

# FCI LORETTO

Inmate Admission and Orientation Handbook

U.S. Department of Justice  
Federal Bureau of Prisons

Federal Correctional Institution  
PO Box 1000  
Loretto Pennsylvania 15940  
Phone: (814) 472-4140



## Mission Statement

The Federal Bureau of Prisons protects society by confining offenders in the controlled environments of prisons and community based facilities that are safe, humane, cost-efficient, and appropriately secure, and that provide work and other self-improvement opportunities to assist offenders in becoming law-abiding citizens.

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## **INTRODUCTION**

### **INTAKE SCREENING**

The intent of this handbook is to provide all incoming inmates, to include transfers from other institutions, with a general overview of FCI Loretto. In the pages that follow, you will learn about the daily routine at this facility; the various programs and services available; the disciplinary process; and your rights and responsibilities. Shortly after your arrival, you will also be required to participate in a one day Admission & Orientation Program. Hopefully both will help you with your initial adjustment to institution life here at FCI Loretto.

## **GENERAL INFORMATION**

### **LOCATION / EMERGENCY PHONE NUMBER**

FCI Loretto is located one mile outside of Loretto, Pennsylvania; 20 miles west of Altoona; 30 miles east of Johnstown; and 90 miles east of Pittsburgh. It is a low security facility that houses primarily low and minimum security inmates. Located adjacent to the main facility is a minimum security satellite camp. The mailing address and main phone number are as follows:

Federal Correctional Institution Loretto  
Post Office Box 1000  
Loretto, Pennsylvania 15940-1000  
**Phone: (814) 472-4140**

For **MAPQUEST** searches:

Family & friends looking for directions to the institution should use the following address:

772 St. Joseph Street  
Loretto, Pennsylvania 15940

All incoming inmates will be screened (interviewed) by staff from the following disciplines: Case Management, Health Services, and Psychology Services. Case Management staff will review your file documentation; provide you with a copy of the Inmate A & O Handbook; and go over the telephone and visiting procedures.

Health and Psychology Services staff will talk to you about any medical or mental health conditions you might have, to include any current medications you are taking.

CLOTHING ISSUE
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Upon arrival, you will be issued one set of clothing, bed linens, and a personal hygiene kit. Additional clothing items will normally be issued the next working day.

You will be issued green pants, shirts, and a jacket if you are assigned to the low security or khaki pants, shirts and a jacket if you are assigned to the minimum security camp. Each article of clothing will bear labels with your respective name and register number. In the event that you lose a label, it is your responsibility to request a replacement from the Laundry Foreman. (Inmates at the camp are to notify the Case Manager if you need label replacements.) You will also be issued t-shirts, underwear, socks, and work shoes.

Additional clothing will be issued/exchanged in accordance with Institution Supplement 4500, Clothing Issue and Exchange/Laundry Operations.

## **Institution Rules and Inmate Dress and Attire**

### ***At all times....***

- Inmates will have their ID CARDS in their possession.
- Inmates will be appropriately dressed at all times. (See guidance below)
- Inmates will be in full institution uniform for all work assignments and programs.
- Shirts must be tucked in and buttoned at all times, only the top button may remain open.
- Pants must be worn above the waistline. Belts must be worn with pants which have belt loops.
- Pant legs must extend to the top of the foot. Shoes must be tied.
- All institutional clothing must be properly labeled with the assigned inmate's name and number.
- Institution clothing and personal clothing may not be mixed.
- House/shower shoes and do-rags are not authorized outside of the housing unit.
- All head wear, except approved religious head wear, must be removed when inside.  
'Hats  
are only permitted to be worn outside and while performing work in food service.
- Only approved personal jewelry may be worn. Chains must be worn inside the shirt.
- Religious articles designated for worship are not authorized for any other purpose.
- Any altered clothing is considered contraband and will be confiscated.

### ***All Compound Areas***

- Inmates will maintain proper dress when traveling the corridors and compound. This includes moving between the recreation areas.

### ***Job Assignment Attire....***

- All inmates will be in full institution uniform.
- Safety shoes must be worn.

### ***Commissary....***

- Inmates will be in full institution uniform while shopping and waiting in line.

### ***Recreation....***

- Shirts, pant/shorts, and appropriate shoes must be worn on the recreation yard and in the gym.

***Dining Room....***

- Full institution uniform is required from 6:00 a.m. - 4:00 p.m., M-F, excluding weekends and holidays.
- Coats must remain unzipped in the dining room.

***Housing Unit...***

- Off duty inmates must be appropriately dressed in the housing unit.
- Inmates must be fully clothed when leaving their assigned room.
- Underwear or pajamas must be worn while sleeping.

**ATTENTION ALL INMATES!!  
UNIT SANITATION STANDARDS**

- BEDS MUST BE PROPERLY MADE PRIOR TO 7:30 A.M. ONE WET TOWEL AND WASHCLOTH MAY BE HUNG ON THE FOOT RAIL OF THE BED UNTIL DRY.
- ALL PERSONAL PROPERTY MUST BE PROPERLY STORED, IN A LOCKER, IN A CLOSET, AND/OR IN AN APPROVED CONTAINER UNDER THE BED.
- SHOES AND 1 LAUNDRY BAG CONTAINING DIRTY LAUNDRY PER INMATE MAY BE STORED NEATLY UNDER THE BED.
- TRASH MUST BE REMOVED THROUGHOUT THE DAY.
- FLOORS MUST BE SWEEPED AND MOPPED DAILY. ANY SPILLS/DEBRIS MUST BE CLEANED UP IMMEDIATELY.
- ALL SURFACES MUST BE CLEAN AND DUST FREE.
- NOTHING IS TO BE ATTACHED TO THE WALLS, CEILINGS, WINDOWS, OR FURNISHINGS
- ALL FURNISHINGS MUST BE MAINTAINED IN THE ASSIGNED LOCATION. .
- ONE AUTHORIZED RELIGIOUS ITEM MAY BE NEATLY PLACED AT THE HEAD OR FOOT OF THE BED.
- ONLY UNIT TEAM APPROVED LEGAL MATERIALS WILL BE STORED IN AN APPROVED CONTAINER UNDER THE BED.
- DURING TIME PERIODS WHEN COATS ARE AUTHORIZED, ONE COAT PER INMATE MAY BE HUNG ON THE BED POST OR APPROVED HOOK.

**ANY ITEM LEFT OUT OR NOT IN THE PROPER LOCATION WILL BE CONSIDERED CONTRABAND!!!**

<b>DAILY SCHEDULE</b>
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- 5:30 a.m.** Lights on/wake-up.
- 6:00 a.m.** Breakfast/Unit Officer releases inmates from the housing unit.
- 6:30 a.m.** Sick call.
- 7:30 a.m.** Work call.
- 9:50 a.m.** Recall on weekends and holidays only.
- 10:00 a.m.** Stand up count on weekends and holidays only.
- 10:30 a.m.** Recall - all inmates, with the exception of those assigned to a work crew, are to return to their respective housing units. All corridors will be cleared.
- 10:45 a.m.** Lunch. All housing units and work details will be called to the dining hall on a staggered basis.
- 3:30 p.m.** Release from work details. Mail call prior to the count.
- 4:15 p.m.** Stand-up count.
- 4:30 p.m.** Supper.
- 9:00 p.m.** Recall - Gymnasium, main hallway, and laundry room closed.
- 9:30 p.m.** Standup count.
- 11:00 p.m.** Corridor lights dimmed. Lights are to be turned off by 11:50 p.m.
- 11:30 p.m.** Housing units secured.

**Saturday, Sunday and Federal Holidays**

**Meals:**

- 7:00 a.m.** Coffee Hour
- 10:30 a.m.** Brunch
- 4:30 p.m.** Supper

## ADMISSION & ORIENTATION

The Admission & Orientation (A&O) Program at FCI Loretto is divided into two phases (**Participation is mandatory**):

**Phase One** (Institution Orientation): Within the first couple weeks after your arrival your name will be put on “call-out” \*\* (See below) to report to the Chapel. On the assigned day, you will listen to a series of presentations by FCI Loretto’s Executive Staff and Department Heads. You will receive more detailed information relative to the programs and services available at this institution. Any questions you may have can be answered at mainline.

**Phase Two** (Unit Orientation): Your Unit Team will meet with you individually to go over rules and regulations specific to your housing unit, to include their expectations regarding the upkeep and sanitation of your living area. Your unit’s rules and regulations will also be posted on the inmate bulletin board in your respective housing unit.

Unless medically unassigned, you will work as an orderly in the housing unit. Once you have completed the A&O Program, you will be assigned to a permanent work detail.

**\*\* CALL-OUTS:** If you have been scheduled for an appointment (e.g., medical, dental, education, unit team meeting, and/or other activity), your name will appear on the call-out list the day before. Call-outs are posted after 4 p.m. in each of the housing units. It is **YOUR RESPONSIBILITY** to check the call-out list on a daily basis and to notify your work detail supervisor of your call-out appointment. All scheduled appointments must be kept. Failure to show up for an appointment may result in disciplinary action.

## UNIT TEAMS

You will be assigned to a specific housing unit and Unit Team. Members of your Unit Team will monitor your institutional adjustment, program participation, and overall progress. They will also assist you with release planning. Each Unit Team will be comprised of the following institution staff: a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary.

**Unit Manager:** The Unit Manager is responsible for monitoring the housing unit’s overall operations, to include supervision of the Case Manager, Correctional Counselor, Unit Secretary and Unit Officer. He or she will serve as the “Chairperson” for your periodic “team” reviews and may also serve as a member of the Unit Disciplinary Committee (UDC).

**Case Manager:** The Case Manager will typically generate all required documentation relating to your confinement here at FCI Loretto, to include: classification materials, progress reports, and release preparation paperwork. He or she will normally serve as a member of the UDC.



