

Table of Contents

Introduction	1
Intake, Classification, and the Unit Team	1
General Functions of Unit Staff	1
Unit Activities	2
Daily Inmate Life	2
Inmate Personal Property List Approved for General Population	3
Quarter Rules	4
Commissary Operation	6
Laundry Operation	7
Security Procedures	7
Programs and Services	8
Education Programs	8
Recreation Programs	
Psychology Services	11
Sexual Abuse/Assault Prevention and Intervention Program	13
Food Service	15
Unit Management Programs	15
Religious Programs	16
Pest Control	16
Medical Services	16
Contact with the Community and Public	20
Inmate Telephone System	24
Visitation	25
Access to Legal Services	27
Problem Resolution	29
Release	30
UNICOR Hiring Procedures	37
Disciplinary Procedures	37
Special Housing Unit	46
Conclusion	47

Approved by:

_____ D. Drew, Warden

INTRODUCTION

The material in this handbook will help you understand what you will encounter as you enter prison and, hopefully, will assist you in your initial adjustment to institution life.

In the event any information in this pamphlet conflicts with BOP Program Statements and Supplements, the policies and regulations set forth in the BOP Program Statement will prevail.

The Executive Staff and Departments Heads can assist you with a healthy transition to and from prison, as well as facilitate conflict resolution.

This Facility is a Tobacco Free, Smoke Free Facility. Possession or Use of Tobacco is NOT authorized and violations will be strictly enforced.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation: You will be given a social and medical screening at the time of arrival. You will be immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

For the first few days of your stay at this institution, you will be initially assigned to the Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding this facility. Also, you will hear lectures from staff regarding programs and departments at this facility. At the end of the A&O Program, you will be assigned to a job. If you are not on a Call-Out for A&O screening, you will report to the unit officer daily for a work assignment in the unit. Your cell will be ready for inspection at 7:30 a.m. prior to reporting to the officer.

Housing Disabled Inmates: For those inmates that have been determined to be disabled, you will be placed in one of the lower tiers.

Classification Teams (Unit Teams): Almost all Bureau of Prisons institutions are organized into a Unit Management System. There are twelve (12) units at FCI Bennettsville. A unit is a self-contained inmate living area. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff typically includes the Unit Manager, a Case Manager, a Counselor, and a Unit Secretary. The Education Advisor, Psychologist, and Unit Officer are also considered to be Unit Staff and make programming recommendations to 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 in setting and attaining goals while in prison. Ordinarily, a member of the Unit Staff will be at the institution every day; a Unit Staff work schedule is posted on the unit bulletin board in each unit.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: Unit Managers are the administrators of the general units and oversee all unit programs and activities. As Department Heads at the institution, they have a close relationship with other departments and personnel. Unit Managers are "Chairpersons" of teams. They review all team decisions and chair the Unit Discipline Committee.

Case Manager: Case Managers are responsible for all casework services and for classification material, progress reports, release plans, correspondence, and other materials relating to an inmate's commitment. They are responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a department head who provides technical assistance to Unit Staff regarding Case Management procedures) with reference to specialized Case Management duties. Case Managers serve as a liaison between the inmate, the administration, and the community. They are frequent members of the Unit Discipline Committee.

Counselor: Counselors provide guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. They are members of the Unit Team and frequent members of the Unit Discipline Committee. The counselor visits inmate work assignments regularly and provides leadership and guidance to other staff in the unit.

Unit Secretary: The Unit Secretary performs clerical and administrative duties. These duties include preparation of reports and correspondence, creation and maintenance of central files, and general filing.

Unit Officer: The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. In conjunction with Unit Team Members, they have safety, security, and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during their unit assignment.

UNIT ACTIVITIES

Unit Program Schedules: A schedule of unit activities and programs is posted on each bulletin board throughout the institution to inform you of that particular units' unit based activities and programs developed and implemented by the unit team.

Unit based program schedules will be listed on the bulletin boards. Inmates may request participation via an Inmate Request to Staff Member.

Program Reviews: If you have one (1) year or less remaining to serve on your sentence, you will have a scheduled program review every 90 days. If you have more than one (1) year remaining to serve on your sentence, you will be scheduled for a program review every 180 days. These meetings are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. Attendance is mandatory for all program review (team) meetings.

Unscheduled Program Reviews: Inmates or staff may request an unscheduled program review. An inmate must provide a compelling rationale to the unit team demonstrating his need for an unscheduled program review. A request is submitted to the case manager via Inmate Request to Staff Member (copout). The unit manager is the approving official.

Postage for Indigent Inmates: An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters (5) per 30 days at government expense. The request for postage will be made to the Unit Manager.

Inmate Savings Account: Unit teams can assist you in establishing a savings account with a local financial institution. Please see your Unit Counselor for eligibility requirements.

Town Hall Meetings: Town Hall meetings are held periodically to inform you of any issues or changes in policies and procedures. You are encouraged to participate and ask pertinent questions. These questions should pertain to the unit as a whole rather than personal questions or problems.

Treaty Transfers for Non-U.S. Inmates: If you are not a U.S. citizen, you may be eligible for a transfer to your home country to serve the remainder of your sentence. This is only possible if your country has a formal prisoner exchange treaty with the United States. The Unit Team is the source of information about these transfers and can tell you if your home country has signed this kind of agreement

and how to apply.

Consular Visits: When it has been determined that an inmate is a citizen of a foreign country, a visit with the consular representative of that country will be allowed on matters of legitimate business. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not prevent you from participating in community activities. If designated as a CIMS case, you will be notified by your Case Manager.

Parole: See your Unit Team for further information.

DAILY INMATE LIFE

Inmate Dress Codes: All policy and regulations governing inmate grooming will be adhered to by all inmates at all times. Inmates are required to wear their Inmate Uniform properly and in its entirety when working, regardless of their duty hours. All inmates must wear their Inmate Uniform properly and in its entirety during Noon Mainline M-F (the only exception to this is if the inmate has a soft shoe pass and has not been issued soft shoes from medical, then they may wear their athletic shoes with their uniform). **All** inmates must have their shirts tucked in M-F during normal working hours 7:30 a.m. - 4:00 p.m. regardless if they are in their Inmate Uniform or in their recreational clothing. The only exception to this would be if they are playing a sport in the recreation area. Khaki shirts are to be worn by all inmates assigned to a work detail. Inmates may wear sweat shirts or thermal underwear underneath their khaki shirts. T-shirts may be worn by inmates in route to the recreational yard and back to their units. Tank tops and sleeveless shirts are permitted only in Recreation. Inmates assigned to outside work details must be dressed in full uniform. Inmates in off-duty status, during normal 7:30 a.m. to 4:00 p.m. business hours, may wear personal athletic clothing in the housing units, in route to recreation, and in the recreational areas only. No personal clothing will be altered or marked with any designs or markings. Unless taking a shower in the housing unit, inmates are required to wear shirts at all times. Under no circumstances are inmates to go shirtless on the recreation yard or in the recreation building.

Non-business hours are defined as those hours after 4:00 p.m.,

weekends, and holidays. The type of clothing worn during these hours is optional for all off-duty inmates. Underclothing, except T-shirts, will not be worn as an outer garment. Authorized sports clothing (e.g., sweat pants, athletic shorts, sweat suits, etc.) may be worn, with the exception of tank tops. Shorts are limited to ones purchased through the commissary (refer to the approved Property List for retention in General Population). Clothing such as sweat pants, khaki pants, and sweat suit pants that have been cut into shorts are not allowed and are considered altered clothing.

Inmates considered to be on duty status, such as food service workers, must wear the prescribed work uniform regardless of the time or day of the week.

Wave caps (“doo rags”) are only authorized for wear in your assigned unit after 4:00 pm. This type of headgear is not allowed on the compound or recreation areas at any given time. There will be no exceptions to this rule.

With the exception of the housing units and recreation, inmates are not to be in possession of headphones during normal business hours.

THESE DRESS CODES ARE IN EFFECT BOTH ON THE COMPOUND AND IN THE DINING HALL.

Personal Hygiene: The articles necessary for maintaining personal hygiene will be made available to you, e.g., toothpaste, toothbrushes, combs, razors, and soap. Like items will also be available for sale through the Commissary. There are no restrictions for hair length, but your hair must be kept neat and clean. A Barber Shop is available for inmate use. The hours of operation will be posted in each of the housing units and in the Barber Shop. **We strongly encourage good personal hygiene at all times.**

Personal Property Limits: Items which may be retained by you are limited for sanitation, security, and safety reasons. These limitations are to ensure that excess personal property is not accumulated, which could constitute a fire hazard or impair staff searches of your living area (please refer to the approved personal property list for general population.)

Any inmate personal property not authorized at the time of admission can be replaced and purchased through the institution commissary. The only exceptions are medical devices and release clothing. All personal property, including commissary items, will be stored in your locker. Boxes, wooden items, and paper or plastic bags may not be kept within the living quarters. You are reminded that everyone occupying a cell is responsible for the contents in said cell unless secured inside a locked locker.

INMATE PERSONAL PROPERTY LIST APPROVED FOR RETENTION IN GENERAL POPULATION

The amount of personal property an inmate may retain is limited to the following listed items (consult the Institutional Supplement for more information concerning personal property):

W = White
G = Grey
C = Commissary Only

CLOTHING:

- Cap, Baseball, W/G (no logos) (C)(1)
- Shoes, Athletic, W (no pumps/no pockets) (C)(2pr)
- Shoes, Shower, W/G (C)(1pr)
- Shoes, Work (C)(1 pr)
- Shorts, Gym, W/G (C) (2)
- Socks, Tube, W (C)(5)
- Sweatshirt, G (pullover/no hood/cotton/no logos)(C)(2)
- Sweat pants, G (cotton/no logos) (C)(2)
- T-Shirts W/G (C)(5)
- Underwear, W (boxers or briefs) (C)(7)
- Handkerchief, (white only) (C)(5)

PERSONALLY OWNED ITEMS:

- Address Book (C)(1)
- Alarm Clock (non-electric) (C)(1)
- Bag, Athletic Tote (C)(1)
- Batteries (C)(4)
- Books (hard/soft) (5)
- Book/Reading Light (C)(1)
- Bowl (plastic/24 oz or less) (C)(1)
- Calendar, Small (1)
- Comb/Pick (plastic) (C)(2)
- Combination Lock (C)(1)
- Shaving Bag (C)(1)
- Cup (plastic) (C)(1)
- Dentures (1 set)
- Earplugs (C)(1 set)
- Envelopes (C)(1box)
- Eyeglasses no stones (2 pairs)
- Eyeglass Case (2)
- Hairbrush (C)(1)
- Headphones (C)(1)
- Jug (See through plastic/1 gal) (C)(1)
- Laundry Bag (mesh) (C) (1)
- Letters (25)
- Mirror (small/plastic) (C)(1)

Pen, Ballpoint	(C)(2)
Pencils	(C)(2)
Photo Album/Scrapbook	(C)(1)
Photos (single-faced)	(25)
Picture Frame (clear plastic)	(C)(2)
Playing Cards (decks)	(C)(2)
Wallet (small)	(C)(1)
Radio W/Earplugs (walkman-type)	(C)(1)
Stamps (1 st Class) total equivalent	(C)(60)
Sunglasses (non-reflective)	(C)(1)
Towel (white/large)	(C)(1)
Watch (\$100 maximum value, electronically unsophisticated, i.e. inability to send signals, store information)	(C)(1)
Watchband	(C)(1)
Wedding Band (no stones/white/yellow metal)	(1)
Writing Tablet	(C)(2)

HYGIENE ITEMS:

Dental Floss and/or Pick (unwaxed)	(C)(1)
Denture Adhesive	(C)(1)
Denture Brush	(C)(1)
Denture Cleaner/Powder	(C)(1)
Denture Cup	(C)(1)
Deodorant	(C)(2)
Hair Oil (nonflammable, non-alcohol)	(C)(1)
Lotion, Skin (moisturizing)	(C)(1)
Nail Clippers (no file)	(C)(2)
Razor Disposable	(C)(1)
Scissors, Mustache (blunt tip)	(C)(1)
Sewing Kit	(C)(1)
Soap, Bar	(C)(3)
Soap Dish	(C)(1)
Toothbrush	(C)(1)
Toothbrush Holder	(C)(1)
Toothpaste (tubes)	(C)(2)
Tweezers (blunt tip)	(C)(1)

RECREATIONAL ITEMS:

** Items available through SPO

Athletic Supporter	(C)(2)
Gloves (handball)	(C)(2)
Headbands/Sweat bands (white)	(C)(2)
Knee/Hand Wraps	(C)(2-1 pr)
Racquetballs	(C)(4)

APPROVED RELIGIOUS ITEMS:

Islamic Kufi B/W	(3)
Jewish Yarmukle B/W	(3)

Rastafarian crown multi colored Y/G/R/B	(3)
Native American Headband multi colored	(3)
Cross	(1)
Prayer Rugs	(1)
Small Pendants (without stones)	(1)
Beads	(1)
Religious Medallion	(C)(1)
Prayer oil	(C)(1)
Phylactery	(1)
Native American medicine pouch	(1)
Native American spiritual eagle feather	(1)
Button with religious symbol	(1)
Ceremonial headwear - Turban, Fez R	(1)
Religious picture - 5x7 or smaller	(1)
Prayer shawl	(1)
Ceremonial Shirt	(1)

OTHER ITEMS:

Chocolate (instant)	(C)(10Packets)
Coffee (instant/jar/container, unopened)	(C)(1)
Coffeemate (jar/container, unopened)	(C)(1)
Tea (instant/jar/container, unopened)	(C)(1)

QUARTERS RULES

Wake Up: General wake-up at FCI Bennettsville is 6:00 a.m. The unit is opened for breakfast by the Unit Officer. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who are unable to maintain their rooms or arrive at work on time will be subject to disciplinary action.

