

FCI MANCHESTER



ADMISSIONS AND ORIENTATION HANDBOOK

BUREAU OF PRISONS MISSION STATEMENT

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

Updated 2/9/12

A NOTE FROM THE WARDEN

The information provided in this handbook is provided to ease your transition into the institution's routine operation. It contains the rules and regulations you are required to follow while at FCI Manchester. Additionally, it provides information on programming opportunities and routine schedules of important inmate services, such as commissary, barber shop hours, and open house hours for various departments. Please read this handbook to ensure you understand the requirements of you and all institution rules. I encourage you to take advantage of the positive programming opportunities offered here and to make effective use of your time while at this facility. If you have any questions concerning the handbook, I suggest you communicate with the appropriate staff and follow the chain of command. I am available to speak with you when making rounds throughout the institution or in Food Service during the lunch meal, if you have any questions or concerns.

//signed//
J.C. Holland
Warden

**Warden
J.C. Holland**

Associate Warden (Programs) ANGELA M. OWENS	Associate Warden (Operations) R.D. RANUM	Associate Warden (Industries & Education) P. BOYCE	Executive Assistant/ Camp Administrator VACANT
CORRECTIONAL PROGRAMS / UNIT MANAGEMENT	HUMAN RESOURCES	EDUCATION VOCATIONAL TRAINING RECREATION	FPC PROGRAMMING
CORRECTIONAL SERVICES	FACILITIES	UNICOR	LEGAL SERVICES
CORRECTIONAL SYSTEMS	FINANCIAL MANAGEMENT		
PSYCHOLOGY SERVICES	FOOD SERVICE		
RELIGIOUS SERVICES	HEALTH SERVICES		
REENTRY AFFAIRS	INMATE SERVICES / TRUST FUND		
	SAFETY		

TABLE OF CONTENTS

Correctional Services	4
Correctional Programs / Unit Management	7
Correctional Systems	12
Education	14
Facilities	15
Food Service	15
Health Services	16
Inmate Services / Trust Fund / TRULINCS	23
Legal Department	26
Psychology Services	28
Sexual Abusive Behavior Prevention and Intervention.....	29
Reentry	33
Religious Services.....	33
Safety	33
UNICOR.....	34
Director's Message to Inmates.....	35
Appendix B-Summary of Inmate Discipline System	36
Appendix C-Inmate Rights and Responsibilities.....	37
Table 1-Prohibited Acts and Available Sanctions.....	39

CORRECTIONAL SERVICES

1. STAFF ROLE

Each department has its unique responsibilities. The major responsibilities of the Correctional Services Department are the security of the institution, accountability of inmates, and maintaining a safe and humane environment.

2. CHAIN OF COMMAND

- ◆ Captain - The Captain's primary responsibilities are maintaining the security of the institution and overseeing the operation of the Special Housing Unit. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities in matters pertaining to security. All Lieutenants and Correctional Officers are under the Captain's supervision.
- ◆ Lieutenants - The Lieutenants major responsibilities are to supervise operational procedures pertaining to movement, accountability of inmates, security of the institution facilities, and ensure the institution runs in an orderly manner. Additionally, Lieutenants investigate incident reports and supervise Correctional Officers on duty during their shifts.
- ◆ Correctional Officers - Correctional Officers work numerous posts in the institution, such as the Housing Units, Visiting Room, Compound, Front Entrance, Dining Room, etc. They are responsible for supervising the inmate population and enforcing institution regulations.

3. ACCOUNTABILITY

- ◆ Pass Procedures - Passes are used as a means to control inmate movement. Passes are strictly controlled and accounted for. Call-outs will be scheduled to coincide with regular movements. Hours of work will be scheduled to coincide with the morning work call, afternoon work call, and recall. It is the inmate's responsibility to ensure passes are returned to the issuing staff member.
- ◆ Call-outs - The call-outs are displayed on designated televisions in the FCI housing units. The call-out display lists the inmates name, register number, work detail, quarters, and place and time of appointment. Inmates should check call-out display daily. Disciplinary action may be taken if you miss a call-out.
- ◆ Counts/Count Times - Five official scheduled counts will be conducted on weekdays and six official scheduled counts on weekends and holidays. There will be no inmate movement or talking during an official count. The 4:00 p.m., 10:00 p.m., and the 10:00 a.m., weekend and holiday counts, will be standup counts. In addition, there may be an emergency count. This is an official count taken at times other than those specified for a regular official count, for example, heavy fog conditions.

OFFICIAL COUNT TIMES

12:00 a.m.

3:00 a.m.

5:00 a.m.

4:00 p.m. (Standing count - inmates locked inside assigned cells)

10:00 p.m. (Standing count-inmates locked inside assigned cells)

10:00 a.m. (Standing count weekends and Federal holidays - inmates locked inside assigned cells)

Inmates may not leave an assigned area before the count has cleared. The inmate must actually be seen at all counts, even if he must be awakened.

- ◆ Each movement will be announced to the inmate population.
- ◆ Note: All inmates on call outs will return to work assignments or housing units during scheduled call out moves, which are at 9:00 a.m., 10:00 a.m., 12:30 p.m., 1:30 p.m., 2:30 p.m., and 3:30 p.m.
- If adverse weather or an emergency situation occurs, inmate movement will be at the discretion of the Operations Lieutenant.
- ◆ Wake-up Call - On weekdays, lights are on at 5:45 a.m., and on weekends lights are on at 6:45 a.m. Lights are off after the 10:00 p.m. standup count, both weekdays and weekends. Inmates are responsible for making their beds and cleaning their living areas prior to work call. On weekends and holidays, an inmate must have his bed made and living area cleaned by 10:00 a.m., after which he may lie on top of his bed.
- ◆ Unit Boundaries - Visiting in a unit, other than the one to which an inmate is assigned, is prohibited.
- ◆ Compound Boundaries - The FCI compound is restricted to scheduled movements.

4. CONTRABAND/SHAKEDOWNS

- ◆ Contraband is defined as any item not issued by the institution, received through approved channels, or purchased through the Commissary. Any item in an inmate's personal possession must be authorized, and a record of receipt (Form 383) of the item should be kept by the inmate. Inmates may not purchase, give, or receive radios, or any other items, from another inmate. Items obtained in this manner are considered contraband and will be confiscated. Inmates are not permitted to borrow or loan personal property. An altered item, even if approved or issued, is considered contraband.
- ◆ Shakedown - An inmate is subject to a shakedown at any time by a staff member. An inmate will not be permitted to be present while his room is being searched.

5. DRUG SURVEILLANCE/ALCOHOL DETECTION

- ◆ This institution operates a drug surveillance program that includes mandatory random testing, and testing of certain other categories of inmates. If an inmate refuses to provide a urine specimen for this program, he is subject to disciplinary action. Specimens will be collected on all shifts at varied times.
- ◆ A surveillance program will be maintained in order to deter and detect illegal introduction or consumption of alcoholic beverages. Random samples of the inmate population, as well as those suspected of alcohol use, are tested on a routine basis. A positive test or refusal to submit to the test will result in disciplinary action.
- ◆ Consistent with the Program Statement on Searches of Housing Units, Inmates, and Inmate Work Areas, the Ion Spectrometry device may be used to test for the presence of illegal substances on inmates, their personal belongings, housing units, and work areas.

6. VISITING INFORMATION

- ◆ General population visiting hours -
Friday, Saturday, Sunday, and Federal Holidays - 8:00 a.m. until 3:00 p.m.
- ◆ Special Housing Unit (SHU) visiting hours - Tuesday - 8:00 a.m. until 3:00 p.m. Inmates in Administrative Detention will be limited to a two hour visit. Inmates in Disciplinary Segregation will be limited to a one hour visit. SHU inmates will remain in full restraints during the entire visit. Inmates in Protective Custody will have their visiting privileges suspended until the investigation is completed or they are cleared by the SIS.
- ◆ Inmates with medical conditions will be reviewed by the Chief Medical Officer, in consultation with the Captain, to determine whether visiting will be permitted.
- ◆ Inmates must always carry their commissary identification cards. They must present their

identification card to the Visiting Room Officer prior to being allowed into the Visiting Room.

- ◆ Tobacco, both smoking and smokeless, is prohibited in the institution.
- ◆ Inmates will not handle money or use the vending machines in the Visiting Room.
- ◆ Inmates are not authorized to accept anything of value or give anything to visitors without permission.
- ◆ Inmates will wear the issued full uniform and institution shoes, or personal work boots purchased from Commissary, for visits. Inmates from the Special Housing Unit will wear an orange jumpsuit issued in Special Housing.
- ◆ Unit staff will advise inmates of the procedure to place an individual on their visiting lists.
- ◆ Visitors must remain in their vehicles until five minutes prior to scheduled visiting hours. They will be required to park in the designated area of the parking lot.
- ◆ Visitors will be required to present a photo identification which must be a valid state or government issued photo identification.
- ◆ Visitors may be subject to screening with the Ion Spectrometry Device. The device tests for the presence of illegal substances, not an individual's use of illegal substances.
- ◆ All Visitors are subject to search according to Program Statement for Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

Prohibited Objects include, but are not limited to, weapons; explosives; drugs; intoxicants; currency; cameras of any type; recording equipment; telephones; radios; pagers; electronic devices; and any other objects that violate criminal laws or are prohibited by Federal regulations or Bureau policies.