**Correctional Counselor:** Your Correctional Counselor can assist you with any questions or concerns you might have relative to your court ordered financial obligations, visiting or phone lists, bed or work assignments, general institution adjustment, or other unit related issues. He or she will also conduct UDCs.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties.

**Unit Officer:** The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. Their primary role is to ensure the safety, security, and sanitation of the housing unit.

## WORK ASSIGNMENTS

Every inmate is expected to work unless medically unassigned. Many job assignments provide monetary compensation through a Performance Pay System. Inmates assigned to Federal Prison Industries (UNICOR) will be compensated under a separate pay scale. You will receive work performance evaluations from your work detail supervisor and you are expected to earn your pay.

Only unit staff can approve a job change \*\*.

**\*\* CHANGE SHEETS:** You will be notified of any subsequent changes to your job assignment either by your Counselor and/or the posted Change Sheets.

## PERFORMANCE PAY/WORK EVALUATIONS

Your work detail supervisor will go over your position description with you and ask you to sign and date it. Each position (job) description will clearly state your duties and responsibilities. A Grade Level (1-4) will be associated with each position (UNICOR 1-5). Grade Level 1 positions usually require a higher skill level and greater responsibility; less for grades 2 through 4.

Performance pay is based on hours of successfully completed work during each month. The work month begins on the 1st of each month and runs through the last day of the month. Performance pay is generally posted by the 10th of the following month. If sufficient funds are available, bonuses and special awards are considered for those who demonstrate extra initiative during any given month.

**SANITATION**

Once you are assigned to a living area, you should immediately check for and report any property damage (bed, locker, etc.) to the Unit Officer or Correctional Counselor. Otherwise, you may be held financially liable for any property damage noted in your area.

You are responsible for making your bed in accordance with the specified regulations prior to work call and on weekends and holidays. Staff will inspect all inmate rooms and common areas on a daily basis.

**Beds must be made by 7:30 a.m., Monday through Friday, regardless of your work schedule or days off. On weekends and holidays, your bed must be made as soon as you get up.**

Clothes are to be stored neatly in the locker (not on the ends of the bedposts). Each inmate is responsible for sweeping and mopping his own personal living area prior to going to work. Lockers and closets must be neatly arranged and kept clean. Nothing is to be taped or nailed to the walls or unit furnishings. Sheets/blankets/towels are not to be used to construct privacy curtains. Windows should never be covered

**LAUNDRY**

North and South Unit inmates may use the washers and dryers located off the South breeze way to launder personal clothing. Hours of operation are 6:00 a.m. to 9:00 p.m. Inmates assigned to Central Unit are to use the washers and dryers located in their housing unit. Use of any type of soap, other than laundry soap purchased from the Commissary, is prohibited. BLEACH IS STRICTLY PROHIBITED.

Inmates are encouraged to use the institution laundry for government-issued clothing. Clothing exchange and institution laundry hours will be posted on the inmate bulletin boards and in the laundry off the main corridor.

You may exchange your sheets and pillow cases in the laundry (one-for-one basis) during normal clothing issue hours. Towels are not to be used as cleaning rags or rugs.

**GROOMING**

It is your responsibility to maintain good personal hygiene. Showers may be utilized in the housing units up until 11:50 p.m. daily. Inmates who are indigent may request the following items through the commissary: toothpaste, toothbrushes, shaving cream, razors, and soap.

PERSONAL PROPERTY

PERSONAL PROPERTY/STORAGE LIMITS: Personal and government-issued property must be stored neatly and safely in your personal locker or on your closet shelves (if applicable).

**DO NOT BECOME A PACKRAT!**

PERSONAL PROPERTY LIMITS: For a complete list of authorized personal property, see Program Statement 5580, Inmate Personal Property or Institution Supplement 5580. Unauthorized items must either be mailed out at your expense or disposed of as contraband. Questions concerning this policy should be directed to your Unit Team. Legal reference materials must not exceed three cubic feet and can be stored either in your locker or in an approved container (memorandum authorized by Unit Manager) under your bunk. One bag of dirty laundry per inmate may be kept under your bunk. All shoes must be lined up, heels out, along the front edge of your bunk.

COMMISSARY ITEMS: The value of accumulated commissary items may not exceed established limits.

LETTERS, BOOKS, PHOTOGRAPHS, NEWSPAPERS, AND MAGAZINES: The number of magazines, newspapers, and books permitted is limited by policy. Any excess materials must be mailed home or thrown away.

LEISURE TIME EQUIPMENT: A limited amount of sports equipment may be maintained in the housing unit as long as it conforms to the guidelines outlined in Program Statement 5580, Inmate Personal Property, and can be neatly and safely stored in a designated area.

JEWELRY: You may wear a plain wedding band (without stones) and a religious medal (without stones). Each must have a value of less than \$100. You may not wear your religious medal outside of your shirt, except within the confines of the Chapel.

Watches are also permissible, provided the value does not exceed \$100.

TELEVISION VIEWING HOURS

Unit televisions may remain on from 6:00 a.m. until 11:50 p.m. Viewing of special events (e.g., the World Series, Super Bowl, etc.), which go beyond 11:50 p.m., will require prior approval from the Captain. Disruptive conduct, damage to equipment, poor sanitation, and/or excessive noise in any of the common TV viewing areas may result in the termination of said privileges.

## TELEPHONES

Local, long distance, international, and collect calls may be placed using the inmate telephones located in your respective housing unit. Credit card calls are not permitted. **Third party calls are strictly prohibited**, to include passing the telephone to another inmate during your conversation or having the individual on the other end of the call place a cell phone to the receiver to include a third person. **INMATE CALLS ARE MONITORED.**

Inmates must utilize the TRULINC's computers to add or delete individual telephone numbers.

All telephones will be disabled between the hours of 11:30 p.m. and 6:00 a.m. Inmates found using the phones while they are supposed to be at work or during "count" will be subject to disciplinary action.

In the event of a family crisis or emergency, you may contact either a member of your Unit Team or the Chaplain to request a special phone call. The event necessitating the telephone call must be verified. All general and emergency telephone calls are subject to monitoring and recording.

Unmonitored, unrecorded phone calls to attorneys can be arranged through your Unit Team. In order to receive an attorney call, your legal counsel must contact a member of your team in advance.

Telephones are not to be used to conduct business.

## VISITING

Visiting hours at the FCI are from 8:15 a.m. until 2:15 p.m., Friday through Sunday, and on Federal holidays. Visiting hours at the SPC are from 8:15 a.m. until 2:15 p.m., Saturday and Sunday, and on Federal holidays. You are permitted eight visiting points per month. You will be assessed two points for visits occurring on any one of the referenced visiting days. SPECIAL NOTE: Your visitors may be subject to a random pat search.

Initially, only verified members of your immediate family will be permitted to visit. If you wish to place additional friends and/or relatives on your list, you will need to submit a cop-out to your Counselor. Once approved, it is YOUR RESPONSIBILITY to let your visitors know that they have been placed on your approved visiting list. It is also incumbent upon you to explain the visiting rules and regulations to your respective family and/or friends. Anyone attempting to visit, prior to being officially approved, will be turned away. Falsification of any portion of the visiting questionnaire, by a potential visitor, will result in the visiting request being automatically denied.

If you have transferred from another institution, your visitors will not be authorized to visit until your Counselor has had an opportunity to review the accuracy of your visiting list.

You will be permitted to kiss and embrace your visitor(s) upon arrival and departure. Hand-holding during the visit itself is also acceptable. Proper decorum, however, must be maintained at all times. Any excessive display of affection may be grounds for termination of the visit and may also result in disciplinary action.

You may wear your wedding band and/or religious medal into the Visiting Room. You may also carry a comb and handkerchief. Taking food or medication(s) into the Visiting Room is strictly prohibited.

**VISITOR IDENTIFICATION:** All visitors will be required to present a current photo ID when checking in (e.g., a State Driver's License or State I.D.). Visitors without proper identification will not be permitted to visit. The identification card must bear the full name and signature of the individual wishing to visit.

Visitors will be required to pass through a metal detector. All visitors' purses, attorneys' briefcases, etc., may also be subject to search. Purses must be transparent/clear. All other personal articles must be returned to the visitor's car.

All visitors must successfully clear the metal detector. Visitors unable to clear the metal detector due to medical implants (e.g., pacemakers, hip or knee replacements) must provide medical documentation to that effect prior to being screened with a hand held detector and authorized to enter the facility.

Children under age 16 must be accompanied by an adult. Again, it is YOUR RESPONSIBILITY to monitor your child's behavior. Children will not be permitted to run around, become loud, or otherwise engage in any activity that would disrupt the orderly operation of the visiting room and/or disturb other visitors.

All visitors 16 years and older must adhere to the following dress code. Casual attire is permissible; however, absolutely no suggestive or revealing clothing is permitted. Visitors wearing any of the following clothing items will not be authorized to visit: hot pants, tight fitting pants (to include stretch pants, unless worn with an oversized shirt), skirts that fall above the knee, swim suits, tank tops/halter tops, lace shirts/shorts or pants, see-through blouses (unless worn with a camisole), sleeveless shirts, crop tops, gray work out clothing, and/or shirts/dresses with open backs. Sandals and open toe shoes are also prohibited.

Visitors are allowed to bring in money (not to exceed \$30) to purchase food items from the vending machines; a reasonable number of diapers; other infant care items; and sanitary napkins.

You will not be permitted to accept money or any other article(s) from your visitor(s) during the course of your visit.

Failure to comply with the established visiting regulations may result in a delay or termination of your visit. Visitors are expected to be courteous and respectful to both institution staff and other inmate visitors.

Visitors are not permitted to loiter in the institution parking lot, nor converse with inmates at the camp who may be in the general vicinity.

LEGAL VISITS: Legal visits by your attorney of record are not considered to be a social visit and, therefore, not counted against your monthly visiting limit. All legal visits must be approved in advance by the Unit Team. Legal visits should be scheduled during regular visiting hours. A glass partitioned area of the Visiting Room will be made available to ensure attorney/client confidentiality.

