

**ADMISIÓN
Y
ORIENTACIÓN
GUÍA DE PRESIDARIO**



**PENITENCIARÍA DE LOS ESTADOS UNIDOS
MARION, ILLINOIS**

REVISADO: OCTUBRE DE 2010

INTRODUCCIÓN

La Penitenciaría de los Estados Unidos en Marion, Illinois, es una instalación de seguridad{garantía} de medio de 900 camas con una instalación de seguridad{garantía} mínima de satélite de 250 camas adyacente. Ambo adulto de casa de instalaciones delincuentes machos.

El objetivo de esta guía es proveer recién llegó presidiarios con la información general en cuanto a reglas y prescripciones, programas de presidiario y servicios. La información adicional será puesta a disposición durante el Programa de Orientación y Admisión de Institución. El material en esta guía asistirá a presidiarios en el entendimiento lo que ellos encontrarán cuando ellos escriben la prisión y les asisten en su ajuste inicial a la vida de institución.

El Guardián es las autoridades finales en todos los asuntos dentro de la institución. Sus decisiones están basadas sobre políticas{pólizas} establecidas por la Oficina Federal de Prisiones. Mientras el Guardián es responsable de la operación de la institución, los ciertos deberes y las responsabilidades son delegados a otro personal. El Guardián anima la comunicación abierta entre personal y presidiarios. Los presidiarios encontrarán vario alojamiento de visita de personal ejecutivo y directivo, trabajo y áreas de ocio promoviendo la comunicación. Los canales apropiados deberían ser agotados antes de solicitar la ayuda del Guardián. Si después haber hablado con cada miembro en la cadena de orden, su problema no ha sido solucionado, usted puede enviar una Petición de Presidiario a la forma de Empleado, brevemente describiendo su petición al Guardián. Las peticiones a empleados serán generalmente contestadas dentro de cinco días laborables.

Orientación: los Presidiarios son dados proteger social y médico en el momento de la llegada y también pueden ser protegidos por el personal de salud mental. Proporcionan inmediatamente a presidiarios, vía el A&O folleto, una copia de los presidiarios ' derechos y responsabilidades y una lista de actos prohibidos. Los presidiarios deberían examinar el A&O guía sobre su llegada. Los presidiarios que tienen la lectura de problema pueden traer el A&O guía al personal de unidad a fin de asegurar que ellos son familiares con la información.

Hay dos componentes del Programa de Orientación y Admisión. El componente frist es la orientación de unidad que comienza inmediatamente cuando un presidiario es adjudicado{asignado} a una unidad. El oficial en la unidad proporcionará una orientación de seguridad y la descripción de seguridad{garantía} de unidad no más tarde que hacia el final del día (luces). El personal de Equipo de unidad entrevistará a cada presidiario recién adjudicado{asignado} dentro de siete días naturales de la llegada.

El segundo componente es el Programa de Orientación y Admisión de Institución. Las cuatro primeras semanas después de la llegada de un presidiario en Marion USP, él será programado para la Institución A&O vía callout. Este programa proporciona la información de vario personal departamental acerca de programas, servicios, políticas{pólizas}, y procedimientos en Marion USP. Esto es posible que algunas cesiones de programa ocurran antes de la finalización de la Institución A&O Programa (p.ej, cesiones de trabajo formales una vez médicamente borradas).

El USP Marion es organizado bajo el sistema de Dirección de Unidad. Una unidad es un presidiario autónomo que vive el área que incluye tanto secciones de alojamiento como el espacio de oficina para el personal de unidad. Cada unidad es generalmente proveída de personal por un Equipo de Unidad directamente responsable de aquellos presidiarios que viven en la unidad.

Hay dos Equipos de Unidad: Pasillo del Este y Pasillo del Norte. **El Equipo de Unidad de Pasillo del Este es responsable de B, C, D, L, N. Unidades B, C, los D son células solas con L y N dos o tres células de hombre. El Equipo de Unidad de Pasillo del Norte tiene E, F, G, X, Y Unidades. Unidades E, F, los G son células solas con X y Y dos o tres células de hombre.** Cada Equipo de Unidad tiene a un Gerente{Jefe} de Unidad, tres Gerentes{Jefes} de Caso, tres Consejeros y dos Secretarios de Unidad. Normalmente, el Gerente{Jefe} de Unidad, Gerente{Jefe} de Caso, Consejero, y Consejero de Educación conducirán las Revisiones de Programa de Presidiario (Equipo). El personal de Servicios de Psicología, Oficiales de Unidad, Secretarios de Unidad y otro personal es bienvenidos asisten siempre que posible.

Los presidiarios son adjudicados{asignados} a un número de casos de Equipo de Unidad específico (Gerente{Jefe} de Caso, Consejero, y Secretario de Unidad). Generalmente, la resolución de cuestiones{emisiones} es apropiadamente iniciada en el nivel de Equipo de Unidad. Los miembros de Equipo de unidad a menudo resuelven la cuestión (ones). Si no, ellos dirigen a un presidiario al personal apropiado o sugieren medios constructivos para resolver la cuestión (ones). El personal de Equipo de unidad está en la institución durante días laborables y fines de semana **de las 7h00 a las 17h00** el personal de Equipo de Unidad Específico tiene tarde cambios y está disponible a partir de las 16h00 - a las 21h00 durante días de semana. Una lista de horas de personal de unidad es puesta una nota en el tablón de anuncios de unidad. La mayor parte de personal de unidad tiene una política de puerta abierta y es accesible durante sus horas de deber. Algún personal de unidad ha puesto una nota horas de casa en exhibición, durante las cuales ellos son accesibles.

FUNCIONES GENERALES DE PERSONAL DE UNIDAD

Gerente{Jefe} de Unidad: el Gerente{Jefe} de Unidad proporciona la dirección a y la supervisión del personal de Equipo de Unidad. El Gerente{Jefe} de Unidad planea y supervisa la unidad actividades de programa basadas y otras. El Gerente{Jefe} de Unidad es un enlace con otros departamentos y personal acerca de operaciones de unidad y necesidades. El Gerente{Jefe} de Unidad sirve como el Presidente de Revisiones de Programa de Presidiario (Equipo) y el Comité de Disciplina de Unidad (UDC). El Gerente{Jefe} de Unidad es unas autoridades de repaso de decisiones de Equipo de Unidad, acciones y recomendaciones.

Gerente{Jefe} de Caso: los Gerentes{Jefes} de Caso son responsables de servicios de trabajo de asistencia social individual; que incluye la preparación de la Revisión de Programa de Presidiario (Equipo) / material de clasificación; Informes sobre la Marcha, transferencia y Residencial Centro de Reingreso (RRC o a mitad de camino casa) remisiones, correspondencia y trabajo de escribir{papeleo} de liberación. Ellos presentan que la liberación planea a Oficinas de Período de prueba estadounidenses. Ellos directamente supervisan tentativas y esfuerzos por presidiarios en la reunión de objetivos de programa recomendados y/o obligatorios; que incluye al Presidiario Programa de Responsabilidad Financiero (IFRP) y Programa de Preparación de Liberación (RPP). Ellos sirven como miembros de UDC. Ellos son accesibles a presidiarios y aconsejan y aconsejan a presidiarios contra varias cuestiones{emisiones}.

Consejero: los Consejeros son contactos de personal primarios y esenciales para presidiarios con preguntas, cuestiones{emisiones}, preocupaciones{negocios} o problemas. Los consejeros hacen esfuerzos de buena fe en la resolución de tales asuntos. Ellos son muy accesibles y visibles. Ellos aconsejan y aconsejan a presidiarios en una base individual y grupos de orientación de conducta. Ellos preparan y presentan visita y listas telefónicas. Los consejeros son responsables de saneamiento y cuartos inspecciones. Ellos supervisan cesiones de cama. Los consejeros sirven como miembros de UDC.

Secretario de Unidad: los Secretarios de Unidad realizan deberes administrativos y administrativos y desempeñan un papel importante en actividades de unidad. Ellos hacen todos los arreglos de viajes antes de la liberación de un presidiario y son una persona de contacto para preguntas en cuanto al estado del trabajo de escribir{del papeleo} de liberación.

Oficial de Unidad: los Oficiales de Unidad tienen la responsabilidad directa de la supervisión cotidiana de presidiarios y la imposición de reglas y prescripciones en la unidad. Ellos supervisan la rutina operacional diaria de la unidad. Ellos aseguran la seguridad, la seguridad{garantía}, y los estándares de saneamiento son encontrados. Ellos tienen el acceso directo y abierto a actividades de presidiario y presidiarios. Los oficiales de unidad son supervisados por el Capitán (vía Teniente) y Gerente{Jefe} de Unidad.

CLASIFICACIÓN Y EL EQUIPO DE UNIDAD

Clasificación Inicial: los presidiarios que llegan Recién son programados para tener una Clasificación Inicial (presidiarios que son nuevos compromisos) o la Revisión de Programa de Presidiario (presidiarios que se trasladan de otra institución) 28 días después de la llegada. El objetivo de estas revisiones iniciales es asegurar que un presidiario es apropiadamente clasificado e identificar necesidades de programa y recomendar programas para participar y completar. La asistencia{concurrancia} en estas revisiones es el mandatario. El fracaso de asistir puede causar la acción disciplinaria. Los presidiarios son responsables de comprobar callouts diario puesto una nota en los tabloncitos de anuncios para ver cuando ellos son programados para estas revisiones.

Revisiones de Programa de Presidiario: Subsecuente a una recién llegada inmate=s primero Programan la Revisión, las Revisiones de Programa de continuación ocurrirán al menos cada 180 días o para presidiarios 12 meses después de la liberación, al menos cada 90 días. El objetivo de estas revisiones subsecuentes es tasar la naturaleza de un ajuste inmate=s (p.ej, informes de trabajo, cuartos informes, interacciones interpersonales, conducta), y calibrar y supervisar un progreso de inmate=s hacia la reunión de objetivos de programa recomendados establecidos en revisiones anteriores. Estas revisiones también proporcionan una oportunidad de hablar de asuntos de clasificación (p.ej, seguridad{garantía} y tanteo de custodia) o hacer peticiones (p.ej, transferencia). La asistencia{concurrancia} en estas revisiones es requerida y el fracaso de asistir puede causar la acción disciplinaria. Los presidiarios son responsables de comprobar callouts diario puesto una nota en los tabloncitos de anuncios para ver cuando ellos son programados para estas revisiones. Las Revisiones de Programa están listas y programadas por el Gerente{Jefe} de Caso y es asistido por al menos el Gerente{Jefe} de Caso, Gerente{Jefe} de Unidad y Consejero.

*Note: el término "ff%1/3Nº" a menudo es usado en el lugar de la Revisión de Programa. Ellos significan{quieren decir} la misma cosa.

Revisiones de Programa Especiales: los Presidiarios pueden solicitar una Revisión de Programa Especial antes de una Revisión de Programa de Presidiario con regularidad prevista por el Gerente{Jefe} de Unidad. La petición será tasada (p.ej, urgencia, siendo una cuestión{emisión} de Equipo de Unidad) y, de ser garantizado, la Revisión de Programa solicitada será programada. El Equipo de Unidad también puede programar una Revisión de Programa Especial.

OTROS ASUNTOS DE EQUIPO DE UNIDAD

Transferencias: Cada nuevo compromiso de Marion USP será evaluado por su Equipo de Unidad en cuanto a su conveniencia para esta institución. Si por la razón que sea el presidiario es juzgado inadecuado para esta institución, su caso será mandado para la transferencia al Centro de Designaciones en la Magnífica Pradera, Texas. Este incluye transferencias disciplinarias y administrativas.

Planificación de Liberación: los Presidiarios liberados con supervisión federal para seguir (es decir, Liberación Supervisada, Libertad condicional) deben presentar proyectos de liberación para revisión y aprobación por la Oficina de Período de prueba estadounidense. Los proyectos de liberación tienen dos componentes primarios: residencia y empleo. Estos proyectos deben ser presentados 90 días antes de una fecha de liberación y son generalmente presentados bien antes del período de 90 días. Los presidiarios con la supervisión Federal para seguir deben liberar a su distrito que condena. Si un presidiario quiere liberar a un área además del distrito que condena, el Equipo de Unidad debe presentar una petición (traslado) de parte del presidiario para revisión y aprobación a la Oficina de Período de prueba estadounidense responsable en el área propuesta de la liberación. Esta petición esencialmente

implica proyectos de liberación sanos (es decir, residencia y empleo).

Audiencias de Libertad condicional: los Gerentes{Jefes} de Caso son responsables de completar el trabajo de escribir{el papeleo} requerido y programar a aquellos presidiarios que cumplen penas de paroleable y quiénes son autorizados audiencias de libertad condicional. Los Gerentes{Jefes} de Caso asistirán normalmente a tales audiencias con el presidiario para asegurar que el Examinador de Comisión de Libertad condicional estadounidense ha necesitado la información y facilitar el proceso de audiencia.

Centros de Reingreso Residenciales (RRC): el objetivo del Centro de Reingreso Residencial (RRC) colocación es proporcionar una oportunidad de establecer/solidificarse proyectos de liberación sanos (es decir, residencia y empleo) antes de la liberación a la comunidad y permitir un reajuste a la vida de comunidad antes de la liberación. La consideración y la remisión para la colocación RRC deberían ocurrir bien antes de una fecha de liberación. Es notado esta institución está en el Séptimo Recorrido Judicial y la colocación RRC ocurre en la fecha del diez por ciento o fecha de 180 días, cualquiera es menos. Los presidiarios que han completado con éxito RDAP son elegibles para una colocación de 180 días sin tener en cuenta su fecha del diez por ciento. También es notado, mientras en un RRC, se requiere que presidiarios paguen la subsistencia para ayudar a sufragar el coste de su confinamiento. El precio de pago de los presidiarios durante la residencia RRC es el 25 por ciento de los ingresos de los presidiarios.

Programa de Preparación de Liberación (RPP): el Programa de Preparación de Liberación (RPP) es diseñado para asistir a presidiarios en la preparación para la liberación. Darán a presidiarios la ayuda en el desarrollo de proyectos para sus vidas personales y futuro empleo. El programa ofrece clases y seminarios informativos acerca del personal, las responsabilidades sociales, y legales de la vida civil. Las actividades de RPP deberían comenzar en 30 meses serios antes de la liberación e incluir seminarios con recursos exteriores (p.ej, Encargados Oficiales Estadounidenses, personal de Centro de Reingreso Residencial, personal de servicios de empleo, patrones). Hay también una función de Versión preliminar de Unidad, que implica al Gerente{Jefe} de Caso que habla de varias áreas de preparación de liberación (p.ej, colocación de RRC, detainees, ropa de liberación, las Condiciones Especiales de la Liberación Supervisada).

Procedimientos de Remedio Administrativos: a Fin de iniciar el procedimiento de queja formal, un presidiario debe intentar resolver informalmente la cuestión{emisión} con su Consejero vía una forma de Resolución Informal (BP-8). Si el proceso de BP-8 no resuelve la cuestión{emisión}, una Petición del Remedio Administrativo (BP-9) puede ser obtenida del Consejero. La fecha límite para la finalización de la resolución informal y la sumisión de un BP-9 es 20 días naturales después de fecha en la cual la base de la queja ocurrió. La tentativa en la resolución informal (BP-8) debe ser adjuntada archivando un BP-9 (además de una petición de Comité de Disciplina de Unidad). El BP-9 debe ser entregado por un empleado de Equipo de Unidad y no puede ser enviado vía el correo de institución. Una vez apropiadamente archivado y dado recibo, una respuesta es debida dentro de 20 días naturales. Si el presidiario no está satisfecho por una respuesta BP-9, una Petición de Remedio Administrativa Regional (BP-10), con copias de la limadura BP-9, puede ser presentada a la Oficina Regional Central del Norte vía el correo saliente. Al recibo del BP-10, una respuesta es debida dentro de 30 días naturales. Si el presidiario no está satisfecho por una respuesta BP-10, una Central el Remedio Administrativo (BP-11), con copias del BP-9 y limadura BP-10, puede ser presentado a la Central vía el correo saliente. Al recibo del BP-11, una respuesta es debida dentro de 40 días naturales. Las extensiones en límites de tiempo{vencimientos} para respuestas pueden ser hechas. Las formas apropiadas y las direcciones que envían pueden ser obtenidas del Consejero.

Presidiario Programa de Responsabilidad Financiero (IFRP): el Presidiario Programa de Responsabilidad Financiero fue puesto en práctica para facilitar y animar a presidiarios condenados a encontrar sus obligaciones pedidas por tribunal. Las más comunes de estas obligaciones incluyen Asesoramientos Especiales, Multas y Restitución. Estas obligaciones y programas de pagos son normalmente estipulados en la Orden{el Pedido} de Compromiso y Juicio. Este es la investigación de personal de Equipo de Unidad de documento primaria acerca de IFRP.

