

INMATE INFORMATION HANDBOOK



**FEDERAL CORRECTIONAL INSTITUTION
1299 SEASIDE AVE.
TERMINAL ISLAND, CALIFORNIA**

Revised August 13, 2011

Table of Content

Introduction	3
The Institution	3
Intake Classification	3
General Functions of Unit Staff	3
Daily Inmate Life	4
Quarters Rules	5
Institutional Procedures & Operations	10
Program & Services	12
Suicide Prevention	14
Medical Services	16
Non-Smoking & Smoking Cessation Program	18
Health Care & Responsibilities	19
Contact w/ the Community & Public	20
Visiting.....	25
Access to Legal Services	28
Problem Resolution	31
Disciplinary Procedures	32
Inmates Rights & Responsibilities	33
Prohibited Acts & Disciplinary Severity Scale	34
Release Information	47
Conclusion	49
Sexually Abusive Behavior - Prevention and Intervention	51

INMATE INFORMATION HANDBOOK FEDERAL CORRECTIONAL INSTITUTION TERMINAL ISLAND, CALIFORNIA

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Correctional Institution, Terminal Island, California, with general information regarding the institution, programs and the rules and regulations encountered during confinement. It is not a specific guide to the detailed regulations or all procedures in effect at each Bureau location. Detailed information will be made available during the Institution's Admission and Orientation Program. Rather, the material in this handbook will help you quickly understand what will be encountered when you enter the institution, and hopefully assist in your adjustment to institution life.

INTAKE CLASSIFICATION AND THE UNIT TEAM

Intake: You are provided social and medical screening upon arrival, and will later be screened by the psychology staff. Immediately upon arrival you are provided with a copy of the rules and regulations, as well as information on your rights and responsibilities.

Within the first four weeks of your arrival, you will be scheduled to attend the institution Admission and Orientation (A&O) Program, where you will learn about the programs, services, policies, and procedures of the facility.

Classification: Initial classification by unit teams will normally be scheduled within four weeks of arrival to assess your needs and recommend programs designed to meet your identified needs. Thereafter, program reviews are held every 90 to 180 days to review programs, work assignments, transfers, custody, institutional adjustment, etc.

Unit Team: Each unit is staffed by a unit team directly responsible for inmates assigned to that unit. Unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff includes a Unit Manager, Case Manager, Counselor, and Unit Secretary. The staff psychologist, education advisor, and unit officer may also attend unit team meetings.

Generally, the resolutions of issues or matters of interest are appropriately initiated with the unit team. Unit team members are available to assist you in many areas, including parole matters, release planning, personal family problems, counseling, and assistance in setting and attaining goals while incarcerated.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager is the administrative head of the unit and oversees all programs and activities. He/she is a department head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the unit team and reviews all team decisions.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, correspondence, release plans, and other materials relating to your confinement. He/she serves as a liaison between you, the administration and the community. The case manager is a frequent member of the Unit Disciplinary Committee.

Counselor: The Counselor provides counseling and guidance for you in areas of institution adjustment, personal difficulties, and plans for the future. He/she plays a leading role in all adjustments of unit Programs and is a voting member of the unit team. The Counselor will visit your work sites regularly, and is the individual to approach for help with daily problems, and assistance with mail, property and visiting.

He/she is a member of the Unit Disciplinary Committee.

Unit Secretary: The unit secretary performs clerical and administrative duties.

Unit Officer: Unit Officers have direct responsibility for the day to day supervision of you and enforcement of the rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are in constant, regular contact with you in the units and are jointly supervised by the Unit Manager and the Captain (Chief Correctional Supervisor) during their unit assignment.

Communications: Ordinarily, a member of the unit staff will be available at the institution weekdays from 6:00 a.m. to 9:00 p.m., and during the day on weekdays and holidays. Unit team members usually schedule working hours so one will be available at times when you are not working. Staff schedules are posted in each unit. Unit bulletin boards also contain written communication of interest to you.

Town Hall Meetings/Open House: Town Hall meetings are held periodically in each unit to make announcements and to discuss changes in policy and procedures of the unit. All unit staff conducts open house at various times.

Team Participation in Parole Hearings: The Case Manager prepares progress reports with input from institution staff and compiles other information in your central file for presentation to the U.S. Parole Commission or other appropriate agencies.

DAILY INMATE LIFE

It is your responsibility to check your living area immediately after being assigned there and to report any damage, or contraband, to the Correctional Officer, Unit Manager, or Counselor. You may be held financially liable for any damage to your personal living area.

You are responsible for making your bed in accordance with regulations before 7:30 a.m. work call, and before you leave your living area on weekends and holidays. Also, you are responsible for sweeping and mopping your personal living area, to ensure that it is clean and sanitary, and to remove trash.

Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature, unless you purchase a plastic storage box container sold in the commissary or specifically authorized by your Unit Manager to store active legal paperwork under your bed. Lockers must be neatly arranged inside and out and all shelving must be neat and clean.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the housing units for new arrivals and indigent inmates. You may purchase name brand items through the commissary. Linen and other laundry may be exchanged once a week.

Personal Property Limits: Items which may be retained by you are limited for safety and security reasons. The amount of personal property allowed by you is limited to those items that can be neatly and safely placed in the space designed. Under no circumstances will materials be accumulated to the point where they become a fire, sanitation, or housekeeping hazard. The following list is not all inclusive, but is a guide to the items you may be authorized.

Storage Space: Most units provide an individual locker, desk, and/or cabinet. In addition, storage boxes may be purchased from the commissary that will fit under your bed for additional storage. Locks may be purchased in the institution commissary.

Clothing: Civilian clothing of any type (except athletic apparel) is not authorized. All authorized clothing should be neatly stored in your locker. A limited number of personal sweat shirts and sweat pants

are permitted. These items must be gray in color. No other colors are acceptable. Individual washcloth and towels are issued. Representative authorized footwear includes: One pair of composite-toed safety shoes, one pair of shower slippers, and two pairs of leisure shoes. Footwear can be placed neatly under the bed.

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

Legal Materials: You are allowed to maintain legal materials and supplies (not to exceed the established volume limit) in your locker. If additional storage space is needed to store legal materials for an active/ongoing legal case(s), you can request permission from your Unit Manager to store legal materials in a box next to your assigned locker.

Hobby Craft Materials Projects: Hobby craft materials for knitting, crocheting, painting, and leather lacing may be maintained in the housing units as long as they do not present a fire, safety, or sanitation problem and can be stored in your locker. Completed hobby craft projects may not be stored in the housing units, but must be mailed out of the institution through the Hobby Shop at your expense.

Commissary Items: The value of your accumulated commissary items (excluding special purchases) is limited to the monthly purchasing limitation.

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

Letters, Books, Photographs, Newspapers, and Magazines: You will be limited to the number of magazines that can be stored in your locker or on the shelf provided in some rooms. Nothing is to be tacked, stapled, or scotch- taped to any surface. Magazines and newspapers over 6 months old will need to be sent home or disposed of.

Sports Equipment: A limited amount of sports equipment may be maintained in the unit per local policy.

Radios/Watches: You may not own or possess more than one (1) approved radio and watch at any time. Proof of ownership, through appropriate property receipts, is required. Radios and watches may not have value exceeding locally established limits, usually in the \$100.00 range. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with your register number. Only walkman type radios are permitted and headphones are required at all times.

Jewelry: You may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

QUARTERS RULES

In order to maintain efficiency, discourage rodents and pets, and ensure a more comfortable living environment, all units impose reasonable regulations regarding the personal property that you can keep. You will be expected to keep an acceptable sanitation level, and unit staff will be inspecting your area frequently. Disciplinary action will be taken for those who fail to maintain acceptable standards.

Typical rules include the following:

Inmates are not permitted to visit inmates who live in units other than your own. If your unit team is located in another unit, you will be permitted to enter the unit to see the unit team only. **Inmates will not be permitted in other areas of the unit.**

Note: Effective October 1, 2005, FCI Terminal Island became a non-smoking institution. Disciplinary action will be taken if are you discovered smoking or possessing tobacco paraphernalia.

Pictures cannot be placed or posted on walls. **Any** and all nude pictures are not permitted in the institution.

All beds are to be made in the prescribed manner. If a cell or room is not acceptable, Incident Reports will be issued to those who refuse to comply with standards.

Meal rotation is based on the Weekly Sanitary Report issued by the Safety Department.

Room or cell doors are closed when you are not in the room or cell.

Each inmate is responsible for the cleaning and sanitation of his own room. Additionally, you may be assigned cleaning tasks in the unit during your off-work hours.

Orderlies work an average of 20-40 hour weeks and are responsible for the unit sanitation. However, everyone is responsible for cleaning up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each morning.