SPECIAL VISITS: "Special" visits, to include visits with clergy, potential employers, investigators, parole representatives, and/or other individuals not appearing on your approved visiting list, must be approved in advance by your Unit Manager and be conducted during regular visiting hours.

CONSULAR VISITS: Non-U.S. citizen inmates may wish to meet with a representative from their respective foreign consulate. To initiate such a request, have the embassy forward a written request to the Warden.

## SMOKING

SMOKING IS NOT PERMITTED. Any inmate caught smoking, with tobacco products, and/or other associated items (lighters, etc.) will receive an incident report. Visitors are not permitted to bring any type of tobacco products into the visiting room.

## UNIT MANAGEMENT

### INITIAL CLASSIFICATION/ PROGRAM REVIEWS

You will be scheduled for an *Initial Classification* meeting with members of your team shortly after your arrival. This will afford them an opportunity to become familiar with your case and to help you establish short and long range programming goals.

You will be scheduled for subsequent *Program Reviews* either 90 or 180 days. A memo will be posted by the Case Manager each week on the inmate bulletin board, identifying which inmates are coming up for review. You will meet with the various members of your team to

discuss your on-going progress, to include: program participation, work performance, Financial Responsibility Program (FRP) status, custody level, release planning efforts, and overall general institutional adjustment. Inmates who meet the established furlough criteria may submit a request for furlough consideration to unit staff at this time.

Your first *custody review* will be conducted within six months after arrival and then every 12 months thereafter, to coincide with your scheduled *Program Reviews*. Inmates with “IN” custody are not permitted outside the institution without an escort. In order to participate in any community based activities, to include furloughs, you must have “COMMUNITY” custody. Inmates who transfer in from another institution will be reviewed during their initial *Program Review*.

### RESIDENTIAL RE-ENTRY CENTERS (RRCs)

Inmates nearing the completion of their sentence will ordinarily be considered for release through an RRC to assist them with their transition back into the community. The duration of RRC placement will be pursuant to the Second Chance Act. The unit team will make a recommendation based on individuals needs for successful reintegration into society.

### COMMUNICATIONS

**BULLETIN BOARDS:** Inmate bulletin boards are located in each housing unit, outside the Chapel, near the entrance to Food Service, and in the main corridor. You are expected to review the inmate bulletin boards DAILY for pertinent information.

**TOWN HALL MEETINGS:** Attendance at town hall meetings is **MANDATORY**. Unit staff use town hall meetings to keep inmates informed regarding policy changes and/or to discuss housing unit issues. Inmates will ordinarily be afforded an opportunity to ask questions relevant to the inmate population as a whole. Personal questions or problems should be addressed on a one on one basis with a member of your Unit Team at a later time.

**COP-OUTS:** The Bureau form BP-70, commonly referred to as a “cop-out, may be used to request an appointment or to ask for staff assistance in resolving a matter. “Cop-out” forms can be obtained through your Correctional Counselor. Completed forms should be placed in the inmate mailbox for routing to the appropriate staff member.

**MAIN LINE:** Both Executive Staff and Department Heads regularly stand mainline at the lunch meal and you are encouraged to bring legitimate concerns to their attention.

**FINANCIAL RESPONSIBILITY PROGRAM (FRP)**

The FRP program will be explained to you in depth at your Initial Classification meeting. You will be required to make regular payments toward any court ordered assessments imposed in your case. These obligations may include: special assessments imposed under 18 USC 3013, court-ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government, and/or any other court-ordered obligations (e.g., child support, alimony, other judgments). Your Unit Team will work with you to establish a mutually agreeable financial payment plan and it is expected that you will make every effort possible to reduce your financial obligations.

A review of your financial status will be conducted during each subsequent Program Review. It is your responsibility, however, to notify unit staff of any changes to your financial standing that might impact your ability to make the requisite payments (e.g., increased job earnings, outside sale of property, etc.). When community resources are used to make payments towards your financial obligations, you will need to provide a copy of each payment receipt to your Counselor.

It is important to note that refusal to participate in the FRP will automatically preclude you from working in UNICOR and may also be taken into consideration by staff when reviewing your eligibility for community activities and/or other institution programs. Additionally, inmates with an outstanding balance will not be allowed to spend more than \$25.00 monthly in the commissary (excluding stamps, telephone credits, and certain religious items) if they are in FRP REFUSE status.

Priority placement in UNICOR will be given to those inmates with financial obligations over \$1,000. Per policy, at least 50% of all UNICOR earnings must be applied towards the balance of one's financial obligations.

**RELEASE OF INFORMATION**

PRIVACY ACT OF 1974: The Privacy Act of 1974 precludes the release of information from agency records without the expressed written consent of the individual to whom the record pertains. For additional information, reference Program Statement 1315, Legal Activities, Inmate, available in the Law Library.

INMATE ACCESS TO CENTRAL FILES: You may request to review the disclosable portions of your central file, in accordance with locally established procedures. Contact your Counselor or Case Manager by "cop-out" to arrange to review your central file.



**INMATE ACCESS TO OTHER DOCUMENTS:** You can request access to the "Non-Disclosable Documents" in your central and/or medical files, or other documents not included in either file, 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 the records requested and the approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes.

**Federal Bureau of Prisons**

**320 First Street, NW**

**Washington, DC 20534**

**ATTN: FOIA/PA Administrator**

<b>ADMINISTRATIVE REMEDY PROCESS</b>
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The purpose of the Administrative Remedy Program is to allow inmates an opportunity to seek formal review of any issue(s) relating to his/her own confinement. An inmate may not submit an Administrative Remedy on behalf of another inmate.

(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 Process. Any request involving monetary reimbursement must be filed as an Administrative Tort Claim.)

**HOW THE ADMINISTRATIVE REMEDY PROCESS WORKS:**

**Informal Resolution.** The first step is to request an Administrative Remedy Informal Resolution Form (BP-8.5) from your Counselor. Briefly state your complaint on the form and return it to a member of your Unit Team. Staff will respond to your complaint and you will have an opportunity to either accept or reject the proposed resolution. If you are not satisfied with the response, you may request a Request for Administrative Remedy Form (BP-9) from your Counselor.

**Initial Filing.** The deadline for completion of the informal resolution process and submission of a formal written request for remedy is 20 calendar days from the date of the incident.

Administrative Remedy Level (Required Forms)	Filing Requirements	Written Response	Extensions
<b>Institution Administrative Remedy (BP- 9)</b>	Must be received within <b>20</b> calendar days from the date on which the basis of the incident or complaint occurred.	Institution staff have <b>20</b> calendar days to act on the complaint and to provide a written response.	Response may be extended for an additional <b>20</b> calendar days for just cause; inmate will be notified of delay.
<b>Regional Administrative Remedy (BP-10)</b>	Must be received by the Regional Office within <b>20</b> calendar days from the date of the BP-9 response. Must attach a copy of the BP- 8.5 and BP-9 responses.	Regional staff have <b>30</b> calendar days to respond.	May be extended for an additional <b>30</b> calendar days; inmate will be notified of delay.
<b>Central Office Administrative Remedy (BP-11)</b>	Must be received within <b>30</b> days from the date of the BP-10 response. Must include a copy of the BP- 8.5, BP-9, and BP-10 responses.	Central Office staff have <b>40</b> calendar days to respond.	May be extended an additional <b>20</b> calendar days; inmate will be notified of delay.

Sensitive Complaints If you believe that your complaint is of such a sensitive nature that knowledge of it by the institution would jeopardize your safety and/or well-being, you may submit your complaint directly to the Northeast Regional Director. The Administrative Remedy must clearly be marked “Sensitive” and you must explain, in writing, the reason for not filing the complaint at the institution level.

If the Regional Administrative Remedy Coordinator determines that the issue is not “sensitive,” you will be notified accordingly. Your paperwork will not be returned to you. If you wish to pursue your complaint, you may do so at the local level.

<b>HEALTH SERVICES</b>
------------------------

The following medical services are available at FCI Loretto: sick call/pill line; routine treatment; emergency treatment; and follow-up care thru the Chronic Care Clinic.

You will be assigned to a specific Primary Care Provider (PCP) based upon the 4<sup>th</sup> and 5<sup>th</sup> digits of your register number (00000-000). For a current PCP listing, check the inmate bulletin board(s) within your housing unit. The same memo has been posted in the Health Services Department.

To request a medical evaluation (non-emergency), submit a “cop-out” to your respective PCP. If your condition requires more immediate attention, you may sign up for sick call to be triaged (screened). Only emergent medical problems will be evaluated the day you sign up; however, all non-emergent matters will be referred to your PCP for future placement on call-out.

Prior to signing up for sick call, you must complete an “FCI Loretto Inmate Sick Call Sign-Up Sheet.” The form is available either from the Unit Officer or from Health Services’ staff. Forms at the camp are located in a box adjacent to the Medical Room. You must bring the form with you to sick call.

Sick Call:

Routine sick call sign up is held Monday, Tuesday, Thursday, and Friday, in the Health Services Department between the hours of 6:30 a.m. and 7:00 a.m., at the FCI and between the hours of 6:15 a.m. and 6:30 a.m., at the Camp. If a holiday occurs during the week, then sick call will be held on Wednesday. Emergency visits to the Health Services Department will be by appointment only, after the Detail Supervisor, Unit Officer, or other staff member notifies a healthcare staff member.

Pharmacy:

Pill line is held in the Health Services Department seven (7) days a week between the hours of 7:30 a.m. to 7:45 a.m.; 11:30 a.m. to 12:00 noon; and from 8:30 p.m. to 8:45 p.m. (FCI). Prescription refill requests should be turned in at the 7:30 a.m. pill line.

At the camp, the time frames are from 6:15 a.m. to 6:30 a.m.; 3:00 p.m. to 3:15 p.m.; and from 8:00 p.m. to 8:15 p.m. Prescription refill requests should be turned in at the 3:00 p.m. pill line.