Communications: The unit bulletin boards contain written communications of interest. Unit Staff work schedules, weekly Food Service menus, Call-outs, Change Sheets for the following day, Program Review Dockets, and much more will be posted on the unit bulletin boards. It is recommended that you check the bulletin boards twice a day. These notices are not to be removed.

Storage Space: Storage space consists of an individual locker. Locks may be purchased in the institution commissary. Under no circumstances will any material be accumulated to the point where it becomes a fire, sanitation, security, or housekeeping hazard.

Clothing: All personal property is to be neatly stored in your locker. One hanger of clothing per inmate may be hung on the wall hooks. Footwear will be stored in a row, under the bed. Civilian clothing is not authorized.

Legal Materials: You are allowed to maintain legal materials in your locker. They should be related to active cases only and kept to a reasonable amount. Staff may authorize additional storage space on a temporary, short-term basis to any inmate who demonstrates a need for additional material in connection with an inmate's ongoing litigation.

Commissary Items: The total value of your accumulated, consumable Commissary items will be limited to the monthly spending limitation. Special limits on various items may apply. Please refer to the approved Property List for retention in general population.

Radios and Watches: You may not own or possess more than one (1) approved radio and/or watch at anytime. Proof of ownership through appropriate property receipts will be required. You may not have in your possession radios and watches which are worth more than \$100. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with your register number. Only walkman-type radios are permitted. Watches must be electronically unsophisticated, i.e., unable to send signals or record information. Inmates may not give any items of value to another inmate (e.g., radios, watches, and/or commissary items). No battery packs will be authorized.

Jewelry: You may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones. These items may not exceed \$100 in value.

Food Storage: Food items left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and must be thrown away.

Letters, Books, Photographs, Newspapers, and Magazines: You will be limited to the following accumulations. You are not permitted to tack, staple, or tape items to any surface. You may maintain the following amounts:

Letters	25
Newspapers	5
Magazines	5
Photos	25
Books	5

Room Sanitation: It is your responsibility to check your living area immediately after it is assigned. You are to report all damages to your Unit Team. You may be held financially liable for any damages to your personal living area. Other rules regarding this subject are stated in this section under "Quarters Rules."

You are also responsible for dusting, sweeping, mopping, waxing,

buffing, removing trash, and keeping your personal area clean and neat. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. You will not be allowed to tape any item on the walls in your unit. If you do not maintain a high level of sanitation, you will be moved accordingly to a new room assignment in order to facilitate a change in your sanitation level.

Orderlies work full-time schedules and are responsible for the unit's sanitation. However, it is your responsibility to keep your room clean. Trash and wastebaskets are to be emptied and cleaned prior to 7:30 a.m. each day. Your room will be cleaned daily to include the dusting of your window, furniture, baseboards, air conditioning vents, and light fixtures. Floors will be swept and mopped daily. Walls will also be cleaned daily. Air-conditioning vents will be kept clear of all debris and not be clogged or blocked with any paper, cardboard or fabric sheets.

Beds will be made each weekday by 7:30 a.m. On weekends and holidays, your bed must be made when you leave your room or no later than the 10:00 a.m. count. Inmates assigned to the night shift will be allowed to sleep on top of a properly made bed during the day. Beds will be made military style with the blanket used as the top cover. The extra blanket will be neatly folded at the foot of your bed. Mattresses and pillows will not be removed from the room. Mattresses, blankets, and/or towels will not be placed on the floor. Personal property left lying on the bed is prohibited. Dirty clothing may be hung in a laundry bag on a hook on the wall. Shoes will be neatly arranged underneath the bed.

Inmates will be advised of room sanitation discrepancies and immediate corrective action must be taken. Failure to maintain appropriate unit/room sanitation may result in disciplinary action.

Showers: Showers are opened and closed as posted on the shower stalls of each unit.

Room Visitation: Visiting is prohibited in other units, which also includes the other wing of an inmate's assigned unit. An inmate found in a wing or unit other than his assigned wing of a unit is considered to be in an unauthorized area. Additionally, the sidewalks leading to other units are off limits, and appropriate sanctions can be levied.

Exercise: Exercise should be done on the recreation yard, not in the unit. You are not authorized to work out in the unit.

Televisions: Televisions may be viewed in the unit activities area during established off-duty hours. TV hours will terminate at 11:30

p.m. During television viewing, any chair that is unoccupied in the television area for ten (10) minutes will be confiscated with the exception of the following instance: a brief visit to the restroom. When the first infraction occurs, your chair will be confiscated for three (3) days. Any other infraction will result in an incident report. Televisions in the units will remain off from 7:30am to 10:00 am during work days for unit cleaning.

Quiet Time: Card games and approved games may be played during established hours, providing appropriate noise levels are maintained. Personal radios may be played, but headphones must be used. Lights in the unit will turn on at 6:00 a.m. and turn off at 10:00 p.m. Quiet time within the unit from Sunday to Saturday will be observed between the hours of 10:00 p.m. and 6:00 a.m. All inmate activity will be terminated during this time period. The lights, with the exception of the individual cell lights and laundry room, will be turned off at this time.

COMMISSARY OPERATION

Deposits to Commissary Accounts: Deposits to Commissary accounts from outside sources will be made through the mail to the National Lockbox, or through Western Union. All deposits must be completed with your committed name and register number. If information is missing, the negotiable instruments will be returned to the sender with a letter of explanation. A copy of this letter will be sent to you. The following is the proper way in which to address all envelopes to the National Lockbox:

Federal Bureau of Prisons
Inmate Name
Inmate Register Number
P.O. Box 474701
Des Moines, Iowa 50947-0001

Your family must not enclose any letters or items of a personal nature as they will not be forwarded to you. Your committed name and register must be on all negotiable instruments that are sent. You must instruct your family to place their return address and name in the upper left corner to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account.

U.S. Postal Money Orders, U.S. Treasury Checks, State Checks, and cash will be immediately deposited to your account with no holding period. All personal checks and other type of money orders will be held at least 15 calendar days before being credited to your account. All foreign checks will be held for 60 calendar days.

Funds transferred from other federal institutions using the Inmate Account Transfer Module (IATM) system will be deposited to the appropriate Commissary accounts daily. If your money is not posted within one week after your arrival, contact the business office via Inmate Request to staff.

Commissary Fund Withdrawals: Requests for Withdrawal of Inmate's Personal Funds will be processed within one (1) week of receipt by the Financial Management Department. Withdrawal forms must be generated using the TRULINCS system, with the exception of inmates housed in the Special Housing Unit who must utilize a BP-199 form. Inmates will be authorized to send personal funds to any authorized recipient. Authorized is defined as any entity that has been verified by the inmates PSI, background check, or be verified as an authorized entity by unit staff by means of a telephone call or correspondence. The assigned unit counselor will verify the recipient as an authorized entity prior to routing for signature approval. This procedure is for the purpose of preventing continued criminal activity. Withdrawals may be approved for sending money to family members, friends and dependents, postage, court costs, attorney fees, birth certificates, expenses for emergency bedside visits, funeral trips, legal books, legal copies, education, etc.

Account Inquiries: All inquiries regarding the status of your commissary account shall be addressed to your Unit Staff or the Financial Management Department using a BP-148, Inmate Request to Staff Member.

Commissary Policies:

1. If you leave the commissary, once your list has been submitted, your list will be voided and you will not be allowed to shop until your next assigned shopping day.
2. Prices are subject to change without notice.
3. All Sales are final.
4. All ice cream flavors will not be available all the time; they will be rotated regularly.
5. You are allowed to shop once per week and only on your assigned shopping day.

No additions to your list once it has been submitted.

Spending Limitations: You are permitted to spend up to \$290 each month for regular and special purchases. Stamps and phone time are excluded from this spending limitation.

Commissary Hours/Procedures:

Monday through Thursday

11:00 a.m. - 7:00 p.m.

Friday

10:30 a.m. - 12:00 p.m. Special Purpose Order Sales

Open house hours for the Commissary are as follows:
Friday 10:30 a.m. to 12:00 p.m.

Monthly re-validation dates (the monthly date which your Commissary spending limit is renewed) are based on the fifth digit of your register number and are as follows:

- 0 - 1st day of the month
- 1 - 4th day of the month
- 2 - 7th day of the month
- 3 - 10th day of the month
- 4 - 13th day of the month
- 5 - 16th day of the month
- 6 - 19th day of the month
- 7 - 22nd day of the month
- 8 - 25th day of the month
- 9 - 28th day of the month

LAUNDRY OPERATION

Laundry Exchange: Dirty laundry will be accepted between 6:30 a.m. and 8:00 a.m. on Mondays, Tuesdays, Thursdays, and Fridays. Linens will be exchanged only on Wednesdays. Your laundry may be picked up the following workday between 6:30 a.m. and 8:00 a.m. There will be no laundry accepted on the scheduled day of linen exchange. Inmates must show their commissary card for any clothing exchange transactions.

Clothing Exchange: Inmate clothing exchanges will be accomplished by submitting an Inmate Request to Staff Member (Cop-out) to the Laundry identifying items and sizes requested. These exchanges will be evaluated thoroughly. Call-outs will be scheduled when items are ready for pick-up. Exchanges will be made on a one for one basis. Inmates will be required to wait at least six (6) months before requesting an exchange.

Accountability: You will be required to sign for your clothing issue. Upon your release, all clothing items will be returned to the institution laundry.

Clothing Identification: All new commitments are assigned a laundry number which corresponds to a numbered bin located in the clothing room. Issued clothing will be tagged with your laundry number and institution number. Socks, washcloth, shoes, and towels will not be tagged.

SECURITY PROCEDURES

Counts: One of the first realities of institutional life is the inmate accountability process. It is necessary for the staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your room until the count is clear. You will be expected to stand at your bedside during the official count at 4:00 p.m. daily. An additional standing count will be held at 10:00 a.m. on holidays and weekends. Other standing counts can and will be called at unscheduled times.

Official counts will ordinarily be taken at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m. Unit Officers and/or Staff responsible for housing units will conduct census checks, in quarters, at approximately 8:00 a.m. and approximately 12:30 p.m., Monday through Friday, excluding holidays and weekends.

Staff will take disciplinary action if you are not in your assigned area during a count or if you leave an assigned area before the count is cleared. If you are in your bed and are completely covered, staff may need to awaken you to verify your presence.

Controlled Movement: All inmate movement within the institution will be controlled by utilizing an hourly scheduled movement system. Movements will begin approximately on the hour and will end ten (10) minutes after the hour. However, you will only have the first five minutes of each movement to depart your location. The movements will also be announced by staff via public address system. Failure to reach your destination within the allotted time will result in an incident report. During the ten minute period of controlled movement, you may move within authorized areas. During all moves, Monday thru Friday 7:00 a.m. to 3:30 p.m., all shirt tails must be tucked inside your pants. All inmates are required to travel through the metal detector when traveling to and from the housing units. Steel-toed shoes will be removed and properly searched. All belongings will also be searched for contraband and unauthorized items.

Any inmate found in a wing or unit or the sidewalk other than that of his assigned unit is considered to be in an unauthorized area, and appropriate sanctions can be levied.

Two Hour Watch Program: Inmates assigned to this program will be provided with a special identification card which must be in their possession at all times, in addition to his regular identification card.

Inmates assigned to the Two Hour Watch Program will be required to find a supervising staff member in the area they are in at the following times of the day.

- 7:30 am
- 9:30 am
- 11:30 am
- 1:30 pm
- 3:30 pm
- 5:30 pm
- 7:30 pm
- 9:30 pm

Restricted Movement: Between the hours of 9:00 p.m. and 6:00 a.m., you are prohibited from being outside your unit unless you are on a work detail or under staff escort.

Adverse Weather: During adverse weather, an announcement may be made to close the compound. You are to return to your assigned housing unit or assigned work detail, during work hours, until the compound is reopened.

Call-outs: The Call-out System is used to schedule and announce appointments to the Hospital, Dental Clinic, Education area, Unit Team meetings, and other activities.

The Call-out sheets will be posted on each unit's bulletin board after 4:00 p.m. on the day preceding the appointment. Generally, all call-outs will be scheduled in conjunction with the controlled movement schedules.

Change Sheets: Change Sheets are posted on a daily basis on the unit bulletin board. This printout indicates changes in job assignments, education classes, quarters, and custody. It is **your responsibility** to check for appointments daily. All scheduled appointments are to be kept. It is also recommended you check the change sheet daily for changes in job, class, quarters, and/or custody level.

Daily Lockdown: Inmates will be locked in their cells daily at 10:00 p.m. Cells will be unlocked each morning.

Work Passes: Work passes will be utilized by Facilities Department staff when dispatching inmate workers to perform tasks throughout the institution during normal work hours.

Contraband: Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff will make an effort to locate, confiscate, and report contraband found in the institution. You are responsible for all items found in your assigned living area. Therefore, you should immediately report any unauthorized item(s) to the unit officer.