- ◆ Dress code for visitors - All visitors are to dress appropriately. Consideration is given to ensure the manner of dress is not disrespectful to staff, other visitors, or other inmates. The following items of clothing are considered INAPPROPRIATE:
 - Shorts (males and females over 12 years of age)
 - Mini skirts
 - Halter tops, or halter dresses
 - Athletic attire (running, jogging suits or sweat suits)
 - Caps / Bandanas (With the exception of religious head wear)
 - Khaki clothing (tan, light brown or camouflage)
 - Blouses and/or other apparel which is revealing in nature
 - Strapless or sleeveless dresses or shirts
 - Spandex pants or shorts
 - Low cut shirts
 - Dresses or skirts with long side or front splits
 - Excessively tight fitting clothing of any sort
 - Any clothing item which displays screen print or obscene language.
- ◆ Personal Property - All authorized items entering the Visiting Room must be carried in a clear plastic container/bag. Visitors are allowed to bring certain items of personal property into the Visiting Room. They are:
 - Clear plastic container/bag (Not to exceed 11" X 14")
 - Money, not exceeding \$20 - FCI - Coins Only
 - Comb / hair brush

- Four baby bottles
- Four Diapers
- Baby food (Three unopened plastic jars and a small plastic spoon.)
- One set of baby clothes
- Emergency medication
- Jewelry (only the amount worn)

- Sweater, light jacket, or coat (Must remove upon entering the Visiting Room)
- Reasonable amount of feminine hygiene items

No diaper bags or baby carriers are permitted in the Visiting Room.

- ◆ Visitors will not be permitted to bring food, gum, candy, or keyless entry remotes into the Visiting Room.

- ◆ Special rules for children - All children under 16 years of age must be accompanied by an adult on the inmate's approved visiting list. It is the visitor's responsibility to supervise the child at all times.

- ◆ Directions to the institution - FCI Manchester, Kentucky is located in southeastern Kentucky. It is approximately 100 miles south of Lexington, Kentucky, and 125 miles north of Knoxville, Tennessee. Interstate-75 is the major artery which connects these two major cities. More specifically, Manchester, Kentucky, can be reached by use of Exit 38 or Exit 41, off Interstate-75. Both exits require traveling through London, Kentucky. Manchester is approximately 25 miles east of London, and the FCI is roughly 4 miles north of the city, off Highway 421, on Fox Hollow Road. The Manchester exit is clearly marked on the Hal Rogers Parkway, and appropriate direction signs are posted to the institution.

- ◆ Transportation - Public transportation is not available in the local Manchester area.

- ◆ Special visit requests, i.e. family emergency, will be submitted by the Unit Team to the Warden for review.

- ◆ More information regarding the visiting policy is available in the unit.

18. INMATE DISCIPLINE

- ◆ Incident Report - An incident report is written to document negative behavior or evidence through an investigation.

- ◆ Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

- ◆ Lieutenant's Investigation - The Lieutenant's Office investigates the circumstances of the incident report.

- ◆ Unit Discipline Committee (UDC) - After the investigation, the incident report is forwarded to the UDC for a hearing. The UDC may take action or forward the report to the Discipline Hearing Officer (DHO).

- ◆ Discipline Hearing Officer (DHO) - The DHO makes a decision on the disposition of the incident report and/or sanctions imposed on the inmate.

- ◆ See pages 34 through 39 for Prohibited Acts and Sanctions.

CORRECTIONAL PROGRAMS/UNIT MANAGEMENT

1. **UNITS**
The housing units are Clay, Knox, Laurel, and Whitley. Each of these housing units consists of two individual units (A and B).

2. **UNIT TEAM**
Each housing unit is staffed with a unit team. The unit team consists of the following:
 - 1 - Unit Manager
 - 1 - Case Manager
 - 1 - Correctional Counselor
 - 1 - Unit Secretary

The assigned unit team will be directly responsible for those inmates living in that unit. The unit staff offices are located within the housing units for easier accessibility.

3. **STAFF ROLES**
 - Unit Manager**
The Unit Manager is responsible for the overall operation and supervision of the housing unit.

 - Case Manager**
The Case Managers are responsible for all casework pertaining to inmates program needs and release plans. Some of their functions include preparing classification material, progress reports, parole hearings, transfer materials, halfway house referrals, release functions, and admission and orientation.

 - Correctional Counselor**
The Correctional Counselors primary responsibilities are counseling the inmates in individual and group meetings, personal issues such as assisting with telephone lists, visiting lists, and correspondence requests. Counselors address the day-to-day concerns of the inmates and maintain information regarding progress on program goals including the Inmate Financial Responsibility Program.

 - Unit Secretary**
The Unit Secretary is responsible for all secretarial and related work generated by the unit staff.

 - Unit Officers**
The Unit Officers have the direct responsibility for the day-to-day supervision of the inmates while enforcing the rules and regulations of the institution. Within the units, the Officers are responsible for the safety, security, accountability, and sanitation of housing units.

4. **UNIT RULES AND REGULATIONS**
 - Room/Cell Assignments:** Inmates shall be assigned to a living area based on security, availability, programming, sanitation, and employment. Cell changes will ordinarily be made by the assigned Correctional Counselor. Upon being assigned to a living area within a housing unit, the inmate should inspect his assigned area. Any damages should be reported immediately to the Unit Officer. An inmate may be held financially liable for any of the damages to his personal living area.

 - Quiet Hours/Lights Out:** Quiet hours begin at 9:00 p.m., Sunday through Thursday, and 10:00 p.m., Friday, Saturday, and holidays. Lights out at 10:00 p.m. (after the 10:00 p.m. standup count every day).

5. **DRESS CODE**
Inmates will be in proper attire any time they are on the compound from Monday through Friday, 7:30 a.m. to 4:00 p.m.; full uniform (khaki shirt, khaki pants with belts, and work boots with laces tied). All shirt tails

must be tucked into the pants and all pants must be pulled up on the waistline. No doo-rags are allowed to be worn while on the compound. With the exception of leisure time in the Recreation Department, inmates must remain neat in appearance and in full uniform while they are working or programming at their work or program sites.

Additionally, before and after hours, weekends and holidays, inmates may be in their personal clothing (sweats and t-shirts); however, inmates must be neat in appearance anytime they are on the compound. Shirt tails must still be tucked into the pants and all pants must be pulled up on the waistline. All shoe laces must be tied. No doo-rags are allowed to be worn on the compound at any time. No mixing of inmate uniform with personal clothing is allowed at any time.

Inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Uniform work shirts, pants, and jackets will display a visible and correct name tag. Belts are mandatory and must be buckled or attached with Velcro when worn. Shoes should be kept clean. Inmates will not be allowed to lounge around the housing unit in their pajamas or bathrobe. Inmates must be in their pajamas, bathrobe, or t-shirt and underwear, when moving from their cell to the showers.

6. GENERAL RULES (not all inclusive)

Personal Property/Living Area: Pictures will not be posted on walls and will only be placed on the bulletin boards provided for this purpose. Nude or sexually explicit pictures, or any photograph of a suggestive nature, may not be posted in public view. No pictures taken from magazines or newspapers will be posted on bulletin boards, walls, or bed.

All beds will be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action, including incident reports, may be written.

Unit orderlies are assigned the responsibility of unit sanitation. However, everyone is responsible for sanitation in the unit. Trash and wastebaskets are to be emptied prior to trash call.

Showers are available every day. Inmates will not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day, as long as showering does not interfere with cleaning the unit.

Intra-room/cell visiting is normally allowed in the units. No more than four (4) inmates, including the cell occupants(s), are allowed in a room. During room visits, the door remains open.

Removal of food from the Dining Room is not permitted.

Safety shoes must be worn to work, including orderly positions in the unit.

Unit televisions may be viewed during established off-duty hours. During normal working hours, the televisions may be viewed at the discretion of the Unit Officer.

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

Regulations regarding personal property can be located in the related institution supplement.

Wooden shelves, cardboard boxes, and any other wood items are not permitted in the living quarters.

Smoking is prohibited. FCI Manchester is a tobacco free facility.

7. ROOM STANDARDS AND SANITATION

To ensure a safe, clean, and orderly environment, the following rules have been established and are applicable to all individuals:

- ◆ **Room Sanitation/Organization**
Each person will share equally in the responsibility for sanitation and the property within the room. Rooms will be inspection ready by work call. Inmates may sleep in on weekends and holidays. However, rooms must be inspection ready before leaving the unit. The Institution Supplement on Inmate Personal Property, will be strictly enforced.
- ◆ **Writing Table**
Two picture frames (institution approved frame)
Five books per inmate
- ◆ **Locker Top**
No items are to be kept on top of lockers.
- ◆ **Shelves Between Lockers**
Items stored on the shelves should be kept neat in appearance. Nothing should overhang the edges of shelves.
- ◆ **Inside Locker**
All commissary items
Legal material/education material
Toiletries
Magazines/newspapers/letters
Clothes
Towels (inside locker on hanger)
- ◆ **Bulletin Boards**
Personal photos in good taste may be placed on the bulletin boards. Nude or obscene photographs/drawings, magazine, and newspaper pictures are unacceptable. Nothing will extend beyond the borders of the board.
- ◆ **Miscellaneous**
 - (1) No pictures, calendars or paper will be affixed to any wall or bed in the room. Nothing will be hung or affixed to the light fixture, door, or outside of locker.
 - (2) The bed will be neat and orderly before leaving the unit to go to work or recreation.
 - (3) Shoes will be neatly organized under the bed.
 - (4) Laundry bags and issued jackets will be hung on the pegs provided or stored in the locker.
 - (5) No items will be kept on the ends of the bed or the chairs.
 - (6) Only one bar of soap will be placed on the sink.
 - (7) The only items allowed stored on the floor are shoes. (See Number 3)
 - (8) Under no condition will the air vents in the room be blocked.
 - (9) The trash receptacle will be emptied each morning, and again through the day as needed. It will also be washed out with soap and water as needed. Plastic bag liners are not allowed.
 - (10) The floor will be swept each morning and the entire room dusted. The floor will be mopped as needed.
 - (11) A total of four rolls of toilet paper in the room for each inmate. A two-person room may have a total of eight rolls of toilet paper. A three-person room may have a total of twelve rolls of toilet paper.
 - (12) Chairs will have the respective room number written in three inch letters on the back of the chair. Nothing else will be written on the chairs.

