

FCC Forrest City
Admission and Orientation Handbook
July 21, 2026



Federal Bureau of Prisons Mission Statement

Corrections professionals who foster a humane and secure environment and ensure public safety by preparing individuals for successful reentry into our communities.

S. Gibson

S. Gibson, Acting Complex Warden

**ADMISISON AND ORIENTATION HANDBOOK
FEDERAL CORRECTIONAL COMPLEX
FORREST CITY, ARKANSAS**

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INTRODUCTION

Welcome to the Federal Correctional Complex (FCC), Forrest City, Arkansas. This complex consists of a Medium Security Institution, Low Security Institution, and a Satellite Prison Camp (SPC). The purpose of this handbook is to provide you with general information regarding the Bureau of Prisons as well as items which may be specific to FCC Forrest City. The primary mission of FCC Forrest City is to foster a humane and secure environment and ensure public safety by preparing individuals for successful re-entry into our communities. The Admission and Orientation (A&O) Program and the A&O Handbook has been prepared to assist you in adjusting to this institution. The handbook should be maintained with your personal property and used as a reference guide and tool to answer basic questions during your tenure at this institution.

During the A&O Program, you will receive a presentation from each department of this institution. This presentation is to inform you and familiarize you with the rules and procedures of each operation. Armed with the knowledge of what you can use to improve yourself, your participation in programs and your adherence to all rules and regulations will create a very positive environment.

Intake

You will be screened by Bureau of Prisons' employees to ensure that health, safety, and security standards are met. Before being placed in the general population, social and medical screening interviews are conducted. You are provided with a copy of the institution's rules and regulations, which include information on your rights and responsibilities. You are also assigned to a specific Unit Team and housing unit.

Orientation

The A&O Program consists of two distinct components: Institution A&O and Unit A&O. Within four weeks of arrival, you will be placed on call-out, which is posted daily in each housing unit, to report to the institution Chapel to participate in the Institutional A&O. While in this portion of the A&O Program, you will learn about the programs, services, policies, and procedures regarding the institution. You will also hear lectures from staff regarding their specific programs and departments. Upon completion of the Institutional A&O Program, you will be assigned to an appropriate work assignment, provided you are medically cleared to do so.

During the Unit A&O Program, you will receive an overview of each unit employee's role and procedures. Unit employees will present their sections of the orientation process within seven calendar days after your arrival into their assigned unit. If you are reassigned to another building within the institution for any reason, you will be provided unit orientation within seven calendar days after your arrival in the reassigned unit. Only those topics which are unique to the unit or differ from procedures in other units will be addressed during these A&O Programs.

Orientation Literacy and Translation

FCC Forrest City employees will assist the population when a literacy problem exists and employees will utilize all available translation resources for the non-English speaking population.

Classification Teams (Unit Teams)

FCC Forrest City is organized into a unit management system. A unit is a self-contained living area that includes both housing sections and office space for unit employees. Each unit is staffed by a Unit Team directly responsible for those living in that unit. Unit offices are located in the housing units for accessibility. A Unit Team typically includes one Unit Manager, one Case Manager, one Correctional Counselor, and one Unit Secretary. When available, an education advisor and the Unit Officer are to participate in your program review and are considered members of the Unit Team.

Generally, resolutions of issues or matters of interest are more 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 your unit team will be at the institution, weekdays from 7:30 a.m. to 4:00 p.m. and 7:30 a.m. to 4:00 p.m. on weekends and holidays.

The Unit Team members usually schedule their work hours in such a manner that at least one (1) Unit Team member will be available at times when you are not working. A copy of your unit team's work schedule is posted on the unit bulletin board, along with the designated open-house hours when they are available to address your concerns. The housing units are named in alphabetical fashion.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager

The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He or she is a department head at the institution and has a close working relationship with other departments and personnel. As "chairperson" of the Unit Team, the Unit Manager reviews all Unit Team decisions and ordinarily chairs the Unit Discipline Committee (UDC).

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 supervised by the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the UDC.

Correctional Counselor

The Correctional Counselor provides inmates with counseling and guidance in the areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a major role in all segments of unit programs. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Correctional Counselor holds major responsibility for the security, safety, and sanitation of the unit. He or she is also responsible for creating and maintaining inmate visiting lists. The Correctional Counselor is a frequent member of the UDC.

Unit Secretary

The Unit Secretary performs clerical and administrative duties. Additionally, the Unit Secretary will make the transportation arrangements for an inmates transfer to a Residential Reentry Center (RRC) or release to the community.

Unit Officer

The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of institution rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in the 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, Lieutenants, and the Captain (Chief Correctional Supervisor) during his or her unit assignment.

Communications

The unit bulletin boards and electronic bulletin boards contain written communication of interest to inmates, as well as unit staff members' work hours. Unit Managers may use town hall meetings at his or her discretion to foster improved communications. Each unit maintains open-house hours in order to address inmate concerns. The open-house hours are posted in each unit.

Initial Classifications/Program Reviews

Each newly committed inmate will be scheduled for initial classification within 28 days of arrival. An inmate who returns as a parole, mandatory, or supervised release violator shall also be scheduled for initial classification within 28 days after arrival. Program reviews will be held every 90 days for those inmates within 12 months of release and every 180 days for inmates with more than 12 months remaining until release. These are held by the Unit Team to review programs, work assignments, transfers, custody, institution adjustment, etc. During these reviews, inmates have the opportunity to meet with all members of the Unit Team and address issues of mutual concern.

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. The Bureau of Prisons' reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmate's chances of a successful reentry upon release.

It is imperative at initial classification (Team) inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmate's chances of a successful reentry. Each time an inmate goes to team, he will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmates Work Detail Supervisor, and the Inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a social security card. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare, etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits so you may determine your eligibility and begin both the application process, if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment, and housing information, as well as potential benefits information.

Town Hall Meetings

Town hall meetings are scheduled by the Unit Manager as necessary. These meetings are held to make announcements and to discuss changes in policy and procedures for the unit and within the Bureau of Prisons.

Treaty Transfers for Non-US Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmates home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program. In addition, this information is located on the bulletin boards found in each unit.

Foreign Consular

The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

DAILY INMATE LIFE

Sanitation

It is the inmate's responsibility to check his cell/cubicle immediately after being assigned there and to report any damage to the Unit Officer. An inmate may be held financially liable for any damage or contraband found in his cell/cubicle. Each inmate is responsible for making his bed in accordance with regulations before work call or when he leaves the area (including weekends and holidays). Each inmate is also responsible for sweeping, mopping, and cleaning his personal cell/cubicle, removing trash, and ensuring it is clean and sanitary. Cleaning supplies will not be stored in cell/cubicle. 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. Wax will not be used for any cell/cubicle floors. Any inmate found using wax in their assigned cell/cubicle will be issued an incident report.

Monday through Friday, from 6:45 a.m. until 4:00 p.m., inmates outside of their assigned units (this includes all job assignments, mainline, educational activities, etc.) must be fully dressed in the appropriate issued uniform including work boots. All shirt tails will be kept tucked inside the waistband, and all uniforms must be the accurate size for each inmate. No sagging, bagging, sweat or casual clothing will be worn over the issued khaki attire. Khaki attire will be required for both breakfast and lunch, Monday through Friday. "Leisure" attire will be authorized in the dining hall for the evening meal, weekends, and holidays. All shirts must be tucked in when outside the unit, except when on the recreation yard. No hats and/or sunglasses are permitted to be worn inside buildings or under covered walkways. Approved religious head wear may be worn inside the dining hall.

EMS/Recycling Expectations

EMS is Environmental Management Systems. It is an organization's commitment to environmental protection and pollution prevention. The goal of the EMS is to recognize which activities and operations have significant effects on the environment. This is referred to as Aspects and Impacts. The local EMS Committee has established a comprehensive environmental awareness and pollution prevention program designed to:

- Procure items that promote recycling and source reduction.
- Implement waste reduction and conservation initiatives.
- Establish cost-effective recycling programs which involve all employees and inmates.
- Implement Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition."

Recycling efforts at FCC Forrest City include the recycling of plastics, aluminum cans, paper, cardboard, tin cans, batteries, wood, cans, batteries, and various metals. Recyclable materials will be separated at the source of generation and all inmates must place such waste in the designated recycling collection containers, as appropriate.

- Monitor compliance and conformance to environmental laws and standards.

- Evaluate and consistently identify environmental aspects of FCC Forrest City activities, products, and services in order to determine those that may have a significant impact on the environment.

Fire Drills

Fire and emergency key drills will be conducted at least once each quarter in each area of the institution. Housing units will conduct fire and emergency key drills on each shift, rotating each quarter. All inmates will evacuate the building in a timely fashion when advised to do so. Evacuation plans are posted throughout the institution in each building. Fire extinguishers and other life safety devices are for emergency use only. Fire sprinkler pipes are not to be used as exercise equipment. Pull ups or any other activities are prohibited. Any misuse or intentional false alarms will result in disciplinary actions and/or loss of unit privileges.

Laundry Services

Government issued clothing will be laundered weekly. A laundry schedule is posted on the TRULINCS bulletin board. Clothing/linen exchange information is also available in the institution's Laundry Department. The complex has centralized laundry operations to launder both institution issued and personal clothing.

Barber Shop

Inmates are permitted to wear their hair in any style they choose, provided the appearance is neat and clean. No designs or logos may be cut into an inmate's hair. Inmates may report to the Barber Shop during their scheduled non-duty hours. All haircuts are free of charge.

Wake-Up

General wake-up for all inmates at FCC Forrest City is 6:00 a.m. 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. Work-call for institution work assignments is ordinarily 7:30 a.m. for all inmates at FCC Forrest City. It is the inmate's responsibility to leave the unit for work. Inmates who are late for work are subject to disciplinary action.

Unit Assignments

Inmates are assigned to specific housing units and are not permitted to enter any other unit. The sidewalks leading to the individual units are out-of-bounds areas for Inmates not assigned to that specific unit. Violations will be cause for disciplinary action. Inmates are authorized to visit members of their Unit Team in instances where the staff member is located in another unit. For example, an inmate living in B1 Housing Unit is permitted to be in the C1 Housing Unit if he is waiting to see his Unit Manager in the office located downstairs. In these instances, inmates are required to wait outside the unit staff area prior to being seen and must advise the Unit Officer of their presence in the unit.

QUARTERS RULES

In order to minimize maintenance costs, FCC Forrest City imposes reasonable regulations on inmate conduct and furnishings in the housing units. Uniform inspections and searches are conducted to maintain the orderly running of the institution. Unit Officers and Unit Team staff inspect cells/cubicles daily. Inmates who are unable to maintain safety and sanitation compliance will be subject to disciplinary action.

- Pictures, calendars, etc., cannot be posted on walls, outside the lockers, or on the beds. Nude or inappropriate pictures may not be posted anywhere. Additionally, light fixtures and the cell windows must be kept clear at all times. Under no circumstances should any article be placed over light fixtures or in the cell windows to block the view of the room.
- Beds will be made each weekday prior to work-call. On the weekend, beds will be made when inmates are awake or gone from their cell/cubicle. All beds are to be made daily in the prescribed manner. Beds will be made with a white collar (approximately 6") folded 18" from the head of the bed with hospital corners. An example is posted on the bulletin boards in the housing units. At no time will a mattress be removed from a bunk and placed on the floor. Additionally, blankets, sheets, or articles of clothing may not be placed on the floor as a rug. If a room is not acceptable, corrective action, including incident reports and placement in an undesirable bed assignment, can be expected.
- Inmates will not paint or alter the surface of cell/cubicle walls.
- Television viewing will be permitted from 6:00 a.m. until 10:00 p.m. daily at the SPC, and Medium Security Institution and until 11:00 p.m. at the Low. On weekends, at the SPC and Low Security Institution television viewing will be permitted until midnight.
- Religious prayer rugs will be neatly folded and stored inside the locker.
- Writing on walls, ceilings, floors, corkboard, lockers, beds, chairs, or desks is strictly prohibited.
- The use of buffers in inmate rooms is also prohibited.
- No items are to be placed in vacant lockers or on vacant beds. Any items found in a vacant locker or on a vacant bed will be considered contraband and will be confiscated.
- Orderlies work a 40-hour week and are responsible for the unit's sanitation. However, everyone is responsible for cleaning up after themselves. Each inmate is responsible for the cleaning and sanitation of his cell/cubicle. Trash and wastebaskets are to be emptied prior to work-call each day.
- 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. A shower for this purpose is designated in each unit.
- NOTHING, to include food items, may be brought into or removed from the dining hall.
- Steel-toed safety shoes must be worn to work in required areas, including unit orderlies.

