

**FEDERAL BUREAU OF PRISONS
LOW SECURITY CORRECTIONAL INSTITUTION
BUTNER, NORTH CAROLINA**



Inmate Handbook

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Inmate Information Handbook Federal Bureau of Prisons

INTRODUCTION

The purpose of this handbook is to provide incoming inmates and others interested in the Federal Bureau of Prisons with general information regarding the Bureau, its programs, institutions, and the Rules and Regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change), or all procedures in effect at each Bureau location. Rather, the material in this handbook will help new inmates quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

INTAKE, CLASSIFICATION & UNIT TEAM

Orientation: Inmates are given a case management, medical and psychological screening at the time of arrival. Inmates are immediately provided with a copy of the Institution's Rules & Regulations, which include information on inmate Rights, Rules, Regulation and Responsibilities.

For the first couple of weeks of an inmate's arrive to the institution, the inmate will be initially assigned to the Admission & Orientation Program, (A&O). While in A&O, they learn about the programs, services, policies, and procedures regarding the facility. Also, they will hear lectures from the staff regarding their programs and departments. At the end of the A&O Program, they will be assigned to a job if determined to be medically capable of work.

Classification Teams (Unit Teams): - Almost all Bureau of Prisons Institutions are organized into a Unit Management System. The Low Security Correctional Institution, (LSCI) Butner operates under the Unit Management System and has Units to which inmates are assigned. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit staff offices are located in the units so staff and inmates can be accessible to each other.

The unit staff typically includes the Unit Manager, Case Manager, one or more Counselors and a Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be unit staff, and sit on the Unit Team.

Inmates are assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution on weekdays from 7:30am to 9:00pm, and during the day on weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

Unit Staff General Functions:

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs

and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and chairs the Unit Disciplinary Committee.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a voting member of the Unit Team.

The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member the Counselor provides leadership and guidance to other staff in the unit. They hold major responsibilities for the security, safety, and sanitation of the unit. The Counselor is a frequent member of the Unit Discipline Committee.

Unit Secretary: The Unit Secretary performs clerical and administrative duties. In some institutions, the Secretary may sit as a member of the Unit Team.

Unit Officer: The Unit Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

Communications: There is a unit staff member available each day of the week and most evenings until 9:00pm. The unit bulletin boards contain written communication of interest to inmates. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

Town Hall Meetings: Town Hall meetings are held periodically in each unit usually every quarter. These meetings are held to make announcements and to discuss changes in the Policy and Procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during the regular working hours which are posted in each unit. An "Open Door" policy is usually in effect at these times.

Initial Classification/Program Reviews: Within 28 days of your arrival, you will be scheduled for an initial classification team meeting. Your presence at initial classification is mandatory.

Subsequent to your initial classification, regularly scheduled program reviews will be conducted. The interval

for these reviews is contingent upon the length of time remaining to serve on your sentence. Program Reviews will be held every 180 days until you have less than one year to serve, then the meetings will occur every 90 days. Your attendance at these meetings is mandatory.

DAILY INMATE LIFE

Sanitation: It is the inmate's responsibility to check his living area immediately after being assigned there, and to report all damage to the Correctional Officer, Unit Manager, Case Manager or Counselor. An inmate may be held financially liable for any damage to his or her personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his personal living area, to remove trash, and to insure it is clean and sanitary. Cardboard boxes and other paper containers are not to be used for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. No locker buddies are authorized for inside the lockers

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution and are available in the laundry room. Inmates may purchase name brand items through the commissary. Linen and other laundry may be turned into the laundry room at LSCI Monday-Friday between 6:30am and 7:30am. The clothing room is opened for exchange and pick-up of clothing on Monday-Friday between the hours of 6:30am and 7:30am except on holidays. Inmates may wash their personal items in laundry equipment located in the housing unit.

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following is not all inclusive, but it is a guide to the kind of items an inmate may be authorized.

Storage Space: Storage space in most units consist of an individual locker. Locks may be purchased in the institution commissary. Limited space may also be available under the bed for approved items, i.e. shoes, etc. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, or housekeeping hazard.

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

Legal Materials: Inmates are allowed to maintain legal materials and supplies (not to exceed the amount established) in their locker.

Hobby Craft Materials: Hobby shop raw materials in the units, **if permitted at all**, are limited to those which can be stored in the inmate's locker, provided they do not pose a safety, sanitation or security hazard. Additional storage space may be obtained through the Recreation Supervisor within the Hobby Shop. Disposal of completed hobby craft work must be arranged immediately after completion. Crafts like oil painting, leather craft, ceramics and copper work are not permitted in the housing unit.

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

Letters, Books, Photographs, Newspapers, and Magazines - An inmate will be limited in the number of magazines that can be stored in the locker provided in each room. Nothing is to be tacked, stapled, or scotch taped to any surface except to bulletin boards.

Musical instruments, other than a harmonica which can be purchased in the Commissary, are not permitted.

Radios & Watches: An inmate may not own or possess more than one approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts will be required. Radios and watches may not have value exceeding locally established limits, usually in the \$75.00 range. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and registration number. Only walkman type radios are permitted, and headphones are required at all times. Inmates may not give any items of value to another inmate i.e., radio, watch, sneakers and commissary items.

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

Quarters Rules: In order to minimize maintenance costs, permit uniform inspection and search procedures and maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. To that end, Unit Officers inspect rooms daily and publish individual ratings of appearance.

Typical rules would include items such as:

Pictures cannot be posted on walls. Nude pictures will not be posted in public view or inside the locker.

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action including incident reports can be expected.

Each inmate is responsible for the cleaning and sanitation of his room. Additionally, inmates are assigned to cleaning tasks in the unit during off hours.

Orderlies work 40 hour per weeks and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 7:30am each day.

Beds will be made each weekday by an established time. On weekends, beds will be made whenever inmates are awake or gone from the room. At no time will a mattress be removed from a bunk and placed on the floor.

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

Inter-room/cell visitation is allowed within the inmate's assigned housing unit only. A limited number of inmates, including the cell occupant(s), are allowed in a room. During room visitation, the door remains open.

Removal of food items from the dining room **is not permitted**, with the exception of fresh fruit items. Fruit must be consumed before it spoils. Occasionally, Food Service may provide surplus items for consumption in the unit.

Steel-toed safety shoes must be worn to work, on all job assignments. This does not include personal tennis shoes. Shoes or sneakers are to be worn in the dining hall area. Unit televisions may be viewed during established off duty hours. During normal working hours, the television may be viewed at the discretion of the Unit Officer.

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

Wake-up: General wake up for all inmates at LSCI is 6:00am. The unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule. The Unit Officer will announce breakfast when notified, and the Control Center will announce meal times. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmates responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Commissary: Inmate funds are retained by the institution in a trust fund which the inmate may withdraw money for personal spending in the Institution Commissary, family support, or other approved purposes. Accumulated institutional earnings and moneys sent from outside are given to the inmate upon release, or may be mailed home. The LSCI is using a point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

The Commissary access time for inmates at LSCI is scheduled on a rotating basis. The schedule is posted in the unit and on the commissary item sheet. It is the inmate's responsibility to know the amount of money available in his commissary account.

Borrowing commissary items from other inmates is not allowed. Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios require a form completed by the inmates and routed through the Unit Manager.

Spending Limitations: Inmates are permitted to spend up to \$290.00 dollars per month for regular purchases, and an additional amount for special purpose items. Once a month, each inmate's account is "validated," that is, the spending period begins with validation.

Deposits to Accounts: Deposits to commissary accounts from outside sources will be made through the Lock Box, this will have to be mailed to: **Federal Bureau of Prisons, Inmate Name, Registration Number, Post Office Box 474701, Des Moines, Iowa, 50947-0001**. All other items for example; photos, letters, post cards, etc, need to be mailed to your Institution. These item **will no** be forward to you. Deposits may be made in the form of U.S. Postal Money Orders, U. S. Treasury Check, or State Check (check or money order must be made out in the inmate's name and the inmate's registration number must be included), cash money **will not be accepted**. Deposits made utilizing the Western Union's Quick Collect will be posted to the inmate's account.

1) At an agent location with cash: The inmate family or friend must complete a Blue Quick Collect Form.

To find the nearest agent they may call 1-800-325-6000.

2) By telephone using a credit/debit card: They may simply call 1-800-634-3422.

3) Online using credit/debit card: Utilize www.westernunion.com.

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Inmate Name
- 2) Register Number
- 3) City Code: **FBOP**
- 4) State Code: **DC**

All other types of domestic money orders and checks will be held for at least 15 days before being posted to the inmate's account. All non-domestic or foreign checks will be held for 60 days before being posted.