Note: No cardboard boxes are allowed in the rooms. Excess empty containers (including second-use containers), papers, or letters are not permitted. In addition, no art or craft supplies will be authorized in the housing area without permission of the Unit Manager. The items will be stored and used in the hobby craft area.

8. ENFORCEMENT OF SAFETY AND SANITATION STANDARDS

Inspections for sanitation, misuse of equipment, safety hazards, and the presence of contraband are made

daily by institution staff. Inmates will be subject to disciplinary action for violations.

9. PROGRAMS AND SERVICES

- a. **Town Hall Meetings** - Town Hall Meetings are held on an “as needed basis” in each unit. These meetings are held to make announcements and/or to discuss changes in policies and procedures of the unit. These discussions are based on the unit as a whole, not for individual concerns.
- b. **Classification and Program Review** - All newly committed inmates will be scheduled for an initial classification within 28 days of arrival. Inmates received on parole/supervised release violations will be classified within 28 days of entering the institution. Program reviews will be held every 90 days for inmates serving one year or less. For those inmates serving more than one year, the program review will be held every 180 days. During these reviews, the unit team will discuss program goals, work assignments, transfers, custody, institution adjustment, etc.
- c. **Open House Hours** - Open House hours vary from unit to unit. Any questions concerning Open House hours should be directed to your unit team.
- d. **Escorted Trips and Furloughs** - Bedside visits and funeral trips may be authorized as escorted trips. The inmate’s custody classification will be used to determine the number of institution staff providing escort. The inmate will be responsible for all expenses except for the first eight hours of each day. There will be occasions when an escorted trip will not be approved, even when all policy-required conditions have been met. Furloughs are authorized absences from an institution by an inmate without staff escort. FCI inmates are only eligible for furlough, when transferring to Residential Reentry Center (RRC) placement.
- e. **Inmate Request to Staff** - Inmates may make a written request to a staff member by using Form BP-S148.055, Inmate Request to Staff. This form is commonly called a “cop-out.” Any type of request can be made on this form. The forms are obtained from the Unit Officer or the Correctional Counselor. The staff member who receives a cop-out will answer the request within a reasonable period of time. The response will be written on the lower section of the form or on the institution approved response format.
- f. **Visiting** - All inmates must obtain a visitor information form from their Unit Team and forward to potential visitors for completion. Potential visitors may be approved only after the visitor information forms are returned and a suitable investigation is completed by the Unit Team.

All visits will begin and end in the Visiting Room. A brief kiss, embrace, and/or handshake is allowed. Inmates are not permitted to hold their children on their laps. The only exception is infants 0 to 3 years of age. Inmates must wear a pressed uniform shirt, uniform trousers, a belt, and institution shoes. Inmates are permitted to carry a comb, handkerchief, wedding band, and religious medal worn around the neck.

Inmates will be visually searched before each visit. They will be visually searched again upon re-entering the main part of the institution. Visitors may not leave money (or any item) with the Visiting Room Officer to be credited to an inmate account or given to an inmate.

- g. **Residential Reentry Centers** - Residential Reentry Centers (RRCs) contract with the Bureau of Prisons to provide residential correctional programs near the offender’s home community. They are used primarily for:
 - ◆ A transitional service for the offender to find employment, locate a residence, and re-establish family ties.
 - ◆ Those under community supervision who need guidance and support services.

- ◆ Those serving short sentences of imprisonment and terms of confinement.

Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities.

Each RRC provides a pre-release and community corrections component within the facility. The pre-release component assists offenders making the transition from an institution setting to the community and serves as a resource while they are under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this more restrictive component remain at the RRC.

- h. **Selective Service System/BOP Registration Program** - All inmates between the ages of 18 and 26 will be given the opportunity to register with the Selective Service System. Further information regarding this matter will be addressed during the Admission and Orientation lecture.
- i. **Veteran's Benefits** - Please see the librarian, Institution Re-Entry Affairs Coordinator, or your unit counselor for information on veteran's benefits.
- j. **Inmate Skills Development Program** - Through the use of an informal assessment this program offers an array of opportunities encouraging inmates to focus on future goals, improve personal traits and behavior during incarceration and thereafter. This assessment guides recommendations for participation in educational/technical/vocational training programs, learning valuable life skills, and preparing for a successful reentry into the community upon release. Your Unit Team will review your education, work history, talents, etc. to assist you in choosing the appropriate program/class needed to reach your goals. Contact your Unit Team for program information.

CORRECTIONAL SYSTEMS

ADMISSION AND ORIENTATION

The Correctional Systems staff are responsible for Receiving and Discharge (R&D), Mail Room, and Records Office. The R&D function is to admit and release inmates and ensure property is thoroughly inspected for contraband. Correctional Systems staff are responsible for incoming and outgoing mail. Mail Room staff inspect all general correspondence for contraband. The Records Office is responsible for sentence computation, the application and disallowance of good time credits, monitoring movement of inmates between facilities, and tracking inmate release dates for final release preparation.

The Records Office holds Open House Tuesday and Thursday, from 10:45 a.m., to 12:00 p.m., for individual sentence computation concerns. The R&D Open House for questions concerning property is Tuesday and Thursday from 10:45 a.m. to 12:00 p.m. The Mail Room holds Open House Monday through Friday, 3:00 p.m. to 3:20 p.m.

MAIL ROOM

- ◆ **Legal Mail** - Outgoing legal mail must be hand delivered to FCI Mail Room Staff. Inmates are required to present their inmate identification card for outgoing and incoming legal mail. An Authorization to Mail Inmate Package form must accompany all outgoing legal/special mail weighing 16 ounces or more. Incoming legal mail / special mail is defined as mail from your attorney, judge, AUSA, President, or Members of Congress. The sender must be adequately identified and the envelope must contain special handling instructions. The typical handling instructions are "Legal Mail/Open in the presence of the inmate." Similar language is acceptable. Inmates will be called to the mail room to pick up and sign for incoming legal mail. Identification will be required by the use of a commissary card.
- ◆ **Mail** - All outgoing mail must include a complete return address, i.e. Inmate Name, Register Number, Federal Correctional Institution, P.O. Box 4000, Manchester, KY 40962. Inmates are required to place a TRULINCS generated mailing label on all outgoing postal mail. If an inmate fails to place the TRULINCS generated mailing label on all outgoing mail, the mail is returned to the inmate for proper preparation, in the same way

outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

- ◆ **Correspondence** - Inmates must initiate a request to correspond through their unit staff, and receive approval from the CEO of each facility, prior to correspondence between inmates. Correspondence both incoming and outgoing, between inmates, which is not approved by the CEO, will be returned.
- ◆ **Negotiable Instruments** - Negotiable instrument deposits are processed through the National LockBox Processing Center. Funds being sent to inmates at FCI Manchester must be sent to the National LockBox location at the following address:

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

There may be some cases (furlough returns, self commitments) where funds will be received and processed by this facility or forwarded to the National LockBox for processing.

- ◆ **Publications** - Any type of publication, including books, newspapers and magazines, can only be received from the publisher or a bookstore. If anything arrives that appears to have been handled by anyone other than the employee of such a place, it will be returned to the sender.
- ◆ **Unauthorized Items** - Any items received that cannot be inspected without destruction will be returned to the sender. Double-sided photographs (Polaroid type), musical greeting cards, body hair, nude photos, unsolicited funds (funds from unapproved sources, ex: nickels from publishing companies, etc.), or items considered contraband will be returned to sender.
- ◆ **Mailing of Personal Property** - Upon issuance of your personal property, we will mail all unauthorized material home at your expense. Afterward, all property mailed out of the facility will also be at your expense. If you refuse to mail the items home, they will be considered contraband and disposed of according to policy. If you are mailing out excess personal property or a completed hobby craft item, you will need to have either the Unit Team or the Recreation Department complete a Request/ Authorization to Mail Inmate Package form for you.
- ◆ **Authorization to Receive a Package** - The only package an inmate may receive from home are those containing release clothing within the last 30 days of confinement. The clothing shall be stored in R&D.