Cada presidiario con una obligación, sin tener en cuenta el grado de recursos, debería desarrollar un plan de financiación con miembros del Equipo de Unidad. Este ocurrirá en la Clasificación Inicial o la primera Revisión de Programa. El Gerente{Jefe} de Caso es el empleado de Equipo de Unidad primario que supervisa IFRP y sus presidiarios ' participación/estado en IFRP. Un plan de financiación normalmente implica pagos de la cuenta de fondo fiduciario inmate=s. Hay también las provisiones para un pago exterior solo cuando el pago completará una obligación inmate=s. Generalmente, los contratos no serán alistados para pagos exteriores reiterativos.

Cuando un presidiario tiene los recursos de hacer así, es querido que el pago total será hecho tan con toda prontitud como posible. Los pagos mínimos son definidos como 25 dólares cada cuarto (marzo, junio, septiembre y diciembre). Sin embargo, los presidiarios deben hacer pagos conmensurados con sus recursos. Se requiere generalmente que presidiarios con recursos considerables hagan pagos más grandes y/o más frecuentes. Este puede incluir pagos mensuales. Hay una fórmula descrita abajo que da algunas pautas acerca de la cantidad de dinero (recursos) y pagos IFRP conmensurados con aquella cantidad{suma}.

En la determinación de recursos, los activos y las situaciones financieras descritas en un Informe de Preoración de inmate=s son considerados. Sin embargo, el más - la medida usada y básica de unos recursos inmate=s es su cuenta de fondo fiduciario de institución. El Equipo de Unidad examina cada fondo fiduciario inmate=s (T/F) saldo de la cuenta y actividad en una base regular (generalmente en Revisiones de Programa).

En cada Revisión de Programa, examinando el plan de financiación del presidiario, el Equipo de Unidad debe:

- determine los fondos totales depositados en la cuenta de fondo fiduciario del presidiario para los seis meses anteriores;
- reste los pagos IFRP hechos por el presidiario durante los seis meses anteriores; y
- reste 450 dólares (es decir, 75 dólares x 6 meses, SU exclusión).

Cualquier dinero que permanece después del susodicho cálculo puede ser considerado para pagos IFRP, sin tener en cuenta si el dinero está en el fondo fiduciario del presidiario o telefonar a la cuenta de crédito{abono}. Todas las sumas encima de aquel cálculo, puede ser usado para ajustar el plan de pago IFRP del presidiario.

Coste de Honorarios de Encarcelamiento: en 1992, el Congreso decretó el Derecho Público 102-395, requiriendo al Ministro de Justicia establecer procedimientos de política{póliza} para coleccionar honorarios de gastos de encarcelamiento para presidiarios condenados en Tribunales de Distrito de los Estados Unidos y cometido a la custodia del Ministro de Justicia en o después El 1 de enero de 1995, a fin de ser sujeto a esta política{póliza}. De ser pedido, el personal de unidad confiará en la información contenida en el Informe de Preoración y las conclusiones del tribunal que condena a fin de determinar el grado de activos de un presidiario, responsabilidades, y dependientes, estableciendo unos honorarios.

VCCLEA y Notificaciones de Delincuente Sexuales: las Notificaciones acerca de una liberación de inmate=s a derecho penal exterior y/o agencias de aplicación de la ley son requeridas para ciertas ofensas. Éstos incluyen delitos de violencia, delitos de tráfico de drogas Federales y ofensas sexuales. La mayoría de estas ofensas es expresamente definida en la política{póliza} y/o basada en pautas de política{póliza}. Un presidiario es informado por el personal de Equipo de Unidad por escrito cuando una ofensa corriente o pasada califica su caso para tal notificación.

Teléfono y Listas de Visita: los Presidiarios utilizarán TRULICS para tratar adiciones/eliminación a listas telefónicas aprobadas vía la forma de contacto. Los presidiarios localizaron en el SHU o en el acceso restringido presentará una forma de Lista de Contacto a su Equipo de Unidad (normalmente el Consejero). Los Counselor=s son de manera similar responsables de adiciones/eliminación a listas de

visita aprobadas. Las desaprobaciones acerca de teléfono o listas de visita son sujetas a la revisión administrativa y son apelables vía el proceso de Remedio Administrativo.

Los Abogados No supervisados Llamam: el Abogado-presidiario llama debería ser permitido sólo cuando un presidiario se manifiesta aquella comunicación con el abogado por otros medios no es adecuada. Por ejemplo, cuando el presidiario o el abogado pueden demostrar una fecha límite de tribunal inminente. Las peticiones de llamadas no supervisadas son normalmente dirigidas al Consejero. Una vez aprobado, la llamada debería estar en el gasto inmate=s.

Visitas Consulares: Sobre la petición, el personal de Equipo de Unidad puede asistir a presidiarios que son ciudadanos extranjeros en la localización de la dirección de la oficina de consulado más cercana o solicitada de su país. Además, el Guardián debe permitir a un representante consular visitar en asuntos del negocio legítimo. El Guardián puede no retener este privilegio aunque el presidiario esté en el estado disciplinario. La exigencia para la existencia de una relación establecida antes del confinamiento no se aplica a invitados consulares. Tales peticiones de visita son normalmente manejadas por el Equipo de Unidad junto con el personal administrativo. También es notado las peticiones de llamadas telefónicas a una oficina consular deberían ser dirigidas al Equipo de Unidad.

Retirada de Fondos de Presidiario: los Presidiarios prepararán el BP-199 vía el uso de TRULICS y para la sala ello a los Consejeros de Unidad quién es responsable principalmente de tratar peticiones. Estas formas son firmadas el registro la presencia del Empleado de Unidad o Consejero. Las retiradas menos de 250 dólares son aprobadas por el Gerente{Jefe} de Unidad. Las retiradas de 250 o más dólares son aprobadas por el Guardián Asociado de Programas.

Aprobación para Compras de Franqueo Adicionales: un presidiario puede estar autorizado a comprar (por visita de comisario) y/o poseer el franqueo superior a 60 sellos (de la denominación para la primera clase, envío doméstico, de un onza), o el equivalente, sólo sobre la aprobación del Guardián Asociado o una persona del nivel equivalente. Las peticiones de esta naturaleza deberían ser dirigidas al Gerente{Jefe} de Unidad.

Franqueo para Presidiarios Indigentes: pueden proporcionar a un presidiario que no tiene, ni fondos, ni franqueo suficiente, y sobre la verificación de este estado por el personal, cinco primera clase sella un mes para envíos sociales y hasta cinco primeros sellos de clase por semana para envíos legales. Para objetivos de franqueo, un presidiario indigente es definido como un presidiario que tiene fondos insuficientes para comprar un primer sello de clase. Una petición del franqueo indigente será examinada y aprobada por el Gerente{Jefe} de Unidad. El presidiario debe firmar el recibo de cualquier franqueo proporcionado por el personal.

Correspondencia Entre Presidiarios Encajonados: a un presidiario pueden permitirle corresponder a un presidiario encajonado en otra institución penal o correccional. Este es permitido sólo si los presidiarios tienen una relación de familia inmediata o los presidiarios son coacusados en la demanda judicial corriente. La familia inmediata es estrictamente definida como padres, hermanos, cónyuge y/o niños. Tal correspondencia siempre puede ser inspeccionada y leída por el personal en enviar y la institución de recepción (no puede ser sellado por el presidiario). Los Gerentes{Jefes} de Unidad en ambas instituciones federales deben aprobar la correspondencia. Si una institución estatal está implicada, el Oficial de Director (p.ej, Guardián) en cada instalación respectiva debe aprobarse. El fracaso de obtener aprobación previa puede conducir a la acción disciplinaria, como la restricción de correo.

Revisión de Archivo Central: un presidiario puede solicitar para examinar a su Presidiario Archivo Central presentando una Petición de Presidiario a la forma de Empleado (copout) a su Consejero adjudicado{asignado}. El Consejero programará tal revisión cuando practicable y dentro de un tiempo razonable enmarcan{encuadran}. Tal revisión también pertenece a audiencias de libertad condicional próximas. Todas las revisiones de archivo deben ser hechas bajo constante y supervisión de personal directa.

Servicios de Notario: Bajo las Provisiones de 18 USC 4004, los miembros de Equipo de Unidad están autorizados a afirmar documentos. Sin embargo, la ley corriente permite una declaración en el sentido de que los papeles que un presidiario firma son "**verdaderos y correctos bajo la pena{penalización; multa} del perjurio**" bastará en tribunales federales y otras agencias federales, a menos que expresamente no dirigido hacer por otra parte. Algunos estados no aceptarán una afirmación del gobierno. En estos casos, será necesario ponerse en contacto con su Consejero de Equipo para servicios de notario.

Matrimonios: Si un presidiario desea estar casado mientras encarcelado, él puede presentar una Petición de Presidiario a la forma de Empleado (copout) a su Equipo de Unidad (es decir, Gerente{Jefe} de Caso). Todos los gastos del matrimonio serán pagados por el presidiario. Los fondos del gobierno no pueden ser usados para gastos de matrimonio.

POBLACIÓN DE GENERAL DE VIDA DE PRESIDIARIO DIARIA

Estela: la estela general para todos los presidiarios es a las 6h00. La llamada de trabajo de UNICOR es a las 7h15. La llamada de trabajo general es a las 7h30. Esto es la responsabilidad del presidiario de hacer un informe para el trabajo.

TODOS LOS PRESIDIARIOS DEBEN SER CONSIDERADOS DE CAMBIOS DE OSCILACIÓN DE FUNCIONAMIENTO DE INDIVIDUOS O TENER DÍAS LEJOS GUARDANDO NIVELES DEL RUIDO EN LAS UNIDADES DE ALOJAMIENTO A MÍNIMO. ESTA POLÍTICA{PÓLIZA} SERÁ ESTRICTAMENTE HECHA CUMPLIR.

Cesiones de Trabajo: Presidiarios médicamente capaces de trabajar, será dado una cesión de trabajo. Las cesiones de trabajo y los cambios de trabajo son esencialmente administrativos en la naturaleza. Los cambios de trabajo son también una sanción disciplinaria disponible. Generalmente, los presidiarios que llegan recién serán adjudicados{asignados} a los detalles de trabajo preferidos menores o detalles donde hay una necesidad institucional. Los cambios de trabajo subsecuentes son el dependiente en varios factores (p.ej, necesidades de institución, necesidades de ajuste, naturaleza de informes/esfuerzo de trabajo en la cesión corriente, nivel de habilidades de trabajo, sanción disciplinaria).

Cesiones de Programa: Similar trabajar cesiones, los presidiarios pueden tener cesiones de programa formales (p.ej, GED, VT) y/o en callout para programas/actividades formales. Los presidiarios son responsables para estar en estos assignments/callouts a tiempo.

Actividades Rutinarias: hay varias actividades institucionales rutinarias que incluyen la línea principal, el comisario, la visita médica, la lavandería, la visita, envían cuarto{espacio}, servicios religiosos. Estas actividades han puesto listas en una lista en esta guía o han puesto una nota en las áreas departamentales respectivas.

Tiempo libre: los Presidiarios son animados a hacer el uso constructivo del tiempo libre; sobre todo en reconstrucción o actividades de programa educativas de la tarde. El tiempo libre también se permite a presidiarios una oportunidad de utilizar la biblioteca de la ley, la biblioteca general u otros recursos en el departamento de educación o servicios religiosos. Hay actividades de unidad que implican visualización de televisión, juegos de mesa{tabla} o actividades de arte de afición autorizadas. A presidiarios no les permiten entrenarse en las unidades de alojamiento para motivos de saneamiento y salud.

Lockdown (Luces): Generalmente, todos los presidiarios son asegurados en sus cuartos para el a las 22h00 cuenta, y permanecen en este estado hasta las 6h00. El Lockdown será a las 0h00. Los viernes, los sábados y días precediendo a vacaciones federales.

COMUNICACIÓN

El personal de Equipo de unidad es accesible durante sus horas de trabajo vía un no proteccionista o con horas de casa en exhibición. Los presidiarios son animados a acercarse al personal cuando afrontado con preguntas, problemas, preocupaciones{negocios} o cuestiones{emisiones}. El personal de Equipo de unidad es entendido de política{póliza} y procedimientos y tiene la experiencia sana en relación con asuntos de presidiario. Ellos pueden resolver generalmente asuntos de la preocupación{del

negocio} o dirigir un presidiario para asignar el personal o hacia modos constructivos de resolver tales asuntos.

La Petición de Presidiario a la forma de Empleado (copout), es usado para hacer una petición por escrito a un empleado. Estas formas son disponibles en el acto en la unidad. Cualquier tipo de la petición puede ser hecho con esta forma. Los empleados que reciben copouts responderán generalmente dentro de un fotograma de tiempo razonable. Las respuestas son generalmente escritas y le pueden ser devueltas en la persona o vía el correo de institución.

Los presidiarios deberían comprobar los tabloneros de anuncios de unidad cada día. El personal de unidad utiliza los tabloneros de anuncios para diseminar información importante (p.ej, notificaciones, callouts, procesal y/o cambios de política{póliza}, listas de correo legales, cesiones y cambios de cesión).

Las Reuniones de Ayuntamiento son utilizadas para comunicar cuestiones{emisiones} urgentes y/o comunicar cambios de políticas{pólizas} o procedimientos. Estas reuniones son sostenidas periódicamente como necesario. Después del personal presentan el orden del día de una Reunión de Ayuntamiento, los presidiarios son animados a preguntar a cuestiones pertinentes del personal y cualquier orador invitado. Estas preguntas deberían pertenecer al sujeto presentado u otros asuntos generales y no deberían concernir preguntas personales o cuestiones{emisiones}. Las preguntas personales o las cuestiones{emisiones} son apropiadamente dirigidas a miembros de Equipo de Unidad durante la jornada laboral regular.

Los Callouts son un sistema de programación para citas (p.ej, médico, educación, Equipo y otras actividades). Los Callouts son puestos una nota cada día laborable en el tablón de anuncios de unidad. Esto es la responsabilidad del presidiario de comprobar citas cada día. Todas las citas previstas deben ser acudidas. Un presidiario que pierde un callout es sujeto a la acción disciplinaria. Esta hoja callout también es referida como una hoja de cambio porque esto también tiene cambios de cesión (p.ej, cambios de cesión de trabajo). Esto debería ser un hábito diario de comprobar la hoja callout/change después de que es puesto una nota por la tarde. Este ayudará a asegurar un de citas ausentes y cesiones que pueden causar una acción adversa (informe de incidente).

Límites: los Presidiarios nunca deberían acercarse al área de cerca de perímetro. Hay "■Vr^NL de Bounds@ signos puestos una nota en las áreas exteriores (p.ej, reconstrucción). No permiten a presidiarios en unidades además de la unidad ellos son adjudicados{asignados}, a menos que no autorizado (p.ej, pase de trabajo).

Emergencias: Todos los presidiarios deben afrontar la pared más cercana cuando el personal responde a emergencias (p.ej, luchas, asaltos). Si este no es factible en el área de yarda, entonces los presidiarios deben estar en la tierra{razón}. El personal que responde ordenará que presidiarios cumplan con estos procedimientos. Los presidiarios serán sujetos a la acción disciplinaria si no dócil a estas órdenes/procedimientos generales.

UNIDAD GOBIERNA Y PRESCRIPCIONES

Cada tablón de anuncios de unidad tiene reglas de unidad y prescripciones puestas una nota y especificadas en la manera detallada. Esto es su responsabilidad de leer las reglas de unidad y prescripciones cuando ellos pertenecen a sus operaciones de unidad y estándares de saneamiento. Las reglas de unidad y las prescripciones son queridas para asegurar ejecutar ordenado de la unidad de alojamiento y son pautas sólo mínimas. La notificación de cualquier revisión de las reglas y prescripciones será hecha vía fijaciones en el tablón de anuncios de unidad y/o reuniones de Ayuntamiento. El abajo son generales en la naturaleza.

Anuncios: el Sistema de Altavoces será usado para anunciar movimientos controlados, llamada de trabajo, cuentas, tiempos de comida y otros mensajes importantes.

Provisiones de Higiene Personales: en el Momento de la admisión, cada presidiario puede ser jabón emitido{publicado}, pasta de dientes, cepillo de dientes, peine, navajas de afeitar, etc. Cuando estos

artículos son agotados, ellos pueden ser comprados por el presidiario del comisario de institución, o reeditados del personal de unidad.

Conducta: se espera que cada presidiario en la unidad se mantenga en una manera ordenada. Se espera que presidiarios cumplan con las políticas{pólizas} y procedimientos de la unidad. Nuestro objetivo común es crear un ambiente en la unidad de respeto mutuo y preocupación{negocio}.

Holgazanería: los Presidarios pueden estar de pie en las variedades y pisos delante de sus cuartos{espacios} respectivos durante breves períodos del tiempo. Sin embargo, no habrá ninguna holgazanería individual o reunión de grupos de presidiarios en las gradas en cualquier momento.

