the inmates are properly tested, informed of available educational opportunities and is properly assigned to classes. Education staff provides various academic, occupational, recreational, and vocational programs for the inmate population.

Unit Secretary: The Unit Secretary types reports and other communications prepared by the unit staff, handles the distribution of these reports to appropriate channels, and performs related clerical tasks.

Unit Correctional Officers: The major responsibilities of the Unit Correctional Officer are inmate supervision, sanitation, and the security of the unit. He/she also furnishes the unit team, with observations concerning inmate's behavior in the unit.

Psychology Staff: Psychologists are generally responsible for personal evaluations, counseling programs and the general mental health needs of all inmates. The Residential Drug Abuse Program is also coordinated by the Psychology Department.

Work Supervisors: Your Work Supervisor may be from any one of a variety of areas such as Food Service, Laundry, Mechanical Services, Corrections, etc. Your Work Supervisor will give you specific work instructions and monitor your performance. Periodically, he/she reports to your unit team regarding your work performance and general adjustment. The work supervisor maintains your work/pay record.

Correctional Systems Department Staff: The Correctional Systems Department (formerly known as the Inmate Systems Management Department) is responsible for the Receiving and Discharge of inmates (R&D), Mail Room and Records Office. The R&D function is to admit and release all inmates and to ensure their property is in order. The Records Office staff is responsible for maintaining the Judgment and Commitment file.

Safety Manager: The Safety Manager is responsible for monitoring institutional compliance with safety, fire and environmental health standards. The total safety program is concerned with the following areas of responsibility: Fire Control/Prevention, Occupational Safety, Environmental Health, Pest Control, Housekeeping, Staff/Inmate Compensation, Government Vehicle Operators, and a thorough inspection program.

Chaplain: The Chaplains are available to provide pastoral counseling and religious educational concerns to each inmate. All religious meetings, ceremonies, etc. are coordinated by the Chaplains with the approval of the Associate Warden.

Volunteers: Volunteers are used to supplement regular staff members. There are numerous programs in the institution utilizing community volunteers. Volunteers may assist in education, religion, Narcotics/Alcoholics Anonymous, and Gamblers Anonymous.

REENTRY

FPC Morgantown offers an array of programs to prepare you and assist in developing a sense of "hope" regarding reentry. We have a comprehensive Career Resource Center to begin the initial steps toward individual career assessments, develop resumes and cover letters, search for job opportunities, research community and government agencies. Another part of this initiative is the development of partnerships with various federal, state, and community-based agencies. These partnerships enhance Mock Job Fairs, Transition Fairs, and collaborative meetings, and have proven to be effective tools in the reentry initiative.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION: Upon commitment, you will be initially assigned to the Admission and Orientation (A&O) Program. You will be given a social screening by Unit Management, a medical screening by Health Services, and Mental Health staff. You will be immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities and information on sexual assault and abuse.

While in A&O, you will learn about the programs, services, policies, and procedures regarding FPC Morgantown. Also, you will hear lectures from the staff regarding the programs and departments.

ORIENTATION CLASS RULES AND PROCEDURES: The following is an outline of procedures to follow during A&O sessions. Inmates must become familiar with these procedures prior to reporting to their first A&O appointment. Failure to comply with procedures will result in disciplinary action.

Inmates must be properly dressed in appropriate attire for the work/program day.

- Safety steel-toed shoes must be worn.
- Institution issued clothing must be worn, to include belt.
- Shirts must be completely buttoned (except top button) and tucked in.
- Pants must be up around the waist, no sagging, or baggy uniforms permitted.
- No hats may be worn inside any building.
- No recreation clothing will be worn to A&O.
- Inmates must always have their ID card displayed.

Inmates may not talk during classroom sessions, except to ask questions after raising their hand and being acknowledged by the speaker.

UNIT MANAGEMENT

Housing Units

FPC Morgantown contains seven Housing Units. The Units have dormitory-style areas, cubicles, and double room housing. New admissions usually live in the dormitory and cubicles areas before rooms become available. Assignment to a room is at the discretion of the Unit Manager.

**MALE AND FEMALE STAFF WORK
IN HOUSING UNITS**

Unit Rules and Regulations

Sanitation: *A high degree of sanitation is a must for every unit.* It is your responsibility to check your living area immediately after being assigned, and to report all damages to the Correctional Officer or Counselor. You may be held financially liable for any damages to your personal living area. You are responsible for your own personal hygiene and keeping your living areas clean. This includes the floor, walls, windows, doors, lockers, and other areas in your living space.

You are expected to be up, and you are responsible for making your bed in accordance with regulations before work call at 7:30 am. (including weekend and federal holidays when you leave the area). You are also responsible for sweeping and mopping your living area to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution. "Inmate room and cubicle windows, or any portion thereof, should not be obscured by any items at any time. Specifically, staff must be able to maintain a clear view from either side of the window.

No items are to be placed on electrical devices or heat sources.

Lights or lamps are not to be covered with any material.

All clothing will be folded neatly and stored inside the locker.

ONLY COATS, TOWELS, AND FOOD SERVICE SMOCKS ARE TO BE HANGING OUT.

Your bed will be made by 7:30 a.m. during the weekdays. On Saturday, Sunday, and Holidays you must have your bed made by 10:00 a.m., and your room must be inspection ready.

Nothing is to be taped, stapled, tacked, screwed, or otherwise fastened to walls, doors, windows, lights, desks, beds, or wooden surfaces.

You are responsible for all items found in your living area, including contraband.

Before moving into another area you will remove all personal property and completely clean the area.

Your living area will be inspected daily. Repeat or serious unsatisfactory marks will result in a disciplinary action.

Sanitation supplies or equipment will not be misused, abused, damaged or destroyed. Cleaning supplies are **not to be stored in your living area.**

No graffiti is to be written on any government property. (i.e. chairs, lockers, etc.)

All showers are off limits after 12:00 a.m. Inmates working F/S a.m. are authorized to shower after 4:00 a.m.

Each inmate is limited to five (5) books, five (5) newspapers, and five (5) magazines.

Legal Material is to be stored in a legal locker. (See your assigned Counselor)

Report all damaged furniture to a Staff Member.

Group gatherings are not permitted in front of or behind the units.

Unit Teams: The institution is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. The unit staff offices are located in the unit so staff and inmates can be accessible to each other. The unit staff includes the Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. A Staff Psychologist, Education Advisor, and Unit Officer also function as members of the Unit Team.

You will be 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 and attaining goals while in prison.

Staff hours: There is a unit staff member available each day of the week and evenings until 4:00 p.m., Monday through Friday. Each staff member will work one late night until 7:00 p.m. One staff member will be available on Saturdays and Sundays. The unit bulletin boards and Trulincs contain written communication of interest, as well as the Unit Rules and Regulations.

Inmate Program Reviews (Teams): Program reviews will be held every 90 or 180 days. They are held by the unit team to review work assignments, transfer, custody, institutional adjustment, and program assignments, as well as to discuss any concerns you may have.

Town Hall Meetings: Town Hall Meetings are held as needed in each unit. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. You are encouraged to ask pertinent questions of the staff and guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems.

Wake-Up Time: On Monday through Friday, the morning wake-up is at 6:15 a.m. Inmates are responsible for making their bed and cleaning their living area by 7:30 a.m. On the weekends and federal holidays, inmates are to have their area clean and their bed made by 10:00 a.m., after which they may lie on top of their bed.

Unit Rules and Regulations: Unit Rules and Regulations are posted in the units. It is your responsibility to periodically review as they are often updated.

Programs and Services

Job Assignments: All inmates are expected to maintain a regular job assignment. All job assignments are controlled through a performance pay system, which provides monetary payment for work. Trust Fund has a separate pay scale. Correctional Counselors approve job changes and the changes are posted on the Daily Change Sheet. Food Service, Unit Orderly, Education Tutor, Landscape, and Maintenance Shop are a few of the work assignments available. There is one work assignment that is off institution grounds: Town Driver. This is a public trust position and must be approved by the Warden.

Community Service/Public Works Projects: Periodically, the institution will get requests from agencies in the community requesting inmate participation in Community Services/Public Works Projects. Your unit team will recommend inmates for the Warden's approval to participate in these projects. See your unit team for eligibility criteria.

Performance Pay: Performance Pay is an incentive pay system for workers in Food Service, Mechanical Service, and other jobs.

Escorted Trips: Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. However, security and safety concerns outweigh all other factors and are utilized in approving or disapproving escort trips. All expenses will be borne by the inmate, except the first eight hours of each day that the employee is on duty.

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 escort of a staff member, a U.S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right. Ordinarily, inmates with a history of violence/weapons will not be granted social furloughs. Requests are submitted during regularly scheduled inmate program reviews. The eligibility requirements for a furlough can be found in Program Statement 5280.09, Furloughs.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Federal Bureau of Prisons' 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.

Marriages: If an inmate wishes to be married while incarcerated, the Warden may grant authorization under certain conditions. All expenses of the marriage will be borne by the inmate. Approval generally will not be granted for any relationship not established prior to incarceration. If an inmate requests permission to marry, he must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent.

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for the 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, judgment in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, and other judgments). 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, priority programs and institutional program changes.

Attorney Phone Calls: In order to make an unmonitored phone call to your attorney, see your Unit Team.

Sentence Computation: The Designation & Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for the computation of your sentences. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, should initially be addressed with the Records Office at this facility during Open House hours.

Fines and Costs: In addition to jail time, the Court may impose a committed or non-committed fine and/or costs. Committed fine means that the you will stay in prison until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 U.S.C Section 3569 (Pauper's oath). Fines and/or restitution may be imposed pursuant to the Sentencing Reform Act of 1984, and you are required to develop a financial plan to meet these obligations.

Detainer: Certified or verified copies of Warrants, Indictments or information based on pending charges, over-lapping consecutive or

unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as a detainer. A detainer can have an effect on institutional program. Therefore, it is very important that you initiate efforts to resolve these cases. Case Management staff will give assistance to offenders in their efforts to have a detainer or pending charges against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and State detainees may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainees based on untried pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For you to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges it is important for you to contact the Court and District Attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. This process may not be used to return you for purposes of Probation or Parole sentences.

Commutation of Sentence: This is the form of executive clemency power used to provide post-conviction relief during your incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Those 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.

Executive Clemency: The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full or partial" depending on whether it absolves a person for all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic 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 a sentence (a reduction of sentence imposed after a conviction), and reprieve the suspension of execution of a sentence for a period of time. You should contact your assigned Case Manager for additional information

regarding this program.

A pardon may not be applied for more than 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, violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violation involving organized crime or crimes of a serious nature, a waiting period of seven years is usually required.

Access to Legal Services

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

Freedom of Information/Privacy Act Of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. The "Non-Disclosable Documents" in the central file and medical file, or other documents concerning an inmate that are not in the central file or medical file, may be obtained by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record.

The inmate must also provide his register number and date of birth for identification purpose. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request, if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions. All requests should be submitted to the following address:

**Director
Federal Bureau of Prisons FOIA/PA
320 First Street, N. W. Washington, DC 20534**

Inmate Request to Staff Members: The Bureau form BP-ADMIN-70, Request to Staff Member (Cop-Out), is used to make a written request to a staff member. Any

type of request can be made with this form. A Request to Staff Member may be obtained in housing units. Staff members who receive a Request to Staff Member will ordinarily answer the request within five working days. The answer will be written on the bottom of the request form. The original will be filed in your Central file and a copy returned to you. You may also send a request through the TRULINCS system by sending an email to the department the staff member is assigned.

Administrative Remedy: The purpose of the Administrative Remedy Program is to allow you to seek formal review of an issue relating any aspect of your own confinement. The BP-9 must be submitted to the Warden's Office within 20 calendar days of the date of the incident. You may not submit a Request or Appeal on behalf of another inmate. Administrative Remedy forms are available through the respective Correctional Counselor. The Mid-Atlantic

Regional Office and Central Office addresses are listed below for continued administrative appeals.