RECEIVING AND DISCHARGE

- ◆ **Your Personal Property** - Your personal property will be issued as soon as possible. If it has already arrived, we will call you to R&D soon. Do not keep asking your counselor or R&D about your property. We will pass it out as soon as possible.
- ◆ **Writ/Permanent Release Processing**- If you are released on a writ, we will inventory your property and store it until your return. During your permanent release processing, we will issue you a set of civilian clothes, or you can have clothes sent in from home. This will be done through your unit team. You will be responsible for mailing out excess property, or you will take your property with you upon release.

RECORDS OFFICE

- ◆ **Treaty Transfers** - Inmates wishing to transfer to their native country to serve the remainder of their Federal sentence may do so by submitting an application under the Foreign Treaty Exchange, provided the country is a member of the Exchange. Inmates should contact their Case Managers for assistance with this procedure. Treaty Transfer eligibility will be discussed at team sessions.
- ◆ **Detainer** - Policy requires that we lodge detainers on behalf of other law enforcement agencies. If you have a question about detainers, come to Open House in the Records Office for further information. If the local agency placed the detainer in accordance with BOP policy, you will need to contact the agency personally. If you are aware of any detainers, you should notify your case manager and let us try to resolve the problem

during your incarceration.

- ◆ **Sentence Computation** - Sentence computations are prepared at the Consolidated Services Center, in Grand Prairie, Texas. You will receive a copy of your sentence computation as soon as it is prepared. Any questions concerning good time, jail time credit, parole eligibility, periods of supervision, etc., may be discussed with Records Office staff during Open House.
- ◆ **Fines and Costs** - At sentencing, the court may impose committed or non-committed fines and/or costs. A committed fine, pursuant to Title 18, U.S. Code, Section 3565, means you will remain in custody until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 U.S. Code, Section 3569, otherwise referred to as the Pauper's Oath. Inmates subject to non-committed fines, costs, or restitution are required to develop a financial plan to meet these obligations in accordance with Bureau of Prisons Program Statement, Inmate Financial Responsibility Program.
- ◆ **Good Conduct Time** - This applies to inmates sentenced for offenses committed on or after November 1, 1987, (SRA, VCCLEA, and PLRA sentences). Title 18, U.S. Code, Section 3624(b), authorizes credit toward the service of a sentence for satisfactory behavior. Normally, fifty-four days of Good Conduct Time (GCT) may be earned for each full year served on a sentence in excess of one year. Good Conduct Time is prorated for the last partial year. No GCT can be earned, or awarded, to a sentence of one year or less.

Good Conduct Time is also affected by the inmates education.

EDUCATION DEPARTMENT

We believe academic instruction, occupational training, and the overall constructive use of your time are worthwhile activities that can help you make a full and productive life for yourself, if you choose to do so. We offer the following programs:

General Educational Development (High School Equivalency)

The Literacy Program, offered in English and Spanish, focuses on the development of Math, Spelling, Vocabulary, Language Arts, and Reading skills.

English as a Second Language

Basic, Intermediate, and Advanced levels of study are offered. Inmates learn how to speak, comprehend, read and write English.

Vocational Training

To qualify for enrollment in any vocational training program, an inmate must currently be enrolled in GED with the student showing satisfactory progress or have a high school diploma. The program offers both marketable and exploratory skills.

Apprenticeship Programs

The Education Department offers several apprenticeships. Each program is accredited through the U. S. Department of Labor. A program will take two to four years to complete, depending on the program. Upon completion each person will be certified at the journeyman level.

Post-secondary

Any accredited college or university that accepts you can be used as a secondary education provider for FCI and FPC Manchester. All courses must be approved by the Education Department.

Parenting

The purpose of the Parenting Program at FCI/FPC Manchester is to assist fathers in remaining an integral part of their children's lives while incarcerated. This program explores some of the problems that incarceration causes and provides assistance in how to effectively handle these problems.

Adult Continuing Education

ACE courses are offered to students who are on their leisure time. Classes are scheduled in the evenings and announcements are posted in the Units.

RECREATION

Scheduled Recreation activities include sports, athletics, arts, crafts, music, and entertainment. Most programs and activities are scheduled at a time when the majority of inmates are not on work assignments and are free to participate. Steel toed shoes are required on the weight pile at all times.

The primary purpose of our intramural sports program is to provide an organized, safe and enjoyable form of recreation for all interested inmates. Emphasis is placed on creating a positive non-threatening atmosphere in which players, coaches, officials, and spectators can relax, enjoy the social interaction and physical benefits of athletic competition.

As such, there will be no tolerance for unsportsmanlike conduct. Those inmates who cannot maintain control of their actions and/or emotions will be removed from the intramural program. The integrity of the Recreation Department's intramural program will not be compromised by inmates who cannot conform to the general rules of sportsmanship, as well as posted intramural rules.

The code of conduct is posted on the bulletin board in Recreation. It is your responsibility as the inmate, to review all the rules and regulations pertaining to the event/activities you enroll/participate in.

During the Admissions and Orientation process, you will be given an overview of all Education/Recreation Programs, and Education Handbook with detailed information on all Education/Recreation Programs, and an individual interview to discuss mandatory education requirements.

FACILITIES DEPARTMENT

The Facilities Department is responsible for all construction, repairs, improvements, and maintenance to the physical plant, as well as to UNICOR buildings. This includes all equipment, utilities, energy conservation, and major operating units.

DO NOT attempt any repairs without the assistance of the Facilities Department. If repairs are needed in your room, see the Unit Officer, who will generate a work request, have it approved by the Unit Manager, and then forward it to the Facilities Department.

FOOD SERVICE

The Food Service Department has three goals:

1. To provide all inmates confined in Federal prisons with meals which are nutritionally adequate, properly prepared, and attractively served.
2. To provide all inmates assigned to the Food Service Department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.
3. To provide inmates with accurate nutritional information which enables them to determine and establish healthy eating habits which may enhance their quality of life.

WEEKDAY SERVING HOURS:

Breakfast 6:15 a.m. - 10 minutes after last call
Lunch 10:30 a.m. - 11:30 a.m.
Dinner is served after the 4:00 p.m. count clears.

WEEKEND AND HOLIDAY SERVING HOURS:

Coffee Hour 7:15 a.m. - 8:15 a.m.
Brunch is served after the 10:00 a.m. count clears.
Dinner is served after the 4:00 p.m. count clears.

DINING ROOM DRESS: Inmates will be in work uniform for the breakfast and noon meals through the work week, Monday through Friday. No radios, drink containers, cooler jugs, or personal property of any type will be allowed in the Dining Room. Only inmates with prescription sunglasses will be allowed to wear them in the Dining Room, and they must have written approval on their person. Sleeveless shirts are not allowed in the Dining Room. Religious headgear must be approved by Religious Services.

HEALTH SERVICES DEPARTMENT

MISSION STATEMENT

It is the mission of the Health Services Department of FCI, Manchester, Kentucky, to provide medically necessary healthcare to inmates effectively in accordance with proven standards of care without compromising public safety concerns inherent to the Bureau of Prisons overall mission. Health care will be provided to inmates by way of Primary Care Provider Teams (PCPT), which are designed to improve the delivery of health care services by enhancing continuity of care and promoting preventive health care measures. The PCPT is designed to function in the same manner as a medical office in a community setting. Virtually all patient care provided to the inmates will be by appointment, scheduled several days to weeks in advance through written requests from the inmate, or follow-up appointments determined by the providers. Each Health Care Provider will be assigned a case load of inmates based on the inmate's register number. This care will include both acute and chronic conditions.

By using a multi-disciplinary approach, we will strive to provide high quality health care services in a cost effective manner that increases the probability of beneficial patient outcomes, while reducing the probability of adverse patient outcomes. Health care will be rendered within the constraints of custody.

1. LOCATION

The Health Services Department is located next to R&D.

2. STAFFING

The Health Services staff consists of a physician, Health Services Administration staff, mid-level practitioner(s), health information staff, nursing staff, an x-ray technician, dentists, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

3. ACCESSIBILITY TO HEALTH SERVICES ADMINISTRATIVE STAFF

A member of the Health Services Administrative Staff will stand mainline, Monday through Friday, except for holidays, to address health care questions and concerns. You may also address any health care concerns you may have in writing by completing and submitting an "Inmate Request to Staff" (cop-out) form to the Health Services.

The fastest and easiest way of addressing your health care concerns is by going to Sick Call and getting an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns.

4. HEALTH SERVICES UNIT FUNCTIONS

The Health Services Unit is the organizational unit that provides emergency and routine ambulatory health care services.

The outpatient clinic is the service area within the Health Services Unit that provides the diagnostic and support services used by the health care providers in the provision of urgent and ambulatory care services. Included are the examination rooms, treatment rooms, medication room, dental clinic, radiology and laboratory areas, pharmacy, waiting areas, storage areas, and administrative offices.

At the FCI main facility there are two respiratory isolation rooms with negative air flow, and two special observation rooms used for mental and custodial reasons.

5. MEDICAL AND DENTAL SICK CALL SIGN-UP PROCEDURES

Inmates will be interviewed in private to determine medical/dental needs. If necessary, inmates will be given an appointment slip, or placed on callout, to be seen by a clinician. If you are given an appointment or scheduled for a call-out, you are expected to show up and be on time. Failure or refusal to keep scheduled appointments may result in an incident report. It is the inmate's responsibility to present his appointment slip to his Unit Officer or Detail Supervisor. Inmates must have their Commissary ID card with them when they come to Sick Call appointments.