- Inmates may play cards and approved games during established hours, provided appropriate noise levels are maintained.
- Personal radios may be played in cell/cubicle, but headphones must be used.

Personal Property Limits

Pursuant to the Bureau of Prisons' Program Statement in regard to Inmate Personal Property, property is limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The amount of personal property authorized for each inmate is limited to those items which can be neatly and safely stored in the locker. This includes commissary items. Locks may be purchased in the institution's Commissary Department. Limited space may also be available under the bed for footwear only. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Special Purchase Items

Special purchase items will only be authorized if they can be contained in the storage area provided for personal property.

Legal Materials

Inmates are authorized to maintain legal materials and supplies which are necessary for their own legal actions. To ensure legal materials do not become a security or housekeeping hazard, a limit must be established for storage in the inmate's cell/cubicle. Legal material which does not fit within an inmate's locker may be stored in the unit's legal property storage area. Inmates are to make arrangements with their respective Correctional Counselor for storage of legal materials needed for ongoing litigation.

Hobby Craft Materials

No hobby craft materials, other than those authorized by the Recreation Department for unit-based hobby craft activities, are authorized within the units. Disposal of completed hobby craft work must be arranged immediately after completion. Hobbycraft items and materials will not be accepted from other institutions. Hobbycraft items and materials must be ordered via SPO from an approved vendor.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of magazines and newspapers that can be stored in his locker. Nothing is to be tacked, stapled, or taped to any surface within the cell/cubicle. Pictures may be displayed on corkboards above the desks.

Low Security Institution - No items are to be on the desktop. Only one picture and one religious book is authorized on top of the lockers.

Medium Security Institution - No items are to be on the desktop. No items are to be on top of the lockers.

SPC - No items other than one religious book is authorized on the desktop. Only one picture is to be on top of the lockers. One clock and one large clear water mug.

Radios, MP3 Players and Watches

An inmate may not own or possess more than one (1) approved radio/MP3 player and/or one (1) watch at any one time. Proof of ownership, through appropriate property receipts or commissary sales receipt will be required. Radios with a tape recorder and/or tape player are not authorized. Radios/MP3 player will have the inmates register number.

Jewelry

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

Clothing

Civilian clothing of any type (except for athletic apparel and approved items) is not authorized. All issued clothing, except socks and underwear, is stamped with a registration number and should be neatly stored in the individual's locker. Individual washcloths and towels are also issued to inmates. A limited number of personal sweatshirts, sweatpants, and authorized footwear is permitted. Footwear is to be neatly aligned on the floor beneath the bed.

Food Storage

Food items that are left open create a health hazard. These items must be properly sealed at all times. Containers may only be used to store the original contents.

COMMISSARY

Inmate funds are retained electronically by the institution in a trust fund account from which the inmates may spend in the institution's Commissary Department. FCC Forrest City utilizes a computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

The Commissary Departments access time for inmates is scheduled on a rotating basis. The scheduled hours are posted in the housing units and outside the Commissary Department. Procedures for receiving funds from the outside are also posted. Borrowing commissary items from other inmates is not authorized. At the SPC/Low/Medium facilities, the inmates are assigned a shopping day based on the 4th and 5th digits of their register number. Inmates may shop in the morning or during the noon sales of their designated shopping day.

Upon release, accumulated institution earnings and monies sent from outside sources are given to the inmate or may be mailed home. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check their account balance through TRULINCS or over the Inmate Telephone System (ITS).

Fingerprint identification is used for commissary sales. When an inmate reports to the Commissary Department, he will place his registered finger on the scanner to activate his account. If he has not been registered, he will be registered at that time. If an inmate cannot get his fingerprints registered for some reason, he must present his inmate identification card to the Commissary Department staff. If this identification card is lost, the inmate must inform a Unit Team member immediately.

Inmate funds accumulated from institutional earnings and funds set aside from the outside are retained by the institution in a trust fund account. Procedures for receiving funds from the outside are also posted.

Commissary Spending Limit

FCC Forrest City utilizes a bi-weekly commissary spending limit, where inmates revalidate on the 1st and 15th of each month. During this validation cycle, inmates are authorized to spend up to \$230.00 (\$460.00 per month). This does not include postage stamps, over-the-counter medications or ITS. The total value of an inmate's accumulated commissary items (including special purchases) will be limited to the monthly spending limitation of \$460.00. Inmates on a spending restriction will be placed on a monthly spending limit equal to the amount they are restricted. During the restriction, their revalidation date is based on the fifth digit of their register number. This is calculated by multiplying the fifth digit by three and adding one (Example: an inmate whose register number is 12345-678 would revalidate on the 16th – $5 \times 3 + 1 = 16$).

Deposits to Accounts

Deposits to commissary accounts from outside sources will be made through the mail; deposits are made through the National Lock Box. Deposits may be made in the form of money orders, government checks, business checks, or a foreign negotiable instrument paid in US funds

(negotiable instruments must be made out in the inmates committed name and include the inmates register number). The address for the National Lock Box is:

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

Commissary Fund Withdrawals

A standard form is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit Managers can authorize withdrawals from the trust fund account to send to dependents and other family members, postage costs, and purchase of special release clothing. The Unit Manager can also approve withdrawals for institution losses, legitimate debts, and other obligations such as attorney fees, birth certificates, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden can approve inmate withdrawals exceeding \$500.00. Withdrawals for some educational and leisure time items are approved by the Supervisor of Education.

Inmate Identification Cards

An inmate identification card will be provided to each inmate upon arrival. Inmate identification cards must be carried at all times when an inmate leaves his assigned housing unit. In the event a card is lost, a member of the Unit Team is to be notified immediately.

SECURITY PROCEDURES

Counts

All lights are to remain on during the counts. When a count is announced, each inmate must return to his cell/cubicle and remain there quietly until it is announced the count is "clear". Official counts will be taken at approximately 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand-up), and 10:00 p.m. (stand-up) (Medium/Low institution 9:00 p.m.). Additionally, there will be a "stand-up" count at 10:00 a.m. on weekends and federal holidays. "Stand-up" count requires inmates to stand at attention, next to their bunk, and without disruption to the officer(s). During the 4:00 p.m. and 10:00 p.m. counts and the 10:00 a.m. count on weekends and federal holidays, each inmate is expected to be standing inside his cell/cubicle. During all counts, all unit doors will be secured by the Unit Officers. Any time there is an emergency count announced, it will be a "stand-up" count. After a "clear" verbal count, the Unit Officer will unlock each cell door. In addition, it may be necessary to have other counts during the day and evening hours. At the SPC, all inmates will remain in the Units until an Official Clear Count is announced by control.

Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. Each inmate must actually display flesh for all counts, even if the inmate must be awakened.

Inmate Call-Outs

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, Unit Team meetings, and other activities) which are posted each day on the daily call-out sheet. The call-out sheet is posted on the unit bulletin boards after 4:00 p.m., 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. Inmates failing to make call-out appointments are subject to disciplinary action.

Controlled Movement

FCC Forrest City is regulated by controlled movement. The purpose of controlled movement is to ensure the movement of Inmates is orderly.

Controlled movements at the Low institution will begin generally on the half hour and will end ten (10) minutes after called. The beginning and end of each move will be announced by staff. During the ten-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer circle sidewalks.

All outside recreation areas at the SPC are closed during times of darkness. These areas will be open from daylight to dusk for general use. At the 8:30 p.m. Yard Recall, all inmates are required inside their assigned housing unit and no movement will occur outside the unit, unless directed by staff.

Controlled movement at the Medium Security Institutions will consist of five (5) minute one-way moves announced for each building. At no time will an inmate be permitted to visit another building without staff approval. The beginning and end of each move will be announced by staff. During the five-minute period of controlled movement, inmates may move from one area of the institution to another. Inmates must carry their inmate identification cards at all times. No standing on the compound during movements is permitted. No inmate traffic will be permitted on the inner-compound sidewalks. All inmate traffic will be routed on the outer-circle sidewalks.

Contraband

Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary Department. Excess or altered clothing is also considered contraband. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Each inmate is responsible for all items found in their assigned cell/cubicle and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized and a 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 it is 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 may be levied against the violator.

Searches

Any staff member may search an inmate's cell/cubicle to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his cell/cubicle is inspected. The property and cell/cubicle will be left in the same general condition as found and these inspections will be unannounced and random. Inmates are subject to searches at any time by any staff member.

Drug Surveillance

The Bureau of Prisons 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 within the prescribed time period, the 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 and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so lives and property can be protected. Piles of trash or rags in closed

areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Excessive magazines, newspapers, and books are considered to be fire hazards.

PROGRAMS AND SERVICES

Job Assignments

All inmates are expected to maintain a regular job assignment. Most job assignments are controlled through a performance pay system which provides monetary payment for work. Unit Team staff approve job changes and see that the changes are posted on the daily change sheet. Federal Prison Industries (UNICOR) has a separate pay scale (See UNICOR).

Performance Pay

It is the policy of FCC Forrest City to provide incentive awards in the form of monetary compensation for inmates who make outstanding contributions to the accomplishment of the institution's goals. Work performance, as well as productive participation in Correctional Programs, may be recognized by performance pay. There are four (4) basic pay grades (not including UNICOR) reflecting the level of responsibility of the assignment. The factors which are taken into account in granting performance pay are goal attainment, exceptional quality and quantity of work, resourcefulness, initiative, trustworthiness, dependability, and the ability to work with minimal supervision.

UNICOR

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. UNICOR is a voluntary work assignment. Inmates who desire to work in UNICOR should submit an electronic Inmate Request to Staff to the UNICOR Factory Manager. Upon receipt of the electronic inmate Request to Staff, the inmate's name will be placed on a waiting list. There is one major list to apply for UNICOR employment. This list is divided into three categories. They are as follows:

- List 1 - Previous UNICOR hires
- List 2 - Inmate Financial Responsibility Program (Court-imposed fines of over \$1,000)
- List 3 - General

The grades range from grade 5 through grade 1 (premium). The hourly earnings begin at \$.23 and top out at \$1.15. The longevity premium consideration is \$.30 extra per hour. Once employed in UNICOR, vacation days can be accredited.

Staff members are available daily at the dining hall (lunch) for you to review status/placement upon the waiting list.

Food Service

Menus are based on the National Menu, five cycle week rotation, taking into consideration nutritional guidelines and budgetary restrictions. These menus are reevaluated yearly at the National level. A Heart Healthy Alternative Menu is offered for those individuals who wish to maintain healthier nutritional habits; for instance, baked chicken instead of fried chicken. A No Flesh Menu option (soy) is also available for those who do not partake of meat/flesh items.

Inmates housed in SHU are afforded the same meals as the general population; however, manner of service may differ.

The meal hours vary for each institution and are governed by the Correctional Services movement schedule. The dining hall will be open for a minimum of one hour for inmates to partake in each meal.

While using the Food Service facilities, we ask that you show common courtesy to the staff and other inmates by waiting patiently in line. After eating, inmates are expected to remove all debris, napkins, and food waste from the tables and return cups, trays, and utensils to the dish room. No personal items, gym bags, laundry bags, plastic containers etc., are permitted in the Food Service Department, and no food items are to be removed from the Food Service Department.