Inmates in the Special Housing Unit are provided their medications in a seven (7) day supply.

Over-the-Counter (OTC) medications are available for sale thru the Commissary. If you need to purchase OTC medications prior to or after your normal shopping day, you will need to take a copy of your medical slip with you to Commissary.

Dental:

Requests for dental treatment will be processed in the order that they are submitted (date on your cop-out). If you require emergency dental care, you need to show up for the next regularly scheduled sick call.

Eyeglasses:

- ❑ Requests for eye examinations for glasses must be screened through your PCP. Glasses, if needed, will be prescribed by a contract Optometrist and ordered without cost to the inmate. Delivery normally takes between four (4) to six (6) weeks. An inmate may choose to have an Optometrist of their choice fabricate the glasses; however, this will be at the inmate's expense.

Physical Examinations:

- ❑ All inmates receive a medical examination upon commitment to the Federal Bureau of Prisons. You are also eligible for subsequent evaluations on a periodic basis. To request a medical evaluation, forward a "cop out" to your respective PCP. These examinations will fall under what is considered "Age-Specific Preventative Health Examinations" (information will be periodically posted in Health Services addressing preventative health issues).
- ❑ If you are being released from custody, you may request (via a "cop-out" to your PCP) a medical evaluation, provided that you have not had one within one year prior to your projected release date. This examination will usually occur within two (2) months of release.

Smoking Cessation:

The institution has developed a Smoking Cessation Program that will assist inmates who are interested in stopping smoking. This program provides information on nutrition, life-style modification changes, to include exercise, stress management, and weight loss. The purchase of Nicotine Replacement Therapy (NRT) through the Commissary must be authorized by the Health Services Department. To do so, you must forward a request, in writing, to your PCP who will conduct a medical evaluation and collect clinically pertinent information prior to approving NRT. Once approved for either a six (6) or ten (10) week program, NRT patches can then be purchased through the Commissary.

Inmate Grievances:

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Should any inmate have a grievance against the Health Services Department, it is expected that the chain of command will be followed. This involves discussing your healthcare concerns with your Primary Care Provider and/or the Clinical Director. You may submit an Inmate Request to Staff, to either the Clinical Director to discuss your healthcare concerns and/or to request a medical examination; or you may speak to the Health Services Administrator during open house/mainline. You also may submit an Inmate Request to Staff to the Health Services Administrator for a written response.

If you feel that your concern and/or grievance has not been adequately addressed, you may also file an appeal via the Administrative Remedy Process.

### General Information:

The Health Services corridor is off limits, OUT OF BOUNDS, to all inmates unless you are signing up for sick call; are on call-out for a scheduled appointment; attending pill line; or if a bona fide emergency exists. Proper institution attire is required at all times other than an emergency situation.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only.

The Health Services staff will review all inmate medical records to ensure that each inmate receives updated immunizations, to include: Tetanus Immunizations; Hepatitis A & B Immunizations (dependent upon exposure risks and current medical diagnosis); Pneumococcal Immunizations (based upon clinical need); Influenza Vaccination on an annual basis (dependent upon clinical indications and availability of supply); Mumps Vaccination and Varicella Immunization; or any other immunization update deemed clinically necessary.

### Inmate Copayment Program:

In an effort to ensure that health care services are appropriately utilized, the Bureau of Prisons has mandated a Copay Program. Inmates will pay a \$2.00 fee for each health care visit that is requested by the inmate (or referred to Health Services by non-clinical staff at the inmate's request). This includes daily sick call requests, after-hour requests to see a health care provider, non-emergencies, injuries (including injuries to other inmates if you are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, requires a health care visit). The Copay Program also includes inmates that are housed in the Special Housing Unit.

Inmates will not be charged a fee for health care services based on medical staff referrals, medical staff-approved follow-up treatment for a chronic condition, Preventative Health, bona fide emergencies, diagnosis and treatment of chronic infectious diseases, mental health care or substance abuse treatment.

Indigency:

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If an inmate shows a pattern of depleting his account before requesting health care services, the Warden may impose restrictions on the inmate to prevent abuse of this provision. If an inmate routinely has funds in his account, but does not have funds on the day of the requested visit, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into that Inmate Commissary Account. Health care providers at FCI Loretto will not be concerned with the financial status of the inmate. Services will not be denied because an inmate is indigent or has no money in the account on the day of the visit.

Health Education/Infectious Diseases:

Health Education on Infectious Diseases will be provided during the A&O Lecture. General topics of discussion on Infectious Diseases will include the showing of the HIV Video and Handouts, as well as discussions on:

**HIV testing:** The first test done is the ELISA. If the test is positive, a WESTERN BLOT test will be performed as this is a more accurate test. If this is positive, then it shows HIV antibodies within the body. The inmate will be followed monthly on the clinic and laboratory tests will be drawn as indicated. A positive result is confidential and only the Health Services Department and Psychology Department will be aware of this result. Medications provided for HIV inmates are only those medications that have been approved by the FDA. As clinically recommended, no experimental medications can be used. High risk behaviors include IVDA, increased sexual contacts, homosexual contact, and blood transfusions over the past fifteen years. If someone is considered high risk, then testing should be performed.

**Hepatitis testing:** Hepatitis testing is only done when medically indicated either through an exposure activity or diagnostic purposes. High risk behaviors include IVDA, increased sexual contacts, homosexual contact, and blood transfusions over the past ten (10) or greater years.

**Tuberculosis testing:** A mantoux PPD test is completed annually on all inmates who have previously tested negative. This is to prevent the outbreak of a TB epidemic. Anyone who has an initial positive reaction will receive an x-ray. If the individual has active tuberculosis, the patient will be transported to a facility where they can be medically isolated for the initial treatment period. If the individual has an initial positive reaction and the x-ray shows no active tuberculosis, the patient will be offered prophylactic medication. This medication regimen is for nine (9) months (or up to twelve (12) months, depending upon the clinical indication). The medication will be administered on Tuesdays and Fridays, during the noon pill line

in the Health Services Department. It is essential that anyone started on the treatment continue the treatment so that they do not build up immunity to the medication and later develop tuberculosis.

PSYCHOLOGY SERVICES
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The Psychology Services Department provides services to inmates identified as suffering from diagnostic mental health disorders and offers courses for all inmates relating to drug abuse, family concerns, and personal development. A current listing of available programs will be discussed during your Admission and Orientation lecture by the Psychology Department and is posted on the bulletin board located in the main corridor. Special programs exist at other facilities throughout the Bureau of Prisons including the Residential Drug Treatment Program and the Sex Offender Treatment Program. If you have an interest in any of these special programs, you may discuss them with the Psychologist and/or your Unit Team.

Psychology Services is available for a variety of treatment programs and crisis resolution situations. Classes are offered to assist with adjustment to incarceration as well as growth courses to assist with lifestyle choices. Contact the Drug Treatment Specialist (DTS) or a Psychologist if you are interested in any psychology-related programs, via cop-out or open house hours (Monday through Friday from 7:30 a.m. until 8:00 a.m.).

**SUICIDE PREVENTION:** A major focus for the Psychology Department is the management of mental health related disorders and crises in order to prevent suicides. Many individuals face crises, both personal and familial, during their incarceration. Should you or someone you know begin to discuss thoughts or plans of suicide, please approach any staff member and communicate your concerns.

**SEXUAL ASSAULT INTERVENTION/PREVENTION:** The prevention, and if necessary, intervention for sexual assault is another component directly related to the work of Psychology Services. All sexual activity in Bureau facilities is strictly prohibited and accusations of sexual assault are taken very seriously. Communication to staff members is encouraged to prevent sexual assaults from occurring.

**What is Sexual Abuse/Assault?**

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

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

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

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

**What Can You Do To Prevent Sexually Abusive Behavior?**

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

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

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

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



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

### **What Can You Do if You Are Sexually Assaulted?**

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

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

### **How Do You Report an Incident of Sexually Abusive Behavior?**

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff:

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

• **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

### **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.

**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. You may write to the following:**

**Regional Director, Northeast Regional Office  
U.S. Customs House, 7<sup>th</sup> Floor  
2<sup>nd</sup> and Chestnut Streets  
Philadelphia, Pennsylvania 19106**

**Director Bureau of Prisons  
Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534**

### **Management Program for Inmate Assailants**

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

Drug Abuse Program (DAP): There are three levels of drug abuse treatment programs available for inmates in the Federal Bureau of Prisons. In addition, Psychology Services staff at this institution also facilitate voluntary self-help groups, as well as 12-step recovery programs.

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The Drug Education Program is available at all institutions to anyone interested. The purpose of the program is to: 1) assist you in getting straight information on drugs; 2) help you make an honest assessment of the costs/benefits of drug use; and 3) point you in the direction of additional counseling. This program is required for individuals that are recommended by either their Unit Team (due to drugs or alcohol being related to your offense) or your judge. Inmates required to participate who refuse to do so will have pay grade and Residential Re-Entry Center restrictions implemented.

The Non-Residential Drug Treatment Program is a voluntary counseling program available at all institutions for individuals with a history of substance use. You develop a treatment plan together with a psychology staff member to address your particular needs. This program is more intensive and focuses on how to maintain a drug-free lifestyle upon release from prison.

Residential Drug Treatment is not offered at this facility, but those inmates who qualify for the program may be transferred to another institution. This voluntary program is currently available in over 40 institutions. The program provides an intensive, unit-based treatment experience provided by Drug Treatment Specialists, a Program Coordinator, and other institution staff. The program consists of two phases, with the initial phase (9 months) taking place within an institution and the second phase (6 months) taking place in a community corrections facility. The treatment includes modules intended to improve your thinking skills, decision making, interpersonal communication, and wellness. You develop a better understanding of issues related to substance abuse, family dynamics, and relapse prevention. There is a significant effort to develop a treatment plan which addresses your needs.