Payasadas: las Payasadas demasiado a menudo causan la herida. Las payasadas no serán toleradas en la unidad. Cualquier actividad de esta naturaleza es prohibida y causará la acción disciplinaria.

Ejercer: Ya que la salud y los presidiarios de razón de saneamiento no se entrenarán en las unidades de alojamiento

Contrabando: En la unidad, las búsquedas regulares, no regulares para el contrabando serán hechas en cuartos{espacios} individuales y otras áreas de la unidad. Si un oficial o el empleado sospechan a un presidiario de transporte y/o ocultación del contrabando, una búsqueda personal cuidadosa puede ser conducida. Cualquier artículo no comprado en el comisario, no oficialmente emitido{publicado}, no expresamente autorizado por autoridades apropiadas y no en un registro de inventario de propiedad inmate=s, o no usado para el objetivo para el cual fue emitido{publicado}, es considerado el contrabando y será confiscado. Los presidiarios son también mutuamente responsables de cualquier contrabando localizado en las áreas comunes de su cuarto{espacio} adjudicado{asignado}. Los infractores pueden ser sujetos a la acción disciplinaria.

Inspecciones: se requiere que todos los presidiarios hagan sus camas, limpien sus cuartos{espacios}, vacíos sus contenedores de basura y apaguen sus luces antes de irse del trabajo, cada día. Las inspecciones diarias serán hechas por el personal de unidad para limpieza y saneamiento.

Procedimientos de Correo de Unidad: la llamada de correo es sostenida de lunes a viernes inmediatamente después el a las 16h00 cuenta. Usted debe estar presente para recibir su correo. El correo que deja la institución debe ser colocado en la caja de correo de unidad abierta y será recogido diariamente por un empleado. El correo que deja la institución debe ser completado con una dirección de devolución{vuelta} para incluir su nombre y número de registro. **Todos yendo el correo deben usar una etiqueta pre imprimida por el sistema TRULINCS. Las etiquetas serán imprimidas en las impresoras TRULINCS. Ningunas etiquetas tecleadas o cambiadas son permitidas. Ningunas etiquetas pueden ser recibidas de fuentes de lado.** El correo legal y especial será generalmente entregado por un miembro de Equipo de Unidad. Yendo el correo especial (es decir, el abogado, los tribunales federales, los encargados oficiales, etc.) puede ser sellado, y entregado por el presidiario al Cuarto{Espacio} de Correo durante horas de Casa en Exhibición.

Auriculares / Radio: los Auriculares serán utilizados jugando la radio siempre. La radio puede ser jugada en la yarda de reconstrucción, pasajes peatonales durante fuera de servicio horas, y en células de presidiario individuales. La modificación de una radio no es permitida y será confiscada como el contrabando. La radio no puede ser tomada al detalle de trabajo.

Visita de Intraunidad: le permiten visitar a otros presidiarios dentro de su unidad de alojamiento adjudicada{asignada}. Los presidiarios son estrictamente prohibidos escribir otras unidades de alojamiento para visitar a otros presidiarios.

Lavadero: las máquinas de lavandería en la unidad son para lavar la ropa sólo. Los artículos grandes como mantas y abrigos deben ser cambiados en la lavandería de institución. La lavandería se marchó

desatendido será confiscado. Las horas de lavadero son diarias a las 21h45 de las 6h00. La sesión encima de las máquinas o mesas{tablas} es estrictamente prohibida. Las instalaciones de lavandería pueden ser de límites para una cantidad{suma} indeterminada del tiempo si el contrabando es encontrado en este área.

Seguridad/Salida de emergencia de Fuego/Incendio: Usted debe familiarizarse con los signos de salida de emergencia en todas partes de su unidad. De ninguna manera van a los vestíbulos, las entradas, las salidas o las entradas ser bloqueados. Los Simulacros de incendio serán conducidos en una base trimestral a mínimo. Si usted ser instruido de desocupar la unidad de alojamiento, usted debe salir tan sin peligro y rápidamente como posible por la entrada de unidad o puertas de salida de emergencia. Las acciones disciplinarias apropiadas serán tomadas para aquellos negando cumplir con las instrucciones de empleados.

Máquina de Hielo: Este área debe ser guardada limpia siempre. Las líneas de avenamiento de agua deben permanecer desatascadas y esto no será usado para eliminar artículos de alimento. La máquina de hielo es de límites a las 21h45 cada noche. La máquina de hielo puede ser apagada para una cantidad{suma} indeterminada del tiempo si el contrabando es encontrado en este área.

Teléfonos: el Presidiario llama por teléfono son sujetos a supervisar en cuanto a la seguridad{garantía} institucional. Los teléfonos son asegurados{previstos} mucho tiempo llamadas por cobrar de distancia y son localizados en cada variedad en las unidades de alojamiento. Sólo los presidiarios adjudicados{asignados} a una unidad particular pueden usar el teléfono en aquella unidad. Ningún tercero llama o las llamadas por cobrar internacionales son permitidas. Cada individuo es únicamente responsable de su comportamiento usando el teléfono. Las amenazas, la extorsión, etc., pueden causar la acción/procesamiento disciplinaria para la violación de regular el uso telefónico.

TRULINCS - Mensajería Pública: los terminales de ordenador autorizados del Presidiario dentro de cada unidad de alojamiento son sujetos a supervisar en cuanto a la seguridad{garantía} institucional. Los terminales de mensaje públicos son proporcionados para enviar y recibir mensajes electrónicos entre contactos aprobados. Sólo los presidiarios adjudicados{asignados} a una unidad particular pueden usar los terminales en aquella unidad. Cada individuo es únicamente responsable de su comportamiento usando los terminales. Las amenazas, la extorsión, etc., pueden causar la acción/procesamiento disciplinaria para la violación de regular el uso terminal. Las horas de operación son diarias a las 21h30 de las 6h00

Horas de Televisión: las televisiones de unidad pueden ser encendidas a las 6h00 diariamente. **Las televisiones pueden permanecer en hasta las 0h00, con presidiarios asegurados en sus células adjudicadas{asignadas}** a condición de que los niveles del ruido aceptables sean mantenidos. **Durante desempates finales de acontecimientos deportivos principales las televisiones permanecerán en hasta la finalización.** La conducta perjudicial, el saneamiento pobre, y el ruido excesivo en el área común pueden resultar en privilegios de visualización restringidos. No apoyarán contra sillas contra las paredes. Usted no colocará sus pies o zapatos contra las paredes. Las sillas plásticas no deben ser dejadas desatendidas en el área común. Las variedades de suelo{piso} deben permanecer libres{gratis} de obstáculos siempre. De ninguna manera va a TV=s ser hecho girar de su dirección original sin la aprobación expresada del personal de unidad. El tiempo tranquilo es definido como un período **entre las 22h00 - a las 6h00** los viernes, los sábados y las vacaciones visualizando horas son ampliados hasta las 0h00. **Los presidiarios serán asegurados en sus células antes del a las 0h00 cuenta.**

Visitas: las Visitas son muy importantes para presidiarios e invitados. Esto es su responsabilidad de asegurar que todos los formularios de solicitud necesarios son pasados a cada invitado. Enviando el formulario de solicitud estar seguro para llenar la parte de presidiario antes de envío. Los miembros de familia inmediatos son generalmente aprobados durante los treinta primeros días después de su llegada. Esto es su responsabilidad de notificar a invitados anticipados de su aprobación o desmentido.

Visitas Especiales para Emergencias de Familia: una petición una visita especial debería ser escrita y

totalmente explicada por una Petición de Presidiario a la forma de Empleado (copout) y presentada a su Consejero adjudicado{asignado}. Usted debería permitir el tiempo razonable para la revisión de su petición. Las Visitas Especiales son visitas que ocurren fuera de horas de visita regulares debido a emergencias de familia. Los invitados solicitados deben ser a su lista de visita aprobada.

Duchas: las Duchas son localizadas en cada unidad de alojamiento. Cada individuo tiene la responsabilidad de asistir en el mantenimiento de este área dejando el área ordenada y limpia después del uso. Los trajes son permitidos a y de las duchas. Las duchas terminarán al menos quince minutos antes de una cuenta oficial y se terminarán en

A las 21h30, cada noche. Durante la semana de trabajo regular todas las duchas a excepción de uno en cada variedad serán de límites durante las horas de a las 6h30 hasta las 9h30 y a las 18h30 hasta las 21h30. asistir con saneamiento de unidad y conservación de energía. Se espera que individuos cooperen con las ordenanzas de unidad para no interferir con los esfuerzos de saneamiento de unidad generales.

PROCEDIMIENTOS DE SANEAMIENTO DE UNIDAD Y ESTÁNDARES

Las provisiones de saneamiento están disponibles diariamente. Se espera que usted devuelva todos los contenedores y/o materiales no usados. El almacenaje de materiales de saneamiento en los cuartos{espacios} individuales es estrictamente prohibido.

Durante los períodos de a las 7h30 hasta las 10h30 y a las 12h00 hasta las 13h30, todo el equipo de saneamiento (memorias intermedias, fregonas, y cubos de fregona, etc.) será reservado para las ordenanzas de unidad. El tiempo preferido para dirigirse a saneamiento de cuarto{espacio} es en las horas de la tarde. La excepción a esta regla estará basada en la disponibilidad del equipo y con la aprobación del personal de unidad y aquellos individuos que corrigen carencias de cuarto{espacio}.

Células Individuales: Usted debe mantener su cuarto{espacio} adjudicado{asignado} a fin de presentar un aspecto{una aparición} total que está limpio, ordenado y ordenado. El fracaso de conseguir estándares de saneamiento aceptables causará acciones disciplinarias. Todos los cuartos{espacios} permanecerán uniformes de aspecto. No habrá ningunos cambios de la estructura física o diseño. Los presidiarios que fallan inspecciones de cuarto{espacio} serán devueltos para acciones correctivas inmediatas. El fracaso repetido causará la acción disciplinaria. Los linos no deben ser usados como estereras de suelo{piso}, cumbres de armario o cortinas, etc.

Fijar: Todos fijar serán cambiados con frecuencia para mantener el saneamiento bueno y la higiene. Las mantas deben ser cambiadas en la lavandería de institución sólo. Las hojas{sábanas} pueden ser cambiadas en la lavandería de institución o pueden ser lavadas en las lavadoras de unidad. No se autoriza que mantas y abrigos sean lavadas en las arandelas de unidad o secadas en los secadores de unidad.

Las camas serán fuertemente hechas, la arruga libre{gratis}, y ordenado con hojas{sábanas} doblado aproximadamente 16" de la cabeza{del jefe} (estilo militar). La manta suplementaria será con esmero doblada y colocada en el pie de la cama. Durante la semana de trabajo normal, de lunes a viernes, **todas las camas serán hechas e inspección lista hacia las 7h30.** Los individuos adjudicaron{asignaron} un médico están - en son excluidos de esta regla. Los individuos en un día libre pueden estar encima de una cama hecha mientras el cuarto{espacio} es la inspección lista. Los fines de semana y vacaciones, las camas serán hechas antes de la salida del cuarto{espacio}.

Durante la semana de trabajo normal, los artículos (ropa, equipo de reconstrucción, libros, y utensilios para escribir, etc.) no deben ser colocados encima de la cama cuando no en el uso. Estos artículos deben ser almacenados en el armario. Los zapatos que no son almacenados en el armario serán colocados bajo la cama (L, N, X y Y) o por la cama (B, C, D, E, F, e I) en una línea recta.

Comisario: los artículos de comisario serán con esmero almacenados en su armario adjudicado{asignado} SÓLO. De ninguna manera son artículos de comisario para ser almacenados en el suelo{piso} o bajo la cama. Los artículos no contenidos en su contenedor original son considerados el

contrabando y serán confiscados. Los contenedores originales deben ser eliminados cuando vacío y no será usado para otros objetivos.

Mesas{Tablas} de Área Comunes: esperan a usuarios de este área a la limpieza después ellos mismos. La basura será eliminada en los receptáculos apropiados y mesas{tablas} y suelos{pisos} limpiados de ser garantizado.

Puertas/Windows de Célula: la Entrada en el cuarto{espacio} permanecerá libre{gratis} de la obstrucción. Ningunos artículos serán adjuntados a la puerta. El adentro y afuera de la puerta permanecerá libre{gratis} de polvo, suciedad, y mugre. El área de ventana, de ser aplicable, también será limpiada como necesario. Se permite que ningunos artículos sean almacenados en alféizares o en las barras de célula.

Suelos{Pisos}: los Suelos{Pisos} deben ser sin polvo y suciedad. Diariamente se requiere que barrido y limpieza mantenga una superficie limpia.

Espejo/Anaquel: los Espejos serán limpiados diariamente. Los artículos de higiene diarios pueden ser almacenados en el anaquel.

Paredes: las paredes del cuarto{espacio} deben ser guardadas limpias, andan arrastrando los pies y mancha libre{gratis}. Ningunos artículos serán colocados, grabados, o por otra parte adjuntados a cualquier superficie de la pared. Los encuentros ligeros{claros} y eléctricos serán limpiados como necesario. La ropa no será colgada obstruyéndose o perjudicando la visión del oficial durante cuentas. Las aberturas{los respiraderos} de aire no serán bloqueadas o el flujo de aire desviado en cualquier manera. Las aberturas{los respiraderos} de aire deben ser guardadas limpias/quitan el polvo.

SERVICIOS CORRECCIONALES

Responsabilidad: la misión primaria en Marion USP es proporcionar una caja fuerte y el ambiente seguro para presidiarios bajo el cuidado y la custodia del BOP permitiendo al individuo retener su derecho al tratamiento humano. El Departamento de Servicios Correccional es responsable de ejecutar ordenado cotidiano de la institución. Hay numerosas políticas{pólizas} correccionales y procedimientos puestos en práctica para asegurar que la institución es un lugar seguro para presidiarios y personal. Las reglas siguientes y los procedimientos son continuamente en efecto y la conformidad diaria con estas reglas es esencial.

Conde Procedures: los procedimientos de Conde están en el lugar para asegurar que todos los presidiarios son explicados durante el curso de un día. Hay cinco cuentas oficiales:

A las 0h00.

A las 3h00.

A las 5h00.

A las 16h00 (se levantan la cuenta, usted debe estar de pie)

A las 22h00.

A las 10h00 (sólo los fines de semana y se levantan vacaciones la cuenta)

Esto es **su** responsabilidad de estar listo para la cuenta. El oficial en su área anunciará “—■ffi°ffP!” En este tiempo usted debe seguir las reglas abajo:

1. PARAR lo que usted hace y va a su célula adjudicada{asignada}.
2. El SILENCIO debe ser observado durante la cuenta.
3. PERMANECER en su área hasta que el oficial haya anunciado que la cuenta está clara.
4. Durante se levantan cuentas, usted debe estar de pie.

Si usted retrasa o interrumpe la cuenta, usted será sujeto a la acción disciplinaria. Los retrasos de la cuenta también retrasarán su devolución{vuelta} a actividades normales y comidas. Más rápido la cuenta es completa, más rápido usted puede volver a su actividad normal. Durante una cuenta regular, excepto la primera cuenta de la tarde y día miran la cuenta de fin de semana, si usted está dormido, el personal

no le despertará; sin embargo, la política{póliza} requiere que ellos debieran ver la piel. Por lo tanto, para evitar interrupciones a su sueño, asegúrese que usted expone alguna parte de su superficie de piel body=s para la identificación durante la cuenta. El personal despertará usted para un soporte cuenta.

Búsquedas: las Búsquedas (camas improvisadas) son un procedimiento muy importante en un ambiente correccional. Como un presidiario en Marion USP, usted es sujeto a búsquedas. El personal puede conducir una búsqueda visual de su persona o área. El personal conducirá con frecuencia búsquedas acariciará de su persona. Pueden pedirle borrar su ropa para una búsqueda visual. Generalmente, una búsqueda visual será conducida en un área privada. Las áreas comunes y su célula serán buscadas con frecuencia. Durante búsquedas, el personal no abusará o dañará su propiedad. Usted no está autorizado a permanecer en el área durante una búsqueda de célula. Usted será sostenido responsable de cualquier contrabando encontrado en su área o en su persona.

Código de Vestido de Presidiario y Cepillar{Almohazar}: se espera que todos los presidiarios mantengan el aspecto{la aparición} apropiado y la higiene personal buena. Todos los cortes de pelo serán modestos en la naturaleza. Las instalaciones que se duchan son proporcionadas para asegurar que las exigencias de higiene/cepillar personales son encontradas. Durante la semana de trabajo regular todas las duchas a excepción de uno en cada variedad serán de límites durante las horas de a las 6h30 hasta las 9h30 y a las 18h30 hasta las 21h30. asistir con saneamiento de unidad y conservación de energía a menos que las duchas estén cerradas por la Unidad Oficiales Correccionales para el saneamiento.