Central Office

320 First St., NW.

Washington, DC.

20534

Mid Atlantic Regional Office

302 Sentinel Drive Suite 200

Annapolis Junction, MD. 20701

Visiting

If you desire to have regular visits, you must submit a list of potential visitor names. Members of the immediate family consisting of mother, father, brother, sister, spouse, and children (must be listed in your pre-sentence investigation report) may be placed on the visiting list, absent any strong circumstances which preclude a person or persons from visiting. Other visitors may be included on the visiting list following an investigation by the Unit Team and providing there is adequate justification for the visit. Inmate's visiting lists will not contain more than 10 people outside of immediate family or other relatives (grandparents, uncles, aunts, in-laws, and cousins). Normally, persons who have befriended you after your period of incarceration began will not be granted visits. Visitors who request to see you, but who are not on the approved visitation list, will be denied.

Release Planning

An approved release plan consists of a tentative offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment. The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved by that officer in all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/ vocational opportunities. You will be reviewed for a Residential Reentry Center (RRC) placement, formally known as Community Corrections Center (CCC). The unit team submits your release plans to the U.S. Probation Officer approximately 12 months before the scheduled release date.

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-Based Residential Programs

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

Most BOP community-based residential programs are approved in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

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

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

CORRECTIONAL SERVICES

Count Times: The institution staff conducts at least five inmate population counts each day as follows:

WEEKDAYS

3:00 a.m. 5:00 a.m. 4:10 p.m. 9:00 p.m. and 12:00 midnight

(4:10 p.m. and 9:00 p.m. are stand-up count)

On weekends and federal holidays, an additional stand-up count is held at 10:00 a.m.

During the count you are to be in your assigned living area. No radios, talking or noise of any kind is permitted. The 10:00 A.M., 4:10 P.M. and 9:00 P.M. COUNTS ARE ALL STAND-UP COUNTS.

During counts inmates must be in their assigned area and must remain quiet until the count is completed.

Counting procedures take priority over all other activities. It is important staff's instructions during count procedures are followed so the count can be completed quickly and with the least amount of disruption.

It is necessary for staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your cells until the count is announced as clear. The staff will initiate disciplinary action if you

are not in your assigned area during a count. Disciplinary action will also be initiated against you for leaving an assigned area before count is cleared. You must actually be seen at all counts, even if you must be awakened.

UNIT RECREATION: Unit recreation begins after the 4:10 p.m. count and ends at the 12:00 a.m. count. All activities may be terminated by the Unit Officer for excessive noise, **horseplay, sanitation, etc.**

Accountability: You will be required to adhere to your program schedule and will not deviate from it unless placed on call-out or otherwise redirected by staff. When you are not scheduled for a particular activity, it is called leisure time. During leisure time, you are accountable to the Unit Officer where you live. You may sign out of the unit for recreation during leisure time when these activities are open. You are required to advise the Unit Officer and then "sign-out" of the unit, indicating your destination and "sign-in" upon return to the unit. This procedure will be followed during work programming hours. Failure to sign in and out of the unit as required may result in disciplinary action. Those whose days off are during the week must sign out with the Unit Officer for any approved activity.

Contraband: Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Any item in your personal possession must be authorized, and a record of the receipt of the item must be kept in your possession. You may not purchase or take radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. Any altered item is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage can be levied against the violator.

Shakedowns: Any staff member may search your room at any time. You will not be allowed to remain in the area being searched. The property and living area will be left in the same general conditions as found and these inspections will be unannounced and conducted randomly.

Inter-Unit Visiting: Inter-unit visiting is **prohibited**; that is, you may not leave your housing unit to visit a different housing unit. If you have the need to participate in a unit program other than your own unit, you must have prior approval by the staff member conducting that program(s).

Walkways: When leaving or returning to the units, you are to use only the walkways which lead directly to and from the front of the unit.

Unit Boundaries: The rear area of each housing unit is restricted to all inmates, unless authorized by a staff member to perform a work function.

Personal Property

It is the policy of the Bureau of Prisons that you may possess only such property as is authorized for retention upon admission to the institution, issued for use while in custody, purchased in the commissary or approved by staff to be mailed to or otherwise received by inmates.

You are accountable for the contents of your personal property to include your bed and your assigned sleeping area. It is recommended that you periodically review your own personal property to ensure that your property is clear of contraband. The amount of personal property allowed is limited and with the exception of shoes, must all fit in your assigned locker. Under no circumstances will personal materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

You have the responsibility to keep your personal property and institution issued clothing in a neat and orderly manner at all times. All excess property will be considered contraband and will be confiscated. Anyone being found to possess excessive property or contraband will receive an incident report.

Personal Property Limits: Items which may be retained are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all inclusive, but it is a guide to the items which may be authorized.

Property Items	Amount allowed
Trousers, Khaki	3
Shirts, Khaki	3
T-Shirts, white	5
Underwear shorts	5
Boots, work/safety	1
Socks	5
Towels/Washcloths	3 of each
Sheets	2
Pillow case	1
Blankets	2
Winter Coat	1
Knit Cap	1
Laundry Bag	2
Brown Gloves	1

Storage Space: Storage space in the housing units consists of an individual locker, desk, or cabinet. Locks may be purchased in the institution's Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing: Civilian clothing of any type is not authorized. All clothing except socks is usually stamped with a bin number and neatly sorted in the individual locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual washcloth and towels are issued to inmates.

Authorized foot wear includes: Inmates may not have more than the authorized six (6) pairs of Commissary-purchased shoes as indicated in Program Statement 5580.08, Inmate Personal Property: Athletic, specialty shoes (i.e., a court, turf, basketball, or running shoe) (\$100 maximum selling price with no pumps, no pockets) in black or white, or a combination of black or white, or with gray markings (no other colors allowed) (2 pr); Casual (such as hushpuppies) (1 pr); Shower. (1 pr); Slippers. (1 pr); Work (ASTM Standard F2412-05 and F2413-05). (1 pr).

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry. The schedules for exchange are posted on unit bulletin boards and in the Laundry.

Special Purchase Items: Special Purchase Items may be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Material: You are allowed to maintain legal materials and supplies in your locker as long as it does not exceed policy limitations. Pending litigation that results in legal materials that do not fit in your personal locker can be stored in a legal locker approved by the Unit Manger.

Commissary Items: The total value of your accumulated Commissary items (excluding stamps, over-the counter medications, and telephone credits) will be limited to the monthly spending limitation.

Food Storage: Food items that are left open create health hazards. These items must be properly sealed at all times. Empty jars may not be use as drinking containers and are to be thrown away. Only the original container may hold food items.

Letters, books, photographs, newspapers, and magazines: Only picture frames sold in the commissary may be displayed. Nothing is to be tacked, staple, or taped to any surface except bulletin boards.

Each inmate is limited to five (5) books, five (5) newspapers, and five (5) magazines.

Radio and Watches: You may not own or possess more than one approved radio and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Walkman-type radios are currently permitted. You may not give any items of value to another inmate i.e., radio, watch, sneakers or Commissary items. Radios are not permitted on work details, education programs, or at main line.

Jewelry: A plain wedding band may be authorized at institutional weddings under the value of \$100.00 and may not contain stone/gems.

Feeding Birds or Wildlife: You are prohibited from feeding the geese, ducks, or any other wildlife. Inmates who violate this rule will be subject to disciplinary action.

Call-Outs: Call-Outs are a scheduling system for institution appointments. It is your responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to do so may result in disciplinary action.

Health Services Needs: If you are in need of routine medical attention, you ordinarily will have to go to Health Services that morning between the hours of 6:45 am and 7:00 am to sign up for sick call. Illnesses of an emergency nature are exceptions and will be handled accordingly. There is no sick call on Thursdays. For more information on medical care and services, please see the Health Services A&O Handbook.

Drugs Surveillance: FPC Morgantown 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 receive an incident report.

Alcohol Detection: Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Boundaries and Restricted Areas: Each area of the institution has clearly defined boundaries and restricted areas. You are responsible for becoming familiar with these boundaries and adjusting your movement accordingly. The inner compound is defined as the quad formed by the Chapel, Food Service, and Education building. The inner compound will be open for socializing during mealtimes and until the compound is closed.

Central Outdoor Recreation: Central outdoor recreation encompasses the recreation facilities behind the Education building and to the south of Randolph unit. These areas are defined as horseshoe, bocce ball, multipurpose court, volleyball court, and ball field areas. The use of these facilities is limited to periods when they are supervised.

Perimeter Road: The perimeter road is out of bounds to inmates, except when under direct staff supervision. The walking track closes at dusk.

Restricted Area: The areas behind and between buildings, which are not identified as unit boundaries, are restricted areas, as well as, anywhere near the Special Housing Unit. Inmates found in these areas will receive an incident report.

TORT CLAIMS

Under the Federal Tort Claims Act (FTCA), the government may be liable for the negligent or wrongful acts or omissions of its employees while acting within the scope of their employment. Inmates may file a claim if they are the injured person or the owner of the damages or lost property.

Form SF-95 Claim for Damage, Injury, or Death, must be filed within two years after the claim accrues to the Regional Office where the claim occurred. This form may be obtained by your unit team. Inmate work-related claims are not compensated under FTCA's provisions. Such claims should be filed under the Inmate Accident Compensation Act, 28 CFR 301.301-301.317.

Visiting

Regular visiting times are:

Saturday and Sunday 8:00 a.m. to 3:00 p.m.

More information regarding the visiting policy is available in the library. You and your visitors are required to conduct yourselves suitably at all times. Physical contact is inappropriate in the visiting area, however, one hug and kiss at the start and end of visiting is permitted. Visitors are required to dress appropriately. Dress standards are explained in the Visiting Guidelines handout. Inmate clothing that is in compliance with institution policy is acceptable in the visiting area.

NOTICE: You are not authorized to accept anything from or give anything to visitors. The following statement is an excerpt from the U.S. Department of Justice Regulations:

It is against the law to introduce, or attempt to introduce to this institution or its ground or take or attempt to take or send from this institution any article without the knowledge and consent of the Warden or his duly authorized representative. The use of cameras or other recording equipment without the written consent of the Warden is strictly prohibited. "Violations are subject to criminal prosecution and prison sentences up to ten years." (Section 1971, Title 18 U.S. Code)

IDENTIFICATION OF VISITORS: Photo Identification is required for adult visitors, age 16 and older. This may include a State Driver's License I.D. Card, or two other forms of government identification with photograph, full names, and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and be checked with a detector and/ or drug sensor. Visitor's purses, attorney's briefcases, etc. may be subject to searches.

Visitors are permitted to bring money into the Visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No diaper bags, car seats or strollers are allowed in the Visiting Room. No food may be brought into the Visiting Room.

Inmates are not authorized to handle any currency or receive either coins or money for their Commissary account while in the Visiting Room.

INSTITUTION DIRECTIONS: The institution is located at 446 Greenbag Road, Morgantown, West Virginia. Listed below are general directions to the institution: **From the North**, take 1-79 South to I-68 East (exit 148); Take exit 1, University Avenue, and at the end of the ramp turn left; Go through three traffic lights and turn right at the third light (Greenbag Road); The institution is approximately one mile on the right-hand side

From the South, take 1-79 North to I-68 East; Take exit 1, University Avenue, and at the end of the ramp turn left; Go through three traffic lights and turn right at the third light (Greenbag Road); The institution is approximately one mile on the right-hand side

From the East, (MD, DC, VA) take 1-68 West; Take exit 1, University Avenue, and at the end of the ramp turn left; Go through two traffic lights and turn right at the second light (Greenbag Road); The institution is approximately one mile on the right-hand side

TERMINATION OF VISITS: After a visit has been terminated, visitors must leave the institutional grounds. If the visitor is riding with someone or someone is riding with them other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

VISITING LIMITATIONS: Family visiting is encouraged. Due to our limited visiting area and capacity, the maximum number of visitors who may visit one inmate at a time will be limited to a total of four visitors. Visitors under the age of 18 must be accompanied by an approved adult visitor. Inmates will receive four visiting points per month; each visit will count as one point.