To participate in these programs, there must be evidence (usually in the PSI) of documented substance abuse in the twelve (12) months prior to your incarceration. The primary benefit of participation is clearly the information which you learn, the skills you develop, and the experience of being a member of the program. Other incentives include financial achievement awards and possible "early release" consideration up to twelve (12) months if additional criteria are met. Inmates interested in this program with less than thirty-six (36) months remaining on their sentence may submit a request to Psychology staff in order to be interviewed for the program. For details on admission criteria and guidelines for early release eligibility, inmates can refer to Program Statement 5330 (Drug Abuse Programs Manual) located in the library. Any inmates interested in other Drug Treatment Programs may approach Psychology staff at "Open House" from 7:30 a.m. until 8:00 a.m., Monday through Friday. Otherwise, they may submit a "cop-out" to Psychology Services requesting information or an application for programs.

## **INMATE PROGRAMMING**

<b>EDUCATION DEPARTMENT</b>
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The Education Department provides academic classes, vocational training, recreation, and leisure activities for inmates who wish to, or who are required to, participate. The primary goal of the program is to meet the needs of inmates in the areas of:

- Functional literacy
- High school equivalency
- Marketable work skills
- Continuing education
- Positive use of leisure time

You will be assigned an Education Representative who will meet with you to discuss your educational needs and/or interests. The Education Representative is a voting member on your Unit Team and reports your progress regarding your individual education plan. Individual needs are determined through the administration of a test, a review of your PSI, and, as mentioned, a personal interview.

The following programs are currently offered:

### **ACADEMIC EDUCATION AREAS:**

**GED LITERACY PROGRAM (GED):** The GED Literacy Program is a mandatory program. In accordance with Federal Bureau of Prisons' Program Statement 5350, Literacy Program (GED Standard), any inmate who does not have a verified high school diploma or GED must attend literacy classes for a minimum of 240 instructional hours. An inmate may test out of the Literacy Program prior to the conclusion of the 240-hour period. Pursuant to the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA), and the 1995 Prison Litigation Reform Act (PLRA), an inmate lacking a high school credential must participate and make satisfactory progress in the Literacy Program in order to vest earned Good Conduct Time (GCT). Bureau staff shall consider whether inmates have earned or are making satisfactory progress towards attainment of a GED certificate.

**TESTING PROCEDURES:** Any inmate who does not have a verified high school diploma or GED certificate must take the Test of Adult Basic Education (TABE) within two weeks of his commitment date. The results of this test assist with the assignment to a pre-GED or GED class. If you claim that you have a high school diploma or GED and this is not verifiable, you will have 60 days to provide proof of your claim to the Education Department. Documentation must be received directly from the appropriate school or agency or when the achievement is officially verified by appropriate

government personnel in the Presentence Investigation Report (PSI). If your claim cannot be verified within this 60 day period, you will be required to take the TABE test and will be scheduled for class.

ADULT BASIC EDUCATION (ABE): Adult Basic Education is a program for inmates who score lower than the fifth grade level on the Test of Adult Basic Education (TABE). Curriculum areas include mathematics, language, spelling, reading comprehension, and vocabulary skills. The instruction is individualized to allow students to work at their own pace.

ENGLISH AS A SECOND LANGUAGE: Federal Bureau of Prisons Program Statement 5350, English-as-a-Second-Language (ESL), and the Crime Control Act of 1990 (CCA) require limited English proficient inmates confined in a Federal Prison System facility to participate in the ESL Program. They must remain in the ESL Program until they can function at the equivalence of the eighth grade level in competency skills (as measured by a score of 225 on the Comprehensive Adult Student Assessment System [CASAS] test).

ADULT CONTINUING EDUCATION (ACE): ACE courses are inmate-taught, general knowledge/information courses which last eight (8) to twelve (12) weeks. Classes such as foreign languages, history, legal research, and business are among those that may be offered. If an inmate has a desire to teach a course, he must submit a cop-out to the Supervisor of Education detailing his request.

VOCATIONAL TRAINING (VT) CLASSES: Presently, Telecommunications/Fiber Optics Installation Technician, Information Processing, and Personal Fitness Trainer Vocational Training Programs are offered. Individual certification is offered in each of these programs.

INDEPENDENT STUDY: Any inmate who wants to pursue Independent Study (correspondence) Courses must have prior approval from the Supervisor of Education for any course he wishes to take. Any courses not approved will be sent home at the inmate's expense.

PARENTING: A comprehensive program encouraging and strengthening the ongoing relationship between family members is provided.

LEISURE & LAW LIBRARIES: The Leisure and Law Libraries are open six (6) days a week, but closed on Saturdays. The Leisure Library contains a wide variety of newspapers, magazines, listening and video tapes, and books. There is a wide variety of reference material. The Law Library is electronic and provides all the required resource material. Inmates are permitted to be in the Leisure and Law Library during their off-duty hours only.

EMPLOYMENT RESOURCE CENTER (ERC): The ERC contains a variety of materials to assist inmates in career/job development, job search skills, resume writing, interview skills and job retention. This area also contains important addresses, phone numbers and community resources that are vital to an inmate's success after his release from prison. With the help of a trained Job Coach, inmates can work to determine a career path, set goals to progress towards that job, participate in educational training as needed, and learn the skills necessary to land a job upon release. The following are the hours of the ERC: Sunday, 7:00 a.m. until 9:30 a.m. and 11:00 a.m. until 3:30 p.m.; Monday through Thursday, 2:30 p.m. until 8:30 p.m., and Friday from 2:30 p.m. until 3:30 p.m.

<b>RECREATION DEPARTMENT</b>
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The Recreation Department provides a broad range of recreational/leisure time activities for Loretto's inmate population.

Inmates should be aware of any physical limitations they might have and medical clearance is mandatory for all strenuous activities. Feel free to discuss individual needs with recreation staff members.

A gymnasium is located adjacent to the Visiting Room. The recreation facilities provide inmates with a variety of activities, including, but not limited to, varsity and intramural basketball, softball, and volleyball. The gym closes each night at 8:30 p.m. Also offered are craft programs in fine arts, ceramics and leatherwork, an outside track area for running or walking, and special entertainment and games, contests, and holiday activities.

The Recreation Department also strives to offer activities to those individuals who, for whatever reason, do not participate in regularly scheduled recreation programs.

Schedules for specific activities are posted on inmate and recreation bulletin boards. The recreation staff encourage inmates to take advantage of the facilities and activities offered and to pursue personally satisfying and meaningful use of free time.

**RELIGIOUS SERVICES**

The Pastoral Care Department sponsors a comprehensive group of programs for the inmate population. These programs provide numerous opportunities for an inmate to practice his faith and/or receive assistance in developing his spiritual wellness. A chaplain is available for pastoral counseling for all inmates regardless of faith or denominational affiliation. Also, there are many volunteers and contract chaplains available with whom you can talk. The schedule for these activities is posted on inmate bulletin boards throughout the institution.

The Chapel complex has areas for worship, prayer, and study. There is also a library of books, CD's, and videos/DVD's to enhance your spiritual growth.

**CORRECTIONAL AND DISCIPLINARY ISSUES**

**GENERAL**

COUNT TIMES: Counts are one of the first realities of institutional life you will encounter. It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their sleeping areas until the clearance of the count is announced.

Official count times at FCI Loretto are Monday through Friday: 12:00 midnight; 3:00 a.m.; 5:00 a.m.; 4:15 p.m. (stand-up), and 9:30 p.m. (stand-up), On Saturdays, Sundays and Federal holidays: same as above plus a 10:00 a.m. stand-up count. **THERE WILL BE NO MOVEMENT OR TALKING DURING THE COUNTS. THE RED LIGHTS LOCATED IN THE HALLWAYS WILL BE ON, INDICATING A COUNT IS IN PROGRESS.**

The staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. Each inmate must actually be seen at all counts, even if the inmate must be awakened.

OFF-LIMITS: Inmates will be permitted only in their designated housing areas, the dining area, Education complex, Chapel, and in designated inside and outside recreation areas. All other areas are off-limits, unless you are assigned to and performing work on a specific work detail. Contact between inmates and civilian workers are prohibited. The outside recreation yard is closed at dusk. Loitering in the main hallway and breeze ways, at any time, is prohibited.

**CONTRABAND:** Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. Any item in an inmate's personal possession must be authorized, and a record of the receipt of each item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from other inmates. Items purchased in this manner are considered contraband and will be confiscated. Any altered item, even an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

**DRUG SURVEILLANCE:** FCI Loretto operates a Drug Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to an Incident Report.

**ALCOHOL DETECTION:** A program for alcohol surveillance is also in effect at FCI Loretto. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. A positive test will result in the violator receiving an Incident Report. Refusal to submit to the test will also result in an Incident Report.

<b>INMATE DISCIPLINE</b>
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**DISCIPLINE:** It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations. Inmates must demonstrate respect for the rights and property of others. Inmates may receive their DHO hearing through the use of video equipment. A copy of the Bureau's Prohibited Acts is also included at the end of this handbook. (Attachment B).

**INMATE DISCIPLINE INFORMATION:** If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is the writing of an Incident Report. This is a written notice of the charges against the inmate.

The Incident Report shall ordinarily be delivered to the inmate within twenty-four (24) hours from the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the "Greatest Severity" Category. Violations in the "Greatest Severity"



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Category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

The Program Statement on Inmate Discipline was updated in March 2006. For inmates sentenced under the Prison Litigation Reform Act (PLRA), or rated as violent under the Violent Crime Control Act (VCCLEA) of 1994, the DHO is required to impose mandatory disciplinary sanctions of loss of good time. For further clarification, inmates should refer to the Inmate Discipline and Special Housing Unit Program Statement, 5270.07, Chapters Four and Five.

**INITIAL HEARING:** Inmates must ordinarily be given an initial hearing within three (3) working days of the time staff became aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next working day.

The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC may informally resolve the incident report, make final disposition and impose sanctions, or refer the incident report to the DHO for final disposition.

