

ADMISSION AND ORIENTATION HANDBOOK



**FEDERAL CORRECTIONAL INSTITUTION
SATELLITE PRISON CAMP
TEXARKANA, TEXAS**

TABLE OF CONTENTS

SECTION A: INTRODUCTION	5
WARDEN	6
ASSOCIATE WARDEN	6
CAMP ADMINISTRATOR/EXECUTIVE ASSISTANT	7
SECTION B: UNIT MANAGEMENT	7
ADMISSION AND ORIENTATION PROGRAM	8
PERSONAL HYGIENE	9
INDIVIDUAL LIVING AREA SANITATION	9
STORAGE SPACE	10
FOOD STORAGE	10
LOCKERS	11
INMATE PERSONAL PROPERTY LIST	11
EXAMPLES OF PROPERLY MADE BEDS	14
VISITING	14
SHU VISITING	16
VISITING RULES	16
SHOWER TIMES	17
TELEVISION	17
DESIGNATIONS AND TRANSFERS	17
ADMINISTRATIVE REMEDY OF COMPLAINTS BY INMATES	18
INMATE MARRIAGES	18
FINANCIAL RESPONSIBILITY	18
BANK ACCOUNTS	19
RELEASE PLANNING	20
JOBS	21
SECTION C: FOOD SERVICE	21
WORK DETAILS	22
SECTION D: CORRECTIONAL SERVICES	22
COUNT PROCEDURES	22
INMATE ACCOUNTABILITY	23
CONTROLLED MOVEMENTS	23
TELEPHONES	25
DISCIPLINE	25
POSSESSION OF ELECTRONIC ITEMS	26
IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT	26
CONTRABAND/SEARCHES	27
SECTION E: SUPPORT SERVICES	28
COMMISSARY	28
INMATE CLOTHING ISSUE	28
ALTERED CLOTHING	28
NEW COMMITMENTS	29
CLOTHING EXCHANGE	29
IMPLEMENTATION	29
WORK DETAILS	31

HATS OR CAPS	31
LAUNDRY PROCEDURES	32
HYGIENE ITEMS	32
CLOTHING	32
SOILED CLOTHING	32
SECTION F: UNICOR	32
SECTION G: CORRECTIONAL SYSTEMS DEPARTMENT	33
MAIL	33
SECTION H: EDUCATION	35
PROGRAMS	35
TESTING	36
EDUCATION COUNSELING	36
GENERAL INFORMATION	36
READING CENTER	37
GED CLASSROOM	37
ENGLISH AS A SECOND LANGUAGE	37
SPECIAL INTEREST CLASSES	37
VOCATIONAL TRAINING	37
APPRENTICESHIP	38
COLLEGE PROGRAMS	38
LIBRARIES	38
PHYSICAL FITNESS/HEALTH EDUCATION PROGRAM	38
SPORTS PROGRAM	39
CODE OF CONDUCT	39
GYMNASIUM	39
RECREATION YARD	39
RECREATION DEPARTMENT	40
ACTIVITY CENTER (MODULAR UNIT)	40
HOBBY CRAFT PROGRAM	41
MUSIC PROGRAM	41
BARBER SHOP	42
SECTION I: HEALTH SERVICES	42
NOTICE TO INMATES: INMATE COPAYMENT PROGRAM	42
STAFFING	43
EMERGENCIES	44
HOSPITALIZATION	44
MEDICAL - FEDERAL PRISON CAMP (SPC) TRIAGE	44
MEDICAL - FCI TRIAGE	45
PHYSICAL EXAMINATIONS	45
OTHER SERVICES	46
DENTAL CARE	46
OVER THE COUNTER (OTC) MEDICATIONS	46
EYEGLASSES	46
SHOES	46
METHICILLIN RESISTANT STAPHYLOCOCCUS AUREAUS (MRSA)	47
DISEASE PREVENTION	47

HEALTH CARE RIGHTS AND RESPONSIBILITIES	47
PATIENT RESOLUTION OF COMPLAINTS	49
SECTION J: SAFETY	50
GENERAL SAFETY RULES	50
SAFETY REPORTS	51
FIRE EQUIPMENT	51
SECTION K: RELIGIOUS SERVICES AND PROGRAMS	52
SECTION L: PSYCHOLOGICAL SERVICES	52
DRUG TREATMET PROGRAMING	54
INMATE REFERRALS	55
LIMITATIONS OF CLIENT CONFIDENTIALITY	56
SEXUALLY ABUSE BEHAVIOR PREVENTION AND INTERVENTION	58
SECTION M: FACILITIES DEPARTMENT	64
REPAIR	64
PREVENTATIVE MAINTENANCE	64
DESIGN, CONSTRUCTION AND RENOVATION	65
WORK REPORTING-REPORTING PROBLEMS	65
SAFETY IMPLICATIONS	65
JOB TRAINING OPPORTUNITIES	66
FREQUENTLY ASKED QUESTIONS	66
SECTION N: REENTRY SKILLS	67
SECTION O: INMATE RIGHTS AND RESPONSIBILITIES	68
SECTION P: INMATE DISCIPLINE	71
SUMMARY OF INMATE DISCIPLINE SYSTEM	71
PROHIBITED ACTS AND AVAILABLE SANCTIONS	72
ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SECURITY LEVEL	81

REVISED: _____ DATE: _____
Institution A&O Coordinator

APPROVED: _____ DATE: _____
Michael Greene, Executive Assistant/
Camp Administrator

SECTION A INTRODUCTION

Welcome to the Federal Correctional Institution, Texarkana, Texas. The original section of the Federal Correctional Institution (FCI) was dedicated in 1940. The facility is located on the southwest corner of Texarkana, approximately one mile south of Highway 59 on Leopard Drive. Texarkana is located in the northeast corner of the state on the Texas/Arkansas border. It is 175 miles east of the Dallas-Fort Worth area, 70 miles north of Shreveport, Louisiana, and 145 miles southwest of Little Rock, Arkansas. FCI Texarkana is a Low security institution for male offenders at least 18 years of age with a variety of sentences. Most inmates are legal residents of the south central and southwest regions of the United States. However, it is necessary at times to house inmates from other parts of the country.

Communication plays a vital role in the development of a positive atmosphere within a correctional facility. This Inmate Handbook will provide you with information about the programs, operations, rules, and regulations of FCI Texarkana. The handbook is a supplement to the information available to you from Federal Bureau of Prisons Program Statements, Institution Supplements, and Memorandums generated by local administration. It is your responsibility to seek clarification of any issue that you find unclear. If you have further questions about the specific policies of the institution, consult with a member of your Unit Team.

Confinement is never a pleasant experience, but here at FCI Texarkana we have attempted to establish an institution where you will be able to make the most of the time that you spend with us. The programs offered at the institution are structured around the workday, to permit maximum participation. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for halfway house placement.

You will be treated in a mature and responsible manner, and you will be expected to act accordingly. Your strict compliance to the rules and regulations of this facility plays an essential part in exhibiting the responsible behavior required at this institution.

The Director of the Federal Bureau of Prisons is Charles E. Samuels, Jr. There are six Regional Directors located in various geographic areas of the country. You are in the South Central Region, which includes Texas, New Mexico, Louisiana, Arkansas, and Oklahoma. Our Regional Office is located in Dallas, Texas. The Warden is the Chief Executive Officer of FCI Texarkana. The Associate Warden and the Executive Assistant/Camp Administrator round out the Executive Staff at FCI Texarkana. Each department within the institution is run by a department head who reports to a member of the Executive Staff.

The information contained in this handbook is current as of the date of publication. It contains summaries of Federal Bureau of Prisons and FCI Texarkana policies and is subject to change. It is intended to be used by the staff and inmates of this facility as an easy reference. In the event of conflict, policy will take precedence over the information contained within this handbook.

WARDEN

The Warden is the Chief Executive Officer of the institution with overall responsibility for the Federal Correctional Institution, Federal Prison Camp, and UNICOR. The Warden's decisions are based upon policies established by the Federal Bureau of Prisons.

Inmates with issues to raise are encouraged to do so first through the methods available to them: Inmate Requests to Staff Member (copouts), administrative remedies, or a letter. Issues may also be discussed directly with the Warden during mainline or tours of the institution. Inmates are encouraged to attempt resolution of problems at the lowest possible level.

ASSOCIATE WARDEN

The Associate Warden (AW) supervises, directs, and evaluates Correctional Services, Education, Facilities, Financial Management, Food Service, Health Services, Human Resource Management, Re-Entry Coordinator, Recreation, and Trust Fund/Support Services.

The AW is instrumental in ensuring that departments are operating in accordance with policy. The AW conducts open house during mainline Monday - Friday (excluding holidays) and is also available to inmates when visiting various areas of the institution.

CAMP ADMINISTRATOR/EXECUTIVE ASSISTANT

The Camp Administrator oversees the daily operations of the Camp. The CA/EA supervises, directs, and evaluates the Camp, Case Management Coordinator, Chaplaincy Services, Computer Services, Correctional Systems, Psychology/RDAP, Safety, and Unit Management. The CA/EA conducts open house during mainline Monday - Friday (excluding holidays) and is also available to inmates when visiting various areas of the institution. The CA/EA is instrumental in ensuring departments are operating in accordance with policy.

The Camp Administrator, in conjunction with the Psychology Services Department, oversees the Comprehensive Drug Abuse Program offered at SPC Texarkana. This is one of two Comprehensive Drug Abuse Programs in minimum security level facilities within the South Central Region. Additionally, three vocational training programs are available in Air Conditioning, Small Engines, and Automotive Repair.

**SECTION B
UNIT MANAGEMENT**

Upon arrival, the Correctional Systems Department will assign each inmate to a Unit Team, living quarters, and a work assignment of Temporary Orderly. The Unit assignment will be determined by maintaining balanced inmate population demographics and ensuring equal distribution of cases. Inmates requiring a wheelchair will ordinarily be assigned to West Unit. Inmates with other disabilities will be evaluated for housing changes during medical screening if deemed necessary. The housing units are divided into three semi-autonomous units and one outside camp, each with its own unit staff. Each unit has a Unit Manager, Case Managers, Counselors, and a Secretary. The camp has a Camp Administrator instead of a Unit Manager. Unit management staff have offices in the units to provide accessibility and better communication between inmates and staff. Unit staff are routinely available seven days a week during normal working hours.

You have begun your stay at FCI/SPC Texarkana and are presently assigned to the functional unit to which you will be permanently assigned for your entire stay at this facility. During the first weeks here, you will be provided with information about the opportunities, programs, and services that are available to you. Many of our staff will be talking with you about the various facets of the institution, and you are encouraged to ask questions. This period is perhaps the most important time you will spend here at Texarkana. During this time, you will learn about the institution and the programs in which you may

participate. This information will be necessary for you when you sit down with your unit team to decide how you may best take advantage of the time you spend here. Your participation and cooperation in this process are necessary to develop a meaningful program that is tailored to your own particular needs and wants.

You will be given the opportunity to become familiar with the institution policies and procedures. Staff will be discussing individualized program with you. You will be given examinations by the Medical, Dental, Education, and Psychology Departments. These evaluations will assist staff in determining your needs and will be used to assist you and your unit team in determining assignments for work and programs. During this period, you will come in close contact with your Unit Officer, Unit team members, and other institution staff members. These individuals have the responsibility of helping you to adjust to this institution and provide reports regarding your adjustment. At the end of this period, you will have your initial classification (first team meeting). During that meeting, decisions will be made regarding your educational needs, release planning, financial obligations, and future programs. Decisions are based upon factors including your behavior in the program, time remaining to serve, and past record.

ADMISSION AND ORIENTATION PROGRAM

The FCI A&O Program is located in the West Unit TV Room across from the Conference Room. Newly committed inmates will participate in the A&O Program, except for those who have been gone less than six months. A Spanish language video is available for Spanish-speaking inmates. An inmate interpreter will also attend each lecture and interpret each instructor for those inmates who do not speak English. Inmates with literacy problems should request assistance from the A&O Counselor. If necessary, special assistance will be provided to those inmates with learning disabilities or those who may seem to be having a problem grasping the information. In cases where a language other than Spanish is a barrier for A&O participation, materials and instruction will be provided to the inmate individually.