- (iv) Los presidiarios estarán en uniformes de presidiario apropiados (**camisas metidas dentro**) marchándose las unidades de alojamiento, y en sitios web de trabajo. **Las camisetas de personal grises no deben ser llevadas puestas como una ropa externa para detalles de trabajo.** Las camisas tal vez no hicieron tictac cuando en su unidad de alojamiento adjudicada{asignada} o en un área de reconstrucción autorizada. No la conformidad podría causar la acción disciplinaria.
- (v) Los presidiarios pueden llevar puesta una sudadera gris o la camiseta de manga larga debajo de la camisa emitida{publicada}, en todas las áreas dentro de la institución. Las sudaderas pueden no ser la ropa externa en áreas de unidad non-recreational/housing durante horas de trabajo regulares. Cuando un presidiario viaja directamente a las áreas de reconstrucción de su unidad, él puede llevar puesta la ropa de ocio.
- (vi) Los presidiarios pueden no ser descalzos. Los zapatos serán llevados puestos para salir la célula inmate=s. Los zapatos de seguridad deben ser llevados puestos por presidiarios en sus sitios web de trabajo, incluso ordenanzas. Los zapatos emitidos{publicados} o las zapatillas de deporte deben ser llevados puestos participando en una actividad de reconstrucción, es decir, baloncesto, balonvolea, balonmano, aeróbic, y usando el equipo de ejercicio.
- (vii) Toda la marcha principal, a excepción de la marcha principal religiosa autorizada/aprobada, no será llevada puesta dentro de edificios. Toda la marcha principal será llevada puesta en una manera apropiada (es decir, los sombreros con cuentas {con proyectos de la ley} serán llevados puestos volviéndose avanzado).
- (viii) Toda la ropa, incluso la ropa de comisario, será en buenas condiciones, y no tendrá rasgones{lágrimas} o cortes en ellos. La ropa que tiene más de un remiendo es considerada no útil, y será tratado como el contrabando. La ropa cambiada será

considerada no útil, y será tratada como el contrabando.

- (ix) La única ropa permitida en el cuarto{espacio} de visita será el gobierno emitido{publicado}. Todos los pantalones serán intactos y ningunos agujeros en los bolsillos, y no deben ser hechos rodar o abofeteados. Asigne artículos de calzado emitidos por gobierno, o las zapatillas de tenis pueden ser llevadas puestas en el Cuarto{Espacio} de Visita. Toda la ropa llevada puesta en el Cuarto{Espacio} de Visita estará limpia, ordenada y correctamente prueba. Los pantalones con plisados o pliegues cosidos son considerados cambiados, y serán confiscados.
- (x) Los pantalones serán llevados puestos en el nivel de cadera o encima. Los pantalones no serán juntados en la cintura, bloused o hechos rodar en el tobillo, metido en los autoarranques, tampoco el dobladillo será doblado o planchado en un puño. La ropa interior puede no mostrar encima de la cintura de los pantalones. La ropa interior no puede ser llevada puesta como una ropa externa en ninguna área de la institución; excepto en el área de ducha, y en el área de célula/cama personal inmate=s.

Barbería: los Cortes de pelo y el cuidado de pelo están autorizados en la barbería sólo. Se espera que usted guarde su pelo ordenado y limpio. Usted no puede llevar puesto un postizo artificial. Los bigotes y las barbas son permitidos. Ninguna marca, emblemas, o insignias deben ser cortados en el pelo. La Barbería es localizada en el Pasillo del Este. La Barbería no es colgar, y ninguna agrupación será permitida en este área. La Barbería es un primer venido primero sirven la operación. Habrá una hoja firmaré el registro. La Barbería será supervisada y supervisada por el Oficial de Pasillo del Este. Los movimientos a y de la Barbería coincidirán con el movimiento de 10 minutos controlado. Las horas de operaciones son sujetas de cambiarse y serán puestas una nota en ese caso.

UNIDAD DE ALOJAMIENTO ESPECIAL (SHU) PROCEDIMIENTOS

Las reglas siguientes y las prescripciones serán adheridas a siempre. Cualquier violación de estas reglas causará un informe de incidente y podría ampliar su tiempo en la Unidad de Alojamiento Especial (SHU).

Detector de Búsqueda/metálico Visual: Todos los presidiarios serán visualmente buscados, buscados vía el detector metálico (portátil), y sujeto a análisis de orina y pruebas de Alco-sensor sobre escribir la Unidad de Alojamiento Especial.

Saneamiento de Unidad/Célula: Todas las células en SHU serán mantenidas en el nivel más alto del saneamiento siempre. Todas las camas serán hechas diariamente entre las horas de a las 7h30 hasta las 16h00 durante días laborables y a las 9h00 hasta las 16h00 los fines de semana y vacaciones. Todas las células serán mantenidas y limpiar cada día.

NOTE: el Daño o el cambio de la ropa de institución o fijar no serán tolerados y acción disciplinaria y las medidas de restitución serán hechas cumplir.

Cells: Cells in SHU will be searched periodically. Each inmate will sign a cell conditions form upon entering the Special Housing Unit. Inmates are to remain quiet with no yelling or kicking/hitting cell doors. All cells must pass inspection prior to any inmates being released from SHU.

Cell Rotation: All inmates in SHU will be rotated at least every 14 days to a different cell. Each cell will be inspected for sanitation/damage. **NOTE: Damaging or altering inmate living quarters in entirety will not be tolerated, and disciplinary action and restitution measures will be enforced.**

Laundry and Sanitation Supplies: All laundry and sanitation supplies in SHU will be issued in accordance with the established schedule. The laundry schedule for SHU must be followed without exception. Laundry issuance will take place on the **evening watch shift ONLY.**

Inmates are not authorized to alter or damage institution issued clothing items. Therefore, staff will not accept for exchange any altered or damaged item. You will be held accountable for all damaged property. The following day, the day watch SHU Lieutenant will ensure the altered item and all of the inmate's personal items are removed from the cell. The inmate is to be left with only the standard issue of bedding, institution-issued clothing items, approved hygiene items, and legal instruments and materials. This will ensure a thorough check of the inmate's cell for additional altered and damaged items can be conducted.

Hygiene Items in SHU: Basic hygiene items will be provided once per week.

Haircuts in SHU: An inmate barber will be assigned by the Segregation Lieutenant. The inmate barber will be provided by the USP barber detail. Haircuts will be performed on Saturdays.

Food: Feeding in SHU will be rotated among ranges weekly. Food trays will be returned after every meal.

Other than approved commissary items, **no food items** will be permitted to be retained in the cells. This includes condiments. Food not consumed during the authorized meal periods must be disposed of properly at the time food trays are collected.

NOTE: Staff will inspect cells during rounds and order inmates to comply with sanitation standards. **Failure to comply will result in disciplinary action.**

Commissary: Inmates in SHU will be allowed to purchase a **very restricted amount** of authorized commissary items from the commissary list once a week, ordinarily on Friday. Order forms will be passed out and collected from all inmates desiring to make commissary purchases **on evening watch either Sunday / Monday to be processed by the SHU Supervisor. Delivery will occur on Friday.**

Telephone Privileges: Inmates in SHU will be allowed one 15-minute ITS social phone call within the first 30 days after admission and one 15-minute ITS social phone call every 30 days thereafter by submitting an Inmate Request to Staff Member to the SHU Officer. Inmates will submit an Inmate Request to Staff Member to request a legal phone call. The Unit Team is responsible for making all non-monitored and non-recorded calls. **All telephones are subject to monitoring.**

VISITING INFORMATION

Directions to USP Marion

USP Marion is located approximately nine miles south of the city of Marion. From Interstate 57 take Illinois 148 to Grange Hall Road. Turn left onto Grassy Road, turn right on Prison Road. Transportation to the institution can be arranged through local cab companies to include Marion Cab Company at

(618) 993-8181 and Red Top Cab Company at (618) 997-1098. Greyhound Bus Lines travels to Marion and is located at Motel Marion, 2100 W. Main Street, and can be contacted at (618) 993-2101.

The privileges of visiting are an integral part of an individual's treatment program at this institution. Our objective is to help individuals become socially secure, economically productive and law abiding. We encourage individuals confined here to maintain contact with their families, relatives and friends to ensure the above objectives. Visiting lists are not automatically generated. Inmates must submit visiting lists to their assigned Counselor. In cases where the Visitor Information form (BP-629) is required, the inmate is responsible for mailing it to the prospective visitor. It is also the inmate's responsibility to notify the visitor when they are approved for visiting privileges. **Each inmate will receive 12 points per month for visiting. Each inmate will be charged one (1) point per weekday visit and two (2) points per weekend day or holiday visit.**

Ordinarily, all members of the immediate family, including parents, sisters, brothers, wife and children, will be placed on the approved visiting list provided they are listed in the Pre-sentence Report. Any individual not listed in the Pre-sentence Report will have a background check completed prior to approval by the Unit Team. All visitors are required to dress and conduct themselves within the limits of good taste. Any clothing that could be perceived as offensive to other visitors will not be permitted. Bureaus of Prisons' staff have the right to deny a visit based upon inappropriate attire. Attorneys must make arrangements for visits in advance with the institution's Legal Department. Attorney visits will be given visual supervision which will not interfere with the confidentiality afforded attorneys.

All visitors, regardless of age must be on the approved visiting list. Children under 16 years of age must be accompanied by an adult who is also on the approved visiting list. Packages or gifts of any kind are not permitted. No written messages may be exchanged during the visit.

Visitors are allowed to purchase various items from our vending machines which are located in the visiting room. **Vending machines are used at the individuals own risk.** All authorized items entering the visiting room must be carried in a clear plastic container/bag.

Each adult visitor will be required to sign an information form indicating his or her name, relationship to the inmate, complete address, and inmate being visited, acknowledging his or her awareness and understanding of possible penalties for violation of visiting regulations and/or the introduction of contraband. Title 18 U.S.C. Section 1791 and 3571 provides that any attempt to bring unauthorized items into or onto the grounds of any federal institution is punishable by imprisonment of up to 20 years and/or a fine up to \$250,000.00.

Hours of Visiting: Visiting hours are 5:00 p.m. to 9:00 p.m. on Fridays, and 8:00 a.m. to 3:00 p.m. on Saturday, Sunday and federal holidays. An unlimited amount of visiting time is granted; however, only five adult visitors are allowed to visit at one time. Once your visitors leave the visiting room, the visit is terminated. All children age 16 and younger must be accompanied by an adult. You are responsible for the supervision of children. An embrace and kiss within the bounds of good taste and propriety is permitted at the beginning and end of the visit. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

Visiting Approved Dress Code: Visitors are expected to be appropriately dressed when visiting inmates. All visitors are required to wear footwear. All visitors must be properly dressed when coming to visit at the institution. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, spandex pants or tops, sun dresses or strapless dresses. Skirts or dresses with splits must come to the top of the knee. Shorts may be worn by visitors if they are knee length or do not come more than three inches above the knee. Apparel of a suggestive or revealing nature will not be allowed. Provocative attire will be reason to deny a visitor entrance to the visiting room. The Operations Lieutenant and/or Duty Officer will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated.

Identification Required: All visitors must be on the inmate's approved list and must produce proper identification at the institution. Proper identification is considered a valid state or government issued photo identification only. Persons arriving without such identification will not be permitted to visit. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. This visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector and the ION Spectrometry Device. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or take or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Visiting Room Overcrowding: If the designated visiting areas become overcrowded, factors such as the distance a visitor has traveled, frequency of visits, relationship of visitors to inmate and frequency of visits received by the inmate will be considered when determining who will be allowed to visit. The #1 visiting room officer, in coordination with the operations lieutenant, will have discretion in matters concerning who may visit if overcrowding occurs.

Special Rules for Children: Adult visitors are responsible for the conduct of children under their supervision. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Items Authorized: A small, see-through coin purse is preferred with proper ID and sufficient money for the vending machines. Paper currency is **NOT** authorized. Coins may be brought into the visiting room by visitors. The total amount of money allowed to be brought into the visiting room is \$20.

Visitors are not to bring food, packages, or articles of clothing to give to an inmate. Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. Refreshments may be obtained from the vending machines available in the Visiting Room. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room.

IT IS ILLEGAL FOR ANY PERSON TO INTRODUCE OR ATTEMPT TO INTRODUCE ITEMS OF CONTRABAND ONTO THE GROUNDS OF ANY FEDERAL CORRECTIONAL INSTITUTION.

FOOD SERVICE

Food Service is to provide all persons confined in federal prisons with meals which are nutritionally adequate, properly prepared and attractively served.

USP Marion operates a serving line dining hall. Meals are served cafeteria style. Inmates called to the dining hall are expected to go to the rear of the line and wait his turn. "Jumping in Line" is a discourteous practice and will not be tolerated. At no time will any type of food be taken out of Food Service with the exception of one piece of whole fruit when served on the serving line. At no time will an inmate be permitted to eat from behind the line. Due to the large population and limited time allowed for feeding, inmates are encouraged to complete the meal within 20 minutes and leave the dining area as the tables and seats are needed for others.

Your unit officer or detail supervisor will notify you when to come to Mainline according to the time schedules listed below:

Weekday Dining Room Schedule:

BREAKFAST	6:00 a.m. - 7:00 a.m. (times approximate)
LUNCH	10:30 a.m. - 11:45 a.m.(times approximate)
DINNER	After Count for approximately one hour after

Weekend & Holiday Dining Room Schedule:

COFFEE HOUR	After Count for approximately one hour
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BRUNCH
DINNER

After Count for approximately one hour
After Count for approximately one hour

Books, reading material, personal cups and commissary items are not to be brought into the dining room. Portioned food items will be served on the supervised serving line. Hot bars and cold bars provide self-selection in the dining room. Exchanging food items from one person to another is not permitted on the serving line. Nutritional information cards are posted on the serving line.

Line cuts are not allowed and individuals who double back through the serving line will receive an incident report.

Please be considerate to others in keeping your table and floor areas clean while eating. Return your trays, dishes and flatware to the tray windows at the rear of the dining room when you are finished eating. Loitering is not permitted in the dining room.

As with any food service establishment, we require trained, quality workers to perform our function. A variety of work shifts are available. Please feel free to contact the Food Service staff for openings. All positions require a designated work uniform along with appropriate safety and sanitation gear. Pay is always a critical topic for any job and we have a wide range of pay positions. All paying positions fall within the Inmate Performance Pay policy and are assigned according to the job function performed. Inmates must have a medical clearance to work in Food Service.

Inmates housed in the Special Housing Unit also receive a balanced nutrition diet. Inmates in the Special Housing Unit receive the same diet as inmates in the general population.

Dress Code for Dining Hall: Inmates are required to wear shoes and socks in dining room. Hats/Caps are not to be worn in the dining room (Authorized only by Religious Services). Shirts must be tucked in trousers or shorts. No shorts will be worn in the dining room with the exception of weekends, holidays, and evening meals.

PSYCHOLOGY

Psychology Programs:

Psychology Services provides counseling and a variety of programs to assist inmates who have mental health issues. You will be asked to complete a Psychology Services Intake Questionnaire form which addresses your mental health treatment history and any current problems you may be experiencing. This information is used by Psychology Staff to ensure you receive appropriate programming. Psychology Services assesses, treats and monitors inmates with mental health problems, and provides crisis counseling, drug abuse treatment, suicide prevention, and sex offender management programming.

Psychology staff respect the privacy of inmates who disclose personal information. Ordinarily, what you tell a psychologist in session remains private, with the following exceptions: 1) Intake Screening Summaries are placed in the central file, 2) Perceived intention to harm yourself or another person or a perceived threat to the security or orderly running of the institution will result in the necessary action to prevent the threat, 4) State law requires release of information regarding child abuse, 5) Records that are requested by subpoena or court order will be released, 6) Psychology records will be used to construct a defense if you file suit, 7) Competency assessments are not confidential. Also, reports are sometimes requested by another department or agency (e.g., Parole Board); you will be notified when such a report is prepared and sent, 8) For routine progress review, correctional counseling, and release preparation, your unit team may request information or recommendations, 9) Health Services may request information to assist with your healthcare 10) If you are reviewed under the Adam Walsh Child Protection and Safety Act, all records will be released.

Most Psychology Services programs are voluntary, with the exception of the Drug Education Program. An inmate may either volunteer for, or be recommended to participate in, the Drug Education Program. The Drug Education Program will be recommended by the unit team, if an inmate has been sentenced or returned to custody as a violator after September 30, 1991; and it is determined that:

1. There is evidence that alcohol or other drug use contributed to the commission of the instant offense.
2. Alcohol or other drug use was a reason for violation either of supervised release (including probation/parole) or BOP community status (Residential Re-entry Center placement) for

- which the inmate is now incarcerated.
3. The inmate was recommended for drug programming during incarceration by the sentencing judge.
 4. There is evidence of a history of alcohol or other drug use. For example, your history of alcohol and /or drug use within the past five years is emphasized in the PSR.

Psychology services offers a non-residential drug abuse program, a non-residential sex offender program, anger management, communication skills, criminal thinking, rational behavior therapy, values clarification and various other groups to assist with your adjustment to the compound or transition to the community. Psychology services also offers individual and group counseling for the mentally ill.