Commissary Fund Withdrawals: A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents and other family members, or for the purchase of flowers, payment of telegraph and postage costs, and purchase of special discharge clothing. There is a dollar amount limit on special purchases. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden of Programs can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

SECURITY PROCEDURES

Counts: One of the first realities of institutional life is counts. It is necessary for the staff to count inmates on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. At the LSCI, the inmate is expected to be standing at his bedside during the 4:00pm official count and 10:00am during weekends and holidays.

While count procedures vary from one institution and unit design to another, generally, when a count is announced, each inmate must return to his room or bed area, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at about 12:00 Midnight, 3:00am, 5:00am, 4:00pm and 9:00pm. Other counts may occur during the day and evening. On weekends and holidays, an additional count will be conducted at 10:00am.

The staff will take disciplinary action if an inmate is not in his or her assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Call-Outs: Call-Outs are a scheduling system for appointments (which include medical service, educational, team meetings and other activities), and which are posted each day on the unit bulletin boards after 4:00pm count on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a

daily basis; all scheduled appointments are to be kept. If an inmate is in need of routine medical or dental attention, he will have to go to the Medical Service Department that morning between the hours of 6:45am and 7:15am, on Monday, Tuesday, Thursday and Friday and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

Pass System: The LSCI Butner has a pass system in effect during regular business hours throughout the week. During the regular work day (7:30am to 4:00pm) inmates must have a pass to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. Each move will be announced by staff.

Contraband: Contraband is defined as any item or anything not authorized or issued by the institution, received through an approved channel, or purchased through the commissary. All staff are alert to the subject of contraband and make every effort to locate them, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate; items purchased in this manner are considered contraband and will be confiscated. Any altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

Shakedown: Any staff member may search an inmate's room to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his area is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

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

Alcohol Detection: A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

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

PROGRAMS & SERVICES

Job Assignments: All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. The Federal Prison Industries, has a separate pay scale. Unit staff approve job changes and see that the changes are posted on the Daily Change Sheet. Inmates medically cleared for food service are typically assigned to Food Service detail for the first 90-days.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, as a unit orderly, or in a maintenance shop; however, LSCI Butner has a significant number of inmate jobs in the factory operated by Federal Prison Industries, also known as UNICOR. There is a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high quality products and services for the Federal Government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, eye glasses, mattresses, towels, utility bags, clothing, brooms, data entry, signs, printing, etc. UNICOR earnings fund other inmate programs, as well as pre-industrial training to prepare inmates for employment.

Food Service: Inmates are provided nutritious, appealing meals. Self-service meal operations for general population inmates includes features such as salad bars, "heart healthy" options and pork free meal programs. Specific approval procedures for special diets vary, medical staff can explain them.

Inmates housed in the Special Housing Unit also receive a balanced, nutritious diet. Except for any approved special diets, inmates in these units receive the same diet as inmates in the general population, although portion controls and manner of service vary.

Education Program: Many education opportunities are provided federal prisoners including basic education, post-secondary education, a wide range of occupational training programs, and leisure time activities. By policy, with minor exceptions, all federal prisoners who test below the 8th grade level on the Adult Basic Level Examination (ABLE), must enroll for 120 days in the GED program. Inmates may ask to be released from these programs after 120 days. All promotions in Federal Prison Industries and institution assignments beyond the entry level grade are contingent on successful completion of the literacy program.

English as a Second Language (ESL) is designed to teach non-English speaking inmates communication skills that will enable them to function in an English speaking environment. The ESL program is mandatory for all non-English speaking inmates. Those mandated or in need will be identified during Institution Admission and Orientation. They will be tested and, if necessary, placed in an appropriate class. To complete the ESL program, one must successfully pass the Comprehensive Adult Student Assessment Survey (CASAS).

The Parenting program provides parenting classes which teach you fundamental parenting skills and assist incarcerated inmates in maintaining relationships with their children. Activities encourage the building and strengthening of family relationships, communications, discipline, childhood development, and family support skills.

Adult Continuing Education classes provide inmates the opportunity to participate in programs which encourage intellectual and social growth. Classes offered through Vance-Granville Community College and Durham Technical College are Word I, Word II, Keyboarding, PowerPoint, and Excel. Classes are also taught by inmates in various subject matters. Instructional strategies utilized for the ACE courses consist of lectures, videotape presentations and group discussions.

Vance-Granville Community College also provides Advanced Occupational Education Classes. Programs include Office System Technology (OST), Carpentry, Electrical, and Automotive Technology. Inmates who

complete the programs receive a one year certificate from the community college. We also have the Meineke Vocational Trades program.

The Education Department maintains a Leisure and Legal Library operating 6 days a week. The Leisure Library has numerous books available for circulation and reference to include magazines, newspapers, career planning, multi cultural studies, parenting, fiction and nonfiction selections. Computers are available and provide the majority of the required material; however, some of the material is still only available in hard copy form. An inmate who needs to use the law library services must contact the Library coordinator to establish an account. Reference and legal materials cannot be checked out and must be used in the Law Library only.

Recreations, Leisure & Social Programs: Leisure activities and recreation programs are also supervised by the Education Department. These programs help inmates develop an individual well-ness concept for participants. Programs include indoor and outdoor activities, and range from individualized arts and crafts programs to intramural team sports such as baseball, basketball, and volleyball. Physical fitness are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

Counseling Activities: There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholics Anonymous, Self-Image groups and other voluntary groups. In addition, institutions have professional staff as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs but participation in such activities is voluntary. The staff of each unit are available for informal Counseling sessions and they conduct formal group counseling activities.

Psychology & Psychiatry Programs: Each unit has a psychologist assigned to provide counseling and other mental health services to unit inmates. Each newly committed inmate, whose offense is directly attributable to drugs or alcohol abuse or who the court recommends drug programming, will be required to attend a 40 hour Drug Education Program.

The LSCI also has a fully staffed Mental Health Hospital with full time psychiatrists who are medical doctors and can be seen by appointment after referral by a psychologist.

Musical Instruments: Musical instruments are available in the recreation area. These instruments will remain in the recreation area.

Funeral Trips & Bedside Visits: Depending on the inmate's custody classification, one or two Correctional Staff members will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours. There are occasions when an escorted trip is not approved, even when all policy required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff and inmate during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to authorize the visit.

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal or State Agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs.

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

Bedside visits to dying immediate family members.
Attendance at funeral of immediate family members.
Obtaining medical services not otherwise available.
Contacting prospective employers.
Establishing or re-establishing family or community ties.
Transferring directly to another Institution or Community Corrections Center.
Participating in selected educational, social, civic, religious and recreational activities which will facilitate release transition. Any other significant reason, consistent with the public interest.

Release Planning: In all units, release preparation programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and community corrections center (halfway house) placements will be considered.

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

Marriages: An inmate seeking to be married while in federal custody will submit an Inmate Request to Staff Member stating his request to marry. The request must be submitted one month prior to the quarter's end in order to be considered for marriage for the following quarter. No more than twelve marriages will occur each quarter, 3 at the FMC, 3 at the LSCI, 3 at the FCI I, 3 at the FCI II and 3 the at the Satellite Camp.

The inmate is responsible for ensuring his intended spouse provides institution staff with a letter of intent. The letter of intent should specify the intended spouse is legally eligible for marriage. The inmate must also provide required documentation. Documents are: an original social security card, an original birth certificate, all divorce and/or death certificates for those who were divorced or widowed. Unit staff may be able to assist the inmate with the social security card in the event the card is included in the inmate file. Unit staff can also provide guidance on where to write for vital records, (i.e., birth, death, marriage and divorce certificates).

Responsibilities of Inmate Marriage Applicants and their Fianceses

Inmate Applicants Must:

1. Apply in writing through the assigned Unit Team.
2. Provide Unit Team with the following:
 - a) original birth certificate.

- b) original divorce decree if applicable.
- c) original social security card.

* All original Spanish documents must be translated into English Language and certified by a Notary.

- 3. After the Warden's Approval, sign documentation provided by the Chaplain.
- 4. Present themselves to the Visiting Room on the day and time of the ceremony in standard Visiting Room attire.
- 5. No inmate guests are allowed.
- 6. Only four (4) visitors from the inmate's approved visiting list will be allowed to attend unless prior approval is obtained through the unit.

The Inmate's Fiancee Must:

- 1. Present herself to the Register of Deeds in the Granville County Courthouse, Oxford, North Carolina, prior to the wedding ceremony to sign and pay for and deliver the marriage certificate to the institution. Applicants for marriage should communicate with the Register of Deeds officials well in advance of the marriage ceremony.
- 2. The fiancee must bring the marriage license to the institution along with \$20.00 in cash to pay the magistrate. In the event a minister is used for the marriage, prior approval for the minister to enter the institution must be arranged by the chaplain. The minister selected will have to provide the following documentation before approval to conduct the ceremony is granted: a certification of ordination and a description of the position currently held in the faith tradition.
- 3. The fiancee may bring 2 plain gold wedding bands with no stones.
- 4. The fiancee may direct all questions regarding the requirements for marriage to the Unit Team.
- 5. The fiancee and family must arrive at the institution at the scheduled time to be processed into the Visiting Room.