Beds will be made each weekday by 7:30 a.m. On weekends, beds will be made whenever you awaken or leave the room, cubicle, or cell. At no time will a mattress be removed from a bunk and placed on the floor. No fabricated "clotheslines" are authorized anywhere. No feet can be propped up on anything unless you are lying in your bed. No sitting on tables is authorized. **NOTHING** is to be kept on the top of inmate lockers. Keep feet/shoes off the walls.

Showers are available every day. You will not use the shower Monday through Friday from 7:30 a.m. to 11:30 a.m. to allow for the cleaning of the unit. You will also not use the shower during an official count.

Inter- room/cell visitation is normally allowed in the units. A limited number of inmates, including the cell occupant(s), are allowed in a room. During room visitations, the door remains open.

Protective-toed safety shoes must be worn to work, including orderly positions in the unit. This does not include personal tennis shoes or loafers. Shoes or sneakers can be worn in the dining room area. Additionally, protective-toed safety shoes must be worn while on the weight pile.

Unit televisions may be viewed during established off-duty hours, which generally coincide with the hours housing units are unlocked.

During normal working hours, the television may be viewed at the discretion of the unit officer.

You may play cards or approved games during established hours, provided appropriate noise levels are maintained.

Personal radios may be played in an individual's room, but headphones must be used.

Inmate Access to Upper Bunks: All inmates assigned to upper bunks must access the upper bunk without resorting to stepping on the lower bunk, wooden or metal fixtures, chairs, or any moveable object not intended for climbing. Inmates must use the welded metal step attached to their beds to get to the upper bunk. **Warning:** Failure to follow these procedures when accessing an upper bunk may result in injury.

Wake-up: A general wake-up for all inmates is about 6:00 a.m. The unit is called to breakfast by the Correctional Supervisor (i.e., Lieutenant). The Correctional Officer will announce breakfast when notified and the Control Center will announce meal times. You are given a reasonable amount of time to leave if you desire breakfast. It is your responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Clothing & Linen Exchange and Laundry: Exchanges schedules are posted on the Laundry bulletin board and TRULINCS Local Documents Service.

Dress Requirements: Inmate attire during normal work hours consists of institution-issued pants, shirts, steel-toed shoes at all work assignments, tennis shoes and authorized religious headgear. Inmates are required to have their name and number on their shirts and trousers. Their shirt must be tucked into their trousers at all times, and have a belt on. Khaki shirts that button up in front will be buttoned appropriately. Baseball hats will be worn with the bill facing forward and not to the rear, side, or flipped-up. Inmates assigned to Food Service will be issued white pants and white shirts and must be worn during work hours. The white smock will be required for all inmates in food handling job assignments. Radios and earphones will not be worn on work details or inside the dining hall.

Leisure clothing is authorized for wear during off-duty hours. Running shorts which do not completely cover an inmate's underwear are unacceptable. Leisure clothing is only allowed in the South Yard Recreation Building, on the recreation field and within the housing units during off-duty hours.

Leisure clothing (except shorts) may be worn in the dining hall at the evening meal, and at all three meals on weekends and holidays. Shorts will not be worn on the North yard, with the exception of playing basketball or racquetball.

House slippers, sandals, and shower shoes are not to be worn outside of the housing units, unless medically necessary. Wave caps (du rags) are only to be worn in the units, and not on the compound.

An inmate found to be in possession of government- issued clothing which has been altered or mutilated will be subject to disciplinary action. Leisure clothing that has been altered will be confiscated.

Dining Hall, Regular On-Duty Work Hours, Monday-Friday:

- All inmates will wear the work uniform of the day.
- Inmates who are lay-in, day-off or on vacation during the week are required to wear the uniform of the day to the dining hall.
- All shirts will be tucked into trousers at all times.
- Shirts which button up in front will be buttoned up appropriately.
- Only long pants are allowed. Shorts will not be worn at any time.
- Composite-toed institution issued shoes or tennis shoes must be worn. Bare feet, sandals or slippers are not allowed.
- Only authorized religious headgear (Kui, Yarmulke, Rastafarian crown, or Indian bandanna) may be worn.
- Sunglasses and baseball hats will not be worn.

- Radios and earphones will not be brought into the dining hall.

Recreation Area:

- Shorts may be worn in designated recreation areas only.
- Institution work shoes are allowed in the Leisure Time Activities Center.
- Composite-toed shoes must be worn at all times while inmates are in the weight pile.
- Baseball hats will be worn appropriately. The bill of the hat will be facing forward and not to the side, rear, or flipped up.

Visiting Room:

- Khaki shirt, pants and belt will be worn. Shirt tails will be tucked into the trousers at all times.
- Only institutional shoes are authorized, unless the inmate has a medical exemption. Absolutely no shower shoes, slippers or tennis shoes are allowed in the Visiting Room.
- Only approved religious headgear may be worn.

Cleanliness: It is the responsibility of each inmate to ensure that his clothes are neat and clean at all times. Clothing will fit properly. Pants will be worn with a belt at the waist. Pants will **not** be worn in a “sagging” or “baggy” fashion.

Trust Fund: The management of inmate funds and the operation of the Trust Fund are designed primarily for the benefit of inmates. Use of Trust Fund services is, however, a privilege; the Warden or an authorized representative may limit or deny the privilege of a particular inmate. Similarly, the maximum amount that may be expended by an inmate for Trust Fund items or services is a controllable privilege.

Upon release, inmates will receive their personal funds in their Inmate Deposit Fund Account. Cash payments are held to a minimum. Inmates may receive payments in the form of cash up to \$500; the remaining balance is forwarded via a U.S. Treasury check.

Commissary sales are conducted by housing unit. The quarterly shopping rotation is posted on the Commissary bulletin board and TRULINCS Local Documents Service. It is each inmate’s responsibility to know the amount of money available in his commissary account. Inmates are instructed to access their financial account information via TRULINCS. Account balances can also be accessed through the Inmate Telephone System.

Borrowing commissary items from other inmates is not allowed. Inmates desiring special purpose items shall submit a signed Special Purpose Order Request (BP-200) to designated staff.

Spending Limitations: The \$320.00 spending limitation is the maximum amount an inmate is allowed to spend per month on sales items not excluded from the monthly spending limitation. Postage stamps and Over-The-Counter Medications are the only items excluded from the spending limitation. Validation is determined by the fifth digit of your register number and will be re-validated monthly as identified below:

5 th Digit of Register Number	Re-validation Day
0	1st
1	4th
2	7th
3	10th
4	13th
5	16th
6	19th
7	22nd
8	25th
9	28th

Deposits to Accounts: The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds by establishing a national **LockBox**. All funds being sent to Federal inmates 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

Any funds received at the institution will be returned to the sender with specific directions on how to send the funds to the national LockBox. Inmates need to notify all persons who send funds that they must send all funds to the national LockBox mailing address (above) and adhere to the following instructions:

- Approved Types of Negotiable Instruments
 - (1) Money orders
 - (2) Government checks
 - (3) Foreign negotiable instruments (U.S. currency only)
 - (4) Business checks
- Instruct them **NOT** to enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national LockBox cannot forward any items enclosed with the negotiable instrument to the inmate. Items personal in nature must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.
- Instruct them that they must have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.
- Instruct them that their name and return address must appear in the upper left hand corner

of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate's account.

A 15-day hold is placed automatically on domestic negotiable instruments, with the exception of those listed below:

- U.S. postal money orders.
- U.S. Government-issued checks (Federal, State, county, municipal).
- Privately contracted correctional facility checks.

Ordinarily, these funds are immediately available to you. However, some negotiable instruments may require a hold if they are deemed a financial risk. Foreign negotiable instruments will be held for 45 days.

Funds received via Western Union's Quick Collect will post to your account within two to four hours, seven days a week, including holidays.

Inmate Accounts – Withdrawals: With staff approval, you can send funds from your Commissary account to outside parties. Approving officials for these withdrawals are:

- Unit Managers and Supervisors of Education for withdrawal requests up to \$500.
- Associate Wardens for withdrawal requests over \$500.

From within TRULINCS, you will generate a Request for Withdrawal of Inmate's Personal Funds (BP-199). The payee must be on your Contact List. You must print the form (no cost), sign it in the presence of Unit Management staff, and give the form to Unit Management staff.

INSTITUTIONAL PROCEDURES AND OPERATIONS

Counts: It is necessary for the staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your area until the count is announced as cleared. You are also expected to be standing at your bedside during official counts held during non-bedtime hours.

Official counts will ordinarily be taken at 12:01 a.m., 3:00 a.m., 4:45 a.m., 4:00 p.m. (stand-up count), and 9:30 p.m. (stand-up count). On weekends and holidays, there is also a 10:00 a.m. stand-up count. Other counts may occur during the day and evening. Staff will take disciplinary action if you are not in your assigned areas during a count. Disciplinary action will also be taken for leaving an assigned area before a count is cleared. You must be physically seen during all counts.