For those inmates whose custody status precludes attendance at regular Sick Call, Health Services staff shall make daily rounds in the Special Housing Unit (SHU) to deliver medication and perform triage of medical complaints. Routine requests for health care, will be handled similarly to regular clinic operations. Assignment of Primary Care Provider Teams will remain the same regardless of whether the inmate is in general population or in the SHU.

6. MEDICAL AND DENTAL SICK CALL SIGN-UP TIMES

Medical and dental open Sick Call sign-up is held from 7:00 a.m. to 7:30 a.m., Monday, Tuesday, Thursday, and Friday. General population inmates who desire to be seen at Sick Call triage shall be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services staff shall exercise professional judgement to determine the day and time of a Sick Call appointment. Health Services staff shall give follow-up Sick Call appointments according to **Sick Call Triage Guidelines** established by the Clinical Director. During Sick Call appointments, inmates will be evaluated individually in a private examination area and the health care provider shall have the inmate's medical record during all patient examinations. Inmates must have their commissary identification card to be seen.

Inmate appointments will generally be made by placing the inmate on call-out. If the inmate is determined to be unable to report to work pending his appointment, he will be held over and evaluated by medical staff, and a determination will be made as to whether he can return to work. If the inmate cannot report to work, medical staff will inform the detail supervisor that the inmate will be given a medical idle status. An appointment pass will be given to the inmate, who will then give the pass to his Detail Supervisor or Unit Officer during an open move. The supervisor will ensure the inmate is allowed sufficient time to reach Health Services for the appointment. Upon completion of the Sick Call visit or patient encounter, the inmate is to return directly to his job assignment or housing unit, as appropriate.

If given an idle or convalescent status, Health Services staff will enter the duty status on SENTRY. The inmate will be responsible for taking one copy of the slip to the Unit Officer and Detail Supervisor.

7. EMERGENCY SICK CALL REQUESTS

Individuals who become sick or injured after routine Sick Call, on weekends, holidays, or evenings, should request their Unit Officer or Detail Supervisor to call the Health Services Department to report the Sick Call emergency to the staff nurse. The staff nurse will screen the call for triage. It is the clinical staff's determination whether an inmate needs to be seen immediately or a follow up appointment may be made.

8. PRESCRIPTION PICK-UP

Pill Lines for the FCI are:

7:00 a.m. to 7:30 a.m. - Insulin dependent Diabetic inmates and general population inmates, routine prescriptions, and refills.

After clear p.m. count - Insulin dependent Diabetic inmates, and general population inmates, routine prescriptions, and refills. A medication refill form must be submitted during pill line to obtain medication refills

Medications will be dispensed by prescription only at the pill lines.

Inmates will be allowed to purchase recommended OTC medicine from Commissary on any day, regardless of their commissary day. If you have sufficient funds in your account, you will be referred to Commissary to

purchase most over-the-counter medications. Only indigent inmates will be provided OTC medications from the Health Services. Indigent inmates may request OTC medication from Health Services at 7:00 a.m. Wednesday and pick up at the 7:00 a.m. pill line on the following Friday. Refills may be picked up at the pill lines. Prescription pick-up will be allowed daily at the same pill line times. Any inmate being evaluated for a medical problem may be given any necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their Commissary ID card to pick up medication at the Pharmacy.

9. PHYSICAL EXAMINATIONS AND INITIAL HEALTH STATUS ASSESSMENT

Intake Screening - This will be conducted for each newly committed inmate, as well as any inmate in holdover status, upon arrival at FCI Manchester. Inmates are screened for conditions such as any urgent medical or mental health care needs, restrictions on temporary work assignments, infectious disease, and lice infestation. Lice-infested inmates shall undergo appropriate delousing procedures prior to transfer to regular housing.

Complete Physical Examination - Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission. This policy applies to any sentenced inmate at an institution to which he has been designated, unless Health Services staff have already completed a health status examination at a previous institution and it is documented as such.

Diagnostic procedures will only be performed as part of a physical examination, when clinically indicated. A PPD skin test is performed within two (2) working days after arrival. The PPD tests for detection of Tuberculosis and is mandatory procedure for the protection of the patient, as well as other inmates and staff.

Diagnostic procedures for other communicable diseases shall be performed at the discretion of the physician based upon clinical or historical presentation. Any inmate who refuses such diagnostic procedures shall be segregated from the general population for an appropriate clinical period of time to be determined by the Health Services staff.

For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff do not need to conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

10. HEALTH PROMOTION/DISEASE PREVENTION - INMATE WELLNESS PROGRAM

All inmates are screened for chronic illnesses and high risk factors upon their arrival to this facility. Those inmates identified as having a chronic illness or at high risk for developing a serious illness will be placed on a "Chronic Clinic List." Their condition will be followed and monitored by Clinicians.

There are other various programs available to inmates through the Recreation Department, such as a "Walking Club," "Fit for Life Group," and several other organized recreational activities. Contact the Recreation staff for more information.

Also available through the Health Services Department are several patient education videos, HIV/AIDS counseling services, and informational counseling sessions on current selected health topics and nutritional counseling.

An inmate may request a pre-release medical evaluation, if he has not received one within one year prior to his expected date of release. Release physicals should be conducted within two months prior to release. To request a pre-release exam, the inmate will complete and submit a cop-out (Inmate Request to Staff). Risk factor based preventive health examinations (e.g. cancer screening) are available for the inmate population. This needs to be discussed with individual clinical provider. Periodic preventive care visits will be available every three years for sentenced inmates under age 50, and every year for age 50 and older.

IMMUNIZATIONS/VACCINATIONS - The Bureau of Prisons follows the recommendations of the Infectious Disease Technical Reference Manual and the Centers for Disease Control (CDC) for immunization schedules and doses. Various vaccinations against diseases are available to inmates, such as tetanus, Hepatitis B, influenza, and pneumococcal pneumonia. Vaccines and other immunizations may be given to inmates determined necessary by Health Services Staff. All inmates are tested on admission for tuberculosis, and yearly thereafter. Health Services staff shall maintain immunization records and may provide inmates with

records of immunizations upon request.

11. INFECTIOUS DISEASES AND HIV (AIDS) TESTING POLICIES

HIV testing is available to all inmates who request a test to be done. It will be limited to one test per twelve month period. However, HIV tests are required in certain circumstances as follows:

- (a) After examination by clinical staff, who have ordered testing based on their medical judgement due to certain related medical conditions.
- (b) Those inmates selected as part of the Bureau's annual random HIV sampling survey are required to have the HIV test.
- (c) Following an exposure incident. Exposure means specific eye, mouth, or other mucus membrane, non-intact skin or contact with blood or other body fluids.

SEXUALLY TRANSMITTED DISEASE (STD) BOOKLET

During A&O inmates will receive a copy of the STD booklet to review either before or after the infectious disease video. Inmates will again, receive this STD booklet prior to their release. The titles of the booklets are: "Sexually Transmitted Diseases - Questions and Answers as You Enter This Correctional Facility", and "Sexually Transmitted Diseases - Questions and Answers for When You Return to the Community".

12. PROCEDURE FOR GETTING RESULTS OF DIAGNOSTIC TESTS (LABORATORY, X-RAYS, MRI'S, C/T SCANS, ETC)

You will be placed on call-out to review and discuss any significantly abnormal test results. You will not be placed on call-out to review and discuss NORMAL test results; however, you may report to Sick Call and be given an appointment to review the results of completed diagnostic tests. If you want a copy of the test results, you should submit an Inmate Request to Staff Member to Medical Records for the specific test results you want.

13. IDLES, CONVALESCENT, AND MEDICALLY UNASSIGNED STATUS

Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

Medical Idle/Quarters - The patient is required to stay in their cubicle or room, leaving the area only for meals, bathroom, required pill lines, count, visits, and scheduled religious services. All other areas and activities are restricted. **Absolutely no recreational activity is permitted.**

Medical Convalescence - This patient is not required to work, but must remain in the housing unit during their normal working hours, except for medications, meals, visits, and scheduled religious services. Recovery period for operation or injury normally does not exceed 14 days. **Absolutely no recreational activity is allowed.**

Medically Unassigned - is a recovery period for post-operations or injuries, normally not to exceed 30 days with full institution privileges. Recreational activity **may or may not** be allowed, depending on the attending clinician.

Light Duty - the inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the medical staff will provide the work detail, unit staff, and Control Center staff with copies of the status report.

14. SHOES

The institution is required by policy to provide inmates with properly fitting shoes. The style of shoes available is determined by staff. If you have foot problems, they are to be addressed at routine Sick Call by the mid-level practitioner(s). However, you must be aware the criteria used to determine the need for "special shoes" includes whether or not you have a valid anatomic deformity related to a birth defect or orthopedic problem. We do not authorize "special shoes" for the following reasons: 1) Callouses, 2) Blisters, or 3) Personal dislike of the regularly issued shoes (i.e. "I don't like these shoes, they hurt my feet.") You may also buy athletic shoes and steel-toe tennis shoes through the Commissary via Special Purchase Order. **WE DO NOT ALLOW YOU TO HAVE SHOES SENT IN FROM THE OUTSIDE.**

15. EYEGASSES AND CONTACT LENS

You may request to see the eye doctor via Sick Call for a routine eye examination and refraction for prescription eyeglasses. There is a waiting list for inmates requesting to see the eye doctor. Clinical staff will review your request for medical necessity. Prescription glasses will be provided by the institution.