The A&O Program will not ordinarily be conducted with less than five inmates. Inmates not participating in A&O the week following their arrival will be carried over until the next scheduled A&O Program. They will work at the direction of the Unit Officer while remaining in A&O status. While in the Admission and Orientation (A&O) Program, you will attend a number of lectures and individual interviews. Feel free to ask questions. If you have been interviewed and have questions, please see the staff member concerned or use the Inmate Request

to Staff Member form (also called a cop-out), which is available in the unit office. It can be placed in any mailbox.

We have all heard the saying, "Put your best foot forward." This is especially true here at Texarkana. The way you look to others will determine how they react to you. It follows that if you are neatly dressed, your hair is combed, you are clean, and you have a smile on your face, people will react in a pleasant, positive way toward you. On the other hand, if your clothes are dirty, you need a shower, and your hair is a mess, people will react accordingly. This is true whether you are at this institution, home, or out looking for a job. In the same vein, no one likes to live in an unclean environment. You are responsible for keeping your living quarters in good condition. Correctional staff are here to assist with any questions you might have concerning how you go about keeping your living quarters in good condition.

As a general rule, you should be dressed in the khaki shirt, trousers, and the belt provided. The shirt will be completely buttoned, with the top button un-buttoned, and will be tucked in at all times outside your living quarters. Green uniforms are worn at the Camp. Work shoes must be worn with the uniform unless you have a soft shoe permit. Furthermore, either the Khaki or Green uniform will not be mixed with sweats, shorts, or other recreational attire.

PERSONAL HYGIENE

It is expected that each inmate will exercise good personal hygiene. This includes routine showers, the changing of bed linens, etc. Also, frequent hand washing should take place.

INDIVIDUAL LIVING AREA SANITATION

It is the inmate's responsibility to check his living area immediately after being assigned and report all damage to the Unit Officer or Counselor. An inmate may be held financially liable for any damage.

Under no circumstances are beds, lockers, etc., to be moved by inmate occupants. Additionally, hooks, bars, etc., are not to be installed on walls, lockers, etc. Each Unit Manager in consultation with the Executive Assistant/Camp Administrator will determine the authorization and standardization of hooks, etc., in various living quarters. Additionally, nothing is to be taped to walls, bunks, etc.

Shoes are to be placed neatly under the bottom bunks of each room. There is ample room for the shoes of all occupants under the bunks. Shoes are not to be placed on bunks.

Beds are to be made according to established standards. **NOTHING** is to be stored on the bed or under the mattress to include books, personal items, etc.

All authorized personal property is to be stored in the assigned locker. The practice of stacking clutter behind lockers, under beds, etc., is not authorized. Individual fans may remain neatly on top of or behind lockers. A list of authorized personal property is attached for informational purposes.

Each inmate is responsible for dusting, sweeping, and mopping his individual living area each day. All occupants of living areas are responsible for the overall sanitation and good order of the area.

Laundry bags containing dirty clothing may be placed behind or on the side of lockers or in other appropriate places as determined by the Unit Managers. Chairs are not to be placed on the bed and will be neatly placed in the room in an area designated by the Unit Manager.

Any fans will be stored on top of the lockers during the day, or when not in use.

STORAGE SPACE

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

FOOD STORAGE

Food items must be properly sealed to prevent a health hazard. Empty jars or other containers may not be used as drinking containers or for any other purpose and are to be thrown away or recycled as appropriate.

LOCKERS

Homemade shelves, pouches, etc., are not authorized. Inmates are not to modify assigned lockers in any way.

Please see your unit staff if questions arise regarding these directives.

INMATE PERSONAL PROPERTY LIST

Commissary Items Must Not Total Over \$350

Inmate Personal Property List - National Limit Authorized For Transfer Between Institutions

B = Black
W = White
BW = Black/White Combination
GRY = Gray
GRN = Green (pastel)
C = Commissary Only
I = BOP Issue

CLOTHING

Bathrobe
Males - W GRY (no hoods) c (1)
Cap, Baseball
Males - W GRY (no logos) c (1)
Handkerchief, W c (5)
Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets) court, turf, running shoe, c (2 pr)
Shoes, Casual, c (1 pr)
Shoes, Shower, c (1 pr)
Shoes, Slippers, c (1 pr)
Shoes, Work, c, (1 pr), (I)
Shorts, Gym
Males - W GRY c (2)
Socks, Tube, W c (5)
Sweatshirt
Males - GRY (cotton/pullover/no hoods/no logos) c (2)
Sweatpants
Males - GRY (cotton/no logos) c (2)
T-Shirts/Sleeveless Undershirts
Males - W GRY (no pockets/no logos) c (5)
Underwear
Males - W GRY (boxers or briefs) c (7)

PERSONALLY OWNED ITEMS

Address Book, c (1)
Alarm Clock (non-electric), c (1)
Bag, Athletic Tote (no logo), c (1)
Batteries (not including batteries stored in electronic items),
c (4)
Books (hard/soft), (5)
Magazines and Newspapers less than two weeks old, (10)
Book/Reading Light, c (1)
Bowl (plastic/24 oz. or less), c (1)
Calculator, small (electronically unsophisticated, inexpensive,
non-print feature/battery or solar operated) c (1)
Calendar, small, c (1)
Comb/Pick (plastic), c (2)
Combination Lock, c (1)
Cup (plastic), c (1)
Dentures (1 set)
Earplugs, c (1 set)
Envelopes, c (1 box)
Eyeglasses (no stones), (2 pr)
Eyeglass Case (2)
Fan, (1)
Hairbrush, c (1)
Hangers (plastic), c (5)
Headphones, c (1)
Jug (plastic/up to 1 gal), c (1)
Language Translator, (small, electronically unsophisticated,
inexpensive, non-print feature/ battery, or solar operated), c
(1)
Laundry Bag (mesh), c (1)
Letters (25)
Mirror (small/plastic), c (1)
Pen, Ballpoint, c (2)
Pencils, c (2)
Photo Album/Scrapbook with photos, c (1)
Photos (single-faced) (25)
Playing Cards, c (2 decks)
Radio with Earplugs (walkman-type), c (1)
Shaving Bag, Males - c (1)
Stamps (total value equivalent to 40, 1st Class), c
Sunglasses (non-reflective), c (1)
Towel (white/large), c (1)
Watch (\$100 maximum value, no stones, electronically
unsophisticated; i.e., inability to send signals), c (1)
Watchband, c (1)
Wedding Band (plain - no stones/white/yellow metal) (1)
Writing Tablet, c (2)

HYGIENE ITEMS

Brushless Shave

Conditioner/Hair
Dental Floss and/or Pick (unwaxed), c (1 container)
Denture Adhesive, c (1)
Denture Brush, c (1)
Denture Cleaner/Powder, c (1)
Denture Cup, c (1)
Deodorant, c (2)
Hair Oil/Gel (non-flammable, non-alcoholic), c (1)
Laundry Detergent
Lens Cloth, c (1)
Lotion, Skin (moisturizing), c (1)
Mouthwash
Nail Clippers (no file), c (2)
Powder/Body/Foot
Razor, c (1)
Scissors, Mustache, Males - (blunt tip), c (1)
Sewing Kit, c (1)
Shampoo
Shaving Cream/Lotion, Males
Soap, Bar, c (3)
Soap Dish, c (1)
Toothbrush, c (1)
Toothbrush Holder, c (1)
Toothpaste, c (2 tubes)
Tweezers (blunt tip), c (1)

RECREATIONAL ITEMS

Athletic Supporter, Males - c (2)
Eye Protection, c (1)
Gloves (fingerless/athletic), c (1)
Gloves (handball), c (2)
Harmonica, c (1)
Headbands/Sweatbands, W c (2)
Knee Wraps, c (2)
Knitting/Crochet Needles, c (1)
Mouth Piece, c (1)
Racquetballs (2 cans of 2), c (4)
Softball Glove, c (1)
Tennis Balls (can of 3), c (1)
Tools for Bead Work, c (1)
Weightlifting Belt, c (1)
Weightlifting Gloves, c (1)
Weightlifting Wraps, c (2)
Yarn, Embroidery, Hoops/Needles, c (1 set)

APPROVED RELIGIOUS ITEMS

APPROVED MEDICAL DEVICES

EXAMPLES OF PROPERLY MADE BEDS**VISITING**

The facility is located on the southwest corner of Texarkana, Texas, approximately one mile south of Highway 59 on Leopard Drive. From Interstate 30, exit south on Highway 59, continue until you exit Leopard Drive. At the first traffic light, continue through the light until you reach Leopard Drive. Turn south and the Institution will be approximately one mile on the left. Camp visitors will enter at the Camp entrance and FCI Visitors will enter at the main entrance.

All visitors must be approved before they will be admitted to the institution. You must contact your Unit Counselor regarding an approved visiting list. This will require submitting a request. Be sure all required information is provided.

Incomplete or inaccurate addresses will cause delays in processing your visitors. The Unit Counselor will review your list and will act upon it shortly after receiving it. You may include immediate and up to 20 additional adult visitors on your list. Please keep in mind the small size of the visiting room and restrict your list to family members and a few close friends. If you wish to change your visiting list, your Unit Counselor will provide you with a request form. You must submit a completed request form to make a change on your list.

Inmates are allotted five points a month for visitation. A point will be taken for every time the inmate enters the visiting room. Additional points may be taken during holiday periods to ensure adequate room in the Visiting Room. Visiting hours are from 8:00 AM to 3:00 PM on weekends and Federal holidays. Only visitors who are on your approved list will be allowed to enter, unless you receive a "Special Visit" approved by your unit team. Processing of visitors will end at 2:00 PM. Under certain circumstances, visits may have to be terminated. This is an administrative decision which may be invoked in times of need, such as overcrowding of the visiting room, inappropriate behavior by inmates or visitors, etc.

Your visit will be announced over the PA system. You must wear a pressed khaki shirt, khaki trousers, a belt, and institution shoes. Green clothing is required at the Camp. Leave all personal property in your locker. You are permitted to carry with you only a comb and a handkerchief. Only the above items taken to the Visiting Room will be authorized to be brought back inside the institution. All inmates will be strip searched before re-entering the institution. Visitors may not leave money with the Visiting Room Officer to be credited to your account. You should read the A&O material and the Institution Supplement on Visiting. It will tell you what is considered appropriate dress for the Visiting Room, Special Visits, etc. You are allowed a maximum of four adult visitors at any one time. If approved, you may wear a wedding band, religious items, and carry photo tickets.

Visitors will be required to provide positive identification with a current picture, such as a driver's license, passport, etc. The visitor's belonging will be searched and they will be required to clear a metal detector prior to entry. You should advise them of this requirement prior to their visit. Visitors must be properly dressed. Low cut, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room.

WHO MAY VISIT: It is your responsibility to contact your Unit Counselor to add people to your visiting list. Normally, all immediate family members are approved (i.e., wife, parents, brothers, and sisters). Children 16 years of age or younger must be accompanied by an adult family member. If you wish to have a visit from a person who is not on your approved list, contact your Unit Counselor at least two weeks in advance and explain the circumstances of the desired visit. If a visit is approved, it is your responsibility to notify your visitor.

DO NOT TELL YOUR VISITOR TO COME UNTIL YOU ARE NOTIFIED THE VISIT IS APPROVED. If it is denied, they will be turned away upon arrival at the institution.

If you are a transfer to this facility, do not assume that your visiting list will remain the same. See your Unit Counselor to be certain who is retained on your list. Do not invite any visitors to come until you are sure they are approved at this facility. If they are not approved, visiting will not be permitted.

SPECIAL HOUSING UNIT VISITATION

Inmates placed in the Special Housing Unit will be permitted to visit via Closed Circuit Television (CCTV) for a period of two hours per visit. Upon entering the Special Housing Unit inmates will submit a cop-out to the Special Housing Unit Lieutenant requesting an appointment to visit. **ALL CCTV MUST BE SCHEDULED THROUGH THE SPECIAL HOUSING UNIT LIEUTENANT.** The point system applies to inmates assigned to the Special Housing Unit.