Call-outs: Call-outs are a scheduling system for appointments (which include hospital, dental, educational, psychology, team meetings, and other activities). Call-outs are posted each weekday in the units after 2:00 p.m. on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. For routine care, those who want to be seen for evaluation of medical complaints are required to report to the outpatient department between the hours of 6:15 a.m. and 6:45 a.m. At that time, you will be given an appointment slip with an appointment to be seen. You will then report to your assigned work detail after making the triage appointment. The triage appointment slip should be presented to your work supervisor.

Controlled movement: Controlled movement starts at the 7:30 a.m. work call. During the evening hours at 6:05 p.m., seven days a week, movement between the North and South yards will be limited to the following movement schedule:

The gates between the North and South yards will open at 6:55 p.m., 7:55 p.m., and 8:55 p.m., for a ten minute period. The last movement of the night is at 9:00 p.m. and will only allow inmates to return to their units.

On weekends and holidays, controlled movement will begin at 7:00 a.m. and continue every hour until the last movement period at 9:00 p.m. The last movement will allow inmates to return to their housing units.

At 10:30 a.m., the control center will announce the closing of the compound to prepare for the serving of the lunch meal. All inmates will return to their housing units or assigned work details within ten minute (10) period.

At approximately 10:45 a.m., the dining room will open and the inmates will be released for lunch. UNICOR workers will be the first to be released to the dining room. Facilities (CMS) and Drug Abuse Program inmates will be released next.

When the Control Center announces UNICOR/CMS work call, inmates assigned to those details will return to their job sites. All other inmates will be allowed to go to lunch and to the recreation yards as their details/units are called.

UNICOR work call is at 11:45 a.m., after the noon meal. CMS/general work call is at 12:00 p.m.

At approximately 12:00 p.m., the dining room will be secured and the Control Center will announce work call. All remaining inmates will report to their assignments or housing units.

At approximately 12:55 p.m., the Control Center will announce the fourth ten minute movement of the day and the controlled movements will begin again. The movement will end at 1:05 p.m. The fifth ten minute movement will start at 1:55 p.m.

At approximately 3:30 p.m., the Control Center will make an announcement to clear the compound and prepare for the 4:00 p.m. stand-up count. All inmates will clear the recreation yards and report to their housing units. ***Movement at this time will be one way only.***

Contraband: Contraband is defined as any item or thing not authorized or issued by the institution, not received through approved channels, or not purchased through the Commissary. All staff is alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your living area, and should immediately report any unauthorized item to the Unit Officer. Any items in your personal possession must be authorized and a record of receipt of the item should be kept in your possession. You may not purchase radios or any other item from another inmate. Items purchased in this manner are considered contraband, and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules, and the cost of the damage can be levied against the violator.

Shakedowns: Any staff member may search your room or your person to retrieve contraband or stolen property. It is not necessary for you to be present when your room is inspected. The property and living area will be left in the same general condition as found, and these inspections will be unannounced and random.

Drug Surveillance: The Bureau operates a drug surveillance program including mandatory testing, as well as testing for certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not do so, you will be subject to disciplinary action.

Alcohol Detection: A program for alcohol surveillance is in effect. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in a disciplinary action.

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

PROGRAMS AND SERVICES

Job Assignments: All inmates are expected to maintain a regular job assignment, unless medically exempted. Many job assignments are controlled through a performance pay system, which provides monetary payment for work. UNICOR has a separate pay scale.

Institutional maintenance jobs are usually the first assignment you will receive. These might include assignments to Food Service, as a unit orderly, or in a maintenance shop. However, a significant number of inmate jobs are available in the Federal Prison Industries. There is a waiting list for factory employment.

UNICOR: UNICOR employs and trains inmates through the operation of, and earnings from, the metal factory which produces high-quality metal products for the Federal government. You must obtain a GED for grade advancement and must participate in the Financial Responsibility Program (if required) to be employed in UNICOR.

Food Service: You are provided nutritiously, appealing meals in Food Service. Menu alternatives offered are Heart Healthy and Religious Diet programs. Specific approval procedures for Religious Diet can be explained by the Chaplain or Food Service Administrator. Inmates housed in the special housing units and the hospital also receive a balanced, nutritious diet. Except for any approved special diets, inmates in these areas receive the same meals as inmates in the general population.

Mainline operation is usually open for one (1) hour or as deemed necessary by the Lieutenant operating the entrance door. Inmates have a reasonable time to consume their meals (15 minutes) after the last person has left the serving line.

Inmates are NOT permitted to bring anything into or out of the dining room during meal times. No other items can be taken back to the housing units, nor can food be taken from the housing units.

Education: The Education Department is responsible for education testing, academic training, social education, adult continuing education, vocational/occupational training, hobby crafts, recreation activities including wellness programs, and the leisure and law library.

Education opportunities provided include Literacy Education, English as a Second Language, Advanced Occupational and Education programs, Adult Continuing Education, release preparation programs, recreation, and leisure-time activities.

By policy, with minor exceptions, all federal inmates committed after May 1, 1991, will have 60 days to show proof of high school or GED completion. All inmates unable to show proof will be tested on the Adult Basic Learning Exam (ABLE), a standardized achievement test, and enrolled in the GED program for a period of 240 class hours. If you have not successfully passed the GED exam at the end of the 240-hour period, you may drop out of the program. Successful completion of the components of this program will result in a GED certificate. **Inmates sentenced under the Violent Crime and Control Law Enforcement Act or Prison Litigation Reform Act (including those with U.S. Immigration and Custom Enforcement detainers) may lose good time if they refuse to attend GED or ESL classes.** English as a second language is recommended to all inmates who are found to be limited English proficient at the time of initial classification. CASAS achievement exams will be administered to determine program placement. By policy, all limited English proficient inmates who do not possess a detainer must attend ESL until a score of 255 is attained on the CASAS certification test.

Vocational Training: Ten week occupational courses are offered in Carpentry, Plumbing, Electrical, Refrigeration, Welding and Heating/Ventilation Air Conditioning. Students gain hands-on experience by performing live work projects. Thirty day courses are offered in contractors licensing, home inspections, and auto air conditioning. You must have a GED, high school diploma, or concurrent enrollment in the GED program to participate in occupational courses. Apprenticeship programs are certified through the U.S. Department of Labor. Courses range from 2,000 - 8,000 hours. Hours can be earned while working an institution work assignment in CMS, UNICOR, Dental Clinic or Food Service.

Recreation, Leisure, and Social Programs: Leisure activities and recreation programs are supervised by the Education Department. These programs help you develop an individual wellness plan. Programs include indoor and outdoor activities, ranging from individualized arts and crafts programs to intramural team sports such as basketball, flag-football, baseball, and volleyball. Physical fitness and weight reduction are also important for interpersonal relations and stress reduction.

Counseling Activities: There are many alternatives for those who have personal problems and a desire to correct them. The first person you should talk to about a personal problem is usually the Unit Counselor. An exception to this is if you are struggling with feelings that you might hurt yourself or someone else; in this case, contact a psychology staff member immediately. If you have these feelings after regular working hours, inform any staff member and the Operations Lieutenant will ensure that Psychology staff is contacted. Your participation in counseling activities will be encouraged upon staff's assessment of your needs. However, participation in such activities is voluntary. The staff of each unit is available for informal counseling sessions.

Psychology Services: Psychology Services is located next to the back door of the visiting room. Psychology programs include initial psychology screening, crisis intervention, suicide prevention, drug abuse treatment, and individual/group psychotherapy. Those desiring an appointment with a member of the psychology staff should complete a cop-out and hand deliver it to Psychology Services.

Suicide Prevention: Inmate Referral. Inmates can play a vital role in helping to prevent inmate suicides. To facilitate this process, please notify staff of any behavior or situation that may suggest an inmate is upset and potentially suicidal, for example, feelings of shame, guilt, fear, sadness, or anger; agitation; depression; relationship problems; legal concerns; hopelessness and helplessness.

Smoking Cessation Program: The program is sponsored by unit management under the direction of an assigned counselor. The programs will assist inmates in areas of learning and acquiring skills and knowledge pertaining to Nicotine Replacement Therapy (NRT), nutrition, exercise, and stress management. Inmates requesting approval for NRT must first consult with a health care provider for an initial assessment, via a cop-out.

Musical Instruments: Harmonicas may be purchased through the Recreation Department in accordance with national policy. Instrument playing is not allowed in the units.

Escorted Trips: Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on your custody level, one or more Correctional Officers will escort you. All expenses will be borne by you, except for the first eight hours of the escorted trip. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on the determination that the perceived dangers to Bureau of Prisons staff during the proposed visit is too great, or security concerns about the individual inmate outweigh the need to visit the community.