If an additional pair of eyeglasses from an outside source is desired, the following procedures must be followed:

- a. Inmates must obtain and receive outside glasses from a specific vendor, not through family members or friends.
- b. Inmates will submit a Request to Staff addressed to the Health Services/Medical Records. The Request to Staff must request to purchase eyeglasses from an outside vendor and to receive a copy of their eyeglass prescription. The name and address of the vendor **MUST** be on the Request to Staff. If the name and address is not on the Request to Staff, the request for outside eyeglasses purchase will be deferred until name and address is provided.
- c. Health Services Staff will complete an Authorization to Receive Package or Property Form and provide the inmate with a copy of this form as well as a copy of his eyeglass prescription. Once completed, copied of these documents will be forwarded to R&D by Health Services' Medical Records Staff.
- d. Eyeglasses from outside vendors will not be authorized if the prescription is over one year old.
- e. Eyeglasses cannot be more than \$100.00 in value nor have any unauthorized tint. This includes transitional lenses. No Precious Metals or Stones.
- f. The eyeglasses will be inspected through R&D and issued to the inmate through routing procedures.
- g. The Health Services Department will not be responsible for repairs or replacement of requested eyeglasses from an outside vendor. This care and expense will be the sole responsibility of the inmate.

Reading glasses and sunglasses are available for sale in the Commissary.

Contact lenses may only be prescribed when, in the clinical judgement of a ophthalmologist, with the concurrence of the Clinical Director. When an eye refractive error is best treated with the prescription of contact lenses, this determination also requires the approval of the Clinical Director.

16. ADVANCED DIRECTIVES (LIVING WILL) POLICIES

In the event you become critically ill or are hospitalized with a serious illness, you are entitled to express your wishes through advanced directives or living wills. It is a state law in Kentucky that once you enter a hospital, you are required to sign an Advanced Directive document and your wishes will be respected. If you wish to initiate any advance directives, please notify Health Information staff in the Health Services Unit.

17. COMPASSIONATE RELEASE PROGRAM

In the event you are found to have a terminal illness or disease, and the diagnosis is validated, and you have been given a life expectancy of less than one year, you may request to be considered for a compassionate release through the Compassionate Release Program. You should address all questions regarding this matter to the Health Services Administrator.

18. SMOKING CESSATION PROGRAM

FCI Manchester is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, and Attachment A of Program Statement P1640.04, must be submitted to Commissary, prior to the purchase of NRT patches.

19. INMATE COPAYMENT PROGRAM

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI Manchester provide notice of the Inmate Copayment Program

for health care, effective October 3, 2005.

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

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health/dental care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

1. Blood pressure monitoring;
2. Glucose monitoring;
3. Insulin injections;
4. Chronic care clinics;
5. TB testing;
6. Vaccinations;
7. Wound Care; or
8. Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. Indigency:

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. **Complaints:** You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Federal Bureau of Prisons Health Care Rights and 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 also accept the responsibility to respect the basic human rights of your health care providers.

RIGHTS

1. You have the right to health care services based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. Sick Call at this institution is conducted: Monday, Tuesday, Thursday and Friday, except for Holidays, evenings and weekends.
2. You have the right to be offered a "Living Will", or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community, or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a pre-release physical examination as defined by BOP policy.
13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated

accordingly.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided. When co-pay is implemented, you have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete the agreement of an Advance Directive or a Living Will.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination concerning a specific complaint.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to communicate honestly with your health care provider regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan, and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition and to assure timely follow-up.

INMATE SERVICES / TRUST FUND

COMMISSARY OPERATION

The commissary schedule is Monday through Thursday. There are two separate sales times during each day, once in the afternoon beginning at approximately 1:00 p.m. and after the 4:00 p.m., count is cleared, until the end of sales. FCI inmates will have the opportunity to shop once weekly. Shopping is conducted by unit in the following order:

Monday - Clay Unit
Tuesday - Knox Unit
Wednesday - Laurel Unit
Thursday - Whitley Unit

Any change in the sales schedule due to holidays will be posted at least one week in advance of the holiday.

The national spending limit is set at \$320 per month. Spending limit is updated monthly based on the inmate register number.

Only stamps and over-the-counter medications are exempt from the spending limit.

All sales are final once you leave the Commissary. No add on will be allowed once the commissary list is submitted. **If an inmate is not in the Commissary waiting room when his name is called, he forfeits those privileges for that week.**

Inmates who change in appearance, lose or damage their cards will be charged \$5.00 for a new card. New cards will not be made until the Business Office receives a completed Form 24, Withdrawal of Inmate's Personal Funds.

CLOTHING ROOM OPERATING HOURS

Monday and Wednesday 6:30 - 7:30 a.m.
Clothing and footwear exchange and repair

Monday through Thursday 6:30 - 7:30 a.m.
Clothing pick up
Linen exchange
Dirty laundry bag turn in (pick up at the next open house 6:30 - 7:30 a.m.)

Monday through Friday 8:00 - 10:00 a.m.
Special Housing inmates and new commitments dress out

FRIDAY:
6:30 a.m. - 7:30 a.m. Hygiene Items Issue

First week of the month:	Clay Unit
Second week of the month:	Knox Unit
Third week of the month:	Laurel Unit
Fourth week of the month:	Whitley Unit

If the Laundry is closed in the a.m. due to inclement weather (fog, snow, etc.) it will open during lunch.

BARBER SHOP SCHEDULE AND OPERATING HOURS

The Barber Shop is located adjacent to the Commissary. Inmates may receive a haircut without any charges for the service. Barber Shop hours are:

The Barber Shop is open seven days a week.

7:00 a.m. to 10:00 a.m. and 12:00 noon to 3:00 p.m.

Special Housing Unit - Saturday

The Barber Shop will be closed on all Federal holidays.

INMATE TELEPHONE SERVICE PROCEDURES

Telephones are placed in each housing unit for inmates to place calls. The telephones are available from 6:00 a.m. to 10:00 p.m. daily. Telephones are used to maintain family and community ties. Any calls placed by

inmates other than approved attorney calls are subject to monitoring and recording by staff.

Inmates with TRUFONE accounts are limited to 300 minutes per calendar month (combination of collect and direct-dial calling). Calls are limited to 15 minutes in duration. Those inmates on the telephone past their time limit are subject to disciplinary action. Inmates may use the telephones at the specific times stated, as long as it does not interfere with their work assignments and other institution programs. If an official count or census is conducted, inmates will immediately terminate their calls. Inmates may transfer funds from their inmate account to their TRUFONE account any time the telephone is operable.

After a TRUFONE credit has been established, it can only be used for placing telephone calls and will not be transferred back to the inmate's commissary account with the exception of the following circumstances:

- a. Inmate is released.
- b. In rare or unusual circumstances as the Warden deems appropriate. In these circumstances, Trust Fund staff will be provided written documentation to support the transfer.

The Phone Access Code (PAC) allows the inmate access to use his phone account. The PAC shall be delivered to the inmate in a manner that ensures confidentiality of the PAC numbers. At the time of delivery, the inmate will also receive instructions for use of the PAC and any additional information necessary for making telephone calls. There is a \$5.00 fee for replacement PAC numbers.

TRUFONE is a privilege granted to each inmate. Inmates who are disciplined and sanctioned with loss of commissary privileges cannot be denied access to TRUFONE, unless the disciplinary action imposed by the DHO or UDC specifically states that the telephone privileges are restricted.

Prepaid and collect calls are permitted on the TRUFONE phone system. Third party billing and electronic transfer of a call to a third party are not permitted. Any inmate performing three-way calls will be subject to disciplinary action.

Special Housing Unit (SHU) inmates with no telephone restrictions and whose status is Administration Detention are allowed one fifteen-minute time slot every 30 days. Those inmates whose status is Disciplinary Segregation are allowed one fifteen-minute time slot every 30 days.

Restrictions on telephone privileges may be imposed for violation of any rule.

During institution emergencies, the use of the telephone will be reduced or terminated. Prior to any inmate's phone list being approved by a member of the unit team, it is important a BP-408 Form, Acknowledgment of Inmate, Section 3, Monitoring of Inmate Telephone Calls, be signed by the inmate.

Trust Fund Limited Inmate Communications Systems (TRULINCS) Electronic Messaging

The TRULINCS program is intended to supplement, not replace, current and well established means of maintaining contact with persons in the community, specifically, written correspondence, telephone, and visiting. Additionally, both inmates and electronic message recipients must adhere to the rules of this policy, and must not use TRULINCS for any purpose which would jeopardize the safety, security, orderly operation of the correctional facility, or the protection of the public and staff. Inmates participating in TRULINCS will not have access to the Internet.

An inmate's participation in TRULINCS is conditioned on his notice, acknowledgment, and voluntary consent by completing the Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (FP-0934).

Trust Fund staff will administer, maintain, and monitor the TRULINCS program. TRULINCS training will be provided to all inmates, during Admission & Orientation. Additionally, inmate participation in the program, user fees, refunds, monitoring, hours of operation, contact list, electronic messaging procedures, system/message controls, etc. will be thoroughly reviewed during A&O.