All receipts should be kept in your possession after purchasing such items as radios, sunglasses, photo albums, etc. You may not purchase radios or other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institutional rules; the cost of the damage will be levied against you. All nonperishable items in your possession must be documented on a BP-383, Inmate Personal Property Record.

Housing Area Searches: In order to retrieve contraband or stolen property, staff may search your room without notice or prior approval from you. It is not necessary for you to be present during a search of your area. Once searched, your property and living area will be left as neatly as possible, in its original order.

Drug Surveillance: The Bureau operates a drug surveillance program

that includes mandatory random testing as well as other periodic drug testing. Refusal to provide a urine sample will result in disciplinary action.

Alcohol Detection: A program for alcohol surveillance is in effect at all institutions. Inmates will be tested for alcohol use on a random basis. If you are under suspicion of alcohol use, you may receive an immediate test. A positive test or refusal to submit to a test will result in disciplinary action.

Fire Prevention and Control: Fire prevention and safety are everyone's responsibility. You are required to report any fire immediately to the nearest staff member. Piles of rags, combustible materials, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be allowed. Fire exits and fire evacuation plans are posted in all areas. A Fire/Safety inspection will be conducted monthly in every area of the institution by a qualified professional from the Safety Department. Any tampering with fire suppression equipment will result in disciplinary action. There are growing problems with items on or in light fixtures and air vents, posing fire hazards. This will not be permitted.

PROGRAMS AND SERVICES

EDUCATION PROGRAMS

Education Department: The Education Department is supervised by the Supervisor of Education and is responsible for providing a broad range of programs including academics and testing, social education, parenting, vocational training, pre-release programming, and legal and leisure library resources.

Every inmate will be interviewed by Education staff prior to initial classification with the assigned Unit Team to determine appropriate educational level and desired programming.

Literacy/GED: - If you do not provide official proof of a high school diploma or a GED credential, you will be required to attend GED classes for a minimum of 240 classroom hours, or obtain your GED. Your current educational status will be determined during the Education Intake Interview. All inmates who fail to produce adequate documentation of high school equivalence will be automatically enrolled in a mandatory GED program, until documentation is provided to staff or until the attainment of a General Educational Development Certificate is awarded. Inmates who do not possess a high school diploma or GED credential will be restricted to pay grade 4 until the attainment of high school equivalency.

The GED program is self-paced. Upon mastery of the necessary objectives, as well as appropriate scoring on each subject area test of the Practice GED examination, the Test Administrator and Supervisor of Education will recommend you take the Official GED examination.

While the Literacy Program (GED) is available for all inmates to participate, those who elect to not participate after meeting policy requirements should be aware of the following statutes:

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that any inmate with a date of offense on or after September 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward the attainment of a General Educational Development (GED) credential in order to vest earned Good Conduct Time.

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward the attainment of a GED credential.

For inmates serving a sentence for offenses committed on or after September 13, 1994, but before April 26, 1996, all yearly awards of good conduct time will vest for inmates who have earned, or are making satisfactory progress (see Sec. 544.73(b) of this chapter) toward earning a General Educational Development (GED) credential.

For inmates serving a sentence for an offense committed on or after April 26, 1996, the Bureau will award (1) 54 days credit for each year served (prorated when the time served by the inmate for the sentence during the year is less than a full year) if the inmate has earned or is making satisfactory progress toward earning a GED credential or high school diploma; or (2) 42 days credit for each year served (prorated when the time served by the inmate for the sentence during the year is less than a full year) if the inmate has not earned or is not making satisfactory progress toward earning a GED credential or high school diploma.

Notwithstanding the requirements of paragraphs (b) and ©, an alien who is subject to a final order of removal, deportation, or exclusion is eligible for, but is not required to, participate in a literacy program, or to be making satisfactory progress toward earning a General Educational Development (GED) credential, to be eligible for a yearly award of good conduct time.

If an inmate falls under one of these two (2) sentencing guidelines and chooses not to enroll and make satisfactory progress in the Literacy program, it will have a negative effect on Good Conduct Time. For further information, consult the Program Statement on the Literacy Program (GED Standard) or inquire with Education staff.

English-as-a Second Language (ESL): During the education interview, a staff member will evaluate your ability to speak and understand English if English is not your primary language. If it is determined that you need classes in English-as-a-Second Language (ESL), you will be required to attend ESL classes until you have

demonstrated English language proficiency. Proficiency in the ESL program is measured by the achievement of a 225 score on the CASAS Certification Exam. Passing the certification examination is required for completion of the English as a Second Language Program.

Education Completion Incentives

Education does have an incentives program for inmates working on their GED or English proficiency. Inmates who pass the GED or ESL program will receive \$25.00. Upon completion of the ABE, Pre-GED and GED classes, a Certificate of Noted Improvement will be awarded per request. Additionally, inmates may compete for Student of the Month. Please see your teacher for specific details.

Continuing Education: A variety of continuing education programs are offered by the Education Department. These classes vary from semester to semester, depending on interest and instructor availability. Programs offered include Commercial Driver's License (academic instruction only), Business, Public Speaking, Writers' workshops, Spanish-as-a Second Language, Business Math, Business Law, Algebra, Spanish, Calligraphy, and other high-interest topics. **All post-secondary educational courses must be approved by the assigned post-secondary coordinator prior to enrolling.**

Correspondence Courses. All correspondence courses must be approved by the Education Department prior to an inmate enrolling.

Vocational Training: The Vocational Training program offers a variety of work-related programs that are classroom and competency based, as well as self-paced. Apprenticeship opportunities are available as, Electrician, Plumber, Dental Assistant, Carpentry, HVAC, Quality Control Technician, and Baker. Additional Vocational Training Programs include Automotive Service and Welding.

Pre-Release: Upon your request to your unit team, you will be scheduled for a series of pre-release workshops designed to assist you in preparing for your release. These workshops include topics such as Health and Nutrition, Personal Growth and Development, Employment, Personal Finance, Release Requirements, and Community Resources related to Anger Management, family/spiritual counseling, vocational rehabilitation, Social Security programs, and other pertinent information.

Leisure and Law Libraries:

The hours for the libraries are as follows:

Monday - Friday

8:00 a.m. - 10:00 a.m.

12:00 p.m. - 3:30 p.m.

Saturday

8:00 a.m. - 3:30 p.m.

6:00 p.m. - 8:00 p.m.
Closed Sunday and Holidays

An additional Leisure Library is available in the Recreation Department and is open during Recreation hours.

For more information on Educational Services, see your Education representative for details.

FCI RECREATION PROGRAMS

The Recreation Staff at FCI Bennettsville encourages each inmate to participate in the activities and programs offered through this department. We challenge every inmate to get involved and use their time constructively through leisure time programming.

The Recreation Department's goals are to reduce personal stress, institutional tension, to keep inmates constructively occupied, and to increase physical fitness while incarcerated.

The intramural programs are as follows:

Basketball and Flag Football

Unit League (A&B)
Draft League(A&B)
Over 40 League

Softball and Soccer

Draft League (A&B)
Over 40 League

Fitness Equipment

Abdominal Benches
Sit-Up Benches
Steppers Machines
Tread Mills
Elliptical Machines
Stationary Bikes
Exercise Mats
Inside Gymnasium

Outside Area

Softball Fields (2)
Racquetball/Handball (8)
Outside Basketball Courts (5)
Walking/Running Track
Boccie Ball (2)
Horseshoe Pits (2)

Other Leisure/Social Activities

Ceramics Program
Art Programs
Crochet Program
Band Performances
Holiday Activities
Board Games

***Disciplinary action while participating in leagues are as follow:**

Any player or coach ejected from a game, is suspended from all intramural competition for a minimum of the next scheduled game. A participant suspended from one league, cannot play in another league

(basketball, volleyball, soccer, football, or softball) while under suspension. A violation of this rule will result in suspension from the intramural program for a minimum period of one (1) year.

Any player or coach placed on suspension a second time, from any intramural sport, within six (6) months from the date of eligibility from the previous suspension, is suspended from all intramural participation for a minimum period of one (1) year. This includes soccer, basketball, volleyball, football, softball, regular season, practice games, special tournaments, etc.

Recreation Hours of Operation

The Outside Recreation Yard area is open Monday - Friday from 8:00 a.m. to 8:30 p.m.
and Sunday, Saturday and Holidays -7:00 a.m. - 8:30 p.m.

The Inside Leisure Center/Fitness Room is open Monday - Friday from 8:00 a.m. to 8:15 p.m., and Sunday, Saturday and Holidays from 7:00 a.m. to 8:15 p.m..

***The Inside Leisure Center/Fitness Room area closes at 8:15 p.m. nightly for cleaning and general maintenance of the area. ***

Leisure Center/Fitness Area

The leisure center/fitness area consist of exercise equipment, wellness library, music room a ceramics/crochet and an art room. In the leisure center board games, playing cards, dominoes, chess, checkers, and scrabble are available for check-out by ID card. Also available are television viewing.

Music Program

The music program consists of established inmate bands, self-taught practice sessions, and instructional "How To" books.

The musical equipment includes drums, congas, non-acoustic guitars, amplifiers, speakers, brass instruments, microphones, and cords.

Hobbycraft Activities

The Hobbycraft program includes ceramics, crochet and art. All inmates interested in participating in the Hobbycraft program must submit a copout to Recreation. All Hobbycraft projects must be mailed out through the Recreation Department.

***Disciplinary action for disregarding ceramics, crochet and art programs are as follows:**

Participants are not allowed to sell, loan, or give hobby craft projects or supplies to other inmates. If an inmate participant is found engaging in such activities, he will be suspended from the program. The degree of the suspension will be as follows:

First Offense - 2 weeks

Second Offense - 30 days

Third Offense -Dismiss from the program

Wellness Programs

The Wellness program will consist of various structured classes and a wellness resource center. Calendars are posted monthly in the housing units outlining the various structured classes scheduled in recreation during the month.

Movie Program

Movies are shown on Holidays, Friday, Saturday and Sunday evenings. Requested movies should be submitted on a Request to Staff Member Form to the Recreation Department. Rated "R, X and NC-17" movies are prohibited by policy.

Hobbycraft Programs and Materials: The Hobby craft area is located in the Recreation Leisure Center. A variety of programs are available in the Recreation Department. You may obtain Hobby craft material for the program in which you are authorized, but only through the Special Purpose Order Program. Classes are taught for art (acrylic painting), drawing, and calligraphy. Materials for the classes are provided only when you have been formally enrolled in the class. Hobby craft materials only will be stored in the Hobby craft lockers. All personal items discovered in these lockers will be confiscated and the inmate may forfeit his position in the program. Participants who are authorized to participate in the Hobby craft Programs must provide a combination lock for the locker assigned. All completed projects must be disposed of within 30 days of completion. Only three (3) projects can be active at any given time. All Hobbycraft items will be mailed at your expense through the Mail-out Program in Recreation to an authorized visitor from your visiting list only, which must be provided by the participant to Recreation Staff. Selling Hobbycraft items or giving materials to other inmates is strictly prohibited. Completed projects are not allowed to be stored in housing unit room lockers.

Everyone authorized to participate in the Hobbycraft Programs or classes will abide by all rules and regulations or be removed for not following prescribed procedures. **Neither FCI Bennettsville nor Recreation staffs are responsible for stolen items.**

Sports and Musical Equipment: Athletic and music equipment are provided and maintained by the Recreation Department. You may purchase authorized items through the Special Purpose Order (SPO's) Program. Playing cards can be purchased through the Commissary and used in both the Recreation Department and/or Housing Unit.

Passive Recreation Dress Code: Cook whites are not allowed in the Recreation Area. Tennis shoes or basketball sneakers are the only authorized footwear allowed on the gym floor. No boots or work boots allowed, **NO EXCEPTIONS**. Under no circumstances are inmates allowed to go shirtless on the recreation yard or in the recreation building.

Wellness Classes: The Wellness Program offered at FCI Bennettsville

is a very unique one. It consists of classes that deal with one's complete health. Topics covered are: nutrition, anatomy, health promotion and disease prevention, aerobic exercise, etc. Submit an "Inmate Request to Staff" to the Recreation Department in order to participate in these programs.

PSYCHOLOGY SERVICES

Services Provided by the Psychology Department

Intake Screening - All inmates must complete a Psychology Services Intake Questionnaire (PSIQ) in R&D. Cadre inmates will have a subsequent intake interview with a psychologist. The purpose of the intake interview is to gather information and to assess the inmate's current psychological functioning. After the interview, the psychologist prepares a brief written report. A copy of the report is kept in the inmate's psychology file and a copy is sent to the unit team.

Crisis Intervention - Psychologists are available to see inmates who are experiencing acute signs of distress.

Individual Counseling - Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns.

Group Counseling - The Psychology Department provides educational and therapeutic groups that address special concerns faced by inmates. These groups are:

1. Anger and Stress Management
2. Family Reunification
3. Communication Skills

Referrals

Self Referrals - For an inmate to self-refer to the Psychology Department, they must fill out an Inmate Request to Staff form (cop-out), addressed to the Psychology Department, or psychology staff, and place it in the drop box on the unit. In emergency situations, inmates should notify any staff member that they require immediate attention so that staff can contact Psychology Services.

Referrals by Staff - When a staff member believes that an inmate will benefit from psychological counseling, the staff member may refer that inmate to the Psychology Department. Counseling is usually on a voluntary basis; however, in situations where the inmate poses a risk to himself, others or to the safety and security of the institution, psychology staff will take steps to ensure the safety of the inmate and others.