VISITING RULES

The introduction of contraband into a penal institution is a violation of 18 U.S. Code 1971, Attorney General's Reg., September, 18, 1948. Contraband is defined as any item given to or left where accessible to inmates, such as narcotics, money, alcohol, firearms, tobacco, and other items for which specific approval of the institution has not been obtained. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed on arrival and departure. Inmates are not to move around in the visiting room once seated and are subject to special seating assignments at the discretion of the Visiting Room Officer. Additionally, the use of cameras or recording equipment anywhere on Federal property without the written consent of the Warden is strictly prohibited. No written messages may be exchanged during a visit. The right to make future visits will be denied to anyone who attempts to circumvent or evade visiting regulations.

ALL AREAS OF THE VISITING ROOM ARE MONITORED BY VIDEO CAMERA TO ENSURE INSTITUTION SECURITY AND GOOD ORDER.

SHOWER TIMES

All showers will be open from 5:30 AM to 8:30 AM daily. One designated shower per unit will remain open throughout the day. All showers will be open from 6:00 PM to 9:00 PM daily.

TELEVISION

Television rooms close at 10:00 PM nightly. Television rooms close at 11:30 PM on Friday and Saturday nights.

There are no reserved seats in the TV rooms. You are not permitted to use more than one chair, e.g., sitting in one chair with your feet in another. During count time the TV sets may be turned off and you must return to your bed for the duration of the count. Furthermore, like all areas of the institution, the TV rooms are to be kept clean. When they are not clean, the Unit Officer will turn off the TV sets until the room has been cleaned. Games are not permitted in TV rooms since there are areas in the unit specifically designated for this purpose.

Under no circumstances may even a minor repair attempt be made on any TV set unless under the supervision of the electrical or communications foreman. All televisions have been modified from outside speakers. Each television transmits to a designated radio frequency. You must have a radio to tune into the appropriate radio station to listen to the television. Programs to be viewed will be selected by the Unit TV Committee. One copy of the TV schedule will be posted on the inmate bulletin boards and another will be given to the Unit Officer. Arguments over program selections will result in termination of viewing privileges until the beginning of the next program. Changes in the posted schedule must be made by the Unit TV Committee or approved by the Unit Officer.

DESIGNATIONS AND TRANSFERS

It is the policy of the Bureau of Prisons to place inmates at institutions as close to their homes as possible within 500 miles. However, this is not always possible. There are several reasons why an inmate may be confined at an institution a greater distance from home, but the most common is population pressures. Inmates who are citizens of other countries and have been ordered deported are not ordinarily eligible for transfers and will remain at this facility for service of their sentence.

Requests for transfers of any type should be made at your initial classification so they might be considered by your unit team. Your situation will then be evaluated and reviewed at your regular program reviews. There are waiting periods mandated by Bureau of Prisons policy for most types of transfers. Of course, some types of transfers are carried out swiftly and quite frequently. Transfers for treatment of severe medical problems or for disciplinary situations which merit immediate remedy are two examples of such transfers.

Additionally, an increasingly common type of transfer is the Treaty Transfer Program. Basically, this involves the transfer of a federal prisoner who is a citizen of another country back to his county of citizenship to serve the remainder of his sentence. The Treaty Transfer Program is only available to countries which have prisoner exchange treaties with the United States. Questions about this and other types of transfers can be answered by your Case Manager.

ADMINISTRATIVE REMEDY OF COMPLAINTS BY INMATES

This is a procedure where you may seek formal review of a grievance which relates to any aspect of your imprisonment, if less formal procedures have not resolved the matter. This procedure allows review of your issues by high-level Bureau officials.

You should first informally present your complaint to staff who will attempt to resolve the issue. If you are unable to informally resolve your complaint, then you may file a formal written complaint on the appropriate form. To initiate an Administrative Remedy, you should first contact your Unit Counselor who will attempt to informally resolve the problem.

INMATE MARRIAGES

All legally binding contracts, including marriage, require the Warden's approval prior to an inmate entering into one. This includes marriage by proxy which is legal in some states. To request permission to be married while incarcerated, contact your Case Manager for details.

FINANCIAL RESPONSIBILITY

The ability to manage one's financial affairs is an essential life skill and meeting one's financial responsibilities is a legal and moral obligation. Many inmates have child support, fines, assessments, restitution, and other financial obligations ordered by the courts.

Bureau of Prisons policy requires your unit team to review your case, identify any financial obligations, and work out a financial plan with you to pay those obligations. For example, any inmate assigned to UNICOR is required to pay half of his earning towards the completion of his financial responsibilities. Progress on your financial plan can determine program eligibility. If you do not follow through with the planned arrangement, it will affect consideration for jobs, transfers, Residential Reentry Center (halfway house) placement, custody changes, release gratuity, and other programs. At your initial classification, the Inmate Financial Responsibility Program (IFRP) will be explained to you. If the Unit Team determines you have the ability to pay on your assessments, fines, and other obligations and you decline to participate in the IFRP at an acceptable level, you will be placed in refuse status. This will result in reduced performance pay, commissary restrictions, loss of release gratuity, movement to different quarters, and removal from the UNICOR hiring list. If you are employed by UNICOR, you will be terminated until you again become financially responsible as determined by your unit team.

BANK ACCOUNTS

Inmates are encouraged to save money for a variety of reasons; family support, financial responsibility, to prepare for their release, etc. We encourage inmates to utilize outside saving accounts. See your unit team in reference to this process.

The Federal Bureau of Prisons is centralizing the processing of all incoming inmate funds. The BOP has established a national LockBox location and effective November 1, 2004, all funds being sent to inmates in BOP custody must be sent in by Western Union or to the national LockBox location at the following address:

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

The institution mail room will no longer accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the national LockBox. Please notify all persons who send you funds that they must send all funds to the national LockBox mailing address (above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Enclose 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 BOP institution where the inmate is housed.

Instruct them that they must have the inmate's committed name (no nickname) 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 that they cannot be posted to the inmate's account.

If funds have not been received in your account but have been sent to the LockBox, the party sending the funds must provide an approximate date the funds were sent, sender's name, type of negotiable instrument and dollar amount in order for a search to be conducted.

RELEASE PLANNING

Parole hearings are not conducted at FCI/SPC Texarkana. Inmates serving old law sentences will be referred to the South Central Regional Office for transfer to an institution which holds parole hearings. Upon conclusion of the hearing, you will be returned to this facility.

Release planning begins at your initial Unit Team meeting and continues throughout your incarceration. For old and new law cases, an acceptable plan for release requires two essential ingredients: a place to live and an offer of employment. Prospective employment should be in a legitimate, full-time occupation. If residence and employment are not readily available, a wide range of Residential Reentry Centers are available and you will be considered for referral prior to release.

All release plans are submitted to the United States Probation Office (USPO) in the area of release for evaluation and acceptance of supervision. Release plans are your responsibility, and your Case Manager will be glad to assist you and answer any questions you may have. If you decide not to return to your sentencing district, a relocation request should be submitted to the new district approximately 18 months to one year prior to your projected release date. For old law cases, you must have an approved parole plan before the United States Parole Commission can release you to the community. If your

parole plan is judged not acceptable by the supervising USPO, you will remain in custody until you have developed an acceptable plan.

If you are released on parole or mandatory release, a period of community supervision is required. An inmate released on parole has such supervision until his full term expiration date, while an inmate released via mandatory release has supervision until his 180 day date (180 days less than the full term expiration date). Inmates with short sentences who are released via Expiration with Good Time have no community supervision. Also, when most new law cases are released from custody, they have terms of supervision follow.

JOBS

In addition to UNICOR, the institution offers employment opportunities in several other areas. Some examples of the job assignments for which you may qualify are: Unit Orderly, Food Service, Plumbing, Construction, Paint Shop, Laundry, and Education Tutor. Eligibility for these and other job assignments often depends on your level of education, previous work experience, and the number of positions available. At your initial classification with your unit team, you will be able to indicate what work assignment you desire. Assuming you are eligible, efforts will be made to place you there after the Medical Department has cleared you for assignment to a job. Be aware, though, that several work areas are overcrowded and initial job assignments are based primarily on institution need. You may request a job change by submitting a cop-out to the Work Assignment Committee through your Unit Counselor.

SECTION C FOOD SERVICE

The Food Service Department will provide you with three meals a day which are nutritionally adequate, properly prepared, and attractively served. We will also provide all inmates assigned to Food Service the opportunity to acquire skills and abilities that may assist in obtaining gainful employment upon release. An assignment to Food Service is an opportunity to learn and will benefit you upon release.

The dress codes and meal schedules are as follows: Monday through Friday, excluding holidays, there is a dress code in effect during the breakfast and lunch meals. You will be required to wear the institution issued uniform. Shirts must be tucked in at all times while in the Food Serving dining room. There is no head gear to be worn in the Food Service dining room unless you are assigned to the Food Service detail. The only

exception to this policy is given by the institution Chaplain for religious purposes.

Monday through Friday, breakfast meals are served between 6:00 AM and 7:00 AM. Lunch meals are served at 10:30 AM and dinner meals are served directly following the evening recreation move. On weekends and holidays, coffee hour is served between 6:00 AM and 7:00 AM. Brunch meals are served following the 10:00 AM count and dinner begins directly after the evening recreation move. Meal times are subject to change when necessary.

If at any time you have a question pertaining to the certified program or other Food Service questions please feel free to see the Food Service Administrator or the Assistant Food Service Administrator during the serving of the meals. Food items are not authorized to be carried into or out of Food Service.

WORK DETAILS

Food Service clothing (hats/aprons/rubber boots) may not be worn during an inmate's off-duty hours and will not be worn in recreational areas. Other restrictions pertaining to the use of Food Service clothing will be determined by the Food Service Administrator.

SECTION D CORRECTIONAL SERVICES COUNT PROCEDURES

Official counts are conducted at 12:00 AM (midnight), 3:00 AM, 5:00 AM, 4:00 PM and 10:00 PM. On weekends and holidays, there will also be an additional count at 10:00 AM.

The daily 4:00 PM count, 10:00 PM count, and the 10:00 AM count on weekends and holidays are "STAND-UP COUNTS." All inmates will be counted standing beside their bunks. Failure to stand for these counts will result in disciplinary action.

When the Unit Officer calls "COUNT," during other than stand-up counts, go immediately to your bed. You may lie down or be seated on your bed, but remain there until the unit count is completed. This procedure pertains to all counts except the stand-up counts. During the stand-up counts, all inmates will stand next to their beds, facing the counting officers, until count is completed. For proper identification purposes, no head gear of any type to include ball caps, wave caps, head bands, ear phones, etc., will be permitted during stand up counts. The only exception will be approved religious head wear.

During counts, ensure you do not disrupt the count process as it affects the activities of everyone housed in the institution. **Failure to follow this regulation could result in disciplinary action.**

Out-counts are authorized for operations of the Food Service Department, Clothing Room, UNICOR, etc. If you are assigned to a detail during the official count, you will follow the instructions of the Detail Officer for the taking of count. The Detail Officer will advise you of the area designated for the count. The detail will stand against a wall or in a line, etc.

INMATE ACCOUNTABILITY

All institution movements will be announced by the Compound or Corridor Officer over the public address system. Scheduled movements will last ten (10) minutes. The first five (5) minutes will be one-way movement in-ward toward the housing units. The second five (5) minutes will be one-way movement from the housing units back to the outer areas i.e., Education Recreation, and Medical. Special movement (one-way) may be called by the Lieutenant for other scheduled programs, i.e., church services, etc. Generally, call outs will be scheduled in accordance to the move schedule. Inmates will remain at their selected activities until the next scheduled movement or until a special one-way movement is called. Inmates are expected to arrive and depart work assignments and callouts during the movements with the approval of their supervisor. An institution census is conducted by all Unit Officers and Detail Supervisors randomly during morning and afternoon work hours to ensure all inmate are in their assigned work areas.

These movements are monitored and any noted discrepancy will be subject to disciplinary action.