IT IS THE RESPONSIBILITY OF THE INMATE APPLICANT TO FORWARD THIS INFORMATION TO HIS FIANCEE.

Self-Improvement Programs:

Education: The Education Department is responsible for educational testing, academic training, social education, pre-release programs, vocational training, hobby crafts, recreational activities, the library, and the law library.

Testing: Each inmate will be required to take a standardized achievement test; a score of 8.0, that is not more than 2 years old will be accepted if the inmate is transferred from another institution. If the inmate scores less

than an 8th grade level on the test, he will be required to take Adult Basic Education (ABE) until their educational level is raised to at least the 8th grade level. However, if the inmate has not reached an 8th grade level after participation in the class for 90 days, the inmate may choose either to continue in the program or drop out, unless otherwise mandated by statute.

Release Preparation Programming: The pre-release program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with U.S. Probation Officers, U.S. Parole Commission members, and other agencies and employers are available.

Hobby-craft: Hobby-craft programs at FCI II Butner includes activities such as painting & art. Completed projects that are authorized by the Recreation Department may be mailed home. Inmates are not allowed to have completed projects in their rooms.

Psychology Services: All inmates will be screened by Psychology Services staff during the institutions A&O Program. Screening will include an individual interview. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an Inmate Request to Staff Member (Cop-Out) to Psychology Services. Mental Health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems. Psychological counseling and referral services are provided to inmates who have been the victim of sexual assault.

Sexual Abuse / Assault Prevention & Intervention: Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. This will include referral to the FBI for further prosecution. Administrative sanctions will be taken against the perpetrators of sexual assaults in the Bureau of Prisons.

If you are the victim of a sexual assault, you will be provided medical and mental health services. You will also be provided protective services to include a transfer if this is deemed necessary. If you are sexually assaulted, you should immediately ask for medical treatment. Bureau of Prisons staff are responsible for immediately referring cases of sexual assault or abuse to the appropriate medical, psychological, and correctional staff.

Alcoholics & Narcotic Anonymous: This is a fellowship of men who share their experience, strength and hope with each other so they may solve their common problem, alcohol or drugs, and help others to recover. The primary purpose is a support group to help members stay alcohol and drug free. The Alcoholics Anonymous meetings and Narcotics Anonymous meetings are held during the evening hours during the week. Refer to the Unit Bulletin board for a schedule of these and other unit based groups.

Religious Programs: The FCI-II Butner offers a wide range of religious programs to inmates. Staff chaplains of specific faiths are available, as well as contract and volunteer representatives of other faiths. Special religious diets, holiday observances, and other worship activities are coordinated through the Chaplain's Office. Information about these programs is available from the Chaplains.

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court imposed fines, fees,

and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013; Court Ordered Restitution; fines and court costs; judgments in favor of the U.S.; other debts owed the Federal Government; and other court ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security&Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

HEALTH SERVICES

The overall Bureau health care delivery system includes medical referral centers and local medical facilities. The LSCI Health Services Department is located on the East side of the compound, next to the Lieutenant's Office. On-site emergency medical care is available 24 hours a day, 7 days per week.

HOSPITAL ADMINISTRATION

FCC Butner Hospital Administration offices are located within FMC Butner. The Hospital Administration consists of the office of the Associate Warden (Medical), Health Services Administrator, Assistant Health Services Administrators, Director of Nursing, Assistant Directors of Nursing, and the Clinical Director. Inquiries or grievances may be made by an Inmate Request to Staff (Cop-out) or at main line to Hospital Administration Staff.

PILL LINE/INSULIN LINE/MEDICATIONS

Pill line medications will be conducted at various times. Please refer to your attachment for further information. Inmate Identification Cards must be available for staff conducting pill line/insulin line.

Insulin and Pill Line:

If you are on insulin line or have a prescription for sugar checks, please notify Health Services Staff to be issued an insulin line/glucose check card.

Insulin and Pill line times are as follows:

Pill Line:

Monday through Friday:

6:45 a.m. to 7:15 a.m.

11:30 a.m. until mainline closes

Weekend and Holidays:

7:45 a.m. to 8:00 a.m.

11:30 a.m. until mainline closes

7:30 p.m. to 7:45 p.m.

7:30 p.m. to 7:45 p.m.

Insulin Line:

You are afforded the opportunity to check your sugar prior to each insulin injection.

Monday through Friday:	Weekends and Holidays:
6:30 a.m. to 6:45 a.m.	7:30 a.m. to 7:45 a.m.
11:00 a.m. to 11:20 a.m.	11:00 a.m. to 11:20 a.m.
4:30 p.m. to 4:45 p.m.	4:30 p.m. to 4:45 p.m.

* Additional insulin times can be added if clinically indicated by your healthcare provider.

Medications dispensed for self administration may be refilled by submitting a Medication Refill Request Form. The forms may be picked up at pill line during regular pill line times. The forms should be filled out in a timely manner to ensure the patient receives the refill before completely running out of their medication. Medications can be picked-up when pill line is called.

While in the Special Housing Unit, patients may request forms when medical staff are making evening rounds. Health Services Staff will deliver medications to inmates while in the Special Housing Unit.

MEDICAL TRIAGE (SICK-CALL)

All inmates in FCC Butner will be assigned to a Primary Care Provider Team. Sick call is ordinarily offered four (4) days per week (Monday-Friday), except for Wednesdays and holidays. Medical emergencies will be referred to a clinician at anytime. While in the general population, in order to obtain a sick call appointment, you must report to the designated area within your institution with your identification card. If you are unsure of the location, ask Health Services Staff within the clinic to point you in the right direction. After appropriate clinical evaluation, patients with non-emergent chronic problems usually are given an appointment by call out or appointment slip. The Health Services Department is a restricted access area, and inmates without appointments are considered "Out of Bounds".

Sick call times are as follows:

Monday, Tuesday, Thursday and Friday from 6:45 a.m. to 7:15 a.m.

While in the Special Housing Unit, patients may request sick call request forms from Correctional or Medical Staff when they are making evening rounds. Sick call slips will be made available for medical staff to pick up each morning.

Inmates who have sustained injuries that are work related or non work related, should notify a staff member, in order to report to the Health Services Department for immediate assessment.

Only medical emergencies will be seen after normal hours (i.e., Monday - Friday 7:30 a.m. to 4 p.m.) If you feel you have a medical emergency, a staff member must contact the medical staff for their approval prior to

your arrival to the Health Services Clinic. A medical emergency is a condition that threatens life, limb, or sight. It is not a house call for a minor problem that can wait until Medical Triage (sick call).

You must report all injuries immediately. If the injury was sustained at work, you must report it to your detail supervisor. If the injury occurred in the housing unit, you must report it to your housing unit officer. If your injury occurs in the recreation yard, you must report it to the recreation officer.

OVER THE COUNTER MEDICATIONS

Inmates will have access to Over-the-Counter (OTC) medications in the institution commissary. You can obtain medication in the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

Examples of these complaints are:

- A. Occasional constipation
2. Seasonal allergies
3. GI upset
4. Dandruff
5. Uncomplicated Athlete's Foot
6. Acne
7. Vitiligo
8. Chapped Lips
9. Dry Hands
10. Muscle Aches from Exertion

COPAYMENT PROGRAM

In accordance with P.S. 6031.02 Inmate Copayment Program, FCC Butner may charge a copayment fee for requested visits.

Inmates will not be denied access to necessary health care because of an inmate's inability to pay the copayment fee. Generally, if your sick call complaint is not related to any of the situations listed below, you must pay a fee for health care services of \$2.00 per health care visit. Inmates who 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, will be charged \$2.00. We will not charge a fee for:

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

g. Substance abuse treatment.

If you are in the FMC, patients admitted to the infirmary will be cared for by their attending physicians and will not attend institutional Medical Triage in the Medical/Surgical Clinic.

PHYSICAL EXAMINATIONS

If you are a new commitment to the Federal Bureau of Prisons, you will receive a physical examination within 14 days of arrival. If you have been out of BOP custody for over 30 days you will also receive a physical exam. Periodic examinations are subject to preventive health care outlines and the clinical determination made by your health care provider. Since these outlines vary from patient to patient, your health care provider will advise you of your responsibility concerning diagnostic testing or treatment. An inmate being released from the Bureau may request a physical examination if you have not had one within one year. This examination should be conducted within two months prior to release.

