

Federal Prison Camp

Inmate Admission & Orientation Handbook



U.S. Department of Justice
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INTRODUCTION

Welcome to the Federal Prison Camp (FPC), Greenville, Illinois. As you went through receiving and discharge, you were given a copy of this Inmate Admission and Orientation Handbook so you can better understand the operation of the institution, the Bureau of Prisons, and its policies and procedures.

The material in this handbook will help you more quickly understand what you will be encountering while incarcerated, and hopefully assist you in your successful adjustment to institutional life here at Greenville. The material in this handbook will also provide you with valuable resource information as needed.

If you know of any reason you cannot function at this institution, you should inform staff.

FPC, Greenville is a minimum security institution located in Western Central Illinois. We are within one hour driving time of St. Louis, Missouri and within five hour driving time of Chicago, Illinois. Opened in late 1994, the institution has two major housing units.

This handbook is not designed to answer all your questions; therefore, you are encouraged to address any additional concerns or questions to your assigned Counselor, Case Manager, Unit Manager, or Unit Officer, who can further explain institution policies and procedures to you, or refer you to the appropriate department for further assistance.

_____/S//_____
Terry Mead, Camp Administrator

December 13, 2012
Date

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

Orientation

Within the first 7 days of commitment to this facility you will receive an orientation to your unit and your unit team. You will then participate in an Admission and Orientation (A&O) Program within the first 30 days of commitment.

While in A&O, you will learn about various programs, services, policies, and procedures at this facility. You will also hear lectures from staff regarding their departments and available programs. Orientation actually begins during the intake screening process, where inmates go through a case management and medical intake screening process at the time of their arrival. You will also be screened by Psychological Services Staff within 14-30 days of commitment.

Classification Teams (Unit Teams)

Inmates at FPC Greenville are assigned to one of two specific "units." Each unit is located in its own building, housing both inmate living areas and unit staff offices in close proximity. The purpose of "unit management" is to improve access and communication between inmates and the staff directly responsible for their management. The primary members of the unit team are the unit manager, case managers, correctional counselors and unit secretary. However, the education advisor, staff psychologist, and unit officer may also serve as members of the unit team. The Case Management Coordinator is a technical advisor of all unit teams. Ordinarily, a member of the unit team will be available in the institution weekdays from 7:30 am to 9:00 pm, and during the day on weekends and federal holidays.

General Functions of Unit Staff

Camp Administrator: The camp administrator is a member of the executive staff who oversees the entire operation of the camp. He or she may also serve as a chairperson of inmate program reviews and unit discipline committee hearings.

Unit Manager: The unit manager supervises the overall operation of the unit and its staff. He or she is a department head at the institution and has a close working relationship with other departments and personnel. The unit manager reviews all team decisions. Additionally, the unit manager has direct responsibility for the sanitation of the unit by coordinating closely with the unit officer and the correctional counselor.

Case Manager: The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is responsible to the unit manager on a daily basis. The case manager serves as a liaison between the inmate, the administration, and the community. The case manager is a frequent member of the unit discipline committee.

Correctional Counselor: The correctional counselor provides counseling and guidance to the inmates of the unit in areas of institutional adjustment, personal difficulties, and future plans. He or she plays a leading role in all segments of unit programs.

The correctional counselor will visit inmate work details regularly and is the individual to approach for resolution of daily problems. The correctional counselor is a frequent member of the unit discipline committee. He or she is the unit expert and coordinator of inmate personal property, cell assignments, the Inmate Financial Responsibility Program, package approvals, visiting, and trust fund activities.

Unit Secretary: The unit secretary primarily performs clerical and administrative duties, but may also be certified to serve in other capacities.

Unit Officer: The unit officers along with unit team members have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are jointly supervised by the unit manager and the correctional supervisors (lieutenants). The unit officer is considered a member of the unit team, who contributes valuable input about inmate adjustment for team meetings.

Communication

There will be a unit team member available each day of the week and most evenings until 9:00 pm. The unit bulletin boards contain written communication of interest to inmates. Inmates may submit written requests to staff members. Inmates are encouraged to use form BP-148, Inmate Request to Staff Member, commonly called a "cop out", but legible requests may also be submitted on regular paper.

Town Hall Meetings

Town hall meetings are held periodically in the visiting room or gymnasium. These meetings are held to make announcements and to discuss changes in policy and procedures within the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during normal working hours which are posted in each unit.

Program Reviews

Program reviews are generally conducted every 90 to 180 days by the classification team. The purpose of a "Program Review" is a formal meeting between the inmate and her unit team for the purpose of discussing classifications, work and program assignments, and institutional adjustment.

Bulletin Boards

The bulletin boards frequently contain written communication from staff members which are of importance to inmates. You should check the bulletin boards in the main hallway on a daily basis. You will also want to check the change sheet and call-outs on a daily basis; these list housing changes, job changes, scheduled appointments, etc. All materials posted on bulletin boards must be approved by the camp administrator or designee.

Team Participation in Parole Hearings (if eligible)

This facility does not house inmates who require in-person parole hearings.

Work Assignments and Work Reports

After you finish your orientation period and it has been determined you are medically cleared, your correctional counselor will assign you a permanent work detail, a training program, or to a combination of both.

You will be assigned to a job based primarily on institution need. Factors considered in determining specific work assignments are based upon your physical condition, education level, previous work experience, general aptitude, ability to benefit from training and plans for the future. These job assignments include working in one of the following departments: Food Service, Mechanical Services, Education, Safety, UNICOR, etc.

Job changes are made by the unit team only when there is a justifiable need. An inmate will be on a job assignment for three months before being considered for a job change. UNICOR will advise the unit team regarding their job assignments.

Reports evaluating work performance will be prepared by the supervisor every thirty days for Performance Pay. UNICOR generates semi-annual evaluations throughout the year.

Performance Pay

Each inmate is eligible for pay for satisfactory work performed, based on the grade level for the particular job as established by the work supervisor. Ordinarily inmates may be awarded Performance Pay at the rate of \$.12 to \$.40 per hour of satisfactory work performed. The higher pay grades such as grade 1 or 2 are limited. Any pay problems should be discussed with your work supervisor. Inmates who refuse to participate in the financial responsibility program will be held to the maintenance pay level which is \$5.25 a month.

Inmates employed by UNICOR earn pay at higher rates, from \$.23 to \$1.15 per hour. Inmates who refuse to participate in the financial responsibility program while employed in UNICOR will be terminated. Inmates owing a financial obligation of more than \$1,000.00 will be referred to UNICOR by the unit team for priority placement. Inmates employed by UNICOR are required to pay a minimum of 50% of their pay each month to meet their financial obligations if above a grade 5 level. Payments are deposited to your trust fund account by the tenth of the month after it is earned.

Inmates completing certain education and the drug treatment programs may be eligible for performance pay. Promotions in work assignments and UNICOR are contingent upon completion of the literacy requirements.

Family Crisis

Bedside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, a decision based on Program Statement 5280.09, Furloughs, will dictate whether an emergency furlough or escorted trip is authorized. All expenses will be borne by the inmate, except for the first eight hours of each day the employee is on duty. There are occasions when an escorted trip or furlough is not approved, even when all policy-required

conditions have been met. This may be based on a determination of the perceived danger to Bureau of Prisons staff during the proposed visit, or the security concerns about the individual inmate outweigh the need of the trip.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence, weapon possessions, significant drug dealers, drug or alcohol abusers, etc., will not be granted social furloughs.

The Bureau has a furlough program for inmates who have community custody and are two (2) years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- Visits to dying immediate family members
- Attendance at the funeral of an immediate family member
- Obtaining medical services not otherwise available
- Contacting prospective employers
- Establishing or re-establishing family or community ties
- Transferring directly to another Camp (Unescorted Transfer)
- Participating in select educational, social, civic, religious and recreational activities which will facilitate release transition
- Any other significant reason consistent with the public interest

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and residential reentry center (halfway house) placements may be considered. For additional information in this area, please review the applicable Program Statements and Institutional Supplements in the inmate Law Library.

Central Inmate Monitoring System

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

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize her to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, she must:

- Have a letter from the intended spouse which verifies his intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.

The Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

The Chaplains are also available to assist inmates in finding a clergy person to perform the wedding ceremony.

Treaty Transfers

In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, the U.S. has entered into treaties with a number of other foreign countries. This allows for a citizen of one country, convicted of a crime in another country, to be transferred to the individual's country of citizenship for completion of sentence.

For specific information regarding the countries that have treaties and limitations on transfers, inmates should contact their case manager.

Pre-Release Programming

The pre-release program is designed to assist inmates in preparing for release. Inmates will be given assistance in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, residential reentry center staff, and other agencies and employers will be made available. Pre-release programming begins at each inmate's initial classification. The unit team monitors issues such as release residences and finalizing release plans. The unit team refers each inmate to the institution pre-release classes as they are appropriate. The institution program involves classes in health and nutrition, job interviewing and other release coping skills.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop an acceptable financial plan to meet their financial obligations under the supervision of the unit team. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs; judgments in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet her FRP obligations, the inmate cannot work for UNICOR, receive performance pay above the maintenance pay level, receive a release gratuity, will be celled in the lowest preferred housing, and other restrictions as listed in the appropriate Program Statement.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The unit team will strictly monitor the level of your participation as this institution considers the Financial Responsibility Program a critical area.

Savings Accounts

Each inmate is encouraged to open a savings account at a recognized saving institution. Inmates should contact their counselor to obtain the address of a recognized institution.

Pregnant Inmates

Inmates who are pregnant should contact their unit team and medical staff immediately. They will be provided institution and community resources by the chaplain, unit manager, and medical.

Foreign National

If you are a foreign national and desire access to the diplomatic representative for your country of citizenship, you may contact your unit team for their address.

DAILY INMATE LIFE

To protect the privacy of inmates during instances of undress or performing bodily functions, staff of the opposite gender shall announce their presence when entering an inmate housing unit. If a staff member's post is in the housing unit, an announcement should be made upon the commencement of the shift.

Sanitation

FCI/FPC Greenville, as well as the entire Bureau of Prisons, is totally NON-SMOKING. Incident reports will be written.

It is the inmate's responsibility to check her living area immediately after being assigned there, and to report any damage to the correctional officer, or unit team. An inmate may be held financially liable for any damage to her personal living area.

Sanitary napkins and soap are issued by the institution, as well as other hygiene products (for indigent inmates) and are available in the housing units. Inmates may purchase name brand items through the commissary. Inspections for sanitation, misuse of equipment, safety hazards and the presence of contraband are made daily by institution staff.

With the exception of approved religious head wear, only issued stocking caps are authorized to be worn on the compound, they must be worn in the prescribed manner. Dew-rags are not authorized head wear, and may only be worn in the unit.

Quarters Rules

Inmate living areas will be inspected daily to ensure compliance with sanitation standards. Additionally, in order to minimize maintenance costs, reasonable regulations on inmate conduct and furnishings in the housing units are imposed.

The following areas will be monitored:

Pictures or calendars cannot be posted on walls and can only be placed on the desk area provided for this purpose. Nude pictures are not permitted at any time.

All beds are to be made daily in the prescribed manner as posted on the unit bulletin board.

Changing of clothes should take place in the inmate restrooms only. At no time are inmates permitted to remove clothing in any other area of the housing unit. Additionally, inmates are to be appropriately dressed at all times in the housing units by wearing some form of clothing (pants, shorts, shirt), to include during night hours. At no time are inmates allowed to be in the nude outside of the shower area.

Each inmate is responsible for the cleaning and sanitation of her room. Additionally, inmates may be assigned cleaning tasks in the unit during -working hours.

Orderlies are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets in cubicles are to be emptied prior to 7:30 A.M. each day.

Beds will be made each weekday by 7:30 A.M. On weekends and federal holidays, beds will be made whenever inmates are awake or gone from their room, but no later than 10:00 A.M. At no time will a mattress be removed from a bunk and placed on the floor.

Each housing unit has 2 showers available at all times. The remaining showers are available 5:30 am - 8:30 am and 3:00 pm - 9:30 pm.

Intra-wing visitation is not allowed in the units. Inmates will not be allowed to cross over to the other side of the housing unit, nor visit another unit. Inmates found in these areas are out of bounds and are subject to disciplinary action. Only the cell occupant(s) are allowed in a room.

Removal of food from the dining room is not permitted, with the exception of approved fresh fruit item. Fruit must be consumed before it spoils.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit. This does not include personal tennis shoes or loafers.

Upon arrival at the Satellite Camp, each inmate will be issued a lanyard to carry their ID cards on their person at all times while at this facility. In the event an inmate is moved from one dorm to another or depart for release or transfer, they must turn their respective lanyard in to their counselor or R&D staff. An inmate is allowed only one lanyard in their possession. The lanyards shall not be altered nor have any other items attached to change its original appearance. If you need to replace your ID card, you will be charged \$5. If you need to replace your lanyard, you will be charged \$2. If you are in possession of another inmate's lanyard or the wrong color lanyard for your living quarters, you will receive disciplinary action for Possession of Anything Not Authorized, code 305.