Inmate helpers will be assigned by the Trust Fund Supervisor to each of the TRULINCS terminal locations to act as tutors for the general inmate population. The inmate helpers will assist TRULINCS users with issues such as account set up, system usage, and account maintenance. Inmate helpers are not allowed to sit at, type, translate, or otherwise directly or indirectly use any of the TRULINCS equipment while an inmate is logged on to his account.

Inmates are required to place a TRULINCS generated mailing label on all outgoing postal mail. If an inmate fails to place the TRULINCS generated mailing label on all outgoing mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

It is the inmate's responsibility to maintain his own contact list. The contact list allows inmates to add telephone numbers, e-mail addresses and mail addresses to their account. Inmates are allowed to change information contained in the contact list daily.

Inmates housed in the SHU will be required to submit changes to their contact list to the Trust Fund Supervisor. These changes should be entered on the TRULINCS Inmate Contact List Template form, and given to a member of their Unit Team or the Trust Fund Supervisor for processing. Inmates who wish to place phone numbers on their phone list must complete the inmate contact list form, including the address.

Inmates in the SHU will continue to complete the Inmate Request to Withdraw Funds Form BP-199, to withdraw funds. The Trust Fund Supervisor will key the information to process the transaction.

Electronic messages sent or received by inmates are subject to monitoring by trained staff. Electronic messages that would jeopardize the safety, security, or orderly operation of the correctional facility or the protection of the public and staff may be rejected.

Inmate Request to Staff Members address Financial Management issues are to be sent as follows:
Money concerns - Inmate Accounts
TRULINCS / TRUFONE / Commissary / Laundry Concerns - Trust Fund Supervisor

LEGAL DEPARTMENT

If negligence of institution staff results in personal injury, property loss, or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Warden's Secretary by submitting an Inmate Request to Staff Member. Tort claims are to be filed with the Consolidated Legal Center, Federal Medical Center, 3301 Leestown Road, Lexington, Kentucky 40511.

Any problems you have at this institution should be brought to the attention of staff in the department concerned. Start at the lowest level possible, and if that is unsuccessful, go to the department head. This direct approach allows staff to become aware of your concerns early in the process and assures a greater likelihood of speedy resolution of your problem. Only if direct access to department staff fails to resolve the issue should you contact your Counselor regarding a Request for Administrative Remedy (BP-9). Even then, the counselor will initiate an attempt at informal resolution by assuring your concerns are addressed by the department concerned.

Inmates have the responsibility to use this program in good faith and in an honest and straightforward manner.

If an inmate cannot resolve a problem informally by contact with staff members or by an Inmate Request to Staff Member form, a formal complaint can be filed utilizing the Administrative Remedy Program. These complaints are commonly called a BP-9. An inmate may not submit a request on behalf of another inmate under the Administrative Remedy program. The first step in the Administrative Remedy procedure is the documentation of the informal resolution attempts written on a form for that purpose. You must obtain the form from your Correctional Counselor. On the form, you will briefly state the nature of your problem and list the efforts made by you to resolve the problem informally. (Specifically, staff you have spoken with to help resolve your concern or complaint). Attach copies of any cop-out responses you have received from staff.

After the Informal Resolution form is completed, your Counselor will also investigate your complaint and attempt to offer you an informal resolution to your complaint. If the attempt at Informal Resolution is not satisfactory, your Counselor will give you a BP-9 form, usually within five working days from the time you approached him/her with your issue(s). You will then complete the BP-9 complaint form and return it to your Counselor, who will attach the Informal Resolution form and then send it to the Associate Warden's Office to be receipted. The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the incident or complaint occurred, unless it was not

feasible to file within that period of time. The Counselor's attempt at informal resolution is part of the (20) calendar days you have to file your complaint. Institution staff have twenty (20) calendar days to act on the complaint and provide a written response. This time limit may be extended for an additional twenty (20) calendar days, and you will be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Mid-Atlantic Regional Director. This appeal must be filed within twenty (20) calendar days from receipt of the BP-9 response. The Regional Appeal is written on a BP-10 form and must have a copy of the BP-9 form and response attached. The BP-10 form may be obtained from the Counselor. 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 must be notified of the extension.

If the inmate is not satisfied with the response to the Regional Appeal by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The appeal must be filed within thirty (30) calendar days from the receipt of the BP-10 response. The National Appeal must be made on a BP-11 form and must have copies of the BP-9 and BP-10 forms with the responses attached. 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-9, BP-10, or BP-11, the form should be written in three sections: a statement of facts, the grounds for relief, and the relief requested. The statement of facts should be brief and concise. You must give a complete and accurate account of the facts and events leading up to the incident in order to get a meaningful answer (support your claims with evidence). Begin your Administrative Remedy request in Part A, and the use of one additional 8½ x 11 continuation page may be used. It is important to list the names of all witnesses that can verify your claims, both staff and inmates. You should state the reasons that you feel relief should be granted. Program Statements, Institution Supplements, United States Code, and other legal reference materials are available in the Law Library to help you determine grounds for relief. The final portion of your BP-9 is your specific request for relief. You must state exactly what you want done about your problem.

Time Limits for Administrative Remedy:

	BP 9	BP 10	BP 11
Filing time for inmate:	20 days from incident	20 days from incident	30 days from incident
Response from Administration:	20 days	30 days	40 days
Extensions allowed	20 days	30 days	20 days

NOTE: All response times are in calendar days.

Inmate's Guide to the Administrative Remedy Process

When you feel that you have an issue or concern that you have not been able to resolve by speaking with the affected Department Head, Captain or Associate Warden, you should inform your Unit Team (typically Unit Counselor) that you have a problem and advise them of your efforts to resolve your complaint. (Include copies of any cop out responses you have received).

Your Counselor or Unit Team Staff will discuss your problem with you and speak to staff on your behalf. They will advise you of the response and if this does not satisfy you, then the Counselor will complete the Attempt At Informal Resolution Form for your review and signature. He will issue you a BP-9 at that time.

You should make sure that you:

Sign in the proper place

Include all 4 carbon copies of BP-9 form

Attach only one continuation page, with 2 copies (at the institution level)

Attach only 1 copy of all exhibits (The inmate will not receive these copies back. Encourage them to make a copy of all appeals for their records.)

Return the completed BP-9 to the Counselor. He will attach the completed Attempt At Informal Resolution form and deliver it to Warden's Office.

Before filing a BP-10 you should make sure you have received a BP-9 Response unless you are appealing a DHO decision or have a sensitive issue then you should:

Sign in the proper place.

Include all 4 copies of BP-10 form.

Use only one continuation page, with 3 copies

Submit 2 copies of all exhibits.

Submit a copy of the BP-9 and Warden's response.

Do not use abusive, obscene, or threatening language

BOP Policy Statement 1330.16 or 28 CFR 542.16 should be referred to for further instructions.

By-passing Informal Resolution: Inmates are not mandated to attempt informal resolution; however, they are strongly encouraged to do so. Staff are required to attempt to informally resolve your complaint. If you do not wish to attempt informal resolution of your complaint, you may file the BP-9 and indicate on the BP-9 why you did not attempt informal resolution. You must still return the completed BP-9 to the Unit Staff to turn in to the Warden's Office. Staff will attach a blank Attempt at Informal Resolution form and indicated that an attempt to help the inmate resolve his complaint was made or why informal resolution was not attempted. Staff will sign and date the form. However, if it is determined that you did not have a valid reason for by-passing the Informal Resolution process your complaint will be rejected and returned to you.

Sensitive Issues/Complaints: If an inmate believes his complaint is of a sensitive nature and that he would be adversely affected if the complaint became known at the institution, he 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, he shall accept and respond to the complaint. If the Regional Director does not agree that the complaint is sensitive, he shall advise the inmate in writing of that determination. If the complaint is not determined to be sensitive, it will not be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

For additional information, see the following Program Statement and Institution Supplement.

P.S. 1330.16 Administrative Remedy Procedure for Inmates

I.S. 1330.16 Administrative Remedy Procedure for Inmates

Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requested from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

Freedom of Information Act Request: The Privacy Act of 1974 provides only for an individual's access to his own records. All formal requests by people for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

PSYCHOLOGY SERVICES

Psychology Services provide a variety of psychological services for the general inmate population and for those confined who are mentally ill. Services include initial individual screening of each inmate, brief counseling sessions, psychological reviews of inmates in the Special Housing Unit, and group counseling programs. Psychology Services also offers Drug Abuse Education and Treatment Programming (DAP).

Additionally, Psychology Services is responsible for the Suicide Prevention Program. For various reasons, inmates may develop psychological problems of a level that may lead them to a loss of hope and contemplation of suicide. Psychologists screen for this possibility during initial intake, but it is also dependent on staff as well as inmates to alert them to any inmates who may be having psychological difficulties. Anyone, either staff or inmates may relay their concerns to the Psychologists. Staff and inmates are encouraged to communicate their observations, so that an inmate who possibly is in distress may be screened. Whenever an inmate is believed to be at risk of harming himself, he is placed on a suicide watch until the crisis passes. At this institution we employ a trained cadre of inmates who

serve as observers of those at risk of harming themselves. Inmates interested in joining the Suicide Watch Cadre needs to contact the Chief Psychologist.