PHYSICAL THERAPY/OCCUPATIONAL THERAPY

Inmates are referred to this department through a Physician, Physician's Assistant or Nurse Practitioner. The primary purpose for Physical Therapy is to work with inmates with varied diagnoses who experience physical problems such as weakness, decreased flexibility, poor coordination, etc. The goal of the Physical and Occupational Therapist is to assist those individuals in maintaining/restoring their functional independence.

MEDICAL LABORATORY

The Medical Laboratory is located within the Health Services Department. If you cannot locate the laboratory area, contact a staff member within the Health Services Department to point you in the right direction. As in other areas, this is a restricted access area to those inmates who do not possess an appointment via call out.

RADIOLOGY/DIAGNOSTIC IMAGING

The X-ray Department is located within the Health Services Department. If you cannot locate the laboratory area, contact a staff member within the Health Services Department to point you in the right direction. As in other areas, this is a restricted access area to those inmates who do not possess an appointment via call out.

HEALTH INFORMATION MANAGEMENT

The Health Information Management Department (Medical Records) is located in the Health Services Department. If you cannot locate this area, contact a staff member within the Health Services Department to point you in the right direction. Inmates are not permitted to seek information on medical clearances, work assignments, or town trips without an appointment.

Release of medical information is handled under the rules of the Privacy Act and BOP Policy. This information may be requested from the Health Information Management Department. Requests and releases of medical information from community practitioners should be sent here. This department can be accessed during each movement, Monday through Friday.

All patients are strongly encouraged to complete medical release of information forms to expedite arrival of outside medical records to aid in their medical evaluation(s) and treatment. These forms can be obtained in the Health Information Department. A medical staff member will assist in the appropriate completion and processing of these forms.

Release of institution medical record information must meet guidelines set forth in the Privacy Act. This can be detailed via Cop-Out to Medical Records, Health Services Administration, or the attorney advisor. Inmate reviews of medical records must meet specified criteria and can be detailed via Cop-Out to Health Information Management.

NUTRITIONAL SERVICES

Nutritional Services are available and **must be ordered by your health care provider**. "Heart-Healthy" meal choices are available for self selection during all meals in the dining room.

SMOKING

There is no smoking or chewing tobacco within the confines of FCC Butner.

INFECTIOUS DISEASES

You will receive a hand-out with current information about infectious diseases. This will include information regarding Sexually Transmitted Diseases (STD's).

MRSA (Methicillin Resistant Staphylococcus Aureus)

What is MRSA?

Staphylococcus aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. MRSA is not a "super bug." It is simply a strain of Staphylococcus which is resistant to the usual antibiotics. However, there are other antibiotics which are effective. MRSA is not the "flesh-eating" bacteria.

How is MRSA spread from person to person?

MRSA is usually spread through physical contact with an infected person, but may also be transmitted through contact with contaminated objects. MRSA is not spread by air unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?

- ▶ Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- ▶ Avoid touching other persons wounds, skin infections, or bandages contaminated from wounds.
- ▶ Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- ▶ Don't share personal hygiene items with others including toiletries and towels.
- ▶ Clean off recreational equipment, such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt.
- ▶ Shower immediately after participating in close-contact recreational activities when feasible.
- ▶ Don't get a tattoo, use injection drugs, or have sexual contact with other inmates.

How does a person know that he or she has a MRSA infection?

Swabbing or aspirating pus from a skin infection performed by trained medical staff is the most common way to detect MRSA.

Can MRSA be treated?

Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous antibiotics in the hospital setting.

NOTE: Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

TB (TUBERCULOSIS)

1. The Bureau screens each inmate for TB within two calendar days of initial incarceration.
2. The Bureau conducts screening for each inmate annually as medically indicated.
3. The Bureau will screen an inmate for TB when health services staff determine that the inmate may be at risk for infection.
4. An inmate who refuses TB screening may be subject to an incident report for refusing to obey an order. If an inmate refuses skin testing, and there is no contraindication to tuberculin skin testing, then, institution medical staff will test the inmate involuntarily.
5. The Bureau conducts TB contact investigations following any incident in which inmates or staff may have been exposed to tuberculosis.

E) The Bureau tests an inmate for an infectious or communicable disease when the test is necessary to verify transmission following exposure to blood borne pathogens or to infectious body fluid. An inmate who refuses diagnostic testing is subject to an incident report for refusing to obey an order.

MEDICAL RESTRICTIONS

Medical restrictions are limitations placed on an inmate's activities by the Medical Department for medical reasons. These restrictions are placed for a specified period of time. All medical restrictions must be ordered by a medical staff member at this location.

MEDICAL CLEARANCE

Medical clearance is completed by the medical staff at the FMC after the completion of medical treatment or refusal of medical treatment. Once medical clearance is given, the medical summary is sent to the Unit Team to process necessary paperwork for return to your parent institution.

REFUSAL OF MEDICAL TREATMENT

All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical tests or treatment, this will be documented. You will be asked to sign a Refusal of Treatment form which explains the possible consequences and complications of such a refusal. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign.

If clinically indicated, diagnostic procedures relating to potential communicable diseases such as, but not limited to, tuberculin skin tests, chest x-rays, or blood specimens for HIV are mandatory for the protection of the other inmates and staff. Refusal of such diagnostics procedures will require you to be medically isolated from the general population for an appropriate period of time to be determined by the Clinical Director. You have the right 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.

ADVANCED DIRECTIVES

In order to comply with standards of the Joint Commission on Accreditation of Health Care Organizations, the Federal Correctional Complex, Butner, North Carolina, provides information and assistance regarding Advance Health Care Directives applicable to health care in North Carolina.

All people experience sickness and at some point in time you may have to make important decisions about your health care. It is your right and responsibility to make decisions concerning your own health care. It is important to look ahead and consider the possible health related decisions you may face in the future.

Personal Concerns:

Today's public has become aware of medical capabilities to sustain bodily functions long after many believe a quality of life acceptable to the patient has ended or even when patients and families may not

wish further treatment. You may become ill and deteriorate over weeks or months or years, or a sudden catastrophe or catastrophic illness may occur. In either case, you may become unconscious or otherwise unable to make decisions. Unless you take certain steps before that happens, you will have no control over the medical decisions that are made for you during your final days.

The following documents are authorized by the statutes of North Carolina.

A. The Living Will.

North Carolina has a law (the Right to a Natural Death Act) that says you can execute a living will and that it will be honored. In effect, when you execute a living will you state that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. A living will is simple to fill out and only requires the signature of two witnesses (who are not related to you and are not Bureau of Prison staff) and a notary public. It is a good starting place for people who want to control the end of their life. You write and sign a living will when you are mentally alert and competent. It remains effective when you can no longer direct your health care.

Living wills have limited applications. A living will executed in North Carolina may not be valid in another state since living will laws differ in virtually every state that has one.

B. Health Care Power of Attorney.

There is a better chance that your wishes expressed in your Living Will will be carried out if you discuss them in advance with your physician and with your next of kin. Even better, you can also name someone to make health care decisions for you by designating a health care agent. Your agent can be anyone you choose from your spouse or adult child to a friend or attorney. In this setting, however, it can not be another inmate or a staff member.

A durable power of attorney is a document that people have drawn up to give someone else the power to handle their business affairs for them should they become unable to act for themselves. A designation of agent for health care decisions does the same thing regarding medical care. Your agent makes health care decisions for you when you no longer can.

A Health Care Power of Attorney executed in North Carolina may not be valid in another state since Health Care Power of Attorney laws differ in virtually every state that has one.

Preparation of Health Care Documents

Social workers have pre-printed Living Will and Power of Attorney forms. They can assist you in preparing such documents and arrange for the necessary independent witnesses to be secured.

Once completed the original document will be placed in your medical record and you will be furnished a copy for yourself. You should also consider sending copies to your spouse, next of kin, or others you feel should know about the documents. Of course, your designated health care agent must be given a copy.

Revocation

You may revoke the Health Care Power of Attorney at any time. This can be done in any manner by which you are able to communicate to health care staff or other health care professionals your intent to invoke.

SEXUAL ASSAULT

It is of the greatest importance to report any sexual assault or advances to a staff member.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

Your Health Care Rights:

1. You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

Your Responsibilities:

1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. **You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.**
2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

Your Health Care Rights:

3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.
4. You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Your Responsibilities:

3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Inmate Grievance Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

Your Health Care Rights:

9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

Your Responsibilities:

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

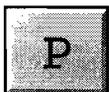
Help prevent errors in your care. Everyone has a role in making health care safe.



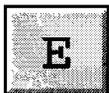
Speak up if you have questions or concerns and if you don't understand, ask again. It's your body and you have the right to know.

Don't be afraid to tell your health care provider if you think you are about to receive the wrong medication.

Don't hesitate to tell the health care professional if you think he or she has confused you with another patient.

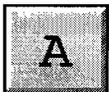


Pay attention to the care you are receiving. Make sure you're getting the right treatments and medications by the right health care professionals.