Unit televisions may be viewed during off-duty hours. During normal working hours, the television may be viewed at the discretion of the unit officer.

Inmates may play cards and approved quiet games during established hours, provided appropriate noise levels are maintained.

General wake-up for all inmates is after the 5:00 am count clears. The unit is called to breakfast by the Food Service staff on the basis of a rotating schedule starting by 6:00 am. The unit officer will announce breakfast when notified. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late

sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action. Quiet time in the dorms will be 8:00 pm for the alleys and 10:30 pm for common areas; it will be strictly enforced.

Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature.

If a room is not acceptable, corrective action, to include incident reports, will be taken.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area.

Storage Space

Storage space consists of an individual locker and desk. Locks may be purchased in the institution commissary. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing

Civilian clothing of any type is not authorized in all institutions. All clothing should be neatly stored in the individual locker. A limited number of personal sweatshirts and sweat pants of a grey or white color are permitted. Individual washcloths and towels are issued to inmates. Authorized footwear include: one pair of steel-toed safety shoes, one pair of shower slippers, and two pair of leisure shoes. Footwear will be placed under the bed, in an orderly fashion. The only authorized colors for personal clothing in the Bureau of Prisons are grey, green and white.

Special Purchase Items

Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property. Inmates refusing to participate in the Financial Responsibility Program will not be permitted to purchase special purchase items.

Radios, MP3 Players and Watches

An inmate may not own or possess more than one (1) approved radio, MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios, MP3 Players and watches may not have value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and register number. Only walkman-type radios are permitted, and headphones are required. Inmates may not give any items of value to another inmate i.e., radio, MP3 player, watch, sneakers and commissary items. When you purchase a radio in the commissary, it will be etched with your name and number.

INMATE SERVICES

Clothing Issue & Laundry

1. The weekday morning following your arrival, you will be given your clothing issue. This issue includes the following:

CLOTHING:

2 Laundry Bags	5 OD Green Shirts	2 Blankets
5 T-Shirts	(2 new /3 used)	2 Sheets
5 Panties	5 Pair of Socks	3 Towels
3 Bras	1 Coat (seasonal)	3 Washcloths
5 OD Green Trousers (2 new / 3 used)	1 Knit Cap (seasonal) 1 Web Belt with Buckle	1 Pair Footwear

Material Handlers will periodically supervise the operation of the FPC laundry along with the camp officer from 11:00 am to 1:00 pm, Monday through Thursday except federal holidays.

Laundry Hours:

The camp laundry will operate "open house" Monday through Thursday from 11:00 am to 1:00 pm, except federal holidays. The camp "laundry service area" (old weight room) will be open for dirty laundry drop-off (6:30 - 9:00) and clean laundry pick-up Tuesday through Friday 9:00 am to 2:00 pm. Inmates must produce their ID card to receive laundry service. Clothing that is dropped off at the camp laundry service area by the 9:00 am deadline must be picked up the same day prior to closing. The designated day for laundering at the camp will be determined by your assigned unit, IE. alley "A" & "B" on Tuesday and Thursday, and alley "C" & "D" on Wednesday and Friday. In event of a holiday or other unexpected occurrence, all institutional laundry will be announced accordingly. It is the inmate's responsibility to ensure the laundry bag is secured with the inmate's name and register number and is visible prior to turning it in. In addition, it is also the inmate's responsibility to ensure all pockets have been emptied, and bra hooks are placed inside a sock. All green uniforms will be laundered "bulk" style and all personals, undergarments, and towels will be washed in a secured labeled mesh laundry bag. The institution is not responsible for an inmate's personal clothing which may become lost, stolen, or damaged.

The linen items will be issued by R&D upon arrival.

Monday is reserved for linen exchanges. Sheets may be exchanged on a weekly basis for Dorm 1 from 11:00 - 1:00 and 6:30 - 8:30 for Dorm 2. Dorm 1 may exchange blankets on the first Monday of every month from 11:00 - 1:00 and Dorm 2 may exchange blankets on the third Monday of every month from 6:30 - 8:30.

Lost or stolen clothing may be replaced only after receiving a signed memo from your unit counselor indicating which clothing item is requested to be replaced.

2. Laundry Bags: You will be issued two laundry bags. One of the bags is for laundering and one for transporting commissary items. One mesh bag must be taken with you when shopping at the commissary.

3. Clothing Exchanges:

- a. Clothing exchange will be Monday and Wednesday between 11:00 a.m. and 1:00 p.m. There will be no clothing exchanges on federal holidays.
- b. Work shoes will be exchanged only by a laundry staff member. The work shoes will only be exchanged when worn out.

4. Hemming of Pants:

- a. You may drop off clean pants to be hemmed between 11:00 p.m. and 1:00 p.m. on Monday and Wednesday.
- b. You may pick up the hemmed pants from the laundry between 11:00 a.m. to 1:00 p.m. on Tuesday and Thursday.

Hair Salon

The Hair Salon will be available under the supervision of Correctional Services. Time of operation will be posted in the housing units.

Spending Limitations

Inmates are permitted to spend up to \$320 per month in commissary. During the month of December this amount is increased to \$370. Special purchase ordering does count against your spending limit. Items that do not count against an inmate's monthly spending limitation include, phone credits, five stamps and over-the-counter medications. Once a month, each inmate's account is "validated", that is, the spending period begins with validation. Revalidation of this limit occurs once each month depending on your register number. If the last digit of your first five numbers is even, you will revalidate on the first of each month. The validation is designated by the last digit of the first five in your register number.

Re- Validation Cycle *Determined by the last digit of the first 5 in the inmate's register number.	Date to be Re-Validated
CYCLE 0	1 ST
CYCLE 1	4 TH
CYCLE 2	7 TH
CYCLE 3	10 TH
CYCLE 4	13 TH
CYCLE 5	16 TH
CYCLE 6	19 TH
CYCLE 7	22 ND
CYCLE 8	25 TH
CYCLE 9	28 TH

Deposits to Accounts

Deposits to inmate accounts from outside sources will be made through the mail; deposits are made through the U.S. Postal Service. All deposits will be sent to the address below. It is recommended all money be sent in the form of a postal money order. All other money orders, to include checks have a 15-day hold. The sender must include the inmate's full name and register number on the money order. Do not send cash to the Lockbox. Any checks or money orders received without name and register number will be returned to sender. Therefore, the sender must include their return address.

* Send only money orders to the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Register Number
Post Office Box 474701
Des Moines, Iowa 50947-001

* Do not include any letters, pictures, etc. They will not be forwarded.

Commissary Fund Withdrawals

A standard BP 199.045 form is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit managers can approve withdrawals from the trust fund account to send funds to dependents and other family members and purchase of special discharge clothing. These forms must be completed through the TRULINCS system. There is a dollar limit on special purchases. Inmates refusing to participate in the Inmate Financial Responsibility Program (IFRP) are limited to spending \$25 monthly and will not be allowed to purchase special purchase items. The unit manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. The superintendent of industries, camp administrator and associate wardens can approve withdrawals exceeding \$500.00. Withdrawals for education and leisure time items are approved by the supervisor of education.

Inmate Personal Funds

An inmate transferred to this institution from another institution should wait a minimum of 30 days for the transfer of her funds. If she has not received these funds by that time, she should contact her counselor and have him/her check with the institution she came from and see if they can locate her funds. All funds received by the institution will be posted to the account when they are received, except for personal checks or other similar items.

SECURITY PROCEDURES

Counts

It is necessary for the staff to count inmates on a regular basis. During counts, inmates will be in their cubicles until the count is announced clear. Inmates are required to stand beside their bunk for the "stand-up" 4:00 P.M. and 10:00 P.M. counts.

When a count is announced, inmates will move to their cubicle to be counted and

remain quiet until the count has been announced as clear. Official counts will be taken at about 12:00 Midnight, 3:00 A.M., 5:00 A.M., 4:00 P.M. and 10:00 P.M. Other counts may occur during the day and evening. On weekends and federal holidays there will be an additional stand-up count at 10:00 A.M. Bed book counts will be announced at random to include evenings, weekends, etc... Staff may take disciplinary action if an inmate is not in her assigned area during a count. The inmate must actually be seen at all counts, even if the inmate must be awakened. Census - AM/PM Inmates are required to be at their assigned jobs/Call-outs.

Lights Out

Lights out in the housing units will be at 10:00 P.M.

Call-Outs

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings and other activities) and are posted each day on the unit bulletin boards after 4:00 P.M., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept.

Contraband

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and will make an effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item will be kept in the inmate's personal possession. Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Shakedowns

Any staff member may search an inmate's cubicle for any reason. Inmates are not permitted to observe as their area or property is being searched. The property and living area will be left as near as possible to the same general condition as found. These inspections will be unannounced and random.

Drug Surveillance

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

Urine Surveillance Program

The Special Investigator Supervisor (SIS) Lieutenant is responsible for the program in the unit. The camp officer receives a random sample list from the investigative supervisor and coordinates the taking of the sample with another correctional officer. The random sample list consists of 5% of the total inmates assigned to the Camp. Every inmate whose name appears on the list is required to provide a sample. Samples will be taken periodically during the month and not

all at one time.

In addition to the random samples taken, any staff member may request a urine sample for testing from an inmate if the staff member has reason to suspect the inmate is or has been using drugs of any kind. **ALL** inmates participating in furloughs will have their urine tested upon their return to the facility.

An inmate may not refuse to provide a sample when requested to do so. If the inmate is unable to provide a sample at that time, the collection of the sample may be postponed for up to two hours. However, the inmate must remain under constant supervision during this period.

If an inmate refuses to provide a urine sample or does not provide a sufficient amount for testing within a two hour period, an incident report will be issued. A sufficient amount for testing is at least 3/4's of a bottle of urine.

Alcohol Detection

A program for alcohol surveillance will be used at FPC Greenville. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

Restricted Areas

Restricted areas are those areas which you will not have access to when not on an assigned work detail. Restricted areas will include those areas denoted with pegs behind any buildings and the sidewalk area behind the Administration Building. A diagram is posted in the Unit.

SAFETY DEPARTMENT

The Safety Program in this institution is designed to ensure a safe and healthful living and working environment for inmates and staff. The Safety Manager serves as an advisor to the Warden in matters relating to Fire Prevention and Suppression, Environmental Health and Safety, and Sanitation. In this capacity, the Safety Manager conducts regular and irregular inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prison policy.

Unit Fire Escape Plan and Fire Drill Procedures

A fire drill will be conducted in each unit quarterly to familiarize both staff and inmates with the fire evacuation plan. When a fire drill is called, all inmates will exit the unit through the exit specified by the officer on duty. In case of fire, inmates should go to the exit that is designated by the officer on duty or through any door that is open and provides a safe exit. During the actual fire drill, inmates will go to the area designated by the staff member conducting the drill. Normally, inmates will be taken to the dining room.

There are five primary exits in each of the housing units at the FPC. Each housing unit is a one story structure consisting of four wings with exits at each end of the building and the front entrance. At least once a year, fire drills will be conducted on every shift assigned. Inmates should become familiar with the exits in the building where they live and work. The doors to each dorm wing have been constructed in a manner to contain a fire. **Jamming these doors or the locks in any fashion may cost you your life.** Inmates found tampering with doors or safety

devices are subject to disciplinary action.

Sanitation: Each inmate is expected to maintain a high level of sanitation in her living area. Personal property is to be kept in the personal storage lockers provided. No items will be allowed on walls, ceilings or doors. Floors will be cleaned and trash cans emptied on a daily basis. Cleaning supplies are available from the unit staff upon request. Unit inspections will be conducted by the safety manager on a monthly basis. Please be aware it is each inmate's responsibility to maintain her area in a clean and orderly manner.

Fire Prevention: Fire Prevention and Protection is of paramount importance to the well-being of inmates and staff in this institution. Fire prevention and safety are everyone's responsibility. State of the art fire protection systems and life safety call buttons are incorporated into all areas to ensure your safety in case of fire. Please do not tamper with these systems. Inmates who abuse or misuse these systems will be subjected to disciplinary action by staff. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot be tolerated. Regular safety and fire inspections will be conducted at FPC Greenville.

You will be required to participate in a fire drill each quarter in both your living unit and work place. Please take these drills seriously and learn the location of evacuation routes. Evacuation Plans are posted at each exit door. We request your cooperation in reporting any fire to the nearest staff member, so lives and property can be protected.

Basic Safety Regulations: In order to maintain a safe and secure environment, basic safety regulations must be followed. During the A&O presentation, the safety manager will address safety regulations in the institution. Upon assignment to your work detail, you will be given initial job orientation training by your detail supervisor. This training will cover topics such as fire safety, hazardous communication, P.P.E. and others. It is your responsibility to follow all training covered. In addition, each work supervisor will provide safety training on various issues on an annual basis.