Other referrals - Inmates also may observe unusual behavior in other inmates that signal the need for a psychological intervention.

In these cases, inmates are encouraged to inform staff so that the identified individual may receive the required assistance.

Drug Abuse Treatment Programs

40 Hour Drug Education Class - Inmates sentenced or returned to custody as a parole/probation violator after September 30, 1991, and determined by unit and/or drug abuse treatment staff through screening:

1. There is evidence in the PSI that alcohol or other drug use contributed to the commission of the instant offense.
 2. Alcohol or other drug use was a reason for a violation either of supervision or BOP community status for which the inmate is now incarcerated
 3. The inmate was recommended for drug programming during incarceration by the sentencing judge;
- will be required to participate in the Drug Abuse Education course.

Sanctions: Inmates who are required to complete Drug Education and who refuse to participate, withdraw, are expelled or otherwise fail to meet attendance and examination requirements shall be held at the lowest pay grade within the institution and shall be ineligible for community programs.

Inmates interested in volunteering for the 40-hour drug education class need to submit a "Request to Staff" to the Drug Treatment Specialist.

Non-residential Drug Abuse Treatment - is available to inmates with substance abuse problems. This treatment can be either individual and/or group counseling, depending on the needs of the individuals and the number of individuals requiring treatment.

Inmates who have graduated from institution Residential Drug Abuse Programs will receive their required monthly institutional Transitional Services through the Non-residential Drug Abuse Treatment Program. Inmates interested in volunteering for the Non-Residential Drug Abuse Treatment program need submit a "Request to Staff" to the Drug Treatment Specialist.

Residential Drug Abuse Program (RDAP) - interviews will be completed on all inmates interested in participating in RDAP. RDAP is a 500-hour unit-based residential program for inmates with histories of substance abuse or dependence who meet specific eligibility criteria. No RDAP exists within FCI Bennettsville, but inmates meeting eligibility criteria may be transferred to other institutions which do offer this program. Inmates interested in being interviewed for a Residential Drug Abuse Program must submit a "Request to Staff" to the Drug Treatment Specialist.

Incentives: Certain inmates may be eligible for six-month RRC placement and a sentence reduction of up to 12 months upon successful completion of RDAP and community transitional services.

In order for your eligibility for these incentives to be determined, you must first be deemed qualified to participate in RDAP. Inmates will be notified in writing regarding their eligibility for early release.

Psychology Treatment Programs

Some BOP institutions offer Psychology Treatment Programs which are similar to the Residential Drug Abuse Program but focus on different topics or issues. Examples are the CODE Program, the Values Program, and the Brave Program, which focus on topics such as adjustment to incarceration and ethical development. None of these programs are available at FCI Bennettsville. However, you may be eligible to transfer to another facility if you would qualify for one of these programs. If you would like more information about any of these programs, please submit a "Request to Staff."

Suicide Prevention

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

Suicide Watch Companions

The Psychology Department is developing a unique opportunity for a small number of qualified inmates to act as suicide watch companions. These inmates will be trained by the psychology staff in appropriate suicide watch procedures, in addition to special training in interpersonal communication skills and information related to suicide prevention. Psychology Services will post announcements when suicide watch companion positions become available.

Sexual Abuse/Assault Prevention and Intervention Program

Your Right to be Safe from Sexually Abusive Behavior:

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

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

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

What to 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.

What to 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 and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant 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).

Even though you may want to clean up after the assault it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior . You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:
Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530

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.

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the

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

Policy Definitions

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

Code 101/(A): Sexual Assault

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 300/(A): Indecent Exposure

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

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

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

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

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

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

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

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Contact Offices

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office
Federal Bureau of Prisons
320 First Street, NW

Washington, D.C. 20534

Mid-Atlantic Regional Office
10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 75219

Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

Smoking Cessation

The Federal Bureau of Prisons promotes a Smoke-Free Environment. The Psychology Department recognizes that inmates who are accustomed to smoking may experience difficulty if they quit abruptly. When an individual quits smoking, they may experience physical and psychological discomfort. However, these symptoms may be lessened with the appropriate interventions of a smoking cessation program. The Psychology Department, in conjunction with Health Services and the Recreation Departments, offers a Smoking Cessation Program which emphasizes healthy living, including nutrition, exercise, and stress management. Nicotine replacement patches are available for purchase through the institution commissary once an inmate has been cleared by Clinical Director to receive this intervention. For health information about nicotine replacement therapy, please submit an Inmate Request to Staff to the Health Services Department. All inmates are eligible to participate and may apply for the Smoking Cessation Program by making an in person request during open house, or submitting an Inmate Request to Staff to the Drug Treatment Specialist. Participation in the program consists of an individualized treatment plan which could include cognitive behavior therapy, stress management, and assistance with nicotine replacement patch.

FOOD SERVICE

Meals: You will be provided three (3) nutritionally balanced meals per day. Self-service meal operations include a salad bar and a beverage bar in addition to a hot bar which contains an assortment of hot beans, rice, soup, pasta, and vegetables. Special religious meals may be received through the Religious Common Fare Diet Program. Removal of food from the dining room is not permitted with the following exception: one (1) piece of fruit when fresh fruit is on the menu. Fruit must be consumed before it spoils.

Property: No radios or headphones will be taken into food service at anytime. In addition, personal items, unless they will be consumed during the meal, are not authorized to be taken into food service.

UNIT MANAGEMENT PROGRAMS

Counseling Activities: Staff will offer various groups for counseling needs. These groups may include Drug Abuse, Self-Image, Personal Finance, Health and Nutrition, Employment, Personal Growth and Development, Release Preparation, and other voluntary groups. You are encouraged to participate in these groups. Staff are available in each unit for individual counseling sessions, as well as formal group counseling sessions and seminars offered throughout the year.

Escorted Trips: You may submit a written request for an escorted trip to your Unit Team.

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs. If you are a designated inmate, you are required to develop a financial plan to meet your financial obligations. These obligations may include: Special assessments imposed under Title 18 United States Code 313; court ordered restitutions, fines and court costs; judgments in favor of the U.S.; other debts owed the Federal Government; and court-ordered obligations (e.g., costs of incarceration fees, child support, alimony, student loans, and other judgments).

Institution staff will assist you in establishing a payment plan. You are responsible for making all payments either from earnings within the institution or from outside resources. Payment from outside sources must be verified by the presentation of appropriate documentation. If you refuse to meet your financial obligations, you will lose certain privileges to include no assignment to or removal

from UNICOR, and you will not qualify to receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes.

Job Assignments: You are expected to maintain a regular job assignment. Most job assignments are controlled through the Performance Pay System which rewards good performance with increased pay and bonus pay. Job changes are reviewed by the Unit Team at regularly scheduled program reviews. Under normal circumstances, A&O inmates will be placed in Food Service for the first ninety (90) days. Upon satisfactory completion, the inmate will be allowed to request to be released from Food Service and seek a different job. Generally, an individual must stay in a job assignment for at least 90 days before requesting a change. Inmate driven requests must be approved in writing by detail supervisors.

All jobs generally begin at the maintenance level. Examples of work assignment areas are: Food Service, Unit Orderly, and Maintenance Shop. A limited number of jobs are available in the Warehouse, Commissary, and Federal Prison Industries.

RELIGIOUS PROGRAMS

Marriages: It is possible for inmates to get married while incarcerated in Federal prison facilities, providing they meet all specified criteria and as long as they obtain the Warden's approval.

The magistrate of Marlboro County, South Carolina, will not permit a marriage license without the presence of both bride and groom.

The Chaplains and Unit Management Staff will provide more guidance on this issue upon request.

Religious Offerings: A wide range of religious programs are offered. Staff Chaplains are available, as well as contract and volunteer representatives of various faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplains' office. Information and schedules are posted on the inmate and chapel bulletin boards, and you may contact the Chaplains' office for additional information.

Life Connections Program: The Federal Bureau of Prisons now offers the Life Connections Program to inmates interested in deepening their spirituality and in continuing their spiritual lives once released from incarceration. The LCP is an 18-month residential program offered to all inmates meeting the program criteria. See your Chaplain for further details.

PEST CONTROL

The Safety Department is responsible for institution pest control. Good sanitation and keeping food items in closed containers should prevent most concerns with insect or rodent infestations. If you have a pest control concern, submit a request to the Safety Manager and list your cell and housing unit to clearly identify where the problem is located.

MEDICAL SERVICES

The overall Bureau health care delivery system includes local medical facilities, as well as major medical facilities.

Medical and Dental Sick-call:

Procedures for requesting medical are as follows:

Routine Sick Call Visits

Inmates are to be instructed at initial screening, and again at A & O lectures, to submit an "Inmate Request to Staff Member form (a copout), to the Medical Department for any routine appointment request. Report to sick call sign up and complete a Sick Call Sign Up Sheet, for urgent needs or concerns that need to be addressed as soon as possible. All inmates have access to Bureau Health Care Services. The Bureau will charge a copay fee of \$2.00 for inmate requested visits to health care providers that is not an emergency. Inmates will be charged a copay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency. Inmates found responsible through the Disciplinary Hearing Process to have injured another inmate who requires medical care, will pay a copay fee. Inmates will not be charged a copay if you received medical services and on staff referrals, staff approved follow up treatment for a chronic care condition, emergency services, or preventative services such as vaccinations. You may seek review of issues related to health service fees through the Bureau's Administrative Process. Inmates without funds will not be charged a fee for service if he or she is indigent. If you are lacking funds at a particular time, you may receive medical care and it will be charged to your account for later payment. Inmates will not be denied necessary health care because of inability to pay.

Sick call sign up hours at the FCI are from 6:30 a.m. - 7:00 a.m., on Monday, Tuesday, Thursday and Friday, excluding holidays. You must be present in the Health Services Unit before 6:45 a.m. Anyone afterwards will be referred to the next day for sick call. For Camp inmates, sick call sign up from is from 6:15 a.m. - 6:30 a.m., Monday, Tuesday, Thursday and Friday, excluding holidays. FCI and Camp inmates will complete an Inmate Request to Staff Member form (copout), for routine appointments. If reporting to sick call sign up, a Sick Call Sign Up Sheet must be completed at

the Health Services Unit. These requests will be triaged and appointments scheduled in accordance with current triage guidelines. All appointment information will be noted on the response and a copy placed in the appointment book for future reference at that appointed time. "Inmate Request to Staff Member" forms may be used for future routine requests such as dental cleaning and optometry requests. These requests will be processed and names of the individual requesting services will be placed on a list by Medical Records. Sign up for dental sick call is conducted by the PA, nurse, or dental personnel on duty the same time as medical sick call.

Pill Line Operations: Only medications approved by the BOP and the local Pharmacy & Therapeutics Committee will be dispensed at this facility. Pill line hours have been established as follows for the FCI:

MONDAY - FRIDAY

INSULIN LINE	6:00 a.m.- 6:15 a.m.
A.M. PILL LINE	6:15 a.m.- 6:30 a.m.
INSULIN LINE	4:30 p.m.- 4:45 p.m.
NIGHT PILL LINE	7:00 p.m.- 7:30 p.m.

WEEKENDS AND HOLIDAYS

INSULIN LINE	7:00 a.m. - 7:15 a.m.
A.M. PILL LINE	7:15 a.m. - 7:30 a.m.
P.M. PILL LINE	7:00 p.m. - 7:30 p.m.
INSULIN LINE	4:30 p.m.- 4:45 p.m.

These times subject to change.

There are no over-the-counter medications given from Health Services at FCI Bennettsville. Limited over-the-counter medications may be purchased from the Commissary, per Program Statement 6541.02, Over the Counter Medications. No inmate will be denied due to ability to pay.

The following are terms used by the Medical Department to identify and define an inmate's ability to work and participate in other activities:

Idle Status: You will be placed in idle status for a temporary disability not to exceed a three-day duration including weekends and holidays. You will also be restricted to your room, except for meals, barbering, religious services, sick call, visits, and call outs. No recreation activity is allowed.

Convalescent Status: The recovery period for operation, injury, or serious illness will not be less than four days and not exceed thirty days, subject to renewal. You will be excused from work and may not participate in any recreational activities outside the unit. Generally, there are no restrictions on educational, psychological, and/or religious activities.

Restricted Duty: During this period, you will be restricted from specific activities because of physical or mental handicap. Restricted duty will list all handicaps, work limitations, and time periods, either specific or indefinite as related to your case.

If you become ill or injured after the regular sick call appointment sign-up period, you should request that your work supervisor or unit officer call the clinic for an appointment. You will be charged a copay, if it is not an emergency.

Medical Emergencies: Medical emergencies shall be screened by Medical personnel at all times. Medical emergencies shall include, but not be limited to, those requiring immediate medical attention such as loss of life or limb situations. Inmates who become ill during the workday and/or after normal sick-call sign-up hours, should report to their duty supervisor or unit officer. Supervisors or unit officers shall notify Health Services of all emergencies. Health Services shall determine the urgency and prognosis of all emergencies once the patient has been evaluated.

Missed Appointments: Inmates more than ten (10) minutes late will be considered "**OUT OF BOUNDS**," have his sick call appointment canceled, and be subject to disciplinary actions. Inmates must move on the controlled movement prior to appointment and will not be permitted to move again until next controlled movement. If for any reason you think you will be late, have your duty supervisor call the Health Services Unit.