Educate yourself about your diagnosis, the medical tests you are undergoing, and your treatment plan.

Gather information about your condition. Good sources include your provider team.



Ask questions during sick call appointments and chronic care clinic appointments. Health Services and Executive staff are available to answer questions during mainline.

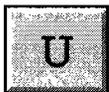


Know what medications you take and why you take them.

Ask about the purpose of the medication and ask for written information about it. Also inquire about the side effect of the medication. If you do not recognize a medication, verify that it is for you. Ask about oral medications before swallowing.

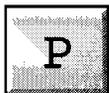
Tell your health care providers about allergies you have, or negative reactions you have had to medications in the past.

If you are taking multiple medications, ask your health care provider or pharmacist, if available, if it is safe to take those medications together. This holds true for vitamins, herbal supplements and over-the-counter drugs, too.



Understand by talking with your physician concerns about your illness.

Before you leave the Health Services Department, ask about follow-up care and make sure that you understand all of the instructions.



Participate in all decisions about your treatment. You are the center of the health care team.

You and your health care provider should reach consensus about what will be done during each step of your care.

Know who will be taking care of you, how long the treatment will last, and how you should feel.

Understand that more tests or medications may not always be better.

Additionally, you and your family are encouraged to report any safety or quality of care concerns you may have. This can be done verbally, by an inmate request to staff, or by letter to any staff member who will report your concerns to higher officials. If your concerns cannot be resolved by the institution, you and your family are encouraged to contact the Joint Commission on Accreditation of Healthcare Organizations.

MEDICAL SOCIAL WORKER

The Medical Social Worker is responsible for chairing the Compassionate Release Program, a program designed to release inmates early due to an extraordinary or compelling circumstance that was not foreseen by the Court at the time of sentencing. The Medical Social Worker also provides training to inmate volunteers in the Palliative Care Program.

In addition, the Medical Social Worker in conjunction with a social security representative provides information about government related medical benefits for patients and their families.

The Medical Social Worker is available to provide the following services: 1) crisis intervention 2) brief counseling; and 3) question and answer sessions related to community resource.

Inmates interested in receiving services from the Medical Social Worker should submit a Cop-Out directly to that social worker.

DENTAL CLINIC

The Dental Clinic is located in the Health Services Department. If you cannot locate the Dental Clinic, contact a staff member within the Health Services Department to point you in the right direction. The normal hours of operation are 7:30 a.m. to 3:30 p.m., Tuesday thru Friday, except on Federal holidays. Most inmate dental problems are handled on site and specialty dental consultation is available on a limited as needed basis, at the discretion of the Chief Dental Officer.

Urgent dental care is available through Dental sick call (tooth aches/abscesses, broken fillings, broken dentures, etc.). Dental sick call is available Tuesday, Thursday and Friday from 6:45a.m. -7:15 a.m. Inmates with urgent dental conditions that arise outside of normal hours should see the medical staff on duty for evaluation.

Routine dental care is provided on a space available basis (fillings, dental cleanings, dentures, etc.). Inmates who desire routine care should submit a Cop-Out to the Dental Department and those inmate's names will be added to the Dental Department Waiting List. Routine dental treatment is rendered on a first come, first serve, space available basis and inmates are to watch the Call-Out for times and dates of appointments. Routine questions about individual dental care issues should also be addressed to the

Dental Department by Cop-Out. Oral hygiene items (dental floss, tooth brushes, etc.) may be purchased at the commissary.

ADMINISTRATIVE REMEDY PROCESS

If you seek formal review of an issue (grievance) related to any aspect of the medical services being provided for you, provide address these issues with the Health Services Administration via Inmate Request to Staff or at Main Line. If unsatisfied with your response, you may initiate the administrative remedy process through your unit team.

CONTACT WITH THE COMMUNICATION & PUBLIC

Correspondence - In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates at FCI II Butner may be inspected by staff, and must be unsealed when deposited in the institution mailbox. The outgoing envelope must have the inmate's name, registration number, unit, and return address in the upper left hand corner.

Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

There is no mail service on weekends and holidays.

Incoming Correspondence: First class mail is distributed Monday through Friday (except holidays), and ordinarily by the evening watch officer in each living unit. Newspapers and magazines will also be delivered at this time. Legal and Special Mail will be delivered by the Case Manager or Counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

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

All inmate packages received at the institution must have prior authorization.

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

Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, attorneys and representatives of the news media.

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

A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Counselor or Case Manager. These items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself / herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Inmate Correspondence with Representatives of the News Media: An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

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

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

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Superintendent/Warden at both institutions must approve the correspondence.

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

Material that depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

Material that depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

Material that is written in code.

Material that depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

Matter which is malleable under law or postal regulations.

Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined.

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example), a mortgage or insurance business while confined in the institution.

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

Mailing of Inmate Property: Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

Release Clothing: For release clothing the inmate need to see his assigned Counselor to obtain written permission and form.

Hospital Administrative Officer: Orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.

Chaplain: wedding bands - married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones.

Associate Warden (Programs or Operations): questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

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

Change of Address/Forwarding of Mail: The Records Office will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. A Bureau change of address form will also be completed by the inmate upon his departure, and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for purposes of forwarding all general mail (opposed to Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

Certified & Registered Mail: Inmates desiring to use certified, registered, or insured mail may do so by contacting his unit counselor. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

Funds Received through the Mails: To assure the correct posting of accounts of monies received through the mail, checks and money orders must contain the inmate's name and registration number. Any checks or money orders not accepted because they are incorrectly prepared will be returned to sender with a letter of explanation. A copy of this letter will be forwarded to the inmate and a copy retained in the Mail Room.

Mail Room Open House: Open housed is conducted on Tuesday and, Thursday from 11:30am to 12:00pm.

Telephones: There are telephones in each institution for inmate use. No third party or credit card calls can be made on these lines. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

While policy specifically allows inmates to make one call every three months, in many institutions there is no specific limit on the number of phone calls that an inmate may make. It is expected that each inmate will handle his or her calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct a business. FCI-II Butner has the ITS (Inmate Telephone System), and the Collect Calling System. These systems use a Personal Access Code (PAC), which is 9 digits in length and each inmate is allowed 30 telephone numbers to call through the approval of his Unit Counselor. In order for an inmate to use the ITS System, he will have to transfer funds from his available Commissary Trust Fund to his Individual Telephone Account.

Forms to add or delete telephone numbers may be obtained normally from his Unit Counselor. Additions or deletions to the list may be submitted 3 times per month.

Inmates may purchase telephone credits directly over the telephone. Those credits will be available immediately after purchase.

Once the ITS receives and processes the form used for telephone numbers he will receive his 9 digit PAC (Personal Access Code), via his unit Counselor. The 9 digit code is considered secret to the inmate and the ITS Office.

Inmates in Disciplinary Segregation and Administrative Detention may make a call every 30 days unless they have been restricted by discipline sanctions.

Inmate Dialing Instructions: To access your telephone account for information and transfer of money to your account, dial 118 and follow the instructions.

To place a local call:

Debit: Dial the 10-digit number you wish to call and then your PAC.
Collect: Dial a 0 and then the 10-digit number you wish to call and then your PAC.

To place a long distance call:

Debit: Dial a 1 and then the 10-digit number your wish to call and then your PAC.
Collect: Dial a 0 and then the 10-digit number you wish to call and then your PAC. To place an International Call:

Debit: Dial 011 and then the country and city codes plus the number and your PAC.
Collect: To call International Collect, you must first make a debit call to the party and inform them to call US 800-530-2537 to have them establish an International Collect account. After the account is established (normally 2-4 weeks), you will be able to call International Collect to the party establishing the account. Until the account is established, your International Collect call will be denied.

To dial International Collect: Dial a 01 and then the country and city codes plus the number and your PAC.

Visiting at LSCI: Inmates at LSCI Butner are encouraged to have visits in order to maintain family and community ties. Visiting hours are Thursday and Friday from 2:30pm to 8:00pm and on Monday, Saturday, Sunday and Federal Holidays from 8:30am to 3:00pm. Visitors who arrive at LSCI Butner on Thursday and Friday after 3:15pm will not be allowed into the visiting area until after the 4:00pm count is cleared, also no visitors will be process one hour, 7:00pm, prior of visiting. During weekends and federal holidays visitors will not be process after 9:15am and to until the 10:00am count is clear, visitor will not be process 1 hour prior visiting ends on weekends and holidays. There is no visiting on Tuesdays & Wednesdays, unless a federal holiday coincide, visits will be treated at the same time of weekends. These hours are provided to inmates so they may advise their prospective visitors. Visiting is based on a point system. Each inmate is given 12 points a month. If an inmate receives a weekday visit, it counts as 1 point. If an inmate receives a weekend or holiday visit, it counts as 2 points. He may have as many visits for the month as his point total will allow. An inmate is limited to 5 adult visitors during each visit.