The meal hours established at FCC Forrest City are as follows:

Breakfast

Monday through Friday:

SPC	6:00 a.m.
Low Security Institution	6:00 a.m.
Medium Security Institution	6:45 a.m.

Lunch

Monday through Friday:

SPC	10:30 a.m.
Low Security Institution	10:45 a.m.
Medium Security Institution	10:45 a.m.

Dinner

Sunday through Saturday:

After the count clears and moves have been called.

COUNSELING ACTIVITIES

There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholics Anonymous (AA), self-esteem groups, and other voluntary groups. In addition, institutions have professional resource staff who are trained in various social science fields. Inmate participation in these activities will be encouraged upon staff's assessment of the inmate's needs; however, participation in such activities is voluntary. Staff of each unit, are available for informal counseling sessions, and they conduct formal group counseling activities.

Education Programs

Education opportunities provided to federal inmates include basic literacy, a wide range of occupational training programs, First Step Act, and leisure-time activities. By policy, with minor exceptions, all federal inmates who do not have a high school diploma or GED must enroll in the literacy program. All promotions in UNICOR and institution work assignments beyond the entry level grade are contingent on successful completion of a literacy program. Effective November 3, 1997, inmates with a Violent Crime Control Law Enforcement Act (VCCLEA) sentence or a Prison Litigation Reform Act (PLRA) sentence must participate in the literacy program and make satisfactory progress to vest/earn good time. Also, by policy and with minor exceptions, inmates who do not speak English must participate in the English-as-a Second Language program.

Vocational Training (VT) programs at FCC Forrest City are designed to provide trainees with entry level job skills. All of our VT programs use a competency-based system of instruction. Successful completion of a program is directly tied to the mastering of certain competencies identified in course curricula. FCC Forrest City offers VT programs in major appliance repair, basic diesel engine repair, building trades, Commercial Driver's License (CDL), culinary arts, HVAC, business education, and welding applications. Apprenticeship programs are offered in carpentry, electrical, painting, plumbing, and HVAC. To enroll in a VT program an inmate must have a high school diploma or GED.

Recreation and Leisure Time Programs

Recreation is an essential part of the overall educational program. Recreation and Leisure Time Programs are designed to reduce idleness and keep inmates constructively occupied; to promote wellness as a personal goal for all inmates; to reduce personal stress and institution tension; to increase physical fitness, goal attainment, and positive lifestyles, both in prison and after release; and to contribute to personal and institution stability through maximum participation in structured and unstructured programs.

Programs include indoor and outdoor activities. These activities range from individualized arts and crafts programs to intramural team sports such as softball, basketball, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. A schedule of recreational activities is posted both in Recreation and the housing units.

Infractions/Consequences - Consequences such as suspensions from programs can result from inmate behavior that violates established rules set forth by the Facility, Recreation Supplement, and the A&O handbook.

Violations of rules or regulations will result in the following sanctions: First violation will result in a 30-day suspension from the Recreation program; a second violation will result in a 90-day suspension from Recreation; a third violation will result in mandatory removal from Recreation.

Psychology Services

Psychology Services departments in all BOP institutions offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

You may:

- Submit an electronic Inmate Request to a Staff Member (a “Cop-out”) to Psychology Services.
- Visit the department during “Open House” hours.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and

determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff do not always see everything inmates see, and most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously and know how to respond. The warning signs of suicide may include:

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident, they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 36 months, or 200 series incident reports in the last 18 months; (3) may not be in FRP, DRG ED, or GED refusal status; (4) have 24 months remaining on their sentence; (5) no escape history; (6) and be English proficient. If you would like more information about this program, please speak with a member of the department.

Drug Abuse Programs

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an electronic Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available in every Bureau institution. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

- Inmates with a relatively minor or low-level drug abuse problem,
- Inmates, who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP) with a drug use disorder,
- Inmates, who are in need of treatment and are awaiting placement in the RDAP with longer sentences
- Inmates, who chose not to participate in the RDAP, with a drug use history, but want to prepare for staying sober in the community, and
- Inmates, who completed the unit-based portion of the RDAP, are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Treatment

The RDAP provides intensive drug abuse treatment to Inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment

unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP you must send an Inmate Request to a Staff Member (a “Cop-Out”) to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities.

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution’s drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility’s security level and waiting list for the RDAP. Once you are found qualified, discuss your transfer options to a RDAP facility with your unit team at your next scheduled program review.

Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to one year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC is structured to help you

adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Challenge Program.

The Challenge Program [high security institutions only]

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in some BOP penitentiaries. Treatment is highly structured and inmates with drug programs and those with mental health programs are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work out drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9-month program, but your time in the program depends on your treatment needs and your progress in treatment.

To apply for the Challenge Program, you must send an electronic Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program. The Challenge Program is not available at FCC Forrest City. If interested, discuss your transfer options with your unit team at your next scheduled program review.

The Sex Offender Management Program

The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The BOP's sex offender treatment programs are stratified into two program levels, but require transfer to a SOMP institution:

The Residential Sex Offender Treatment Program [male institutions only]

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders -ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts and at USP Marion in Illinois.

The Non-residential Sex Offender Treatment Program

The Non- residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first- time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

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

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached, and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment,

we want to assure you that most inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Sexually Abusive Behavior

Attached is your copy of the Sexually Abusive Behavior Prevention and Intervention pamphlet. Sexually abusive behavior is never acceptable. The PREA Compliance Manager will ensure this information is provided in formats accessible to all inmates, including those who are limited English proficient, deaf, visually impaired, or otherwise disabled, as well as to inmates, who have limited reading skills.

Release Orientation Program

The ROP is a consecutive 3-day curriculum, offered approximately 17-20 months prior to an inmate's transition to the community. Using this format, it is anticipated institutions can offer the program once per quarter and meet the needs of all releasing inmates. Offering the program 17-20 months prior to transition to the community allows inmates time to pursue additional programming to address any remaining reentry needs identified in the ROP. Each class in the program concludes with a review of additional programs, services, and resources of benefit to inmates with remaining needs in that area. All inmates should complete the program in its entirety.

Religious Programs

FCC Forrest City offers a wide range of religious programs to inmates. Staff Chaplains as well as contract and volunteer representatives of various faiths are available. Religious diets, holiday observances, and other worship activities are coordinated through the Chaplain's Office. Information about these programs is available in the A&O Orientation Program and from the Chaplains.

Inmate Financial Responsibility Program

FCC Forrest City works closely with the Administrative Office of the Courts and the financial litigation units. The Bureau of Prisons 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, court-ordered restitution, fines, court costs, and judgments in favor of the United States, other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, and 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 obligations, the inmate cannot work for UNICOR or receive performance pay above the maintenance pay level of \$5.25. 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.

You may be identified for priority considerations for UNICOR employment if you have court-ordered financial obligations. Grades 1-4 will pay a minimum of 50% of their earnings toward their financial responsibility.

Gang Disassociation

The BOP through the National Gang Unit (NGU) affords gang affiliated inmates the opportunity to voluntarily and officially disassociate from their respective gang. For additional information, contact your local Special Investigative Services office.

HEALTH SERVICES

Medical Services

FCC Forrest City Medical Services are provided by Wellpath. The Wellpath Managed Care Contract is most like a Health Maintenance Organization (HMO) in the community. Only medically necessary, immediate, urgent or emergency care is offered. Services that are not covered are those determined to be medically acceptable, but not medically necessary.

Medical services are provided by Wellpath physicians, mid-level practitioners, nurses, and other health care ancillary staff. Specialty consultations are available as required. Wellpath is contracted to provide a level of health care consistent with evidence-based practice, in a timely fashion. Emergency medical care is available 24-hours a day, seven days a week. Medical care includes the following:

Sick Call/Medical Triage

Any inmate in the general population desiring medical attention is responsible for making his own sick call appointment. Routine medical care and non-emergency medical triage slips are reviewed during sick call/triage. Sick call/triage is available on Monday, Tuesday, Thursday, Friday, excluding holidays, at the Medium Health Services Unit. The Low institution sick call is conducted on Monday, Tuesday, Wednesday and Friday. Sick call/triage corresponds with morning mainline or Open House. Times below are subject to change due to inclement weather or any change in facility status (i.e., restricted movement).

Low Sick Call (General Population)				
Institution	Monday	Tuesday	Wednesday	Friday
(Except on Holidays)				
Camp	0630-0700	0630-0700	0630-0700	0630-0700
Low	0600-0700	0600-0700	0600-0700	0600-0700
Medium	0615-0715	0615-0715	0615-0715	0615-0715

Medium and USP Sick Call (General Population)				
Institution	Monday	Tuesday	Thursday	Friday
(Except on Holidays)				
Camp	0630-0700	0630-0700	0630-0700	0630-0700
Low	0600-0700	0600-0700	0600-0700	0600-0700
Medium	0615-0715	0615-0715	0615-0715	0615-0715

Routine sick call will not be provided on weekends and/or official holidays. On those days, emergency services, insulin clinics and pill line medications will be provided. Sick call triage slips are provided on the unit. An inmate may fill out the slip at his convenience and take it with him to sick call triage. This allows for privacy and it speeds up the sick call sign-up process in the mornings.

inmates working during the triage who desire access to sick call will inform their supervisor of their illness, and the supervisor will make arrangements with the HSU staff. A sick call appointment will be made, and the inmate will be responsible for attending the appointment. It is the responsibility of the inmate to seek dismissal in sufficient time to attend sick call. Inmates should report to the HSU prior to their appointed time or have their supervisor notify HSU staff of the reason for the delay. The inmate is required to present his inmate identification card as a means of positive identification when utilizing any service provided by the HSU, i.e., medications or other medical care.

Inmates who become ill after the sick call triage period should request that their work supervisor or Unit Officer call the HSU for an urgent appointment. Inmates will not be seen without staff advising the HSU that an emergency exists. Inmates in the Special Housing Unit (SHU) are provided routine sick call once daily by a member of the HSU.

Eyeglasses

Evaluation for eyeglasses is available by means of an electronic Inmate Request to Staff. An inmate with a visual acuity worse than 20/40 will be referred to the Optometrist. Eyeglasses are furnished by Wellpath as prescribed by the Optometrist and are similar in style to that of the Bureau of Prisons. Normally, eyeglasses will be furnished every two years, if there has been a significant change in visual acuity. If you break your eyeglasses and they have been furnished by the Bureau of Prisons or Wellpath, there will be an attempt to repair the eyeglasses. The Bureau of Prisons will furnish prescription eyeglasses to any inmate requiring them. Inmates may purchase reading glasses at commissaries. Inmates may retain their eyeglasses at admission.

Emergency Medical Treatment

Emergency services are available at all times. Emergencies or injuries are given priority for treatment. Contracts for Emergency Services are in place with local EMS and hospitals. Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical concerns only. If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. You should then report to the HSU so your injury can be treated and documented. Your work supervisor will call ahead to inform the HSU staff of your injury. Failure to immediately report a job-related injury to your work supervisor may disqualify you from eligibility for lost-time wages or compensation.

Advance Directives

In accordance with Complex Supplement Inmate Serious Illness & Death; Advance Directives; Do not Resuscitate, an inmate may request to have an advanced directive filed in his medical record. The required forms can be located in this supplement for completion. It should be noted that although the advanced directive is on file, all life-sustaining methods will be used while at the institution.

Physical Examinations

All newly committed inmates will receive a complete physical examination within 14 days of admission.

Diagnostic procedures relating to potential communicable diseases are mandatory for the protection of the inmate, as well as other inmates and staff. Any inmate who refuses these tests will be isolated for an appropriate period of time as determined by the HSU staff, to ensure the absence of any communicable diseases. Testing for tuberculosis will be performed within 48 hours of admission.

An inmate being released from custody may request a medical evaluation if he has not had one physical evaluation within one (1) year prior to date of release. Such physical should be conducted within two (2) months prior to release. Submit your request at least three (3) months prior to your release date if you so choose to have an exam.