Furloughs: A furlough is an authorized absence from the institution by an inmate who is not under an escort of a staff member, a U.S. Marshal, or other Federal or State agents. Furloughs are a privilege, not a right, and are only granted for the furtherance of legitimate correctional goals.

The Bureau has a furlough program for those who have community custody and have two (2) years or less remaining until their anticipated release date. Those who meet the eligibility requirements may submit an application for a furlough to unit staff for approval during team.

Furloughs are **normally** granted for the following reasons:

- Visits to a dying immediate family member.
- Attendance at a funeral of an immediate family member.
- Obtaining medical services not otherwise available.
- Contacting prospective employers.
- Establishing or reestablishing family or community ties.
- Participating in selected educational, social, civic, religious and recreational activities, which will facilitate release transition.
- Any other significant reason consistent with the public interest.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Bureau of Prisons to monitor the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in itself, prevent you from participating in activities. All inmates who are designated as CIMS cases will be notified by their Case Manager. Inmates in this category who applies for community activities should apply in ample time to obtain necessary clearances from the appropriate review authority.

Marriages: If you wish to be married while incarcerated, the Warden may authorize you to do so under certain conditions. All of the expenses of the marriage will be paid by you or your future spouse. Government funds may not be used for marriage expenses. If you request permission to marry, you must:

- (1) Have a letter from the intended spouse which verifies her intention to marry.
- (2) Demonstrate legal eligibility to marry.
- (3) Be mentally competent.

The chaplains are available to discuss with and your fiancée the issue of marriage while incarcerated.

Release Preparation Program: The Institution Release Preparation Program is designed to assist you in preparing you to reintegrate with your family in the community. You will be given aid in developing plans for your personal life and for work by both your unit team and educational staff. Classes and information sessions with U.S. Probation Officers, Community Corrections staff, and other agencies and employees are available. Release preparation programming begins at initial classification. Staff will address concerns about readjustment, current community issues, and educational/vocational opportunities. If you are eligible, furlough and Residential Re-entry Centers (RRC) placement will be considered.

Religious Programs: The institution offers a wide range of religious programs and pastoral care. Staff chaplains of specific faiths are available, as well as contract and volunteer representatives of other faiths. Special religious diets, holiday observances, and worship activities are coordinated through the chaplain's office. Information about these programs is available in the institution A&O Program and from the chaplains. Spiritual and family counseling is also available through the chaplains.

Inmate Financial Responsibility Program (FRP): Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fined, fees, and institution costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments, restitution, fines, court costs, judgments in favor of the U.S., other debts owed to the Federal Government, and other court-order obligations (e.g., child support, alimony, and other judgments). Institution staff develops your payment plan. However, you are responsible for making all required payments, either from earnings within the institution or from outside resources. You must provide documentation for prior payments, not made through the BOP's FRP. If you refuse to meet your obligations, you may not work in UNICOR, cannot receive performance pay above the maintenance pay level, nor receive other benefits (e.g., special purchase of hobby craft material, RRC placement, release gratuity, etc.). Inmates in FRP refuse

status will not be permitted to spend more than \$25.00 per month in the commissary, excluding purchases of stamps and Over-The-Counter Medications.

Additionally, staff shall not approve any special purchase item request for inmates in FRP refuse status, except for purchase of Kosher/Halal certified shelf-stable entrees. Your effort toward satisfying your financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings, if you are sentenced under old law statutes.

MEDICAL SERVICES

On-site emergency medical care is available 24 hours a day in the institution. For routine care, those who want to be seen for evaluation of medical complaints are required to report to the medical department triage services sign-up. At that time, you will be given an appointment slip with an appointment to be seen. You will then report to your assigned work detail after making the triage appointment. The triage appointment slip should be presented to your work supervisor.

FCI Terminal Island may, under certain circumstances, charge an inmate under our care and custody, a fee for providing health care services. All inmates have access to FCI Terminal Island health care services. FCI Terminal Island will charge a co-pay fee for inmate requested visits to health care providers. Inmates will not be denied access to necessary health care because of an inmate's inability to pay the co-pay fee.

Procedures for Payment for Health Care Services: Generally, an inmate must pay a fee for health care services of \$2.00 per health care visit if you:

- a. receive health care services in connection with a health care visit that the inmate requested (except for services described in non co-pay visits); or
- b. if the inmate(s) 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.

Health Care Services Provided Without a Co-pay Fee:

- a. Health care services based on Health Services staff referrals;
- b. Staff-approved follow-up treatment for a chronic condition;
- c. Preventive health care services;
- d. Emergency services;
- e. Diagnosis or treatment of chronic infectious diseases;
- f. Mental health care; or
- g. Substance abuse treatment.

Appealing the Fee: An inmate may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program. Inmates without funds will not be charged a health care service fee if they are considered indigent and unable to pay the health care service fee.

An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account

balance of \$6.00 for the past 30 days.

Routine Medical Care Triage Services: Triage services for routine medical and dental care are conducted Monday, Tuesday, Thursday and Friday between 6:15 a.m. and 6:45 a.m. Inmates will be provided a triage services form by the housing unit officer the night before the sign-up period. Inmates should fill out the form in their housing units and take it with them to the out-patient department the day of the triage services sign-up. The inmate will be given an appointment based upon the nature of their complaint and will be placed on call out for a future appointment if necessary. Those who become ill after the triage services sign-up period should ask their work supervisor or unit officer to call the medical department for an appointment.

Inmates in the Special Housing Units (SHU) may request to be seen on sick call by filling out the sick-call triage form. This can be requested from the SHU Officer. Present this form to medical staff conducting rounds in SHU on a daily basis. Upon triage, you will be evaluated by your Primary Care Provider/Physician/Dentist based on your medical/dental condition.

You may request an Advanced Directive (Living Will) to be written for you with the assistance of the Health Service Staff. This procedure is initiated by writing a cop-out to Health Services with an indication of its purpose.

If you have any questions about communicable diseases, there are information pamphlets available in the Outpatient waiting area, or you may present a cop-out to the Infection Control Coordinator.

If you need your vision checked for prescription glasses, request the exam on a cop-out. You will be placed on the call out to see the Optometrist. After you have seen the Optometrist you will be provided with a copy of your prescription. If you desire to have a pair of Bureau provided prescription glasses then send a cop-out to the Assistant Health Services Administrator. If you decide to procure prescription glasses from an outside source at your own expense, then request a property form from your Unit Team and process through them.

Note: All inmates must have their photo I.D. card when they come to the Health Services or Pharmacy for any reason.

Dental Services: On site emergency dental care is available. Those who wish to have routine dental care should request it on a cop-out. For emergency dental problems, sign-up for dental sick call during regular triage sign-up days and times. You will be given an appointment to see the dentist. Sick call is strictly for dental emergencies, not routine dental care.

Emergency Medical Treatment: All emergencies or injuries will be given priority for treatment. Appropriate medical care will be provided by Health Services staff. Medical coverage on evenings, weekends, and holidays is for the treatment of emergency medical problems only. Health Services clinical staff are on duty twenty-four hours a day, seven days a week.

Medications/Pill Line: Controlled and TB medications are dispensed at pill line during specified time periods. Those in SHU are provided their medication in their cells by medical staff. Prescriptions issued during an appointment may be picked up during evening pill line or next day.

6:15 a.m. to	6:30 a.m.	Diabetics Only
6:30 a.m. to	7:15 a.m.	Morning Pill Line
11:00 a.m. to	12:00 p.m.	Noon Pill Line
4:00 p.m. to	4:15 p.m.	Diabetics Only
5:30 p.m. to	6:30 p.m.	Evening Pill Line

On-the-Job Injuries: Injured inmates should be escorted by staff to be evaluated by the Physician Assistant on duty.

If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor. The work supervisor will then report the injury to the institution Safety Manager. You may be disqualified from eligibility for lost time wages and compensation if you fail to report a work injury promptly to the supervisor.

If injured while performing an assigned duty and you expect to be continually impaired to some degree, you may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Physical: All inmates are eligible for age-specific periodic physical examination such as cardiac screening and cancer screening.

Resolving Offender Grievance: See Problem Resolution Section.

NON-SMOKING POLICY AND SMOKING CESSATION PROGRAM

As of October 1, 2005, all areas within the Federal Correctional Institution, Terminal Island have been designated as non-smoking institution. Inmates who fail to comply with this policy will be subject to disciplinary action for smoking and/or possessing smoking products.

Smoking Cessation Program: The program is sponsored by unit management under the direction of assigned counselor. The programs will assist inmates in areas of learning and acquiring skills and knowledge pertaining to Nicotine Replacement Therapy (NRT), nutrition, exercise, and stress management. The assigned counselor will offer literature and implement, with the Supervisor of Education/Recreation, a viewing schedule for healthy living video tapes.