CONTROLLED MOVEMENTS

The normal weekday schedule for controlled movement is as follows with a 5 minute movement IN towards the housing units followed by a five minute movement OUT of the housing units as described above:

6:00 AM to 7:00 AM Mainline
6:15 AM to 6:30 AM Recreation Movement
6:30 AM to 6:55 AM Pill Line
6:45 AM UNICOR work call
6:50 AM Facilities work call

7:35 AM General work call

8:25 AM to 8:35 AM

9:25 AM to 9:35 AM

10:25 AM to 10:35 AM

10:35 AM One way move from UNICOR to Mainline or the
Housing Units

10:40 AM One way move from Facilities to Mainline or the
Housing Units

11:15 AM UNICOR work call

11:20 AM Facilities work call

11:25 AM Recreation movement

11:30 AM Mainline opens for
Housing Units and Education/VT

12:00 PM Pill Line

12:25 PM to 12:35 PM General work call

1:25 PM to 1:35 PM

2:25 PM to 2:35 PM

2:45 PM UNICOR recall

3:35 PM Facilities recall/Pill Line

3:40 PM Yard recall

4:00 PM Count time

4:30 PM *Approximate* One way movement to Recreation

4:35 PM *Approximate* Evening Meal

5:55 PM to 6:05 PM

6:55 PM to 7:05 PM

7:55 PM to 8:05 PM

8:20 PM Yard recall/Pill Line

It is mandatory that all inmates maintain their inmate I.D. Card in their possession at ALL times. Inmates are required to produce the I.D. cards upon the request of any staff member.

On weekends and holidays the moves will occur on the hour.

TELEPHONES

Telephones are located in each unit for your convenience. You are to use only those telephones in the unit to which you are assigned. Telephone calls are limited to fifteen minutes to ensure each inmate has the opportunity to make use of the telephone system.

All telephone calls will be monitored by the institution. Legal calls to your attorney will be approved by your Unit Team who will assist you in these calls to ensure they are not monitored.

Hours of operation for the telephones are from 6:00 AM to 10:00 PM on a daily basis. No one will be on the inmate telephones during the Official Counts.

The system automatically shuts down from 10:00 PM to 6:00 AM for maintenance. Each inmate is allowed 30 authorized telephone numbers to call. Your telephone numbers are to be submitted via TRULINCS. You have to obtain a PAC (Personal Access Code) number, a PIN number, and have your register number to access the inmate computer system, TRULINCS.

You will hear a tone indicating you have about one minute remaining on your call. The telephone automatically shuts off after 15 minutes on each call. You may call again after a one hour waiting period.

DISCIPLINE

Violations of institution and/or BOP regulations will result in disciplinary action. This is usually in the form of an incident report, but could also include counseling, reprimand, or informal resolution for minor infractions.

Incident Reports are investigated normally within 24 hours (time frames for the discipline process are in your inmate handbook). They could be handled by the investigator or forwarded to the Unit Discipline Committee (UDC).

UDC's make a determination of innocence or guilt and sanction where necessary. They can also informally resolve the incident report. If you receive a greatest severity (100 level) incident

report, it must be forwarded to the Disciplinary Hearing Officer (DHO) by the UDC. If you have a PLRA or VCCLEA violent sentence, all high (200 level) reports must be forwarded to the DHO, as well as moderate (300 level) reports which are repeat offenses during the current anniversary year (rollover date). Low moderate (400 level) offenses for PLRA and VCCLEA violent sentences must be sent to the DHO for second repeat offenses within the anniversary year. For other types of sentences (old law, SRA, etc.) the UDC has authority to handle the incident report or forward it to the DHO.

Incident Reports forwarded to the DHO are handled during weekly hearings (normally on Thursdays) held in the Special Housing Unit. The DHO will make a finding of innocence or guilt and apply sanctions where necessary. The DHO can also informally resolve reports. The DHO is an impartial hearing officer who works for the Regional Office rather than the institution.

If you are found to have committed a prohibited act by the DHO, you have the right to appeal. This is done through the Administrative Remedy process.

Effective April 1, 2006, FCI Texarkana is a non-smoking facility. Inmates in possession of tobacco or tobacco products are subject to disciplinary action.

POSSESSION OF ELECTRONIC ITEMS

Be advised that the unauthorized possession, manufacture, or introduction of electronic items and components of electronic items such as unauthorized MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate disciplinary system. Unauthorized possession, manufacture, or introduction of electronic items may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT: CONTRABAND INCLUDES UNIFORM COMMERCIAL CODE (UCC) LIEN DOCUMENTS AND PERSONAL INFORMATION OF LAW ENFORCEMENT OFFICERS AND COVERED PERSONS

On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119

established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are covered by the Act. When this Act was first enacted, notice was posted to the inmate population. Additional implementation is required to deter criminal violations of these statutes. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

Effective May 22, 2009, all inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

CONTRABAND/SEARCHES

Contraband is defined as anything in an inmate's possession that is not of Bureau of Prisons issue or approved for their retention. If you are found with contraband in your possession it will be confiscated and either destroyed or mailed home at the inmate's expense. An incident report will be written for this infraction. Inmates can be searched at any time at the discretion of staff. These searches can be of a physical nature (pat searches, visual searches, etc.) or of your housing area and/or property.

SECTION E SUPPORT SERVICES COMMISSARY

The Commissary is located between the Hospital and the Dining Hall at the main institution. The Camp Commissary is located behind the Camp housing area in the Hospital and Commissary

building. All monies sent to you or earned by you will be deposited in your commissary account. The Commissary is open Monday through Thursday evenings and at noon. Commissary hours and prices are posted on the bulletin board. You may check your account balance using the computer access terminals located in your housing unit. The monthly spending limit per inmate for the Commissary changes occasionally. A representative from the Commissary will explain to you the current spending limit during the A&O Program.

The Commissary Officer will take a completed commissary form from the inmate as they arrive. The officer will call your name when it is your turn to shop. Before you enter the store, prepare a list of the items you wish to purchase. You must place your name and number at the top of the list. Also, check the list for out of stock items before putting them on your list. Once you have entered the Commissary, hand your list to the clerk who will fill your order. When your order is ready, you can purchase it at the checkout window. You must have your Commissary ID Card. Additional Commissary rules are posted on the Commissary window.

INMATE CLOTHING ISSUE

Each designated inmate will be issued the following clothing items within two (2) working days:

<u>Item</u>	<u>Number of Items Issued</u>
Blanket	1
Sheets	2
Pillow Case	1
Pair Trousers	3 to 5
Shirts	3 to 5
Pair Shoes	1
Pair Socks	6 to 9
Undershorts	6 to 9
T-Shirts	6 to 9
Towels	2
Washcloths	2
Laundry Bag	2

Each inmate is allowed to have the above quantities of clothing in their possession. This includes the clothing they are wearing. All issued shirts and trousers will have the inmate's register number and his assigned bin number, using the heat seal labeling system. Laundry bags will have the register number and bin number written on them.

A mattress and pillow are provided by the Unit. When the specific bed is assigned to an inmate, he becomes responsible

for the care of the bed, mattress, and pillow as well as other issue items.

Each inmate will be issued a coat and an additional blanket in the fall. The coat will be turned in during the Spring for laundering and storage. It will be issued again at the beginning of cold weather.

ALTERED CLOTHING

Any article of clothing which has been altered by an inmate in any manner will be considered contraband and confiscated. This includes dyed, pegged, belled, or cutoff shirts and trousers. Also, logo's, drawings, etc., may not be added to institutional or personal clothing. Alteration of issued clothing will subject the inmate to disciplinary action for destruction of government property, and the inmate will be held financially liable.

NEW COMMITMENTS

New commitments with civilian clothing must mail clothes to a specified designation or may donate them to the institution. Donated clothes shall be washed in the Laundry before storage. Clothes provided to inmates on writ, furlough, etc., are washed after return and before storage.

CLOTHING EXCHANGE

Individual laundry bags, identified by a bin number, will be issued to regular commitments. Inmates will place only their institution issued socks, T-Shirts, undershorts and towels in their laundry bag for laundering. Clothing Services personnel will not be responsible for personal items. Inmates who place personal items in their laundry bags do so at their own risk. Shirts, trousers, and laundry bags will be taken to the Clothing Room during scheduled clothing exchange periods for laundering. The clothing exchange schedule is posted near the Clothing Room entrance.

IMPLEMENTATION

At a minimum, all inmates shall be dressed with walking or athletic shorts, no BVD or boxer-style undershorts, at any time they leave their assigned quarters. Shirts or T-Shirts are not required while in your assigned quarters, but are required while in the common areas of the housing units. Common areas include the corridor, TV Rooms, telephone and staff office areas.

Due to the unique design of G-Unit, inmates will not wear BVD or boxer-style undershorts outside the confines of their cubicle. Walking or athletic shorts must be worn any time an inmate leaves his cubicle. Shirts or T-Shirts are required while in the unit common areas.

Inmates entering the Dining Room during the noon meal will be properly dressed in institution issued khaki pants and shirts. Authorized personal clothing (athletic wear) may be worn to the evening, weekend, and holiday meals. To enter the Dining Room, the upper garment must cover the entire area of the armpits and all shirts must be tucked in the trousers. Sleeveless shirts/underwear will not be permitted in the Dining Room. Footwear will be required and will be either issued shoes/boots or tennis shoes. House slippers, sandals and shower shoes which do not cover the entire foot will not be permitted, unless supported by a written documentation from Medical Services and in the inmate's possession. No clothing which has been altered or is considered in poor taste will be permitted at any time in the Dining Room.

House slippers may be worn in the living units only. They may not be worn out of the units to the Visiting Room, Dining Room, on assigned jobs, or in the school or VT Program, or at any leisure activity outside the unit such as the Auditorium, recreation area (yard), i.e., weight lifting area, etc.

Shower sandals may be worn only in the housing unit or respective day room or television viewing areas. Any infraction of this rule may warrant disciplinary action. The only exception for shower sandals being worn outside the unit is for medical reasons, and then, the inmate must have documentation from Medical Services in his possession to justify this fact.

Athletic clothing, like sweat suits, leisure or jogging suits, tennis shorts, etc., will be allowed to be worn in the units, and to and from the units when attending or participation in recreational activities. At no time will the above described athletic clothing be worn on work assignments, Education classes, VT Classes, or the Visiting Room. The described clothing may be worn in the inmate Dining Room during the evening meals and on weekends and holidays. This will include shorts as described in paragraph A. However, no athletic clothing will be allowed during the morning or noon meals on work days. This includes athletic clothing and jackets which are worn as undergarments and which are exposed, or can be seen.

WORK DETAILS

All inmates will wear safety shoes on all work assignments unless otherwise approved by the Warden. No cutoffs (shorts) will be allowed on any detail. All inmates are required to wear a khaki shirt or T-Shirt while on any work assignment.

Inmates assigned to food production jobs in the Food Service Department will be issued Food Service aprons from the Food Service Department. Clothing will be exchanged and laundered on a one-for-one basis. On long weekends when the Laundry is to be closed for more than two days, additional clothing will be issued if needed. This clothing is to be turned into the Laundry the next workday.

The Food Service Department will be responsible for collecting the aprons when an inmate is removed from the Food Service detail. Food Service clothing may not be worn during an inmate's off-duty hours and will not be worn in recreational areas. Other restrictions pertaining to the use of Food Service clothing will be determined by the Food Service Administrator.

Items such as raincoats, coveralls, and gloves will be drawn from the Clothing Room by the detail supervisors on an as needed basis, when available. Other items such as coveralls, welding gloves, protective head gear, etc. will be purchased and issued by the responsible department. The department overseeing these particular work details will be accountable for any protective clothing issued by them.

HATS OR CAPS

Inmates may be issued caps or hats according to the needs of their job assignment. These items of headgear are permitted to be worn any time the inmate is on his job assignment and the Recreation Yard.

Caps, hats, headbands, scarfs or any other headgear will not be permitted to be worn in the Dining Room or Corridor Area at any time unless the inmate has verifiable medical and/or religious reasons. If the inmate has medical or religious reasons for wearing the hat or cap, documentation from the Medical or Religious Services Department must be on file and in the possession of each inmate being permitted to wear the hat or cap. These items may be worn in the unit areas.