**DISCIPLINE HEARING OFFICER (DHO):** The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of the inmates placed in Disciplinary Segregation. Inmates may have received their DHO Hearing via the DHO Video Conferencing procedures established at FCI Loretto.

An inmate will be provided with advance written notice of the charges not less than 24 hours before his appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to act as a staff representative if requested. An inmate may make statements in his own defense and produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates can not question a witness at the hearing. The staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

APPEALS OF DISCIPLINARY ACTIONS: Appeals of all disciplinary actions may be made through the Administrative Remedy procedure. UDC appeals are made at the institution level (BP-9). All DHO appeals are made to the Regional Director with a (BP-10). Appeals of UDC actions are made to the Regional Director (BP-10), if denied at the institution level, and to the General Counsel (BP-11), if denied by the Regional Director. On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether 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 (SHU) STATUS: While housed in SHU, you will be either considered Administrative Detention or Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, an inmate in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, and for protective custody.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation.

Inmates in the Special Housing Unit shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the Special Housing Unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

This institution does participate in DHO videoconferencing. Inmates will be receive a Notice of Advisement during the UDC process. See Attachment 1.

Every inmate needs to read and understand they are responsible for their actions while housed at this facility and are responsible for the following attachments at the back of the A&O Handbook :

Summary of the Inmate Discipline System from Program Statement 5270.09,  
(Appendix B)

Inmate Rights and Responsibilities (Appendix C)

Prohibited Acts and Available Sanctions (table 1)

<b>CORRECTIONAL SYSTEMS DEPARTMENT</b>
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**OPEN HOUSE HOURS**

Monday                      7:00 a.m. - 7:15 a.m.  
Tuesday - Friday        11:15 a.m. - 12:15 p.m.

**Day after Federal Holiday**

Open 7:00 a.m. – 7:15 a.m. only (closed 11:15 a.m. – 12: 15 p.m.)

MAIL: The institution’s mail room is located in the basement of the South Unit below the Dormitory. Incoming general correspondence is distributed by the Unit Officers prior to the 4:00 p.m., Monday through Friday (excluding federal holidays). Should you receive accountable mail for which you must sign, you will be called to the mail room and are required to have your ID Card for identification purposes.

Your incoming and outgoing mail should be addressed as follows:

**Your Name and Register Number**  
**Federal Correctional Institution Loretto**

**Your Assigned Housing Unit**  
**P.O. Box 1000**  
**Loretto, Pennsylvania 15940**

All monies or negotiable instruments must be sent to the National Lockbox Location at the following address:

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

The institution mail room at FCI Loretto does not accept funds received from outside the institution.

Outgoing mail is processed Monday through Friday, excluding federal holidays. There are two outgoing mailboxes for inmate use. The boxes are located

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outside the institution's dining hall. Two large, blue postal service-type boxes are provided for outgoing general correspondence. Outgoing mail may be sealed unless you have been authorized to correspond with another confined inmate or are on restricted correspondence. In this case, your outgoing mail must be left open.

**OUTGOING LEGAL/SPECIAL MAIL PROCEDURES:** Inmates must hand carry their outgoing Legal/Special Mail directly to the mail room staff. Legal/Special Mail will be accepted during the below noted times.

Monday	7:00 a.m. - 7:15 a.m.
Tuesday - Friday	11:15 a.m. -12:15 p.m.

If Monday is a Federal holiday, inmates can bring their legal mail to the mail room on Tuesday morning at 7:00 a.m. to 7:15 a.m.

The inmate whose name appears in the return address block is the one who has to deliver the mail to the mail room staff. If anyone besides the inmate listed in the return address block brings the Legal/Special Mail to the mail room, they will receive an incident report. For identification purposes inmates must have their commissary card in their possession when they deliver their Legal/Special Mail.

Outgoing Legal/Special Mail weighing 16 ounces or greater will be processed as a package. A Request-Authorization to Mail Inmate Package will be filled out at the mail room and the inmate must pack the package in the presence of the mail room officer to ensure no contraband is being mailed.

**INCOMING LEGAL/SPECIAL CORRESPONDENCE:** All incoming Legal/Special Mail must be adequately identified as being received from a Legal/Special Mail source (along with the marking "Special Mail-Open Only in the Presence of the Inmate " on the outside of the envelope), will be date-time stamped upon receipt in the mail room and you will be called to the Mail Room to receive your Legal/Special Mail, either by call-out or intercom system. It is your responsibility to notify your attorney(s) of the legal mail marking requirement in order for your mail to be afforded this special processing. Attachment C to this handbook is provided for you to use in notifying your attorney. Additional copies of this attachment may be obtained from your counselor or at the Mail Room.

**INCOMING PUBLICATIONS:** FCI Loretto permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications and publications from a publisher or bookstore only. Due to sanitation and for fire safety reasons, accumulation of

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publications will be limited to ten magazines (not to be more than three months old) and to the amount that can be neatly stored in the locker and/or shelf provided in each room.

Section 614 of the Fiscal Year 1999 Omnibus Budget Act (P.L. 105-277) prohibits the Bureau of Prisons from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity. This amendment is referred to as the "Ensign Amendment."

Publications also can be rejected if they contain any of the following: articles depicting security devices, articles detailing construction of bombs or weapons, articles detailing or encouraging escape from correctional facilities, articles promoting any racial violence, explicit homosexual activity, sexual activity with minors or animals. The Warden can also reject a publication if it is determined to be detrimental to the security and orderly running of the institution, or if it might facilitate criminal activity.

**PACKAGES:** Materials otherwise approved by Bureau of Prisons policy for retention by an inmate (e.g. magazines, paperback books, legal materials) received in packages form must be clearly marked with the special mail/legal markings or the citation "Contents – Authorized Publications" in order to be received from the U.S. Post Office. These markings are intended to alert the Mail Room Officer to the fact that enclosed materials contain matter approved under an existing Bureau policy and do not require a Special Package Authorization Form. The only package an inmate may receive from home is that containing release clothing, within the last 30 days of confinement. A Package Authorization Form must be obtained from your Correctional Counselor.

**CORRESPONDENCE BETWEEN CONFINED INMATES:** An inmate may be permitted to correspond with any inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations 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).
- Staff at both institutions must approve the correspondence in advance. Your Case Manager can assist you in obtaining approval.

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

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The Warden will give written notice to the sender concerning the rejection of mail and the reason(s) for rejection. The sender of the rejected correspondence may appeal the rejection.

The inmate will be notified of the rejection of correspondence and the reason(s) for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

RECEIVING AND DISCHARGE: Transferring inmates will be called to R&D when their property arrives. It is not unusual for an inmate's property to arrive 2 to 3 weeks after he arrives at FCI Loretto. If it has not arrived after being here 3 weeks you can contact your Counselor to inquire about your property.

RECORDS OFFICE SENTENCE COMPUTATIONS: Sentence Computations are now done at the DSC in Grand Prairie, Texas. Sentence Computations will normally be prepared approximately 30 days from your arrival. You will receive your copy of the Sentence Computation via the 4:00 p.m. quarters mail call.

Questions regarding sentence computations should be directed via "cop-out" Inmate request to staff member, to the Records Department.

GOOD CONDUCT TIME: This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law on November 1, 1987. The two most significant changes in the sentencing statutes deal with Good Time and Parole issues. There are no provisions under the new law for parole. The only Good Time available will be fifty-four (54) days per year Good Conduct Time, provided you have a sentence of more than one year. This is awarded at the end of the year (366<sup>th</sup> day), and may be awarded in part or in whole, contingent upon good behavior during the year. The Good Time discussions below **DO NOT** apply to inmates sentenced under the new sentencing guidelines.

STATUTORY GOOD TIME: Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a reduction in his term, if the offender has faithfully observed the rules of the institution and has not been disciplined. Statutory Good Time deductions range from five days per month to ten days per month, based on the length of sentence.

At the beginning of a prisoner's sentence, the full amount of Statutory Good Time is credited, subject to forfeiture if the inmate commits disciplinary infractions.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence, if the period of confinement is exactly six 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, for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of Extra Good Time Award at a time (e.g., an inmate earning industrial or camp Good Time is not eligible for Meritorious Good Time), except that a Lump Sum Award may be given in addition to another Extra Good Time Award. Extra Good Time is available to those inmates whose offenses occurred prior to November 1, 1987.

**CSD SUPPLEMENTS RECOMMENDED FOR INMATES TO REVIEW:  
INMATE PERSONAL PROPERTY, CORRESPONDENCE, INCOMING  
PUBLICATIONS, AND MAIL MANAGEMENT.**

SAFETY OFFICE
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**GENERAL SAFETY:** Inmates should familiarize themselves with the safety regulations at this institution. Any questions should be directed to your Detail Supervisor, Unit Team, or the Safety Manager. Work injuries must be reported immediately to your work supervisor. Safety shoes will be worn on work details. Walk-mans (personal radios), personal books/magazines, or educational material will not be permitted on the job site.

**FIRE PREVENTION AND CONTROL:** Everyone is responsible for fire safety and prevention. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made by the Safety Manager.

**FIRE DRILLS/SMOKE ALARM:** Inmates must familiarize themselves with the fire evacuation diagrams posted in all departments. Fire drills are conducted on a quarterly basis and every inmate is required to promptly respond and evacuate when the alarm is sounded.

**ON-THE-JOB INJURIES:** If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. The work

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supervisor will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor.

If injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation through the Safety Manager 45 days prior to his release. A medical evaluation must be included in the claim before any compensation can be considered.

### **FOOD SERVICE**

- Food Service is off limits other than when meals are being served.
- Proper attire is required at all times. Your coat must remain open, shirt tucked in and buttoned up, and you must use a belt with your pants. Hats may not be worn in the dining hall.
- Loud and boisterous conduct is not permitted in the dining hall.
- No commissary items are to be brought into the Food Service area.
- No food items are to be removed from the dining hall, to include fruit.