Visiting Hours: Visitation will be open for all inmates on Saturday and Sunday. Visiting hours will be from 8:00 a.m. to 3:00 p.m.

SHU Visiting Hours: Unless sanctioned loss of visitation, inmates housed in the Special Housing Unit (SHU) will be permitted to visit via video visitation program located within SHU. Video visitation will be limited to two hours per visit on a first come, first serve basis, from 8:30 a.m. to 10:30 a.m. and 12:00 p.m. to 2:00 p.m. Visitors may visit in the a.m. session or the p.m. session, but not both.

REGULATIONS: Visiting may be conducted in the visiting area only. The display of affection must be kept within the bounds of good taste. Handshaking, embracing and a kiss will be permitted only at the beginning and end of the visit. Inmates and visitors will refrain from any action that might affect the sensitivity or be offensive to others. Failure to comply with this policy may result in termination of the visit.

We expect decorum in the dress of visitors. Inappropriate attire would include all Halter tops or midriff shirts; Tight or form fitting shirts or pants (i.e., spandex, stirrups, lycra, leggings, etc.); All shorts worn by individuals age 16 and over; Khaki or camouflaged clothing; Sleeveless, strapless, or bareback blouses or dresses; Mini-skirts, wrap around skirts, or skirts more than two inches above the knee; Dresses or skirts with long slits in the middle or side; See-through clothing; Torn or severely worn jeans; Deep V-neck blouses, shirts, or dresses; Caps, hats, or scarves of any kind; Long coats, sweaters and jackets that extend below the knee; Clothing of any type which would symbolize gang activity or affiliation; Fishnet shirts, pants or any other clothing item similar in nature; Athletic shorts/sweat pants, hooded sweat shirts; No open toed shoes, flip-flops or shower shoe style sandals. Clear change purses, clear diaper bags, etc. are subject to inspection by the Visiting Room Officer for contraband. No papers, packages, gifts, articles or money may be exchanged during the visit. No toys, games, books, or newspapers will be allowed in the institution. Cell phones, beepers, ipods, ipads,

laptops, weapons, ammunition, or other articles including liquor and illicit drugs are prohibited.

Normally, legal papers may not be examined or signed during the visit. Such transactions should be handled as a matter of record through correspondence or have prior written approval from the inmate's Unit Team.

Special visits for family emergencies will be reviewed on a case-by-case basis. A request should be made through the inmate's Unit Team.

RESPONSIBILITIES: Please note that each visitor has the responsibility to conform to these regulations and requirements as stated above. Disregard for these regulations may result in termination of visiting privileges. The Operations Lieutenant has the responsibility to see these instructions are abided by and has the authority to immediately terminate a visit for any breach of regulations.

The accompanying adults must adequately supervise children (under 16) in the Visiting Room. Children will not be allowed to behave in a manner which disturbs other visitors. Inmates with children visiting will be authorized to enter the children's playroom with their children. No other inmates are authorized to enter the playroom.

Special Visits

The Warden may also authorize special visits to accommodate a unique circumstance (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate). You should submit a cop-out to your unit counselor to request a special visit.

Persons in the categories listed in this section may qualify as special visitors rather than as regular visitors. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

- b. Business Visitor
- c. Consular Visitor
- d. Representative of Community Group
- e. Clergy, Former Prospective Employers, Sponsors and Parole Advisors

Transportation

Yellow Cab 304-292-7441

Motown Taxi 304-291-8294

Mountain Line Transit Authority 304-296-3869

<http://www.busrider.org/>

For directions have family go to bop.gov.

DISCIPLINARY PROCEDURES

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

Inmate Discipline Information: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act; the first step in the discipline process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by Correctional Services.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category which must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing. Initial Hearing: Inmate must ordinarily be given an initial hearing within 5 workdays of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time of these procedures for good cause. The Warden must approve any extension over 5 days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Discipline Hearing Officer (DHO) for final disposition.

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearing for serious rule violations. The DHO may not act on a case that has not been referred by the UDC. Video conference is utilized as a means to conduct DHO hearings.

An inmate will be provided with advance written notice of the charges no less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement.

An inmate will be provided with a full-time staff member of his choice. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing.

Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-9), Regional Director (BP-10), and the General Counsel (BP-11). It is recommended that inmates carefully review the material contained in this section as it provides a summary of the disciplinary system, the time limits in disciplinary proves, inmate rights and responsibilities, the prohibited acts and disciplinary severity scale and sanctions.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges
by delivering Incident Report.

maximum ordinarily of 5 work days from the
time staff became aware of the inmate's
involvement in the incident. (Excludes
the day staff become aware of the inmate's
involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

RESPONSIBILITIES

1. You have the right to expect that you will be treated respectful, impartial, and fairly by all personnel.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct during engage conduct include yourself properly visits. You will not in inappropriate during visits to sexual acts and introduction of contraband, and not violate the law or Bureau guidelines through correspondence.
6. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	6. It is your responsibility to use the services of an attorney honestly and fairly.
7. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	7. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
8. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community with certain restrictions.	8. 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.
9. 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.	9. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in community. You will be expected to abide by the regulations governing the use of such activities.
10. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assistance your family in accordance with Bureau rules.	10. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

FEDERAL BUREAU OF PRISONS – INCIDENT REPORT CODES (November 18, 2020)

CODE		OFFENSE	CODE		OFFENSE
100 SERIES			300 SERIES		
100		KILLING	300		INDECENT EXPOSURE
101		ASSAULTING ANY PERSON (SERIOUS INJURY)	302		MISUSE OF AUTHORIZED MEDICATION
102		ESCAPE FROM ESCORT, SECURE INSTITUTION	303		POSSESSION OF MONEY NOT AUTHORIZED
103		SETTING FIRE (GREATEST SEVERITY)	304		LOANING ANY PROPERTY OF VALUE
104		POSSESSION, MANUFACTURING, INTRODUCTION OF A WEAPON	305		POSSESSION OF ANYTHING NOT AUTHORIZED
105		RIOTING	306		REFUSING TO WORK OR PROGRAM
106		ENCOURAGING OTHERS TO RIOT	307		REFUSING TO OBEY AN ORDER
107		TAKING HOSTAGES	308		VIOLATING CONDITION OF A FURLOUGH
108		POSSESSION, MANUFACTURING, INTRODUCTION OF CELL PHONE	309		VIOLATING A CONDITION OF A COMMUNITY PROGRAM
110		REFUSING TO PROVIDE A URINE SAMPLE OR BREATH TEST	310		UNEXCUSED ABSENCE FROM WORK OR ASSIGNMENT
111		INTRODUCTION OR MAKING ANY DRUGS OR ALCOHOL	311		FAILING TO PERFORM WORK AS INSTRUCTED
112		USE OF ANY DRUGS OR ALCOHOL	312		INSOLENCE TOWARDS A STAFF MEMBER
113		POSSESSION OF ANY DRUGS OR ALCOHOL	313		LYING OR PROVIDING FALSE STATEMENT
114		SEXUAL ASSAULT OF ANY PERSON BY FORCE	314		COUNTERFEITING OR FORGING
115		DESTROYING ANY ITEM DURING A SEARCH	315		PARTICIPATING IN AN UNAUTHORIZED MEETING
196		USE OF MAIL FOR ILLEGAL PURPOSES	316		BEING IN AN UNAUTHORIZED AREA
197		USE OF THE TELEPHONE FOR ILLEGAL PURPOSES	317		FAILURE TO FOLLOW SAFETY OR SANITATION REGULATIONS
198		INTERFERING WITH A STAFF MEMBER	318		USING EQUIPMENT NOT AUTHORIZED
199		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION	319		USING ANY EQUIPMENT CONTRARY TO INSTRUCTION
200 SERIES			320		FAILING TO STAND FOR COUNT
200		ESCAPE FROM WORK DETAIL, NON-SECURE INSTITUTION	321		INTERFERING WITH THE TAKING OF COUNT
201		FIGHTING WITH ANOTHER PERSON	324		GAMBLING
203		THREATENING ANOTHER WITH BODILY HARM	325		PERPARING OR CONDUCTING A GAMBLING POOL
204		EXTORTION, BLACKMAIL, OR PROTECTION	326		POSSESSION OF GAMBLING PARAPHERNALIA
205		ENGAGING IN A SEXUAL ACT	327		UNAUTHORIZED CONTACT WITH THE PUBLIC
206		MAKING SEXUAL PROPOSALS OR THREATS	328		GIVING/RECEIVING MONEY OR VALUE
207		WEARING A DISGUISE OR MASK	329		DESTROYING GOVERNMENT PROPERTY VALUED LESS THAN \$100
208		POSS OF ANY UNAUTHORIZED LOCKING DEVICE	330		BEING UNSANITARY OR UNTIDY
209		ADULTERATION OF ANY FOOD OR DRINKS	331		POSS, MANUF, INTRO OF A HAZARDOUS TOOL
211		POSSESSING ANY OFFICER'S OR STAFF MEMBER'S CLOTHING	332		SMOKING WHERE PROHIBITED
212		ENGAGING IN OR ENCOURAGING A GROUP DEMONSTRATION	333		FRAUDULENT OR DECEPTIVE CHEATING ON A TEST
213		ENCOURAGING OTHERS TO REFUSE TO WORK	334		CONDUCTING A BUSINESS
216		GIVING OR OFFERING AN OFFICIAL A BRIBE	335		COMMUNICATING GANG ACTIVITY
217		GIVING/RECEIVING MONEY FROM ANY PERSON	336		CIRCULATING A PETITION
218		DESTR, ALTER OF PROPERTY EXCESS \$100/LIFE SAFETY DEVICE	396		USE OF MAIL FOR ABUSES NON CRIMINAL
219		STEALING, INCLUDING DATA	397		USE OF PHONE FOR ABUSES NON CRIMINAL
220		DEMONSTRATING, PRACTICE, ANY FIGHTING SKILLS	398		INTERFERING WITH A STAFF MEMBER
221		BEING IN UNAUTH AREA WITH OPP SEX W/OUT PERMISSION	399		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION
224		ASSAULTING ANY PERSON (MINOR)	400 SERIES		
225		STALKING ANOTHER PERSON THROUGH BEHAVIOR	402		MALINGERING, FEIGNING ILLNESS
226		POSSESSION OF STOLEN PROPERTY	404		USING ABUSIVE OR OBSCENE LANGUAGE
227		REFUSING TO TAKE PART IN REQUIRED TESTING	407		CONDUCT WITH VISITOR IN VIOLATION OF RULES
228		TATTOOING OR SELF-MUTILATION	409		UNAUTHORIZED PHYSICAL CONTACT
229		SEXUAL ASSAULT OF ANOTHER PERSON	498		INTERFERING WITH A STAFF MEMBER
231		PRESSURING INMATE FOR LEGAL DOCUMENTS	499		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION
296		USE OF MAIL FOR ABUSES OTHER CRIMINAL			
297		USE OF THE TELEPHONE FOR ABUSES OTHER CRIMINAL			
298		INTERFERING WITH A STAFF MEMBER			
299		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION			

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS (100 SERIES)

- 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).
- C. 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).
- D. Disciplinary segregation (up to 12 months).
- E. Make monetary restitution.
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS (200 SERIES)

- 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).
- C. 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).
- D. Disciplinary segregation (up to 6 months).

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS (300 SERIES)

- 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).
- C. 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).
- D. Disciplinary segregation (up to 3 months).
- E. Make monetary restitution.
- F. Monetary fine.
- G. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.