- (1) To participate in the program, you must submit a cop-out to a health care provider for an initial consultation. They will then give you an appointment for a medical evaluation. They will review your medical history and discuss the proper use of the nicotine patches, possible side effects, and problems associated with overuse of the patches. If approved, a Health Services provider will give the approval form to the inmate to present to Commissary staff in order to be allowed to purchase NRT products.
- (2) A nursing-level assessment will monitor the participant's progress and respond to the NRT every two weeks prior to purchasing their next supply. The examination will include, but not limited to, weight, blood pressure, postprandial blood sugar, pulmonary function, exercise tolerance, and other clinically indicated examinations.

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 cooperate with your health care plans and respect the basic human rights of your health care providers.

Your Health Care Rights

1. You have the right to access health care services based on the local procedures at FCI Terminal Island. Health services include medical, dental, and all support services.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions regarding end-of-life care issues if you are admitted as an inpatient to a hospital in the local community or the BOP.
5. You have the right to be provided with information and participate in care decisions regarding your diagnosis, treatment, and prognosis.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Your Responsibilities

1. You have the responsibility to comply with the health care policies of this institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to provide accurate and complete information about complaints, past illnesses, hospitalizations, medications and other matters of care.
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. 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 catching an infectious disease.

9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
 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 instruction regarding a healthy diet.
 12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy.
 13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative 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 Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
 16. You have the right to a safe environment, with special attention given to those procedures and care that could pose risk or harm.
 9. You have the responsibility to communicate with your health care provider honestly 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 both of positive and negative changes in your condition to assure timely follow up.
 10. You have the responsibility to be honest with your health care provider(s), 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.
 13. You have the responsibility to maintain your oral hygiene and health.
 14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
 15. You have the responsibility to acknowledge when you do not understand a contemplated treatment course or care decision. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
 16. You have a role in helping to facilitate the safe delivery of care. You have the responsibility to report perceived risks or an unexpected change in your condition. You also have the responsibility to follow the care, service, or treatment plan developed.
-

CONTACT WITH THE COMMUNITY AND PUBLIC

In most cases, you are extended privileges to send and receive correspondence in order to maintain community and family ties with individuals listed on your Contact List. With exception of inmates housed in SHU, inmates are required to place a TRULINCS-generated mailing label on all outgoing postal mail, with the exception of outgoing mail identified as "Special Mail" as outlined in the Bureau policy on inmate correspondence. If an inmate fails to place the TRULINCS-generated label on outgoing postal mail, the mail will be returned for proper preparation. All Outgoing mail must have the following return address written or typed in the upper left hand corner to be processed:

Your Name and Register Number (John Doe 12345-678)
Federal Correctional Institution (FCI is not acceptable)
P.O. Box 3007
Terminal Island, California 90731

TRULINCS-generated mailing labels are intended for recipient addresses only. Mailing labels are not to be used for return addresses. Inmates whose use mailing labels for other than their intended purpose may be subject to disciplinary action for misuse of Government property. Outgoing mail is placed in mailboxes located in the housing units.

You will be responsible for the contents of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws.

You may be placed on restricted correspondence status based on misconduct or as a matter of classification. You are notified of this placement and have the opportunity to appeal. There is no mail service on weekends and holidays.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays); ordinarily by the evening watch officer in each living unit after the 4:00 p.m. count. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the unit staff as soon as possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution.

You are asked to advise those writing to you that your mailing address is as follows:

Your Committed Name (from your Judgment and Commitment Order only)
Register Number
P.O. Box 3007
Terminal Island, California 90731

By using this address it should help to ensure your mail is received in a timelier manner.

Note: ALL of your packages received at this institution must have prior authorization.

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

You may receive soft-cover publications (paperback books, etc.) from any source; however hardcover publications may only be received from a publisher or a book club. Accumulation of publications will be limited to four (4) magazines (not more than 3 months old), and five (5) books due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

The Warden may reject an individual publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity.

Publications that may be rejected by the Warden include, but are not limited to publications that meet one of the following criteria:

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

Special/Legal Mail: Inmates will deliver their outgoing Special/Legal mail to the Mail Room Officer, Monday through Friday, between the hours of 6:15 a.m. and 7:15 a.m.

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

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

A designated staff member will open incoming Special Mail in your presence. This is usually done by the Unit Counselor, Case Manager, or Unit Manager. These items will be checked for physical contraband and for qualification as special mail. The correspondence will not be read or copied if the sender has accurately and sufficiently identified him/herself on the envelope, and the front of the envelope clearly indicates the correspondence is special mail only to be opened in the presence of you.

Note: Without adequate identification or notation as Special Mail, the staff may treat the mail as general correspondence and the mail may be opened, read, and inspected.

To The Inmate:

It is suggested you provide this information for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with you attorney(s).

To The Attorney:

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

Inmate Correspondence with Representatives of the Media: You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, or conduct a business or profession while in Bureau of Prison's custody.

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

Correspondence Between Confined Inmates: You may be permitted to correspond with an inmate confined in another penal or correctional institution, if the other inmate is a member of your immediate family, or is a party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions.

Appropriate Unit Managers at each institution must approve of the correspondence if both inmates are housed in federal facilities and both inmates are members of the same family (verified) or a party/witness in a legal action in which both inmates are involved.

The CEO's of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal facility or if approval is based on exceptional circumstances.

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

Examples include:

- Matters which are non-deliverable by mail under laws or postal regulations.
- Information about escape plots, plans to commit illegal activities, or violations of institution rules.
- Direction of an inmate's business (prohibited act 408). You may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment.

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

Mailing of Inmate Property: When items cannot be provided by the institution, you may request approval to receive personal items as follows:

- Release Clothing (only within 30 days of release)
- Hospital Administrative Officer- orthopedic shoes, arch supports, prescription eyeglasses (prescription glasses require approval of unit staff and unit staff completes the authorization form), prosthetic devices and hearing aids that are not provided by the institution.
- Chaplain- wedding bands- married inmates are permitted to have plain wedding bands (no stones). Religious items not provide by the institution.

The department head will inform you of the decision. If the request is approved, he/she will complete the appropriate authorization form. The Mail Room Officer will not approve any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail: Upon your request, the Mail Room staff will provide you with change of address kit required by the U.S. Post Office.

These kits are given to those who are being released or transferred to notify correspondents of a change of address. Any general mail received after 30 days will be returned to sender. Special Mail will be forwarded after 30 days.

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

Funds Received Through the Mail: Funds received through the mail will not be accepted and will be returned to the sender with a rejection form containing the explanation.

Inmate Telephone Procedures: There are telephones in each unit for your use. No third party (i.e., three-way) or credit card calls can be made. Institution (staff) phones may not be used without the permission of a staff member.

The Inmate Telephone System will allow inmates to place a direct dial phone call or collect phone call. Inmates are responsible for managing the telephone numbers they wish to call via the Contact List within TRYLINCS. There is no limit on the frequency an inmate can update his telephone numbers listed on his Contact List. The maximum amount of telephone numbers allowed for each inmate's telephone account is 30 (thirty).

All local and long distance telephone numbers require 10 digits which include a three digit area code and seven digit phone number. (xxx)-xxx-xxxx, International numbers vary.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All of your calls are subject to monitoring and recording. You contact your unit team to arrange for unmonitored attorney calls. While Bureau policy specifically allows you to make one phone call every month, at FCI Terminal Island, you are allowed at least one social phone call daily provided your account has funds available. It is expected each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Calls are limited to 15 minutes in length. Telephones will not be used to conduct a business.

Inmates are provided a PAC number for all telephone calls and are only authorized to call telephone numbers on their approved list. The sharing of PAC numbers or telephone calls is prohibited. Inmates are only permitted to make telephone calls from their current living unit. Inmates in Disciplinary Segregation or Administrative Detention status may make a limited number of calls. Generally, telephone calls for inmates in Administrative Detention and Disciplinary Segregation will be placed using the Inmate Telephone System, on a schedule determined by SHU staff. Legal and emergency telephone calls can be placed if authorized by the inmate's unit team.

To facilitate institution count procedures, ordinarily, approximately 15 minutes prior to the beginning of each count, the inmate telephones will be turned off until the entire institution count has been completed.

VISITING

You are encouraged to have visits in order to maintain family and community ties. You will receive 40 points each month for visitation. Overall, up to 20 visitors may be placed on an inmate's visiting list. Points will be utilized as follows:

Weekends (Saturday and Sunday & Federal Holiday)	1 hour visitation, per person = 2 points
Weekdays (Monday and Friday)	1 hour visitation, per person = 1 point

Once you finish a visit and your visitor leaves, you will be unable to receive another visit until the next visiting day. New inmates will submit a visiting list to their Counselor for approval. Visitors

will be placed on the approved visiting list after the required forms and checks have been completed. Visiting room staff will stop processing visitors at 2:00 p.m.