Inmates may be placed on a Sexual Offender Correctional Management Plan (CMP) if the inmate has engaged in sexually inappropriate behavior, during his incarceration. The (CMP) will be developed to assist you in managing your sexual behavior problem. If you have a history of sexually inappropriate behaviors, charges or convictions, an assessment of risk will be conducted prior to your release from prison. Depending on your level of risk, the Psychology staff may prepare a discharge report that will be included in your halfway house packet and forwarded to your parole/probation officer regarding the intensity of recommended community supervision and monitoring. Recommendations made will be closely tied to your level of risk. The extent to which you comply with your CMP will affect the contents of your discharge report. Specifically, failure to comply with this plan will likely increase your risk level and result in recommendations for more restrictive community supervision.

Psychology Services is strongly committed to the deterrence and prevention of suicide. At times, inmates experience extreme depression and hopelessness, particularly if they are newly incarcerated, serving long sentences, or experiencing relationship problems. If you begin to consider suicide, it is important that you seek assistance immediately. Staff are trained to monitor inmates for signs of suicide risk and to intervene.

If you notice another inmate, showing signs of depression, please report it. Depression is seen as sadness, tearfulness, lack of enjoyment in usual activities, staying away from others, refusing phone calls and/or visits, feeling worthless, being hard on oneself, hopelessness, giving away possessions, and statements like "there is nothing to live for." Your input can save a life!

The Psychology Department is located in the north corridor between L Unit and N Unit. A psychologist is available daily at mainline, or by submitting an Inmate Request to Staff Member form. In cases of an emergency, a psychologist is available 24 hours per day.

Sexual Assault

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

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

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

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

- Code 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

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates.

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

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

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

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well 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.

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.

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

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

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

criminal charges are brought, you may be asked to testify during the criminal proceedings.

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.

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

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

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

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

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

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

RELIGIOUS SERVICES

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities and Chaplains' duty hours is posted on bulletin boards in the chapel and the units. Approved volunteers and contract clergy will assist the Chaplains. For further information refer to the Institution Supplement entitled, Religious Beliefs & Practices of Committed Offenders. The Chaplain is available to assist inmates in counseling and addressing their spiritual needs.

There are a variety of faith groups represented in the Chapel program such as Protestant, Catholic, Jewish, Muslim, Nation of Islam, Moorish Science Temple, Jehovah's Witnesses and Native American. A copy of the Religious Services Schedule is available for inmates in the Chapel. Each individual is responsible for his involvement in religious programming, to understand what programs are in place, decide which religious preference he wishes to worship, submission to the Chaplain a cop-out for

participation in holy days or work proscriptions, and liturgical meals.

If your religion is not represented on the institution schedule and you want an accommodation, please contact a chaplain. The chaplain will provide the appropriate assistance.

All religious books and articles, soft or hard bound, must come directly from the publisher, book club, or from a bookstore. Personal religious items may be purchased by a Special Purchase Order once a quarter. Headwear will be available through the commissary. Other religious articles, such as, videotapes, cassette tapes, and religious books are available in the Chapel for your use.

FINANCIAL MANAGEMENT

The Trust Fund Supervisor is responsible for the overall operation of the laundry, inmate accounts, warehouse, inmate telephone system, and commissary. This department does have limited jobs available for inmates. Any inmate interested in a position in the laundry, commissary, or warehouse should submit a request to this department for job consideration.

TRUST FUND OPERATIONS

Commissary Sales will be conducted Monday - Thursday, after count clears, until 8:30 p.m. or last call.

The sales unit will be closed on weekends and all federal holidays. The sales unit is closed the last week of each quarter for inventory purposes. Sales are limited to one sale per night, per inmate. For further information refer to the Institution Supplement entitled, Trust Fund Operations.

You must have an approved Commissary list for items when you enter the sales unit. No substitutions or additions will be made at the sales window.

Shopping day will be determined by the inmate's current housing unit: Monday B, C, and D units; Tuesday E, F, and I, units; Wednesday X and Y units; Thursday L and N units and Friday, Special Housing Unit. Over the counter (OTC) medications will be sold on a daily basis during the noon meal.

The spending limit is \$290.00 per month. Validation will occur according to the fifth digit of their register number. The date you re-validate will be your fifth digit multiplied by three and adding one, i.e., if your register number is 12345-678, you will re-validate on the 16th of each month. The price list is also an order form. No order changes will be processed once your list has been submitted. Prices are subject to change without notice. Items are sold as is, with no warranty implied.

No returns will be accepted after leaving the sales area. Any complaint you may have about your purchase must be settled before you leave the sales window. All sales are final. Inmates must have a valid Commissary Card to shop. If you do not have a card, you will not be allowed to shop.

Inmate Trust Fund Accounts: Public funds for inmates are mailed directly to Lockbox: Federal Bureau of Prisons, Inmate Name and Register Number, P.O. Box 474701, Des Moines, Iowa 50947-0001. Funds may also be sent via Western Union using the blue "Quick Select Send Form". The form must include the inmate's name and register number, for city code FBOP, and for state code DC. Western Union charges \$9.95 for this service.

U.S. Postal Money Orders are strongly urged. **NO CASH WILL BE ACCEPTED.** Money orders that have "Limited Recourse" or other similar disclaimers will be held for 15 calendar days, as well as personal checks. Foreign checks will be held a minimum of 30 days. Please inform persons sending you money to please print clearly. We do not have a contact telephone number for Lockbox.

Inmate Performance Pay, UNICOR, and Trust Fund Payrolls will be posted by the tenth of each month. For further information refer to the Institution Supplement entitled, Inmate Work and Performance Pay.

Questions regarding your account can be addressed by submitting an Inmate Request to Staff Member to the Office of Financial Management/Business Office, or to your Unit Counselor. For further information, refer to the Institution Supplement entitled, Trust Fund Operations.

ITS Deposits: Phone credits may be transferred from the inmate's account using the phone system after 10:00 a.m. Once transferred, these funds are immediately available for use. Telephone credits will not be credited back to an inmate's account, except when the inmate is being transferred or released.

Laundry Operations: A centralized laundry for the inmate population is provided for clothing articles. In order to use the laundry services, each inmate will put his soiled laundry into his issued laundry bag, cinch it tightly, and deliver the bag, in person (no exceptions), to the laundry according to the schedule below:

Laundry and Commissary schedules will be posted on the bulletin board in each housing unit. Schedules are subject to change. Please check your unit bulletin board for schedule changes.

Safety Shoes: Each inmate will be issued one pair of safety shoes. Inmates may request a new pair of shoes once every 24 months after the initial issue. Shoes may be replaced with good used shoes if new shoes are not available. The exchange of shoes is at the discretion of the Laundry Plant Manager.

Alterations: Inmates may request clothing exchanges by submitting an Inmate Request to a Staff Member (Copout) to the laundry describing the item requiring exchange and a reason for the request. Once laundry staff have determined the exchange is necessary, the inmate will be placed on callout so the exchange can be made. This will be completed within two working days.

Clothing Allowance: Pants - 3 each; shirts - 3 each; t-shirts - 4 each; undershorts - 4 each; belt - 1 each; socks - 4 pair; safety shoes - 1 pair; towels - 4 each; wash cloths - 2 each; sheets - 1 each; pillow case - 1 each; pillow - 1 each; coat (seasonal) - 1 each; laundry bag - 2 each; blankets - 2 each.

Responsibility: Each inmate will be responsible for each article of clothing that is issued to him. Any unauthorized alterations are prohibited and inmates may be held financially responsible for the replacement cost of all unauthorized alterations.

EDUCATION DEPARTMENT

The Education Department at USP Marion operates on the premise that all residents with the need and capability should complete the Adult Secondary Education (GED Literacy) program, as needed. Each inmate must abide by the VCCLEA / PLRA stipulations. Inmates are encouraged to complete the English as a Second Language (ESL) program as needed; complete one or more Adult Continuing Education (ACE) programs as they are made available and complete one or more Vocational Training programs as a way to earn a living once returned to the community as needed.

General Education Development (GED): This course will prepare you to take and pass the High School Equivalency Test. Many different instructional levels are offered which will allow for all types of learners.

English as a Second Language (ESL): This course is for those who have limited English proficiency.

Violent Crime Control and Law Enforcement Act (VCCLEA) and Prison Litigation Reform Act (PLRA) policies:

- a. 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 must participate and make satisfactory progress in the literacy program to vest earned Good Conduct Time (GCT).
- b. The PLRA provides that, in determining GCT award, the Bureau will 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 toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.
- c. Education staff will verify each inmate's GED credential or high school diploma and record progress for literacy participation and provide that information to Inmate Systems Management (ISM) staff.
- d. The mandatory enrollment period is 240 instructional hours; therefore, an inmate will not receive approval to voluntarily withdraw from the literacy program until he completes at least 240 instructional hours in the literacy program.
- e. All VCCLEA or PLRA inmates are required to participate in and make satisfactory progress toward completing the Literacy (GED Standard) program.

Adult Continuing Education: Inmates are encouraged to enroll in college correspondence courses. All courses must be approved by the Education Department and paid for by the inmate. All materials will be sent to the inmate via the Education Department. If a test proctor is required, the Education Department will provide a staff member. Classes taught by staff or inmates will be offered periodically and will be available for anyone who wishes to enroll.

Custodial Maintenance Program: This is a six-month course for beginners in the custodial maintenance field, but can also serve to upgrade the skills of experienced workers. It will be of use to those who want to work in commercial, educational, institutional and industrial settings. Successful graduates pass proficiency examinations certified through Century College.

Leisure Library: USP Marion has a limited leisure reading library containing a good selection of educational books and leisure reading materials. You are discouraged from removing most reading materials from the library due to living area sanitation conditions and to promote the availability of reading materials for everyone. If you do need to check out a book, it must be returned within one week time. You are encouraged to stop in the library and browse and to spend some quiet time studying or reading. The Library is open for your convenience during general population's open-movement hours.

Law Library: The library is open six days a week during open-movement hours. The contents of the library will assist you in your basic research and document preparation. Program Statement 1315.07 provides a list of items required to be maintained in the law library. The Electronic Law Library is available for use during operating hours. The law library also houses law books that are from donated sources and are not required by policy to be replaced when lost or destroyed.

A copy machine and type writers are available for your use while you are in the law library. Paper supplies such as carbon paper and typing paper, will be supplied.

RECREATION DEPARTMENT

The Recreation Department at USP Marion strives to provide you with a variety of satisfying and meaningful leisure experiences and skills. It is the goal of the Recreation Department to provide programs that will enable you to make constructive use of your free time and to teach new skills. Awards for leagues and holiday events will be presented in the form of candy. One bag for holiday events, two bags for major leagues such as basketball, softball etc.

Scheduled activities will include sports, athletics, arts, crafts, music and entertainment. New programs will be introduced as interest and participation warrant. Most programs and activities will be scheduled at a time when the majority of inmates are free from work assignments and are free to participate.

Recreation programs and classes are voluntary. As in Education classes, the Recreation classes are taught by a certified, competent instructor with a well-defined curriculum. USP Marion is fortunate to have a wide variety of recreational facilities that include recreation yards. Some of the other equipment we offer includes billiard tables, foosball tables, table tennis and wellness equipment.

The following programs will be offered to provide a wide range of activities:

Leisure Activities: Participation in organized and informal games, sports, physical fitness, table games, hobby crafts, music program, intramural activities, cultural events, movies, talent and stage show.

Organized Activities: Organized activities are those activities accounted for by registration or roster of individual participants, and occur at a scheduled time and place.

Hobby Craft: Leather kits, wood crafts with craft sticks or craft picks, painting, and other forms consistent with institution guidelines.

In-cell Hobby Craft: Crocheting, knitting, drawing with pens and pencils, bead work and card making. No leather craft or oil painting is authorized in housing units.

Art Work: All paintings and sketches rendered in any of the usual media (oils, pastels, crayons, pencils, inks and charcoal).

Wellness Program: Inmates may enroll in any wellness program upon completion of a health assessment and a fitness screening by qualified recreation staff. If an inmate has any existing medical conditions or medical or athletic restrictions, he must be cleared by medical personnel.

A wellness reference library is available for use by all inmates. Since it is a reference library, no books or materials may be removed from Recreation under any circumstances.

Inmate Running Events: Various running events up to 6.2 miles.

Outside Entertainment: A variety of entertainment including inmate concerts and inspirational and motivational speakers, if the service is free or at a nominal cost to the institution.

Musical Instruments: Inmates may not purchase or have sent in any personal musical instruments, except for a harmonica. All other approved musical instruments will be provided by Recreation.

UNICOR

Federal Prison Industries, Inc. or UNICOR, which is its trade name, was established in 1934 by executive order and an Act of Congress. It is a wholly-owned government corporation. It is a part of the Bureau of Prisons, but is a self-sufficient operation separate from the Bureau of Prisons' budget. Federal Prison Industries was established to combat idleness in the correctional setting.

Federal Prison Industries provides employment to medically cleared inmates as well as the handicapped. It is the goal of UNICOR to improve inmate morale and confidence through unified industrial participation. UNICOR is a voluntary assignment. No one is required to work in UNICOR.

It is the policy of the Federal Prison Industries to assure the efficient utilization of inmate manpower resources by providing real life employment along with performance expectations as close to private industry standards as possible within a correctional setting.

Hiring Procedures: All inmates seeking employment in UNICOR will obtain an application from the A&O Counselor during the Unit A&O session. The completed application will be given to the UNICOR Representative during their Institution A&O presentation. Applications can also be obtained by sending an inmate request to the UNICOR Superintendent of Industries. DO NOT come to UNICOR to obtain this, ask questions or for any other reason unless you are on the callout list or have an approved pass to do so. You will be considered out of bounds otherwise.

The UNICOR Representative, upon receipt of the application will date them. The application will then be entered on one of three waiting lists according to the date received by the UNICOR Representative. The application will be kept on file until the inmate's name moves to the top of the list, at which time the inmate will be placed on callout for a job interview. Those inmates who have been transferred from another institution while employed in UNICOR will be given priority consideration for placement if their transfers were not for disciplinary reasons. These inmates will be placed on the prior UNICOR priority list.

UNICOR will also maintain an FRP waiting list. The Unit Team will verify any federal court-ordered fine or restitution over \$1000.00 or child support for an inmate requesting placement on this list. They will then notify the UNICOR Representative to place you on the FRP list. All others will be placed on the regular waiting list. The prior UNICOR and FRP list are the shortest lists and inmates on these two lists usually get into UNICOR fairly quick with the exact time depending on current turnover from things such as releases, transfers, and terminations either by the inmate's request or for other reasons.

Inmates from the prior UNICOR list will be hired first. Inmates from the FRP list will have second preference and the regular list will be used when both priority lists are exhausted. The Superintendent of Industries reserves the right to hire an inmate from any of the three lists for special skills hire. UNICOR staff will work closely with the Inmate Work Assignment Committee to ensure that placing these inmates in UNICOR will not place undo hardship on the inmate's current work assignment.

The UNICOR Representative will be responsible for placing inmates on callout for job interviews. It is the inmate's responsibility to check the callout sheet each day to see if he has a callout. If he is placed on the callout sheet and does not show up for his UNICOR callout an incident report will be written, and he will be removed from the waiting list.

An inmate whose FRP status becomes FRP Refuse is removed immediately from the UNICOR waiting list. When the inmate goes back to FRP participate status, he must resubmit an application to the UNICOR office. Any inmate placed on FRP Refusal status while working in the UNICOR will be removed from UNICOR immediately and cannot be on any waiting list for six months.

Factory Overview: USP Marion has one major UNICOR operation. We have an Electronics Cable Factory. The cable factory produces various electronic work including cables, cable assemblies, etc. Our primary customer is the Department of Defense. Cables range from simple to sophisticated: ground communication cables, guided missile components, engine and electrical system components, weapon equipment, fire control and radar equipment, vehicular components, electric power and distribution equipment. Ship board alarm and signal systems are examples of the manufacturing capabilities. Soldering training is provided for those that show an aptitude for this type of work. Experience in this department can be very helpful in obtaining employment upon release.

Factory Overview: USP Marion has one major UNICOR operation. We have an Electronics Cable Factory. The cable factory produces various electronic work including cables, cable assemblies, etc.

Other General Information: Program Statement 8120.02, Work Programs for Inmates - FPI, covers most of the national policy concerning inmate employment in UNICOR.

Support Services: In addition to the three main areas, we have several support areas that take care of the main factory area.

Warehouse: Duties include unloading of trucks, issuing material and supplies, and keeping stock records and maintenance reports. The warehouse must be kept very organized, clean, and maintained at an extremely high level of accuracy.

Packing and Shipping: Duties include packing materials according to military specifications, preparing paperwork, loading trucks, and maintaining proper storage and records for the department.