New inmates are asked to submit a visiting list which will be given to their Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters), will ordinarily be placed on the approved visiting list automatically. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state in which recognizes such a status. Other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor or Case Manager at least 3 weeks in advance of the intended visit. There is **NO SMOKING** at the LSCI Visiting Room area.

Holdovers and Pre-Trial inmates may be limited to immediate family on their visiting list.

All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Authorized dress will be posted locally at each facility.

Institution has limits on the number and type of articles that can be taken into the Visiting Room. Typical items that may be taken into the Visiting Room by an inmate are limited to a comb, wedding band, prescription eyeglasses, handkerchief, and religious medal. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Visitors are expected to use good taste in their dress, for example, see-through and low cut blouses, miniskirts, tank tops, military fatigues, muscle shirts, clothing with any type of logo, phrase or language that is not appropriate or offensive, short shorts, spandex wear, and form fitting clothing are not considered appropriate apparel. Shorts and dresses must be knee length or below and no open shoes will be allowed. Visitors wearing clothing that is considered to be too revealing, provocative, indiscreet or closely resembling an inmate's uniform will not be allowed into the Visiting Room until a change to appropriate clothing is made. The Front Entrance Officer will notify the Operations Lieutenant of any potential visitor considered inappropriately dressed. The Operations Lieutenant will make the final decision.

Identification of Visitors: Identification is required for visitors. These may include a State Driver's License or State I.D. Card, or two other forms of identification (Credit Cards, Social Security Card, etc.) with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc. may also be searched. Other personal articles belonging to, visitors must be placed in lockers provided by the institution or may be left in their cars.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and female sanitary napkins may be brought into the Visiting Room. No food may be brought into the visiting room, but vending equipment is located in the visiting rooms.

Inmates are not allowed to receive either coins or money for their Commissary account while in the visiting room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order.

No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

Special Visits: For special visit approvals the inmate need to submit a Request to a Staff Member Form, (COP-OUT), to his assign Unit Manager for consideration.

ACCESS TO LEGAL SERVICES

Legal Correspondence: Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name(only one attorney's name, if the legal mail contains more then one attorney's name, this one will be opened by the mail room staff), and a indication that he/she is an attorney and the front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

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

Attorney Phone Calls: In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library: The FCI II Law Library is located at the FCI II in the Education Department and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in locating material. Legal materials are also located in Special Housing. Inmates in Special Housing may request (through the Education Department), for legal materials to be checked out from the Law Library.

Notary Public: Under the provisions of 18 USC 4004, Case Managers are authorized to administer Oaths and Acknowledgments. A recent change in the law allows that a statement to the effect that papers which

an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact your Case Manager for arrangements with the institution's notary public.

Copies of Legal Materials: In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card (Inmate Commissary Card), operated machine is available in the Education Department for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to unit staff.

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

Inmate Access to Central File: An inmate may request review of disclosable portions of his central file (plus Pre-sentence Report and/or summary), prior to the individual's parole hearing. Institution staff will permit the review of the central file under procedures established locally. Any inmate desiring to review his central file should submit an Inmate Request to Staff to the Unit Team requesting access to the disclosable sections of his central file.

Inmate Access to Other Documents: An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request", to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his or her registration number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request", if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

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

imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned case manager for additional information regarding this program.

Commutation of Sentence: The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution for the Chief Executive officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned unit team. The rules governing these petitions are available in the Law Library.

A pardon may not be applied for until the expiration of at least 5 years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of 7 years is usually required.

PROBLEM RESOLUTION

Inmate Requests to Staff: The Bureau Form BP-Admin-70, commonly called a "cop-out" is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units, from the correctional officer on duty. Staff members who receive a "Cop-out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

Administrative Remedy Process: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-229 to the staff member designated by the Warden, who will review the material to insure an attempt at informal resolution was made. The BP-229 complaint must be filed within 15 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 15 calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional 15 calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within 48 hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional office within 20 calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days if the inmate is notified. In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

Statement of Facts
Grounds for Relief
Relief Requested

<u>Time Limits (in calendar days):</u>	<i>Filing</i>	BP-229: 15 days of incident BP-230: 20 days from BP-9 response BP-231: 30 days from BP-10 response
	<i>Response</i>	<i>Extensions</i>
	BP-229: 15 days BP-230: 30 days BP-231: 30 days	BP-229: 15 days BP-230: 30 days BP-231: 30 days

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

DISCIPLINARY PROCEDURES

Discipline: It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committees

(UDC) and, for more serious violation, the Disciplinary Hearing Officer (DHO). 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 his rights and responsibilities.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

RESPONSIBILITIES

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
 2. You have the right to be informed of the rules, procedures, and scheduled concerning the operation of the institution.
 3. You have the right to freedom of religious affiliation, and voluntary religious worship.
 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
 5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
1. You have the responsibility to treat others, both employees and inmates, in the *same* manner.
 2. You have the responsibility to know the rules and abide by them.
 3. You have the responsibility to recognize and respect the rights of others in this regard.
 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
 5. 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.
 6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
 7. It is your responsibility to use the services of an attorney honestly and fairly.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
 10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, 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.

TIME LIMITS IN DISCIPLINARY PROCESS

1. Staff becomes aware of inmate's involvement in incident.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering incident report.

maximum ordinarily of 3 work days from the time staff became aware of the Inmate's involvement in the incident. (Excluding minimum of 24 hours the day staff became (unless waived) aware of the inmate's involvement, weekends, and holidays).

3. Initial Hearing (UDC)

4. Discipline Hearing Officer (DHO) Hearing:

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

Staff may suspend disciplinary proceedings for a period not to exceed 2 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 suspended. The time requirements then begin running again, at the same point at which they were suspended.

GREATEST CATEGORY

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

<i>PROHIBITED ACTS</i>		<i>SANCTIONS</i>	
100	Killing	A.	Recommend parole date rescission or retardation.
101	Assaulting any person (includes 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)	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).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1	Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary 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 through E - cannot be the only sanctions executed).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	G.	Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction execute
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)

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

	<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
109	(Not to be used)	Sanctions A thru G
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 for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) 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. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)]
HIGH CATEGORY

<i>PROHIBITED ACTS</i>		<i>SANCTIONS</i>	
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A.	Recommend parole date rescission or retardation.
		B.	Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person		
202	(Note to be used)		
203	Threatening another with bodily harm or any other offense	B.1	Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C.	Disciplinary Transfer (recommend).
205	Engaging in sexual acts	D.	Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E.	Make monetary restitution.
207	Wearing a disguise or a mask	F.	Withhold statutory good time
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G.	Loss of privileges: commissary, movies, recreation, etc.
		H.	Change housing (quarters)
		I.	Remove from program and/or group activity
209	Adulteration of any food or drink	J.	Loss of job

210	(Not to be used)	K.	Impound inmate's personal property
211	Possessing any officer's or staff clothing	L.	Confiscate contraband
212	Engaging in, or encouraging a group demonstration	M.	Restrict to quarters
213	Encouraging others to refuse to work, or to participate in a work stoppage		
214	(Not to be used)		

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

	<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
215	Introduction of alcohol into BOP facility	Sanction A thru M
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or 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 the 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 breathe 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)

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

PROHIBITED ACTS

SANCTIONS

- 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 in code).
- 298 Interfering with a staff member in the performance of duties. (Conduct must be of the 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

Sanctions A thru M

used only when another charge of high severity is not applicable.

TABLE 3 (Cont'd)
MODERATE CATEGORY

<i>PROHIBITED ACTS</i>		<i>SANCTIONS</i>	
300	Indecent Exposure	A.	Recommend parole date rescission or retardation.
301	(Not to be used)		
302	Misuse of authorized medication	B.	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized		
304	Loaning property or anything of value for profit, increased return	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C.	Disciplinary Transfer (recommend).
306	Refusing to work, or to accept a program assignment	D.	Disciplinary segregation (up to 15 days).
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)	E.	Make monetary restitution.
		F.	Withhold statutory good time.
		G.	Loss of privileges: commissary, movies, recreation, etc.
		H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
		J.	Loss of job.
308	Violating condition of a furlough	K.	Impound inmate's personal property.
309	Violating condition of a community program	L.	Confiscate contraband.
310	Un-excused absence from work or any assignment	M.	Restrictions to quarters.
311	Failing to perform work as instructed by the supervisor	N.	Extra duty.