Monday and Friday	8:00 A.M. - 3:00 P.M.
Saturday, Sunday, and Holidays	8:00 A.M. - 3:00 P.M.

Due to space limitations, only 5 visitors may visit an inmate at one time. This limitation includes children. Holdovers and pretrial inmates may be limited to immediate family on their visiting list, with few exceptions. All visits begin and end in the visit room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

Special visits may be authorized to accommodate a unique circumstance (e.g., a person traveling a long distance to visit, or a person visiting a hospitalized inmate). Visitors using assistance devices will be provided reasonable accommodation to comply with all security measures. They may be screened using alternative security devices, including use of a hand-held metal detector and the ion scan machine for examination of the assistance device.

Representatives from the news media are not placed on your visiting list. News media contacts, other than written or telephonic, shall be coordinated by the institution's Public Information Officer.

You must be properly dressed to be permitted to enter the visiting room. Clothing must be neat and clean. Tennis shoes are not permitted to be worn in the visiting room by inmates.

There are limits on the number and type of articles allowed in the visiting room. Items you may take into the visiting room are limited to a wedding band, prescription eyeglasses, handkerchief, and religious medal. Coins and items purchased in the visiting room will not be brought back into the institution.

Visitors must be properly dressed. Visitors wearing shorts, halter tops, khaki colored clothes and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Footwear must be worn. Hooded sweaters and sports apparel are not allowed.

At the conclusion of a visiting session, you will say goodbye at the table. Visitors will remain seated while you are accounted for and processed out. Once this process is completed, visitors will be processed out from the front to the back of the visiting room, five visitors at a time. Under no circumstances will visitors be processed if the visitors have walked to the front visiting door without staff authorization.

Identification of Visitors: All visitors, with the exception of children under 16 years old, will be required to present photo identification issued by a recognized government agency. Visitors from outside the United States may present as identification the following: Resident Alien card, Employment Authorization Card, or a B1/B2 Visa Card. Otherwise, identification includes a valid state issued driver's license, state or government issued identification card, or passport. In addition, the visitor's identification will be retained by visiting room staff upon admission to the institution and returned to the visitor upon exiting the institution.

Each inmate having a visit must assume responsibility for proper conduct during the visit. Each inmate will supervise his visiting children and not permit the children to wander from the immediate area, run about the visiting room, or create noise that disturbs other visits. Failure to supervise children will result in one warning and upon a second incident, either during the same visit or subsequent visits, the visit will be terminated. A log entry will be maintained on all incidents. Incident reports will be written for misconduct.

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

Visitors are permitted to bring money into the visiting room to purchase items from the vending machines, not to exceed \$25.00 in coins. Also, a reasonable amount of diapers and other infant care items may be brought in. Items must be placed in a see-through bag.

You are not allowed to receive any money, gifts, or written messages while in the visiting room. No items may be exchanged in the visiting room without prior approval.

DIRECTIONS:

From Long Beach, CA: Travel west on Ocean Boulevard or south on Interstate 710 over the Gerald Desmond Bridge. After you pass through three traffic lights, you will see an exit sign indicating Ferry Street. Take that exit, which exits to the right. This is Seaside Avenue. Continue to the traffic light and make a left. This is Ferry Street. Continue to the third traffic light, which will be the intersection of Terminal Way. Turn right on Terminal Way and continue. The road will curve to the left and the name changes once again to Seaside Avenue. Continue down Seaside and the road will lead you to the entrance to the institution. Enter the FCI Administration Building which is on the left just beyond the entrance to the federal reservation. Visitors are processed into the institution in the front lobby of the Administration Building. There is limited visitors' parking available and it is likely you will need to park in the parking lot near the seawall outside the entrance to the federal reservation.

From the Harbor Freeway: Travel south on Interstate 110 toward San Pedro. Just before the highway ends, take the exit for the Vincent Thomas Bridge to Terminal Island (Route 47). After you cross the bridge, take Ferry Street exit on the right. At the traffic light, turn left. This is Ferry Street. At the second traffic light, turn right on Terminal Way. Continue until the road curves to the left and the name changes to Seaside Avenue. Continue down Seaside and the road will lead you to the entrance to the institution. Enter the FCI Administration Building which is on the left just beyond the entrance to the federal reservation. Visitors are processed into the institution in the front lobby of the Administration Building. There is limited visitors' parking available and it is likely you will need to park in the parking lot near the seawall outside the entrance to the federal reservation. **DO NOT DRIVE OR WALK PAST THE GUARD TOWER LOCATED JUST PAST THE ENTRANCE TO THE ADMINISTRATIVE BUILDING PARKING.**

Local Transportation: Local transportation information can be obtained by contacting the following resources: VISITLONGBEACH.COM, LONGBEACH.GOV

Long Beach Transit (562) 591-8753

Long Beach Yellow Cab (562) 435-6111

Cab Fare (Yellow Cab) Flat Fees from Long Beach Airport to:

\$19 Downtown/Hotels/Long Beach Convention Center

\$24 Long Beach Queen Mary Hotel

\$36 Disneyland or Anaheim Convention Center

\$49 LAX

\$49 Orange County/John Wayne Airport

Note: Federal law provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide an inmate any item without the knowledge and consent of the Warden. Compromising the security of this institution by the introduction of drugs, money or other illegal contraband will result in disciplinary action for the concerned inmate. Such disciplinary action could include the loss of all visiting privileges with the person(s) visiting the inmate for a period of 5 years.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that she/he is an attorney. The front of the envelope must be marked "*Special Mail - Open Only in the Presence of Inmate.*" It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits: Attorneys are subject to the same regulations as social visitors. Additionally, they must present a current bar card for identification purposes. To expedite the processing of a visit from an attorney, it is strongly recommended that you place him/her on your approved visiting list prior to visiting. Ordinarily, attorneys will visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and staff availability. Attorney client rooms are available upon your request in the visiting room. Attorney visits will be subjected to visual, but not auditory, monitoring.

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

Attorney Phone Calls: In order to make unmonitored phone calls between the attorney and yourself, you must submit a copout to your unit manager and you should be able to show proof that this is an on-going case. **NOTE:** phone calls placed through regular inmate phones are subjected to monitoring.

Access to Diplomatic Representative of Country of Citizenship: An inmate who is a foreign national who wishes access to the diplomatic representative of their country of citizenship may see

their Case Manager for the phone number, which you may place on your approved phone list. If you wish to write to your diplomatic representative, you may also contact your Case Manager and they will provide the address to you.

Law Library: The Law Library is located in the Education Department. Legal research is performed via the Electronic Law Library. Training on the use of ELL is provided by Education staff. The Law Library also contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institutional Supplements, Indexes, and other legal materials. The Law Library is open week days and on Saturday. Inmate Law Library Clerks are available for assistance in legal research.

The Education Department maintains a Basic Law Library in the Special Housing Unit (SHU). Inmates confined in the SHU request access to the library through the Segregation Lieutenant. A manual typewriter is provided for legal work. Legal materials such as envelopes, legal paper, legal forms, etc., are regularly distributed by Education staff to all inmates in SHU. Inmates may request access to additional legal references available in the Main Law Library by submitting a cop-out to the Education Department. The Education Department also regularly provides leisure reading materials such as paperback books, magazines, and newspapers to SHU. Specific leisure reading materials may be requested via cop-out to the Education Department. They will be provided if available.

Notary Public: Under the provisions of 18 U.S.C. 4004, Case Managers are authorized to witness an inmate's signature. A recent change in law allows that papers which you sign as "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff to make arrangements for securing a notary public from outside of the institution.

Copies of Legal Materials: In accordance with institution procedures, you may copy materials necessary for your research or legal matters. Two machines are available in the Law Library for your use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request to the unit counselor for a reasonable amount of free duplications.

Tort Claims: If the negligence of institution staff results in personal injury or other damage to you, other than property damage, you may submit a written claim for compensation to the Western Regional Office under the Federal Tort Claims Act. Standard Form 95 is available from the Safety Office for your use in submitting a claim. You may also submit the claim without a using Standard Form 95 as long as your written claim provides all of the information specified in Program Statement 1320.06, Federal Tort Claims Act.

Property Claims: If the negligence of institution staff results in the loss of or damage to your personal property, you may submit a written claim for compensation to the Western Regional Office under 31 U.S.C. § 3723(a)(1). Form BP-A0943, Small Claims for Property Damage or Loss (31 U.S.C. 3723) is available from the law library or from your unit team for your use in submitting a personal property claim. You may also submit the claim without a using Form

BP-A0943 as long as your written claim provides all of the following information:

date of incident,
place where the incident occurred,
explanation of events,
witnesses, if any,
description of property loss or damage,
sum certain claimed,
date of claim, and
claimant's signature or authorized representative.