M. Restrict to quarters.

N. Extra duty.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS (400 SERIES)

A. 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).

B. Make monetary restitution.

C. Monetary fine.

D. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

E. Change housing (quarters).

F. Remove from program and/or group activity.

G. Loss of job.

H. Impound inmate's personal property.

I. Confiscate contraband

J. Restrict to quarters.

K. 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	2nd 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).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd 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).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd 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).
		3rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

TRUST FUND

Deposits to Accounts:

1. U.S. Postal Service

Your families and friends choosing to send you 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 your full committed name and complete eight-digit register number.

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

Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to your account. The deposit envelope must not contain any items intended for delivery to you. 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 your 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.

2. Western Union Quick Collect Program

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

Program may be sent via one of the following ways:

- 1) At an agent location with cash: Your 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: Your family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: Your 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 your Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note your 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.

3. MoneyGram ExpressPayment Program

Your families and friends may also send you funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to your 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:

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

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

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

Please note that your 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.

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

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

Telephone Calls

Each housing unit is equipped with telephones so you can place calls to family member and friends.

Family members and friends must be posted to your Trust Fund Limited Inmate Communications System's (TRULINCS) contact list. You are prohibited from placing calls to or placing the telephone numbers of staff, contract employees, or volunteers on their telephone lists.

Telephone use is a privilege afforded to those who demonstrate a willingness to abide by the rules governing telephone use. Improper use of the telephone, including making multi-person telephone calls, third-party calls, call-forwarding, three-way calls, allowing inmates to use your phone account, or credit card calls can result in loss of the telephone privilege or restricted use of the telephone as disciplinary sanctions. All inmate telephone calls are subject to monitoring. Unmonitored legal calls may be arranged through unit staff in accordance with

Bureau policy and local procedures. You are only permitted to place telephone calls outside of your scheduled work hours, program activity time periods, and count times.

Telephones are operational during non-programming and non-work hours. One telephone (red phone) in each housing unit is operational 24 hours a day for emergency use. You are limited to 300 minutes of telephone calls each month. If housed in the Special Housing Units, Administrative Detention, or in Disciplinary Segregation you will be permitted to use the telephone in accordance with the provisions of Bureau policy and Morgantown procedures governing Special Housing Unit operations.

Telephones: It is expected that you will conduct your calls in such a manner that will allow the equal use of the phones by all. Telephones will not be used to conduct business.

Payment for other calls, for which you cannot pay through normal means, will be paid via your commissary account, payable to the U.S. Treasury. Institutional phones may not be used without permission from staff, typically Unit Team Staff.

Inmate Telephone/Voice Activation New Inmates

In order to use the Inmate Telephones, your account will need to be enabled by Trust Fund staff. This normally occurs the day after your arrival. If you arrive on a holiday or a weekend, your phone account will be enabled the next business day.

Additionally, you will need your inmate Register Number; your PAC (9-Digit Personal Access Code) Number, and your PIN (4-Digit Personal Identification Number). Your Unit Counselor will provide you with your PAC and PIN numbers.

Once you have received these three numbers, you will log into the TRULINCS system and add your contact information/telephone numbers. There are TRULINCS computers in each housing unit for inmate use. Inmates may only use a TRULINCS computer in the housing unit in which he is assigned. NOTE: To add a contact's telephone number, you must have their complete mailing address with zip code.

There are TRULINCS orderlies available to assist you with this process.

Once you have established your contacts and your phone account has been enabled, you will need to set your V-PIN (Voice Recognition). Every time you place a call, you will need to state your name and match it to this recording in order to complete the call.

To establish your VPIN, on an inmate telephone, **dial 111** and follow the prompts to record your name. When you dial 111, the system will ask for your PAC number. Once you enter your PAC number, you will hear "Please state your first and last name after the tone." You will hear a beep. State your name. Again, you will hear "Please state your first and last name after the tone" and a beep. State your name again. The system will compare the two and if they match, you will hear "Thank you." If they do not match, you will be asked to redo the process. If after three attempts, your name does not match, you will need to hang up and try again.

TIPS for VPIN

- ☐ State your first and last name in a clear speaking voice as though it is all one word.
- ☐ Do not get frustrated.
- ☐ Take your time.
- ☐ Do not yell into the phone.

If you have issues or questions regarding inmate telephones, send an electronic cop out to MRG/Trust Fund.

Trust Fund Limited Inmate Communications System

The Bureau of Prisons (Bureau) Trust Fund Limited Inmate Communications System (**TRULINCS**) provides communication capabilities and other services beneficial. This program is intended to improve your ability to efficiently and economically maintain contact with persons in the community. The **TRULINCS** program provides you with electronic communication system. The service related features are designed to give you improved access to account information, sending funds, establishment and update of personal contacts, mailing labels, and print services. You will not have access to the Intranet.

User Service Fees: You will be charged \$.05 per minute in Program fees for using **TRULINCS** "Public Messaging" service. There will be no charge to check for new messages received since your previous session. You will be required to purchase minutes of session time using **TRULINCS**. You must purchase time in the following increments: 40, 100 200, 300, and 600.

The **TRULINCS** program will not be available to those without funds to purchase the minimum increment of minutes.

Printing Fees: You may elect to print your messages using the designated print stations. You will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. **Example:** A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Free Services: Services fees will not apply to view personal account transactions, preparing and printing Form BP -199 for withdrawal of an personal funds, looking at or updating a contact list, printing mailing address labels, referencing Law Library material via the Electronic Law Library (ELL), or staff messaging.

Hours of Operation: Ordinarily, the hours of operation will be 7:30 a.m. through 8:30 p.m. daily. This includes weekends and holidays. **TRULINCS** use shall not be permitted during scheduled working hours.

COMMISSARY

Your funds are retained by the institution in a trust fund account, from which you may withdraw for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated funds are given to you upon release, or may be mailed home. The Commissary is an unauthorized area except during regular sales hours or those on work assignments in the area.

You are not permitted to leave the Commissary line once you have submitted your Commissary list. Those who do will forfeit their shopping privilege for that day. Commissary slips will be filled out with the following information prior to entering the store: full name, register number, date, housing unit, items requested, and quantity. No additions or substitutions will be permitted to your Commissary slip once you enter the store.

You are advised to check the "out of stock" list posted at the screen at the Commissary prior to entering the store.

Once you sign a receipt and leave the sales window, all sales are final.

You assume all responsibility for items purchased once received.

Your assigned shopping days are rotated on a quarterly basis. The current shopping schedule is posted in the unit and on the commissary item's sheet.

It is your responsibility to know the amount of money available in your Commissary account, before turning in a Commissary sales slip. Your

account balance information can be obtained from TRULINCS and your telephone system automated teller service (118). Borrowing Commissary items from other inmates is not permitted and may result in disciplinary action.

Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios, require you to complete a locally generated Commissary Special Purchase Order form and route it through the Unit Counselor. There is a \$300 per quarter limit on special purchases requested from Recreation, Religious Services, and occasionally Health Services.

COMMISSARY SCHEDULE:

Tuesday through Thursday (excluding holidays)

7:30 A.M. Inmates will be called to lineup after the conclusion of breakfast mainline. Last call will be 10 minutes after initial call was made.

Closing of lunch mainline. Inmates will be called to lineup after the conclusion of lunch mainline. Last call will be 10 minutes after initial call was made.

- Special Housing Unit (SHU) sales are normally completed on Thursdays for inmates in the SHU
- This schedule is subject to change during federal holiday weeks.
- Memorandums will be posted to inform inmates of all schedule changes.
- You are permitted to shop once per day, on your designated week, on your designated day. The only exception to shop on a non-commissary shopping day is if you are given an OTC authorization by Medical Staff to shop for OTC items only. Those trying to make Commissary purchases more than once in the same day will receive an incident report.

Spending Limitations: You are permitted to spend up to a \$360.00 each month for regular purchases and special purchase items. Stamps, over-the counter medications, and telephone credits do not come off this spending limit. Once a month, your account is "validated", that is, the spending period begins with validation. Those in "Refusal" status in the Inmate Financial Responsibility Program will only be permitted to spend \$25.00 per month in the Commissary, excluding purchase of stamps and telephone credits. Staff will not approve special purchase item requests for those in "Refusal" status.

Commissary Fund Withdrawals: A standard withdrawal of your personal funds form can be found your TRULINCS account. You simply fill out and print the BP-199 form from TRULINCS, then forward it to unit management staff for routing. Unit Managers must approve payment of postage costs, and purchase of release clothing. There is a \$300.00 per quarter limit on restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visit, funeral trips, and the purchase of legal books. The Associate Warden has to sign over \$500.00 additionally, the forms need to be hand carried and signed in front of Unit Staff, and then Unit Staff forwards them to trust fund. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

INMATE SYSTEMS

Contact with the Community and Public

In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mailboxes are located in front of the mailroom for general correspondence only. Outgoing mail in minimum security level institutions may be sealed in accordance with Bureau's open correspondence privileges. The outgoing envelope must have your full name, registration number, and return address of this institution (including Federal Correctional Institution Morgantown) in the upper left hand corner. You are responsible for placing the correct postage on letters. You must assume responsibility for the content of all of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws and/or disciplinary action. ALL outgoing mail is required to be addressed using the **TRU-LINCS** label system.

You are prohibited from corresponding with staff, contract employees, and volunteers outside of FPC Morgantown, West Virginia. Written communication with these individuals may be addressed through an Inmate Request to staff Member or other correspondence delivered through the Mail Room or a staff member.

You may be placed on restricted correspondence status based on misconduct or a matter of classification. You will be notified of this placement and have the opportunity to appeal this decision.

Current Correctional Systems Open House hours will be posted in the Mail Room.

There is no mail service on weekends and federal holidays.

Incoming Correspondence

First class mail is distributed Monday through Friday (except federal holidays) ordinarily by the Evening Watch Officer in each living unit. Newspapers, magazines, and packages will be delivered at this time. Legal and Special Mail will be delivered by the Mail Room and signed for by you as soon possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. You are asked to advise those writing you to put your register number and unit on the envelope to aid the prompt delivery of mail. All packages received at the institution must have prior authorization.

Inmate Correspondence with Representatives of the News Media

You may write through Special Mail procedures to representatives of the media.

You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

INCOMING PUBLICATIONS:

The Bureau permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific person, such as advertisings brochures, flyers, and catalogs.

Effective Thursday, February 1, 2018, all books to include softbound books and magazines will no longer be authorized to be received from any source. These items will now be required to be received from the publisher, a book club, or bookstore. If items are received from any other source after February 1, 2018, the item will be rejected and returned to sender. Accumulation of publications will be limited to *five (5) books, five (5) newspapers, and five (5) magazines* and must be neatly stored in the locker, due to sanitation, and for safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

- o It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- o It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prison's institutions;
- o It depicts or describes procedures for brewing of alcoholic beverages or the manufacture of drugs;
- o It is written in code;
- o It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
- o It encourages or instructs in the commission of criminal activity;
- o It is sexually explicit material that by nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States,

U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Court, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State, Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Enforcement Officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Court and State Courts. **These types of Special Mailings must have this marking:**

"Special Mail -Open in the presence of the inmate", or similar language to

be processed as Special Mail. Mail received from the President and Vice-President of the United States, members of the U.S. Congress or the Judge's Chambers are not required to have the Special Mail markings to be processed as Special Mail.

A Mail Room staff member opens incoming Special Mail in your presence. These items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the **sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate.** This means the person sending the correspondence is identified, no the company, business or department. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

You must deliver your own outgoing Special Mail directly to the hands of your assigned Correctional Counselor. In the event your Correctional Counselor is not available, you may deliver directly to the hands of your assigned Unit Manager. Staff receiving the Special Mail will verify your name and address is accurate in the return address section of the envelope. You may still seal your outgoing Special Mail before submitting directly to the staff member.

However, outgoing Special Mail without an accurate return address will not be processed, but rather returned immediately to the inmate.