Special Need:

Eyeglasses: Due to safety and sanitation concerns, contact lenses are prohibited for dispensing by the BOP. All inmates needing prescription eye wear will submit an "Inmate Request to Staff Member" (COP-OUT) to the Health Services Unit. All exceptions to this policy must have the Health Services Administrator (HSA) and Clinical Director's signature.

Footwear: The Bureau of Prisons and Occupational Safety and Health Administration (OSHA) have established all inmates shall wear safety shoes at work. Inmates with special medical needs will be evaluated for alternate foot wear. All exceptions to this policy must have the Health Services Administrators (HSA) and Clinical

Director's signature.

Routine Physical Examination: Inmates arriving at this facility will receive an initial medical screening during the intake procedures at R&D. In addition, inmates who are new to the BOP or who do not have a current documented examination from another federal facility will be scheduled for a complete examination. A complete physical examination requires skin testing for exposure to Tuberculosis, and any other test deemed necessary by the medical staff. The purpose of these examinations is to ensure the health and safety of the general population and to identify and contain the possibility of the spread of a communicable disease.

Inmates who refuse to comply with medically indicated testing or examinations will have an incident report written for refusing an order. Medical Staff are to provide education and counseling if needed. Involuntary testing may be conducted when an inmate refuses infectious disease testing.

Inmates may request a physical examination by submitting a copout to the physician.

Activity or Duty Restrictions: One of the BOP's primary goals is to provide a healthy and safe working environment for inmates and staff. To meet this goal, inmates are required to wear institution prescribed clothing, foot wear, and head gear. Inmates with documented medical problems **MAY** receive a written waiver from Health Services. Inmates with multiple medical problems or certain physical limitations will be considered for transfer to a facility that can meet the needs which cannot be met locally through chronic care clinics.

Every Inmate Shall Be Required to Attend Established Programs. Inmates Shall Not Be Medically Excused from an Assigned Program Without the Written Approval of the Health Services Administrator And/or Clinical Director.

Inmates with limited duty restrictions secondary to an illness or injury will be issued a duty limitation form. This document shall have four copies: copy one shall be maintained in the individual medical record; copy two will go to the unit officer; copy three will be given to the work supervisor; and, copy four will be maintained by the inmate. Duty limitations must be dated and contain the following:

1. Type of limitations;
2. Period of time that limitation will be in effect; and
3. Signature of a medical officer or Clinician examining patient.

Inmates found in violation or abusing their limitations shall be held responsible and could face disciplinary actions.

Consultants and non Bureau Medical Staff: Referrals to consultants are made through the office of the Clinical Director. Consultants only provide the Clinical Director and the medical staff with recommendations. The final decision to act on a recommendation rests with the Clinical Director and the BOP. Any questions regarding visits with a consultant or their recommendations are best addressed to the Health Services Administrator via Inmate Request to Staff Member. If you have any questions about the level or type of medical care you are receiving, you may direct your questions to the Health Services Administrator at mainline or send a copout stating your question.

Open House: If you have any questions about the level or type of medical care you are receiving, you may direct your questions to the Health Services Administrator at mainline.

You may submit an **Inmate Request to Staff Member (Copout) at any time** for answers concerning medical care provided by the Health Services Unit.

INMATES MEDICAL RIGHTS AND RESPONSIBILITIES

While in custody of the Federal Bureau of Prisons, each inmate has the right to receive health care in a manner that recognizes human dignity and rights. They also have the responsibility to respect the human rights of the health care providers.

1. **Right** - You have the right to Health Care Services in accordance with the procedures of this facility. Services include sick-call, dental, and all supportive services. The normal sick-call hours at FCI Bennettsville are Mondays, Tuesdays, Thursdays, and Fridays from 6:30 a.m. until 7:00 a.m. Urgent and Emergency sick-call hours are twenty four hours a day, seven days a week. You are to have the correctional officer call Health Services in the event of any emergency.

Responsibility - You have the responsibility to comply with the Health Care Policies of this facility and to follow the recommended treatment modalities. This includes using prescribed medications properly, following diet instructions given by nutritionists and health care providers, and following all instructions given to you by the Health Care Providers and Consultants.

2. **Right** - You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community, or within the Bureau of Prisons.

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

3. **Right** - You have the right to participate in health promotion and disease prevention programs, including those which provide education about infectious diseases.

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

4. **Right** - You have the right to know the name and professional status of your Health Care Providers.

Responsibility - You have the responsibility to respect these providers as professionals and to follow their instructions to maintain and improve your overall health.

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

Responsibility - You have the responsibility to treat Health Care Staff in the same manner.

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

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

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

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

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

Responsibility - You have the responsibility to familiarize yourself with current policy to obtain these record copies.

9. **Right** - You have the right to address any concern regarding your health care to any member of the institution staff to include the physicians, HSA, members of your Unit Team, and the Warden.

Responsibility - You have the responsibility to address any concern regarding your health care in the accepted format, such as the

Inmate Request to a Staff Member form, open house forum, or the accepted inmate Grievance Procedures

10. **Right** - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the Prescribing Health Care Provider.

Responsibility - You have the responsibility to comply with prescribed treatments and to follow prescriptive orders. You additionally have the responsibility not to share prescribed medications with any other person.

11. **Right** - You have the right to be provided healthy and nutritional food. You have the right to follow instructions for a healthy diet based on the foods offered in Food Services.

Responsibility - You have the responsibility to eat healthy and not to abuse or waste food and/or drinks.

12. **Right** - You have the right to request a routine physical examination. You must submit a copout to the physician requesting these services.

Responsibility - You have the responsibility to notify Medical Staff in a timely fashion of your request for such examinations.

13. **Right** - You have the right to dental care to include preventive, routine, and emergency services.

Responsibility - You have the responsibility to maintain good oral hygiene and health.

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

Responsibility - You have the responsibility to maintain the cleanliness and Safety of your area in consideration of others. You have the responsibility to follow the Smoking Regulations of the Institution.

15. **Right** - You have the right to refuse medical treatment. However, refusal of certain diagnostic tests for infectious diseases can result in Administrative Action against. You have the right to be counseled regarding the adverse effects of refusing medical/dental treatment.

Responsibility - You have the responsibility to notify Health Services regarding any adverse (Ill) effects that can occur as a result of your refusal. You additionally accept the responsibility to sign the

treatment refusal form.

16. **Right** - You have the right to complain of pain, have your pain assessed by of the institution. Medical Staff, and have the Pain treated accordingly. You have the responsibility to follow the smoking regulations cleanliness and safety of your area in consideration of others.

Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to prescribed treatment plan.

17. **Right** - You have the right to contact Joint Commission at 1-800-994-6610, or complaint@jcaho.org, if medical condition/matters can not be resolved after thoroughly exhausting the Administrative Remedy Procedures for Inmates.

Responsibility - You have the responsibility to be truthful and not overstate your complaint.

PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

RIGHTS:

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

RESPONSIBILITIES:

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

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence: You may correspond with the public, family members, and others provided the correspondence does not present a risk to the security of the institution. A correspondence list must be maintained by the inmate in the TRULINCS system. Inmates will be required to place

a TRULINCS generated label on all outgoing mail. Inmates are limited to printing no more than ten labels per day. The labels will be printed in the Education Department. General outgoing, unsealed correspondence is placed in the mailbox located in each wing of the housing unit. The Morning Watch Unit Officer will inspect all outgoing general correspondence for contraband and seal each item before it is collected by the Morning Watch Compound Officer. The outgoing envelope must have your name, registration number, and return addresses in the upper left hand corner.

John Doe #00000-000
P.O. Box 52020
Federal Correctional Institution
Bennettsville, SC 29512-5220



All outgoing special/legal mail will be hand delivered by the inmate to mail room staff at designated days and times. All special/legal mail must be clearly marked as “special” or “legal” mail and sealed by the inmate prior to being delivered directly to the hands of the mail room staff for further processing.

The special/legal mail will be collected Monday through Friday (excluding holidays) at the FCI, from 7:30 a.m. to 8:10 a.m. The collection at the FPC will be Monday through Friday (excluding Holidays) from 8:30 a.m. to 8:40 a.m.

Inmates will be required to present their identification card to confirm that the inmate delivering the outgoing special mail is the same as reflected on the return address. Outgoing special/legal mail submitted without an accurate return address will not be further processed,

but rather returned immediately to the inmate. Inmates attempting to send outgoing special/legal mail under another inmate's return address will be considered for disciplinary action.

Any special/legal mail weighing 16 ounces or greater will be processed as a package. Each package must have a form BP-329, Request Authorization to Mail a Package, approved by a unit team member, when delivered to the mail room. The mail room staff will collect the legal/special mail directly from the Special Housing Unit Monday through Friday (excluding holidays) at 7:35 a.m.

You are responsible for the content of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

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 respond.

Mail services are not provided on weekends or holidays.

Incoming Correspondence: Mail is ordinarily distributed by the Evening Watch Officer, Monday through Friday excluding weekends and holidays. Legal and Special mail will be issued to you by a Unit Team Staff member as soon as possible after it is received. The number of incoming letters you received will not be limited unless it places an unreasonable burden to the institution. Advise ALL those writing to address the envelope with your register number and designated unit to aid in the prompt delivery of your mail. Incoming correspondence should be sent to:

Incoming Publications: The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of magazine/newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. You may have five soft-cover publications (paperback books) from any source.



John Doe #00000-000 (Unit)
FCI Bennettsville
P.O. Box 52020
Bennettsville, SC 29512-5220

You may receive soft-cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. You may receive hardcover publications and/or newspapers only from a publisher, book store, or a book club. You may retain a total of five (5) books which may include a combination of soft and hard cover books. Magazines are limited to five (5) issues not to exceed three months from the date of issue and newspapers are limited to five (5) not to exceed three weeks from the date of issue. 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, one (1) of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption. It encourages or instructs in the commission of criminal activity.

It is sexually explicit material that, by its nature or content, poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.

[Statutory restrictions requiring return of commercially published information or material, which is sexually explicit or features nudity §540.72].

Section 614 of the Fiscal Year 1999 Omnibus Budget Act (P.L. 105-277) specifies:

“None of the funds made available in this Act to the Federal Bureau of Prisons may be used to distribute or make available any commercially published information or material to a prisoner when it is made known to the Federal official having authority to obligate or expend such funds that such information or material is sexually explicit or features nudity.”

- (1) Commercially published information or material means any book, booklet, pamphlet, magazine, periodical, newsletter, or similar documents, including stationery and greeting cards, published by any individual, organization, company, or corporation which is distributed or made available through any means or media for a commercial purpose. This definition includes any portion extracted, photocopied, or clipped from such items.
- (2) Nudity means pictorial depiction where genitalia or female breasts are exposed.
- (3) Features means the publication contains depictions of nudity or sexually explicit conduct on a routine or regular basis or promotes itself based upon such depictions in the case of individual one-time issues. Publications containing nudity illustrative of medical, educational may be excluded.
- (4) The following are examples of commercial

publications which, based on current practices of the publisher, may be distributed to inmates even though they may contain nudity because the publication does not **feature** nudity as defined on the next page:

National Geographic
 Our body, Our Selves
 Sports Illustrated (Swimsuit Issue)
 Victoria’s Secret catalog

Any publication may change a single issue or its general policies and practices at any time which would allow it to become acceptable or non-acceptable for distribution. The above examples are guidelines only and are subject to change.

- (5) Sexually explicit means a pictorial depiction of actual or simulated sexual acts including sexual intercourse, oral sex, or masturbation.
- (6) Publications with sexual content which are not returned through application of the procedures in Section 7 are still subject to rejection through application of the procedures in Section 6.b. of the Program Statement.

For example, publications which contain sexually explicit text or which feature sado-masochism, bestiality, or which involve children may not meet the definition) ons in this Section for “sexually explicit” or “nudity,” but may be considered sexually explicit under Section 6.b.

Special Mail: "Special Mail" is a category of correspondence which may be sent out of the institution unopened. It includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law

enforcement officers, attorneys, and representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts, and State Courts provided all criteria are met.

The Unit team will then open your 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 is **“accurately identified on the envelope”, and “the front of the envelope clearly indicates that the correspondence is SPECIAL MAIL ONLY TO BE OPENED IN THE PRESENCE OF THE INMATE.”** Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: You may use Special Mail privileges when corresponding to representatives of the news media if the representatives are specified by name or title.

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

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

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 your immediate family or a party in legal action in which you both are involved. The following additional conditions apply:

*Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

*The Warden at both institutions must approve the correspondence.

A request is submitted to the Unit Manager via Inmate Request to Staff Member (copout), with all the pertinent information to complete the request.

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

- Matters which are non-mailable under law or postal regulations.
- Matters which depict, describe, or encourage activities which may lead to the use of physical violence or group disruption.
- Information of escape plots, plans to commit illegal activities, or plans to violate institution rules.
- Direction of an inmate's business.
- Threats, extortion, obscenity, or gratuitous profanity.
- Matters which are written in code.
- Sexually explicit material which, by its nature or content, poses a threat to an individual's personal safety or security or to the institution's good order.

This does not prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. You may, for example, correspond about refinancing a mortgage for your home or sign insurance papers. However, you may not operate a mortgage or insurance

business while confined in the institution.

Notification of Rejection: If your incoming mail is rejected, the Warden will give written notice to the sender concerning the rejection of mail and the reasons for its rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejected correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Inmate Packages: The only packages an inmate may receive from home are those containing release clothing within the last 30 days of confinement. Release clothing will be limited to 1 pair of pants, 1 shirt (no t-shirts or tank tops), 1 pair of socks, 1 pair of shoes, 1 belt, and 1 jacket or sweater. The release package will be issued to you in R&D the day of your release. It will be your responsibility to ensure that the sending party includes the proper sizes of clothing. In the event the clothing does not fit, the inmate will be provided release clothing by R&D staff and will be required to take the clothing received from home with him at the time of release.