Quality: The quality department provides inspections and testing procedures to assure that products meet customer requirements. Quality has many types of work including Electronics Cable Inspectors, Receiving Inspectors, Packing and Shipping Inspectors, and several clerical positions. If you are interested in any of these positions, we offer testing to determine your skill suitability. Submit a cop out to the Quality Manager or Quality Specialists if you wish to test for any of these positions.

Business Office: The business office is responsible for all accounting, payroll and purchasing activities. However, the business office is located in FMC Lexington, Kentucky. The business office handles all Accounts Payables, Payroll for all inmate workers, Financial Closeouts, all purchasing contracts and orders, and all other Business Office functions for the different work areas.

Other General Information: Program Statement 8120.02, Work Programs for Inmates - FPI, covers most of the national policy concerning inmate employment in UNICOR.

Rules and Regulations: We have a set of rules and regulations specific to UNICOR USP Marion, which you must sign when you are hired. Because a job in UNICOR offers many more opportunities than most institution jobs, you are being prepared for the private sector workplace, and it is a highly desired job in the institution, the expectations are higher than most institution jobs. Some examples of this are that institution uniforms are required in all areas of UNICOR during normal working hours and no food items or nuisance contraband such as books, newspapers, magazines, games, etc., are to be brought into UNICOR. The only food items allowed are snacks allowed to diabetics and something to drink at break time such as coffee or tea and it must be in its original container.

Part-time Status: You are considered to be a part-time worker if your work schedules consist of less than 90% of the normal work week. This is generally for inmates on regular callouts to things such as education classes or drug treatment classes. Certain benefits are reduced for anyone being classified as a part-time worker.

Work Day: The work day is from 7:15 a.m. until 3:15 p.m. There is 45 minutes for lunch and two 10-minute breaks. This is a 7.15 hour day, which totals 35.75 hours a week. An inmate in UNICOR work status may be on the job, on furlough, vacation, medically idle for UNICOR work-related injury, in administrative detention (30 days or less), or out on writ (30 days or less) without loss of benefits.

Industrial Pay: See bulletin board or the UNICOR Supervisor for such issues as Industrial Pay, Premium Pay, Promotions, Demotions, Overtime, Holiday Pay, Vacations, and Longevity.

SAFETY DEPARTMENT

An inmate compensation book is given to each inmate, enclosed in the book is a BP-169 which explains the basic safety rules for the BOP. Read the information sign and date the document. The book is yours to keep.

Job Orientation: Upon assignment to a job or detail each inmate will receive initial training by his supervisor concerning safe work methods and will include a demonstration of safety features and practices. Workers will be trained to recognize the hazards involved in the work place, and to understand the protective devices & clothing provided, i.e., gloves, goggles, ear protection, safety shoes, machine guards. Workers will also be trained to recognize deficiencies in their work area and to report the deficiencies to their supervisors. The supervisor will give monthly training on safety topics relevant to the work for heightened safety awareness. They should cover work being performed, machinery and tools of the specialty.

Haz-Com, and MSDS: Hazardous Materials Communication program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, construction projects and daily operations within a department.

Every chemical being used must be properly labeled and have an MSDS (Material Safety Data Sheet). MSDS will be readily accessible to inmates when they are in their work areas. The MSDS lists information relative to the storage, use, and disposal of the material, as well as the personnel protective equipment required. Master copies of the MSDS will be kept on file in the Safety Department. Copies of MSDS are also required to be on file at any site where that particular product is in use. These MSDS are available to all staff and inmates working with or exposed to the products.

Inmate Injury: If you are injured, notify your supervisor immediately. He or she will then send you to Health Services for medical care. If you are injured and it results in more than three days lost time from work, the case will be reviewed by the Safety Manager, and the Central Safety Committee to determine if the injury is work-related. Basically, if you are injured while at an assigned work place during assigned hours and was incidental to the employment then it is a work-related incident (example: if you are injured playing basketball it is not considered work related). When an injury has been determined to be work-related, you will receive 75% of your base pay until you return to work. If your injury results in a disability (loss of an appendage) you should contact the Safety Manager at your facility 45 days prior to release. The Safety Manager will arrange for a medical analysis of your injuries to determine if the disability has stabilized (it will not get better or worse). The Safety Manager will then forward the packet to Washington, D.C., for adjudication determination of eligibility for payment. This is not based on the inmate pay scale.

Reporting Hazards: If you believe that an unsafe or unhealthful condition exists in your workplace report of the condition to your Detail Supervisor. If he or she fails to take action, then you report the condition to

the Department head. If that fails then you come report it to the Safety Manager. If an unsafe condition exists that could cause serious bodily injury, or death then you report it directly to the Safety Manager.

Bunk Ladder Safety: If you are assigned to a top bunk, ensure you utilize the ladder in a safe manner to avoid unnecessary injuries. When departing your bunk, ensure you utilize the ladder for stepping down (DO NOT JUMP OFF OF THE BUNK). If you observe physical damage to the ladder that may pose a hazard when climbing into or out of your bunk, you must notify the Housing Unit Officer in order for repairs to be effected.

Executive Order 12196: Protects you from adverse actions due to reporting a hazard. This means that if you report a hazardous condition you can't be punished. If your supervisor gives you an incident report for reporting the hazard, you need to see the Safety Manager or Associate Warden.

Fire Safety: Upon assignment to your respective housing unit, ensure you check the Fire Evacuation Plan posted. This plan will direct you to the nearest fire exit, fire alarms, extinguishers and other pertinent information. A fire drill will be performed by a staff member at least once every three months on each shift during the year. This includes morning watch, evening watch and day watch. You are expected to follow all staff orders during these drills; these are considered direct orders and are to ensure your own safety.

Fire/Disaster Plan: The Fire/Disaster Plan ensures that all possible precautions are taken to avert a major catastrophe. All staff and inmates should be familiar with the evacuation plans and the location of fire fighting equipment.

Alarm Signal: In the event of a fire, notification will be signified by the sounding of the smoke detectors.

Route of Evacuation: The route of evacuation is depicted on posted diagrams. Ordinarily, the primary evacuation route for B, C, D, E, F, G, I, L, N, X and Y Units is through the Corridor to the Gym. A secondary exit is located in the rear of each cell house and leads directly to the yard. If this route is used, inmates will be directed through the yard to the East Corridor door and then into the gym.

Staff and Inmate Action/Notification Procedures: When a fire is discovered by staff or inmate, no matter how small or large, he should immediately report discovery to the Unit Correctional Officer. The Unit Officer will notify the Operations Lieutenant, who will in turn notify the Institution Safety Officer. The Unit Manager should be notified as soon as possible.

All staff available in the unit should take prompt action to assist in controlling or putting out the fire via use of available fire extinguishers and/or stand pipe hoses, as well as ensuring that all inmates are evacuated in a timely manner when evacuation is warranted. Total inmate evacuation of the unit should be dictated in part by the size of the fire and/or nature of disaster and the use of good common sense/judgment. Staff will continue efforts to control or extinguish the fire until relieved by the Institution Fire Detail.

FACILITIES DEPARTMENT

General Introduction: The Facilities Department at USP Marion is responsible for the day to day maintenance and operation of the institution buildings to include utilities, roads, and grounds. USP Marion offers apprenticeship programs through joint efforts with the U.S. Department of Labor and the USP Marion Education Department in various disciplines associated with the Facilities Department. The apprentice programs include Electrical, Plumbing, Heating, Ventilation, and Air-Conditioning (HVAC). The programs consist of required educational classes, as well as on-the-job training, and are designed to allow an inmate the opportunity to acquire the knowledge, skills, and work habits necessary to secure and maintain employment upon release.

Any inmate who has prior experience, licences, possesses skill/trade knowledge or simply has a desire to become familiar in a trade, should send a copout to the Facilities Department and let your Unit Team know of your desire to work in Facilities. If you have a desire to get into any of the apprenticeship programs in Facilities, let your Unit Team and the Education Department know via copout.

HEALTH SERVICES DEPARTMENT

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

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

11. LOCATION

The Health Services Department is located between I and G unit on the north corridor of the USP and on the northeast corner of the old dorm area at the Satellite Camp (SCP).

2. STAFFING

The Health Services staff consists of physicians, health services administration staff,

mid-level practitioner(s), health information staff, nursing staff, a contract x-ray technician, pharmacist, dentist, and a dental hygienist. We also have available as consultants, physicians of various specialties, and optometrists.

3. ACCESSIBILITY TO HEALTH SERVICES ADMINISTRATIVE STAFF

A member of the Health Services Administrative Staff will stand noon mainline at the USP in the dining hall on weekdays. You may address any health care concerns you may have in writing by submitting an "Inmate Request to Staff, BP 148" (cop-out) form to the Health Services Unit.

The fastest and easiest way of addressing your health care concerns is by going to sick-call triage to obtain an appointment to come back and see the clinician in person one-on-one for an evaluation and to discuss your concerns. Copouts requesting sick call appointments will not be accepted

4. HEALTH SERVICES UNIT FUNCTIONS

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

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

5. MEDICAL AND DENTAL SICK-CALL SIGN-UP PROCEDURES

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

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

6. MEDICAL AND DENTAL SICK-CALL SIGN-UP TIMES

Medical and dental opens sick-call sign-up from 6:30 a.m. to 7:15 a.m., Monday, Tuesday, Thursday, and Friday at the USP and at 6:30 a.m. on Monday, Tuesday, Wednesday, and Friday at the SCP. General population inmates who desire to be seen at sick-call triage shall be triaged by a health care provider to assess whether an immediate or urgent need exists, or whether an appointment can be scheduled for that day or a subsequent day. Health Services

staff shall exercise professional judgement to determine the day and time of a sick-call appointment. During sick-call appointments, inmates will be evaluated individually in a private examination area. Inmates must have their commissary identification card to be seen.

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

If given an idle or convalescent status, Health Services staff will enter the duty status in BEMR (Bureau Electronic Medical Record) and SENTRY. The inmate will be responsible for taking one copy of the slip to the Unit Officer and Detail Supervisor.

7. EMERGENCY SICK-CALL REQUESTS

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

8. PHARMACY AND PRESCRIPTION PICK-UP

Pill Lines for the USP are:

6:15 a.m. to 6:45 a.m. - Insulin dependent Diabetic inmates and General population pillline inmates, routine prescriptions, and refill turn ins.

11:15 a.m. to 12:15 noon - General population inmates, routine prescriptions, and refills after a clear p.m. count - Insulin dependent Diabetic inmates, and authorized inmates.

4:10 p.m. to 4:30 p.m. (After count) - Insulin dependent Diabetic inmates only.

8:00 p.m. to 8:15 p.m.- Authorized inmates only.

A refill box is in the waiting room of the Health Services Lobby to drop off empty prescription bottles. Medications will be dispensed by prescription only at the morning and noon pill lines.

Pill Lines for the Camp are:

6:15 a.m. to 6:45 am - Insulin dependent Diabetic inmates and General population pill line inmates, routine prescriptions, and refill turn ins.

3:00 p.m. to 3:30 p.m. - Insulin dependent Diabetic inmates, General population inmates and routine prescriptions pick up.

Over-the-counter (OTC) medications may be recommended by the sick-call Triage Nurse. If you have sufficient funds in your account, you will be referred to Commissary to purchase most over-the-counter medications. Only indigent inmates will be provided OTC medications from the Pharmacy. Any inmate being evaluated for a medical problem may be given any necessary prescriptions at the time of his appointment or triage, if indicated. All inmates must show their

Commissary ID card to pick up medication at the Pharmacy.

9. PHYSICAL EXAMINATIONS AND INITIAL HEALTH STATUS ASSESSMENT

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

Complete Physical Examination - Health Services staff shall conduct a complete health status examination on each individual in custody within 14 days of admission of any sentenced designated inmate at an institution. For an inmate who has transferred from another Bureau of Prisons facility, Health Services staff will not conduct a second complete initial physical assessment, if the inmate does not present any medical problems and has already had a complete health assessment.

Periodic Health Examinations: The medical director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population. Patient education will be provided with individual clinical encounters.

Pre-Release Examinations: An inmate may request a pre-release physical exam, if his last physical was over a year. To request a pre-release exam, the inmate will submit a cop-out (Inmate Request to Staff, BP 148) at least 3 months prior to release date.

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

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

10. HEALTH PROMOTION/DISEASE PREVENTION - INMATE WELLNESS PROGRAM

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

There are other various programs available to inmates through the Recreation Department. Contact the Recreation staff for more information.

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

An inmate may request a pre-release medical evaluation, if he has not received one within one year prior to his expected date of release. Release physicals should be conducted within two months prior to release.

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

11. INFECTIOUS DISEASES AND HIV (AIDS) TESTING POLICIES

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

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

SEXUALLY TRANSMITTED DISEASE (STD) BOOKLET

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

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

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

13. IDLES, CONVALESCENT, AND MEDICALLY UNASSIGNED STATUS

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

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

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

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

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

14. SHOES

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

15. EYEGLASSES AND CONTACT LENS

You may request to see the optometrist via sick-call for a routine eye examination and refraction for prescription eyeglasses. Clinical staff will review your request for medical necessity.

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

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

Any prescription eyeglasses you wish to have sent in at your own expense requires you to have your unit team assist you with initiating a package permit form. The unit staff will route the package permit to Health Services for signature approval.

16. ADVANCED DIRECTIVES (LIVING WILL) POLICIES

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

17. COMPASSIONATE RELEASE PROGRAM

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

18. SMOKING CESSATION PROGRAM

USP Marion is a tobacco free facility. Inmates who wish to quit smoking can participate in a smoking cessation program. Nicotine replacement therapy (NRT) is available for sale in the Commissary. Inmates must first be evaluated by Health Services Staff, an authorization must be submitted to Commissary, prior to the purchase of NRT patches.

19. INMATE CO-PAYMENT PROGRAM

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

A. Application:

The Inmate Co-payment 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 co-pay fees.

B. Health Care Visits with a Fee:

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

These requested appointments include sick-call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 co-pay 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.
9. Dental Prophylaxis (teeth cleaning)

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 co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay 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).

HEALTH CARE RIGHTS AND RESPONSIBILITIES

RIGHTS

RESPONSIBILITIES

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical sick-call, dental sick-call, and all support services. Sick-call sign-up at this institution is conducted at

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health-related instructions with which you are provided.

2. You have the right to be offered a "Living Will" or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an in-patient to a hospital in the local community or the Bureau of Prisons.

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

3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

3. You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading or contracting of an infectious disease.

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

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

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

5. You have the responsibility to treat staff in the same manner.

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

6. You have the responsibility to keep this information confidential.

7. You have the right to be examined in privacy.

7. You have the responsibility to comply with security procedures.

8. You have the right to obtain copies or certain releaseable portions of your medical record.

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

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

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

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

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

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

12. You have the right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every two years; over the age of 50, once a year.

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

RIGHTS

RESPONSIBILITIES

13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care, and routine care.

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

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

14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow the no-smoking regulations.

15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the right to complain of pain, and have your pain assessed by medical staff, and have pain treated accordingly.

16. You have the responsibility to be truthful and not overstate your complaint of pain and to adhere to the prescribed treatment plan.

CORRECTIONAL SYSTEMS DEPARTMENT (CSD)

The Correctional Systems Department is responsible for carrying out the duties related to the Records Office, Mail Room, and Receiving and Discharge (R&D). The hours of operations are 7:30 a.m. to 4:00 p.m., Monday through Friday.

Records Office: The Records Office is responsible for commitment documentation, determination of release date, and method of release for all inmates designated to the United States Penitentiary, Marion, Illinois. Open House will be conducted from 11:00 a.m. through the end of mainline, Tuesdays and Thursdays, excluding holidays.

Each sentence is computed by the Designation and Sentence Computation Center (DSCC) within 30 days from the date of commitment. Normally, the sentence computation data record will be prepared and distributed to you prior to your being classified. The sentence computation data sheet is the official record of your sentence and provides a complete breakdown. Among other information, this record provides the following:

- Date sentenced
- Length of sentence
- Type of sentence
- Date committed
- Date computation began (date sentence began)
- Credit for jail time
- Parole eligibility date (if applicable)
- Statutory release date (if applicable)
- Full term date
- Credit for good time (if applicable)

Jail Time: Jail credit is controlled by Title 18 USC 3568 (or 18 USC 3585 for CCCA guideline sentences), which states, "the Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which sentence was imposed, that has not been credited towards another sentence." Jail time must be certified by all detaining authorities having custody at that particular time.

Statutory Good Time: Statutory Good Time (SGT) is controlled by Title 18 USC 4161, for offenses committed prior to November 1, 1987. The rate of SGT is determined by the length of sentence imposed.

Extra Good Time: Extra good time is controlled by Title 18 USC 4162. The "projected satisfaction date" at the bottom of the sentence computation is the projected release date; giving credit for all extra good time available to earn. Extra good time is earned at the rate of 3 days per month for the first 12 months and then at the rate of 5 days a month. All extra good time is prorated as to the number of days you are in earning status based from work performance or camp/Residential Reentry Center placement.