- 312 Insolence towards a staff member
- 313 Lying or providing a false statement to a staff member

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

<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	Sanctions A thru N
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

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

<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	Sanctions A-N
331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332 Smoking where prohibited	
397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession 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. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	

TABLE 3 (Cont'd)
LOW MODERATE CATEGORY

<i>PROHIBITED ACTS</i>		<i>SANCTIONS</i>	
400	Possession of property belonging to another person	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	Not to be used		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation	E.	Make monetary restitution.
*406	Not to be Used *	F.	Withhold statutory good time.
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	G.	Loss of privileges: commissary, movies, recreation, etc.
		H.	Change housing (quarters).
		I.	Remove from program and/or group activity.
408	Conducting a business	J.	Loss of job.
409	Unauthorized physical contact (e.g., kissing, embracing)	K.	Impound inmate's personal property.
*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)	L.	Confiscate contraband.
		M.	Restrict to quarters.
		N.	Extra duty.
		O.	Reprimand.
		P.	Warning.

TABLE 3 (Cont'd)
LOW MODERATE CATEGORY (Cont'd)

	<i>PROHIBITED ACTS</i>	<i>SANCTIONS</i>
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). *	Sanction A thru P
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>) 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 security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

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

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

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

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent them if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals for UDC actions are made to the Warden (BP-229). Appeals of DHO actions are made to the Regional Director (BP-230), and the General Counsel (BP-231). On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its, decisions on substantial evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

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

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

Disciplinary Segregation is used as sanction for violations of Bureau Rules and Regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of nonlegal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. Unit staff will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

RELEASE

Sentence Computation: The Inmate Systems Department is responsible for the computation of inmate sentences. An inmate will be given a copy of his or her sentence computation as soon as it is prepared. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

Fines & Costs: In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means that the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs.

Detainers: Warrants (or certified copies of Warrants), based on pending charges, over-lapping, consecutive, or unsatisfied sentences in Federal, State, or Military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Un-vested GCT will be available for forfeiture (as with old law inmates). The DHO may apply GCT dis-allowances and forfeitures as follows: For a GED UNSAT VCCLEA sentence and PLRA sentence, all GCT for the current year may be disallowed and for forfeited for all prior years not vested. For VCCLEA sentences that change from GED UNSAT to a non-GED UNSAT status, the DHO may disallow GCT for the current year but he may not forfeit for prior years.

VCCLEA inmates convicted of violent offenses and all PLRA inmates must demonstrate exemplary compliance with institution disciplinary regulations in order to earn GCT. In disciplinary proceedings for VCCLEA violent and PLRA inmates the DHO must:

- ▶ disallow at least 41 days of GCT for 100 level violations
- ▶ disallow at least 27 days of GCT for 200 level violations
- ▶ disallow at least 14 days of GCT for 300 level violations
- ▶ and ordinarily disallow 7 days on the third act of a 400 level

THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.

Good Time: "Good Time", awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence - that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of good time does not in itself advance the offender's release date. It has that effect only if the offender would not otherwise be paroled before the mandatory date.

The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however. Even when it is, the extent of the benefit to the offender may not be equivalent to the good time earned.

Statutory Good Time: Under 18 U.S. Code 4161, an offender sentenced to a definite term of 6 months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

*Not greater than one year - 5 days for each month of the not less than 6 months or more than one year sentence;

- ▶ More than 1 year, less than 3 years - 6 days for each month of the stated sentence
- ▶ At least 3 years, less than 5 years - 7 days for each month of the stated sentence
- ▶ At least 5 years, less than 10 years - 8 days for each month of the stated sentence
- ▶ 10 years or more - 10 days for each month of the stated sentence.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

If the sentence is for 5 years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he or she has served two-thirds of the sentence, unless the Commission determines that he or she has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he or she will commit a crime. For offenders serving sentences of 5 to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly 6 months; a shorter period does not qualify for good time under the statute, and a longer period cannot be part of a split sentence.

THE FOLLOWING APPLIES ONLY TO INMATES SENTENCED FOR AN OFFENSE COMMITTED PRIOR TO NOVEMBER 1, 1987.

Extra Good Time: The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or Camp. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the Disciplinary Hearing officer may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The Disciplinary Hearing officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to re-commence. A "disallowance" means that an inmate does not receive an extra good time award for only one calendar month. A "disallowance" must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which extra good time has been disallowed or terminated.

Community Corrections Center Good Time: Extra good time for an inmate in a Federal or contract Community Corrections Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Lump Sum Awards: Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of extra good time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

No award will be approved if the award would be more than the maximum number of days allowed under Code 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned

will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons:

An act of heroism;

Voluntary acceptance and satisfactory performance of an unusually hazardous assignment;

An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters;

A suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or,

Any other exceptional or outstanding service.

Good Time Procedures Extra good time is awarded at a rate of 3 days per month during the first 12 months, and at the rate of 5 days per month thereafter (i.e., the first 12 months, as stated, means 11 months and 30 days Day for Day - of earning extra good time before an inmate can start earning 5 days per month. For example, if an inmate were to stop working, transfer from Industry to an institution job, or if good time was terminated for any reason, the time that the inmate is not earning good time does not count in the calculation of the first 12 months). If the beginning or termination date of an extra good time award occurs after the first day of the month, a partial award of days is made. An inmate may be awarded extra good time even though some or all of the inmate's statutory good time has been forfeited or withheld.

Extra good time is not automatically discontinued while an inmate is hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra good time may be terminated or disallowed during such absences if the Warden finds that the inmate's behavior warrants such action.

An inmate committed for civil contempt is not entitled to extra good time deductions while serving the civil contempt sentence.

An inmate in an extra good time earning status may not waive or refuse extra good time credits.

Once extra good time is awarded, it becomes vested and may not be forfeited or withheld or, retroactively terminated or disallowed.

Parole: Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of 10 years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Counselor prior to the time of the

scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a Parole Hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at FCI Butner once per quarter. Parole Hearing Schedules are posted on the unit bulletin boards..

Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager or Counselor.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiners must be confirmed by the Regional Commissioner in Atlanta. This confirmation usually takes 3 to 4 weeks and is made through the mail on a form called a "Notice of Action." This decision may normally be appealed by the inmate. Forms for appeal may be obtained from your Case Manager. If granted a presumptive parole date (a parole date more than 8 months following the hearing), a Parole Progress Report will be sent to the Parole Commission eight months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate must have an approved parole plan prior to being released on parole. The proposed plan is submitted by the unit team to the U.S. Probation Officer for approval. Upon receipt of an approved plan, the unit team will request that the Parole Commission issue the necessary parole certificate which authorizes the inmate's early release on parole.

Residential Reentry Programs:

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program. All inmates will be reviewed under the Second Chance Act for RRC placement.

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

Community Corrections have 3 major emphases: residential community-based programs provided by community corrections centers and local detention facilities, programs that provide intensive

nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

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

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

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

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

Those serving short sentences of imprisonment and terms of community confinement.

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

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

Curfew Parole, Community Control Program, and Home Confinement: In addition to placement in a community corrections center, you will also be evaluated for the Home Confinement Program, Community Control Program (Electronic Monitoring) or the Curfew Parole Program (House Arrest). The eligibility requirements for these programs will be discussed with you by members of your unit team. All inmates will be reviewed under the Five Factor Review of the Second Chance Act. Under the act an inmate may be considered for a placement of up to 12 months in a RRC. However, The Bureau views six months as an appropriate transition period for inmates to reintegrate to the community. For a placement over six months the Warden would make a written recommendation to the Regional

Director for approval. The maximum length of placement for home confinement is still not to exceed 10% of the inmates sentence.

PET POLICY

Our general population and mental health population will not be permitted to accommodate pets in the Institution under any circumstances. This is a safety precaution based on sanitation, disease control, and space limitations. Pets include dogs, cats, birds, mice/rats, bugs, snakes, frogs, and any other such creatures. Anyone in possession of a pet is subject to disciplinary action. In addition, feeding the birds is a violation of our local policy.

SMOKING POLICY

The Low Security Correctional Facility is SMOKING & TOBACCO FREE.

CLOSING

Hopefully this information will assist you in your first days in Federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff. For individuals who are not yet in custody, and who have been given this book to prepare for commitment, the Bureau's Community Corrections Manager, or the staff at the institution to which you have been designated, can clarify your concerns.

Butner, North Carolina

Visiting at LSCI: Inmates at LSCI Butner are encouraged to have visits in order to maintain family and community ties. Visiting hours are Thursday and Friday from 2:30pm to 8:00pm and Monday, Saturday, Sunday and Federal Holidays from 8:30am to 3:00pm. Visitors who arrive at LSCI Butner on Thursday and Friday after 3:00pm will not be allowed into the visiting area until after the 4:00pm count is cleared, on weekends and federal holidays visitors will not be process 9:15am, and after the 10:00am count is cleared and no visitors will be process one hour, 2:00pm, prior of visitation termination. There is no visiting on Tuesdays or Wednesdays, unless a federal holiday coincide, visits will be treated at the same time of weekends. These hours are provided to inmates so they may advise their prospective visitors. Visiting is based on a point system. Each inmate is given 16 points a month. If an inmate receives a weekday visit, it counts as 1 point. If an inmate receives a weekend or holiday visit, it counts as 4 points. He may have as many visits for the month as his point total will allow. An inmate is limited to 3 adult visitors during each visit.