Medications/Pill Line

Pill line is provided to issue prescriptions and to receive individual doses of medication that cannot be issued to the inmate to carry back to the housing unit. Inmates receiving medication in the pill line will be required to present their inmate identification cards as a form of positive identification prior to receiving medications. You are required to demonstrate ingestion to the health services staff at the window.

Pill line will be opened during established times or as announced, seven days a week, unless specifically directed. Medications issued to the inmate must be taken according to the instructions written on the prescription label. Medications found not being utilized correctly will be confiscated, and the HSU will be notified. Expired medications will be confiscated as well.

NOTE: Pill Line Times run in coordination with Main Line

Medications/Pill Line (General Population)			
Days: Monday, Tuesday, Wednesday, Thursday, Friday, Saturday			
Sunday			
Institution	Morning	Noon	Evening
Camp	0600-0630	1130-1200	1500-1530
Low	0700-0800	1030-1130	1645-1800
Medium	0615-0715	1045-1145	1645-1745

Over-the-counter medications are available for purchase at the Commissary. Inmates should follow the instructions found on the medication packaging.

Immunizations

Routine immunizations are given according to recommendations of the Center for Disease Control (CDC). At your request, you will be furnished with a copy of your immunization record for your use following your release from prison. Some testing is mandatory to prevent the spread of airborne diseases and will be given on a yearly basis.

Dental

Dental care begins with a comprehensive examination to determine what dental care is needed and includes X-rays of the teeth. This examination is followed by cleaning of the teeth by a dental hygienist together with instructions in maintaining cleanliness of the teeth. If the plaque is severe, cleaning will require two appointments. Restorative work, such as fillings in carious teeth, follows the teeth cleaning. Many fillings require more than one appointment. After the restorative work is completed, partials can be fabricated or dentures provided.

Between these appointments the waiting time maybe several months. Send your electronic Inmate Request to Staff to the Dental Department to be added to the waiting list for dental care. Inmates with acute dental problems such as severe dental pain and/or swelling should sign up for dental sick call at the same time as regular sick call. Routine dental requests such as cleaning, fillings, dentures and partials should be submitted by electronic Inmate Request to Staff. The comprehensive exam, fillings, and all restorative work needs to be completed prior to prosthetic fabrication.

Inmate Copayment Program

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested. These requested appointments include sick call and after-hours requests to see a health care provider.

You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit. If you are considered indigent, which is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days, you will not have the copay fee deducted from your Inmate Commissary Account.

Over-the-Counter Medications Program

Inmates will have access to over-the-counter (OTC) medications in the institution Commissary. Inmates will use personal resources to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.

During institution sick call triage, the HSU staff will refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

CONTACT WITH THE COMMUNITY AND PUBLIC

General Correspondence

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or maintenance of a correspondence list. Outgoing mail for inmates may be inspected by staff and must be unsealed when deposited in the institution's mailbox at the Medium Security Institutions. Inmates may seal their mail at the Low and Minimum institutions. Mail will not be processed without a TRULINCS mailing label attached. These labels are utilized for the contact, not the return address. The outgoing envelope must have the Inmate's name, register number, unit, and return address in the upper left-hand corner. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates are not authorized to correspond with another inmate unless prior approval is granted.

All outgoing mail must contain a return address as follows:

Committed Name	Committed Name	Committed Name	Committed Name
Register Number	Register Number FCC	Register Number	Register Number FCC
Complex (Low)	FCC Complex (Med)	Complex	FCC Complex (SCP)
P.O. Box 26020	P.O. Box 26040	P.O. Box 26030	P.O. Box 260 Forrest
Forrest City, AR 77720	Forrest City, AR	City, AR 77720	

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 Unit Officer in each living unit. Newspapers and magazines will also be delivered at this time. Legal and special mail will be distributed by a member of the Correctional Systems Department as soon as possible after it is received. Inmates are asked to advise those writing to them to put the inmates' committed name, register number, and unit on the envelope to ensure proper delivery of mail. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution. When mail is addressed to an inmate and received in the mail room, it is either forwarded to the inmate that day or processed for rejection. This assurance is provided by having the correct committed name and register number to appear in the address area for mail room staff to forward mail accordingly. If mail does not contain the committed name or register number, mail room staff cannot identify the inmate who is to receive the mail. Therefore, the mail is not rejected but returned to the sender as being unable to identify the inmate. If the mail sent to you did not follow the above guidelines, it would have been returned to the sender and a rejection notice is not required to be sent to you. If your mail is returned for any other reason than those listed above, it would be considered a rejection and you will receive the proper rejection notification form. Additionally, there are numerous reasons why mail, cards, or pictures can be returned. Here are some of the examples which could have occurred for your mail, cards, or pictures to have been returned and do not require a rejection notice: • Letters or packages exceeding the weight of 16 ounces. These will require an Authorization to Receive a Package. • Any pictures or publications which have nudity. • Padded or bubble envelopes. • Incorrect name or register number • Not legible name or

number • Any books which did not come from a publisher or bookstore. • All general correspondence at the Low, Medium will be photocopied, and you will only be provided the photocopy • All incoming general correspondence envelopes and paper must be white in color. If incoming general correspondence is in an envelope or on paper other than white, the item will be returned to sender. • Incoming general correspondence containing materials such as glitter, stickers, oily substance, lipstick, crayon or marker, will be rejected. • General correspondence that is stained or contains any substances will be rejected. • All incoming correspondence sprayed with fragrance, such as but not limited to perfume or cologne, will be returned to sender • All incoming general correspondence utilizing a label for either the recipient and/or sender will be rejected. The recipient and sender information must be completed either in ink or through address ink stamp • All "homemade greeting cards will be rejected. • Greeting cards will no longer be accepted through incoming mail. Family members will be required to photocopy cards on white paper only. No card stock will be allowed in the institution. It is your responsibility to notify your family of these changes. Mail that is not mailed certified cannot be tracked. We must have a certified number to track any mail through the United States Postal Service. If your family has sent mail that was not mailed certified, they will have to go to their local USPS office to initiate an investigation into the lost mail. The sender must initiate this investigation; the institution cannot initiate an investigation.

Incoming Packages

Inmates may receive packages only through the U.S. Postal Service by three authorized methods:

- An Authorization to Receive Package, form BP-331, is authorized and on file with the Mailroom. The forms are only issued for release clothing and medical items.
- Any package (mail weighing in excess of 16 ounces is considered a "package") received at the U.S. Post Office must be clearly marked on the outside of the package, **"AUTHORIZED BY BUREAU POLICY."** If the package is not clearly marked, it will be refused and returned to sender. It will not be brought back to the institution. This statement refers to packages from all sources, family members, attorneys, etc. It is the inmate's responsibility to make notification of this requirement. **Magazines, softback books, or hardback books can be sent from domestic addresses for inmates at the Low and Minimum-security institutions. At the Medium Security Institutions, all books and magazines must come from a publisher or bookstore. Newspapers received at all institutions in the Complex must come directly from a publisher or bookstore.**
- Educational materials - The inmate's name must appear on a list provided by the Education Department. All materials will be forwarded to the Education Department for final approval and distribution.

Incoming Publications

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

inmate may receive newspapers and hard cover publications, soft cover publications, magazines, brochures, etc. At the Medium Security Institutions, an inmate may receive soft cover publications (other than newspapers from a publisher, bookstore, or book club only. At the Low and Minimum-security institutions, an inmate may receive soft cover publications from any source.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which meet one of the following criteria may be rejected:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages or describes methods of escape from correctional institutions or contains blueprints, drawings, or similar descriptions of the Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It is written in code.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.

Materials which are sexually explicit, or feature nudity are not authorized. Any material of this type received for an inmate will be rejected by Mailroom staff and returned to the sender.

Special Mail

All incoming and outgoing special and legal mail will be vetted by the SIS office for accurate sender and delivery locations. Ordinarily, legal and special mail will not exceed a 24-hour vetting process, however, 28 CFR does not place limits on this and all mail under this section must be verified prior to sending or delivering special/legal 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. Attorney’s Office, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

“Special Mail” also includes mail received from the following: President and Vice-President of the United States, attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other federal law enforcement officers, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the “Special Mail” procedures, **the sender must be adequately identified on the envelope, and the front of the envelope must be marked “Special Mail - Open only in the presence of the inmate”.**

A designated staff member opens incoming “Special Mail” in the presence of the inmate. This is usually done by Correctional Systems staff. Special and Legal mail envelopes will be photocopied prior to delivery, with only the copy provided to the inmate. These items will be checked for physical contraband and for qualification of “Special Mail”. Correspondence will not be read or copied if the sender has actually identified himself/herself on the envelope and the front of the envelope clearly indicates the correspondence is “Special Mail” with special instructions to be opened only 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.

Correspondence Between Confined Inmates

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 a party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institution (it may not be sealed by the inmate).

The Unit Manager at each institution must approve of the correspondence if both inmates are housed in federal custody. The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution.

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 of the rejected correspondence include:

- Matter which is non-mailable under law of 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 334). An inmate may not direct a business while confined.

Notification of Rejection

The Warden will give written notice to the sender concerning the rejection of mail and the reason for the rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reason 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.

Receipt of Personal Item

Inmates wishing to have personal items mailed into the institution will send an electronic Inmate Request to Staff to the department head responsible for the requested item as follows:

- Unit Manager - release clothing.
- Health Systems Specialist - prosthetic devices, and hearing aids.
- Associate Warden - questionable item or items not covered in the other categories will be submitted to the 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. Mailroom staff will not approve any item or package for delivery unless this approval form is on file.

Forwarding Mail

The mailroom staff will forward general correspondence mail (as opposed to special mail) to the new address provided by the inmate at the time of release for a period of 30 days. After the 30-day period, general mail received will be returned to the sender with the notation "not at this address - return to sender". After 30 days, the address provided will be used to forward special/legal mail.

Funds Received Through the Mail

Any monies received through the mail will be rejected and returned to the sender. It is the inmate's responsibility to inform anyone sending funds to them about the National Lockbox procedures. The address and procedures for the National Lockbox are posted in the housing units and in the inmate A&O Handbook.

Unauthorized Items Received Through the Mail

Any item(s) received with correspondence which is not authorized will be rejected and returned to the sender. The inmate will be notified of any item(s) returned and the reason for rejection. A copy of the rejection form, along with the unauthorized item(s) will normally be returned to the sender. Sexually explicit photographs from any source are not authorized.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and 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 BOP 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 BOP regulations.

TRULINCS

Inmates maintain their own contact list for communicating with the community and public utilizing TRULINCS. They are authorized up to 100 total active contacts; of these 100 contacts, there can be up to 30 telephone contacts and 30 electronic messaging contacts. Inmates must use the TRULINCS system to print labels in order to mail outgoing correspondence when using the postal service. Inmates who do not have access to a TRULINCS workstation will be required to submit a contact request form to their Unit Team for approval. Once submitted, the contact will ordinarily be processed within five working days. When the inmate needs to add, delete or change a contact, they must submit another contact request form to their Unit Team. It will again ordinarily be processed within five working days. Changes to an inmates contact list may be submitted once per month (this does not apply to inmates who have access to a TRULINCS workstation). Telephone numbers to local motels are not authorized.

Note: providing false information in preparation of your approved telephone list may result in disciplinary action. You must properly identify a primary individual in which they wish to contact at the phone number entered into TRULINCS.

Electronic Messaging

Inmates may exchange electronic messages with approved contacts. The procedures for this can be found in the Trust Fund/Deposit Fund Manual.

Inmate Electronic Request to Staff

Inmates who have access to TRULINCS workstations must use the system when sending an electronic Inmate Request to Staff. They are limited to one request per day and there is no charge for this feature.

Local Documents

The Local Documents feature of TRULINCS acts as an electronic bulletin board. A wide variety of information is electronically posted here (menus, schedules, memorandums, etc.). It is the inmate's responsibility to be aware of all electronically posted documents.