Outgoing special mail weighing 16 ounces or more must be processed as a package. This will require using a form BP-329, Request - Authorization to Mail Inmate Package.

All outgoing mail is subject to scanning by electronic means including, but not limited to x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing Special Mail by these methods may occur outside your presence. Electronic scanning is for the sole purpose of identifying harmful materials and cannot be used to read or review the content of outgoing Special Mail communication.

Any attempts to circumvent these procedures will be subject to disciplinary action. This will include placing your sealed outgoing Special Mail in a general mail drop-box.

Correspondence Between Confined Inmates:

You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved.

The Unit Manager at both institutions must grant approval prior to correspondence, if both are federal facilities. The Warden at both institutions must grant approval prior to correspondence, if a non-federal facility is involved.

Rejection of Correspondence:

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

- Materials which cannot be mailed under law or postal regulations;
- Information of escape plots, or plans to commit illegal activities, or to violate institution rules;
- Directions of an inmate's business (Prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that was legitimately yours at the time of this commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection: The Warden/ designee will give written notice to the sender concerning the rejection of the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Change of Address/Forwarding Of Mail: The Mail Room may provide you with change of address cards required by the U.S. Post Office. Upon request, these cards are given to those who are released or transferred to, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to sender.

Certified/Registered Mail: Those desiring to use certified, registered, or insured mail may do so, subject to handling methods established. You may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

FOOD SERVICE

You are provided nutritious, appealing meals. Self-service meal operations for general population include features such as mainline items, heart healthy selections, no-flesh selections, salad bar, and hot bar.

The Alternative Diet Program is offered to those requiring a religious diet. This diet caters to all approved religions within the Bureau of Prisons. Those who need additional information regarding this program need to contact the Chaplain. Those housed in Special Housing Units and Hospital Facilities also receive a balanced, nutritious diet. Except for any approved special diets, those in these units receive the same diet as those in the general population, although portion control and manner of service may vary.

MEALS: Once you are cleared to enter the institution's general population, meals are served in the dining hall. A menu will be posted on TRULINCS and at dining hall. Reading materials, radios, headphones, wearing of hats, sleeveless shirts, and shower shoes are not permitted in the dining area. All shirts must be tucked in and buttoned. Casual clothing may be worn to the dining hall after 4:00 p.m. on weekdays and anytime during weekends and federal holidays. The official inmate uniform must be worn to the dining hall Monday through Friday, during the noon meal. The specific meal time for work details varies to ensure the dining hall can efficiently serve the population. No food item is allowed to depart the Food Service Department except the one piece of fresh fruit that is offered. All eating utensils, plates, and bowls are to remain in the Food Service Department.

WEEKDAYS

Breakfast 6:10a.m. until 10 minutes after last Unit called

Lunch 10:45a.m. until 10 minutes after last Unit called

Dinner 5:00p.m. until 10 minutes after last Unit called.

EDUCATION PROGRAMS

The education curriculum at FPC Morgantown is designed to provide a flexible education program to help you attain jobs skills or needed education that will enhance effectiveness as a person and citizen. The FPC Morgantown Education Department supports these principles as well as those governing the occupation, civic, aesthetic, and personal dimensions of the inmate's lifestyle. It is with these principles in mind that FPC Morgantown's staff is personally committed through education to assist you in attaining your personal education and occupational goals. For further detailed information, please refer to the Education Handbook.

Educational/Vocational Options: A structured GED program is offered for anyone who has not completed high school.

The Education Department offers viable vocational training programs: Computer Literacy and Welding. Those who display a need for job training are eligible.

By obtaining a GED or holding a High School Diploma, a student may participate in a Vocational Training Program. You may not request a transfer until completion of the program due to the cost of the training.

Apprenticeship Programs are offered through the U.S. Department of Labor and are available to those who have sentences of three years or longer. Please refer to FPC Morgantown's Education Handbook for more detailed information regarding Education and Vocational Training.

Testing: Each inmate will be required to take a standardized achievement test (TABE) if he does not have a verified High School Diploma or GED. The test scores will be utilized for placement in the Literacy Program. The GED READY Test will be one of the determining factors for a student to be recommended for the Official GED Exam. The GED READY Exam and the Official GED are Computer-Based Exams.

Job Search Class: The Job Search Class introduces you to various employment skills to enhance your success in obtaining and maintaining employment upon release. This program covers a variety of topics including: career explorations, resume writing, portfolio development, job market search, networking, and interview techniques.

Mock Job Fair: The Mock Job Fair is an event, held once a year, in the Fall. Local employers and transitional services come in to the institution and perform "mock" interviews. It is an all-day event and you will be prepared for the event by attending a ten week Job Search Class.

RECREATION LEISURE PROGRAMS

Leisure activities and programs are supervised by the Recreation Department. Programs include: indoor/outdoor sports/activities; hobby craft programs; health/fitness promotion and disease prevention programs. Programs are designed to support positive interpersonal relationships, stress reduction, and constructive use of free time.

Recreation staff center programs on activities which strengthen self-confidence, teamwork, sportsmanship, and self-discipline. The Recreation Department includes an auditorium, multi-purpose room, gymnasium, and range of indoor/outdoor sports/activities. While some recreational activities are organized, others are available on a leisure-time basis.

Leisure time may be spent (but not limited to) watching television, playing table games, or participating in sports.

Hobby craft areas are offered daily. The hobby shop includes crafts such as drawing, painting, leather craft, crochet, and beading. Projects must be approved by the Recreation Department and mailed home within 30 days of completion. Unit art is available to inmates for small drawing and crochet projects. All other crafts must remain within the Recreation Department. Inmates are limited to three hobby craft projects at a time. Refer to the Institutional Supplement on hobby craft for more detailed information.

PSYCHOLOGY SERVICES

The Psychology Services Department at the institution consists of psychologists and drug treatment specialists. During the admission and orientation program, you will have a chance to be interviewed individually by a member of the psychology staff. During this screening psychology staff can get to know you and you may ask questions about services of the department. Psychology Services provide crisis intervention and group-based counseling. Anyone can request a consultation by submitting an inmate request to staff member form.

Morgantown Psychology Services offers introductory groups designed to provide you with skills necessary for successful reentry in to the community. These groups include Basic Cognitive Skills, DBT Skills workshop, and a CBT Skills group with rotating topics. These are typically offered in 5 weeks or less. Intermediate programming is offered for those who would like to work harder on more specific problem areas. These are Criminal Thinking, Trauma in Life Workshop, and Anger Management. There are also other specialty groups provided such as trauma treatment, treatment for chronic pain, and others as needed. The Inmate Companion Cadre also offers monthly workshops on different topics which many inmates find helpful. We also have self-help resources and are working on creating a mental health library and relaxation room. If you are interested in any of these services, please send an electronic request, come to open house, or talk with an Inmate Companion Cadre member (wear purple lanyards). Sign up for workshops and specialty groups is also available in the Education Department. Psychology Services sessions are ordinarily confidential unless there is an indication of harm to others, harm to self, or any security violation.

A full range of drug treatment services are also available. The residential drug abuse program (RDAP) is a nine to twelve month 500 hour drug treatment program. The inmates in this program are housed separately for treatment purposes. The non-residential drug program (NRES) is a 12-24 week program that meets 1-2 hours a week. The drug education program provides basic information on drug addiction. Final drug treatment decisions are made by a DAP coordinator. Self-help groups to include

smoking cessation are also offered.

The Smoking Cessation Program is available to newly committed inmates within the first 90 days of incarceration. This program is designed to help individuals overcome challenges to stop smoking through nutrition, physical activity, stress management, and Nicotine Replacement Therapy ("nicotine patch"). If interested in the Smoking Cessation Program you may email the DAP Coordinator at MRG-InmateToDAPCoordinator through the TRULINCS system.

Anyone experiencing adjustment problems, emotional difficulty, or personal/family concerns, should consider seeking assistance from psychology services before the problem causes significant stress.

RELIGIOUS PROGRAMS

Utilization of Spiritual Resources While Incarcerated.

Group Activities: All group religious activities take place in the chapel or the outdoor worship area. (A group is comprised of 3 or more individuals.) Only religious activities listed on the Chapel Program Schedule are approved. This schedule is updated quarterly to reflect actual usage of Chapel programs. If your group is not listed on the Chapel Program Schedule speak to the Chaplain.

Attendance and Call-Out Procedures: Attendance at services taking place during the workday, during the work week will normally require the individual to be on call-out to the chapel. To be on call-out for a week-day service one must belong to that particular faith group. For services taking place in evenings and weekends any individual may attend as he will.

Dress In the Chapel: Inmates using the Chapel must be in their khaki uniforms Monday-Friday during regular work hours. The only headwear that is authorized to be worn in the Chapel is authorized Religious Headwear. A notice with pictures of all authorized headwear is posted on the Chapel bulletin board. Skull caps, do-rags, baseball caps, etc. are not to be worn in the chapel building.

Library: Library books may be checked out one at a time for a period of 14 days. Library privileges may be suspended for those failing to return books in a timely manner.

Audio/Video Room: Videos and DVDs may be viewed throughout the week during designated times on the Chapel Program Schedule. Individuals must use their own headphones. If necessary based on usage demands, Chapel orderlies may facilitate the reservation of time slots. If necessary, inmates must sign-up in the orderlies' office.

Tolerance and Respect for all Persons and Faith Traditions. A person has the right to practice his faith according to his beliefs. It is an unauthorized practice to disparage another faith or to coerce others into altering their

beliefs. The co-opting of a religious group for non-religious purposes is prohibited.

Chaplain's Duty Schedule and Chapel Program Schedule.

Duty Schedule: The chaplain's duty schedule and that of the RSA is posted on the bottom of the Chapel Program Schedule. The chaplain works evenings on Sundays and Mondays and is available for appointments. However, please drop by any time you have a question.

Chapel Program Schedule: Weekly religious programs are listed on the Chapel Program Schedule. Also, special Services are posted on TRULINCS and Chapel bulletin boards as they arise.

Community Resources Availability.

Religious Services is aided by a cadre of volunteers and contractors to help meet the diverse religious needs of our inmate population. Please see the Chaplain for any specific requests for volunteers of your faith community.

Procedures for Acquiring Religious Items.

A. Religious Personal Property: Religious headwear, medallions, prayer beads and other faith-specific, authorized religious items are available for purchase via Special Purchase Order. (*Note: 3 items of headgear is the maximum number permitted.*) Medallions will be 2 inches or smaller in diameter. The RSA and/or chaplain will assist in placing orders.

B. Literature: Hardback books must be ordered directly from the publisher. Softcover books may be sent from home. (*Be aware that a book cover made by gluing two pages together is considered hardback, no matter how flexible.*)

Explanation of Religious Diet Program.

A. Religious Diet is accommodated in two ways - self-selection from the mainline or the religiously certified processed food line. No-meat trays are requested directly from Food Service without Chapel involvement.

B. Those wishing to be considered for a religious diet must apply to the chaplain in writing most commonly through a TRULINCS e-mail to Chaplaincy Services. Upon receipt of such request the chaplain will arrange for a religious diet interview. After completion of the interview the chaplain will notify the individual of his accommodation in writing.

C. Those on the certified food line may not purchase items conflicting with their religious dietary requirements.

Clarification of the Religious Rights of Inmates.

An inmate's right to practice his faith is not suspended while incarcerated. Therefore, he will be given opportunity to worship, study, and pray according to the dictates of his faith so long as it accords with national policy. At the discretion of the Warden, religious services may be temporarily postponed or canceled.

Procedures for Family Members to Contact the Institution in Case of Emergency.

When there has been a death in the family or a family member is in the hospital, family members may call the institution to relay the information. It is each inmate's responsibility to inform their family members of the institution phone number to be used in the event of a family emergency. The number is **304-296-4416**. When family members call, information will be collected and placed on an Emergency Notification form. After the information has been verified (*normally by the chaplain*) staff will notify the inmate. At such times the chaplain may provide one (1) compassion call no longer than 15 minutes. Accordingly, it is advisable to bank phone minutes so there are some left at the end of the month.