### **TRUST FUND & COMMISSARY**

Every inmate will have an established trust fund account out of which they can withdraw funds to make purchases or to satisfy family and/or legal obligations. Any outside source(s) who wish to send an inmate money can do so via a U.S. Postal Money Order to the National Lockbox (refer back to page 32 for the address). The inmate's name and registration number must be shown on the money order. Failure to do this will result in the money order being returned to the sender.

Family or friends may also send an inmate funds through Western Union's Quick Collect Program. For more information regarding either program, contact your Counselor.

The weekly stamp and spending limits will be governed by periodic Bureau of Prisons memorandum updates. The institution makes available to the inmate population a coinless system called Debitex. It can be used for inmate copy machines and photo tickets. An inmate may purchase debits on his regular shopping day.



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Merchandise lists are used to make commissary selections. These lists are completed by the inmate and turned into the sales unit staff on the same day.

The Trust Fund Sales Unit hours of operation are posted in the main corridor. Notice that on your purchase receipts (issued every time you shop) there is a beginning and ending balance. You may use this figure to double-check your existing balance.

Articles such as watches and radios may be purchased in the Commissary. A Special Purpose Form 40 must be completed and approved by the Correctional Systems Officer prior to any such purchases.

If you are participating in the hobby craft program, you may purchase hobby craft items. The appropriate forms may be obtained from the officer at the hobbycraft center. You may sign a "Request for Withdrawal of Inmate Personal Funds" via the TRULINCS system and turn it into your Counselor for processing.

### **FACILITIES DEPARTMENT**

The Facilities Department at FCI Loretto provides inmates with a meaningful opportunity to enhance learned skills and to develop apprentice-level abilities.

The Facilities Department is responsible for the preparation of preliminary plans (blueprints and/or mechanical drawings), new construction, renovations, repairs, and maintenance of all utilities and equipment at FCI Loretto.

The goal of the Facilities Department is to utilize and train inmates, while providing cost effective construction and maintenance services to the institution in a correctional setting.

Inmates with construction-related skills, or those desiring an opportunity to learn a trade-related skill in any of the following areas, should request job placement in the Facilities Department through your Unit Team. These areas include: drafting, electric, landscape, garage, communications, powerhouse, plumbing, welding, painting, and construction.

### **UNICOR**

UNICOR is the trade name of Federal Prison Industries, a wholly-owned government corporation established by Congress on June 23, 1934, to provide job skills training and employment opportunities for inmates serving sentences in the Federal Bureau of Prisons. For many inmates, working in Federal Prison Industries represents an opportunity to learn a marketable skill and gain valuable work experience, both of which will substantially enhance their ability to successfully reintegrate into society following release from prison.

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Inmates working in the UNICOR factory here at FCI Loretto produce electrical cable assemblies for the Department of Defense, ranging from simple extension cords to more complex wire-harness' for military tanks. The factory is ISO 9000-2001 registered.

If you are interested in working in UNICOR, you must contact your unit team counselor to be placed on one of the three waiting lists. The first list is for those inmates who have previously worked in UNICOR. The second list is for inmates with significant financial obligations, in excess of \$1,000. All other inmates will be placed on the third list.

Inmates with outstanding financial obligations who work in UNICOR will be required to contribute fifty (50) percent of their wages toward meeting these obligations.

### **IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT:**

Contraband includes Uniform Commercial Code (UCC) Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons . On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff. **Documents which can be used to harass or threaten "covered persons," including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.**

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members.

If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this

fact. **If you are found to be in possession of these types of documents or information without authorization, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution.** You may use the administrative remedy process to challenge the confiscation of rejection of such materials.

### **DNA Analysis Backlog Elimination Act of 2000**

On December 19, 2000, the DNA Analysis Backlog Elimination Act of 2000 (Pub. L. No. 106546) was enacted. That law required the Bureau to obtain a DNA sample from each inmate convicted of a qualifying offense. Pursuant to Title 42 U.S.C. 14135a,b and Title 28 C.F.R. 28.12 FCI Loretto staff will collect DNA samples from persons in Bureau custody who are: Convicted of any federal offense; Convicted of any Uniform Code of Military Justice; Convicted of a qualifying D.C. Code offense (as provided on a list); Arrested or facing charges (pretrial inmates); Non-United States persons who are detained under the authority of the United States who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b). Collection of DNA via Buccal Swab has been incorporated into the collection method.

## **Inmate Reentry and Inmate Skills Development**

### **Introduction**

ISDS Inmate Reentry and Inmate Skills Development

Office Location – Psychology (FCI), Mainline (Camp – Wednesday Mainline)

How to contact the RAC (Mainline, Inmate Request to Staff, or in the RAC office)

### **What is Reentry?**

The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution, a wide array of programs and activities are offered in order to implement reentry skills development initiatives.

### **Inmate Skills Development**

The Bureau is focusing on building the kinds of skills essential to successful reintegration into society ranging from activities of daily living, such as budgeting, to cognitive skills, such as the ability to maintain self-control. This process will involve identifying inmate strengths and

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weaknesses using a standardized assessment tool, linking programs used to identify specific deficit areas, and tracking the inmate's progress on his/her individualized plan throughout incarceration. Developed in collaboration with other agencies, including the courts and probation, the Inmate Skills Development System (ISDS) is an automated, web-based, assessment and tracking tool used during an inmate's incarceration. ISDS was created to help staff identify an inmate's strengths and weaknesses as they relate to release readiness. ISDS is expected to: help link inmates with the most appropriate programs given their specific needs, ensure all parties are focused on the same measurable outcomes, assist in program resource allocation, and improve information flow to partners with a stake in the outcome (the Courts, supervision agencies, etc.). Dynamic in nature, ISDS has been implemented at all institutions, incorporates information from a variety of sources, including court documents and behavioral observations. It is administered at the beginning of an inmate's sentence, with subsequent updates to the assessment information over the course of the inmate's incarceration. Output is documented in the ISD Plan, which is shared with supervision agencies. By providing inmates with programs most appropriate to their identified deficit areas, the BOP anticipates that inmates will be better-prepared and more likely to succeed upon release. This is expected to be particularly useful for those offenders with the greatest needs. A number of interagency initiatives are underway, the most comprehensive being the National Offender Workforce Development Partnership, which also includes representatives from the U.S. Departments of Education, Labor, Veterans Affairs, Housing and Urban Development, and Health and Human Services; the Administrative Office of the U.S. Courts; the Office of Probation and Pretrial Services; the National Institute of Corrections; the Legal Action Center - National Hire Network; and others. Providing a viable means of employment is critical to offenders being able to support themselves and succeed as law-abiding citizens; and this partnership is designed to enhance reentry success by increasing opportunities for career-oriented employment of ex-offenders and addressing barriers to offender employment.

The Bureau is committed to the goal of creating a seamless transition between incarceration and the community for releasing offenders that ensures continuity of support and care. This coordinated, competency-

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based model for reentry is expected to help increase the likelihood of a successful community transition upon release.

## Inmate Reentry Skills

RAC will briefly discuss the nine skill areas and the individual Departments responsibilities.

Reentry Skills	Reentry Skills as Demonstrated in the Institution and Community
<p style="text-align: center;"><b>Daily Living Skills</b></p> <ul style="list-style-type: none"> <li>- Financial Management</li> <li>- Food Management</li> <li>- Personal Hygiene/Sanitation</li> <li>- Transportation</li> <li>- Identification</li> <li>- Housing</li> <li>- RRC Placement</li> <li>- Family Care</li> </ul> <p style="text-align: center;">(Unit Team)</p>	<p>dependent living skills commensurate with institution or community opportunities to include maintenance of a clean residence, a responsible budget to include a savings account, meal preparation, appropriate personal hygiene and appearance and proper etiquette. Obtains, maintains, and/or contributes financially to a legal residence and any necessary transportation. Obeys institution rules and regulations and local, state and federal laws. Is able to identify and access community resources for basic needs.</p>
<p style="text-align: center;"><b>Mental Health Skills</b></p> <ul style="list-style-type: none"> <li>- Substance Abuse Management</li> <li>- Mental Illness Management</li> <li>- Transitional Plan</li> <li>- Appropriate Sexual Behavior</li> </ul> <p style="text-align: center;">(Psychology)</p>	<p>ound mental health through avoidance of substance abuse/dependence and other self-destructive behaviors and use of coping techniques. Participates in appropriate medication and/or treatment regime as necessary to address any acute or chronic mental health issues.</p>
<p style="text-align: center;"><b>Wellness Skills</b></p> <ul style="list-style-type: none"> <li>- Health Promotion/Disease Prevention</li> <li>- Disease/Illness Management</li> <li>- Transitional Plan</li> <li>- Government Assistance</li> </ul> <p style="text-align: center;">(Health Services)</p>	<p>s physical well-being through health promotion and disease prevention strategies such as a healthy lifestyle and habits, routine care, regular exercise, and appropriate diet. Participates in appropriate medication and/or treatment regime as necessary to address any acute or chronic medical conditions.</p>