ACCESS TO LEGAL SERVICES

Legal Correspondence

Legal correspondence from or to attorneys will be treated as "Special Mail" if it is properly marked. The envelope must be marked with the attorney's name, an 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 or her 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 number of legal materials may be authorized 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 to an attorney, an inmate must arrange for such a call through his Unit Team. The call will be a collect call or paid for by the inmate.

Law Library

The Law Library is located in the Education Department and contains a variety of legal reference materials for use in preparing legal papers.

Notary Public

Under the provisions of 18 USC 4004, Bureau of Prisons' staff are authorized to notarize documents. The law allows inmate papers which contain the statement, "true and correct under penalty of perjury" to suffice in federal courts and other federal agencies. Some states will not accept government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact the Unit Team staff for arrangement with a State of Texas Notary Public.

Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. There is an inmate copy machine available in the Law Library which utilizes the debit card system. Inmates may purchase copy credits from the Commissary Department to utilize the inmate copy machine. Individuals, who have no funds and can demonstrate a clear need for copies, may submit a written request for a reasonable amount of free duplication to the attention of their Unit Team.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an electronic Inmate Request to Staff or requesting one through your Correctional Counselor.

Inmate Access to Central File

An inmate may request a review of the disclosable portions of his central file. Unit Team staff will permit the review of the central file upon written request from the inmate.

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 and medical file. The request must be in writing and mailed by the inmate directly to:

Director Bureau of Prisons
ATTN: FOI Request
320 First Street, N.W.
Washington, D.C. 20534

Such a request must briefly describe the nature of records requested and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney or any other person for records concerning the inmate must be in writing and submitted to the Central Office address. The request should not be mailed to the institution. The request must contain a copy of the inmate’s consent to disclose the requested information.

Court Security Improvement Act of 2007

This Act under (Public Law 110-177) was enacted in law on January 7, 2008. The Act adds two new provisions (18 U.S.C. 119 and 1521) to the Criminal Code that are of particular relevance to the inmate population. Copies of the Act are available in the Inmate Law Library.

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 records other than those pertaining to themselves (including program statements and operation memoranda) shall be processed through the Freedom of Information Act, 5 USC: 552.

Executive Clemency

The Bureau of Prisons advises all inmates 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 restores 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 (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 of Prisons also advises inmates on commutation of sentences. 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 available from the assigned Unit Team. The rules governing these petitions are available in the Law Library.

Pardon

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

Compassionate Release/Reduction in Sentence

The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The Bureau of Prisons may consider both medical and non-medical circumstances. The Bureau of Prisons consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the

inmate's release, and he will then usually begin serving the previously imposed term of supervised release. If the inmate RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials, by the General Counsel or the Director, are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition), may state as such in accordance with the regulation. (See 28/CFR par 542, subpart B).

FIRST ACT STEP

On December 21, 2018, the President signed the First Step Act of 2018. Among other provisions, the First Step Act makes changes related to inmate requests for reduction in sentence/compassionate release.

Inmates, who believe they are eligible for a reduction in sentence, are reminded that they may initiate the Bureau review process by submitting a request in writing to the Warden. Requests may also be submitted by an Inmates spouse, partner, family member, or attorney.

Policy has been updated to include First Step Act requirements. Criteria used in evaluating such requests, along with the procedures for the review process, are described in Program Statement 5050.50, Compassionate Release/Reduction in Sentence: Procedures for Implementation of 18 U.S.C. §§ 3582 and 4205(g). The Program Statement will be available on the TRULINCS Bulletin Board until the next issuance of the Electronic Law Library or is available upon request.

The First Step Act provides inmates sentenced under the Sentencing Reform Act of 1984 ("new law" inmates) with the right to bring a motion requesting a reduction in sentence with the relevant sentencing court, following the earlier of:

- a) the denial of the request and the exhaustion of all administrative appeals, in this case receiving a denial from the Office of General Counsel; or
- b) the lapse of 30 days from the receipt of the request by the Warden.

In all cases, Bureau staff will properly process properly submitted requests for reductions in sentences, and inmates are encouraged to work with institution staff regarding the processing of such requests.

TELEPHONES

Telephone Regulations

ITS utilizes voice recognition for security purposes. inmates who desire to use the telephone system must have their voice registered. This is to be done at the Inmate Services (located in the Laundry Department) open-house, held Monday through Thursday, 11:30 a.m. to 12:00 p.m. (excluding federal holidays). There are telephones in each general housing unit for inmate use. The telephones will be available from 6:00 a.m. to 10:00 p.m. daily. Debit and collect calls can be made. No third party, third-party billing, credit card, or three-way calls are permitted on these lines. Any violation of the telephone regulations will be subject to disciplinary action. 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 Correctional Counselor to arrange an unmonitored attorney call.

Unit Team staff and Religious Services staff are normally authorized to assist an inmate with an emergency phone call during a family crisis or death in the family and to assist in an unmonitored legal phone call to attorneys. Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Although there is a phone available for limited use in SHU, generally, phone calls for inmates in Disciplinary Segregation will be placed by the SHU Officers.

It is expected each inmate will handle his calls in such a manner that will allow use of the phones by all inmates. Calls are limited to 15 minutes in length per call. All inmates are limited to a total of 510 minutes of telephone calls per month (collect and/or direct). Telephones will not be used to conduct business. Institution phones may not be used without permission of a staff member.

Upon your arrival at the institution, you will receive a Phone Access Code (PAC) number for making telephone calls. An inmate is not to give his PAC number to another inmate. Report compromised PAC numbers immediately to Unit Team staff.

Note: Inmates are not authorized to add phone numbers and place phone calls for other inmates. This is considered circumventing the telephone monitoring procedures and may result in disciplinary action.

VISITING

Visiting Hours

Processing of visitors will begin at 8:30 a.m., visitors are not authorized into the front lobby area until this time. Additionally, visitors are not allowed on institution grounds prior to 8:00 a.m. No visitors will be processed after 9:30 a.m., on weekends and holidays, in preparation for the 10:00 a.m. count. Additionally, no visitors will be processed after 2:00 p.m. in preparation for the 4:00 p.m. count.

SPC/Low Security Institution/Medium Security Institution

Social visits are scheduled on Saturday, Sunday, and federal holidays from 8:30 a.m. to 3:00 p.m.

United States Penitentiary

Social visits are scheduled Tuesday, Wednesday, Thursday, and federal holidays from 8:30 a.m. to 3:00 p.m.

Number of Visitors

At FCC Forrest City, a limit of three adult visitors, with no more than five (including children), are permitted to visit at one time. Infants who are required to be carried by an adult visitor will not be included in the total of five visitors. Each child able to walk without assistance from the adult visitor will be considered as one of the five authorized visitors. Individuals under the age of 18 years of age must have written consent of a parent or legal guardian to visit. Visitors under 16 years of age must be accompanied by a responsible adult. Visitors under the age of 16 years of age are not required to be related to the inmate being visited. If for any reason a visitor has to leave the visiting room, the visit will be terminated for the day. Restroom facilities are available for visitors inside the visiting room.

Split Visits

Should more than the authorized number of visitors arrive at the same time for an inmate, a split visit may be arranged at the discretion of the Operations Lieutenant. A split visit is defined as a visit where one or more of these visitors leave the visiting room and are replaced by other authorized visitors. The visitors ending the visit must leave the institution grounds. They are not permitted to wait in the front lobby or parking lot. During split visits, only one interchange of visitors will be permitted (e.g., individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting that same day).

Approved Visitors

Visits are permitted to those individuals on the inmates approved visiting list as authorized by the Unit Team. It is the responsibility of the inmate to advise his visitors not to visit prior to receiving notification they have been authorized as visitors and to notify the visitor once approval has been granted. Persons attempting to visit who are not on the inmates approved visiting list will be denied entrance into the institution.

Definitions:

Immediate Family Members

Immediate family members are defined as mother, father, step-parents, foster parents, brothers, sisters, wife, and children. Inclusion of a common-law wife will require verification of the relationship.

Other Relatives, Friends, and Associates

This includes grandparents, aunts, uncles, in-laws, and cousins. Individuals in this category will ordinarily be granted visiting privileges. Visitation by friends and associates provides a positive and constructive relationship for an inmate. Visiting privileges may be extended to friends and other non-relatives provided the visit does not threaten the safety of the inmate or the security of the institution. The relationship must have been established prior to the inmate's incarceration.

Persons with Criminal Records

The existence of an arrest history or criminal record(s) does not necessarily preclude visiting privileges. A careful evaluation should be given as to the nature and extent of the criminal record and history in relation to recent criminal activity. These factors should be weighed against the value of the relationship and security of the institution.

Ex-inmates

Rarely will individuals in this category be permitted to visit. In those instances, necessitating such visits, the Associate Warden must give prior approval with recommendation from the Unit Team.

New Commitments:

When an approved visiting list is not available, visits for new commitments will be limited to members of their immediate family. A list of immediate family members will be provided to the Unit Team by the inmate, as soon as possible, after arrival to this institution. Ordinarily, members of the immediate family are approved by the Unit Team, after the relationship is verified by the Unit Team. These visitors must have proper identification that would indicate

they are members of the inmate's immediate family. A check of the Inmate's Pre-sentence Investigation Report, if one is available, may be required.

The Unit Team will request information from "potential visitors" who are not members of the inmate's immediate family, prior to placing the "potential visitors" on the inmate's approved visiting list. When a background investigation is necessary before approving a visitor, the inmate will be held responsible for having the release authorization form forwarded to the proposed visitor. The inmate is responsible for postage costs for mailing the BP-S309 and BP-S310. The Unit Team shall notify the inmate of each approval or disapproval of a requested person for his visiting list. The inmate is responsible for notifying the visitor of the approval or disapproval to visit. The Unit Team is responsible for providing the approved visitor with directions for transportation to and from the institution.

Visiting Restrictions and Overcrowding

Visiting may be curtailed or terminated because of an emergency, improper conduct on the part of an inmate or his visitor(s), or when the visiting area becomes overcrowded. Should it become necessary to curtail or terminate visiting because of overcrowding, the Institution Duty Officer and Operation's Lieutenant shall be consulted. The Visiting Room Officer will apply the overcrowding rule to those visitors who entered the Visiting Room first based on their sign-in time. Exceptions will be made for visitors who traveled more than 100 miles.

Visiting Restrictions

Visiting may be restricted to controlled situations, or to more closely supervise visits when there is a reasonable suspicion the visitor may attempt to introduce contraband, when there has been a prior incident of such introduction or attempted introduction, or when there is any concern, based upon sound correctional judgment, about the visitor presenting a risk to the secure and orderly running of the institution. These restrictions will be approved by the Institution Duty Officer and the Operation's Lieutenant. Visitors are subject to random pat searches and vehicle searches by staff at any time.

Visitors and Children Conduct

Each inmate must assume responsibility for his visitor's conduct. Children should be controlled in consideration of other visiting groups and not be permitted to wander from the immediate area, run about the Visiting Room, or create noise that disturbs other visits. Failure to control children will result in the termination of the visit. This responsibility extends to the visitor's presence anywhere on the Federal Correctional Complex grounds. No one will be permitted to wait in the parking lot or Front Lobby.

Inmate's Conduct

Each inmate will follow all Bureau of Prisons' policies, rules, and regulations as they pertain to the Visiting Room. Each inmate will sign the visitation rules prior to entry into the Visiting Room.

Personal Property

Visitors are precluded from bringing animals on institutional grounds with the exception of a dog used to assist visually impaired and audio challenged visitors. Lockers are provided to store items that are prohibited in the visiting area. Mothers of infant children will be permitted to enter with:

- one (1) formula mix (sealed)
- one (1) empty baby bottles (plastic)
- five (5) diapers (per child)
- one (1) sealed package of baby wipes
- one (1) serving spoon (plastic)
- two (2) plastic jars of baby food (sealed)
- one (1) small clear plastic tote bag for the above contents

No other food or drink may be brought into the institution by a visitor. The following items are not permitted in the Visiting Room and must be stored prior to entry:

- Pager and/or cellular phone
- Recording equipment and/or tapes
- Photography equipment
- Radio and/or tape players
- Personal keys
- Food from outside sources
- Newspapers, magazines, books, etc.
- Tobacco products

Money

Money will not be accepted for deposit into the inmates account through the Visiting Room and inmates are prohibited from receiving or interacting with coins or money. Visitors are authorized to bring a small coin or clutch type purse (clear plastic measuring 4"x6") into the visiting area. A maximum of \$20.00 in increments of \$5.00 and \$1.00 bills, quarters, dimes, and/or nickels only will be authorized into the Visiting Room.