Pastoral Care.

A. Marriage Requests: Those wishing to get married should make application through the unit team. Once the marriage request is approved by the Warden, the Chaplain will arrange a date and time for the wedding ceremony. Weddings are ordinarily held once annually in November.

B. Visits from Clergy of Record: If one wishes to have his spiritual advisor on his visiting list as a Minister of Record he should apply through the chaplain. Visits from ministers of record take place during regular visiting hours in the visiting room. (*A Minister of Record does not count against the total number of visitors one has on his list.*) See the Chaplain with any questions.

C. Special Housing Unit (SHU): Chaplains make weekly round for pastoral care in SHU. Requests for religious accommodations while in SHU must be placed in writing to the Chaplain.

Holy Day and Ceremonial Meal Accommodation

A. Holy Days: An annual **Religious Holy Day and Fast Memorandum** with most upcoming holy days and observances is published each Fall for the upcoming year. Sign up deadlines for each observance are listed but are ordinarily ten (10) days prior to the event. Sign up procedures ordinarily involve either individual sign-up sheets OR group sign up forms provided by the Chapel. Those wishing to have a day of work proscription must indicate this when they sign up for each observance. Group spokespersons for each faith group are required to submit a **Religious Observance Request Form** thirty (30) days in advance to the Chaplain which details the specific time, space, and supply needs for each requested religious observance.

C. Ceremonial Meals: Each faith group is permitted to have one ceremonial meal in a calendar year. The significance of the ceremonial meal is twofold - eating together as a faith group, and selecting the menu for the meal from the master menu for that day. Sign-up procedures for the observance is the same as for a holy day.

Counseling

Any questions concerning religious practices, accommodations, or accessing of services should be directed to the chaplain. The chaplain is available for counseling and may be contacted at mainline, via email or cop-out, or by visiting his office. Don't hesitate to drop by.

SAFETY

FIRE DRILLS

Fire drills are conducted quarterly for all housing units. Drills are to be prompt and orderly. A fire drill is signaled by activation of the fire alarm system. When the fire alarm is signaled, inmates are to immediately exit the building following the posted fire evacuation plan. Staff will direct everyone to an area of assembly for accountability purposes. Inmates will remain in these assembled areas until, an all, clear signal is given.

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

On The Job Injuries: If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor who will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor within 48 hours. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

FIRST STEP ACT OF 2018

Under the First Step Act, the Bureau identified programs, identified as either Evidence-Based Recidivism Reduction (EBRR) programs or Productive Activities (PA), which were associated with mitigating needs associated with recidivism. This page provides resources regarding current programming.

Maximizing the use of home confinement for lower risk, elderly, and terminally ill inmates

The First Step Act requires that the Bureau place inmates with lower risk levels and needs in home confinement for the maximum amount of time possible when this is appropriate. Inmate home confinement placements are routinely limited to 10% of a sentence or six months, whichever is shortly. In the case of inmates who have earned FSA Time Credit (FTCs) these limits do not apply when FTC is used to provide increased Residential Reentry Center (RRC) or home confinement. FTCs are independent from RRC placement time length.

The First Step Act directs the Bureau to continue the elderly and terminally ill offender pilot program. This program transfers eligible elderly and terminally ill inmates to home confinement for a longer portion of their sentence and waives time limitations on placements.

Prisoner Assessment Tool Targeting Estimated Risk and Need (PATTERN)

The First Step Act required the Attorney General to develop, for use by the Bureau, a recidivism risk instrument which would objectively assess an inmate's current level of risk for re-offending.

Federal Time Credit (FTC) Eligibility

The First Step Act established Federal Time Credits (FTC) which inmates can earn through their completion of Evidence-Based Recidivism Reduction (EBRR) programs and Productive Activities (PA). However, in order to apply the credits earned, inmates must meet eligibility criteria. FTC is calculated by DSCC and not at the local level.

Inmate Needs Assessment

The purpose of the Inmate Needs Assessment is to identify specific areas of need which contribute to an inmate's likelihood of recidivism.

Inmates may earn a limited financial award to offset time lost from work as an additional incentive for successfully completing particularly intensive EBRRs in areas where they have identified needs. Only programs worth 100 hours or more are eligible for this incentive.

PROGRAMS OFFERED AT FPC MORGANTOWN

	Hours
EBRR Programs	500
Apprenticeship Training	240
Bureau Literacy Program	500
Life Connections Program (LCP)	Up to 500
Residential Drug Abuse Program (RDAP)*	500
Vocational Training	125

(*Residential / MTC)

The amount for each completed program is \$50. See the FSA Incentives Program Statement for more information.

Below are some of the EBRRS being offered at FPC Morgantown. Notices will be posted on TRULINCS.

FSA INCENTIVES - APPROVED PROGRAMS

National Parenting From Prison	Living a Healthy Life with Chronic Conditions
AARP Foundation Finances 50+	Managing Your Diabetes
Arthritis Foundation Walk with Ease	Money Smart for Adults
Brain Health as You Age	Money Smart for Older Adults
Getting to Know Your Aging Healthy Body	Service Fit
Healthy Steps for Older Adults	Soldier On
K2 Awareness Program	Anger Management (CBT program to manage anger)
CBT for Prison Gambling	Hooked on Phonics (aids in combatting dyslexia)
Criminal Thinking (rational behavioral therapy for addressing antisocial cognitions)	English-as-a-Second Language
Basic Cognitive Skills (introductory program to CBT)	Managing Your Diabetes
Victim Impact: Listen and Learn	National Diabetes Prevention Program
Non-Residential Drug Treatment Program	Talking with Your Doctor - Guide for Older Adults (prepares for medical appointments)
Cognitive Process Therapy (CBT to address trauma)	Healthy Steps for Older Adults (reduce falls)
Emotional Self-Regulation (CBT for managing personal emotions)	Drug Education
Alcoholics Anonymous	Narcotics Anonymous

INMATE VOTING RIGHTS

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

- District of Columbia: You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.
- Maine: You must have an established residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms.
- Vermont: Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS.

This and other material is also available in the Reentry Resource Library.

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

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

Incoming and Outgoing Voter Mail

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

RESTORATION OF VOTING RIGHTS

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

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

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

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



An Overview for Individuals in BOP Custody

FPC Morgantown
Morgantown, WV

January 2023

PREA AT A GLANCE

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

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

There are multiple ways to report sexual abuse or harassment:

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

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

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

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

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

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

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

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

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

Staff take responsible action to ensure that available methods of communication are provided to all inmates with disabilities for complete access to its efforts of preventing, detecting, and responding to sexual abuse and sexual harassment.

What Can You Do if You Are Sexually Assaulted?

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

assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment, without financial cost, where evidentiary or medically appropriate. Even though you may want to clean up after the assault, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. Those who sexually abuse or assault individuals in BOP custody can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is another individual in BOP custody or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

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

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

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

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

These e-mails:

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

Confidential Reporting

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

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

Management Program for Inmate Assailants

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

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

Code 114/ (A): Sexual Assault By Force Code 205/ (A): Engaging in a Sex Act Code 206/ (A): Making a Sexual Proposal
 Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex Code 229/ (A): Sexual Assault Without Force
 Code 300/ (A): Indecent Exposure
 Code 404/ (A): Using Abusive or Obscene Language

Policy Definitions per 28 CFR 115.6

Sexual abuse includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and

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

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

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

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

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

Sexual harassment includes—

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

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

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

NOTE: Sexual acts or contacts between two or more individuals in BOP custody, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an individual in BOP custody and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Individuals who have been sexually assaulted by another individuals in BOP custody or staff member will not be prosecuted or disciplined

for reporting the assault. However, individuals may be penalized for knowingly filing any false report.

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

Contact Offices:

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

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

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

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

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

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

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

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

Third-party reporting (outside of institution):

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

PREA Video Script

Serving your sentence can be a challenging time in your life. While in the care and custody of the Federal Bureau of Prisons, you have the *right* to be free from sexually abusive behavior. In fact, sexual abuse is actually *illegal*. The Prison Rape Elimination Act of 2003 (commonly known as “PREA”) is the law enacted to ensure your time in our custody is safe. The Bureau of Prisons has a commitment to uphold our zero-tolerance policy for sexually abusive behavior. This means we do not tolerate sexual abuse or sexual harassment of any kind from staff or other individuals in BOP custody, and we are obligated to respond when you feel you have been abused or harassed.

Many of you experienced and survived physical, emotional, or sexual trauma before your incarceration. It is unacceptable for this cycle of abuse to continue during your sentence. Our institutions are meant to be places where you can serve your sentence safely and engage in gender-responsive programming and activities designed to help meet your individual reentry, health and wellness, parenting, psychological, and other needs. Our goal is for you to serve your sentence and work on self-improvement and do so in a safe environment without worrying about your safety and wellbeing.

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your gender or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited. It is the expectation of the agency and its leadership that our staff at every level treat those in BOP custody with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

If you feel you have been harassed or abused, there are multiple ways for you to report this behavior. You can tell any staff member; call to report; send an email; or write to report. Specific details for your facility are available in your A&O Handbook or on the black and yellow PREA signs in your housing unit. All allegations of sexual abuse are taken seriously and investigated. If you have questions or need help with understanding your handbook or any of this information, please reach out to a staff member.

At all BOP facilities, we have trained, professional mental health staff who can help you after an allegation of sexual abuse, and most institutions also have access to outside advocates you can contact, should you choose to work with them after an allegation. This includes access to follow-up services beyond your initial report. Your safety and wellbeing are of the utmost importance to the BOP. Please reach out to your Executive Staff or any staff member you feel comfortable asking if you have any questions. You have the right to be free of sexual abuse and harassment and we can all work together to keep you safe and healthy.

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

**First Step Act (FSA) & Federal Time Credits (FTC):
General Information**



Admission & Orientation (A&O) Addendum

**FPC Morgantown
Morgantown, WV**

February 2024

First Step Act Admission and Orientation (A&O) Addendum

The First Step Act (FSA) allows eligible inmates to receive Federal Time Credits (FTCs) for successfully participating in approved Evidence-Based Recidivism Reduction (EBRR) Programs and/or Productive Activities (PAs). These credits can be used toward pre-release, community-based placement and/or toward early release to a Supervised Release Term.

What is the PATTERN Risk Assessment?

All sentenced inmates, regardless of eligibility status, will be assessed for risk of recidivism and for their needs. The Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) is the automated recidivism risk assessment tool and part of the Bureau's FSA-approved Risk and Needs Assessment System. The PATTERN tool is completed during the Initial Classification and is used to assign each incoming inmate an initial recidivism risk level of Minimum, Low, Medium, or High. You will receive a General and Violent Risk Level and the higher of the two is your overall Recidivism Risk Level. The resulting recidivism risk level is not to be confused with security or custody level. Risk level is re-assessed at every regularly scheduled program review (commonly called a team meeting) throughout your incarceration with the BOP. Your case manager will discuss your PATTERN results during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you a copy of your PATTERN risk assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

In addition to the PATTERN risk assessment being reviewed during regularly scheduled team meetings, it will also be automatically reviewed during the monthly auto-calculation of Federal Time Credits to capture changes in risk level elements since the last team. For example, program completions, clear conduct or sanctioned incident reports, and birthdays (age). While this new automation will allow for changes to be credited closer to their occurrence, it will also ensure that changes are credited for the FSA Assessment. This automation applies to all inmates whether in the institution, pre-release placement, on writ, in-transit, etc.

What is the SPARC-13 Needs Assessment?

The Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) is the Bureau's needs assessment system. It is used to assess inmates in 13 need areas to focus recommended programming to reduce the risk of recidivating. Portions of the SPARC-13 assessment require the inmate's active participation. **Failure on the inmate's part to complete the self-assessment surveys timely will delay completion and negatively impact the inmate's ability to begin earning FTCs as the inmate will be considered to have "opted out," and therefore will be in non-earning status regardless of eligibility to earn FTCs.**

What does this mean? **If you do not complete the surveys, which are found on the Trust Fund Limited Inmate Communication System (TRULINCS), you will NOT earn FTCs.** Do not wait until your Initial Classification to complete the surveys. The sooner they are completed, the better. If you are having difficulty finding the surveys, opening them, or understanding the questions, please talk to your unit team.

Based on the results of your initial Needs Assessment, staff from the different departments will make program recommendations to assist you in reducing your risk of recidivism. Your needs are re-assessed at every regularly scheduled program review meeting throughout your sentence and program recommendations will be adjusted based on changes in your need areas. Your case manager will discuss your SPARC-13 results as well as the program recommendations during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you a copy of your Needs Assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

Similar to the monthly automated review of the PATTERN risk assessment, the SPARC-13 Needs Assessment will be automatically reviewed during the monthly auto-calculation of Federal Time Credits to captures changes in your Needs Assessment.

What if I'm back in prison (violation or new criminal conviction), do I have to redo the self-assessment surveys that I completed last time?

YES. When you release from BOP custody, everything related to FSA is closed out. If you return to custody, everything starts over.

What are the 13 areas the SPARC-13 Needs Assessment looks at?

Anger/Hostility*	Family/Parenting*	Rec/Leisure/Fitness
Anti-Social Peers*	Finance/Poverty	Substance Use
Cognition*	Medical	Trauma
Dyslexia	Mental Health	Work
Education		

*Self-Assessment Surveys completed on TRULINCS. While the completed assessment information is uploaded monthly, you are given credit based on the day you completed the surveys – not the date it was uploaded.

What is an Evidence-Based Recidivism Reduction (EBRR) Program?

An EBRR Program is a group or individual activity found in the FSA Approved Programs Guide where

research has shown that participation reduces, or is likely to reduce, recidivism. Some examples of EBRR Programs are:

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management
- Life Connections
- UNICOR Employment

What is a Productive Activity (PA)?

A PA is a group or individual activity found in the FSA Approved Programs Guide that enhances skills to address identified needs and allows an inmate to remain productive and thereby maintain, or work toward achieving, a minimum or low risk of recidivating. Some examples of PAs include:

- Alcoholics Anonymous (AA) Support Group
- Bereavement Support Group
- Circle of Strength
- Franklin Covey 7 Habits on the Inside

What is a non-FSA Program?

These are the other programs and activities offered which are for the purposes of reducing idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

- Productive, free-time activities (e.g., recreation, hobby crafts, or religious services)
- Family interaction activities (e.g., social visiting)
- Personal growth and development classes (e.g., adult continuing education classes)
- Institution work program
- Community service projects

What is an FSA Assessment and when does it occur?

The FSA Assessment brings everything together: PATTERN, SPARC-13, and EBRR/PA program participation. The FSA Assessments are independent, automated, and coincide with the Initial Classification and Program Review timeline. This means the initial FSA Assessment occurs 28 days after your arrival at your designated facility. Subsequent FSA Re-Assessments occur every 180 days, if you are more than 12 months from your projected release date, and every 90 days, if you are under 12 months from release.

Because FSA Assessments are automated, this means if your team meeting is late because your case manager is out sick or you miss it because you're out on writ or in-transit to another facility, your FSA Assessment will occur based on the most recent information in your record. And, with the enhanced automation in the PATTERN and SPARC-13 tools, those will also be updated even if you're not in your

institution, or if your case manager is out sick.

Who is NOT eligible to earn FTCs?

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates
- U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates
- D. C. Code Inmates*

Your case manager will discuss your eligibility status during your Initial Classification. If you believe you are eligible, ask your case manager which offense and/or sentence makes you ineligible to earn time credits. Remember your ineligibility is based on either your conviction and/or your court of jurisdiction.

*D. C. Code inmates: In late Spring 2023, the D. C. Government passed statute which would allow eligible individuals to earn time credits. Unfortunately, the statute, as passed, did not provide the same level of detail and structure which was included in the Federal statute. Currently, the Bureau is working with the D. C. Government to determine eligibility criteria to earn and apply credit. As more information becomes available, it will be distributed.

What if I have consecutive charges and one of them is on the disqualifying list, but the other isn't; will I earn credits?

The short answer is no. Whether you have multiple counts, multiple J & Cs, and/or multiple jurisdictions, you are serving a single, aggregated term of incarceration. The review for eligibility is based on your term of incarceration. You are either eligible or you are not. This means if one count, one J & C, or one jurisdiction is ineligible to earn time credits, then your term of incarceration is ineligible.

Also, if you are convicted for new criminal conduct while serving your sentence, whether your sentence is run concurrently or consecutively, and if the new conviction is for an ineligible offense, the whole term of incarceration becomes ineligible for earning FTCs. For example, USC 18 § 1791, Providing or Possessing Contraband in Prison (weapon, cell phone, tobacco, alcohol, etc.) is a disqualifying offense. Even if you only received a short sentence of a few months, it will disqualify you from being able to earn credit or apply any credit you may have already earned.

When do I start earning FTCs?

You will earn your first FTCs once you complete 30 programming days. You can start earning programming days AFTER you arrive at your designated institution, your PATTERN Risk Assessment and SPARC-13 Needs Assessment are completed, and you agree to participate in recommended

programming. This means you cannot begin earning programming days and time credits while in pretrial or holdover status, even if you are being held in one of the Bureau's Detention Centers or Jail Units. The reason is simple, the FSA Assessment process begins after you arrive at your designated facility and begin the intake and Initial Classification process.

The only thing which will delay you accumulating programming days is not completing the self-assessment surveys on TRULINCS or refusing to complete the Trauma or Dyslexia Need Assessments. Those elements of the FSA Assessment which are completed by staff have no impact on your ability to accumulate programming days. This means whether your Initial Classification is completed days after your arrival or not until day 27, you will still begin accumulating programming days as soon as you complete the four self-assessment surveys.

What if I'm back in prison and had FTCs I didn't get to use before I released last time?

Credits can only be earned and used during your current term of incarceration. Once you are released from your current term, time credits cease to exist. If you return to custody, you start over.

If I'm eligible to earn FTCs, do I earn FTCs the whole time I'm in prison?

Not necessarily. There are situations where an inmate is unable or unwilling to participate in programming, and therefore, will not earn FTCs. Those situations include:

- Disciplinary Segregation
- Designation outside the Institution (outside hospital, furlough, etc.) *
- Temporary Transfer to another Federal or a non-Federal agency (Fed Writ, State Writ, IAD, etc.) *
- Placement on a Mental Health/Psychiatric Hold
- Detention as a material witness or for civil contempt
- Placement in civil commitment
- Opting Out (see definition below)
- Refusal to participate in required programs (e.g. Inmate Financial Responsibility (FRP), Drug Education, Second Chance RRC placement, etc.)

*Any part of a day, is considered a day. Therefore, if you are at your designated facility for some portion of the day, you will still be given credit for that day. Remember, you have to accumulate 30 programming days to earn FTCs. This means, for example, if you are admitted to an outside hospital on a Friday and return to the institution on Monday. You are losing two programming days (Saturday and Sunday) – not Time Credits.

How many FTC days can I earn?

The number of FTCs earned is based on the length of your incarceration and your total number of programming days. The statute limits the number of earned time credits to "an amount that is equal to the remainder of the prisoner's imposed term of imprisonment." What does this mean? You can only apply

time credit up to the amount of time remaining to serve. If for example, you have earned 310 days of time credits toward early release and then receive a sentence reduction which creates a new statutory release date which is only 9 months away (approximately 270 days), your FTCs will be applied to the new date; you will be an immediate release, and the 40 days left over will just disappear with your release.

What is “Opting Out?”

You are opting out if you refuse to participate in or complete any EBRR programs or structured, curriculum-based PAs recommended based on an identified need. You are also considered to be opting out if you refuse to participate in or fail to complete any portion of the Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13), the Bureau’s Needs Assessment system.

Based on the results of your Needs Assessment, staff will recommend you participate in EBRR programs and/or PAs to address your needs. If you decline to participate in an EBRR program or PA which has been recommended based on a specific identified needs area, you will be considered opted out, and therefore, in non-earning status regardless of eligibility to earn FTCs.

Can I earn FTCs while waiting for a program?

Yes. You will remain in FTC earning status while on a waitlist for EBRR programs or PAs recommended based on your needs assessment if you have not refused to participate. However, if you later refuse to participate in the recommended EBRR program or PA for which you were on a waitlist, you will be considered declined, or opted out, for the entire waitlist period.

The waitlist period is defined in terms of the corresponding need area(s). When an inmate declines participation after being on a waitlist, the auto-calculation application will first identify any need areas associated with the declined program and then identify the oldest waitlist associated with the need area(s). Any credits earned since the oldest waitlist associated with the need area, without intervening participation, will be rescinded to reflect the inmate’s refusal.

This means that any credits earned during the waitlist period will be removed to reflect your refusal/opting out.

How do I earn my credit?

FTCs are awarded based your eligibility to earn credit, completion of the PATTERN and SPARC-13 assessments, and ongoing participation in programs designed to reduce the risk of recidivating. Once you are in earning status, you will remain in earning status unless or until your status changes as previously described.

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a completed 30-day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will

post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle.

For example: If the first monthly posting of FTCs occurs only five days after you go into earning status, no FTCs will post to your record as you have not yet accumulated 30 days in earning status. However, those five days will carry over to the next monthly cycle, and you will receive the FTCs at the end of the second month. If later, you go into FRP Refuse or decline a recommended needs-related program and go into opt out status, you will no longer be in earning status, and therefore, you will stop accruing days toward FTCs and no FTCs will post to your record. Once you return to earning status, you will resume accruing days toward the earning of FTCs.

Along with other enhancements to the FSA Assessment process, beginning later in 2024, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the “carried over” programming days and post Time Credits to your record sooner.

How will I know how much credit I’ve earned?

At each team, you will receive a copy of the Federal Time Credits Worksheet. This worksheet will include, among other things:

- FTC days earned toward early release and toward RRC/HC placement
- Number of accrued and disallowed programming days
- Whether you are eligible to apply credits toward release, and if not eligible, the reason
- Accruing and disallowing time frames, total number of days, and reasons for disallowances
- FSA Assessment and the Recidivism Risk Level at the time of the Assessment
- FTC Earning Rate

In 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

How do I earn 15 days of credit instead of 10 days?

Whether you earn 10 or 15 days of FTCs depends on your PATTERN Recidivism Risk level at the time of the FSA Assessment. All eligible inmates will earn 10 FTC for every 30 days in earning status. Once an inmate has maintained Low or Minimum risk for two consecutive FSA Assessments, the inmate can begin earning 15 FTCs for every 30 days in earning status.

Can I lose FTCs?

Yes. You can be sanctioned to Loss of FTCs by the Disciplinary Hearing Officer (DHO) for an incident report. However, you can appeal the loss through the Administrative Remedy Process. More importantly, you can request to have those lost FTC days be restored or given back **AFTER** you have maintained clear conduct for two consecutive FSA Assessments.

If I lost FTCs because I refused to take a recommended program, can I get those days restored?

You didn't lose FTCs because you refused a recommended program, you lost programming days which resulted in you not earning FTCs. Because you never earned the FTC days to start with, there is nothing to restore. Remember, if you decline a recommended program, you are "opting out" and therefore are in a non-earning status.

Once I earn FTCs, how do I get to use them?

FTCs are used two ways – early transfer to prelease custody (halfway house or home confinement) or early release to your Supervised Release term. If eligible, the first 365 days of FTCs will be applied to your early transfer to your Supervised Release term resulting in an early release from prison. Any remaining FTCs are applied to pre-release custody resulting in your ability to transfer to halfway house or home confinement sooner than you would have without the credit.