Change of Address/Forwarding of Mail: The Mail Room will provide you with United States Postal Service (USPS) change of address kit if you are being released or transferred. A Bureau change of address form will also be completed by you upon your departure. It will be maintained in the Mail Room for a period of 30 days for the purpose of forwarding all general mail. Special Mail will continue to be forwarded after 30 days. Any general mail received after 30 days will be returned to the sender.

Special Postal Services: If you desire to use certified, registered, or insured mail, you may do so by attending the mail room open house (Tuesday/Thursday from 11:00 a.m. to 12:00 p.m.). You may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

Trust Fund Limited Inmate Computer System (TRULINCS) - Electronic Messaging: Inmates and persons in the community may exchange electronic messages. It is an inmate's responsibility to maintain his own contact list. An inmate requests to exchange

electronic messages with a person in the community by placing that person on the inmate's contact list. An inmate may be permitted to correspond via electronic messaging with an inmate confined in any BOP facility if the other inmate is either a member of the immediate family, or a party or witness in a legal action in which both inmates are involved. The appropriate Unit Manager at each institution must approve in writing the correspondence.

INMATE TELEPHONE SYSTEM (ITS)

Telephones: There are telephones located in each housing unit for your use from 6:00 a.m. to 9:45 p.m. daily. Third party billing and electronic transfer of a call to a third party are prohibited. Likewise, 1-800, 1-900, 1-976, 1-888, 1-877, or credit card access numbers are not allowed.

Telephones are to be used for lawful purposes only. Threats, extortion, or other illegal activities may result in prosecution. All inmate telephones are subject to monitoring and recording. You must contact your Counselor to arrange an unmonitored attorney call.

A three-way telephone call constitutes a call made to an individual who in turn calls another individual, bringing this individual into the conversation. This includes relaying information back and forth, bringing the individual into the conversation by clicking them over, clicking this individual to your conversation (which does not include the individual you initially called), then clicking back, or having the individual you contact forward their calls to another person. All these attempts are viewed as circumventing telephone procedures and will be processed as "Use of the telephone for abuses other than criminal activity, code 297. This also includes conference calling, possession or use of another inmate's PIN number and allowing another inmate to partake in your conversation.

FCI Bennettsville has the Inmate Telephone System (ITSII). This system uses a Personal Access Code (PAC). It allows you to call up to 30 approved numbers. In order to use the system, you will have to transfer funds from your Commissary account to your individual telephone account after 4:30 p.m. or on weekends.

Forms for updating telephone numbers may be obtained from the Unit Counselor. You will be given your Confidential PAC (nine digit) number. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number within two business days of your arrival. All calls are automatically terminated after 15 minutes. Changes to your phone list may be made one time per month by submitting a request through the Unit Counselor. Changes can be made on an emergency basis only as determined by staff.

The use of the telephone will not interfere with the institution's schedules, programs, work assignments, or counts. When a count or census is conducted, all inmates on the telephone shall terminate their calls immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.

Inmates are permitted to speak with individuals who are listed on their individually approved phone list only. An inmate who places a phone call to an individual who is on their approved phone list MAY NOT permit another inmate to participate in the phone call AT ANY TIME.

Each inmate will be limited to 300 minutes of completed calls each month. This limitation will be calculated by combining your collect and direct calls.

A written report of telephone charges is available for any 30-day period within the past 120 days upon payment of a fee of \$3.00 for each 30-day period. A Request for Withdrawal of Inmate's Personal Funds (BP 199) must be submitted to unit staff to include the specific 30 day period for which a telephone account is requested.

A list of denial code explanations is posted on each unit bulletin board or a copy can be obtained through your unit team.

VISITATION

Approved Visitors: You must submit a visiting list to your Counselor for approval. Only those visitors documented on the approved visiting list will be authorized to visit. When an inmate requests a visitor, the proposed visitor must complete and submit the information sheet with a signed release authorization form.

Once returned, the Correctional Counselor will initiate an NCIC and notify you if the visitor has been approved or denied. Normally, a maximum of 20 visitors will be authorized on your visiting list.

You will be allowed a maximum of five (5) visitors in the visiting room at a time. You will be responsible for the conduct of all your visitors. No toys will be permitted to be brought inside the institution.

Identification of Visitors: Identification is required for visitors. Identification may include a Driver's License, government photo identification, or valid passport. Birth certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visiting Hours: You are encouraged to have visits in order to maintain family and community ties. Visiting hours are as follows: weekends/holidays 8:30 a.m. to 3:00 p.m. and from 5:00 p.m. to 8:00 p.m. on Friday. Any exceptions to this schedule must be approved by the Warden. Visitors arriving after 7:00 p.m. on Friday and 2:00 p.m. on weekends/holidays will not be allowed to visit. Based on the safety and security concerns for inmates confined in Special Housing Unit, hours for visiting may be limited due to institutional need.

Those individuals visiting you should be aware of the following:

It is a Federal crime to bring upon the institution grounds any weapons, intoxicants, drugs, or other contraband. Title 18 United States Code 1791 provides a penalty of imprisonment for not more than ten (10) years, a fine of not more than \$250,000, or both, to a person who provides or attempts to provide an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering these premises are subject to routine searches of their person, property (including vehicles), and packages.

The Warden, upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good order may request the person, as a prerequisite to entry, to submit to a visual search, pat

search, urine surveillance test, Breathalyzer test, or other comparable tests. A visitor has the option of refusing any of the searches, tests, or entrance procedures, but the visit will not be allowed. This could also result in an indefinite suspension of visiting privileges for this visitor.

The following information is provided to aid your visitor's arrival to the institution:

FCI Bennettsville is located on Muckerman Road, off of Highway 9 in Marlboro County, South Carolina, and serviced by Florence Regional Airport (39 miles) in Florence, SC, and Douglas International Airport (89 miles) in North Carolina. From Interstate 95, travel west on SC-38. Turn left onto US-15/W Main Street. Turn Right on SC-38/SC-9 BR. SC-9 BR becomes Highway 9. Turn right onto Muckerman Road. Bennettsville, SC, does have Taxi Service available as local transportation.

Attire (Inmates): Inmates entering the visiting area will be dressed in institution clothing, with approved shoes. All inmates will be required to wear their khaki uniform with a belt and shirt tucked in and belts used. Typical items that you may take into the Visiting Room are limited to one handkerchief, one wedding band (no stone), one religious medallion (with chain), legal materials (legal visits only), and prescription eyeglasses.

Attire (Visitors): Your visitors will be required and expected to wear clothing which is within the bounds of good taste when visiting you at this facility. The Duty Officer and or Operations Lieutenant will be consulted prior to denying a visitor's entry into the institution because of his/her attire. Halter tops and other clothing of a suggestive or revealing nature will not be permitted in the visiting room (sleeveless blouses, shorts/skirts not meeting the knee, absence of undergarments, jeans with holes, see-through clothing, spandex clothes, etc). Footwear must be worn by all visitors. Sandals and flip flops are not permitted. Children 10 years old and younger are authorized to wear shorts.

Permitted Visitor Items: Visitors will be asked to submit to a search. Visitors' purses, attorneys' briefcases, or other

approved items may also be searched. If a visitor fails any search or test, visiting may be denied by the IDO and or Operations Lieutenant. Unauthorized personal articles must be left in the visitor's car. Visitors are not authorized to give anything to inmates during visitation.

Visitors are permitted to bring a reasonable amount of diapers (5), infant care items, and feminine hygiene products into the Visiting Room. No glass items will be allowed for carrying baby food and will be limited to two (2) small plastic containers. No food may be brought into the Visiting Room since vending equipment is conveniently located. Review the Institutional Supplement on Visiting Regulations, regarding other items not listed in this section.

Visiting Rules: All visits will begin and end in the visiting room. A kiss, embrace, and/or handshake will be allowed only upon the visitor's arrival and departure. Visitors cannot visit with any inmate other than the approved inmate. Excessive touching may be grounds for visiting termination.

Smoking by either you or your visitors is not allowed. You are not allowed to receive coins or money for your Commissary account while in the Visiting Room.

Special visits may be requested from the Unit Manager via an Inmate Request to Staff Member. Details of the reasoning for this visit, such as family emergencies, must be contained in your request and should be submitted, at minimum 72 hours prior to visit.

Special Rules for Children: It is the responsibility of the adult visitor who accompanied the child to provide supervision while the child is in the visiting room. Your visit may be terminated if at any time a child becomes unruly and is not properly supervised by the adult visitor.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney, and the front of the envelope must be marked

"SPECIAL MAIL - open only in the presence of the inmate." It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened and processed as general correspondence.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances and availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. Attorneys should submit requests to visit at least (10) business days prior to requested day.

Legal Material: During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may not be transferred during attorney visits unless previously approved. You are expected to handle the transfer of legal materials through the mail.

Attorney Phone Calls: In order to make an unmonitored legal phone call, you must make arrangements through a member of your Unit Team. Your request should be written on an Inmate Request to Staff Member form to your Counselor at least 72 hours in advance. A check will be conducted for any legal phone call requests. Inmates must provide proof of an imminent court deadline and that the case is related to the inmate's reason for his current incarceration.

Law Library: The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library schedule is posted in the Education building. An inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available in the Special Housing Unit ordinarily via an Inmate Request to Staff Member.

Notary Public: Under the provisions of Title 18 United States Code 4004, certain staff are authorized to administer oaths and to take acknowledgments. Contact

your Unit Team for more details. A recent change in the law allows that a statement to the effect that papers which inmates sign are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies unless specifically directed to do otherwise. Some states will not accept the Federal Bureau of Prisons' stamp for real estate transactions, automobile sales, etc.

Copies of Legal Materials: In accordance with institution procedures, you may copy materials necessary for research of legal matters. A copy machine is available in the Education Department for inmate use. Inmates who are without funds and can demonstrate a clear need for particular copies may submit a written request for a limited amount of free duplication to their Unit Team.

Freedom of Information (FOI)/Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without, the prior written consent of, the individual to whom the record pertains, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, Title 5 United States Code 552. Address all concerns to: Federal Bureau of Prisons, FOIA/PA Section, 320 First Street, N.W., HOLC Building, Room 738, Washington, D.C. 20534.

Inmate Request to Review Central File: An inmate seeking to review his Inmate Central File shall submit a request to his case manager via Inmate Request to Staff Member (copout). The inmate's request will be acknowledged and he will be permitted to review the file whenever practicable. All file reviews will be done under constant staff supervision. An entry shall be made on the Inmate Activity Record to show the date the inmate reviews the file. You may review your central file (except for the section marked FOI Exempt).

Inmate Access to Other Documents: You may request access to the non-disclosable documents in your central

file and medical file or other documents concerning yourself that are not in your files 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. You must also provide your register number and date of birth for identification purposes.

A request on your behalf by an attorney for your records will be treated as a "Privacy Act Request" if the attorney has forwarded your written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency: You are advised that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. To apply for executive clemency, you must do so on forms that are available through your Unit Team. The rules governing these petitions are available in the Law Library.

Pardon: A pardon is an executive act of grace that is a symbol of forgiveness. It does not denote innocence nor does it expunge the record of conviction. A pardon can be in "full" or in "part" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed 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. An application for pardon may not be submitted until the expiration of at least five (5) years from the date of release from confinement.

In cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime or crimes of a serious nature, a waiting period of seven (7) years is usually required.

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

Reprieve: A reprieve is the suspension of an execution of a sentence for a period of time and is ordinarily an act of clemency extended to a prisoner to afford him an opportunity to seek improvement of the sentence imposed. A reprieve differs from a commutation which is a reduction of a sentence and from a pardon, which is a permanent cancellation of it.

PROBLEM RESOLUTION

Inmate Requests to Staff Member: The Bureau form BP-148, Inmate 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. BP-148's may be obtained in the living units from the Unit Officer.

In order to facilitate responses, you should submit both copies of the cop out to the appropriate staff member. Staff members who receive a cop out will normally answer the request within five working days unless there are extenuating circumstances.

Federal Tort Claims: If negligence of institution staff results in personal injury or property loss/damage to you, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, you must complete a Claim for Damage, Injury, or Death, Standard Form 95. You can obtain this form by submitting a request to the Safety Manager through institution mail. Once you have completed the Standard Form 95, mail your tort claim to:

Regional Counsel, Southeast Regional Office
3800 Camp Creek Parkway, S. W., Building 2000
Atlanta, Georgia 30331-6226

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints

on an informal basis. Hopefully, you can resolve a problem informally by direct contact with a staff member or via a BP-148. However, when informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy.

Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates **are not** accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, your Counselor will issue a BP-229 (BP-9) form (usually within three business days of the time you approached the employee with the problem). You will return the completed BP-229 to your Counselor who will deliver it to your Unit Manager who will review the material to ensure an attempt at informal resolution was made. You will be provided a receipt once your BP-229 is received by the Administrative Remedy Coordinator. The BP-229 complaint must be filed within 20 calendar days from the date of the incident or complaint unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response to you. This time limit for the response may be extended for an additional 20 calendar days, but you must be notified of the extension.