Freedom of Information and Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertains, except for specific instances. All formal requests for access to records about another person and/or agency records other than those pertaining to and/or including Program Statements and Operations Memoranda shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

Sub-part C of part 16, Chapter 1 of Title 28 code of Federal Regulations directs the FBI to provide copies of identification records to the subject of such records. Bureau of Prisons staff cannot provide an inmate a copy of FBI records by the use of the Justice Telecommunications Network (JUST). Inmates are advised to obtain a copy of their NCIC/III Record (Interstate Identification Index) or FBI Rap Sheet, from the Federal Bureau of Investigation. The request is to be sent to: FBI identification Division (rap sheet), Washington, D.C. 20537-9700 or FBI NCIC Section, (NCIC/III record) Washington, D.C. 20535.

Inmate Access to Central Files: You may request to review the discloseable portions of your central file under direct supervision of a unit staff member via a cop-out.

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

Commutation of Sentence: The Bureau also advises you on commutation of sentences. This is the form of executive clemency power used to provide post conviction relief during your incarceration. This clemency power is authorized by the constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Those applying for commutation of sentence must do so on forms available from the Case Manager. The rules governing this petition are available in the Law Library.

Pardon: A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of narcotics laws, gun control laws, income tax laws, perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

PROBLEM RESOLUTION

Inmate Request to Staff: The Bureau form BP-Admin-70, commonly called a cop-out (Inmate Request to Staff), is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be requested in the living units from the unit officer on duty. Staff members who receive a cop-out will respond in writing in a reasonable period of time.

Administrative Remedy: The Bureau emphasizes and encourages the resolution of your complaints on an informal basis. Ideally, you can solve a problem informally by verbal contact with staff members or cop-outs. When an informal resolution is unsuccessful, a formal complaint can be filed via the Administrative Remedy procedures.

Complaints regarding Tort Claims, inmate accident compensation, Freedom of Information or Privacy Act requests, and complaints on behalf of other inmates, are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy process is to attempt an informal resolution. Informal resolutions ordinarily take up to three working days to process from the time you approach the Counselor. If the issue cannot be resolved informally, the Unit Counselor will issue a BP-229 (BP-9) form. After you complete this form, return it and the informal resolution form to your Counselor, who will forward them to the Warden's office for review, and issuance of a receipt. The Administrative Remedy procedures must be started within twenty (20) days from the date of origination of the incident or complaint. Institution staff has twenty (20) calendar days to provide a written response to you. The time limit of the response may be extended for an additional twenty (20) calendar days. If this occurs, you will be notified of such an extension.

If you are not satisfied with the response to the BP-229, you may file an appeal to the Regional Director. The appeal must be filed on a BP-230 (BP-10), which is obtained from the Counselor. The appeal must be received in the regional office within twenty (20) calendar days from the date of the BP-229 response. Attached to the BP-230 must be a copy of the BP-229 and response. The regional Director has thirty (30) calendar days to provide a written response, but the time limit may be extended by an additional thirty (30) calendar days. You will be notified of any such extension.

If you are not satisfied by the response of the Regional Director, you may appeal to the Central Office. The appeal must be filed on a BP-231 (BP-11), which is obtained from the Counselor. The appeal must be received in the Central Office within thirty (30) calendar days from the date of the Regional Director's response. Attached to the BP-231 must be a copy of the BP-230 and response. The appeal to the Central Office must be answered within forty (40) calendar days, but the time

limit may be extended by an additional twenty (20) calendar days. You will be notified of any such extension.

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

- (1) Statement of facts
- (2) Grounds for relief.
- (3) Relief requested

Time Limits for Filing (calendar days):

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

Time Limits for Responses (calendar days):

RESPONSE	EXTENSIONS
BP-229: 20 days	BP-229: 20 days
BP-230: 30 days	BP-230: 30 days
BP-231: 40 days	BP-231: 20 days

Sensitive Complaints: If you believe a complaint is of such of a sensitive nature that you would be adversely affected if the complaint became known to the institution, you may file a complaint directly to the Regional Director. You must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, you will be advised in writing of that determination and it will be returned. You may then pursue the matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

Discipline: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Disciplinary Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). You are advised upon arrival at the institution of the rules and regulations. All copies of the Bureau's prohibited acts, as well as local regulations are readily accessible for review in the institution's inmate law library, located in the Education Building.

Prison Litigation Reform Act (PRLA) and Violent Crime Control Act of 1994 (VCCLEA):

Inmates identified as PLRA or rated as violent under VCCLEA and found to have committed prohibited acts:

- a. Requires sanction B.1 be imposed on inmates identified as PLRA or rated as violent under VCCLEA and found to have committed a Greatest or High category prohibited act;

- b. Requires sanction B.1 ordinarily be imposed on inmates identified as PLRA or rated as violent under VCCLEA and found to have committed his second Moderate or third Low/Moderate category prohibited act within his anniversary year of Good Conduct Time;
- c. Adds “non-vested good conduct time” to sanction B of the Disciplinary Severity Scale and clarification of “vesting” of Good Conduct Time under sanction B.1;
- d. Requires that all 200 level code violations committed by PLRA and VCCLEA inmates rated as violent be referred to the Disciplinary Hearing Officer for disposition, and
- e. Establishes that only the Disciplinary Hearing Officer may make the final disposition on a prohibited act contained in the Greatest category or in the High category when the High category prohibited act had been committed by a PLRA or VCCLEA inmate who has been rated as violent.

INMATE RIGHTS AND RESPONSIBILITIES

Right: *You have the right to expect that, as a human being, you will be treated respectfully and fairly by all personnel.*

Responsibility: *You have the responsibility to treat others, both employees and inmates, in the same manner.*

Right: *You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.*

Responsibility: *You have the responsibility to know and abide by them.*

Right: *You have the right to freedom of religious affiliation and voluntary religious worship.*

Responsibility: *You have the responsibility to recognize and respect the rights of others.*

Right: *You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same; and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.*

Responsibility: *It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.*

Right: *You have the right to visit and correspond with family members and friends, and to correspond with members of the news media in keeping with Bureau rules and institution guidelines.*

Responsibility: *It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the laws or Bureau rules or Institution guidelines through your correspondence.*

Right: *You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your convictions, civil matters, pending criminal cases, and conditions of your imprisonment.)*

Responsibility: *You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.*

Right: *You have the right to legal counsel from an attorney of your choice by interviews and correspondence.*

Responsibility: *It is your responsibility to use the services of an attorney honestly and fairly.*

Right: *You have the right to participate in the use of the 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.*

Responsibility: *It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.*

Right: *You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.*

Responsibility: *It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.*

Right: *You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.*

Responsibility: *You have the responsibility to take advantage of activities which may help you live within the institution and the community. You will be expected to abide by the needs and regulations governing the use of such activities.*

Right: *You have the right to use your funds for commissary and other purchases, consistent with the Institution security and good order, for opening bank and/or savings accounts, and for assisting your family.*

Responsibility: *You have the responsibility to meet your legal and financial obligations, including, but not limited to, 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 other obligations that you may have.*

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.

Greatest Category Offenses: The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

High Category Offenses: The DHO shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee (UDC) shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.

Moderate Category Offenses: The DHO shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. The UDC may shall impose at least one sanction G through N, and but may also suspend any sanction(s) imposed.

Low Moderate Category Offenses: The DHO shall impose at least one sanction B.1, or E through P. The DHO may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). The UDC shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A.

While on a DHO imposed, but suspended sanction, the new incident report is to be forwarded by the UDC to the DHO both for a final disposition on the new incident and for possible execution of suspended sanctions from the previous incident report. However, suspended sanctions cannot be executed after six months has elapsed since the sanction was imposed. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A through F. The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate

Discipline Committee (IDC).

This procedure is not necessary when the UDC informally resolves the new Incident Report. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the UDC who may then revoke the previous suspension.

The UDC or DHO may impose increased sanctions for repeated, frequent offenses.

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

If an informal resolution is accomplished, the incident report will be removed from your central file. Informal resolutions are encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident is forwarded to the UDC for an initial hearing.

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

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

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

You will be provided with advance written notice of the charges not less than twenty-four (24) hours before your appearance before the DHO. You may waive this requirement. A full-time staff member will be provided to represent you if requested. You may make statements in your own defense and may produce documentary evidence. Also, you may present a list of witnesses and request they testify at the hearing.

You may not question a witness at the hearing; the staff representative and/or the DHO will question any witness(s) for you. You may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witness(s) whose testimony is deemed relevant.