Does everyone get to use their FTCs or are there restrictions?

No – not everyone will get to use the FTC days earned. There are limitations. For an inmate to have up to 365 days of earned FTCs automatically applied to early release, an inmate must meet the following criteria:

- Have a term of Supervised Release to follow the term of incarceration
- Have a low or minimum PATTERN risk level
- Have not opted out or refused to participate in any required program, and therefore, be in earning status

Credit earned in excess of 365 days is applied toward increased pre-release placement in halfway house or home confinement.

If I don't have Supervised Release to follow, do I still get to use my FTCs?

Yes, but they can only be applied to pre-release custody.

What if I am High or Medium Risk? Can I apply the time credits I've earned?

Maybe. If you are High or Medium Risk but have maintained clear conduct and participated in all the recommended programming, you may be able to apply the credits you've earned by petitioning the Warden. In determining whether to approve your petition, the Warden will consider the following:

- Whether you would not be a danger to society if transferred to prerelease custody or supervised release;
- Whether you have made a good faith effort to lower your recidivism risk through participation in recidivism reduction programs or productive activities, and
- Whether you are unlikely to recidivate.

How will you demonstrate this to the Warden? By maintaining clear conduct and by participating in the EBRs and PAs recommended to address your specific Needs. Will maintaining clear conduct and participating in programming automatically mean you will be approved? No. Each case is reviewed individually considering both your history and your time in prison. But, if you haven't maintained clear conduct for an extended period time and/or haven't completed programming, you shouldn't be surprised if your petition is denied.

How do I petition the Warden to apply my Time Credits if I am High or Medium Risk?

Submit an Inmate Request to Staff Member (copout) to your unit team during your regularly schedule Program Review team meeting. The unit team will review your record and make a recommendation to the Warden. The Warden, after reviewing your record and consulting with the Regional Director, will either approve or deny your petition. You will receive a written response from the Warden to your request. During all aspects of this program, you may file an Administrative Remedy if you choose.

Are FTCs applied to my percentage of time served?

No. FTCs applied toward your release date do NOT impact your percentage of time served because FTCs do not change your Statutory Release Date – they only change your Satisfaction Date.

What is an FSA Conditional Release Date?

For eligible inmates who are Low or Minimum Risk, this is a presumed earliest release date you could earn with Federal Time Credits. This calculation makes the presumption that once you are Low or Minimum risk AND in earning status, you will continue to remain in earning status. As a reminder, the FSA Conditional Date, is **NOT** your release date as the credit is only applied as it is earned. Changes in your status (e.g., FRP Refuse, program declines, Disciplinary Segregation, etc.) will result in changes in your conditional date. The FSA Conditional Release Date is for planning purposes only.

Additionally, a second application will project the maximum number of FTCs which can be earned during your term of incarceration. This will assist in determining the earliest eligible pre-release placement date. This means your Unit Team will be able to monitor your projected number of FTCs and submit your RRC referral timely. Remember this is still just a planning tool, if your status changes, the possible maximum number of FTC days will change as well.

What is the maximum number of FTCs that I can earn?

The maximum number of credits an individual can earn varies from person-to-person, but it is being driven by the number of programming days and if/when you drop to low or minimum risk level. But, in all case, the number of FTCs applied cannot be greater than the numbers of days remaining to serve at any point in your incarceration.

Do I earn FTCs while in Halfway and/or Home Confinement?

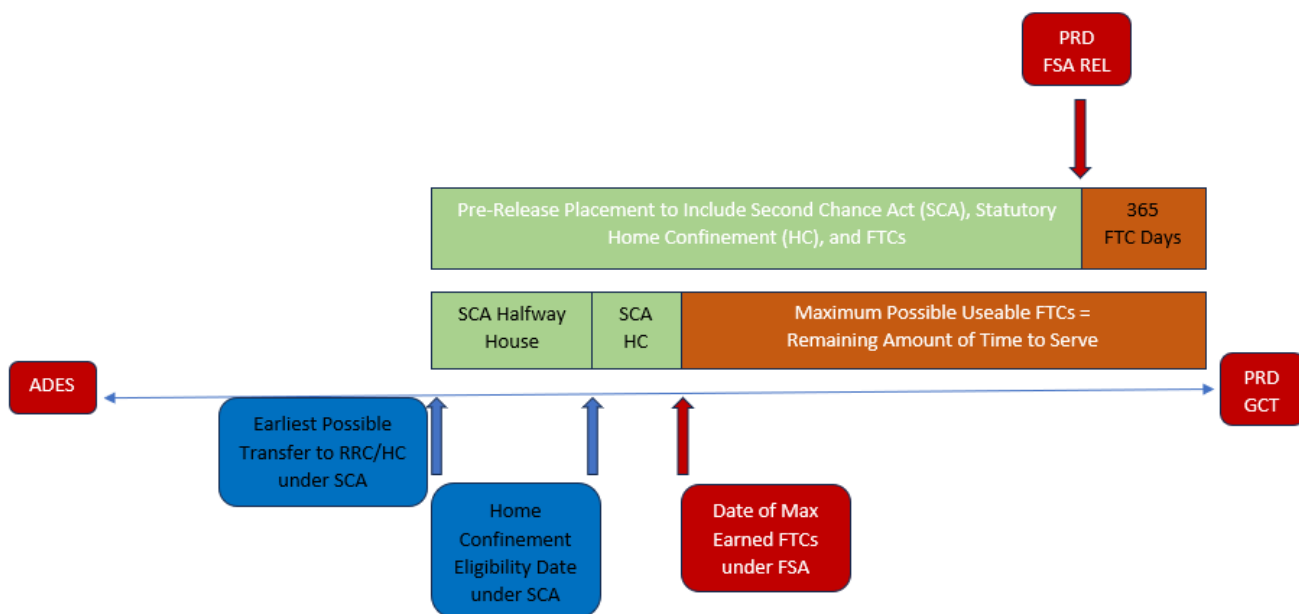
Yes. As long as you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN Risk Level increases to Medium or High Risk for any reason, you will no longer be eligible to apply your FTCs, and may be removed from pre-release placement and returned to the institution.

How does FTCs work with Pre-Release Placement?

Your halfway house and/or home confinement recommendation will include the total number of days recommended under the Second Chance Act, plus the remaining number of FTC days not applied to Supervised Release at the time of the referral.

Do FTCs change my Home Confinement Eligibility Date (HCED)?

Yes and no. Your Home Confinement Eligibility Date is calculated based on your statutory term. FTCs do not impact the number of days making up the eligibility date – that block of days is the same regardless of FTCs earned. What changes is the date itself. This is because the eligibility date is based on the number of days prior to Projected Release Date, and as your release date changes (due to earned FTCs), the Home Confinement Eligibility Date also changes, but the block of days making up the statutory Home Confinement does not. Plus, once you earn FTCs toward early pre-release placement, the Home Confinement Eligibility Date is based on that same block of days, but in advance of the maximum number of FTCs earned.



For example, if you had 60 months followed by a term of supervised release. You would be eligible for about six months of Home Confinement under the Second Chance Act. After you've earned the 365 FTC days toward early transfer to Supervised Release (i.e., early release from custody), you will have enough time remaining to serve to accumulate FTCs toward pre-release placement. If your Unit Team were to also recommend and approved you for a Second Chance Act placement of nine months in addition to your pre-release FTCs, you will have to stay in the halfway house for the first three months as the six-month home confinement eligibility requirement still applies regardless of the number of additional FTCs.

How do unresolving pending charges and/or detainers impact me getting Time Credit?

As long as you are eligible to earn time credits, an unresolved pending charge and/or detainer has no impact. With the exception of inmates with final orders of deportation or removal – determinations made based on documentation provided by Immigration and Custom Enforcement (ICE), unresolved pending

charges and/or detainers will not impact your ability to apply credit toward early release or pre-release placement.

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. **Meaning - if you are in halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.**

Because you are not eligible for a needs-based recommendation under the Second Chance Act, your FSA placement in halfway or home confinement is VOLUNTARY. You can decline the voluntary FSA placement without any negative impact. This means you can still apply your FTCs, up to 365 days, toward early release. Please let your case manager know if you are declining the voluntary FSA placement due to unresolved pending charges or detainers in pre-release custody.

Can I still earn FTCs if I'm eligible to receive the Residential Drug Abuse Program Early Release Benefit?

Yes, but the Residential Drug Abuse Program (RDAP) Early Release Benefit is applied first to your release date, then any FTC days are applied afterwards. This means you must complete all components of RDAP, to include the community-based portion – a minimum of 120-days in the community-based treatment program.

To receive the full benefit of both programs, you must have enough time remaining to complete all required components of RDAP. In the event you do not have enough time remaining after completing the RDAP program to receive both, the number of FTC days applied will be reduced to allow for, at a minimum, the 120-day community-based placement as required under 3621(e).

What about if I have an unresolved pending charge and/or detainer and am eligible for the RDAP early release benefit? How will that impact my time credits?

Because of the unresolved pending charges and/or detainer, your RRC/HC placement will be strictly based on your FTCs. Accordingly, you must have at least 120 FTC days for placement in the RRC/HC. The auto-calculation application is designed to limit the number of FTC days applied toward early release to ensure the 120-day RRC/HC requirement, and then will make all the remaining FTC days available toward RRC/HC placement. This limitation will be based on your expected institution RDAP completion date. Once you have an RRC/HC placement date, your Unit Team will submit updated documentation to DSCC so that your sentence comp can be updated. Remember - the amount of time remaining to serve once you complete RDAP will determine how many of your FTC days you will be able to apply. This information can be found on your FTC Worksheet.

Questions?

If you have questions about any aspect the First Step Act or the associated Federal Time Credits, including eligibility, requirements, or limitations, and/or programs, please talk to your unit team. They will either be able to answer your question or direct you to staff in the department that can assist you.



U.S. Department of Justice

Federal Bureau of Prisons

Office of the Director

Washington, DC 20534

May 22, 2023

MEMORANDUM FOR ALL INDIVIDUALS IN OUR CUSTODY

FROM: COLETTE S. PETERS, DIRECTOR

SUBJECT: SUICIDE PREVENTION

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

Incarceration is difficult. Many individuals experience a wide range of emotions, including sadness, anxiety, loneliness, anger, and shame. Some individuals fear for their safety, which can make incarceration seem impossible and overwhelming. Additionally, struggling with substance use or withdrawing from using substances can cause physical pain and difficulty thinking clearly. At times you may feel hopeless about your future and your thoughts may turn to suicide or self-harm. If you are unable to think of solutions other than suicide or harming yourself, it is not because other solutions do not exist; it is because you are currently unable to see them. Do not lose hope. Solutions can be found, feelings can and do change, and help is available.

Bureau employees are a key resource available to you. Every institution is staffed with psychologists who provide counseling and other supportive mental health services. If you want to speak with a psychologist, you have several ways to contact them. You can write a request for services by emailing or writing the Psychology Services Department, or you ask another employee to contact a psychologist to speak with you. If you are in crisis, please let them know your request to speak with a psychologist is due to an urgent need or share that you are currently experiencing thoughts about suicide or harming yourself. Even if a psychologist is not immediately available, other employees can assist you by providing a safe environment until you can speak with a psychologist about your thoughts and feelings.

Psychologists are not the only Bureau employees available to support you or help you look for meaning and purpose during your incarceration. All employees are available to help connect

you to services you need to be successful and healthy. Religious Services can help you find meaning through your spiritual beliefs. Unit Team members can assist in maintaining family connections. Education, Recreation, and work detail supervisors can help you gain valuable skills that provide meaning and confidence.

Every day, individuals in custody find the strength and support to move ahead in a positive direction, despite their challenging circumstances. Wherever you are, whatever your circumstances, my commitment to you is the same. I want you to succeed. I want you to move forward to a life worth living.