Visitation Items to Inmate

Inmates are prohibited from receiving or possessing items from visitors other than those items purchased from the vending machine.

Vending Machines

Vending machines are located in the visiting area for use by visitors. Visitors are permitted to purchase food from the vending machines for themselves and inmates. inmates are not to handle

any money or change, or purchase items from the vending machines. Neither staff, visitors, nor inmates are permitted to shake or tip vending machines. Inmate visitors will advise the Visiting Room staff of vending machine problems such as items that do not fall freely from the rack. The Visiting Room staff will document the visitor's name, phone number, time, date, inmate visited, inmate's number and amount lost to advise the outside vendor for possible reimbursement. The vending machines are off limits to inmates at all times.

Medication

Only life supporting medications (as identified on the prescription) are authorized for use in the Visiting Room. Only the quantity that can fit in the small clear bag will be permitted at any one time. All medication will be left at the Visiting Room Officer's desk upon arrival to the Visiting Room.

Commissary Cards (Inmate Identification Card)

Inmate identification cards will be presented for identification purposes and maintained in the Visiting Room desk. If the inmate does not have an inmate identification card, he should report to the Lieutenant's Office before reporting to the Visiting Room. The Visiting Room Staff will identify all inmates prior to any visitors departing at the completion of Visiting Room hours.

Inmate Property

The inmate shall not take anything to the visit except necessary items such as: one pair of prescription glasses, one comb, one wedding band, religious medal (with chain), authorized religious headgear, and one handkerchief. Necessary legal papers approved by the Unit Team will be permitted only during attorney visits. Legal materials taken into the Visiting Room or received from attorneys shall be limited to approve attorney visits only in accordance with Program Statement 1315.07, Legal Activities, Inmate. No personal items will be kept in the shakedown room. Medication, such as nitroglycerin tablets may be permitted when authorized, in writing, by the Health Systems Specialist.

Signatures and Documentation

Papers or gifts are not to be exchanged. If there are legal papers to be discussed, the matter must be cleared with the inmate's Unit Team prior to the visit. Signatures or receipt of legal papers are not permitted except by approval of the Unit Manager. Legal papers should be mailed to the institution in every other case.

Special Visits

Attorney Visits

Attorney visits, including Paralegal, Clerks, and Legal Assistants shall be conducted in accordance with Program Statement 1315.07, Legal Activities, Inmate. Attorney visits will take place in the Visiting Room and will be monitored routinely by the designated Unit Team. Ideally, prior notice from the attorney's firm/office should be requested at

least 72 hours in advance due to the limited number of private attorney booths and the necessity to arrange staff supervision. When a short notice visit is unavoidable, Unit Team staff shall review the urgency for approval with the Captain and the Unit Team may coordinate the visit.

Consular Visitors

Whenever it has been determined an inmate is a citizen of a foreign country, the Consular representative of that country shall be permitted to visit on matters of legitimate business. This privilege shall not be withheld even though the inmate may be undergoing disciplinary action. Such visits are arranged and approved by the Executive Assistant.

Law Enforcement Interviews

Ordinarily, the SIS will approve and coordinate all interviews between law enforcement agencies and inmates. However, in the absence of the SIS, the Deputy Captains' designee will assume this function.

Religious Visits

Religious visits will be conducted during regular visiting hours and will be supervised by the Visiting Room Officer. An inmate who requests a pastoral visit with a clergyman will be required to provide the Chaplain with an electronic Inmate Request to Staff. The Chaplain will interview the inmate and explain pastoral visit procedures. The inmate is responsible for providing the Chaplain the telephone number and address of the proposed clergy. Refer to the Special Visits section of Program Statement 5267.09, Visiting Regulations.

Business Visitors

No inmate is permitted to actively engage in a business or profession while incarcerated. An inmate who has engaged in a business or profession prior to commitment is expected to assign authority for the operation of such business or profession to a person in the community. Even though the inmate has turned over the operation of a business or profession to another person, there may be an occasion where a decision must be made which will substantially affect the assets or prospects of the business. In such cases, the Warden may permit a special visit. Special visits will be considered where manpower and time permits. Limited visiting may be authorized upon recommendation of the inmates Unit Manager and approval of the Associate Warden.

Administrative Detention (AD) or Disciplinary Segregation (DS)

Ordinarily, an inmate retains visiting privileges while in AD or DS status. However, they will follow the appropriate procedures that are in place during their visit at the Medium, and Low Security Institutions:

- Inmate visitors will be escorted by Visiting Room Officers to the Visiting Room at each institution.
- SHU staff will escort the inmate to the visiting area within the Visiting Room.
- Non-contact visiting will be authorized for all inmates in the unit with the exception of inmates on visiting restriction with the approval of the Captain. Visits will ordinarily be authorized for a two-hour period per inmate on Friday at the Low/Med.
- If an Attorney/client room is needed, the request must be made prior to the visit.
- All inmates must wear institution issued clothing consisting of an orange jumpsuit, T-shirt, socks, underwear, and institution approved shoes.
- At the conclusion of the visit, inmates will be escorted back to their assigned cell in SHU and the inmate visitors will be escorted to the Front Lobby area.

Dress Code for Inmates

Each institution has limits on the number and types of articles that can be taken into the Visiting Room. At FCC Forrest City, inmates may wear their wedding ring, religious medal with chain and approved religious headgear, one handkerchief, and prescription eyeglasses. No items may be brought back into the institution by the inmate except what they entered with.

All inmates must wear institution issued khakis that are in clean and neat condition. Shirts must be worn and tucked in at all times in the Visiting Room. No sagging or dragging of pants will be authorized. inmates will only be authorized to wear institution issued steel-toed shoes. Inmates must be properly groomed, and no inmate will be authorized into the Visiting Room if his neglect of personal hygiene would offend others.

Inmates at the FCI will be dressed out in a jumpsuit and crocs that will be provided upon arrival to visitation.

Dress Code for Visitors

An appropriate dress code will be enforced for visitors entering FCC Forrest City, Arkansas. The following types of clothing are inappropriate for the correctional environment, and therefore are not permitted in the Visiting Room:

- Garments which reveal portions of the upper torso (i.e., halter tops, midriffs).
- Sleeveless garments (i.e., tank tops, spaghetti strap dresses).
- Athletic garments (i.e., warm-up suits, sweat pants, sweat shirts, anything with a hood).
- Spandex garments.
- Shorts.
- Skirts or dresses two or more inches above the knees.
- Fatigues, khaki colored or camouflage style clothing.
- Thong-type/open toed shoes.
- See-through or sheer garments (able to see skin tones).
- Head wear (with the exception of religious attire), hats, caps, earmuffs, etc.

- Non-prescription sunglasses.
- Form-fitting clothing or low-cut/hip hugger pants.

If a visitor's apparel is in question, the Institutional Duty Officer and the Operation's Lieutenant will be notified and will make the final decision.

Identification of Visitors

Identification is required for visitors. This will be accomplished by a photo identification. Visitors will not be permitted entry without proper identification. Proper identification may include the following:

- Valid driver's license;
- Passport;
- State identification card;
- Three other forms of identification with full name and signature (e.g., birth certificate), with at least one being a picture identification.

Birth certificates, social security cards, etc., are not considered proper identification. Persons without proper identification will not be permitted to visit. The Operation's Lieutenant will be notified in cases involving questionable identification. Proper identification of visitors is required for any visitor 16 years of age and older.

PROBLEM RESOLUTION

Inmate Request to Staff (SHU inmates Only)

The Bureau of Prisons' form BP-A148, Inmate Request to Staff, 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 from the SHU Officer on duty. Staff members who receive a "cop out" will answer the request in a "reasonable" period of time. See TRULINCS.

Administrative Remedy Program

The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis.

An inmate should be able to resolve a problem informally by contact with staff members or by submitting an electronic Inmate Request to Staff. When informal resolution is not successful, 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 Program.

The first step of the Administrative Remedy Program is the documentation of the informal resolution attempts written on a Request for Administrative Remedy Informal Resolution form. Inmates may obtain this form from their Correctional Counselor. On the Request for Administrative Remedy Informal Resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

After the Request for Administrative Remedy Informal Resolution form is completed, and if the issue cannot be informally resolved, the Correctional Counselor will issue a BP-9 form (usually within 72 hours of the time the inmate approached the employee with the problem). The inmate must return the completed BP-9 along with the Request for Administrative Remedy Informal Resolution form to the Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made.

The BP-9 complaint must be filed within twenty (20) calendar days from the date which the basis of the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. The time limit for the response may be extended for an additional twenty (20) 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 forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the regional office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is written on a BP-10 form and must contain a copy of the BP-9 form and response. The regional appeal must be answered within thirty (30) calendar days, from the date it was received. This time may be extended an additional thirty (30) days; however, the inmate must be notified of the extension.

If the inmate is not satisfied with the response from the Regional Director, he may appeal to Central Office, Bureau of Prisons within thirty (30) calendar days of the response from the Regional Office. The national appeal must be written on a BP-11 form and must have copies of the BP-9 and the BP-10 forms and responses.

The BP-11 form may be obtained from the Correctional Counselor. The national appeal must be answered within forty (40) calendar days from the date it is received. The time limit may be extended an additional twenty (20) days; however, the inmate must be notified of the extension.

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 the complaint is sensitive, it will be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of the determination. If the complaint is not determined to be sensitive, it will not be returned to the inmate. Therefore, the inmate should keep a copy of his sensitive complaint. The inmate may then pursue the matter by filing a BP-9 at the institution.

DISCIPLINARY PROCEDURES

Discipline

It is the policy of the Federal Bureau of Prisons to provide a safe and orderly environment for all inmates. Violators of Bureau rules and regulations are dealt with by the UDC, for more serious violations, the DHO. Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Federal Bureau of Prisons' prohibited acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he or she has evidence an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by institution staff. Prohibited acts in the 100 Code (greatest severity) and in the 200 Code (high severity) may not be informally resolved. A complete listing of prohibited acts and the disciplinary severity scale are outlined in the Prohibited Acts and Disciplinary Severity Scale section.

Initial Hearing

Inmates must ordinarily be given an initial hearing within five (5) working days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend these time limits for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the DHO for further hearing.

Discipline Hearing Officer

The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain or SHU Lieutenant conducts periodic reviews of inmates in the Special Housing Unit. 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 him if requested.

An inmate may make statements in his own defense and may produce documentary evidence. The inmate may call witnesses (or present statements of unavailable witnesses). Inmates may not question a witness at the hearing; a 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 deliberation or when institutional security would be jeopardized. The inmate charged may be excluded during appearances of outside witnesses. 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 must be made through the Administrative Remedy Program. DHO appeals are made to the Regional Director (BP-10) and the general counsel (BP-11).

Special Housing Unit

There are two levels of housing in SHU. They are AD and DS. Inmates in both AD and DS are provided with regular reviews of their housing status and are seen by a member of the Health Services Department daily, including weekends and holidays. Additionally, a Unit Team member will visit SHU daily. AD separates an inmate from the general population. To the extent practical, inmates in AD are provided with the same general privileges as inmates in general population. An inmate may be placed in AD 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 of Prisons' regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection, or is finishing confinement in DS.

DS is used as a sanction for violation of Bureau of Prisons' rules and regulations. Inmates in DS will be denied certain privileges. Personal property will be impounded. Inmates placed in DS are provided with blankets, a mattress, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in DS. Also, staff shall provide a reasonable amount of non-legal reading material. The rules and regulations of SHU will be strictly enforced for all inmates confined in the unit.