Psychologists provide individual counseling sessions on a limited basis for inmates who experience emotional distress due to family, institution, or personal problems. Inmates are encouraged to contact a Psychologist when such problems arise. Group counseling and classes focus on issues to encourage personal growth and change in areas such as stress management, anger management, and abstinence from alcohol and drugs. Inmates may also participate in the Self-Study Program, consisting of various DVD and/or audio-tape programs in relationship issues, anger management, and relapse prevention. An up-to-date list of the courses is available through Psychology Services. Additionally, Psychology Services maintain a number of self-help books that are available for checkout. Contact Psychology Services for more information on borrowing these books.

Psychology Services provide two of the three types of BOP drug programming services: Drug education and the Nonresidential Drug Abuse Program. Drug education focuses on helping participants to understand the psychological and physical effects drugs/alcohol have on the user. The hope is that this knowledge will motivate and encourage inmates with substance abuse problems to continue their recovery efforts by volunteering for one or both of the Bureau's drug abuse treatment programs. Here at Manchester, the Nonresidential Drug Abuse Program (NRDAP) is available for those inmates who recognize problems with past alcohol or drug abuse. The program, which involves, various activities over a 6-month period, focuses on issues related to establishing and maintaining sobriety, both while incarcerated and after release. Inmates who successfully complete the 6-month program may be eligible for a Limited Achievement Award of up to \$30. Contact Psychology Services: Drug Treatment for more information about the program and how to join.

The Residential Drug Abuse Program (RDAP) is the second treatment program available to inmates in the federal prison system. This institution does not have a RDAP, but inmates who qualify for the program are transferred to an institution where the program is available. A RDAP is a more intensive, 9-month, residential drug treatment service. Inmates who successfully complete the program may be eligible for a number of incentives, including financial awards, consideration for the maximum period of time in a community-based treatment program, local institution consideration for the maximum period of time in a community-based treatment program, local institution incentives such as preferred living quarters or special recognition privileges, and early release if eligible, up to 12 months. Additional information about this programming is available from Psychology Services upon request. Direct your inquiries to Psychology Services: Drug Abuse Program Coordinator.

Those interested in participating in any of the services offered by Psychology Services should send an Inmate Request to Staff, commonly known as a cop-out to Psychology Services. If it is an emergency, a request can be made through any staff member, who will then contact Psychology Services and request an appointment for you.

Psychology Services maintains the confidentiality rights of inmates who receive services, but is obligated to do so within the framework of the Federal Bureau of Prisons and the law. Confidentiality is limited by information indicating the following: A threat to the security of the institution, a danger to self or others, child abuse, or a violation of the law or a criminal act.

Psychology Services aspires to minimize the intrusion into an individual's privacy, but may discuss some confidential information for appropriate professional reasons with persons who are concerned with such matters and have a need to know. With this exception, disclosures are not made without consent, except where mandated by law.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION

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 **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and 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 thighs or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts of 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.

Your Right to be Safe from Sexually Abusive Behavior

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

Your Role in Preventing Sexually Abusive Behavior

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

- * 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 judgements.
- * 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 to do if you are Afraid or Feel Threatened

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

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

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

How to Report an Incident of Sexually Abusive Behavior

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

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

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

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Assailants

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

BOP Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior with or direct it at others, can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101(A):	Sexual Assault
Code 205/(A):	Engaging in a Sex Act
Code 206/(A):	Making a Sexual Proposal
Code 221/(A):	Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A):	Indecent Exposure
Code 404/(A):	Using Abusive or Obscene Language

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

Contact Offices

U. S. Department of Justice

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

Central Office

Federal Bureau of Prisons

320 First Street, NW

Washington, DC 20534

Mid-Atlantic Regional Office

Suite 200

Junction, Maryland 20701

302 Sentinel Drive,

Annapolis

North Central Regional Office

400 State Avenue, Tower II
Suite 800

Kansas City, Kansas 66101

Northeast Regional

Office
U. S. Customs House

and Chestnut Street, 7th Floor

Philadelphia, Pennsylvania 19106

2nd

South Central Regional Office

Southeast

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Regional Office
3800 Camp Creek
Parkway, SW Building
2000
Atlanta, Georgia 30331

Western Regional Office
7338 Shoreline Drive
Stockton, California 95219

RE-ENTRY

The purpose of the Re-Entry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Through coordinated efforts among departments in the institution and collaboration with local agencies, a wide array of programs and activities are offered in order to implement reentry skills development initiatives. The career resource centers can connect inmates with mentors while incarcerated who can continue to assist you after release. For additional information on Selective Service, Veteran's Benefit, and Social Security Administration, contact the Re-Entry Affairs Coordinator or visit our Career Resource Center which is located in the Education Department.

RELIGIOUS SERVICES DEPARTMENT

The purpose of the Religious Services Department is to provide inmates of all faiths with reasonable and equitable opportunities to pursue their individual belief within the constraints of budgetary limitations and the security and orderly running of the institution.

Chaplains are available upon request to provide pastoral care, counseling, religious education, and conduct worship services. Volunteers and contractors will be provided by the Religious Services Department.

Requests concerning pastoral visits, retention of religious property and personal religious items, observance of religious holidays, religious diet program, appointments with chaplaincy staff, and other specific requests of a religious nature should be submitted to the Religious Services Department on an Inmate Request to Staff form.

There is a religious library for inmates to obtain devotional materials and reference materials to assist in the practice of their religious beliefs.

The religious program schedule and chaplains' duty schedules are posted in each dormitory and the Chapel.

SAFETY

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. Inmates should familiarize themselves with the FCI safety regulations. Work related injuries should be reported to the supervisor immediately.

You should familiarize yourself with the fire evacuation diagrams posted in each dormitory. Regularly scheduled and unscheduled fire drills are held in the institution. Fire evacuation procedures are posted in each of the buildings. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building.

The following is a list of safety regulations with which every inmate should familiarize himself:

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect himself against physical injury and/or health hazards. Make certain you are wearing all required personal protective equipment, such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators (if applicable) before you begin an operation.

2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation. Inmates assigned to the landscape detail must wear appropriate personal protective equipment while operating lawn mowers, weed eaters and edging equipment.
3. Hearing protection must be worn on all work stations designated as high noise level areas. In addition, you must wear hearing protection while operating weed eaters, tractors, lawn mowers and all other related equipment.
4. Tennis shoes are not allowed on any work assignment unless you have a soft shoe permit, issued by the Health Services Department.
5. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area, on any machinery, or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the issue should be reported to the institution Safety Manager.
6. You will only perform work that is assigned to you. Operating machines, equipment or performing any operation that has not been specifically assigned is strictly prohibited and will result in disciplinary action.
7. Operating equipment without using the safety guards provided, or removal of the safety guards, is prohibited and will subject you to disciplinary action.
8. The fabrication or repair of personal items using government equipment (except when authorized in the hobby shop) is against safety regulations.
9. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first. Use lockout tagout devices where possible.
10. Do not stand up in moving vehicles. Sit on the seats provided and keep the chains in the back of the vehicle in place. Do not attempt to dismount until the vehicle has come to a complete stop.
11. Inmates who are injured while performing their assigned duties will immediately report such an injury to their work supervisors (staff member). The inmate will be sent to the institution clinic for treatment. On the job injuries will be followed by an inmate accident report filled out by the detail supervisor. Failure to immediately report a work related injury to your supervisor will disqualify you for eligibility for lost time, wages or compensation.
12. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in completing his assigned work. Horseplay on the job will not be tolerated at any time.
13. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 45 days prior to release or transfer to a Residential Reentry Center, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
14. All inmates are required to wear safety shoes when lifting weights or in the Weight Lifting area.

SMOKING POLICY: Smoking is prohibited. This institution is a smoke/tobacco free facility.

UNICOR

UNICOR Federal Prison Industries, Inc. is a wholly-owned government corporation which supplies quality goods and services to the U.S. Government and provides meaningful employment opportunities to inmates. UNICOR at FCI Manchester manufactures textile products and employs approximately 300 inmates. The hours of work are typically 7:15 a.m., to 3:00 p.m., Monday through Friday. When overtime shifts are necessary, the overtime can occur after the regular work hours or on the weekend. UNICOR is a voluntary work assignment. Employment in UNICOR is

voluntary and must be requested by the inmate through an Inmate Request to Staff Member form, routed through the unit team, and addressed to the UNICOR Factory Manager. The Factory Manager will maintain the UNICOR hiring/waiting list, placement and priority placement list, under the established guidelines of Program Statement 8120.02. UNICOR employment list opportunities may include Prior UNICOR, Non-Prior UNICOR, FRP (>\$1,000) and Re-Entry Programming (must meet eligibility Programming requirements).

Director's Message to Inmates

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

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

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

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

Another area of concern to me is sexual assault. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse or sexual assault very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you

to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

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

ordinarily maximum of 24 hours

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

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

3. Initial review (UDC)

minimum of 24 hours (unless waived)

4. Discipline Hearing Officer (DHO) Hearing

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

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

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, - and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during 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 responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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| <p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p> | <p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p> |
| <p>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.</p> | <p>8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.</p> |
| <p>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.</p> | <p>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.</p> |
| <p>10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p> | <p>10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.</p> |
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.</p> | <p>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.</p> |

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).

- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be 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.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.

- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from,

another inmate or any other person without staff authorization.

- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not

accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).**
- 401 (Not to be used).**
- 402 Malingering, feigning illness.**
- 403 (Not to be used).**

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