Good Conduct Time: Good Conduct Time is controlled by Title 18 USC 3624(b). Good Conduct Time is the amount of time that may be credited toward the service of a sentence on a term of imprisonment of

more than one year, other than a term of life. Good Conduct Time is based on the time in custody that you actually serve. Good Conduct Time is automatically credited at the time the sentence computation is prepared.

The projected satisfaction date at the bottom of the sentence computation sheet is the projected release date giving credit for all Good Conduct Time which could be credited based on the time to be actually served on the sentence.

Violent Crime Control & Law Enforcement Act of 1994 (VCCLEA) Sentences: Sentences with an offense date between September 13, 1994 and April 25, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied toward the projected release date. Credit towards the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit will be awarded 15 days after the end of each year of the sentence, with credit for the last year or portion of a year prorated and credited within the last six weeks of the sentence.

Prison Litigation Reform Act of 1995 (PLRA): Sentences with an offense date that begins on April 26, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied toward the projected release date. Credit toward the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit awarded toward a sentence shall vest on the date the prisoner is released from custody.

US vs GONZALEZ: Based upon the recent decision of the Supreme Court, sentences pertaining to the application of the firearm penalty provision under 18:USX924(c)(1), will be systematically reviewed for accuracy and re-computed when required. Essentially, the change dictates that the firearms charge will be served as the Court orders, rather than serving the mandatory 5 year term prior to any other term. The review will be performed whenever a prisoner is transferred to another institution or upon the request of the inmate to the Records Office.

The Records Office is also responsible for documenting the receipt of detainers and assisting you in connection with procedures under the Interstate Agreement on Detainers. When a detainer is received, the notice of untried indictment, information, or complaint and the right to request disposition will be prepared. You will be provided with information and/or instructions on what your legal rights and proceedings are. Procedures under the Interstate Agreement on Detainers apply only to untried indictments, information, or complaints. State parole violators or probation violators are not covered under these provisions.

Mail Room: The Mail Room processes all incoming/outgoing mail Monday through Friday. Mail is not processed on weekends or holidays. If a private carrier delivers mail on the weekend or a holiday, it is not processed until the next working day. It will be held for the Mail Room officer to process.

All outgoing general mail will be delivered to the evening Unit Officer. All mail will be left open for review. **Special/Legal mail** is to be sealed and clearly marked "Special Mail". The inmate will bring the mail with his commissary ID, to the Mail Room between 6:30 a.m. and 7:00 a.m., Monday through Friday. Mail Room staff will positively identify the inmate and process the Special Mail. Open house for the mail is Tuesdays and Thursdays between 6:30 a.m. and 7:00 a.m., excluding holidays.

Mail not properly identified will not be processed but returned to sender for completion. All mail must have a return address, including the following: Your committed name, register number, P.O. Box 1000, Marion, Illinois 62959. Additionally, all outgoing general population mail must utilize the TRULINCS generated labels for the addressee.

You are cautioned that you are totally responsible for all the contents of your letters sent through the mail. Any violation of postal laws could result in charges against you.

All incoming general mail will be opened and checked for contraband by staff. Special mail will be opened in your presence, normally by your Unit Team. Special mail must be adequately marked by the sender stating, "Special Mail - Open only in the presence of the inmate" (or similar language). It is the responsibility of the inmate to advise any attorney of the special mail procedure. In addition to the

special mail marking, an attorney must be adequately identified on the return address of the mailing. The name of a law office only is not sufficient. Packages from attorneys appropriately marked are accepted as legal mail and do not require a package authorization form. Clearly identified mail from the chambers of a judge and from a member of the United States Congress will not require the special mail marking, but will be processed as Special Mail.

If you have any questions concerning mail or need assistance, write an Inmate Request to Staff Member or contact a staff member during open house.

Outgoing Packages: Outgoing inmate packages, except hobby craft items, will be processed by the Unit Counselor. Inmates wishing to mail personal property/packages must bring the unsealed package to the Unit Counselor with the Request-Authorization to Mail Inmate Package. The Unit Counselor will inspect the package for accuracy, sign the form and deliver the package with the appropriate paperwork to the Mail Room. Postage stamps required for mailing packages must be provided by the inmate. Hobby craft packages will be processed for mailing by the Recreation Department.

Incoming Packages: Incoming package not authorized under another area (i.e., incoming publications received from a publisher, book club or book store; and special mail) require an Authorization to Receive Package or Property form (BP-s331). The only types of packages that can be authorized for receipt by inmates include medical devices and release clothing. Medical devices are authorized by the health services administrator and release clothing is authorized by the respective unit manager. Once approved, the inmate will retain one copy of the form and send two forms to the person/company sending the package. The sender will retain one form and place the other form in the package before sending to the institution.

Incoming Publications: You may make arrangements to purchase newspapers or magazines or one of your correspondents may submit a subscription on your behalf. You may only receive books, magazines and newspapers from the publisher, book club, or from a bookstore. You may receive no more than five books in a parcel. Reading materials not emanating from these sources will be returned to the sender.

Special Mail from Attorneys: The Bureau of Prisons' Program Statement 5265.11, Correspondence, provides the opportunity for any attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that the attorney adequately identify himself/herself as an attorney on the envelope and that the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as Special Mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Providing the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as Special Mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required attorney identification, a statement that your correspondence qualifies as Special Mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail. It is suggested you provide the following information for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

Receiving and Discharge (R&D): All commitments and discharges are processed in R&D. Photographs and fingerprints are taken for Bureau of Prison's use and for the FBI. All intake/discharge papers are completed in R&D. Upon commitment to this institution, a personal ID card will be issued to you. This must be produced when making a purchase from the commissary. A fee of \$5.00 will be charged for replacement of a lost ID card and will be reissued when staff time permits. You will also be required to produce your ID card to institution staff upon request. You may address any concerns pertaining to R&D through an Inmate Request to Staff Member or during open house.

LEGAL SERVICES/PROCEDURES/ISSUES

Attorney Visits: Attorneys are encouraged to visit during regular visiting hours. However, visits can be arranged at other times by the requesting attorney through the Legal Department. Scheduling is based on the circumstances of each case and the availability of staff. Twenty-four hour advance notice is required. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Federal Tort Claims: If you believe you have suffered property loss or personal injury as a result of staff negligence, you may file a tort claim with the North Central Regional Office. You can obtain the proper

form (SF 95) to file a tort claim from your assigned Counselor. Please note a tort claim is filed with the North Central Regional Office, not the institution.

Administrative Remedy Process: The Bureau emphasizes and encourages resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members. This is usually done with the Informal Resolution Form. When an informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Forms can be obtained from your Counselor.

INMATE DISCIPLINE INFORMATION

PURPOSE AND SCOPE

Discipline: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees, and for more serious offenses, the Discipline Hearing Officer. Inmates are advised upon arrival at the institution, of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

Incident Reports maybe informally resolved or processed through the disciplinary process with a referral through the Unit Disciplinary Committee (UDC) or by the Disciplinary Hearing Officer (DHO).

Ordinarily, after becoming aware of an inmate's involvement in an incident, staff will have a maximum of 24 hours to give the inmate notice of charges, by delivering an Incident Report.

The initial hearing (UDC) ordinarily is a maximum of three 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.)

After staff gives the inmate notice of charges, by delivering the Incident Report, there is a minimum of 24 hours before the Discipline Hearing Officer (DHO) Hearing, unless waived.

NOTE:

These 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 informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same state at which suspended. The requirements then begin running again, at the same point at which they were suspended.

NOTICE TO INMATE OF BUREAU OF PRISONS' RULES

1. NOTICE TO INMATE OF BUREAU OF PRISONS RULES §541.11. Staff shall advise each inmate in writing promptly after arrival at an institution of:

- a. The types of disciplinary action which may be taken by institution staff;**
- b. The disciplinary system within the institution and the time limits thereof (see Tables 1 and 2);**
Tables 1 and 2 are located on pages 2 and 3 of this Chapter.
- c. The inmate's rights and responsibilities (see pages 30-31);**
- d. Prohibited acts and disciplinary severity scale; and**
- e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time.**

To the extent reasonably available, a qualified staff member or translator is to help the inmate who has a language or literacy problem obtain an understanding of Bureau rules on inmate discipline. When a significant portion of the inmate population speaks a language other than English, the pamphlet of rules is

to be made available in that language.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS **RESPONSIBILITIES**

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

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

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

You have the responsibility to know and abide by them.

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

You have the responsibility to recognize and respect the rights of others in this regard.

RIGHTS **RESPONSIBILITIES**

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.

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

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

It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.

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).

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

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

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

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.

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.

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.

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

You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and community. You will be expected to abide by the regulations governing the use of such activities.

You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

SUMMARY OF DISCIPLINARY SYSTEM
TABLE 1

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

TIME LIMITS IN DISCIPLINARY PROCESS
TABLE 2

1. Staff becomes aware of inmate's involvement in incident.
2. Staff gives inmate notice of charges by delivering Incident Report. Ordinarily, maximum of 24 hours.
3. Initial Hearing by Unit Disciplinary Committee. Ordinarily, maximum of 3 work days from the time became aware of inmate's involvement in the incident (excludes the day staff become aware of the inmate's involvement, weekends and holidays).
4. Discipline Hearing Officer Hearing. Minimum of 24 hours (unless waived)

Note: These 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 informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may re-institute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.

Definitions:

a. Investigating Officer. The term Investigating Officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The Investigating Officer may not be the employee reporting the incident, or one who was involved in the incident in question.

For the purposes of this rule, the Investigating Officer is ordinarily a Lieutenant, but the Warden at each institution may appoint another staff member to perform this function.

b. Unit Discipline Committee (UDC). The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).

In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated to the staff members of the inmate's Unit Team. Wardens shall delegate two or more staff members the authority to hold initial hearings and impose minor sanctions. In emergency situations the Warden may delegate one staff member the authority to hold initial hearings and impose minor sanctions.

c. Discipline Hearing Officer (DHO). This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.

d. Segregation Review Official (SRO). The term Segregation Review Official refers to the individual at each Bureau of Prisons institution assigned to review the status of each inmate housed in disciplinary segregation and administrative detention as required in §§ 541.20 and

541.22 of this rule.

§ 541.20 and 541.22 are located in Chapter 9 of of P.S. 5270.07, Inmate Discipline and Special Housing Units. The SRO must be trained to conduct the required reviews and must be certified in inmate discipline matters. The SRO does not have to be DHO certified. Ordinarily, the Segregation Review Official will be the Captain.

Incident Reports and Investigations: The Bureau of Prisons encourages informal resolution (requiring consent of both parties) of incidents involving violations of Bureau regulations. However, when a staff member witnesses or has a reasonable belief that a violation of Bureau regulations has been committed by an inmate and when a staff member considers informal resolution of the incident inappropriate or unsuccessful, staff shall prepare an Incident Report and promptly forward it to the appropriate Lieutenant. Except for prohibited acts in the Greatest or High Severity Categories, the Lieutenant may informally dispose of the Incident Report or forward the Incident Report for investigation consistent with this section. The Lieutenant shall expunge the inmate's file of the Incident Report if informal resolution is accomplished. Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.**

A record of any informal resolution in the 300 or 400 codes (whether between the inmate and the writer of the report, the inmate and the Lieutenant, or the inmate and the UDC) is to be maintained by the Captain. The record is to reflect the inmate's name, register number, subject of the informal resolution, and the agreed upon disposition. This procedure should enable the Captain, and others as necessary, to monitor the informal resolution process. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which they were suspended. The time requirements then begin running again, at the same point at which they were suspended.

The reporting employee should complete immediately Part 1 of the Incident Report. The incident is to be one of the prohibited acts listed in Chapter 4 of of P.S. 5270.07, Inmate Discipline and Special Housing Units. The entire language of the prohibited act(s) does not have to be copied. Only the relevant portion need be used. For example, "destroying government property, code no. 218" "possessing narcotics, code no. 109" would be acceptable listings for appropriate charges.

The description of the incident should contain the details of the activity which is being reported. All facts about the incident which are known by the employee and which are not confidential should be recorded. If there is anything unusual about the inmate's behavior, this would be noted. The reporting employee should also list those persons (staff, inmate, others) present at the scene, and the disposition of any physical evidence (weapons, property, etc.) which the employee may have personally handled. The report is also to reflect any immediate action

taken, including the use of force. The reporting employee shall sign the report and indicate his or her title in the appropriate blocks. The date and time of the report being signed should be entered. The Incident Report should then be forwarded to the appropriate Lieutenant for disposition.

Investigation. Staff shall conduct the investigation promptly unless circumstances beyond the control of the investigator intervene. The investigating officer is ordinarily appointed within 24 hours of the time the violation is reported. It is suggested that the investigation be initiated and ordinarily completed within 24 hours of this appointment.

(1) When it appears likely that the incident may be the subject of criminal prosecution, the investigating officer shall suspend the investigation, and staff may not question the inmate until the Federal Bureau of Investigation or other investigative agency interviews have been completed or until the agency responsible for the criminal investigation advises that staff questioning may occur.

When an inmate's misconduct may also be the subject of criminal prosecution, it is not necessary to await the outcome of the criminal trial before taking disciplinary action, unless there has been a request for such delay by the prosecuting or investigating agency. (Staff are referred to the guidelines contained in the Program Statement on Hostage Situations). An inmate who is the subject of a criminal prosecution for institutional violations will not be transferred from the jurisdiction of the trial court without the consent of the appropriate U.S. Attorney of the court in which the case is pending.

(2) The inmate may receive a copy of the Incident Report prior to being seen by the investigating agency. The investigating officer (Bureau of Prisons) shall give the inmate a copy of the Incident Report at the beginning of the investigation, unless there is good cause for delivery at a later date, such as absence of the inmate from the institution or a medical condition which argues against delivery. If the investigation is delayed for any reason, any employee may deliver the charge(s) to the inmate. The staff member shall note the date and time the inmate received a copy of the Incident Report. The investigator shall also read the charge(s) to the inmate and ask for the inmate's statement concerning the incident unless it appears likely that the incident may be the subject of criminal prosecution. The investigator shall advise the inmate of the right to remain silent at all stages of the disciplinary process but that the inmate's silence may be used to draw an adverse inference against the inmate at any stage of the institutional disciplinary process. The investigator shall also inform the inmate that the inmate's silence alone may not be used to support a finding that the inmate had committed a prohibited act. The investigator shall then thoroughly investigate the incident. The investigator shall record all steps and actions taken on the Incident Report and forward all relevant material to the staff holding the initial hearing.

The inmate does not receive a copy of the investigation. However, if the case is ultimately forwarded to the Discipline Hearing Officer, the DHO shall give a copy of the investigation and other relevant materials to the inmate's staff representative for use in presentation on the inmate's behalf.

When the inmate did not receive a copy of the Incident Report at the beginning of the investigation, the reason(s) for this should be stated in the investigative portion of the Incident Report. The investigator shall document in the investigative portion of the Incident Report the fact that the inmate has been advised of the right to remain silent. Comments about the inmate's attitude may be included with the inmate's statement on the charge(s).

To the extent practicable, the inmate's statements offering a rationale for his or her conduct or for the charges against him or her should be investigated. For example, an inmate who has received an Incident Report based on a positive urine test may claim this result comes from either:

- (a) permissible medication the inmate has been given; or
- (b) from a combination of medications the inmate is taking.

In the first situation, the investigator would contact the hospital to determine if the inmate is receiving medication which contains the reported compound detected in the urinalysis. In the second situation, the investigator should confirm that the inmate was authorized to take the stated medication. When necessary, the investigator should ask the Correctional Services Administrator, Regional Office to contact the testing laboratory to determine if the combined medication could result in a false positive. Institution staff should not contact the testing laboratory themselves.

With respect to urine testing, it is noted that while an inmate can challenge the results of the urine test, and this may be investigated by the investigator and considered by the discipline committee(s), the validity or accuracy of the testing process itself is not subject to investigation by the investigator or consideration by the DHO. This requirement is necessary because neither the investigator nor the DHO has the experience necessary to assess the validity or accuracy of the laboratory process.

An inmate who wishes to challenge the testing process should be advised to use the Administrative Remedy Procedure. An inmate can challenge the proper handling of the sample, and evidence challenging that aspect of the process should be investigated and considered. The investigator should talk to those persons with direct and relevant information, and summarize their statements. The disposition of evidence should be recorded. Often, the investigator will want to talk to the reporting employee to obtain a report firsthand and to clarify any question(s) the investigator may have. Under Comments and Conclusions, the investigator may include the investigator's:

- (a) comments on the inmate's prior record and behavior,
- (b) analysis of any conflict between witnesses, and conclusions of what in fact happened.