There will be no visiting on Tuesday or Wednesday, unless a national holiday coincides. Holidays are: New Year's Day, Martin Luther King's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. On weekends and holidays, no visitors will be processed after 9:15am, and until the institution's count has been cleared. Inmates may not enter the Visiting Room after 9:30am, until a clear institutional count has been announced. Also, no visitors will be accepted one (1) hour before the regular termination time (2:30pm on weekdays, weekends and holidays). Visitors denied entrance and those who have provided transportation assistance to visitors are not permitted to remain on institution grounds.

Except in unusual cases, members of the immediate family (father, mother, stepparents, foster parents, brothers, sisters, wife, and children) are placed on the inmate's visiting list. Other relatives, such as grandparents, uncles, aunts, in-laws, and cousins may be placed on the approved list if the inmate wishes to have them visit regularly. The visiting privilege may be extended to friends and other non-relatives if the inmate establishes that the association or friendship is a genuinely constructive one and that he would benefit from continued contact. There also must be proof that the relationship was established prior to the inmate's incarceration.

Visiting at LSCI is open and is accomplished in a comfortable setting. Weekend and holiday visits are restricted to the following: Four weekend/holiday day visits will be allowed per month. Visiting limitations may be imposed due to overcrowding and/or inclement weather. A maximum of three people are permitted to visit an inmate at one time (excluding children under 16 years of age). Exceptions must be approved, in advance, by the inmate's Unit Team. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian or immediate family member at least 18 years of age prior to visitation. Additionally, visitors are prohibited from bringing animals on institutional grounds unless the animal is a dog that assists disabled persons.

All children under the age of 16 must be accompanied by a responsible adult. Visitors should keep children in their company and within reach at all times and will be responsible for their conduct and behavior. Loud crying, misbehaving, running, throwing toys and other objects will not be tolerated and may result in the visit being terminated.

Visitors are expected to use good taste in their dress. The Front Entrance and Visiting Room Officers will ensure that all visitors are dressed appropriately. For example, no see-through and low cut blouses, tank tops, military fatigue clothing, miniskirts, muscle shirts, short-shorts, form fitting clothing, no clothing that has logos, phrases, language that is inappropriate or offensive and spandex wear are not considered appropriate apparel. Dresses and shorts must be knee length or below. Visitors wearing clothing that is considered to be too revealing,

provocative, indiscreet, and inappropriate will not be allowed into the Visiting Room until a change to appropriate clothing is made. No visitor will be allowed entrance if wearing khaki clothing closely resembling an inmate's uniform. The Operations Lieutenant has the authority to make final determination as to the appropriateness of the visitor's dress.

All visiting shall be conducted in a quiet, orderly, dignified, and courteous manner so that all visits will be enjoyable. Handshaking and a brief kiss and embrace may be exchanged by inmates and their visitors at the beginning and end of each visit. During the visit, crossing legs with each other, kissing, fondling, and other actions that would bring embarrassment to others will result in termination of the visit and immediate suspension of all visits pending results of the disciplinary proceedings. Also, any loud, boisterous talking and profanity will not be tolerated.

Inmates are furnished all necessities, and visitors will not bring any inmate any article or gift. Cameras and tape recorders are not permitted in the visiting area. Inmates will not be permitted to sign or exchange any papers during the visit; therefore, visitors will not be permitted to bring such papers to the visiting area. Any papers or documents requiring an inmate's signature can be mailed to the inmate through normal postal channels.

Visitors are not allowed to bring food into the visiting area (except baby food for infants). Visitors are allowed to bring in a maximum of twenty (\$20) dollars (broken down in \$5 and \$1 dollar bills, quarters, dimes, and/or nickels only) into the Visiting Room. There are coin operated vending machines in the Visiting Room for your convenience. You may purchase items from these machines for yourself and the inmate you are visiting. The items purchased for the inmate must be consumed in the Visiting Room, as inmates are not allowed to take anything from the visiting area to their Units. Visitors may bring small coin or clutch type purses (preferably clear plastic) into the visiting area; large purses, wallets, cases and bags are not permitted in the visiting area and may be stored in the lockers in the Administration Building or left in your locked car. Clear plastic (see-through) bags are approved and encouraged. Other items not allowed include: pocket knives, pepper gas spray, cameras, tape recorders, radios, pens and pencils, umbrellas, papers, newspapers and magazines, credit cards, photographs, cosmetics, gum or candy, cigarettes, cigarette lighters or matches, toys, games, pagers, cell phones, and cards.

The following baby items are allowed for children three (3) years of age or younger: 3 clear plastic bottles (with or without liquid), 3 sealed jars of baby food, 1 baby spoon, 1 pacifier, 2 baby blankets (no sleeping bags, large blankets or pillows), 5 diapers, 1 sealed bottle of baby lotion, 1 sealed bottle of baby powder, 1 sealed package of baby wipes, 1 change of clothing, and 1 teething toy. No strollers or baby carriers are allowed; carriers are provided.

All visitors will be required to sign into the institution upon arrival. Visitor's must present either of the following types of identification: (1) photographic piece of identification (drivers license or other photographic identification) or (3) pieces of identification containing the visitor's signature.

Mexican consular identification cards (matriculas consulares) are not accepted as a valid form of identification.

Once a visitor enters the Visiting Room and begins a visit with an inmate, the visitor may not leave the Visiting Room for any reason (e.g., may not return to the parking lot). If the visitor does leave the Visiting Room prior to actually completing the visit, the visit will be terminated.

The Low Security Correctional Facility, Butner, North Carolina, has every desire to make your visit as pleasant as possible. In the event of a family emergency special visits can be arranged by contacting the inmate's Unit Team. Should you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager or Case Manager.

Any effort to circumvent or evade the visiting regulations of the Federal Correctional Institution may result in termination of the visit and the denial of future visits.

Additionally, it may lead to disciplinary action against the inmate or court proceedings against the inmate and/or visitor in accordance with Title 18, USC, Sections 1791 and 3571 which provide for a penalty of imprisonment for not more than twenty years, fine of not more than \$250,000 or both.

Smoking: The Federal Correctional Complex at Butner is SMOKING & TOBACCO FREE Institutions.

For your convenience, telephone numbers for taxi service in the Durham area are provided:

Airport Express Limousine Service.....596-2361
Associated Cab Company.....682-0437
Broadway-Yellow Cab Company.....682-6111
Pine Street.....688-1394

Driving Directions:

Driving instructions from Raleigh to the Federal Correctional Complex at Butner: US 70 West to US 70 by pass. Take the by pass for 2.1 miles to Geer Street exit (I85 North sign). Turn right on Geer Street and proceed 1.7 miles to Club Boulevard. Turn left on Club Boulevard and proceed .3 miles to the I-85 on ramp. Take I-85 North 9 miles to exit 189. Turn left on Central Avenue. Proceed straight on Central Avenue to Veazey Street. Turn right onto Veazey Street. Proceed to stop sign and at the stop sign turn left onto Old Highway 75. Proceed 1 mile and to FMC and follow to FCI II Butner.

Driving instructions from Durham to the Federal Correctional Complex at Butner: Take I-85 North to exit 189. Turn left onto Central Avenue. Proceed straight on Central Avenue to Veazey Street. Turn right on to Veazey Street. Proceed to stop sign and at the stop sign turn left onto Old Highway 75. Proceed 1 mile and FCI II Butner.

The following Motels are located in the area of Butner, North Carolina for your convenience if you decide to stay overnight:

Comfort Inn / 919-528-9296
Econo Lodge / 919-575-6451
Holiday Inn / 919-575-5942
Ramada Limited / 919-575-6565

PUBLIC NOTICE

The Federal Correctional Complex in Butner, NC is accredited by the Joint Commission on Accreditation of Healthcare Organizations under Hospital and Ambulatory Care Standards. Joint Commission Surveys will no longer be announced.

The rationale for unannounced surveys focuses on being prepared for the next patient, focuses the shift to operational systems and patient care processes. The survey results will be used to determine whether, and the conditions under which, accreditation should be awarded to the organization.

Joint Commission standards deal with organizational quality, safety-of-care issues, and the safety of the environment in which care is provided. If you have a concern regarding patient care and safety in the organization, you are encouraged to contact the organization's management. If the concerns in question cannot be resolved at this level, you may contact the Joint Commission. Such concern(s) should be addressed

to:

Division of Accreditation Operations
Office of Quality Monitoring
Joint Commission on Accreditation of Healthcare Organizations
One Renaissance Boulevard
Oakbrook Terrace, Illinois 60181