When a complaint is determined to be of an emergency nature (which threatens your immediate health or welfare), the reply must be made as soon as possible (within 48 hours from receipt of the complaint).

If you are not satisfied with the response to the BP-229, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. All concerns should be addressed to:

Administrative Remedy Coordinator
Southeast Regional Office
3800 Camp Creek Parkway, S. W., Building 2000
Atlanta, Georgia 30331-6226.

The Regional Appeal is written on a BP-230 (BP-10) form, which may be obtained from your counselor, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. You will be notified of the extension. If a response is not returned within the allotted time period including an extension, you should assume your request has been denied, and take whatever steps you deem necessary.

If you are not satisfied with the response by the Regional Director, you may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses. The forms are to be sent to:

National Inmate Appeals Administrator
Office of General Counsel
320 First Street, N.W.
Washington, D.C. 20534.

The BP-231 form may be obtained from your Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days with proper notification.

In writing a BP-229, BP-230 or BP-231, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested

Time Limits (in calendar days) Filing:

BP-229: 20 days from incident
BP-230: 30 days from BP-9 response
BP-231: 40 days from BP-10 response

Response: Extensions:
BP-229: 20 days
BP-230: 30 days
BP-231: 20 days

Sensitive Complaints: If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known in the institution, you may file the complaint directly to the Regional Director. You must explain, in writing, the reason for not filing the complaint with your institution.

If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, you will be advised, in writing, of that determination and the complaint will be returned. You may then pursue the matter by filing a BP-229.

RELEASE

Sentence Computation: The Inmate Systems Department is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is prepared. Any questions about good time, jail time/prior custody credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon your request for clarification.

Fines and Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. An inmate with a committed fine will stay in prison until the fine is paid unless arrangements are made to pay the fine, or he qualifies for release under the provisions of Title 18 USC, Section 3569 (Pauper's Oath).

Additionally, you will also be responsible for paying interest on the unpaid balance of your fine unless interest was waived by the court in the judgment and commitment order. The amount of interest and the method of calculation depends on the statute under which you were sentenced. This, in turn, is determined by the date of the offense of conviction.

Detainers: Certified copies of warrants, indictments, or information based on pending charges, over-lapping, consecutive or unsatisfied sentences in federal, state, or military jurisdictions will be filed as Detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases.

Case Management staff may give assistance to you in your efforts to have detainers against you 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.

Detainers may be quickly disposed of under the procedures of the "**Interstate Agreement on Detainers.**" This agreement applies to all detainers based on untried pending charges (excluding parole/probation violations) which have been lodged against you by a **member** state 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.

Good Conduct Time: This only applies to you if you were sentenced for an offense committed on or after November 1, 1987. The Comprehensive Crime Control Act (CCCA) became law November 1, 1987. The two (2) most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under this new law for parole. Fifty-four (54) days may be earned for each full year served on a sentence in excess of one (1) year. This may not be awarded until the end of the year and may be awarded in part or in whole contingent upon behavior during the year. Once awarded, it is vested and may not be disallowed. **Once disallowed, the credit may not be restored and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures.**

Additional procedures for offenses committed after September 13, 1994, but before April 26, 1996, the **Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA)** include a distinction between violent and non-violent offenders and inmates who have, or do not have, a high school diploma or equivalency. These distinctions can affect the awarding, disallowance, and

forfeiture of GCT and the aggregation of VCCLEA sentences with other sentences.

The Prison Litigation Reform Act (PLRA) of 1995, amended the VCCLEA, all inmates to an “exemplary compliance” standard for violations institutional rules and regulations violations. It effectively impacts those offenses committed after April 26, 1996. In addition, the amendment further requires the Bureau to consider educational progress toward earning a high school diploma or an equivalent degree in awarding GCT credits. The PLRA also specifies that GCT shall vest on the date the inmate is released from custody. This means that all earned GCT for the year, or years, preceding the current or final partial year, is available for forfeiture throughout service of the sentence. Some or all GCT earned during the current or final partial year may be disallowed (not forfeited).

There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO YOU IF YOU WERE SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time: "Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence - that is, it advances the date when release will be mandatory if you are not paroled at an earlier date. The awarding of good time does not in itself advance your release date. It has that effect only if you would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however. Even when it is, the extent of the benefit to you may not be equivalent to the good time earned.

Statutory Good Time: Under Title 18 United States Code 4161, if you are sentenced to a definite term of six (6) months or more, you are entitled to a deduction from your term if you have faithfully observed the rules of the

institution and have not been disciplined. It is computed as follows:

Not greater than one year - five (5) days for each month of a sentence of not less than six (6) months or more than one (1) year.

More than one (1) year, less than three (3) years - six (6) days for each month of the stated sentence.

At least three (3) years, less than five (5) years - seven (7) days for each month of the stated sentence.

At least five (5) years, less than ten (10) years - eight (8) days for each month of the stated sentence.

Ten (10) years or more - ten (10) days for each month of the stated sentence.

At the beginning of your sentence, the full amount of statutory good time is credited subject to forfeiture if you commit disciplinary infractions.

If the sentence is for five (5) years or longer, 18 United States Code 4206(d) requires the Parole Commission to release you after service of two-thirds of the sentence unless the Commission determines that you have seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that you will commit another crime. If you are serving a sentence of five (5) to ten (10) years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to sentences under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six (6) months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

Extra Good Time: The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service or for performing duties of outstanding importance or for employment in an industry or camp. You may earn only one type of good time

award at a time, e.g., if you earn industrial or camp good time, you are not eligible for meritorious good time. However, a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Discipline Hearing Officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Discipline Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A **disallowance** means that you do not receive an extra good time award for only one (1) calendar month. A **disallowance** must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

Superior Court of District of Columbia Sentences (calculation of sentence for offenses committed on or after April 11, 1987) The **District of Columbia Good Time Credits Act of 1986** (the “Act”) became effective on April 11, 1987, for all D.C. Code offenses committed on and after that date. It also applied to sentences being served but only from April 11, 1987. D.C. Code 24-405 was repealed by this Act, but was replaced with D.C. Code 24-428, **Institutional good time** (hereinafter referred to as DCIGT) with no significant change to the amount of good time that could be earned based on conduct. (The change was that good conduct time would begin to accrue with a sentence of **30 days** instead of with a sentence of **one month**. It also added 24-429, **Educational good time**; D.C. Code 24-430, **Administration of good time credits** and D.C. Code 24-432, **Forfeiture**. 18 USC 4162, **Industrial good time** continued to be applied to sentences imposed under D.C. Code 24-428.

DC Code 24-428, Institutional good time. D.C. Code

24-428, when initially enacted, applied only to prisoners **imprisoned in a district correctional facility** but this had no negative effect since the BOP applied SGT to prisoners transferred to BOP custody. This practice became moot on August 17, 1991, when D.C. Code 24-428 was amended to apply to any D.C. Code offender regardless of location and was retroactive. D.C. Code 24-428 was repealed effective June 22, 1994, for offenses occurring on and after that date. D.C. Code 24-428 states,

- (a) Every person who is convicted of a violation of a District of Columbia (“District”) criminal law by a court in the District of Columbia and whose conduct is in conformity with all applicable institutional rules is entitled to institutional good time credits in accordance with the provisions of this section. Application of good time credits shall commence on the 1st day of the person’s commitment, as follows:
- (1) Five days for each month, if the sentence is not less than thirty (30) days and not more than one (1) year.
 - (2) Six (6) days for each month, if the sentence is more than one (1) year and less than three (3) years.
 - (3) Seven (7) days for each month, if the sentence is not less than three (3) years and less than five (5) years.
 - (4) Eight (8) days for each month, if the sentence is not less than five (5) years and less than ten (10) years.
 - (5) Ten (10) days for each month, if the sentence is ten (10) years or more.
 - (6) When two (2) or more consecutive sentences are to be served, the aggregate of the several sentences shall be the basis upon which the good time credits shall be applied.
- (b) Good time credits shall be applied to the person’s minimum term of imprisonment to determine the

date of eligibility for release on parole and to the person's maximum term of imprisonment to determine the date when release on parole becomes mandatory.

- (c) Good time credits applied to the minimum term of imprisonment shall be computed solely on the basis of the minimum term of imprisonment. Good time credits applied to the maximum term of imprisonment shall be computed solely on the basis of the maximum term of imprisonment.
- (d) Institutional good time credits under this section shall be applied without retard to the person's award of educational good time credits under D.C. Code 24-429.

As noted earlier, D.C. Code 24-428 applied to prisoners in the service of sentences on the effective date of April 11, 1987, which had no significant effect except as to minimum terms.

There is no 180-day date (18 U.S.C. 4164) for a D.C. Code 24-428 sentence. If not paroled by action of the U.S. Parole Commission, a sentence under this section will be **mandatorily paroled** on the Statutory Release Date.

D.C. Code 24-429, Educational Good Time. D.C. Code 24-429, like D.C. Code 24-428, became effective on April 11, 1987, but unlike D.C. Code 4-428, it was not repealed on June 22, 1994, and remains in effect. D.C. Code 24-429 applies only to sentenced D.C. Code offenders.

The sections state:

- (a) Every person whose conduct complies with institutional rules and who demonstrates a desire for self-improvement by successfully completing an academic or vocational program, including special education and Graduate Equivalency Diploma programs, shall earn educational good time credits of no less than three (3) days a month and not more than five (5) days a month. These credits shall not be awarded until completion of the academic or vocational program.
- (b) Educational good time credits authorized by the

provisions of this section shall be applied to the person's minimum term of imprisonment to determine the date of eligibility for release on parole and to the person's maximum term of imprisonment to determine the date when release on parole becomes mandatory.

An inmate who was enrolled in an educational course or program prior to April 11, 1987, but who did not complete it until after April 11, 1987, became eligible to earn the credits only from the time on and after April 11, 1987.

Any inmate who enrolled in an educational course or program on and after April 11, 1987, became eligible to earn educational good time credits.

An inmate whose offense occurs on or after August 5, 2000, will not be entitled to earn D.C. Education Good Time. An inmate whose sentence was imposed on or after August 5, 2000, but whose offenses occurred from April 11, 1987 to August 5, 2000, will be entitled to earn D.C. Education Good Time. Inmates who are in a D.C. Education Good Time earning status on and after August 5, 2000, will continue to earn credit.

After transfer or commitment to the Bureau of Prisons, enrollment in a Bureau of Prison approved program for any portion of a calendar month (one day or more) equals one full month's (three to five days) of Education Good Time.

No D.C. Education Good Time will be applied to a minimum mandatory sentence.

No D.C. Education Good Time will be applied to any minimum term for an offense mentioned in D.C. Code 24-434. Education Good Time that exceeds 14 - 85% date will not be applied to minimum terms as discussed in D.C. Code 24-429.2 and 24-208(b).

D.C. Code 24-432, Forfeiture. D.C. Code 24-432, like D.C. Code 24-428, became effective on April 11, 1987, but unlike D.C. Code 24-428, it was not repealed on June 24, 1994, and remains in effect. The section states:

The award of good time credits for good behavior and faithful performance of duties may be forfeited, withheld and restored by the Director, in accordance with rules promulgated by the Mayor pursuant to D.C. Code 24-430, after a hearing, which shall be conducted in accordance with the rules.

Because of this statutory provision, from April 11, 1987, the D.C. Department of Corrections no longer had to rely on 18 U.S.C. 4165 - 4166 for the forfeiture, withholding, and restoration of time credits. The implementing D.C. Department of Corrections rules for D.C. Code 24-432, as promulgated by the Mayor, were published in May 1987 in **Title 28, Chapter 5 of the District of Columbia Municipal Regulations**, as amended on February 19, 1988, in **Volume 35 of the District of Columbia Register**. For D.C. Code offenders in Bureau of Prisons facilities, discipline hearings or considerations for restoration, are conducted under the provisions of the Bureau of Prisons program statement on Inmate **Discipline and Special Housing Units**.

Selective Service Registration: Any inmate that is under the age of 26 is required to register with the Selective Service System within 30 days of release from the facility.

Residential Re-entry Center Good Time: Extra good time for you while in a Federal or contract Residential Re-Entry Center (RRC) is awarded automatically beginning on arrival at that facility and continuing as long as you are confined to the Center unless the award is disallowed.

Camp Good Time: If assigned to a camp, you are automatically awarded extra good time beginning on the date of commitment to the camp and continuing as long as you are assigned to the camp unless the award is disallowed.

Lump Sum Awards: Any staff member may make a recommendation to the Warden to approve a lump sum award of extra good time for you. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation

to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under Title 18 United States Code 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated.

Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

- (a) An act of heroism;
- (b) Voluntary acceptance and satisfactory performance of an unusually hazardous assignment.
- (c) An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;
- (d) A suggestion which results in substantial improvement of a program or operation or which results in significant savings;
- (e) Any other exceptional or outstanding service.

Good Time Procedures: Extra good time is awarded at a rate of three (3) days per month during the first 12 months and at the rate of five (5) days per month thereafter (e.g., the first 12 months, as stated, means 11 months and 30 days - Day for Day - of earning extra good time before an inmate can start earning five (5) days per month). For example, if you were to stop working, transfer from Industries to an institution job or if good time was terminated for any reason, the time that you are not earning good time does not count in the calculation of the first 12 months. If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. You may be awarded extra good time even though some or all of your statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while you are hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that your behavior warrants such action.

If you are committed for civil contempt, you are not entitled to extra good time deductions while serving the civil contempt sentence.