UNICOR

An Army Combat Uniform (ACU) factory is in operation at Federal Correctional Institution, Greenville. The following positions for inmates will be available as support in the UNICOR warehouse: quality assurance inspectors, office accounting and contracting clerks. Approximately 10 inmates may be employed. Interested workers should contact their counselor to apply for a position in UNICOR.

FOOD SERVICE

Inmates are provided nutritious, appealing meals at this institution. Self-service meal operations for general population inmates may include features such as salad bars, special diet options and pork-free meal programs. Specific approval procedures for special diets are arranged through Health and Religious Services.

The Food Service (F/S) Department is centrally located on the compound. Its main goal is to provide three nutritionally balanced meals in a clean and pleasant environment. If fruit is served for breakfast, one piece of fruit may be taken back to the unit. Inmates will be allowed to bring one unopened beverage into the dining hall. Inmates will come through the line once and not return to the

line after being served. Inmates may have one dessert item and one portion of meat. All other food will be served as seconds. Food Service is one of the most important parts of your stay here at FPC Greenville. There is always a demand for help in the F/S department. If an inmate has skills or has a desire to learn a food service skill, see the food service administrator or their staff for information on the food service department.

Here is a schedule of food service hours of operation:

Monday through Friday

Breakfast: 6:00 A.M. ending 10 minutes after last call is announced.
Lunch: 10:30 A.M. ending 10 minutes after last call is announced.
Dinner: Dinner begins following the clearing of the 4:00 P.M. count and ends 10 minutes after last call

Weekends and Federal holidays

Coffee Hour: 6:30 A.M. ending 10 minutes after last call is announced.
Brunch: Brunch begins following the clearing of the 10:00 A.M. count and ends 10 minutes after last call is announced.
Dinner: Dinner begins following the clearing of the 4:00 P.M. count and ends 10 minutes after last call is announced.

Each inmate is allowed a reasonable amount of time in order to eat and enjoy their meal, but should not remain in the dining room after they have finished their meal, as the tables are needed for others. Please assist the food service personnel by turning in dishes and trays before leaving the dining room.

Dining Room rules and regulations are:

1. Institutional clothing will be worn in the dining room with shirts tucked in, Monday through Friday for breakfast and lunch meals. No sweatshirts or athletic clothing is to be worn at this time.
2. No sleeveless shirts or shower thongs are permitted in the Food Service Department at any time. Short pants are only allowed in the Food Service Department during the evening meals and weekends. When entering the Food Service Department, uniforms are to be worn with nothing hanging below the uniform shirt.
3. Unsanitary handling of the food or utensils on the self serve hot/cold bar will result in disciplinary action.
4. Take no more food items than you are authorized. Meats and desserts are rationed items.
5. Wait for your food to be served. Do not reach for food in the serving line. Do not eat in the serving line. If you make a spill or drip something you are required to clean it up.
6. Do not argue with inmate workers.
7. There are no radios, books, magazines, etc., allowed in Food Service.
8. After you have finished your meal, return your soiled plates, tray, silverware, etc., to the dish room.

9. If you have any problems or complaints, address them to the food service foreman, assistant food service administrator, or the food service administrator.

10. No Shirt, No Shoes, No Service!

Food Service is "OUT OF BOUNDS" to all inmates, when the dining room is closed or are not working in the department at the time.

EDUCATION PROGRAMS

The education and recreation staff take great pride in providing professional services through lifelong learning programs. You will have the unique opportunity to enroll in many interesting and dynamic courses. If you should have any questions which are not answered by reading this booklet, please feel free to direct your inquiries to the representatives. We hope you find the educational/recreational experiences to be profitable and we wish to be of the greatest possible assistance to you while you are incarcerated.

The Education dress code is as follows:

Monday thru Friday 7:30 am - 3:30 pm - Full Professional Dress. Full Professional dress consists of institution issued pants and shirts, issued belts, *issued steel toe shoes, and no head gear unless religious in nature. Shirts will be tucked in during this time.

Monday thru Friday 5:00 pm - 8:30 pm - This time can be at the inmate's leisure; uniforms are to be worn with nothing hanging below the uniform shirt and no head gear unless religious in nature.

Weekends 7:30 am - 3:30 pm - At this time the inmate may dress according to her leisure. No head gear unless religious in nature.

Restricted wear - Shorts, t-shirts, tank tops or altered clothing.

*Other shoes are only allowed if an inmate has a soft shoe permit. No shower shoes, flip flops, or slides are permitted outside of the Dorms.

NOTE: Each individual will receive education and recreation information during orientation week. A complete education and recreation handbook is available in the leisure library for check-out.

Education Department Schedule:

Monday - Friday	7:30 A.M.	-	3:30 P.M.
	5:00 P.M.	-	8:30 P.M.
Saturday - Sunday	8:30 A.M.	-	3:30 P.M.
	5:30 P.M.	-	9:30 P.M.

***Mandatory Literacy Program:**

Consistent with the Bureau of Prisons General Education Development (GED) standard, all inmates are required to provide proof of a verified high school diploma or (GED) or must enroll in the Literacy Program. The individual will be required to enroll for 240 instructional hours in the GED Program. Promotions

in work assignments and UNICOR industrial jobs are contingent upon completion of the literacy requirements.

The 1994 Violent Crime Control and Law Enforcement Act (P.L. 103-322) mandates that an inmate, with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate and make satisfactory progress in the literacy program in order to vest earned Good Conduct Time (GCT). The 1995 Prison Litigation Reform Act (P.L. 104-134; April 26, 1996) provides that in making GCT awards, the Bureau shall consider whether inmates have earned or are making satisfactory progress towards attainment of a GED credential.

Program Offerings

General Education Development

- High school equivalency certificate from a state department of education

Adult Continuing Education

- Enrichment Programs
- Non-College credit
- * For a list of current ACE classes see posted bulletin in the education department.

English as a Second Language

- Mandatory courses are provided for women who do not pass the English Proficiency Examination (CASAS).

Advanced Occupational Training Programs are available in the field of Education

- Horticulture
- Sewing
- Dog Trainer (PAWS)
- Microsoft Computer Course

Parenting

- This program is a sixteen (16) week parenting program which includes classroom exercises and related interactive opportunities for inmates to strengthen the child/parent relationship. The course feature presentations from outside speakers on subjects such as discipline, child development, and communication. Special visiting room activities are also offered for those enrolled in the program.

Release Preparation Program

- This program will involve assessing strengths and weaknesses as related to new career goals, and adjusting to new opportunities and developing job skills when released. Additionally, those women who complete the four day Pre-Release Preparation Program may choose to enroll in the Offender Placement Program which focuses on employability, preparing an employment portfolio, and provides assistance in making release plans.

Apprenticeship Program

- On the job training is provided in several vocations. Inmates who complete the apprenticeship program receive a certificate from the Department of Labor.
- Apprenticeship programs offered at FPC Greenville:
 - welding
 - landscape

- HVAC
- electric
- baking
- cooking

Offender Placement Program

- This program provides a job search skills program to inmates. This class is recommended for those inmates who are within two years of their release date. The program will consist of a total of ten hours of instruction in the following areas: resume writing, application completion, searching classifieds, interview skills, and information pertaining to available community programs.

* See education staff for additional information.

Library Services

The education library is designed to support leisure reading, independent study and academic programs. Resources include a variety of printed materials in various forms, as well as audiotapes, videotapes, listing laboratory media/study kits, reference materials.

Library hours are as follows:

7:30 a.m. - 10:30 a.m.	Monday -Friday
12:30 p.m. - 3:30 p.m.	Monday - Friday
5:00 p.m. - 8:30 p.m.	Monday - Friday
6:30 a.m. - 9:30 a.m.	Saturday - Sunday
10:30 a.m. - 3:30 p.m.	Saturday - Sunday
Federal Holidays	Closed

Law Library:

The Law Library is designed to provide you with access to legal research materials. Any changes to these hours will be posted in education and on the unit bulletin board.

Typewriters:

The typewriters are available in the education department for legal purposes and are to be used for legal work only.

RECREATION PROGRAMS

Leisure activities and recreation programs are also supervised by the education department. These programs help inmates develop an individual wellness concept. Programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, volleyball, etc. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

Hobby Craft and Leisure Activities

Hobbycraft programs vary from institution to institution. They typically include activities such as: painting and art. Completed projects that are

authorized by the Recreation Department will be mailed home. Inmates are not allowed to have completed projects in their rooms. Inmates may neatly fold and keep large blankets at the end of the bed, until completed. All other materials must be stored in their room locker.

Smoking Cessation Program

Inmates will be informed of the availability of smoking cessation programs, including application and participation procedures, through the institution's Admissions and Orientation Handbook and notifications posted in the dorms. Components of the smoking cessation program will address nutrition, exercise, stress management and nicotine replacement therapy. These activities will be accomplished through the use of classroom presentations, videos, group or individual counseling, recreation activities, and/or the sale of nicotine replacement patches in the institution commissary.

Emphasis is placed on a variety of programs in order to meet individual needs and interest. See the staff during recreation hours for more information.

Recreation Schedule:

6:00 A.M. - 8:45 P.M. Monday - Friday
7:30 A.M. - 8:45 P.M. Weekends and Federal holidays

* A current list of recreation programs is available in the recreation department.

PSYCHOLOGY SERVICES

Psychology Services departments in all Bureau of Prisons institutions offer basic mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

In addition, Psychology Services staff, along with other programming staff in the institution, collaborate with your unit team to develop a comprehensive assessment of your strengths and weaknesses. Based on this assessment, Psychology Services will offer programming recommendations specific to your psychological needs. These recommendations are designed to ensure your successful adjustment to incarceration and prepare you for your eventual release. We encourage you to participate actively in the assessment process. If mental health or drug abuse programming is recommended for you, Psychology Services staff will provide ongoing feedback to you and your unit team regarding your progress toward these programming goals.

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

There are a number of ways to contact Psychology Services at this institution. You may:

-
- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.
 - Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
 - Or in the case of a crisis situation, notify your unit officer, unit team, or any other Bureau staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

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

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

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

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

Drug Abuse Programs

Drug abuse programming is available at FPC Greenville. The Bureau of Prisons offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

A. Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment.

If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failure to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay.

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

B. Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available at FPC Greenville. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

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

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

C. Residential Drug Abuse Treatment

The Residential Drug Abuse Treatment Program is also available at FCP Greenville. The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities.

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

The Resolve Program

The Resolve Program is available at FPC Greenville. The Resolve Program is a non-residential program for female inmates who have a history of physical and/or sexual abuse.

A. The Trauma in Life Workshop

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

topic may participate in the Trauma in Life Workshop.

B. Nonresidential Counseling Groups

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. If you are interested in the Resolve Program, please submit an Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department.

Institution Specific Programs

Individual consultation sessions are available and are scheduled with an individual psychologist as needed to determine treatment needs.

Sexually Abusive Behavior Prevention and Intervention Program

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

A. What is sexually abusive behavior?

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 114/(A): Sexual Assault
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or 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 sexually assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault. However, inmates who knowingly file false reports will face disciplinary measures.

B. Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- 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 lighted 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.

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.

C. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff 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. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

D. Understanding the Investigative Process

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

E. Supportive Services

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.

F. Consequences for Assailants

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

G. 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, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and

only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

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

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a "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 management staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

RELIGIOUS PROGRAMS

FPC Greenville offers a wide range of religious programs to inmates. Two staff chaplains and a religious service assistant are available as well as numerous contractor and volunteer representatives of other faiths. Special religious diets, holy day observances, and other worship activities are coordinated through the Religious Services Department.

1. The Religious Services Department

The Religious Services Department consists of Chaplain Francis Thayer, Supervisory Chaplain; Chaplain Bruce Neese, Staff Chaplain, and Mrs. Jennifer Braye, Religious Services Assistant. Staff working hours are posted on the chapel schedule.

2. Religious Services Schedule

Numerous opportunities for worship and religious study are provided seven days a week. The FPC religious services schedule is posted inside the chapel and each of the units. If your stated Religious preference is not represented on the posted Chapel schedule, and you desire religious group accommodation, please make arrangements to speak with the Chaplain, who will explain the process of approval for Chapel time and space.

3. Procedures for Call-out

Inmates are encouraged to attend Religious Services. If your job assignment

conflicts with a worship service of your religious preference you may be placed on call-out to excuse you from work to attend that specific worship service. An inmate must complete an Inmate Request to Staff form (BP-S148.055) one week in advance of the scheduled activity to be placed on the call-out.

4. Procedures for Receiving Religious Property

Inmates may purchase personal religious property from outside vendors. Items may be selected from catalogs in the Religious Services Department. Religious items purchased through the Special Purchase Order process will not be surcharged and cannot exceed \$100.00 in value. Ordinarily, no personal religious property may come from home.