Initial Hearing: The Warden shall delegate to one or more institution staff members the authority and duty to hold an initial hearing upon completion of the investigation. In order to ensure impartiality, the appropriate staff member(s) (hereinafter usually referred to as the Unit Discipline Committee (UDC)) may not be the reporting or investigating officer or a witness to the incident, or play any significant part in having the charges referred to the UDC. However, a staff member witnessing an incident may serve on the UDC where virtually every staff member in the institution witnesses the incident in whole or in part. If the UDC finds at the initial hearing that an inmate has committed a prohibited act, the UDC may impose minor dispositions and sanctions. When an alleged violation of Bureau rules is serious and warrants consideration for other than minor sanctions, the UDC shall refer the charges to the Discipline Hearing Officer for further hearing. The UDC must refer all greatest category charges to the DHO. The following minimum standards apply to initial hearings in all institutions.

- a. Staff shall give each inmate charged with violating a Bureau rule a written copy of the charge(s) against the inmate, ordinarily within 24 hours of the time staff became aware of the inmate's involvement in the incident.
- b. Each inmate so charged is entitled to an initial hearing before the UDC, ordinarily held

within three work days from the time staff became aware of the inmate's involvement in the incident. This three work day period excludes the day staff became aware of the inmate's involvement in the incident, weekends, and holidays.

For example, if staff become aware of an inmate's involvement in the incident on a Tuesday and provide the inmate with a copy of the report on Tuesday, the three work day period starts the following day, Wednesday. The UDC hearing must ordinarily be held by Friday.

c. The inmate is entitled to be present at the initial hearing except during deliberations of the decision maker(s) or when institutional security would be jeopardized by the inmate's presence. The UDC shall clearly document in the record of the hearing reasons for excluding an inmate from the hearing. An inmate may waive the right to be present at this hearing provided that the waiver is documented by staff and reviewed by the UDC. A waiver may be in writing, signed by the inmate, or if the inmate refuses to sign a waiver, it shall be shown by a memorandum signed by staff and witnessed by a second staff member indicating the inmate's refusal to appear at the hearing. The UDC may conduct a hearing in the absence of an inmate when the inmate waives the right to appear. When an inmate escapes or is otherwise absent from custody, the UDC shall conduct a hearing in the inmate's absence at the institution in which the inmate was last confined.

d. The inmate is entitled to make a statement and to present documentary evidence in the inmate's own behalf.

e. The Unit Discipline Committee may drop or informally resolve any Moderate or Low Moderate charge. The UDC shall expunge the inmate's file of the Incident Report if the charge is dropped or informal resolution is accomplished.

A record of any informal resolution in the 300 or 400 codes between the inmate and the UDC is to be maintained by the Captain.

f. The Unit Discipline committee shall consider all evidence presented at the hearing and shall make a decision based on at least some facts, and if there is conflicting evidence, it must be based on the greater weight of the evidence. The UDC shall take one of the following actions:

- (1) Find that the inmate committed the prohibited act charged and/or a similar prohibited act if reflected in the Incident Report;
- (2) Find that the inmate did not commit the prohibited act charged or a similar prohibited act if reflected in the Incident Report; or
- (3) Refer the case to the DHO for further hearing.

The phrase "some facts" refers to facts indicating the inmate did commit the prohibited act. The phrase "greater weight of the evidence" refers to the merits of the evidence, not to its quantity nor to the number of witnesses testifying.

The UDC shall give the inmate a written copy of the decision and disposition by the close of business the next work day. Any action taken as a minor disposition is reviewable under the Administrative Remedy Procedure.

The chairman of the UDC is to sign Part II of the Incident Report. This signature serves as both a certification of those persons serving on the UDC and that the completed Part II accurately

reflects the UDC proceedings. The names of other UDC members, if any, participating in the hearing are to be noted in Part II of the Incident Report in the space provided.

If a UDC member wishes to dissent from the UDC action, that committee member should prepare a separate memorandum to the record, stating the reasons for dissent. Unless there are extenuating circumstances (e.g., the dissenting staff member is out of the institution), the memorandum of dissent must be filed within three working days from the date the UDC chairman signs the Incident Report. The memorandum is to be placed in section 4 of the inmate central file with the other disciplinary records, absent a specific determination that the dissent is "FOI-Exempt" (e.g., refers to confidential information). No notation of the dissent is made on the Incident Report, nor is a copy of the dissent provided the inmate as a part of the disciplinary package. An inmate or third party request for a copy of the dissent is to be handled as a Freedom of Information/Privacy request.

g. The UDC shall prepare a record of its proceedings which need not be verbatim. A record of the hearing and supporting documents are kept in the inmate's file.

h. When an alleged violation of Bureau rules is serious and warrants consideration for other than minor sanctions (G thru P), the UDC shall refer the charge(s) without indication of findings as to commission of the alleged violation to the Discipline Hearing Officer (DHO) for hearing and disposition. The UDC shall forward copies of all relevant documents to the DHO with a brief statement of reasons for the referral along with any recommendations for appropriate disposition if the DHO finds the inmate has committed the act charged and/or a similar prohibited act. The inmate whose charge is being referred to the Discipline Hearing Officer may be retained in administrative detention or other restricted status, but the UDC may not impose a final disposition if the matter is being referred to the DHO.

The UDC chairman shall record the reasons for the referral along with recommendations for appropriate disposition in the Committee Action section of the Incident Report. Such recommendations are only recommendations to be considered, and are contingent upon a DHO finding that the inmate committed the prohibited act.

i. When charges are to be referred to the Discipline Hearing Officer, the UDC shall advise the inmate of the rights afforded at a hearing before the DHO. The UDC shall ask the inmate to indicate a choice of staff representative, if any, and the names of any witnesses the inmate wishes to be called to testify at the hearing and what testimony they are expected to provide. The UDC shall advise the inmate that the inmate may waive the right to be present at the Institution Discipline hearing, but still elect to have witnesses and/or a staff representative appear in the inmate's behalf at this hearing.

Staff shall ask an inmate to list on the appropriate form (Notice of Institution Discipline Committee Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10) all witnesses (including outside witnesses) requested to appear whether they are allowed to appear or are excluded by the DHO. Unless a witness is listed in advance of the hearing the witness ordinarily will not be called before the DHO.

If an inmate has waived the right to appear before the Unit Discipline Committee, the UDC shall ensure that a staff member advises the inmate of the rights afforded at a hearing before the Discipline Hearing Officer (Inmate Rights at Discipline Hearing and Notice of Discipline Hearing Before the Discipline Hearing Officer (DHO) - see Chapter 10).

j. When the Unit Discipline Committee holds a full hearing and determines that the inmate did

not commit a prohibited act of High, Moderate, or Low Moderate Severity, the UDC shall expunge the inmate's file of the Incident Report and related documents. The UDC must refer to the Discipline Hearing Officer all incidents involving prohibited acts of Greatest Severity.

k. The UDC may extend time limits imposed in this section for a good cause shown by the inmate or staff and documented in the record of the hearing.

The UDC is to be notified by appropriate staff (e.g., investigating officer) when it appears that an extension of time limits is necessary. The UDC is to ensure that the inmate is advised of the delay, including, where appropriate, the reasons for the delay.

The Warden's approval is required for any extension beyond five work days. When staff decide and approve the extension, the inmate is to be provided with written reasons for the extension, and a copy of the reasons is to be made a part of the UDC record.

Discipline Hearing Officer:

a. Each Bureau of Prisons institution shall have an independent hearing officer (DHO) assigned to conduct administrative fact-finding hearings covering alleged acts of misconduct and violations of prohibited acts, including those acts which could result in criminal charges. In the event of a serious disturbance or other emergency, or if an inmate commits an offense in the presence of the DHO, an alternate Discipline Hearing Officer will be appointed to conduct hearings with approval of the appropriate Regional Director. If the institution's DHO is not able to conduct hearings, the Warden shall arrange for another DHO to conduct the hearings. This person must be trained and certified as a DHO, and meet the other requirements for DHO.

b. In order to ensure impartiality, the DHO may not be the reporting officer, investigating officer, or UDC member, or a witness to the incident or play any significant part in having the charge(s) referred to the DHO.

c. The Discipline Hearing Officer shall conduct hearings, make findings, and impose appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by §541.15 before the UDC. The DHO may not hear any case or impose any sanctions in a case not heard and referred by the UDC. Only the Discipline Hearing Officer has the authority to impose or suspend sanctions A through F.

d. The Captain or his designee is designated as the Segregation Review Official (SRO), to conduct reviews of inmates placed in disciplinary segregation and administrative detention.

Special Housing Unit (SHU) Status: There are two status types in SHU; Administrative Detention and Disciplinary Segregation.

Administrative Detention (A/D) separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same privileges as those in general population. The use of telephone for an inmate in Administrative status, is limited to one call every thirty days. An inmate may be placed in A/D when an inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation (D/S) is used as a sanction for violations of the BOP rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal

property will usually be impounded. Inmates placed in D/S are provided with blankets, a mattress, a pillow, toilet tissue, and personal hygiene articles as necessary.

Prohibited Acts and Disciplinary Scale

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (beginning on page 40). Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed prohibited act.

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

(2) High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be

considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses.

f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time. are presented in Table 6 of Program Statement 5270.07, Inmate Discipline and Special Housing Units.

Table 6 contains a chart showing the maximum amount of good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration of statutory good time. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

NOTE: Aiding another person to commit any of the following listed prohibited acts, attempting to commit any of the following listed prohibited acts, and making plans to commit any of the following listed prohibited acts, shall be considered the same as a commission of the offense itself.

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

GREATEST SEVERITY PROHIBITED ACTS

CODE PROHIBITED ACTS

100 Killing

- 101 Assaulting any person (including sexual assault) 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 carried out by an inmate).
- 102 Escape from escort; escape from a secure institution (low, medium, high security level and administrative institutions); or escape from a minimum institution with violence.
- 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 or any ammunition.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade).
- 109 Not to be used.
- 110 Refusing to provide a urine sample or to take part in other drug abuse testing.
- 111 Introduction of any narcotics, marijuana, drugs or related paraphernalia not prescribed by the medical staff.
- 112 Use of any narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by medical staff.
- 113 Possession of narcotics, marijuana, drugs or related paraphernalia not prescribed for the individual by medical staff.
- 197 Use of the telephone to further criminal activity.
- 198 Interfering with staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must of of the Greatest Severity nature.) This charge is to be used when another charge of greatest severity is not applicable.

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

SANCTIONS AVAILABLE FOR GREATEST SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit 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 - 42 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 60 days).
- E. Make monetary restitution.
- F. Withhold statutory good time (Note - can be in addition to A - E - cannot be only sanction executed).
- G. Loss of privileges (Note - can be in addition to A - E - cannot be only sanction executed).

(1) Greatest Category Offenses. The Discipline Hearing Officer (DHO) shall impose and execute one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may impose and execute sanction F and/or G only in addition to execution of one or more additional sanctions A through G.

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.** Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198) or Conduct Which Disrupts (Code 199), the DHO, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO finds is most comparable. Example: "We find the act of 199 to be of Greatest severity, most comparable (like) to prohibited act Encouraging Others to Riot."

Possession/Introduction of a Cellular Telephone will be charged Code 199 Disruptive Conduct, most like Code 108, Possession of Hazardous Tool.

Possession/Introduction of tobacco may be charged as Code 199, Disruptive Conduct, most like Code 113, Possession of Drugs.

The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.

HIGH SEVERITY PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions—without violence.
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 locking device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 Not to be used.
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in, or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 Not to be used.
- 215 Introduction of alcohol into BOP facility.
- 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 purposes of introducing contraband or for any other illegal or prohibited purposes.
- 218 Destroying, altering or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing (theft; this includes data obtained through unauthorized use of a communications facility, or through the 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 and conducted by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 Making, possessing or using intoxicants.
- 223 Refusing to breath into a breathalyser or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate).
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third party billing; using credit card numbers to place telephone calls; conference calling; talking code).
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of a High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning or attempting the adulteration of any food or drink would be coded 209A.

SANCTIONS AVAILABLE FOR HIGH SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or 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 Transfer (recommend).
- D. Disciplinary segregation (up to 30 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.

(2) High Category Offenses. The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and, except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA or a PLRA inmate must be referred to the DHO.

Prohibited acts in the 100 code (greatest severity) and in the 200 code (high severity) may not be informally resolved by the writer of the report, and a Incident Report must be prepared. Prohibited acts in the 100 code and in the 200 code may not be informally resolved by a Lieutenant, and must be referred to the UDC. Prohibited acts in the 100 code and 200 code may not be informally resolved or the charges dropped by the UDC. **The UDC may dispose of a 200 code violation except for VCCLEA inmates rated as violent or PLRA inmates. For those inmates, all 200 level charges will be referred to the DHO for disposition.** Only the DHO may make a final disposition on a prohibited act in the Greatest Severity Category or on a prohibited act in the High Category (when the High Category prohibited act has been committed by a VCCLEA inmate rated as violent or by a PLRA inmate).

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 298) or Conduct Which Disrupts (Code 299), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 299 to be of High

severity, most comparable (like) to prohibited act Engaging in a Group Demonstration.”

MODERATE SEVERITY PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
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 would be charged as Code 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence for work or any 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 greatest severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area.
317	Failure to follow safety or sanitation regulations.
318	Using any equipment or machinery which is not specifically authorized.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
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 and one's quarters in accordance with posted standards.
- 331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool no likely to be used in an escape or escape attempt, or to serve as a weapon capable of ling serious bodily harm to others, or not hazardous to institution security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics).
- 332 Smoking where prohibited (currently obsolete since all tobacco products prohibited item)
- 397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possessing and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).
- 398 Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.
- 399 Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning or attempting to have an unauthorized meeting would be coded 315A.

SANCTIONS AVAILABLE FOR MODERATE SEVERITY PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - 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 Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.

- F. Withhold statutory good time.
- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.

(3) Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. **The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time).** The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 398) or Conduct Which Disrupts (Code 399), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 399 to be of Moderate severity, most comparable (like) to prohibited act Participating in an Unauthorized Meeting or Gathering."

LOW MODERATE PROHIBITED ACTS

<u>CODE</u>	<u>PROHIBITED ACTS</u>
400	Possession of property belonging to another person.
401	Possessing unauthorized amount of otherwise authorized clothing.
402	Malingering, feigning illness.
402	Not to be used.
404	Using abusive or obscene language.
405	Tattooing or self-mutilation.
406	Not to be used.
407	Conduct with a visitor in violation of Bureau regulations (Restrictions, or loss for a specific period of time, of these privileges may often be an appropriate sanctions G).
408	Conducting a business.
409	Unauthorized physical contact (e.g., kissing, embracing).
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may

often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault).

- 497 Use of the Telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).
- 498 Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.
- 499 Conduct which disrupts or interferes with the orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning or attempting to conduct a business would be coded 408A.

SANCTIONS AVAILABLE FOR LOW MODERATE PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1 - 7 days) of good conduct time credit available for year (to be sued only where inmate found to have committed second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1 -14 days) of good conduct time credit for year (to be used only where inmate found to have committed third violation of the same prohibited act within 6 months). (a good conduct time sanction may not be suspended).
- E. Make monetary restitution.
- F. Withhold statutory good time.
- G. Loss of privileges: commissary, moves, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.
- O. Reprimand.
- P. Warning.

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

(4) Low Moderate Category Offenses. The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or

sanctions imposed. **The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed two low moderate category offense during the inmates current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time).** The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 498) or Conduct Which Disrupts (Code 499), the DHO or UDC, in his/her findings, should indicate a specific finding of the severity level of the conduct, and a comparison to a prohibited act(s) in that severity level which the DHO or UDC finds is most comparable. Example: "We find the act of 499 to be of High severity, most comparable (like) to prohibited act Conducting a Business."

TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer (upon finding the inmate committed the prohibited act)

A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration). Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's Unit Team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

B.1 Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994, and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the

severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report. VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing, consistent with the following;

- (1) Greatest Category Offenses. A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time) for each act committed;
- (2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.
- (3) Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.
- (4) Low Moderate Category Offenses. A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

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

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

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

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

Sanctions for Repetition of Prohibited Acts Within Same Category

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

Category
Prior offense (same code) within time period

Frequency of repeated offense

Sanction permitted

Low Moderate
(400 series)
6 months

2nd offense

Low Moderate Sanction plus,

1. Disciplinary Segregation, up to 7 days.
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) (EGT sanction may not be suspended)

3rd offense

Any sanction available in Moderate (300) and Low Moderate (400)

Moderate
(300 series)
12 months
2nd offense

Moderate Sanctions (A, C, E-N), plus

1. Disciplinary Segregation, up to 21 days.
2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and/or terminate or disallow extra good time

(EGT)(EGT sanction may not be suspended)

3rd offense

Any sanctions available in Moderate (300) and High (200) series

High
(200 series)
18 months
2nd offense

High Sanctions (A, C, E-M), plus

1. Disciplinary Segregation, up to 45 days.
2. Forfeit earned SGT or non-vested GCT up to 37½% or up to 45 days, whichever is less, and/or terminate or disallow extra good time

(EGT((EGT sanction may not be suspended)

3rd offense

Any sanctions available in High (200) and Greatest (100 series)