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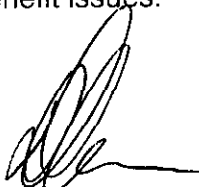
<p><b>Interpersonal Skills</b></p> <ul style="list-style-type: none"> <li>- Relationships</li> <li>- Family Ties/Support System</li> <li>- Parental Responsibility</li> <li>- Communication</li> </ul> <p>(Psychology and Unit Team)</p>	<p>appropriately and effectively with staff, peers, visitors, family, co-workers, neighbors and members of the community by observing basic social conventions and rules. Displays the ability to develop and maintain healthy relationships to include the avoidance of co-dependency. Avoids negative interpersonal influences.</p>
<p><b>Academic Skills</b></p> <ul style="list-style-type: none"> <li>- Intellectual Functioning</li> <li>- Literacy</li> <li>- Language</li> <li>- Computer Skills</li> </ul> <p>(Education)</p>	<p>pates and progresses in educational activities commensurate with ability and occupation to serve as foundational skills for other re-entry skills. Reads, writes and utilizes basic arithmetic at a level necessary to function in a correctional environment and in society.</p>
<p><b>Cognitive Skills</b></p> <ul style="list-style-type: none"> <li>- General Behavior</li> <li>- Criminal History</li> <li>- Domestic Violence/Abuse</li> <li>- Criminal Behavior</li> </ul> <p>(Unit Team/Case Manager)</p>	<p>s in accurate self-appraisal by acknowledging and correcting irrational thinking patterns. Is cognizant of the importance of goal setting. Solves problems effectively, maintains self-control and s pro-social values. Acknowledges and appropriately corrects criminal thinking patterns and behaviors.</p>
<p><b>Vocational/Career Skills</b></p> <ul style="list-style-type: none"> <li>- Employment History</li> <li>- Career Development</li> <li>- Institution Work History</li> <li>- Post-Incarceration Employment</li> </ul> <p>(Unit Team)</p>	<p>and maintains employment in order to become self-sufficient and fulfill financial obligations. Engages in purposeful activity, abilities useful in the acquisition and maintenance of post-release employment and pursuit of career goals.</p>
<p><b>Leisure Time Skills</b></p> <ul style="list-style-type: none"> <li>- Use of Leisure Time</li> </ul> <p>(Counselor)</p>	<p>h meaningful recreational activities and hobbies making positive and effective use of free time and facilitating stress management and favorable peer affiliations.</p>
<p><b>Character Skills</b></p> <ul style="list-style-type: none"> <li>- Personal Character</li> <li>- Personal Responsibility</li> </ul> <p>(Unit Team/Counselor)</p>	<p>sense of accountability to self and others through attention to the potential impact (short and long term) of actions. Seeks to engage in behaviors which reflect pro-social values thus creating a positive impact in their life and the lives of others. Displays a healthy tolerance for delayed gratification. Displays the or self-reflection and consideration of meaning in life in relation to a particular faith or personal philosophy.</p>

### Identification

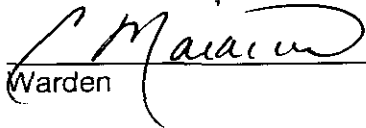
In order to assist with employment readiness upon release, you will need two forms of identification. You may have any identification you currently have mailed to your unit team and placed in your central file until your release date. Driver License or a state/federal picture identification card Birth Certificate: a copy can be requested from the state's vital statistics agency for a fee. Specific information is available in the law library or career resource center. Social Security replacement card applications can be obtained from the unit counselor.

### Veteran's Benefits

Sentenced inmates are eligible for some reduced benefits while they are incarcerated. In some cases, your family may still be able to receive benefits. A Local VA representative visits the institution to assist with general information and personal benefit issues.



\_\_\_\_\_  
A & O Coordinator



\_\_\_\_\_  
Warden

**THIS HANDBOOK IS TO BE USED SOLELY FOR ORIENTATION PURPOSES. IT IS NOT INTENDED TO BE USED AS AN INSTITUTION SUPPLEMENT OR A BUREAU OF PRISON PROGRAM STATEMENT AND MAY BE SUBJECT TO CHANGE.**

**SPECIAL MAIL NOTICE**

**U.S. DEPARTMENT OF JUSTICE  
FEDERAL BUREAU OF PRISONS**

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**To The Inmate:**

It is suggested you provide this instruction sheet for special mail privileges to your attorney(y) who is representing you, at the earliest opportunity, when you write to or visit with you attorney(S)

**To The Attorney:**

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney- client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail – Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If you correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.





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

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Loretto, Pennsylvania 15940

**NOTICE OF ADVISEMENT** (Videoconferencing of DHO Hearing)

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WITNESS FOR INCIDENT REPORT NO: \_\_\_\_\_

INNIMATE: \_\_\_\_\_

REG. NO. : \_\_\_\_\_

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The aforementioned inmate has been advised videoconferencing will be limited to and defined as a means of conducting hearing between the Discipline Hearing Officer (DHO) and inmate. Due process hearings should be consistent with *wolf v. McDonnell* 418 US 539 (1974), and inmate discipline policy requirements.

(This is a live conference and is not recorded).

**DATE:** \_\_\_\_\_ **SIGNATURE:** \_\_\_\_\_

Notice of videoconferencing given

By: \_\_\_\_\_  
Print Name/Signature/Title

## SUMMARY OF INMATE DISCIPLINE SYSTEM

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



**Ordinarily maximum of 24 hours**

2. Staff gives inmate notice by delivering incident report.



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

3. Initial review (UDC).



**Minimum of 24 hours (unless waived)**

4. Discipline Hearing Officer (DHO) Hearing.



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

*Staff may suspend disciplinary proceeding for a period no to exceed two calendar weeks while undertaking information. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.*

## Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

### RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
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 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 opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

### RESPONSIBILITIES

1. You are responsible for treating inmates and staff 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, 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. You will not engage in inappropriate conduct during visit to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.



7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
  8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
  9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
  10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
  11. You have the right to use your funds for commissary and other purchases, consistent with institutions security and good order, for opening bank and/or savings accounts, and for assisting your family, in according with Bureau rules.
7. It is your responsibility to use the service or 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 use 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 will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
  11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Table 1. **PROHIBITED ACTS AND AVAILABLE SANXTIONS**

**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

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

- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is no accurate. The offending conduct must be charge as "most like "one of the listed greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

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

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

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons Custody within four hours.**
- 201 Fighting with another person.**
- 202 (Not to be used).**
- 203 Threatening another with bodily harm or any other offense.**
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.**
- 205 Engaging in sexual acts.**



- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).

- 223 (Not to be used).**
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).**
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.**
- 226 Possession of stolen property.**
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).**
- 228 Tattooing or self-mutilation.**
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.**
- 296 use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person: and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.**
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charge as “most like” one of the listed High severity prohibited acts.**
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**

## **AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.**
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).**
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).**
- C. Disciplinary segregation (up to 6 months).**
- D. Make monetary restitution.**
- E. Monetary fine.**
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).**
- G. Change housing (quarters).**
- H. Remove from program and/or group activity.**
- I. Loss of job.**
- J. Impound inmate's personal property.**
- K. Confiscate contraband.**
- L. Restrict to quarters.**
- M. Extra duty.**

## **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300 Indecent Exposure.**
- 301 (Not to be used).**
- 302 Misuse of authorized medication.**

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**
- 304 Loaning of property or anything of value for profit or increased return.**
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.**
- 306 Refusing to work or to accept a program assignment.**
- 307 Refusing to obey an order of any staff member (may be categorized and charged in term of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a fight would be charged as 201, fighting; refusing to provide a urine sample when ordered ad part of a drug-abuse test would be charge as 110).**
- 308 Violating a condition of a furlough.**
- 309 Violating a condition of a community program.**
- 310 Unexcused absence from work or any program assignment.**
- 311 Failing to perform work as instructed by the supervisor.**
- 312 Insolence toward a staff member.**
- 313 Lying or providing a false statement to a staff member.**
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, code 102).**
- 315 Participating in an unauthorized meeting or gathering.**
- 316 Being in an unauthorized meeting or gathering.**
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools MSDS sheets, OSHA standards).**
- 318 Using any equipment or machinery contrary to instructions or posted safety standards.**

- 319 Using any equipment or machinery contrary to instructions or posted safety standards.**
- 320 Failing to stand count.**
- 321 Interfering with the taking of count.**
- 322 (Not to be used).**
- 323 (Not to be used).**
- 324 Gambling.**
- 325 Preparing of conducting a gambling pool.**
- 326 Possession of gambling paraphernalia.**
- 327 Unauthorized contacts with the public.**
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.**
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.**
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.**
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, clearing supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements.**
- 332 Smoking where prohibited.**
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).**
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.**

- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a moderate category prohibited act.
- 398 interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charge as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold warned 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 goof time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months)
- D. Make monetary restitution.
- E. Monetary fine.

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

**LOW SEVERITY LEVEL PROHIBITED ACTS**

- 400 (Not to be used).**
- 401 (Not to be used).**
- 402 Malingering, feigning illness.**
- 403 (Not to be used).**
- 404 Using abusive or obscene language.**
- 405 (Not to be used).**
- 406 (Not to be used).**
- 407 Conduct with a visitor in violation of Bureau regulation.**
- 408 (Not to be used).**
- 409 Unauthorized physical contact (e.g., kissing, embracing).**
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charge as "most like" one of the listed Low severity prohibited acts.**

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

**AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS**

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

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



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

<b>Prohibited act Severity Level</b>	<b>Time Period for Prior: Offense (same code)</b>	<b>Frequency of Repeated Offense</b>	<b>Additional Available Sanctions</b>
<b>Low Severity (400 level)</b>	<b>6 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 1 month).</li> <li>2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).</li> </ol>
		<b>3<sup>rd</sup> or more offense</b>	Any available Moderate severity level sanctions (300 series).
<b>Moderate Severity (300 level)</b>	<b>12 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 6 months).</li> <li>2. Forfeit earned SGT or non-vested GCT up to 37 ½% or up to 45 days, whichever is less and, and/or terminate or disallow EGT. (an EGT sanction may not be suspended).</li> </ol>
		<b>3<sup>rd</sup> or more Offense</b>	Any available High severity level sanctions (200 series).
<b>High Severity (200 level)</b>	<b>18 months</b>	<b>2<sup>nd</sup> offense</b>	<ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 12 months).</li> <li>2. Forfeit earned SGT or non-vested GCT (an EGT sanction may not e suspended).</li> </ol>
		<b>3<sup>rd</sup> or more Offense</b>	Any available Greatest severity level sanctions (100 series).
<b>Greatest Severity (100 level)</b>	<b>24 months</b>	<b>2<sup>nd</sup> or more offense</b>	Disciplinary Segregation (up to 18 months).