5. Procedures for Pastoral Assisted Phone Calls

The Religious Services Department assists inmates during family emergencies. Chaplains provide counseling to inmate family members along with providing pastoral assisted phone calls to inmates during family emergencies. Inmates must notify their families this service is available and that only verifiable emergencies are authorized for a pastoral assisted phone calls. All chaplain assisted phone calls are electronically monitored.

6. Pastoral Counseling

The chaplains provide counseling to inmates of all religious beliefs and practices. You may request to speak to one of the chaplains through the use of the Inmate Request to Staff Form (BP-S148.055). The chaplains are also available before and after the weekly Protestant service or mainline typically during Thursday lunch.

7. Procedures for the Religious Diet

Inmates whose religion calls for a specific diet may request a religious diet interview through the use of the Inmate Request to Staff Form (BP-S148.055). The Religious Diet is a two-component diet. One is the Religiously Certified Diet and two is the no-flesh option. Inmates needing the Religiously Certified Diet need to be interviewed by the chaplain and will be notified within 24 hours of their eligibility following their interview with the chaplain. Adherence to the Religiously Certified Diet is strictly monitored and applies to food purchased from commissary. Inmates who violate the Certified Religious Diet program can be removed entirely from the program.

8. Religious Pregnancy Counseling

Pregnant inmates who desire to speak with a chaplain or a qualified counselor of your faith need to let the Pastoral Care Department know. We will arrange religious pregnancy counseling.

9. Conclusion

The Religious Services staff look forward to accommodating your religious needs. Please stop by the chapel and introduce yourself.

HEALTH SERVICES

Mission Statement of the Federal Bureau of Prisons

Policy - The health care mission of the Health Service Division is to provide essential medical, dental, and mental health services to inmates by professional staff, consistent with acceptable community standards.

Scope - No portion of the *Health Care Rights and Responsibilities Policies & Procedures* will be in conflict with existing Federal Bureau of Prisons' *Program Statements*, or with current *Institutional Supplements* or *Instructions*.

Health Service Unit Policies & Procedures

Health Care Rights and Responsibilities

Policy - The purpose of this policy is to ensure that every patient who enters this facility for patient care retains basic rights and accepts responsibility for her behavior.

Procedure - 1. The following information regarding the "Health Care Rights and Responsibilities" of patients is contained in the *A & O Handbook*, and will be delivered to the inmate during the Admission & Orientation lecture.

Note: The inmates sign for the receipt of an *A & O Handbook* in Receiving and Discharge in Correctional Systems. This signature will also constitute receipt of "Health Care Rights and Responsibilities".

2. Many inmates from Latin countries are not fluent in English. Accordingly, this information has been translated into Spanish.

Health Care Rights & Responsibilities

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

1. **Right** - You have the right to health care services, in accordance with the procedures of this facility. Health care services include medical sick call, dental sick call and all support services. Normal *Sick-call Sign up* at this facility is held on Monday, Tuesday, Thursday, and Friday between 6:30 am and 7:00 am. Wednesdays are reserved for completing physical exams. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.

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

2. **Right** - You have the right to be offered the chance to obtain a *Living Will*

(at your own expense), or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions **if you are admitted as the inpatient of a hospital.**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescribed item.

11. **Right** - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

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

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

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

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

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

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

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

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

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

The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities. Routine medical and dental care is offered in the Health Services Unit at the institution. Locally, on-site emergency medical care is available twenty-four (24) hours a day at this facility.

Sick call is held Monday, Tuesday, Thursday and Friday (except on federal holidays). Sign up for sick call is done by reporting to the Health Service Unit. Sick call sign-up will normally start at 7:00 A.M. or upon completion of the A.M. pill line and close at 7:15 A.M. In other than normal circumstances, sick call sign-up will be announced, and will run for 15 minutes. The RN will assess your current medical status and discuss this with the PA on duty. The PA will determine if you will be seen the same day or if you will be placed on call-out at a later date. If it is determined you will be seen the same day, medical staff will page you back over to the medical unit. In order to report for appointments, each inmate must be on time. Inmates must bring their ID card with them. It is each inmate's responsibility to show up on time for all sick call appointments and call-outs.

Failure to do so will result in disciplinary action.

Inmates who become ill after the regular sick call appointment sign-up period should report to their work supervisor or unit officer who will notify medical.

Emergency Medical Treatment

All emergencies and injuries must be reported to the supervisor immediately and that staff member will contact Health Services staff for instructions. All athletic injuries are to be reported to the recreation staff at the time of the injury. Failure to do so may result in disciplinary action.

Medical coverage on evenings, weekends and federal holidays is for the treatment of acute medical problems only. Medical staff at this institution are physically available from 6:00 am until 10:00 pm and there is medical staff on call from 11 pm until 6:00 am seven days a week.

Medications - Pill Line

Medication is distributed through the pharmacy located in the Health Services Unit. An inmate may receive medications in several ways: Open pill lines are conducted at 6:30 - 7:00 A.M. and 5:15 - 5:45 P.M. On weekends and federal holidays, 9:00 - 9:30 A.M. and 4:30 - 5:30 P.M.

AM Pill Line

--Insulin Dependent inmates, Carlyle Lake Workers, and inmates who have a call-out for the day for Lab-Fast will be called first
--After the above inmates have received their medications, on odd days of the week Dorm 1 will be called first - on even days of the week Dorm 2 will be called first

PM Pill Line

--On odd days of the week, Dorm 1 will be called first and Dorm 2 will be called after everyone in Dorm 1 has had a chance to receive their medications
--On even days of the week, Dorm 2 will be called first and Dorm 1 will be called after everyone in Dorm 2 has had a chance to receive their medications

RULES TO FOLLOW

--No one in line until the announcement is made to begin pill line
--No one will report to the line until their specific time has been called
--If you do not report to the line when called or are late, you must report to the end of the line and wait your turn
--No one will enter the medical department until you have been instructed to do so or until the person in front of you has exited the department
--No chairs will be allowed to be used in the pill line
--Insulin Dependents will only be called first in the AM Pill Line not in the PM Pill Line
--NO PUSHING, SHOVING, CUTTING IN LINE OR HORSE PLAY OF ANY TYPE WILL BE TOLERATED.

Routine non-prescription medications are sold in the commissary. Other drugs may be issued only on a dose by dose basis and must be taken at the pharmacy window in full view of the person issuing the drug. Inmates receiving medication in this manner will be issued a special permit slip with the appropriate times circled.

Any medication which is issued will have an expiration date. If medication also has a refill listed on it, it must be returned for refill before the expiration date. Once a medication has expired, it can only be renewed by making a sick call

appointment. Medication bottles having a refill may be dropped off at the first morning pill line, Monday through Thursday, and picked up at the 5:15 P.M. pill line. Expired medication must be returned to the pharmacy, and may not be kept after it has expired.

General Medical Information

All new inmates in the Bureau of Prisons will receive a complete physical and dental examination (including immunizations, laboratory tests) as part of the A&O process. Transfers from other Bureau facilities may not require the entire examination. The medical files of these individuals will be reviewed and only those evaluations which were not done at another facility will be done. From this point on, all inmates are eligible for a complete physical yearly if over age 50 and every three years if under age 50. Each inmate is also eligible for a release physical approximately 2 months prior to release if it has been one year since the last physical. Follow-up physicals are requested by addressing a "cop out" to the Health Services Staff. Check the institution call-outs for date and time.

Information on AIDS will be provided to you by Health Service Staff during your A&O period. Additional educational and update sessions on this subject will be made available throughout an inmate's incarceration.

Dental

Dental sick call is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. To obtain routine dental treatment, such as permanent fillings, dentures, cleanings, etc., you must submit a "cop out". All appointments, except those made through sick call, will be scheduled on the institution call out or will be paged over the intercom. Failure to keep appointments may result in disciplinary action. During the medical A&O lecture, each inmate will have the opportunity to ask questions and receive additional information. Dental sick call is Thursdays from 6:45 a.m. and 7:00 a.m., if you fail to report for your appointment, you will forfeit your appointment and must sign up again on the next sick call sign up.

On-the-Job Injuries

If an inmate is injured while performing an assigned duty, she must immediately report this injury to her work supervisor. The work supervisor will then report the injury to the institution safety manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if she 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, she may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Eyeglasses

If you need eyeglasses or want to have your vision tested by an Optometrist, you need to submit a "Cop-Out" (Inmate Request to Staff) to Health Services or sign up for sick call. You will be placed on call-out for an initial Snellen eye screening by health services staff. Once completed, a clinical determination will be made on a referral to the optometrist. If referred to the optometrist, you will be placed on the waiting list. You will be notified of your appointment via the "Call-Out" system.

If you are prescribed eyeglasses, the Bureau will issue a pair. Contact lenses require the authorization of the contract optometrist, health services administrator and the clinical director. If approved to receive contact lenses, the Health Services department will provide you with cleaning, disinfecting and storage solutions.

Preventative Health Screening Examinations

You will receive a complete preventative health screening examination within 14 days of your admission to FPC Greenville. If you are under 50 years of age, you may request a preventative health screening examination every 3 years. If you are 50 years of age or older, you may request an exam annually. The new preventative health screening looks at risk factors and age to determine specific test needed. Listed below are some of the procedures:

Test	Age	Comments
Prevention/ Wellness	15-45 - every 3 years 50+ - every year	Take weight, blood pressure, discuss risk factors
Blood Pressure	20+	Every year only if blood pressure is 120-139/80-90
Cholesterol	20-35 - based on risk factors	If you have diabetes, heart disease, or peripheral vascular disease - screen every year
Colon Cancer	15-45 - based on risk factors 20-75 - fecal blood test yearly	Fecal occult blood test 3 times
Diabetes Type II	All ages - every 3 years if blood pressure is higher than 135/80	Periodic screening for those with high cholesterol, heart disease, or peripheral vascular disease
Hearing	20-65 - every year only if at an occupational risk 65+ - every year	Testing by audiogram
Heart Disease	45+ - every 5 years	Calculate risk factors
Hepatitis B	All ages - based on risk factors	Used shared needles for drugs or tattoos, received tattoo in jail, sex with men, plus other risks
Hepatitis C	All ages - based on risk factors but may request testing once per year	Same risks as Hep. B including unprotected sex with multiple partners or those infected with disease, plus other risks
HIV/AIDS	All ages - based on risk factors but may request testing once per year	Same as risks with Hep. C
Tuberculosis (TB)	All ages - every year	Chest x-ray for specific cases
Pap Smear	30 & below - only if risk factors 31+ - every 3 years	More often if clinically indicated
Mammogram	Below 40 - only if risk factors 40+ - baseline, then every 2 years	Immediate family history of breast cancer or clinically indicated

It is your right to have access to the above healthcare within the guidelines listed. It is your responsibility to request the preventative measure listed above within the timeframes given.

Inmate Copayment Program

October 3, 2005, Program Statement 6031.02 implements the Federal Prisoner Health Care Copayment Act of 2000, Public Law 106-294, 18 U.S.C. S4048. The program statement explains the Bureau of Prisons may under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. You must pay a fee of \$2.00 for a health care service, if you receive health care services in connection with a health care visit that you requested.

Miscellaneous

You will be given a TB test within 2 days of your admission to FPC Greenville. You will be screened annually for TB thereafter. This is mandatory. You will be offered a Pap smear and pelvic examination annually. Mammogram testing will be offered annually if you are 40 years of age or older. To request the examinations, submit a "Request to Staff" to the Health Services department.

Bloodborne Pathogens

All inmates need to be aware of universal precautions. Health Services orderlies have been trained to properly deal with blood spills. Spills need to be referred to Health Services for clean up.

Bloodborne Diseases:

All human blood and certain other body fluids could transmit Hepatitis B (HBV), Hepatitis C (HCV), and the Human Immunodeficiency Virus (HIV), which causes AIDS.

Hepatitis B Virus (HBV): Hepatitis means "inflammation of the liver". HBV is transmitted through blood and sexual contacts. HBV can damage your liver and lead to cirrhosis and/or liver cancer. Health care workers are at an increased risk for HBV. There is a vaccine for HBV.

Hepatitis C Virus (HCV): HCV is a serious liver disease and causes more cases of chronic liver disease than HBV. There is no vaccine for HCV. Protect yourself. HCV is found in blood and other body fluids and is spread mainly through infected blood. People at risk are those who: share needles for drug use, tattooing, & body-piercing, have had a blood transfusion before 1992, are exposed to blood on the job, or have had sex with someone with HCV.

Human Immunodeficiency Virus (HIV): HIV attacks the body's immune system, causing the disease known as AIDS, or Acquired Immune Deficiency Syndrome. Currently there is no vaccine to prevent infection. A person infected with HIV:

- may carry the virus without developing symptoms for several years
- will eventually develop AIDS
- may suffer from flu-like symptoms including fever, diarrhea, and fatigue
- may develop AIDS-related illnesses including neurological problems, cancer, and other opportunistic infections.