Inmates required to wear religious headgear will be permitted to maintain possession of three (3) Kufis or Yarmulkes. Religious headgear will be identified as a light, close fitting, brimless cap which is usually knitted or crocheted. Religious headgear,

which is crocheted or knitted through the Hobbycraft program, must either be mailed home or receipted on the inmate's Form 383 through coordination by the Chaplains.

LAUNDRY PROCEDURES HYGIENE ITEMS

The following personal hygiene items are issued by the institution Laundry Room on Tuesdays from 6:00 AM - 7:30 AM: toothpaste, combs, razors, and soap. Inmates may purchase name brand items through the commissary.

CLOTHING

Upon your arrival, you will be issued pants, underwear, socks, and shoes. At this time, you will also receive your bedding material (sheets, pillow cases, blankets). The following day report to the Clothing Room officer at 6:00 AM, and receive additional clothing and adjust sizes.

SOILED CLOTHING

You must bring all issued clothing to the Clothing Room to be cleaned and exchanged. Boxer shorts, T-shirts, socks, and towels will be placed in your laundry bag. Khaki trousers and shirts will be placed in the laundry carts. Sheets and pillowcases will be exchanged on a one-for-one basis once per week. You are responsible for delivering clothing to the Clothing Room by 7:30 AM, Monday thru Friday. All issued clothing will be labeled with your last name and register number. This label must remain on your clothing. It is the responsibility of each inmate to ensure that all personal type clothing is returned to them upon pick up.

SECTION F UNICOR

Federal Prison Industries, Inc., is a wholly owned U. S. Government Corporation established in 1934 by an Act of Congress and an Executive Order. In 1978, Federal Prison Industries, Inc., adopted the trade name UNICOR, under which it now does most of its business.

FCI Texarkana UNICOR consists of Electronics Recycling and Industrial Filter operations located at both the FCI and SPC. The factories are supported by the factory Manager's Office, ISO Office, and System Administrator's Office.

All manufacturing efforts are accomplished by use of inmate workers. To hire qualified employees fairly, UNICOR has

established three waiting lists: PRIOR - inmates with prior UNICOR experience; INMATE FINANCIAL RESPONSIBILITY (IFR) - inmates who owe at least \$1,000.00 in Court ordered obligations; and REGULAR - all other inmates. Before an inmate can be considered for employment, he must be placed on the appropriate UNICOR waiting list. Any inmate wanting to be placed on the UNICOR waiting list must submit a copout to the UNICOR Factory Manager requesting to be placed on the appropriate UNICOR waiting list. Inmates are placed on the waiting list in chronological order by the date a request for a UNICOR job is made.

All promotions and grade advancements are made by performance and grade availability. Promotions are NOT automatic. UNICOR pay scales range from grade five at \$ 0.23 per hour to grade one at \$1.15 per hour. Inmates with extended service (longevity) with UNICOR earn an additional hourly pay allowance. Periodically, production schedules require overtime work. Those inmates working overtime in excess of the normal seven hours will receive overtime pay. This pay is on a double-time basis. UNICOR employees are paid monthly and at the end of the pay period, payroll is forwarded to the Commissary for posting. Pay usually appears on inmate commissary accounts the first week of the month. As of May 1, 1991, any inmate who does not have a high school education, GED, or equivalent will not be able to advance beyond the grade four pay level.

Inmates who work in UNICOR are expected to understand and comply with all Health and Safety, Sanitation, Environmental requirements, and work rules and standards as it pertains to their work assignment. Unacceptable work performance by inmate workers will result in removal or demotion to a lower grade.

The mission of UNICOR has not changed since its creation: "TO EMPLOY INMATES, WHILE REMAINING SELF SUPPORTING."

SECTION G
CORRECTIONAL SYSTEMS DEPARTMENT
MAIL

At this institution, we have an open correspondence policy. This means you may send correspondence to and receive correspondence from anyone as long as you and the correspondent conduct yourselves in a responsible, mature manner.

You are not permitted to correspond with an inmate in another penal or correctional institution unless the other inmate is either a member of your immediate family or is a party or a witness in a legal action in which you and the other inmate are involved. Approval for such correspondence must be obtained

through the Unit Managers of both federal institutions or the Wardens of both institutions if one of the inmates is in non-federal custody. Your Case Manager can provide you with the information needed to receive such approval. The inmate at each institution will be required to sign an agreement which states that they will abide by the open correspondence policy. Failure to sign the agreement or a violation of the U.S. Postal regulations will be sufficient basis to place the inmate on RESTRICTED CORRESPONDENCE.

Mail is distributed daily after the 4:00PM count by the Unit Officers. All outgoing correspondence must have a TRULINCS generated mailing label. If the inmate fails to place a TRULINCS generated label on outgoing postal mail, it will be returned to the inmate for proper preparation. The only exception is those inmates housed in the Special Housing Unit or a system outage. You will be required to pay postage on all mail unless you are classified indigent by the unit team. Additional stamps can be purchased in the Commissary. You may only possess a maximum of 40 first class postage stamps at one time without special permission.

Staff have the authority to open all mail before delivery. "Special Mail," as defined in Program Statement 5265.11, may be opened only in your presence to be checked for contraband if the sender can be adequately identified and has marked the envelope "Special Mail - Open Only in the Presence of the Inmate." If you do not want your correspondence opened or read, it will be returned to the Post Office.

All packages (a package being a bundle of something usually of small or medium size that is packed, wrapped, or boxed) must have prior authorization on file in the Mail Room or it will be rejected at the Post Office. If it is rejected at the Post Office, the inmate will not receive a rejection notice.

An exception to the above will be packages of legal material, paperback books, and magazines, provided the package is clearly marked as to its contents. If a package is marked "paperback books," "magazines," etc. and contains other items as well, the entire package will be returned. If a package is marked "legal material" and is found not to be of a legal nature, it will also be returned. In these cases a rejection form will be executed and a copy given to the inmate.

The Mail Room is located in the West Unit corridor, first floor, next to Receiving and Discharge. Mail Room open house hours for the inmate population are Monday - Friday, 6:30 AM - 7:00 AM excluding Federal Holidays, at the main institution and Monday -

Friday, 7:15 AM - 7:30 AM excluding Federal holidays at the Camp.

Outgoing mail procedures are as follows: 1) The open mail policy allows you to send out letters sealed and uninspected, except to inmates in other institutions; 2) Except for special mail, outgoing mail from a pretrial inmate may not be sealed and may be read and inspected by staff; and 3) Outgoing special mail must be hand delivered to mail room staff during mail room open house hours for immediate inspection of the item and the inmate must provide their commissary card as a photo i.d. for comparison, prior to the mail being accepted for further delivery. If the return address on the piece of special mail being mailed does not match the name on the commissary card of the inmate attempting the mailing, the item will be inspected for the identity of the actual mailer and may be confiscated as contraband.

Your incoming or outgoing mail may be rejected if it contains threats, blackmail, contraband, or information which indicates escape plots. You may not conduct a business while incarcerated, and your mail may be rejected if it contains codes or other attempts to circumvent these regulations.

You may receive hardcover publications and newspapers directly from a book club, book store, or publisher. Softcover material (paperbacks, magazines, etc.) may be received from any source. Publications will be searched for contraband. The number you may retain is limited by the BOP program statement on personal property. Excess personal property in your possession will be confiscated.

SECTION H EDUCATION PROGRAMS

It is the policy of the Federal Bureau of Prisons to provide to inmates various levels of academic schooling, occupational training programs, and a number of worthwhile employment experiences. This not only enables an individual to be a productive member of the institutional community while incarcerated but also of society upon his release.

The Education Department provides the majority of programs to the inmate population. The department caters to both specific and general education needs and offers leisure time programs in a wide variety of areas. All programs are intended to improve the orderly running of the institution and help inmates develop skills, knowledge, and attitudes that increase the potential for success in community life.

The staff of FCI/SPC Texarkana are committed to assessing your needs, gauging your abilities, and assigning you to programs which will make your stay at this institution personally rewarding. It is up to you; however, to achieve your goal by participating fully in the opportunities which surround you. As a result, you will be required to work wherever you are needed until openings occur.

TESTING

While on A&O status, you will initially be exposed to the Education Department through the A&O Testing Program. This consists of an academic testing procedure designed to measure your current level of academic proficiency.

EDUCATION COUNSELING

While on A&O status, you will come into contact with the Literacy Coordinator for a discussion of your test results, job background, and vocational needs. An Education Representative is ordinarily available to members of your Unit Team. These staff will present your specific needs when you are classified. If you desire any type of academic or vocational training, inform the Education Representative. Your Unit Team is responsible for program assignments. All questions related to education and education programs should be referred to the Literacy Coordinator or the Vocational Training Coordinator.

GENERAL INFORMATION

Congress has mandated the Bureau of Prisons to implement provisions of both the Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA). If you do not know if you are serving a VCCLEA or PLRA sentence, see your Case Manager.

The VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress towards attaining a GED credential to vest earned Good Conduct Time (GCT). The PLRA mandates that in determining GCT awards the Bureau shall consider whether an inmate with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress towards attaining a GED credential in order to be eligible to earn the maximum amount of GCT. If you fall under one or both of the laws mentioned, do not have a GED, and fail to make satisfactory progress towards obtaining a GED, you will lose GCT credit.

The major divisions of the Education Department are: GED (General Equivalency Diploma), English-As-A-Second Language (ESL), ACE (Adult Continuing Education), and Vocational Training.

GED CLASSROOM

GED classroom programs are primarily concerned with General Equivalency Diploma (GED) instruction. The course is designed to assist you in receiving your high school equivalency certificate. In addition to the regular self-study material, enrichment and supplemental material are provided. The GED course is open-ended to allow entry at any level. Staff instructors and contract teachers are available. When you have completed the program, a standard GED test is administered. After passing the test, you are issued a GED diploma from Texas.

ENGLISH-AS-A-SECOND LANGUAGE

The English-as-a-Second Language (ESL) program teaches ESL to non-English speakers. Two levels of instructions (survival and advanced) prepare a student to successfully read, write, and speak English.

ADULT CONTINUING EDUCATION

The Education Department offers non-credit courses on a variety of subjects. Some of the subjects are Parenting (Inside Out Dad), Language Lab, and a Resume Writing Workshop. Information on course offerings and enrollment is posted on bulletin boards in the units, in the Education Department, and on TRULINCS.

VOCATIONAL TRAINING

The institution offers several Vocational Training (VT) programs. Some examples of the programs offered include A+ Certification, Auto Mechanics, Computer Literacy, Construction, Culinary Arts, Drafting, Heating and Air Conditioning, Upholstery, and Welding. Check with the VT Coordinator for a complete list of available programs and the specific eligibility criteria for each.

These courses are taught by instructors from Texarkana College and each is certified by the State of Texas. Successful completion of any VT course is certified and recorded as a VT continuing education credit. These courses are subject to change as needed by Texarkana College and FCI Texarkana.

APPRENTICESHIP

This program is designed to develop hands-on trade experience. It provides the necessary basic textbook instruction to accompany the corresponding practical training. Some examples of subjects covered are shop math, blue print reading, and tool identification. This is a self-paced course conducted in a practical work environment. The apprenticeship programs consist of Cook, Electrician, Air Conditioning, Dental Assistant, and Dental Technician. Upon successful completion of the program, a certificate is issued from the Department of Labor to the student.

POST-SECONDARY EDUCATION

College level correspondence courses are available from a number of different universities for inmates who have earned a high school diploma or a GED. Inmates incur all costs of acquiring college credits. Examinations are proctored by Education staff. Courses available are aimed at inmates who wish to obtain an Associate of Arts degree and/or a Bachelor degree.

LIBRARIES

Other Education programs available to all inmates include the inmate Leisure Library and Law Library. The inmate library houses a wide variety of books including vocational and technical books, general reference (i.e., encyclopedias, dictionaries, etc.), college and high school texts as well as fiction and non-fiction. Several magazines and daily newspapers are provided. The law library utilizes the Lexis Nexis Electronic Law Library System. Inmates may research legal information through the available computer stations. Typewriters are available for legal material only. Inmate clerks are available to assist you.

An Interlibrary Loan (ILL) program is also available. Inmates may borrow books from several different libraries such as Texas World Cat Navigator, which are not otherwise available in the Leisure Library.