Inmates are afforded one telephone call every 30 days while in SHU. Legal calls are requested and arranged by Unit Team staff. The following guidelines for cell/cubicle sanitation will be strictly adhered to concerning inmate cells and personal property:

- No hanging of "Sheet Ropes" in any of the cells/cubicle within the unit will be tolerated.
- Sheets will not be torn up for any individual purpose. Any inmate with a torn sheet in his possession will receive an incident report requiring him to pay for the damaged government material. In addition, he will receive paper sheets for a period not to exceed five calendar days.
- All items of "Inmate Personal Property," will be stored neatly under the single bunk.

- All food trays, uneaten food items, and trash will be returned at the conclusion of each meal. At no time will excess Styrofoam cups, uneaten food items, or boxes of cereal be kept in a cell/cubicle. This includes all Styrofoam trays as they are used to store nuisance items.
- At the conclusion of each meal, inmates will be authorized to deposit trash from their cell/cubicle in a trash bag, when trays are picked up after the meal.
- At no time will graffiti or other markings be placed on the cell/cubicle walls. Also, no items may be hung on the cell walls or placed on windowsills. Nothing may be hung on or over the vents for any reason.
- No form of cover may be placed on lights. The lights may not be tampered with in any way.
- Lights are on daily from 6:00 a.m. until 10:00 p.m., all beds will stay made during this time.

If any of the aforementioned items are discovered by a Unit Officer, all inmates in the cell/cubicle will be restrained from behind, removed from the cell/cubicle and an immediate shakedown of the cell/cubicle initiated. Inmates in this status will not participate in any unit activities and SHU Lieutenant will be contacted immediately. Any violation of the above identified procedures will result in, "Disciplinary Action", being taken against the occupant(s) of the cell/cubicle in question.

INMATES RIGHTS AND RESPONSIBILITIES

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff. 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. 3. You have the right to freedom of religious affiliation and voluntary worship. 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment. 5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines. 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.) 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	1. You are responsible for treating inmates and staff in a respectful, impartial, and fair manner. 2. You have the responsibility to know and abide by the rules, procedures, and schedules concerning the operation of the institution. 3. You have the responsibility to recognize and respect the rights of others. 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. 5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visit to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence. 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. 7. It is your responsibility to use the service or an attorney honestly and fairly.
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8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program. 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. 10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities. 11. You have the right to use your funds for commissary and other purchases, consistent with institutions security and good order, for opening bank and/or savings accounts, and for assisting your family, in according with Bureau rules.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. 9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material. 10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities. 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have
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PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

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 offenses itself.

Greatest Severity Level Prohibited Acts

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

100 Killing.	A. Recommend parole date rescission or retardation.
101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102 Escape from escort; escape from any secure or non-secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	a. 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 segregation (up to 12 months).
104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	D. Make monetary restitution.
105 Rioting.	E. Monetary fine.
	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
	G. Change housing (Quarters).
	H. Remove from program and/or group activity.
	I. Loss job.

106 Encouraging others to riot.	J. Impound inmate's personal property.
107 Taking Hostage(s).	K. Confiscate contraband.
108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others or those hazardous to institutional security or personal safety e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).	L. Restrict to quarters.
110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.	M. Extra duty.
111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.	
114 Sexual assault of any person, involving non-consensual touching by force or threat of force.	
115 Destroying and/or disposing of any item during a search or attempt to search.	

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

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

198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is no accurate. The offending conduct must be charge as “most like “one of the listed greatest severity prohibited acts.

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

High Severity Level Prohibited Acts

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons Custody within four hours.	A. Recommend parole date rescission or retardation.
201 Fighting with another person.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
203 Threatening another with bodily harm or any other offense.	a. 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 segregation (up to 6 months).
205 Engaging in sexual acts.	D. Make monetary restitution.
206 Making sexual proposals or threats to another.	E. Monetary fine.
207 Wearing a disguise or a mask.	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
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. Change housing (quarters).
209 Adulteration of any food or drink.	H. Remove from program and/or group activity.
211 Possessing any officer's or staff clothing.	I. Loss of job.
212 Engaging in or encouraging a group demonstration.	J. Impound inmate's personal property.
213 Encouraging others to refuse to work, or to participate in a work stoppage.	K. Confiscate contraband.
	L. Restrict to quarters.
	M. Extra duty.

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| <p>216 Giving or offering an official or staff member a bribe, or anything of value.</p> <p>217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.</p> <p>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.</p> <p>219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).</p> <p>220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).</p> <p>221 Being in an unauthorized area with a person of the opposite sex without staff permission.</p> <p>224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).</p> <p>225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.</p> | |
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226 Possession of stolen property.

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

228 Tattooing or self-mutilation.

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

231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.

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

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act. 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charge as “most like” one of the listed High severity prohibited acts. 299 Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.	
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Moderate Severity Level Prohibited Acts

300 Indecent Exposure.	A. Recommend parole date rescission or retardation.
302 Misuse of authorized medication.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	a. 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).
304 Loaning of property or anything of value for profit or increased return.	C. Disciplinary segregation (up to 3 months).
305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	D. Make monetary restitution.
306 Refusing to work or to accept a program assignment.	E. Monetary fine.
307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
308 Violating a condition of a furlough.	G. Change housing (quarters).
309 Violating a condition of a community program.	H. Remove from program and/or group activity.
310 Unexcused absence from work or any program assignment.	I. Loss of job.
311 Failing to perform work as instructed by the supervisor.	J. Impound inmate's personal property.
	K. Confiscate contraband.
	L. Restrict to quarters.
	M. Extra duty.

312 Insolence toward a staff member.

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

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

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area.

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

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

- | | |
|---|--|
| <p>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.</p> <p>329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.</p> <p>330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.</p> <p>331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, clearing supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements.</p> <p>332 Smoking where prohibited.</p> <p>333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).</p> <p>334 Conducting a business; conducting or directing an investment transaction without staff authorization.</p> | |
|---|--|

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

336 Circulating a petition.

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

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

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

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

Low Severity Level Prohibited Acts

402 Malingering, feigning illness.	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 sanction may not be suspended). D. Make monetary restitution. E. Monetary fine. F. Loss of privilege (e.g., visiting, telephone, commissary, movies, recreation). G. Change housing (quarters) H. Remove from program and/or group activity. I. Loss of job. J. Impound inmate's personal property. K. Confiscate contraband. L. Restrict to quarters. M. Extra duty.
404 Using abusive or obscene language.	
407 Conduct with a visitor in violation of Bureau regulation.	
409 Unauthorized physical contact (e.g., kissing, embracing).	
498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charge as "most like" one of the listed Low severity prohibited acts.	
499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	

Additional Available Sanctions for Repeated Prohibited Acts

Within the Same Severity Level

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

MANAGEMENT PROGRAM FOR INMATE ASSAILANTS

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

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

- **Code 114/ (A): Sexual Assault by Force**
- **Code 205/ (A): Engaging in a Sex Act**
- **Code 206/ (A): Making a Sexual Proposal**
- **Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex**
- **Code 229/ (A): Sexual Assault Without Force**
- **Code 300/ (A): Indecent Exposure**
- **Code 404/ (A): Using Abusive or Obscene Language**
- **Staff Misconduct:** The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.
- **What is sexually abusive behavior?** According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:
- **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;
- The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or
- The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

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

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

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.

1. **Right:** You have the right to health care services, in accordance with the procedures of this institution. Health services include medical sick call, dental sick call, and all support services. Normal sick call is on a triage system conducted Monday through Friday morning at the Health Services Unit. Emergency health care services are available 24 hours a day, and are accessed by contacting the correctional worker responsible for you.

Responsibility: You have the responsibility to comply with the health care policies of this institution. You have the responsibility to follow recommended treatment plans that have been established for you by the institution's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

2. **Right:** You have the right to be offered the chance of obtain a *Living Will* (at your own expense), or to provide the Bureau of Prisons with *Advance Directives* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient of a hospital.

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

3. **Right:** You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

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

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

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

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

Responsibility: You have the responsibility to treat staff in the same manner.

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

Responsibility: You have the responsibility to keep this information confidential.

7. **Right:** You have the right to be examined in privacy.

Responsibility: You have the responsibility to comply with security procedures.

8. **Right:** You have the right to obtain copies of certain releasable portions of your health record.

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

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

Responsibility: You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff* form, open-house, or the accepted *Inmate Grievance Procedures*.

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

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

11. **Right:** You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

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

12. **Right:** 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.)

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

13. **Right:** You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care, and routine care.

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

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

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. **Right:** 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.

Responsibility: You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.

PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

Rights and Responsibilities

As a Patient you can expect:

1. Your reports of pain will be believed.
2. Information about pain and pain relief measures.
3. A concerned staff committed to pain prevention and management.
4. Health Professionals who respond quickly to reports of pain.

What we expect from you:

1. Ask your doctor or nurse what to expect regarding to pain management.
2. Discuss pain relief options with your doctor and mid-level provider.
3. Work with your doctor and mid-level provider to develop a pain management plan.
4. Ask for pain relief when pain first begins.
5. Help your doctor and mid-level provider assess your pain.
6. Tell your doctor or mid-level provider if your pain is not relieved.
7. Tell your doctor or mid-level provider about any worries you have about taking pain medications.

RELEASE

Sentence Computation

The Designation and Sentence Computation Center (DSCC), is responsible for the computation of inmate sentences. An inmate will be given the opportunity to review his sentence computation as soon as it is prepared. Any questions about good time, jail credit, parole eligibility, full term dates, release dates, or periods of supervision can be addressed with the Record's Office staff during open house hours or mainline.

Fines and Costs

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means 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, overlapping, 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 the inmate initiate efforts to clear up pending cases.

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 sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be processed under the procedures of the "Interstate Agreement on Detainers". This agreement applies to all detainers based on untried charges which have been lodged as a detainer against an inmate by a "party" state, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, the Interstate Agreement on Detainers is not available.

The Adam Walsh Child Protection and Safety Act

The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into three tiers, and mandates Tier Three offenders update their whereabouts every three months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

CLOSING

Hopefully the information in this booklet will assist you upon your arrival at FCC Forrest City. You should also reference this booklet throughout your incarceration at FCC Forrest City to better assist you in your knowledge of applicable procedures and policies. Please do not hesitate to ask staff for assistance.

NOTICE TO INMATES



MALE and FEMALE
staff routinely work in
and visit inmate
housing areas.

**SEXUALLY ABUSIVE BEHAVIOR
PREVENTION AND INTERVENTION**



An Overview for Inmates

FCC FORREST CITY
FORREST CITY, ARKANSAS

May 2025

PREA AT A GLANCE

Everyone in BOP custody has the right to be safe from sexual abuse and harassment.

Anyone who reports sexual abuse and harassment (staff or those in BOP care and custody) has the right to be free from retaliation for reporting.

There are multiple ways to report sexual abuse or harassment:

- Email Office of Inspector General (OIG) directly. When you email OIG from TruLincs, this is not traceable at your institution. Staff and other individuals in BOP custody will not know you made this report. You can request for your report to remain confidential. OIG is completely separate from the BOP. OIG staff do not work for the BOP.
- Tell any staff member about the sexual abuse or harassment.
- Write a “cop-out” to any staff member you are comfortable with.
- Write directly to the Regional or Central Office PREA Coordinator.
- Write directly to OIG (information is included later in this handbook).
- File an administrative remedy.
- Have someone you trust report the allegations online (the web address is included later in this handbook).

ALL allegations of sexual abuse or harassment are taken seriously and investigated accordingly.

You can always ask a staff member if you have questions about the information provided in this handbook.

You Have the Right to be Safe from Sexually Abusive Behavior.

The Federal Bureau of Prisons has a zero-tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive/ harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, sex or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do if You Are Afraid or Feel Threatened?