HIV IS TRANSMITTED PRIMARILY THROUGH SEXUAL CONTACT, BLOOD AND SOME OTHER INTERNAL FLUIDS. HIV IS NOT TRANSMITTED BY TOUCHING, FEEDING, OR WORKING AROUND PATIENTS

WHO CARRY THE DISEASE

Transmission of Bloodborne Pathogens:

In addition to sexual contact, HBV and HIV can be transmitted by infected blood coming in contact with:

- Open cuts, nicks and skin abrasions, even dermatitis and acne, as well as the mucous membranes of your mouth, eyes, or nose.
- Indirect transmission, such as touching a contaminated object or surface and transferring the infectious material to your mouth, eyes, nose, or open skin.
- Contaminated environmental surfaces are a mode of HBV spreading in certain settings. Dried blood containing the Hepatitis B Virus can survive on environmental surfaces at room temperature, for almost one week. Blood containing HIV, when it dries, is not considered to be infectious.

Standard Precautions:

You can't tell just by looking if someone is infected with a bloodborne pathogen. Many people carry bloodborne infections without visible symptoms and may not even know they are infected. Standard precautions resolve this uncertainty by requiring you to treat all human blood and body fluids as if they are infected. Standard precautions include: **HANDWASHING**—if infectious material gets on your hands, the sooner you wash it off, the less chance you have of becoming infected. **EVERY TIME** you remove your gloves you must wash your hands with soap and running water. If your skin or mucus membranes come in direct contact with blood, wash or flush with water as soon as possible. **GLOVES**—are readily available. Use them. Use them for one task only, and don't forget to wash your hands after removing them. Remember, using gloves **does not** replace washing your hands.

Housekeeping:

Procedures are in place for handling blood spills. Staff have access to several kinds of "blood spill kits". Only staff and inmates trained in "blood spills" should be involved in the cleaning of a blood spill. If you discover a blood spill, advise staff immediately.

Do not pick up broken glass or sharp objects with your hands. Always utilize protective equipment.

FACILITIES DEPARTMENT

The Facilities Department is responsible for maintenance and construction of the physical plant to include motor vehicles and heavy equipment. Maintenance or repairs to your room or area of concern will be accomplished by notifying the unit officer or appropriate staff member who will initiate a work order for signature by the respective department head. This request will then be forwarded to Facilities who will in turn make repairs. Do not attempt repairs or adjustments yourself. This facility will adhere to energy conservation practices and we need cooperation. Make sure lights and water faucets are turned off when not in use. Facilities will give priority to completing energy related repairs.

CONTACT WITH THE COMMUNITY AND PUBLIC

Correspondence

The mail room has open house hours from 6:30 A.M. to 7:15 A.M. Tuesday and Thursdays, excluding federal holidays. Mail service is provided Monday through Friday. There is no service on weekends and federal holidays. First class mail is distributed by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by unit staff as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list.

Mail Services Available

First class, Priority, Parcel post, certified, registered and insured mail are available at the inmate's expense. Stamp collecting, express mail, COD, USPS box service UPS and other private carriers are not provided. Postal rate charts are posted in each unit, law library and the mail room. Postal scales are available in the mail room during open house hours.

Mail Depositories

Outgoing general correspondence is placed in mailboxes located near the entrance front of the mail room storage area in the Administration Building. Outgoing mail for FPC inmates may be inspected by staff, and must be unsealed when deposited in the institution mailbox. Outgoing special mail for housing unit inmates may be sealed, in accordance with the Bureau's open correspondence privileges. This mail is brought to R & D between 6:30 - 7:00 am and you must have your ID. NOTE: IN ORDER TO RECEIVE LEGAL/SPECIAL MAIL CONSIDERATION, ALL LEGAL/SPECIAL MAIL FOR INMATES LOCATED WITHIN THE FPC MUST BE PLACED IN THE LEGAL/SPECIAL MAIL DEPOSITORY ADJACENT TO R&D. LEGAL/SPECIAL MAIL DEPOSITED IN THE UNIT DEPOSITORIES WILL BE RETURNED TO THE INMATE.

INMATE POST OFFICE BOX NUMBER:

P.O. Box 6000 Greenville, Illinois 62246 services inmates within the Federal Prison Camp.

All regular mail at the FPC is to be unsealed and placed in the inmate depository located at the administration building. This mail will be collected from the depositories every morning at 7:00 am by the R&D officer and will be inspected prior to sealing. The out-going envelope must have the inmate's name, registration number, and return address in the upper left hand corner with Federal Correctional Institution or Federal Prison Camp spelled out. If the address is not correct on the envelope, the letter will be returned to the inmate for completion. Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws. Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

Inmates are asked to advise those writing to them to put the inmate's registration number and unit on the envelope to aid the prompt delivery of mail.

Inmate Packages

There will be no authorization to receive packages (Form BP- 331) approved at FPC Greenville other than approved medical devices and release clothing (within 60 days of release).

Incoming Regular Mail

Incoming inmate general correspondence will be opened and inspected for contraband by Correctional Systems staff. Any monies contained in the mail will be rejected. No money may be brought inside the institution for placement in the inmate's account during visiting. Monies should be sent to the National Lockbox at Post Office Box 474701, Des Moines, Iowa 50947-001. All negotiable instruments MUST have the inmate's committed name and correct register number clearly noted to be processed. Any negotiable instrument received not having this information will be returned to the sender. U.S. Money Orders and cash (though NOT recommended) are the only items which will be posted to your account for immediate use. ALL other forms of money currently have a waiting period (this includes personal checks, Cashier Checks, etc.). Inmates may also have money posted to their accounts via Western Union.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher or a book club. The accumulation of publications is limited by Institution Supplement 5580.06, Inmate Personal Property. The Warden has the authority to reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden will be in accordance with Program Statement 5266.10, Incoming Publications. Altered materials will be confiscated. Statutory restrictions require the return of commercially published information or material which is sexually explicit or features nudity.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media. Special Mail also includes mail received from the following: President and Vice President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

Unit staff open incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband and for qualification as Special Mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is properly marked and forwarded to the unit, unopened, to be processed in the presence of the inmate. Receipt of the mail is verified by your signature in a log book maintained by unit staff. The envelope must be marked with the attorney's name and indication that he/she is an attorney and the front of the envelope must be marked "**Special mail - open only in the presence of the inmate**", or similar language. It is the responsibility of the inmate to advise her attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. The Special Mail Notice, Form BP-493 is available through the unit team if you wish to send a copy to your attorney. The Special Mail Notice precedes this information.

Inmate Correspondence with Representatives of the News Media

An inmate may write through Special Mail procedures to representative of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulation.

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in ongoing or current legal action (or witness) in which both parties are involved. Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). The appropriate unit manager at each institution must approve of the correspondence if both inmates are housed in federal institutions. The superintendent/warden of both institutions must approve the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances. The approval must be on file in the mail room prior to the delivery of the correspondence. Unit staff will ensure that a copy of the approval is forwarded to the mail room.

Rejection of Correspondence

Incoming mail and/or packages may be rejected if it is determined detrimental to the security, good order, or discipline of the institution, to the protection of the public or if it might facilitate criminal activity. It may also be rejected if it contains material which would violate Postal regulations (e.g.; contraband,

or indications of escape). In addition, mail may be rejected if it contains discussion of criminal activities, coding or other attempts to circumvent mail regulations, or any other contraband items. The rejection of correspondence will be in accordance with Program Statement 5265.11, Correspondence. Blank greeting cards, blank paper, stationary, etc., is considered nuisance contraband and will not be allowed as general correspondence.

Notification of Rejection

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

Change of Address/Forwarding of Mail

The mail room will provide inmates with change of address cards required by the U.S. Postal Service. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. All General Correspondence mail will be forwarded for 30 days upon the inmate's release. (Special Mail will continue to be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

Telephones

There are telephones on each side of the housing unit for inmate use. Direct dial calls or collect calls may be made. No third party or credit card calls can be made on these lines.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact a member of the unit team in writing to arrange an unmonitored attorney call.

Telephones will be turned on and available for use in your unit as follows:

WEEKDAYS

6:00 AM - 7:30 AM
10:30 AM - 12:30 PM
4:30 PM - 10:00 PM

WEEKENDS AND FEDERAL HOLIDAYS

6:00 AM - 10:00 PM

Additional regulations concerning use of the telephones are as follows:

1. Inmates not making phone calls will not be permitted to congregate near the telephone area.
2. No third party telephone calls will be permitted.
3. Inmates will be responsible for their use of the telephone. They

are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the telephone calls they make.

4. The use of the telephone will not interfere with the institution schedules, programs, work assignments or counts. When a census count or scheduled count is conducted, all inmates on the telephone shall terminate their calls immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
5. International collect calls are not permitted.
6. Only whole dollar amounts may be purchased when buying phone credits.
7. The maximum length of a telephone call will not exceed 15 minutes.
8. The Inmate Telephone System is a dual system which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on.
9. The transfer of funds from your commissary to ITS account may take place any time the telephones are operational.
10. Inmates may input phone numbers through TRULINCS.

It is expected that each inmate will handle her calls in such a manner that will allow the equal use of the phones by all inmates. Calls will be limited to fifteen minutes. Telephones will not be used to conduct a business. The severity of phone abuse has been increased from a 400 series prohibited act to 300, 200, or 100 series act, depending on the severity. (Refer to the prohibited acts section).

In order to use the direct dial telephones, inmates must purchase phone credits (money moved from their commissary account to an ITS account) using the ITS system. Inmates will be issued a personal identification number by institution staff which will enable them access to their account. Inmates are authorized thirty telephone numbers assigned to their account.

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

VISITING

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 A.M. to 3:00 P.M. Saturday, Sunday, and 9:30 A.M. on Monday. It is the inmate's responsibility to advise their prospective visitors of the visiting hours.

New inmates will be asked to submit a visiting list which will be given to their counselor for approval. Members of the immediate family (spouse, children, parents, brothers, sisters) as recognized in the inmates Pre-Sentence Investigation Report will ordinarily be placed on the approved visiting list. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relatives and friends may be approved after certain checks are made.

Inmates must be properly dressed in authorized uniform in order to be admitted to the Visiting Room. Clothing must be neat and clean with no alterations. Institution issued shirts, pants and work shoes are the only appropriate attire authorized for wear into the visiting room.

Visitors must be properly dressed. Short shorts, halter tops, jogging suits, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Skirts or dresses must not be higher than 2" above the knee. Footwear must be worn by all visitors. Visitors will not be allowed to enter the institution wearing green colored clothing that is of the same type as the inmates. The operations lieutenant or duty officer will be consulted prior to denying a visitor entry into the institution because of his or her attire. Provocative attire is a reason to deny and/or preclude visiting.

Each inmate is allowed four adult visitors and five children visitors at one time. The institution duty officer and/or operations lieutenant have the prerogative to terminate any visit due to improper conduct on the part of the inmate or his/her visitor(s), or for overcrowded conditions. Visiting room capacity, weather, frequency of visits, and distance traveled shall be determining factors when a decision to terminate a visit is made due to overcrowding.

Visiting Rules

1. Visits begin and end in the Visiting Room. Physical contact between the inmate and her visitor (s) will be limited to a hand shake, embrace, or a short closed-mouth kiss upon the initial arrival and completion of the visit.
2. Visiting from the grounds with your visitors on the parking lot area is strictly prohibited.
3. Visitors must have proper identification prior to being allowed into the Visiting Room.
4. Visitors and items visitors wish to bring into the Visiting Room are subject to search.
5. Visitors are allowed to bring a reasonable amount of money, (not to exceed \$25.00 in change or in bills larger than \$5.00), for the vending machines into the Visiting Room. Inmates may not use or possess money.
6. Visitors will be allowed to bring into the Visiting Room, a reasonable amount of infant care items. No food or beverage may be taken into the Visiting Room other than that for infant care. Any item that cannot be searched will not be allowed into the Visiting Room.
7. Any visitor wishing to visit an inmate must be on the inmate's approved visiting list. Children under the age of 16 must be accompanied by an adult, who is also on the inmate's approved visiting list.
8. It is the adult visitor's and the inmate's responsibility to supervise and control their children.
9. Visitors must wear "appropriate dress" to be allowed into the visiting room. To determine "appropriate dress", understand that the Visiting Room is to be a "family" oriented atmosphere.

10. Inmates may only wear issued clothing into the visiting room. The following items are also approved for the inmate to take into the Visiting Room;
 - a. Wedding band
 - b. Handkerchief
 - c. Commissary card
 - d. Prescription eyeglasses
 - e. Religious medallion
11. Inmates are not allowed to bring anything out of the visiting room that they didn't take into the Visiting Room.
12. Inappropriate conduct will result in the visit being terminated. A loss of visiting privileges may result from disciplinary sanctions for an incident report received due to inappropriate conduct while in the Visiting Room.
13. Visitors are not allowed to utilize restroom facilities designated for inmates. Inmates are not allowed to utilize restroom facilities designated for visitors.
14. Any contact between FPC inmates and visitors outside the visiting area is unauthorized.