PHYSICAL FITNESS/HEALTH EDUCATION PROGRAM

The Recreation Department sponsors a number of exercise programs based on cardiovascular exercise, which are ten weeks in length and are available for all age groups. The classes vary in exercises and topics of instruction dealing with health, nutrition, exercise, stretching, and personal training. The classes are designed to not only achieve personal goals, but to instill a new lifestyle for all who participate. See the

Recreation staff member responsible for the Wellness Program for individual program suggestions.

SPORTS PROGRAM

The Recreation Department offers a variety of sports programs for the inmate population. Intramural/Extramural leagues are coordinated throughout the year for all ages in volleyball, basketball, softball, soccer, horseshoes, boccie ball, micro-soccer, indoor volleyball, and indoor basketball. Protective equipment (e.g., soccer shin guards) is recommended when participating in recreation activities. Leagues are coordinated by unit and draft league play. Leagues and tournaments are announced via flyers, announcements, and memorandums.

CODE OF CONDUCT

Recreation utilizes a Code of Conduct for all organized league activities. The Code of Conduct outlines how disciplinary action will be completed for misbehavior during the organized activities. Participants of organized activities are required to read and sign the Code of Conduct. Any participant that refuses to sign the Code of Conduct will not be permitted to participate in the activity. Copies are posted on the Recreation bulletin boards. Sustained violation of any established procedures will result in disciplinary action to include removal from the respective program for up to one calendar year.

GYMNASIUM

The gymnasium is located on the upper section of the Recreation Yard. It offers a well-rounded fitness program, as well as basketball and volleyball activities during the Winter months. The gym is open for exercise classes during the hours of 7:00 AM - 10:30 AM and 11:45 AM - 2:30 PM, Monday through Friday. The gymnasium is open during inclement weather and during the period of non-Day Light Savings time, hours are posted on the monthly activity calendar.

RECREATION YARD

The Recreation Yard is located at the eastern most portion of the institution's compound. This recreation area offers a wide variety of activities to satisfy the recreational needs of the inmates housed at FCI Texarkana. These include the following: jogging/walking track, two outdoor exercise areas, two basketball courts, and two multi-purpose courts. The inner portion of track is divided into three independent sections that outline soccer and softball fields. The section that borders the jogging/walking the track includes an exercise course. Adjoining

the outer portion of the track are bocce courts and horseshoe pits with a volleyball court. There is a separate area for handball and racquetball, which consists of eight courts. The above mentioned recreation areas are located on the Recreation Yard, which is divided into two areas; an Upper Yard and a Lower Yard, with a gate and fence separating the two areas. The hours of operation are from 6:20 AM to 8:25 PM, seven days a week. The recreation services provided and the hours of operation encourages inmates to participate in activities and intramural/extramural sports, regardless of their work/educational obligations and desires while living in a penal environment.

RECREATION DEPARTMENT

The Recreation Department at FCI/SPC Texarkana has ample facilities to offer inmates opportunities to engage in exercise or to engage in various sports and games. The following facilities are currently in operation: a small recreation yard with two handball courts, a covered weight lifting area and a large recreation yard which has a softball field, soccer field, running track, six handball courts, two horseshoe pits, a bocce pit, two shuffleboard decks, a basketball court, and a weight lifting area.

When the weather does not permit outside activities, there is a gymnasium (not available at the Camp) with basketball, handball/racquetball, volleyball, and aerobic equipment. The Modular Unit (not available at the Camp) offers a place for table and board games, music, pool tables, art and hobby craft. The inmate barber shop is also located in this area.

All inmates are encouraged to participate in recreational activities or hobby craft. Organized teams from housing units play scheduled softball and other games. The Recreation Department provides league play in softball, volleyball, soccer, basketball, and flag football. Various fitness programs, such as walking, calisthenics, etc. are also offered. Most sports equipment can be obtained at the Commissary sales unit. The checkout office in the Recreation Shack on the large yard has exercise equipment, baseball gloves, bats, and soccer balls. Check the bulletin board for specific hours of operation.

ACTIVITY CENTER (MODULAR UNIT)

The Recreation Department provides facilities for a variety of recreational activities in the Modular Unit. Specifically, the Modular Unit is used for playing card games and various table games. Tables and chairs are provided for these activities. Dominoes and other loud table games are not permitted to be

played on the west side (hobby craft area). Information for the Modular Unit schedule is posted on the bulletin board by the entrance and inside the entrance. Billiard (pool) tables, ping pong and table soccer tables are available on a first come first serve basis on the east side of the Modular Unit. Equipment for playing these activities is available on a check-out basis. The Modular Unit also administers the hobby craft and music program located on the west side of the Modular Unit. With the exception of the lockers currently being occupied by those on the enrollment lists in hobby craft, the Recreation Department does not have space for the storage of property. For this reason, when arriving at this institution, you must have your hobby craft materials sent out through R&D. In addition, you are responsible for making arrangements to have your materials shipped with you when departing the institution.

Special Purpose Orders for supplies have restrictions for each program offered; please see the Recreation Specialist in charge of the program. The hours of operation for the Modular Unit are posted on the Mod Unit Monthly Activity Calendar.

HOBBY CRAFT PROGRAM

The hobby craft program offers inmates the opportunity to participate in leather craft, stick art, beads, and art (painting, drawing and airbrushing). Classes are offered throughout the year. Enrollment is accomplished by submitting a cop-out to the staff member in charge of the program.

Participants will be enrolled as space is available. During your enrollment period, you may participate in only one program at any time. Regulations for ordering, completing, and mailing of projects are posted on the bulletin board in the hobby craft area. At the end of your enrollment, all projects and materials must be mailed out of the institution. A packaging box can be purchased through the commissary to assist in the mailing of fragile and/or bulky hobby craft items. All mailing will be at the inmate's expense. Any participant that refuses to agree to and sign the rules and regulations will not be permitted to participate in the Hobby Craft Program.

MUSIC PROGRAM

Currently, the Modular Unit has two band rooms. These band rooms are assigned on a quarterly basis. A memorandum is posted in each unit when it is time to assign band rooms. The Modular Unit has acoustic guitars for issue to those inmates who wish to use them. These guitars are only to be used in the Recreation area, and are not to be taken back to the housing units.

BARBER SHOP

The Barber Shop is located on the west side of the Modular Unit. If you wish to receive a haircut, you must sign up in advance. The sign-up list is posted in the Modular Unit, on a clip board in the Barber Shop. Hours of operation are posted on the Modular Unit Monthly Activity Calendar.

**SECTION I
HEALTH SERVICES****NOTICE TO INMATES
INMATE COPAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI/SPC Texarkana provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

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

B. Health Care Visits with a Fee:

1. You must PAY a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.
2. You must PAY a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

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

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

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

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

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

STAFFING

Medical staffing for FCI/SPC Texarkana includes two full time Physicians, two Dentists, a Health Systems Administrator (HSA), an Assistant Health Systems Administrator (AHSA), five Mid-

Level Practitioners (MLP), five Registered Nurses (RN), three Health Information Technicians (HIT), a Pharmacist, a Medication Technician, an Infectious Disease/IOP Coordinator, a Radiology Technologist, a Dental Technician, and two Medical Secretaries.

EMERGENCIES

Medical emergency care is available 24 hours daily at the FCI and Camp, with on-site medical care available 16 hours (0600-2200, Sunday through Saturday) a day. For the remaining eight (8) hours, the Clinical Director or his designee will determine if the patient should be transferred to the local emergency room or if medical staff will be called back to the institution to provide care. If you are injured or develop an emergency condition, you must report it to your work supervisor or Unit Officer. He/She will contact medical personnel to have you evaluated.

HOSPITALIZATION

Emergency hospitalizations are admitted to the local community hospital. Non-emergency admissions for surgery or long term care are transferred to appropriate Bureau of Prisons medical facilities.

MEDICAL-SATELLITE PRISON CAMP (SPC)

TRIAGE

Triage is held on Monday, Tuesday, Thursday, and Friday, excluding holidays. The clinician will be at the Camp to sign up Triage from 6:30 AM to 6:45 AM, unless otherwise announced over the public address system. You must sign up for Triage at this time in order to be seen for routine complaints. When you sign up for Triage, you must fill out a Triage Sign-Up form prior to reporting for Triage. The triage staff (clinician) will determine if you require a "same day" appointment or if you will be placed on callout for evaluation. If your appointment is scheduled for 7:30 AM or later that same day, you must report to your regular duty station at your regularly scheduled time. You must show your appointment slip to your work supervisor or Unit Officer. Your work supervisor or Unit Officer will then send you to your medical appointment at the appropriate time. When you return for your appointment, the assigned waiting area is the small waiting area in the Infirmary. When you are called in for your appointment, you must give the clinician your appointment slip and your commissary card (for identification purposes). If you are late for your appointment, you may miss it all together and have to make Triage the following day to obtain another appointment. At the conclusion of your appointment, you will

have 10 minutes to report back to your work supervisor or Unit Officer. NOTE: Instead of reporting to Triage for routine medical complaints, you may submit an Inmate Request to Staff Member to the Camp MLP and you will be placed on callout for medical evaluation.

MEDICAL - FCI

TRIAGE

Triage is held on Monday, Tuesday, Thursday, and Friday, excluding holidays. The clinician will sign up Triage in the Health Services lobby (or examination room) from 6:30 AM to 7:00 AM, unless otherwise announced over the public address system. You must fill out a Triage form prior to reporting for Triage.

When you sign up for Triage, the triage staff (clinician) will determine if you require a "same day" appointment or if you will be placed on callout for evaluation. If your appointment is scheduled for 7:30 AM or later that same day, you must report to your regular duty station at your regularly scheduled time. You must show your appointment slip to your work supervisor or Unit Officer. Your work supervisor or Unit Officer will then send you to your medical appointment at the appropriate time. When you are called in for your appointment, you must give the clinician your appointment slip and your commissary card (for identification purposes). If you are late for your appointment, you may miss it all together and have to make Triage the following day to obtain another appointment. At the conclusion of your appointment, you will have 10 minutes to report back to your work supervisor or Unit Officer. NOTE: Instead of reporting to Triage for routine medical complaints, you may submit an Inmate Request to Staff Member to your Primary Care Provider and you will be placed on callout for medical evaluation. When on callout to see a medical provider, please bring all medication with you to your appointments.

PHYSICAL EXAMINATIONS

Physical examinations are done on Wednesdays. This includes A&O as well as "over 50" and pre-release physicals. All new inmates committed to the Bureau of Prisons will have a complete A&O physical examination to include clinically indicated blood work and diagnostic tests. This examination is mandatory and is required prior to a work assignment/detail.

Inmates age 50 and over are eligible for a physical examination annually which you must request via an Inmate Request to Staff Member (copout) and addressed to Medical Records. The physician will determine what laboratory tests, if any, are indicated. A

pre-release examination is available to you before you are released if you have not had one within a year. You must request this examination in a timely manner (usually at least two months prior to your release date) in order to receive it.

OTHER SERVICES

Annual tuberculosis (TB) screening (TB skin test) is mandatory for all inmates, unless you have had a positive TB skin test in the past. If you have had a positive skin test, you will receive a chest x-ray as clinically indicated.

A Sexual Abuse/Assault Prevention and Intervention Program is available for inmates upon request. For further information, contact Psychology or Health Services.

Advance Directives (Do Not Resuscitate Orders/Living Wills) are available upon request from Health Services. The Bureau of Prisons provides a generic Living Will form or you may have a private attorney prepare the documents at your own expense.

DENTAL CARE

Emergency dental care for toothaches and denture adjustments is available via the same method described for Medical Triage. All other requests for routine dental care should be made with an Inmate Request to Staff Member (copout).

OVER-THE-COUNTER (OTC) MEDICATIONS

OTC's, such as aspirin, antacids, allergy medication, Metamucil, etc., may be purchased from the Commissary. Inmates who are indigent will be provided OTC's from the Pharmacy.

EYEGLASSES

UNICOR manufactured eyeglasses will be provided to inmates at no cost to them, if eyeglasses are recommended by the contract Optometrist. You will not be allowed to have eyeglasses mailed in from outside vendors, family, or friends. You may purchase eyeglasses at your own expense from the contract Optometrist if you choose.