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

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the following items will be considered:

- (1) Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- (2) Whether the UDC or DHO based its decisions on substantial evidence.
- (3) Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The decisions and sanctions imposed by the UDC are appealable to the Warden on a BP-229. The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

Special Housing Unit Status: There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation:

Administrative Detention: Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. You may be placed in Administrative Detention when you are in holdover status during a transfer, are a new commitment pending classification, are pending investigation or hearing for a violation of Bureau regulations, are pending investigation or trial for a criminal act, are pending transfer, for protection, or are finishing confinement in Disciplinary Segregation.

Disciplinary Segregation: Disciplinary segregation is used as a sanction for violations of Bureau rules and regulations. Those in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Those placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving items (as necessary).

You may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Those in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily.

Inmates in Administrative Detention and Disciplinary Segregation are provided regular reviews of their housing status.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

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

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	
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, or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, 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.	

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 CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	
201	Fighting with another person.	
202	(Note 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 purposes of introducing contraband or any other illegal or prohibited purposes.	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (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 the 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 CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
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, or 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 MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
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.

RELEASE

Sentence Computation: Designation and Computation Center is responsible for the computation of your sentence. Your sentence computation is prepared normally within sixty (60) days following commitment. Any questions about good time, jail time credit, parole eligibility, release dates, or periods of supervision, are resolved by staff upon your request for clarification.

Fines and Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines mean you will remain in prison until the fine is paid, you make arrangements to pay the fine, or qualify for release under the provision of Title 18 U.S.C., Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines and costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

Detainers: Warrants will be lodged as detainers based on pending charges, and overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions. Detainers and untried charges can affect your participation in institutional programs. You are encouraged to take responsibility in resolving detainers and pending charges at the beginning of your incarceration to maximize your eligibility for institution and community based programs.

Case management staff can assist in your efforts to have detainers disposed of by dismissal, by restoration of probation or parole status, or by arrangement for concurrent service of a state sentence. The degree to which the staff can assist in such matters will depend on individual circumstances. Federal and state detainers may be quickly processed under the procedures of the Interstate Agreement on Detainers. This agreement applies to detainers, based on untried charges, lodged against you by a member state, including the U.S. Government, regardless of when the detainer was lodged. Use of this procedure requires the warrant to be lodged with the institution. If a detainer is not lodged with the institution, but you are aware of pending charges, it is important for you to contact the court and District Attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. Clerks in the Law Library can assist you in such matters.

Good Conduct Time: This applies to those sentenced for offenses committed on or after November 1, 1987. The Comprehensive Crime Control Act (CCCA) became law on November 1, 1987. The two most significant changes in sentencing status deal with good time and parole issues. There are no provisions under the new law for parole.

Good Conduct Time earning is limited to fifty-four (54) days per year. This may be awarded at the end of the year, and may be awarded in part or whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. No Statutory Good Time or Extra Good Time can be earned for those sentenced for crimes committed after November 1, 1987. **Note:** Good Time discussions do not apply to inmates sentences under the new sentencing guidelines.

Good Time: Good time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence. That is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance your release date. It does, in effect, only if you would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date.

Statutory Good Time (SGT): For offenses committed before November 1, 1987, under 18 U.S. Code 4161, an offender sentenced to a definite term of six (6) months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution & has not been disciplined.

- Less than six months No deduction in good time.
- Six months up to and including one year 5 days for each month of the stated sentence.
- More than 1 year, less than 3 years 6 days for each month of the stated sentence.
- At least 3 years, less than 5 years 7 days for each month of the stated sentence.
- At least 5 years, less than 10 years 8 days for each month of the stated sentence.
- 10 years or more 10 days for each month of the stated sentence.

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

If the sentence is for five years or longer, 18 U.S.C. 4206(d) requires the Parole Commission to release an offender after service of two-thirds of the sentence, unless the Commission determines you have seriously violated Bureau of Prisons rules or regulations or there is a reasonable probability you will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

SGT does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months. A shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

Note: The following applies only to those sentenced for an offense committed prior to November 1, 1987.

Restoration of Good Time: Inmates sentenced under the old law are eligible to have forfeited and withheld good time restored. Eligibility requirements are outlined in the Inmate Discipline Program Statement.

Extra Good Time (EGT): For offenses committed before November 1, 1987, the Bureau of Prisons awards EGT credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for the employment in UNICOR or camp. You may earn only one type of good time award at a time (e.g. an inmate earning industrial or camp good time is not eligible for meritorious good time); except a lump sum award may be given in addition to another EGT award. Neither the Warden nor the DHO may forfeit or withhold EGT.

The Warden may disallow or terminate the awarding of any type of EGT (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may also disallow or terminate the awarding of any type of EGT (except in lump sum awards) as a disciplinary sanction. Once an award of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means you do not receive an EGT award for one calendar month.

There may be no partial disallowance. A decision to disallow or terminate EGT may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which EGT has been disallowed or terminated.

Release Information:

Residential Reentry Center (Community Corrections) Good Time: For offenses committed before November 1, 1987, EGT in a Federal or contract community corrections center is awarded automatically beginning on arrival at the facility and continuing as long as you are confined to the center, unless the award is disallowed.

Lump Sum Awards: For offenses committed before November 1, 1987, any staff member may recommend to the Warden the approval of an inmate for a lump sum award of EGT. Such recommendations must be for an exceptional act or service that is not part of a regularly assigned duty. The Warden may make lump sum awards of EGT of not more than thirty (30) days. If the recommendation is for more than thirty days and the Warden agrees, s/he will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under 18 U.S.C. 4162. The actual length of time being served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any EGT already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of EGT for the following reasons:

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

Good Time Procedures for Offenses Committed Before November 1, 1987: EGT is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e. the first twelve months, as stated, means 11 months and 30 days - day for day - of earning EGT before you can start earning 5 days per month). For example, if you were to stop working, transfer from UNICOR to an institution job, or if EGT was terminated for any reason, the time you are not earning EGT does not count in the calculation of the first twelve months. If the beginning or termination date of EGT occurs after the first day of the month, a partial award of days is made. You may be awarded EGT even though some or all of SGT has been forfeited or withheld.

EGT is not automatically discounted while you are hospitalized, on furlough, out of the institution, on a writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. EGT may be terminated or disallowed during such absences if the Warden finds your behavior warrants such action. Those committed for civil contempt are not entitled to EGT deductions while serving the civil contempt sentence.

Those in an EGT earning status may not waive or refuse EGT credit. Once EGT is awarded, it becomes vested and may not be forfeited, withheld, or retroactively terminated or disallowed.

Parole for Offenses Committed Before November 1, 1987: Parole is a method of release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

You are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: those sentenced before September 6, 1977, and those with a maximum parole eligibility of ten years). If you choose not to appear before the Parole Commission within the first 120 days of commitment, a waiver must be signed and given to the Case Manager. This waiver must be made part of the Parole Commission file and your central file.

Following a hearing, you will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Parole Commission. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. This decision may be appealed by you within 30 days of the decision. A form for appeal may be obtained from your Case Manager. If granted a presumptive parole date, a progress report will be sent to the Parole Commission eight months before the presumptive parole date, in order to request a parole effective date.

Release Planning: If granted parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release.

A parole plan typically consists of a place to reside and an offer of employment. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer prior to approval.

The parole plan is part of the material submitted in connection with the parole hearing. The Unit Team submits your release plans to the U.S. Probation Officer approximately twelve months prior to a scheduled parole date.

Residential Reentry Centers (Halfway House) Transfers: Those who are nearing release and who need assistance in obtaining a job, residence, or other community resources, may be referred for a Residential Reentry Center (RRC) placement.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and those participating in specialized programs in the community.

The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have three major emphases: residential community-based programs provided by RRCs and local detention facilities; programs that provide extensive non-residential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

Community Based Residential Programs: The community-based residential programs available include both typical RRCs and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence, at a maximum payment rate of 25 percent of your gross income, to help defray the cost of confinement.

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

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

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders in making the transition from an institutional setting to the community, or acts as a resource while under supervision.

The community corrections component is designated as the most restrictive environment. Except for employment and other required activities, the offenders in this second, more restrictive component, must remain at the RRC, where recreation, visiting, and other activities are available in-house.

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

CONCLUSION

Hopefully this information will assist you in your first days in the institution. Feel free to ask any staff member for assistance, particularly your unit staff. For individuals who are not yet in custody, and who have been given this handbook to prepare for confinement, the Bureau's CCM or staff can help clarify your concerns.



Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

May 2005

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

- a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

- b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

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 judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

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

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

What to do if you are Sexually Assaulted

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

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

How to Report an Incident of Sexually Abusive Behavior

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

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

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

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

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement 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 a 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, D.C. 20530-0001

Mid-Atlantic Regional Office

10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

Northeast Regional Office

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

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Central Office

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

North Central Regional Office

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

Western Regional Office

7338 Shoreline Drive
Stockton, California 95219

Southeast Regional Office

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