Special Visits

Inmates may request a special visit during non-routine visiting hours in the event of a verifiable family emergency. Inmates should contact a member of their unit team in order to request a special visit.

Identification of Visitors

Identification is required for all visitors. Proper identification must be a photo I.D., a State Driver's License, or State I.D. Card. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector or drug detection machine. Visitors' purses, attorneys' briefcases, etc. will also be searched. Other personal articles belonging to visitors must be left in their vehicles.

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room. Money for commissary accounts should be sent through the mail, using a U.S. Money Order. Inmates name and register number should be included on all negotiable instruments.

No items may be exchanged in the Visiting Room.

Institution Directions

Federal Correctional Institution Greenville is located in Western Central Illinois in Bond County approximately 50 miles east of St. Louis, Missouri. Primary air service is located at the St. Louis Lambert International Airport.

From Lambert International Airport, exit the airport on Interstate 70 east. Take Interstate 170 North approximately 3 miles to Interstate 270 East, and Interstate

270 connects to Interstate 70 East in Illinois. Take the first Greenville exit, turn left at the stop sign, and make the first right hand turn. Follow Illinois Rt. 40 for approx. 2 miles, make a right turn at the stop light at the intersection of 4th Street and Rt. 40 and the prison is on your left.

Amtrak services are available in Alton and Centralia Illinois.

Customer Service Standards for Members of the Community

The BOP is committed to its shared responsibility to maintain a healthy partnership with the community by:

1. Responding in a prompt, courteous, professional and accurate manner to all inquiries
2. Being a positive economic force
3. Supporting community initiatives which improve the quality of life; and
4. Being good public stewards.

ACCESS TO LEGAL SERVICES

Attorney Visits

Attorney visits will be arranged by the unit team. Attorneys will be required to contact the unit team at least 24 hours prior to the requested visit. Attorneys are encouraged to visit during regular visiting hours; however, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. The assignment of the privacy rooms in the visiting room will be on a first come basis. Inmates are expected to refer to the institutional supplement on visiting for further information.

Legal Material

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

Attorney Phone Calls

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring. Unmonitored phone calls placed to attorneys will be arranged by the unit teams. The inmate will submit the required form for an unmonitored attorney call a minimum of 24 hours prior to the requested time of the call. The inmate will also be responsible for the cost of the call.

Law Library

The law library is located in the Education Department, and contains a variety

of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including Saturdays. The Law Library is closed on Sundays and all federal holidays. An inmate Law Library Clerk will be available for assistance in legal research.

Notary Public

The purpose of notarization is to prevent fraud and forgery. All notarizations in the State of Illinois must contain the proper notary certificate wording, which includes state and county of venue, the date, notarial wording, notary signature as commissioned, and the imprint of the notary seal. A notary may not notarize a blank or incomplete document. If a signer indicates that certain spaces in a document are to be left blank because they do not apply, you may suggest that he or she line through the spaces or write "Not Applicable". This protects the signer from later unauthorized insertions, and it may prevent the notary from having to appear as a witness to a lawsuit. The notary acts as an official and unbiased witness to the identity of a person. An Illinois notary cannot give advice on immigration matters or complete forms unless he or she has been authorized to do so by the INS or is an attorney.

Inmate notary services will be conducted for a fee by an outside notary. In order to have an item notarized, you must submit an Inmate Request to Staff form to a member of your unit team along with a completed Request for Withdrawal of Inmate's Personal Funds form.

Under the provisions of 18 U.S.C. § 4004, case managers are authorized to witness and guarantee signatures on documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government certification for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for additional information and arrangements.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matter. At FPC Greenville, a vending card copy machine is available in the Education Department for inmate use. These cards can be purchased through the commissary. An inmate without funds for 60 days and who can justify a need for particular copies may submit a written request for a reasonable amount of free duplication to a member of their unit team.

Federal Tort Claims

Federal tort claims are issued by the correctional counselors at FCI Greenville. Completed tort claim forms shall be mailed to the North Central Regional Office. For further information, see Program Statement 1320.06.

Freedom of Information/Privacy Act of 1974

A request for documents contained in agency records pursuant to the Freedom of Information Act (5 U.S.C. 552) can be made by sending a written request to:

Director, Bureau of Prison
320 First Street, N.W.
Washington D.C. 20534
ATTN: FOIA/PA Section

You need to clearly mark on the envelope that this is a "FREEDOM OF INFORMATION REQUEST" and you need to clearly describe the records that you are seeking, including the approximate dates covered. You must also include your Register Number or Social Security Number for identification purposes. (Please note that there are informal methods of obtaining some documents such as your central file and medical file. You are encouraged to use these informal methods described below prior to submitting a formal FOIA request.) By making a FOIA request, you are deemed to have consented to payment of up to \$25.00 for any associated costs of fulfilling your request. See C.F.R. 16.3.

Requests by a third party (including requests by attorneys for records from an inmate) made under the Privacy Act of 1974 should be sent to the same address. Please be aware, however, that the Privacy Act prohibits the release of information from agency records without the prior written consent of the person to whom the records pertain. (Please note that there are a few statutory exemptions to this rule.) Therefore, a proper consent form signed by the inmate should be forwarded with the request for documents.

Inmate Access to Central Files

An inmate may request review of disclosable portions of her central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing or upon request. The Case Manager will permit the review of the central file and monitor the inmate reviewing the file. Inmates should submit a written request to their unit team for this request.

Inmate Access to Other Documents

An inmate can request access to the "non-disclosable documents" in her central file and medical file, or other documents concerning herself that are not in her central file or medical file, by submitting a "Freedom of Information Act (FOIA) Request" as described above.

Executive Clemency

The Bureau advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Executive Clemency forms can be obtained through the unit team or Law Library.

Commutation of Sentence

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution

for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. The rules governing these petitions are available in the Law Library. Forms can be obtained through the unit team.

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

PROBLEM RESOLUTION

Inmate Request to Staff Member

The Bureau form BP-A0148, commonly called a "cop-out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the living units from the correctional officer on duty or the unit team. Staff members who receive a "Cop-out" will normally answer the request within 5 working days. The reply will be written on the bottom of the request form.

Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "cop-outs". When informal resolution is not successful, a formal complaint can be filed through the Administrative Remedy Program.

The first step of the Administrative Remedy Program is to document your attempt at the informal resolution. Inmates may obtain the proper form (commonly referred to as a BP8½) only from their correctional counselor. The inmate will briefly state the nature of the problem and list the efforts made to resolve the problem on this form and submit it to their counselor.

After this form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the informal resolution form to the unit manager, who will review the material to insure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, or no later than the third calendar day after receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form

and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of any extension.

If the inmate is not satisfied with the response by the Regional Director, she may appeal within 30 days to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the correctional counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should be written in three sections:

- 1) Statement of Facts
- 2) Grounds for Relief
- 3) Relief Requested

Time Limits (in calendar days)

Filing

BP-9: 20 days from incident

BP-10: 20 days from BP-9 response

BP-11: 30 days from BP-10 response

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that she would be adversely affected if the complaint became known to the institution, she may file the complaint directly to the regional director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the regional director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

Any allegations of sexually abusive behavior, or an alleged incident of sexually abusive behavior, may be filed at any time. There is no calendar period specified within Program Statement 1330.17, Administrative Remedy Program, to report allegations of sexually abusive behavior. If an allegation of sexually abusive behavior is reported or documented on a BP-229 Form, it shall not be rejected as untimely and will be processed accordingly.

The inmate will not be allowed to attempt to informally resolve the Administrative Remedy regarding allegations of sexually abusive behavior. Refer to Program Statement 1330.17, Administrative Remedy Program, Section 16, for proper procedures to follow when filing an Administrative Remedy under the Prison Rape Elimination Act (PREA).

CORRECTIONAL SYSTEMS DEPARTMENT

The Correctional Systems Department (CSD) is responsible for carrying out all duties related to the Record Office, Mail room, Receiving and Discharge (R&D), and Movement. The staff consists of a supervisory correctional systems specialist and correctional systems officers.

Record Office

The Record Office is responsible for commitment documentation, computation of sentence, determination of release dates and method of release.

Bureau of Prisons (BOP) policy affords staff thirty days to compute a lengthy sentence. The Sentence Computation data is a hard copy of the official record of a prisoner's sentence and provides a complete sentence breakdown. If an inmate is received at Greenville as a new commitment into the Bureau of Prisons, she will receive a copy of her computation once completed. When she receives the copy, she is to verify all the information on the form. If a discrepancy is noted, she is to submit an "Inmate Request to Staff," also known as "Cop-Out," to the Record Office. If an inmate arrives at Greenville as a transfer from another institution, she will not receive a copy of her sentence computation unless a change has occurred to reflect a new release date.

Anti-Drug Abuse Act

On October 27, 1986, the Anti-Drug Abuse Act became effective and established new penalties for trafficking in certain types and quantities of Schedule I and II drugs. The act provides non parolable sentences for certain offense levels, when the drug offense occurs between 10-27-1986 and 10-31-1987.

Sentences under Title 21 USC 841 (B) (1) (A) and Title 21 USC 960 (B) (2) require prison terms 10 years or longer, are not eligible for Parole, and require a minimum of five years Supervised Release.

Sentences under Title 21 USC 841 (B) (1) (B) and Title 21 USC 960 (B) (2) require prison terms of five years or longer, are not eligible for Parole, and require a minimum of four years Supervised Release.

Sentences under Title 21 USC 841 (B) (1) (C) and Title 21 USC 960 (B) (3) do not involve mandatory minimum prison terms, are eligible for Parole, and require a minimum of three years Supervised Release. This does not apply to sentences involving "death or serious injury."

Sentences under Title 21 USC 846 and 963 (conspiracy) do not involve mandatory minimum terms and are eligible for Parole.

Sentence Reform Act of 1985

Any offense committed on or after November 1, 1987 falls under the Sentence Reform Act (SRA). These sentences are not eligible for Parole and do not reflect granting of Extra Good Time. SRA sentences, however, do reflect credit toward service of a sentence for satisfactory behavior. This is called Good Conduct Time. A prisoner who is serving a term of imprisonment of more than one year, other than a term for life, shall receive credit toward the service of this sentence of fifty-four days at the end of the first year served. Such credit is vested at the time it is received. If the Bureau of Prisons determines, however, that during that year, the prisoner has not satisfactorily complied with institutional

regulations, she shall receive no such credit toward service of her sentence or shall receive such lesser credit as the Bureau determines to be appropriate. Credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

**VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT OF 1994
(P.L. 103-322, Effective September 13, 1994)**

18 U.S.C. 3624(b) - Credit toward service of a sentence for satisfactory behavior.

(1) A prisoner (other than a prisoner serving a sentence for a crime of violence) who is serving a term of imprisonment of more years, other than a term of imprisonment for the duration of the prisoner's life, shall receive credit toward the service of the prisoner's sentence, beyond the time served, of fifty-four days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, unless the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional disciplinary regulations as have been approved by the Attorney General and issued to the prisoner. A prisoner who is serving a term of imprisonment of more than one year for a crime of violence, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to 54 days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that, during that year, the prisoner has displayed exemplary compliance with such institutional disciplinary regulations. If the Bureau determines that, during that year, the prisoner has not satisfactorily complied with such institutional regulations; the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau determines to be appropriate. The Bureau's determination shall be made within fifteen days after the end of each year of the sentence. Credit that has not been earned may not later be granted. Credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

(2) Credit toward a prisoner's service of a sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree.

(3) The Attorney General shall ensure that the Bureau of Prisons has in effect an optional General Education Development Program for inmates, who have not earned a high school diploma or its equivalent,

(4) Exemptions to the General Educational Development requirement may be made as deemed appropriate by the Director of the Federal Bureau of Prisons.

**PRISON LITIGATION REFORM ACT OF 1995
(P.L. 104-134, Effective April 26, 1996)**

18 U.S.C. 3624(b) - Credit toward service of a sentence for satisfactory behavior.

(1) subject to paragraph (2), a prisoner who is serving a term of imprisonment of more than one year, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service

of the prisoner's sentence, beyond the time served, of up to 54 days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that year, the prisoner has displayed exemplary compliance with institutional disciplinary regulations. Subject to paragraph (2), if the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional regulations; the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau determines to be appropriate. In awarding credit under this section, the Bureau shall consider whether the prisoner, during the relevant period, has earned, or is making satisfactory progress toward earning a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Subject to paragraph (2), credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

(2) Notwithstanding any other law, credit awarded under this subsection after the date of enactment of the Prison Litigation Reform Act shall vest on the date the prisoner is released from custody.