SHOES

All inmates will be issued institution steel toe boots. If you cannot wear steel toe boots due to medical problems, you will be provided soft shoes from the Clothing/Laundry Department. Several different types/styles of shoes are available for you to purchase in the Commissary.

METHICILLIN RESISTANT STAPHYLOCOCCUS AUREUS (MRSA)

Staphylococcus aureus, often referred to as "staph", is a commonly occurring bacterium that is carried on the skin and in the nose of healthy persons. Staph aureus may cause minor skin or soft tissue infections such as boils, as well as more serious infections such as wound infections, abscesses, pneumonia, and sepsis. MRSA are staph bacteria that have become resistant to certain types of antibiotics. Frequent hand washing is probably the most effective way to prevent the spread of MRSA.

DISEASE PREVENTION

Influenza (flu), pneumococcal, tetanus/diphtheria, and measles/mumps/rubella immunizations will be provided routinely to inmates in accordance with CDC guidelines and guidance from the Medical Director.

Health Care Rights and Responsibilities	
<p>While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers.</p>	
Rights	Responsibilities
<p>1. You have the right to health care services, based on the local procedures at this facility. Health services include medical sick call, dental sick call and all support services. Normal Sick call at this facility is held on Monday, Tuesday, Thursday, and Friday between 0630 and 0700. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you.</p>	<p>1. You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, to include proper use of medications, proper diet, and following the instructions of your health care provider.</p>
<p>2. You have the right to be offered the chance to obtain a "Living Will" (at your own expense), or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions <i>if you are admitted as an inpatient to a hospital.</i></p>	<p>2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>

<p>3. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.</p>	<p>3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.</p>
<p>4. You have the right to know the name and professional status of your health care providers.</p>	<p>4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>5. You have the right to be treated with respect, consideration and dignity.</p>	<p>5. You have the responsibility to treat staff in the same manner.</p>
<p>6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.</p>	<p>6. You have the responsibility to keep this information confidential.</p>
<p>7. You have the right to be examined in privacy.</p>	<p>7. You have the responsibility to comply with security procedures.</p>
<p>8. You have the right to obtain copies of certain releasable portions of your health record.</p>	<p>8. You have the responsibility of being familiar with the current policy to obtain these records.</p>
<p>9. You have the right to address any concern regarding your health care to any member of the facility staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.</p>	<p>9. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, open houses or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>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.</p>	<p>10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have right to request a routine physical examination, as defined by Bureau of Prisons' policy. (If you are under the age of 50, once every two years; over the age of 50, once a year.)</p>	<p>12. You have the responsibility to notify medical staff you wish to have an examination.</p>

<p>13. You have the right to dental care as defined in Bureau of Prisons' policy to include preventive services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>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.</p>	<p>15. 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.</p>
<p>16. You have the right to assessment of pain as defined in Bureau of Prisons' policy to include pain management. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.</p>	<p>16. You have the right to be instructed regarding pain. You have the right to be evaluated for chronic pain and to be enrolled in the General chronic care clinic for proper follow-up for appropriateness and effectiveness of pain management.</p>

<p>Patient Resolution of Complaints</p>	
<p>Patients will be encouraged to resolve conflicts by adhering to the following protocol.</p>	
<p>1</p>	<p>Via an <i>Inmate Request to Staff Member</i> (AKA "Cop-out"), the patient should request to speak with the clinician who did not provide the type of services he desired. Clinicians should take the time necessary to describe to the patient <i>X the assessment appropriate for the chief complaint, the findings obtained from that assessment, and available treatment strategies</i>. Any policies which impact on the care provided or requested will be reviewed with the patient. If the patient is still dissatisfied with the response from the clinician, the patient should be referred to the Assistant Health Services Administrator or Health Services Administrator.</p>

2	If the patient is dissatisfied with the Assistant Health Services Administrator's or Health Services Administrator's review of care, the patient will be advised of the right to submit an <i>Inmate Administrative Request for Remedy</i> . Copies of staff responses to the <i>Inmate Administrative Requests for Remedy</i> will be placed in Section 6 of the inmate's medical record.
3	Staff will not take punitive action against an inmate because of the inmate's use of the Administrative Remedy procedure.
4	Serious consideration should be given to all patient grievances. Legitimate complaints about the treatment received will be reviewed by the Chair and members of the IOP Committee for identification of possible opportunities to improve the quality of care.
5	If the patient exhausts the Inmate Administrative Request for Remedy and still feels his complaint has not been addressed appropriately, he may contact The Joint Commission at the following address: Office of Quality Monitoring The Joint Commission One Renaissance Boulevard Oakbrook Terrace, IL 60181 Phone: 1-800-994-6610 e-mail:Complaints@jointcommission.org

SECTION J SAFETY

Every effort will be made to provide a safe working environment. As a new commitment, you are being provided with a copy of the safety regulations and a copy of Inmate Accident Compensation Procedures. You are required to sign and date the form to indicate you have received this information.

GENERAL SAFETY RULES

Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.

An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment or performance of work in an area not specifically assigned is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.

Operating machinery without the use of safety guard(s) is forbidden and will result in disciplinary action.

Do not adjust, oil, clean, repair, or perform any maintenance to any machinery while it is in motion. Stop the machinery first and use the appropriate lock-out tag-out procedure.

To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment, such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner. Safety glasses must be worn when performing any grinding, chiseling, filing, or sanding operation. Landscape operations involving the operation of weed eaters or edgers also require the use of safety glasses.

SAFETY REPORTS

Safety hazards are to be reported to your work supervisor immediately. If he/she does not agree an unsafe condition exists, you may report the hazard to the Safety Manager for further consideration.

If you are injured while performing your work assignment, no matter how minor it may seem, report it to your work supervisor. Failure to report an injury within 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation. If you suffer a work injury and feel it has resulted in some degree of physical impairment, you may file a claim for compensation. To do so, contact the Safety Manager approximately 45 days prior to your release or transfer to a community corrections center. He/She will assist you in completing your claim and will arrange for a medical examination prior to your release.

FIRE EQUIPMENT

Fire extinguishers and fire hose cabinets are placed throughout the facility for your protection. Notify your supervisor if extinguishers are inoperative, such as loss of pressure or mechanical defects. In case of a serious or potentially serious fire, use an institution telephone and dial 222. Identify who you are and the location of the fire. Almost all inmates who are injured or die in fires in penal institutions do so because of ARSON fires. Do not start fires and extinguish all fires before they can jeopardize your safety.

SECTION K RELIGIOUS SERVICES AND PROGRAMS

There is a full-time Chaplain to minister to your spiritual needs while you are here. We invite you to visit. The Chapel is located on the right side of the hallway leading from the Education Department towards the Recreation yard just before the Gym or past the Modular Unit on the left. The Chapel at the Camp is located at the end of the hallway from the Visiting Room.

In addition to worship services and group programs that are personally provided by the Chaplain, there are also services and programs scheduled which represent a great variety of religious faiths. Permit your faith to sustain you during this time. Many of our programs are led by community volunteers who are also concerned about your spiritual well-being.

You may see the Chaplain for a personal interview by visiting the Chapel or formally requesting to be placed on the "Call-out." He/She is dedicated to ministering to you at the level of your need. The Pastoral Care Center is interested in assisting you to understand and work through problems which may arise.

As you enter the Chapel hallway there is a variety of literature, books, and greeting cards on the shelves in the hallway. These are available for your use. Bibles, Korans, etc. are available by requesting them. Chapel workers will assist with your selection.

Chapel schedules are posted and supplemented on the bulletin boards at the Chapel and in the housing units. Stop in, meet the staff, and find out about worship times and program opportunities available. It could be that you will discover the answer which you have been searching for to give meaning and purpose to your life.

SECTION L PSYCHOLOGICAL SERVICES

Psychology staff offer brief individual counseling and comprehensive individual and group therapy programs. These programs address the full range of clinical disorders, provide self-help options, assess and treat behavioral or emotional problems, and facilitate overall adjustment. The psychology department also provides drug abuse treatment for those who have substance use disorders. Moreover, psychologists consult with psychiatry and will help determine any need for psychotropic medication. We also consult with other staff about the mental health needs of inmates and coordinate our services with other departments as appropriate.

To request services or an appointment with a psychologist, inmates may submit an Inmate Request to Staff from to the psychology department. Requests for individual services will be scheduled by the assessing psychologist; enrollment in counseling groups is generally offered on a "first-come-first-serve" basis and is determined ultimately by the psychologist conducting the group.

Twenty-four hour crisis intervention is available seven days a week, including holidays, to any inmate presenting a need for such. Inmates are encouraged to alert any staff member to their need for intervention at any time; a psychologist will be contacted and will respond as appropriate.

While staff are trained to recognize signs of distress and to refer inmates, inmates, themselves, are strongly encouraged to notify staff of any behavior or situation that may suggest another inmate is upset and/or potentially suicidal. Common signs of suicide are depression, a loss of interest in activities, and/or major changes to appearance, mood, relationships, or routine. Importantly, if a fellow inmate makes statements that suggest he may be thinking of suicide, please take those statements seriously and refer him to a staff member.

All arrivals to the institution will be screened by a Psychologist. This assessment will include a review of file data for evidence of any past and current problems and may include an individual interview. This screening will provide the psychologist an opportunity to note any issues of relevance and to make treatment recommendations as appropriate.

Drug abuse treatment is available to any inmate with a substance abuse disorder as determined by the assessing Psychologist. Drug abuse treatment at FCI Texarkana consists of the Residential Drug Abuse Program (RDAP) at the Minimum Security Satellite Prison Camp, the Nonresidential Drug Abuse Program (NRDAP), follow-up services for those who have completed the unit-based component of the RDAP, and Drug Abuse Education. Each of these programs is available on a voluntary basis and all inmates who think they may have a substance abuse problem are encouraged to consider the benefits of enrollment and are urged to apply. As noted, each of these programs is available to all inmates at both facilities with the exception of the RDAP which is only at our Camp. If an inmate applies to and is found qualified for the RDAP, but is not able to enroll in the program at our Camp, he will be transferred to a facility commensurate with his security need where he will be able to participate in the program.

The following is a discussion of drug programming options:

DRUG ABUSE EDUCATION

Any inmate may request and will be considered for enrollment in the Drug Abuse Education program at any time during his incarceration. An inmate may be required to complete the Drug Abuse Education program and will be afforded priority placement if Drug Abuse Treatment Staff determine, through interview and file review, that (a) there is evidence that alcohol or other drug use contributed to the commission of the offense; (b) alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status (that is, RRC placement for which the inmate is now incarcerated); (c) there is a recommendation (or evaluation) for drug programming during incarceration by the sentencing judge; or (d) there is evidence of a history of alcohol or other drug use (e.g., the inmate's history of alcohol and/or drug use within the past 5 years is emphasized in the Presentence Investigation Report (PSR)).

If an inmate is required to complete Drug Abuse Education, but either declines to enroll or fails to complete the program, certain sanction will be applied. These sanctions include ineligibility for performance pay above maintenance pay level, ineligibility for bonus pay or vacation pay, and ineligibility for a Federal Prison Industries work program assignment.

RDAP

The RDAP is a voluntary, comprehensive drug abuse treatment program that includes a unit-based treatment component as well as a substantial aftercare phase. To successfully complete the RDAP, inmates must complete (a) the unit-based treatment component, (b) follow-up treatment if time allows between completion of the unit-based component and transfer to a community-based program, and (c) the Transitional Drug Abuse Treatment (TDAT) component.

The RDAP is made available to any inmate who meets the diagnostic criteria for a substance use disorder as determined by the assessing psychologist. This disorder must be verifiable. To gain entry, applicants must also sign an agreement acknowledging program responsibility and they must be able to complete all three components of treatment - to include the critical RRC or home confinement transfer in order to participate in the TDAT.