If you are in an extra good time earning status, you may not waive or refuse extra good time credits.

Once extra good time is awarded, it becomes vested and may not be forfeited, withheld, retroactively terminated or disallowed.

Parole: Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. As a parolee, you will remain under the supervision of a U.S. Probation Officer until the expiration of your full term.

For those inmates with "Old Law Sentences" (Sentenced before November 1, 1987) who have questions regarding parole, see your Case Manager.

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

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

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits your release plan to the U.S. Probation Officer approximately three (3) to six (6) months before the scheduled parole date.

Halfway House Transfers: If you are nearing release and need assistance in obtaining a job, residence or other community resources, you may be transferred to a community corrections program.

The Bureau's Community Corrections Branch within the Community Corrections and Detention Division supervises services provided to you when you are housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local Governments, and the community. CCM's are located strategically throughout the country. They are responsible for developing and maintaining a variety of contract facilities and programs working under the supervision of the appropriate Regional Administrator.

Community programs have three (3) major emphases: residential community-based programs provided by community corrections centers and local detention facilities, programs that provide intensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs: The community-based residential programs available include both typical Residential Re-Entry Center (RRC) and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring your activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, you are required to pay subsistence from your salary to help defray the cost of your confinement. Your payment rate during RRC residence is 25 percent of your income.

Most Bureau of Prisons community-based residential programs are provided in Residential Re-Entry Centers. These facilities contract with the Bureau of Prisons to provide residential correctional programs near your home community. RRC's are used primarily for three (3) 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 re-establishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.

Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two (2) components within one (1) facility: a pre-release component and a community corrections component. The pre-release component assists your transition from an institutional setting to the community or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second more restrictive component must remain at the RRC where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs in which an offender is employed in the community during the day, returning to the institution at night.

UNICOR Hiring Procedures

1. Assignments to UNICOR must have the approval of the Unit Team. Employment with UNICOR is potentially open to all inmates receiving approval from their Unit Team, and for whom there is no reason to deny employment. UNICOR does not discriminate on the basis of race, color, religion, ethnicity, age, or physical handicap. Individuals thus referred will then be placed on "call-out", interviewed and considered for assignment to the appropriate department.

2. Inmate applicants will be placed either on the "General" or the "Priority" waiting list. Those inmates who are non-disciplinary transfers and have previously worked for UNICOR at another institution will be placed on the "Priority" waiting list. Also, those inmates who have

substantial financial obligations, as determined by Unit Team, will be placed on the "priority" list. All other applicants will be placed on the "General" waiting list.

3. Testing will be required of inmates who apply for special skilled assignments, such as clerical and Quality Assurance positions.

4. Because of the slower turnover in some departments, a person may be employed in another department until vacancies occur at which time they may request reassignment. Request will be reviewed to determine if transfer is feasible.

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 subject to an Administrative Fact Finding Hearing by the Unit Discipline Committees (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). A list of prohibited acts is contained in this section.

Inmate Discipline Information: If a staff member observes or believes he/she has evidence that you have committed a prohibited act, an incident report may be written; this is the first step in the disciplinary process. An incident report is a written copy of the charges against you. The incident report shall ordinarily be delivered to you within 24 hours of the time staff became aware of your involvement in the incident. The writer of the incident report and the investigator may attempt an informal resolution except for prohibited acts in the greatest or high severity categories.

If an informal resolution is accomplished, the incident report will be expunged and not placed in the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violations in the greatest (100 series) severity category must be forwarded to the Discipline Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing: You must ordinarily be given an initial hearing within three (3) work days from the time staff became aware of your involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). You are entitled to be present at the initial hearing. You may make statements or present documentary evidence in your behalf. The UDC must give its decision in writing to you by the close of business the next work day.

The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. You will be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for final disposition.

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

You will be provided with advance written notice of the charges not less than 24 hours prior to your appearance before the DHO. You may waive this requirement. If requested, you will be provided with a full-time staff member of your choice to represent you. You may make statements in your own defense and may produce documentary evidence. You may present a list of witnesses and request their testimony at the hearing. You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness on your behalf. You may submit a list of questions for the witness(es) to the DHO if you do not have a staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. You have the right to be present throughout the DHO hearing except during deliberations. You may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing.

INMATE RIGHTS AND RESPONSIBILITIES

1. You have the right to expect that, as a human being, you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary religious worship.
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.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on such matters as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent directly from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security.

law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and

11. You have the responsibility to meet your financial and legal obligations including, but not limited to, court-imposed assessments, fines, and restitutions. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

SUMMARY OF DISCIPLINARY SYSTEM

PROCEDURES

1. Incident involving possible commission of prohibited act.
2. Staff prepares incident report and forwards to Lieutenant.
3. Appointed Investigator conducts investigation and forwards material to Unit Discipline Committee.
4. Initial hearing before Unit Discipline Committee.
5. Hearing before Discipline Hearing Officer.
6. Appeals through Administrative Remedy Procedure.

The Warden/Superintendent, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

DISPOSITION

Except for prohibited acts in the Greatest and High Severity categories, the writer of the report may resolve informally or drop the charges.

Except for prohibited acts in the Greatest and High Severity categories, the Lieutenant may resolve informally or drop the charges.

Unit Discipline Committee may drop or resolve informally any Moderate, or Low Moderate charge, impose allowable sanctions, or refer to Discipline Hearing Officer.

Discipline Hearing Officer may impose allowable sanctions or drop the charge.

TIME LIMITS IN DISCIPLINARY PROCESS

1. Staff become aware of inmate's involvement in incident.

Ordinarily
Maximum of 24 hours

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

Maximum of ordinarily three (3) work days, excluding day staff became aware of the inmate's involvement, weekends & holidays

3. Initial Hearing (UDC)

Minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO)

NOTE: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period of time not to exceed two (2) weeks while informal resolution is attempted.

If informal resolution is unsuccessful, staff may start disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again at the same point at which they were suspended.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

GREATEST CATEGORY CODE

UDC shall refer all greatest severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

PROHIBITED ACTS

100	Killing	197	Use of the telephone to further criminal activity.
101	Assaulting any person (includes sexual assault) or an armed assault on the institutions's secure perimeter (a charge for assaulting ay person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	198	Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence.	199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)		SANCTIONS A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended.) C. Disciplinary Transfer (Recommend) D. Disciplinary Segregation (up to 60 days) E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed.) G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition		
105	Rioting		
106	Encouraging others to riot		
107	Taking hostage(s)		
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack -saw blade, cellular telephone, items necessary for the use of a cellular telephone such as battery pack or phone chip)		
109	(Not to be used)		
110	Refusing to provide a urine sample or to take part in other drug-abuse testing		
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		

GREATEST CATEGORY CODE

- 200 Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions – without violence.
- 201 Fighting with another person.
- 202 (Not to be used)
- 203 Threatening another with bodily harm.
- 204 Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.)
- 209 Adulteration of any food or drink
- 210 (Not to be used)
- 211 Possessing any officer’s or staff clothing.
- 212 Engaging in, or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or participate in a work stoppage.
- 214 (Not to be used)
- 215 Introduction of alcohol into BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (fire alarm)
- 219 Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)
- 221 Being in an unauthorized area with a person of the opposite

sex without staff permission.

- 222 Making, possessing, or using intoxicants
 - 223 Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
 - 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
 - 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate’s PIN number; third party calling; third party billing; using credit card numbers to pace telephone calls; conference calling; talking in code)
- A three-way telephone call constitutes when more than two people are partaking in the conversation, such as: making a telephone call to an individual who utilizes another telephone bringing another person into the conversation, relaying information back and forth (which includes an inmate standing beside you), and having someone forward their telephone calls to another telephone number.**
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
 - 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. Conduct must of the High Severity nature.) This charge is to be used only when

Sanctions A-N

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
- B.1 Disallow ordinarily 25 and 50% (14- 27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended.)
- C. Disciplinary Transfer (Recommend)
- D. Disciplinary Segregation (up to 60 days)
- E. Make monetary restitution.
- F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed.
- G. Loss of privileges: commissary, movies, recreation, etc.
- 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

MODERATE CATEGORY

300	Indecent Exposure	324	Gambling
301	(Not to be used)	325	Preparing or conducting a gambling pool.
302	Misuse of authorized medication	326	Possession of gambling paraphernalia
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	327	Unauthorized contact with the public
304	Loaning of property or anything of value for profit or increased return	328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less.
306	Refusing to work, or to accept a program assignment	330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards
307	Refusing to obey an order of any staff member.	331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband.
308	Violating a condition of a furlough.	332	Smoking where prohibited
309	Violating a condition of a community program	397	Use of telephone for abuses other than criminal activity.
310	Unexcused absence from work or any assignment.	398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.
311	Failing to perform work as instructed by the supervisor	399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.
312	Insolence towards a staff member		Sanctions A-N
313	Lying or providing a false statement to a staff member	A.	Recommend parole date rescission or retardation.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of	B.	Forfeit 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)
315	Participating in an unauthorized meeting or gathering.	B.1	Disallow ordinarily up to 25% (1-15 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended.)
316	Being in an unauthorized area	C.	Disciplinary Transfer (Recommend)
317	Failure to follow safety or sanitation regulations	D.	Disciplinary Segregation (up to 15 days)
318	Using any equipment or machinery which is not specifically authorized	E.	Make monetary restitution.
319	Using any equipment or machinery contrary to instructions or posted safety standards		
320	Failing to stand count		
321	Interfering with the taking of count		
322	(Not to be used)		
323	(Not to be used)		

- F. Withhold statutory good time
- G. Loss of privileges: commissary, movies, recreation, etc.
- 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

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

LOW MODERATE CATEGORY

<ul style="list-style-type: none"> 400 Possession of property belonging to another person. 401 Possessing unauthorized amount of otherwise authorized clothing 402 Malingering, feigning illness 403 (Not to be used) 404 Using abusive or obscene language 405 Tattooing or self-mutilation 406 (Not to be used) 407 Conduct with a visitor in violation of Bureau regulations 408 Conducting a business 409 Unauthorized physical contact (e.g., kissing, embracing) 410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be as Code 101, Assault) 497 Use of the telephone for abuses other than criminal activity 498 Interfering with a staff member in the performance of duties 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. 	<p>Sanctions</p> <ul style="list-style-type: none"> B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). E. Make monetary restitution. F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc. 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 O. Reprimand P. Warning
--	---

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16). making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. Sanction B.1 may be imposed in the Low Moderate category only when you have committed the same low moderate prohibited act more than one time within a six-month period.

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of UDC sanctions must be appealed within 20 working days through a BP-9 to the Warden. Appeals of DHO sanctions must be appealed within 20 working days through a BP10 to the Regional Director (BP-230). The next step is a BP11 within 20 working days to the General Counsel (BP-231). On appeal, the following items will be considered:

Whether or not the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether or not the UDC or DHO based their

decisions on "some facts."

Whether or not an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

SPECIAL HOUSING UNIT

Special Housing Unit Status: There are two (2) categories of special housing. These are Administrative Detention and Disciplinary Segregation. Regardless of status, while housed in the Special Housing Unit, lights will be turned on at 6:00 a.m. Monday through Friday.

Administrative Detention: This is used to separate you from the general population. To the extent practical, while in Administrative Detention, you shall be provided with the same general privileges as inmates in general population. You may be placed in Administrative Detention when you are in holdover status during transfer, a new commitment pending classification, pending investigation or a hearing for a violation of Bureau regulations, pending investigation or trial for a criminal act, pending transfer for protection.

Disciplinary Segregation: This is used as a sanction for violations of Bureau rules and regulations. While in Disciplinary Segregation, you will be denied certain privileges. Personal property will usually be impounded.

Inmate in the Special Housing Unit will not have access to the TRULINCS system.

PERSONAL PROPERTY APPROVED FOR

RETENTION IN SPECIAL HOUSING UNIT

ADMINISTRATIVE DETENTION:

One (1) softback Bible, Koran, or other religious book (soft back only)
Two (2) newspapers
Ten (10) photographs
Two (2) softback books (issued by SHU officers one for one exchange)
One (1) prescription eyeglasses
One (1) religious medallion and chain
One (1) plain wedding band
Stationery
One book of Stamps
Radio w/ear buds
Library issues soft back books

COMMISSARY ITEMS WILL BE LIMITED.

(***Disposable razors will be issued and controlled by Special Housing Unit Officers for all inmates housed in the Special Housing Unit.)

Inmates will be authorized ten (10) pieces of personal mail, (excess personal mail will be stored). Education materials furnished by Education staff may be allowed for a current enrollment. Legal materials will be limited to case material that is currently active. Other legal material may be issued from the inmate's property upon request.

DISCIPLINARY SEGREGATION:

One (1) softback Bible, Koran, or other religious book
(soft back only)
One (1) prescription eyeglasses
One (1) plain wedding band
One (1) religious chain and medallion
Stationery items (as provided by Unit Officers)
Stamps- One (1) Book (20 stamps)

Inmates will be allowed to keep six (6) pieces of

personal mail received while in Disciplinary Segregation. Legal materials will be limited to case material which is currently active. Other legal material may be issued from the inmate's property upon request (excess personal mail will be stored). Education materials furnished by Education staff may be allowed for a current enrollment.

CONCLUSION

This information has been provided to assist you during your period of incarceration. You are encouraged to become familiar with the contents of this handbook and to seek assistance from your Unit Staff on any area which may require clarification. For further detail, reference Institutional Supplements and Program Statements.