(3) The Attorney General shall ensure that the Bureau of Prisons has in effect an optional General Education Development Program for inmates, who have not earned a high school diploma or its equivalent,

(4) Exemptions to the General Educational Development requirement may be made as deemed appropriate by the Director of the Federal Bureau of Prisons.

TIME LINE OF SENTENCING

Old Law	LAWS FOR D.C. CODE SENTENCES		DC SRAA
	4-11-1987	6-22-1994	
	DC Good Time Credits Act	DC OMNIBUS Act	
Offenses up to 4-10-1987	DOO on/after 4-11-1987 Until 6-21-1994	DOO on/after 6-22-1994 Until 8-4-2000	DOO on/after 8-5-2000

"OLD LAW" - For offenses committed **before** April 10, 1987.

- ✓ Earn Statutory Good Time (SGT) off the maximum term **only** to create a Short Term Release Date (18-4161).
- ✓ Cannot earn SGT off the minimum term unless the minimum term overlaps 4-11-1987 date. SGT then becomes IGT and can be earned at a rate based on the min. term but only for the period that overlaps.
- ✓ May earn Education Good Time (EGT) off the minimum and maximum term to create a Short Term Release Date if Education program is completed on or after 4-11-1987.
- ✓ These sentences can also earn BOP Extra Good Time credits while in BOP custody. (18-4162).
- ✓ No 2/3 date.
- ✓ Can be aggregated with U.S. Old Law sentences.

"District of Columbia Good Time Credits Act" - For offenses committed **on or after**

April 11, 1987 until June 21, 1994.

- ✓ May earn Institution Good Time (IGT), off the minimum and maximum terms. (24 DCC 428).
- ✓ May earn Education Good Time (EGT) off the minimum and maximum terms at a rate no less the 3 days and no more than 5 days per month. (24 DCC 429).
- ✓ May earn Extra Good Time off maximum term only. (18-4162).
- ✓ Parole supervision is to the full term date.
- ✓ These sentences **cannot** be aggregated with U.S. Code Old Law and SRA sentences.
- ✓ Can be aggregated with DC Old Law sentences.

"OMNIBUS Criminal Justice Reform Amendment Act (OCJRAA)" - For offenses committed **on or after** June 22, 1994.

- ✓ Cannot earn Institutional Good Time (IGT).
May earn Education Good Time (EGT) at a rate of no less than 3 days and no more than 5 days per month.
- ✓ Parole supervision is to the full term date.
- ✓ Sentences cannot be aggregated with each other or any other sentences

Note: Institution Good Time, Meritorious Good Time, and Education Good Time cannot be applied to a Mandatory Minimum term "Sentencing Reform Amendment Act (SRAA) of 2000"- For offenses committed on or after August 5, 2000.

- ✓ This act was not approved until 5:00 pm on August 11, 2000. SRAA applies to offenses that were committed on or after 5:00 pm on August 11, 2000
- ✓ Offenses committed from August 5, 2000 through 4:59 pm on August 11, 2000, may be sentenced under either OMNIBUS or SRAA provision (determined by the courts, not ISM).
- ✓ Under SRAA, parole has been abolished for both felony and misdemeanor sentences.
- ✓ SRAA sentences cannot receive a 3621(e) (2) (b), or 4046[©]) reduction in sentence.
- ✓ SRAA sentences will be calculated the SAME as a PLRA sentence, therefore, these can be aggregated.

Jail Time

Any time spent in a jail facility could be credited toward federal sentences under certain conditions. If after reviewing the computation provided to the inmate, a discrepancy should arise, the inmate is to submit a "Cop Out" to the Record Office containing as much information regarding the dates in question as possible. Information should include the days incarcerated, the offense, name and location of the jail (including county, if known), and any other information that might assist the CSD staff in verifying the information.

Statutory Good Time

Statutory Good Time (SGT) is good time earned toward a federal sentence for prisoners convicted of an offense committed prior to 11-01-1987 against the U.S. in which the individual received a sentence of six months or more. SGT provisions are outlined in Title 18 USC 4161, which states:

Each prisoner . . . whose record of conduct shows that she has faithfully observed all the rules and has not been subjected to punishment, shall be entitled to a deduction from the term of her sentence beginning with the day on which the sentence commences to run. The amount of days earned per month is based on the total term in effect for each sentence.

SGT is granted at the rate determined by the length of a sentence:

SENTENCE LENGTH	GOOD TIME
At least six months, not more than one year	five days for each month of the sentence
At least one year, not more than three years	six days for each month of the sentence
At least three years, not more than five years	seven days for each month of the sentence
At least five years, not more than 10 years	eight days for each month of the sentence
10 years or more-- up to life	10 days for each month of the sentence

When consecutive sentences are being served, the aggregate of all the sentences shall be the basis upon which the deduction shall be computed. SGT may be forfeited or withheld if during the term of imprisonment a prisoner commits any offense or violates the rules of the institution. All SGT, or a portion, which has been forfeited or withheld maybe restored in accordance with Title USC 4166.

Extra Good Time

Extra Good Time (EGT) is awarded to prisoners sentenced prior to the Sentence Reform ACT in accordance with Title 18 USC 4162. A request for EGT must be submitted by an inmate's work supervisor and approved by the unit team. This award of EGT may not be awarded beyond a period of three months excluding the month submitted. EGT is earned at the rate of three days per month for the first year and five days per month for the following years. All EGT is prorated as to the number of days a prisoner is physically located at the institution and in earning status.

EGT cannot be forfeited; however, it may be withheld for a particular month. If conditions of parole or mandatory release are violated, original EGT is not used to reduce the total term in effect. EGT for state borders must be approved by state officials. EGT is not deducted from the parole date granted by the U.S. Parole Commission. If an inmate transfers to another institution, the EGT she was earning will automatically be discontinued on the date she arrives at the new facility. The EGT will be reviewed by the Unit Staff to determine if it should begin again. The work supervisor is then responsible for recommending the good time via "Recommendation for Extra Good Time."

Lump Sum Awards

Any staff member may recommend to the Warden for approval the award of "Lump Sum Award," (LSA) of EGT. Such recommendations must be for an exceptional act or service that is not a part of regularly assigned duties. These include an act

of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff, inmate, or the property of the Government; a suggestion which results in outstanding services. The Warden may make LSA not to exceed thirty days. No award will be approved if it would be more than the maximum number of days allowed under 18 USC 4162. Any EGT already earned will be subtracted from the maximum allowable award.

Detainers and Interstate Agreement on Detainers

The Record Office is responsible for determining an inmate's detainer status. If information is received regarding a possible detainer (for tried charges), a letter will be sent to ascertain whether the agency intends to place a detainer. If no response is received within 30 days, a second request is sent. If, in fact, the agency does wish to place a detainer on an inmate for tried charges, a certified copy of the warrant and a cover letter stating their intent is to be forwarded to the institution. A detainer cannot be lodged against an inmate without these two documents. Once a detainer is lodged, the unit team and the inmate are notified via a Detainer Action Letter.

The Record Office is also responsible for assisting an inmate with procedures under the Interstate Agreement on Detainers Act (IAD). This act pertains to untried indictments only, and does not pertain to state probation or parole violators or any charge in Louisiana or Mississippi. When a detainer is received, paperwork will be completed to start the IAD processes by Correctional Systems staff.

Receiving and Discharge (R&D)

Upon commitment to the institution, a commissary card will be issued to each inmate. This card is to remain on the inmate at all times. It is her only proof of identification. The commissary card is also used for commissary purchases. A \$5.00 fee is charged for a replacement card and the card will be reissued as staff time permits.

Upon receipt of property for an inmate, the R&D officer will notify the inmate and will process the property according to policy, and the Greenville Institution Supplement on Inmate Personal Property. The R&D officer will record all inmate property on a Form 383. The inmate will receive a copy of each completed Form 383, and it is the inmate's responsibility to ensure she maintains a copy for production if needed. Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate will be authorized at Greenville, as well as some guidelines. See the Institution Supplement on inmate Personal Property for more information:

***** CLOTHING WHICH HAS MATERIAL THAT IS DARK BLUE, BLACK, RED, OR CAMOUFLAGE IS NOT AUTHORIZED FOR RETENTION BY ANY INMATE.**

Personal property such as sweat clothes, tennis shoes, etc. should be marked with the inmates register number in order to reduce the chances of theft.

Civilian clothing or altered clothing of any type is not authorized at Greenville. All clothing will be neatly stored in the individual locker. Individual washcloths, towels, and bed linen are issued to inmates.

Special Purpose Items will only be authorized where they can be contained in the storage area provided for personal property, and will only be authorized if there is a need.

Legal materials are permitted for active/current legal cases only. The amount of storage space provided for legal materials is dependent upon the total storage space available. See the Institution Supplement on Inmate Personal Property for the proper procedures.

Hobbycraft materials that are allowed in the unit are the "in cell" items, all other material will not be permitted in the housing units. Storage space may be requested through the Recreation Supervisor within the Hobby Shop.

Letters, photographs, newspapers, magazines, books, etc. will be limited as to the quantity allowable.

Sports and Musical Instruments: Inmates will be limited to that which is indicated in the supplement. There will be no musical instruments for retention by inmates as personal property. Some instruments will be provided in the Recreation Department for inmate use in the recreation music room ONLY.

Radios will be "etched" by commissary staff at time of purchase. An inmate may not own or possess more than one approved radio or watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding that indicated in the supplement.

Outgoing packages containing hobby craft items, books, etc. will be taken to the Recreation Department on the weekends as indicated in Institution Supplement on Inmate Personal Property. The inmate is responsible for providing stamps on all outgoing packages mailed in this manner.

RELEASE PROCESSING

The Record Office will be responsible for insuring you of a timely release whether to a halfway house or final release from custody. Once the Record Office has prepared the release list, each unit team will be notified to begin preparation of the release papers. If an inmate is to be released to a detaining authority, the detaining authority will be notified of the release date so arrangements can be made to take the inmate into their custody. On the day prior to release the inmate will out-process from all departments required. On the release date, personal property will be inventoried and will accompany the inmate.

Release Planning

If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside approved by the U.S. Probation Officer. The job must pay at least a minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, a wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the Parole

Hearing. The unit team submits the inmate's release plans to the U.S. Probation Officer approximately six to nine months before the scheduled parole date. Inmates wishing to reside in a district other than that of their sentencing district must inform unit staff. Unit staff will then prepare a request for relocation to the U.S. Probation Officer.

Halfway House Transfers

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

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

Community programs have three major emphases: residential community-based programs provided by Residential Reentry Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in a contract correctional facilities.

Community-Based Residential Programs

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

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

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

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

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

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

Transitional Services

If an offender has completed the RDAP, they are referred to a community treatment center at the time of halfway house application.

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Attached to this handbook is a copy of the Bureau's Prohibited Acts.

Inmate Discipline Information

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident, if permissible, may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity categories. Violations in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing

Inmates must ordinarily be given an Initial Hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and federal holidays). The inmate is entitled to be present at the Initial Hearing. The inmate may make statements or present documentary evidence on her behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension more than five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Disciplinary Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of her choice to represent her if requested. An inmate may make statements in her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may 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(s) 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 maybe be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. DHO appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). UDC appeals are made to the Warden (BP-9). 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.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

RESPONSIBILITIES

- | | | | |
|----|---|----|--|
| 1. | You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff. | 1. | You are responsible for treating inmates and staff in the same manner. |
| 2. | You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. | 2. | You have the responsibility to know and abide by them. |
| 3. | You have the right to freedom of religious affiliation and voluntary worship. | 3. | You have the responsibility to recognize and respect the rights of others in this regard. |
| 4. | You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. | It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5. | You have the 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. | 5. | It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence. |
| 6. | You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment). | 6. | You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |
| 7. | You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. | It is your responsibility to use the services of an attorney honestly and fairly. |
| 8. | You have the right to 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. | 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 materials and assistance. |

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

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 education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

RESPONSIBILITIES

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 may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the 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.

SUMMARY OF DISCIPLINARY SYSTEM

Table 1

<u>PROCEDURES</u>		<u>DISPOSITIONS</u>
1. Incident involving possible commission of a prohibited act.		Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2. Staff prepares Incident Report and forwards it to Lieutenant.		Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally, or drop the charges.
3. Appointment of an investigator who conducts investigation and forwards material to Unit Discipline Committee.		Unit Discipline Committee may drop, or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions, or refer to the Discipline Hearing Officer. The Discipline Hearing Officer may impose allowable sanctions or drop the charges.
4. Initial hearing before Unit Discipline Committee.		The appropriate reviewing official (the Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions, including ordering a rehearing but may not increase the sanctions imposed in any valid disciplinary action taken.
5. Hearing before Discipline Hearing Officer.		
6. Appeals through Administrative Remedy Procedure.		

[TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

SUMMARY OF INMATE DISCIPLINE SYSTEM

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

ordinarily maximum of 24 hours

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

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

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

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

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

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY]

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

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	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).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	H. Remove from program and/or group activity. I. Loss of job. J. Impound inmate's personal property. K. Confiscate contraband.

[TABLE 3 (Cont'd) GREATEST
 CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
105	Rioting	L. Restrict to quarters.
106	Encouraging others to riot	M. Extra duty.
107	Taking hostage(s)	[Sanctions A-M]
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).	
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug abuse testing.	
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.	

[TABLE 3 (Cont'd) GREATEST
CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.	[Sanctions A-M]
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.	

[TABLE 3 (Cont'd)]
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	A. Recommend parole date rescission or retardation. B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person	
203	Threatening another with bodily harm or any other offense	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary segregation (up to 6 months).
205	Engaging in sexual acts	D. Make monetary restitution.
206	Making sexual proposals or threats to another	E. Monetary fine.
207	Wearing a disguise or a mask	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
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	G. Change housing (quarters). H. Remove from program and/or group activity. I. Loss of job. J. Impound inmate=s personal property.
209	Adulteration of any food or drink	K. Confiscate contraband.
211	Possessing any officer's or staff clothing	L. Restrict to quarters. M. Extra duty.
212	Engaging in, or encouraging a group demonstration	
213	Encouraging others to refuse to work, or to participate in a work stoppage	

[TABLE 3 (Cont'd) HIGH
 CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
216	Giving or offering an official or staff member a bribe, or anything of value.	[Sanction A-M]
217	Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.	
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).	
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).	
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.	
226	Possession of stolen property.	

[TABLE 3 (Cont'd) HIGH
 CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).	[Sanctions A-M]
228	Tattooing or self-mutilation.	
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.	
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).	
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.	
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS	
300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
302	Misuse of authorized medication	B.	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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	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).
306	Refusing to work, or to accept a program assignment	C.	Disciplinary segregation (up to 3 months).
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	D. E. F. G. H.	Make monetary restitution. Monetary fine. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation). Change housing (quarters). Remove from program and/or group activity.
308	Violating a condition of a furlough	I.	Loss of job.
309	Violating a condition of a community program	J.	Impound inmate's personal property.
310	Unexcused absence from work or any assignment	K. L.	Confiscate contraband. Restrict to quarters.
311	Failing to perform work as instructed by the supervisor	M.	Extra duty.
312	Insolence towards a staff member		
313	Lying or providing a false statement to a staff member.		
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)		

[TABLE 3 (Cont'd) MODERATE
 CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
315	Participating in an unauthorized meeting or gathering	[Sanctions A-M]
316	Being in an unauthorized area without staff authorization.	
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization.	
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.	
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.	
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal	

[TABLE 3 (Cont'd) MODERATE
 CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
331(c)	safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).	[Sanctions A - M]
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. <u>(Conduct must be of the Moderate Severity nature.)</u> This charge is to be used only when another charge of moderate severity is not applicable.	
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.	

[TABLE 3 (Cont'd) LOW
 MODERATE CATEGORIES

CODE	PROHIBITED ACTS		SANCTIONS
402	Malingering, feigning illness.	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
404	Using abusive or obscene language.		
407	Conduct with a visitor in violation of Bureau regulations.		
409	Unauthorized physical contact (e.g., kissing, embracing)		
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	D.	Make monetary restitution.
		E.	Monetary fine.
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.	F.	Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
		G.	Change housing (quarters).
		H.	Remove from program and/or group activity.
		I.	Loss of job.
		J.	Impound inmate's personal property.
		K.	Confiscate contraband.
		L.	Restrict to quarters.
		M.	Extra duty.

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

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

the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer: (upon finding the inmate committed the prohibited act)
 - A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of, or for the use of the Commission.
 - B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)

See P.S. 5270.09, for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violations by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violations). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision. This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates,

the applicable sanction is B.1.

- B.1 **Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. ' 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

Crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a greatest severity level prohibited act, 18 months for a high severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

- (1) **Greatest Severity Level Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.
- (2) **High Severity Level Offenses.** A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.
- (3) **Moderate Severity Level Offenses.** A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.
- (4) **Low Severity Level Offenses.** A minimum of 7 days (or, if less than 54

days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offense, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy program. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of her life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to P.S. 5270.09, discusses procedures for the disallowance of good conduct time.

C. Recommend Disciplinary Transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

- D. Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. When this is not practical, the Regional Office must approve the transfer. The inmate shall complete the remainder of any segregation period at the receiving institution.

- E. Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.

An inmate's commissary privileges may be suspended or limited until restitution is made. See the Accounting Management Manual for instructions regarding impoundment of inmate funds.

- F. Withholding Statutory Good Time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of

the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)

An application for restoration of good time must be forwarded from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

Part 542 refers to Program Statement on Administrative Remedy Procedure for Inmates. See P.S. 5270.09 for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. § 3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)

G. Loss of Privileges: Commissary, Movies, Recreation, etc.: The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior.

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

H. Change Housing (Quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from Program and/or Group Activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

-
- J. Loss of Job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.
- K. Impound Inmate's Personal Property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.
- L. Confiscate Contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.
- For procedures, see the Program Statement on Personal Property of Inmates.
- M. Restrict Quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.
- N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.
- O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.
- P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

TABLE 5

SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN SAME SEVERITY LEVEL

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

Category	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 Series)	6 months	2 nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate severity level sanction (330 series).
Moderate Severity (300 Series)	12 months	2 nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT non-vested GCT up to 37 ½ % or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 ^d offense	Any available High severity level sanction (200series).
High Severity (200 Series)	18 months	2 nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd offense	Any available Greatest severity level sanction (100series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

TABLE 6

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

Severity of Act	Max Amt. Sanctions	Max Amt. Forf. SGT	Restoration W/hd SGT	Elig. Restoration Max. Forf. SGT	Elig. W/hd/SGT	Dis Seg
Greatest	A-M	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 months	18 months	60 days
High	A-M	50% or 60 days		18 months	12 months	30 days
Moderate	A-M	whichever is less		12 months	6 months	15 days
Moderate	E-P	25% or 30 days, whichever is less		N/A (1 st offense)	3 months	N/A (1 st offense)
		N/A		* 6 months (2 nd or 3 rd offense in SAME category within six months)		(2 nd Offense) 15 days (3 rd offense) *

NOTE: In Table 6 headings, "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his/her delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the unit team must review the eligibility requirements for restoration in accordance with the time frames established by the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, must be forwarded (on BP-389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

An inmate with an approaching parole effective date or an approaching mandatory release or expiration date who has forfeited good time may be placed in a Community

Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.

ORGANIZATIONAL CHART - FCI/FPC - GREENVILLE

WARDEN

EXECUTIVE ASSISTANT/CAMP ADMINISTRATOR

**SUPERINTENDENT OF
INDUSTRIES & EDUCATION
(S.O. I&E)**

- QUALITY ASSURANCE MGR.
- BUSINESS MANAGER
- FACTORY MANAGER
- UNICOR
- UNIBASE
- PRIVATIZED UNICOR
- PRODUCT DEVELOPMENT
CENTER

EDUCATION DEPARTMENT

- EDUCATION
- VOCATIONAL TRAINING
- RECREATIONAL/LEISURE
ACTIVITIES

**ASSOCIATE WARDEN
(OPERATIONS)**

HEALTH SERVICES

- HOSPITAL
- PHARMACY
- DENTAL CLINIC

FACILITIES DEPARTMENT

- UTILITIES
- MAINTENANCE

FOOD SERVICE

BUSINESS DEPARTMENT

- BUDGET & ACCOUNTING
- CONTRACTS
- WAREHOUSE &
COMMISSARY
- LAUNDRY
- PROPERTY

SAFETY

HUMAN RESOURCES

**ASSOCIATE WARDEN
(PROGRAMS)**

CORRECTIONAL SERVICES

UNIT/CASE MANAGEMENT

PSYCHOLOGY SERVICES

RELIGIOUS SERVICES

CORR. SYSTEMS MANAGEMENT

- RECORDS OFFICE
- MAIL ROOM
- RECEIVING & DISCHARGE

ADDRESSES

GREENVILLE

Federal Correctional Institution Greenville
P.O. Box 5000
Rt 40 & 4th Street
Greenville, IL 62246
Include your unit, name, and register number

REGIONAL OFFICE

North Central Regional Office
Gateway Complex Tower 2, 8th Floor
4th and State Street
Kansas City, Kansas 66101-2492

UNITED STATES PAROLE COMMISSION

United States Parole Commission
5550 Friendship Boulevard
Chevy Chase, Maryland 20815

CENTRAL OFFICE - BUREAU OF PRISONS

Director, Bureau of Prisons
320 First Street, N.W.
Washington, D.C. 20534

U.S. DEPARTMENT OF JUSTICE

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

PARDON ATTORNEY

U.S. Pardon Attorney
1 N. Park Building
440 Friendship Boulevard
Bethesda, Maryland 20014

If you need assistance in contacting your consulate or embassy or your embassy is not listed below, please contact your unit team for further information or assistance.

Consulate General of Argentina

205 N. Michigan Avenue, Suite 4209
Chicago, Illinois 60601-5914
Telephone: (312) 819-2610
Fax: (312) 819-2610

British Consulate General

One Memorial Drive, Suite 1500
Cambridge, Massachusetts 02142
Telephone: (617) 245-4500

Embassy of Jamaica

1520 New Hampshire Avenue, NW
Washington, DC 20036
Telephone: (202) 452-0660
Fax: (202) 452-0081

Consular Office of the Kingdom of Jordan

3504 International Drive, NW
Washington, DC 20008
Telephone: (202) 966-2861

The Consulate General of Canada

Two Prudential Plaza, Suite 400
180 North Stetson Avenue
Chicago, Illinois 60601
Telephone: (312) 616-1860
Fax: (312) 616-1877

Consulate of Columbia

500 N. Michigan Avenue, Suite 2040
Chicago, Illinois 60611
Telephone: (312) 923-1196
Fax: (312) 923-1197

Czech Republic Embassy

3900 Spring of Freedom Street, N.W.
Washington, DC 20008
Telephone: (202) 274-9100
Fax: (202) 966-8540

Embassy of El Salvador

2308 California Street, N.W.
Washington, DC 20008
Telephone: (202) 265-9671
Fax: (202) 234-3834

German Embassy

4645 Reservoir Road
Washington, DC 20007-1998
Telephone: (202) 298-4000
Fax: (202) 298-4249

Embassy of Ghana

3512 International Drive, NW
Washington, DC 20008
Telephone: (202) 686-4520
Fax: (202) 686-4527

Embassy of Guatemala

2220 R. Street, NW
Washington, DC 20008
Telephone: (202) 745-4952
Fax: (202) 745-1908

Consulate General of Italy

500 N. Michigan Avenue, Suite 1850
Chicago, Illinois 60611
Telephone: (312) 467-1550
Fax: (312) 467-1335

Embassy of the Republic of Korea

2450 Massachusetts Avenue, NW
Washington, DC 20008
Telephone: (202) 939-5600
Fax: (202) 797-0595

Laos Embassy to the USA

2222 S. Street, NW
Washington, DC 20008
Telephone: (202) 332-6416
Fax: (202) 332-4923

Embassy of Lebanon

2560 28th Street, NW
Washington, DC 20008
Telephone: (202) 939-6300
Fax: (202) 939-6324

Consulate General of Mexico

300 N. Michigan Avenue, 2nd Floor
Chicago, Illinois 60651
Telephone: (312) 855-1380
Fax: (312) 855-9257

Consulate General of Nigeria

828 2nd Avenue, 10th Floor
New York, New York 10017
Telephone: (212) 850-2200

Consul General of Peru

180 N. Michigan Avenue, Suite 1830
Chicago, Illinois 60601
Telephone: (312) 853-6174

Consulate General of the Philippines

30 N. Michigan Avenue, Suite 2100
Chicago, Illinois 60602
Telephone: (312) 332-6458

Embassy of Vietnam

1233 20th Street, NW, Suite 400
Washington, DC 20036
Telephone: (202) 861-0737
Fax: (202) 861-0917

U.S. Department of Justice
Federal Bureau of Prisons

**Sexually Abusive Behavior
Prevention and Intervention**



An Overview for Offenders

December 2012

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

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain,

Psychologist, SIS, the Warden or any other staff member you trust.

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

1. 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.

2. 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.

3. Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Inmate Assailants

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

Policy Definitions

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

Code 114/ (A): Sexual Assault by Force

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

Code 206/ (A): Making a Sexual Proposal

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

Code 229/ (A): Sexual Assault without Force

Code 300/ (A): Indecent Exposure

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

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

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

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury. Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight. Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

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

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

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

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

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

Contact Offices

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