Program participants who are camp eligible live on the RDAP unit at the Satellite Prison Camp where they participate in a broad

range of treatment activities each day; they are expected to work and/or attend educational programming as well. If an inmate is not eligible for camp placement after he meets the eligibility requirements for the program, then a referral will be requested to another institution where the program is offered at the appropriate security level. If an inmate desires enrollment in the Residential Drug Abuse Program, he may request that Psychology determine his eligibility by submitting an Inmate Request to Staff form. When he applies, the inmate will be advised of two matters: (a) whether he qualifies to enter the Residential Program and (b) whether he is provisionally eligible to receive a sentence reduction under 18 USC 3621(e).

RDAP FOLLOW-UP SERVICES

RDAP follow-up services are required of those inmates who have completed the unit phase of the RDAP and who wish to complete the program in its entirety. If an inmate fails to comply with follow-up services he will be failed from the RDAP and will lose all secondary benefits of that program (e.g., the 3621(e) release method). To avoid being placed on DAP FAIL status, inmates must successfully complete all follow-up requirements while they continue the confinement portion of their sentence.

NRDAP

The Non-Residential Drug Abuse Program (NRDAP) is available to all inmates who have an interest and need for this form of treatment. The purpose of NRDAP is to afford all inmates with a drug problem the opportunity to receive drug treatment. The program is targeted to inmates who:

- # Are waiting to enter the RDAP
- # Do not meet the admission criteria for the RDAP, but who wish to benefit from less intensive drug abuse treatment services.
- # Have been referred by other psychology or institution staff for drug abuse treatment.
- # Have a judicial recommendation for drug treatment, but do not want or do not meet the criteria for the RDAP
- # Received detoxification from alcohol or drugs upon entering Bureau confinement.
- # Have been found guilty of an incident report for use of alcohol or other drugs.

When the participant successfully completes the NRDAP program, he may be awarded \$30. This award will be pro-rated based on the inmate's participation, but may never be adjusted higher.

In determining the amount of the drug treatment award, the drug treatment staff must consider the following. The inmate must:

- # Be on time for group.
- # Have no unexcused absences.
- # Obtain satisfactory work performance.
- # Maintain satisfactory sanitation requirements for the institution.
- # Be Financial Responsibility Program (FRP) compliant.
- # Maintain clear conduct.
- # Not leave group without permission from the DTS(s) overseeing the group.
- # Not eat, drink, or sleep in group.
- # Complete all assigned activities.
- # Dress appropriately, (i.e., clean institutional clothing, shirttails tucked in, shoes tied, no headphones, properly fitting pants with belts, no sunglasses, no coats or jackets, and no head covering other than approved religious headwear).
- # Participate and progress in treatment.

Those who successfully completed NRDAP may also be considered for maximum period of RRC placement and will also be eligible for the award of various tangible incentives such as books, notebooks, pens, cups, etc.

SUICIDE PREVENTION

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

LIMITS OF CONFIDENTIALITY

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in

a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape, or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individual will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, be assured that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Clinical information is shared with staff and others who have a need to know. The Psychology Services Department maintains a file on each inmate. The file is separate from other files maintained on you (e.g., your Central File) and contains documents relevant to your mental health, the treatment activities of which you have been a part, and your various interactions with the department. Psychology Services staff respect your privacy, especially regarding the information you disclose or discuss in counseling or psychotherapy. However, keep in mind that clinical information is shared with staff and

others who have a need to know. Examples of when we may disclose information include the following:

- We judge you are a danger to yourself or others
- A court has ordered an evaluation of your mental health
- A court has subpoenaed clinical information
- You divulge information about the abuse of a minor, an elderly person, or disabled individual
- You initiate a grievance against a Psychologist
- You disclose information that poses a threat to the security or orderly operation of the institution (e.g., fights; abuse, threat, or intimidation of yourself or other inmates; gang affiliations and activities; violation of any facility rule; violation of the law; inmate or staff misconduct; etc.)
- You waive rights to privilege or give consent to disclosure of information by the Psychologist
- You pose treatment, management, or accommodation needs that can be addressed through collaboration with persons outside Psychology Services (e.g., Health Services, Unit Teams, Correctional Services staff, probation and parole, community corrections staff, executive staff, designations authorities, staff in other institution disciplines, Regional or Central Office staff, staff at other Bureau facilities, etc.

This is not an all-inclusive list. Generally, most things will be held in confidence but all are advised that **clinical information is shared with staff and others who have a need to know**. There may be circumstances which result in disclosure of information. Should you have any questions regarding this matter, ask Psychologist.

**SEXUALLY ABUSE BEHAVIOR PREVENTION AND INTERVENTION:
AN OVERVIEW FOR OFFENDERS
November 2009**

You Have the 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 abuse behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender, or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

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

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to 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 Direction (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
Post Office Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process.

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation.

The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior.

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

Management Program for Inmate Assailants.

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

Policy Definitions.

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

Code 101/(A): Sexual Assault

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

Code 206/(A): Making a Sexual Proposal

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

Code 300/(A): Indecent Exposure

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

Staff Misconduct.

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

What is sexually abuse 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, or to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

- c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

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

What Can You Do If You are Afraid or Feel Threatened?

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

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

What Can You Do if You are Sexually Assaulted?

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

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

Contact Offices

U.S. Department of Justice

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

Central Office

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

Mid-Atlantic Regional Office

302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

North Central Regional Office

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

Northeast Regional Office

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

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office

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

Western Regional Office

7338 Shoreline Drive
Stockton, California 95219

**SECTION M
FACILITIES DEPARTMENT**

The Facilities Department is responsible for repair, preventative maintenance, design, construction and renovation functions. A Federal Prison resembles a small city. All essential services, such as electrical, water, ventilation, structures, etc. must be provided. Each is an integral part of the commitment to safe and humane incarceration.

REPAIR

The functions required to correct problems of a minor nature include adjustments and/or replacement of parts. It may also include adjustments pertaining to: glass, painting, plumbing, masonry, carpentry, electrical, heating, ventilation, walling, flooring, etc. The initial work is usually visual in nature.

PREVENTATIVE MAINTENANCE

Repairs, checks, and services, such as adjusting of equipment and checks to recognize possible failures are completed to ensure reliability of major operating equipment and systems. This entails scheduled periodic checks on all maintenance worthy items throughout the institution, including electrical distribution, safety systems, fire alarms, heating, ventilation, air conditioning, and all of the institution vehicles.

DESIGN, CONSTRUCTION AND RENOVATION

New or changing programs require upgrading of the physical plant in order to better utilize our spaces. To accommodate programs, a continuous review of needs is required. Trends in construction techniques evolve and new, more durable products become available which can be incorporated into departmental operations.

WORK REPORTING-REPORTING PROBLEMS

Due to the size and scope of the total Facilities Department, it becomes necessary to rely upon reports of problems and repairs from outside the department. In spite of scheduled and routine inspections of areas, the inmate population remains as the single most important source for reporting of repairs needed. Do not assume that the broken window, peeling paint, clogged commode, etc., that you see has been noticed and reported. Take it upon yourself to report problems. Each report should contain the following information: **What the problem is and the location, for example: "I turned the light on in my cell 23, and when I turned my light on the switch broke in my hand. "Do not report: "Light doesn't work."** Draw a picture if necessary. Report problems to staff responsible for the area in where it is located, for example: in housing units - the Unit Officer; at work - your supervisor; on the recreation yard - the Recreation Supervisor. Staff will then turn in a report of the problem (minor work request).

SAFETY IMPLICATIONS

Emergencies - Occasionally, a maintenance or repair problem exists which has safety implications. The possibility of bodily harm, loss of property, and damage could result if immediate action is not taken. Many examples can be given, but common sense dictates these situations. If in doubt, control the situation then report it immediately to staff who can telephone the request for an immediate response.

Authorized Work - Only those individuals trained and authorized may conduct repairs or any other mechanical tasks. The obvious safety implications along with the possibility of injury set this requirement. No one is authorized to perform work on or with equipment, machinery, etc., without being properly trained and authorized by a responsible Facilities Department Foreman. Far too many costly repairs are the result of someone tampering or attempting to make repairs without the knowledge or proper tools.

JOB TRAINING OPPORTUNITIES

Work is performed in support of the institutional mission through the use of inmate labor. The many trade opportunities allow an individual the opportunity to retain his abilities in anticipation of release. Those without trade experience can benefit from the exposure and training which may provide the ability to increase earnings upon release. Anyone who possesses mechanical trade skill and abilities or who may be interested in working on a Facilities crew should notify his Unit Counselor.

FREQUENTLY ASKED QUESTIONS

1. How long should it take to complete a work request?

Answer: Normally speaking, most repairs should be completed within two working days. This may change if special parts or materials must be ordered. Check with the staff member whom you originally reported the problem to after two work days.

2. What is the pay scale in the Facilities Department?

Answer: Our inmate pay is guided by the MSA inmate pay policy. Pay grades of 1st = .40 per hour, 2nd = .29 per hour, 3rd = .17 per hour, 4th = .12 per hour, and when all quotas are filled there is a stipend of \$5.25 per month called maintenance pay (grade 5). Depending upon budget, the policy allows up to 50% of the total gross pay to be added as a bonus upon recommendation by a work supervisor for those who exhibit excellent work performance. Lump sum amounts can also be recommended in cases that go beyond technical excellence. Those who perform the best in quality and quantity, as evaluated by their job supervisors, receive the best pay.

3. What are the individual trade areas which fall under the Facilities Department?

Answer: (1) Carpentry (2) Communications (3) Construction shops, i.e., studwall, masonry tile, sheet rock, etc. (4) Electrical (5) Plumbing and Sheet Metal (6) Machinist and Welding (7) Painting, decorating, and glass installation (8) Heating, Ventilation and Air Conditioning (9) Steamfitting and Pipefitting (10) Landscape (11) Garage, i.e., engine repair, maintenance, driving, and heavy equipment operation.

SECTION N
REENTRY SKILLS

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

As part of your initial classification and program review, the Inmate Skills Development System (ISDS) tool will be utilized by your Unit Team. It consists of nine (9) skill areas and is used to identify your strengths and weaknesses in relation to release readiness. Reentry preparation starts at the beginning of your sentence. Waiting until the end, is too late. At each team meeting, your skills will be assessed and programs will be recommended to address your skills deficits. If you are not honest or open when you answer the questions, the team cannot accurately identify your needs to make appropriate recommendation in preparation for your current adjustment in the institution nor in your future in the community. The skill areas that will be assessed are: (1) Daily Living Skills, (2) Mental Health Skills, (3) Wellness Skills, (4) Interpersonal Skills, (5) Academic Skills (6) Cognitive skills, (7) Vocational/Career Skills, (8) Leisure Time Skills and (9) Character Skills.

The role of the Reentry Affairs Coordinator is to (1) assess the ISDS data to determine the offender/Bureau's needs, (2) assist with developing resources to address skill needs of the inmate population, (3) develop partnerships with external agencies to facilitate reentry objectives and continuity of care for inmates upon release and (4) facilitate the flow of communication with internal components to focus on achieving reentry outcomes.

SECTION O**INMATE RIGHTS AND RESPONSIBILITIES****RIGHTS**

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to Health care, which includes Nutritious meals, proper Bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, A regular exercise period, Toilet articles, and Medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and Introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.

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

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

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

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

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary

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

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

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

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your

and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

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

SECTION P

INMATE DISCIPLINE

SUMMARY OF INMATE DISCIPLINE SYSTEM

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

ordinarily maximum of 24 hours

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

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

3. Initial review (UDC)

minimum of 24 hours (unless waived)

4. Discipline Hearing Officer (DHO) Hearing

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

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

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

201 Fighting with another person.

202 (Not to be used).

203 Threatening another with bodily harm or any other offense.

204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205 Engaging in sexual acts.

206 Making sexual proposals or threats to another.

207 Wearing a disguise or a mask.

208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.

209 Adulteration of any food or drink.

210 (Not to be used).

211 Possessing any officers or staff clothing.

212 Engaging in or encouraging a group demonstration.

213 Encouraging others to refuse to work, or to participate in a work stoppage.

214 (Not to be used).

215 (Not to be used).

216 Giving or offering an official or staff member a bribe, or anything of value.

217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.

218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 (Not to be used).

223 (Not to be used).

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization. 319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

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

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