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

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

concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

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

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted** or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior.

You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP.

OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. The address is:

**Office of the Inspector General
U.S. Department of Justice Investigations Division
950 Pennsylvania Avenue, N.W. Room 4706
Washington, D.C. 20530**

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
 - are forwarded directly to OIG
 - will not be saved in your e-mail 'Sent' list
 - do not allow for a reply from OIG,
 - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically
https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide

you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Angels of Grace
406 Pecan St.
Helena, AR 72342
870-572-9530

Your Local Rape Crisis Center's Information is:
Center's Name: Child Abuse and Forensic Evaluations
Contact Information: 810 Hospital Dr Ste 190
Forrest City, Arkansas 77701

Management Program for Inmate Assailants

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

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

Code 114/ (A): Sexual Assault by Force.
Code 205/ (A): Engaging in a Sex Act
Code 206/ (A): Making a Sexual Proposal
Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex
Code 229/ (A): Sexual Assault Without Force
Code 300/ (A): Indecent Exposure
Code 404/ (A): Using Abusive or Obscene Language

Policy Definitions *per 28 CFR 115.6:*

Sexual abuse includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident;
and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes—

- (1) **Repeated** and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate, detainee, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to sex, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate

to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmates naked body or of an inmate performing bodily functions.

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

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

**** Please be aware that both male and female staff routinely work and visit inmate housing areas. ****

Contact Offices:

S. Gibson, PREA Compliance Coordinator, FCC Forrest City
Associate Warden
FCC Forrest City
U.S. Department of Justice
1400 Dale Bumpers Road
Forrest City, AR 72335

U.S. Department of Justice
Office of the Inspector
General Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530

Federal Bureau of Prisons
Central Office
National PREA Coordinator
320 First Street, NW, Room 544
Washington, D.C. 20534

Federal Bureau of Prisons
Mid-Atlantic Regional Office
Regional PREA Coordinator
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

Federal Bureau of Prisons
North Central Regional Office
Regional PREA Coordinator
Gateway Complex Tower II,
8th Floor 400 State Avenue
Kansas City, KS 66101-2492

**Federal Bureau of Prisons
Northeast Regional Office
Regional PREA Coordinator**
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

**Federal Bureau of Prisons
South Central Regional Office
Regional PREA Coordinator**
U.S. Armed Forces Reserve Complex
344 Marine Forces Drive
Grand Prairie, Texas 75051

**Federal Bureau of Prisons
Southeast Regional Office
Regional PREA Coordinator**
3800 North Camp Creek Parkway
SW Building 2000
Atlanta, GA 30331-5099

**Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator**
7338 Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

PREA Video Script

Serving your sentence can be a challenging time in your life. While in the care and custody of the Federal Bureau of Prisons, you have the *right* to be free from sexually abusive behavior. In fact, sexual abuse is actually *illegal*. The Prison Rape Elimination Act of 2003 (commonly known as “PREA”) is the law enacted to ensure your time in our custody is safe. The Bureau of Prisons has a commitment to uphold our zero-tolerance policy for sexually abusive behavior. This means we do not tolerate sexual abuse or sexual harassment of any kind from staff or other inmates, and we are obligated to respond when you feel you have been abused or harassed.

Many of you experienced and survived physical, emotional, or sexual trauma before your incarceration. It is unacceptable for this cycle of abuse to continue during your sentence. Our institutions are meant to be places where you can serve your sentence safely and engage in responsive programming and activities designed to help meet your individual reentry, health and wellness, parenting, psychological, and other needs. Our goal is for you to serve your sentence and work on self-improvement and do so in a safe environment without worrying about your safety and wellbeing.

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your sex or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to

refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited.

It is the expectation of the agency and its leadership that our staff at every level treat inmate's with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

If you feel you have been harassed or abused, there are multiple ways for you to report this behavior. You can tell any staff member, call to report, send an email, or write to report. Specific details for your facility are available in your A&O Handbook or on the black and yellow PREA signs in your housing unit. All allegations of sexual abuse are taken seriously and investigated. If you have questions or need help with understanding your handbook or any of this information, please reach out to a staff member.

At all BOP facilities, we have trained, professional mental health staff who can help you after an allegation of sexual abuse, and most institutions also have access to outside advocates you can contact, should you choose to work with them after an allegation. This includes access to follow-up services beyond your initial report. Your safety and wellbeing are of the utmost importance to the BOP. Please reach out to your Executive Staff or any staff member you feel comfortable asking if you have any questions. You have the right to be free of sexual abuse and harassment and we can all work together to keep you safe and healthy.

Reporting Employees Misconduct

In accordance with PS 3420.12, Standards of Employee Conduct, any inmate who becomes aware of employee misconduct, to include matters affecting an inmate's health and safety, has the ability to report the violation to the CEO, OIA, or OIG.

Contact Office

U.S. Department of Justice
Office of the Inspector General
Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530-0001

Language Line for TRANSLATION

We have a translation line
[Schedule a Consultation | LanguageLine Solutions](#)

First Step Act Admission and Orientation (A&O) Addendum

The First Step Act (FSA) allows eligible inmates to receive Federal Time Credits (FTCs) for successfully participating in approved Evidence-Based Recidivism Reduction (EBRR) Programs and/or Productive Activities (PAs). These credits can be used toward pre-release, community-based placement and/or toward early release to a Supervised Release Term.

What is the PATTERN Risk Assessment?

All sentenced inmates, regardless of eligibility status, will be assessed for risk of recidivism and for their needs. The Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) is the automated recidivism risk assessment tool and part of the Bureau's FSA-approved Risk and Needs Assessment System. The PATTERN tool is completed during the Initial Classification and is used to assign each incoming inmate an initial recidivism risk level of Minimum, Low, Medium, or High. You will receive a General and Violent Risk Level and the higher of the two is your overall Recidivism Risk Level. The resulting recidivism risk level is not to be confused with security or custody level. Risk level is re assessed at every regularly scheduled program review (commonly called a team meeting) throughout your incarceration with the BOP. Your case manager will discuss your PATTERN results during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you with a copy of your PATTERN risk assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

In addition to the PATTERN risk assessment being reviewed during regularly scheduled team meetings, it will also be automatically reviewed during the monthly auto-calculation of Federal Time Credits to capture changes in risk level elements since the last team. For example, program completions, clear conduct or sanctioned incident reports, and birthdays (age). While this new automation will allow for changes to be credited closer to their occurrence, it will also ensure that changes are credited for the FSA Assessment. This automation applies to all inmates whether in the institution, pre-release placement, on writ, in-transit, etc.

What is the SPARC-13 Needs Assessment?

The Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) is the Bureau's needs assessment system. It is used to assess inmates in 13 need areas to focus recommended programming to reduce the risk of recidivating. Portions of the SPARC-13 assessment require the inmate's active participation. **Failure on the inmate's part to complete the self-assessment surveys timely will delay completion and negatively impact the inmate's ability to begin earning FTCs as the inmate will be considered to have "opted out," and therefore will be in non-earning status regardless of eligibility to earn FTCs.**

What does this mean? **If you do not complete the surveys, which are found on the Trust Fund Limited Inmate Communication System (TRULINCS), you will NOT earn FTCs.** Do not wait until your Initial Classification to complete the surveys. The sooner they are completed, the better. If you are having difficulty finding the surveys, opening them, or understanding the questions, please talk to your unit team.

Based on the results of your initial Needs Assessment, staff from the different departments will make program recommendations to assist you in reducing your risk of recidivism. Your needs are re-assessed at every regularly scheduled program review meeting throughout your sentence and program recommendations will be adjusted based on changes in your need areas. Your case manager will discuss your SPARC-13 results as well as the program recommendations during your Initial Classification and at each team meeting throughout your incarceration.

Your case manager will also provide you with a copy of your Needs Assessment worksheet at each team. The worksheet will show your current PATTERN risk scores and level for General and Violent Recidivism Risk as well as your overall Risk Level. The worksheet will also list all your program completions for which you are receiving credit.

Similar to the monthly automated review of the PATTERN risk assessment, the SPARC-13 Needs Assessment will be automatically reviewed during the monthly auto-calculation of Federal Time Credits to capture changes in your Needs Assessment.

What if I'm back in prison (violator or new criminal conviction), do I have to redo the self assessment surveys that I completed last time?

YES. When you release from BOP custody, everything related to FSA is closed out. If you return to custody, everything starts over.

What are the 13 areas the SPARC-13 Needs Assessment looks at?

Anger/Hostility*	Family/Parenting*	Rec/Leisure/Fitness
Anti-Social Peers*	Finance/Poverty	Substance Use
Cognition*	Medical	Trauma
Dyslexia	Mental Health	Work
Education		

*Self-Assessment Surveys completed on TRULINCS. While the completed assessment information is uploaded monthly, you are given credit based on the day you completed the surveys – not the date it was uploaded.

What is an Evidence-Based Recidivism Reduction (EBRR) Program?

An EBRR Program is a group or individual activity found in the FSA Approved Programs Guide where research has shown that participation reduces, or is likely to reduce, recidivism. Some examples of EBRR Programs are:

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management
- Life Connections
- UNICOR Employment

What is a Productive Activity (PA)?

A PA is a group or individual activity found in the FSA Approved Programs Guide that enhances skills to address identified needs and allows an inmate to remain productive and thereby maintain, or work toward achieving, a minimum or low risk of recidivating. Some examples of PAs include:

- Alcoholics Anonymous (AA) Support Group
- Bereavement Support Group
- Circle of Strength
- Franklin Covey 7 Habits on the Inside

What is a non-FSA Program?

These are the other programs and activities offered which are for the purpose of reducing idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

- Productive, free-time activities (e.g., recreation, hobby crafts, or religious services)

- Family interaction activities (e.g., social visiting)
- Personal growth and development classes (e.g., adult continuing education classes)
- Institution work program
- Community service projects

What is an FSA Assessment and when does it occur?

The FSA Assessment brings everything together: PATTERN, SPARC-13, and EBRR/PA program participation. The FSA Assessments are independent, automated, and coincide with the Initial Classification and Program Review timeline. This means the initial FSA Assessment occurs 28 days after your arrival at your designated facility. Subsequent FSA Re-Assessments occur every 180 days, if you are more than 12 months from your projected release date, and every 90 days, if you are under 12 months from release.

Because FSA Assessments are automated, this means if your team meeting is late because your case manager is out sick or you miss it because you're out on writ or in-transit to another facility, your FSA Assessment will occur based on the most recent information in your record. And, with the enhanced automation in the PATTERN and SPARC-13 tools, those will also be updated even if you're not in your institution, or if your case manager is out sick.

Who is NOT eligible to earn FTCs?

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates • U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates
- D. C. Code Inmates*

Your case manager will discuss your eligibility status during your Initial Classification. If you believe you are eligible, ask your case manager which offense and/or sentence makes you ineligible to earn time credits. Remember your ineligibility is based on either your conviction and/or your court of jurisdiction.

*D. C. Code inmates: In late Spring 2023, the D. C. Government passed statute which would allow eligible individuals to earn time credits. Unfortunately, the statute, as passed, did not provide the same level of detail and structure which was included in the Federal statute. Currently, the Bureau is working with the D. C. Government to determine eligibility criteria to earn and apply credit. As more information becomes available, it will be distributed.

What if I have consecutive charges and one of them is on the disqualifying list, but the other isn't; will I earn credits?

The short answer is no. Whether you have multiple counts, multiple J & Cs, and/or multiple jurisdictions, you are serving a single, aggregated term of incarceration. The review for

eligibility is based on your term of incarceration. You are either eligible or you are not. This means if one count, one J & C, or one jurisdiction is ineligible to earn time credits, then your term of incarceration is ineligible.

Also, if you are convicted for new criminal conduct while serving your sentence, whether your sentence is run concurrently or consecutively, and if the new conviction is for an ineligible offense, the whole term of incarceration becomes ineligible for earning FTCs. For example, USC 18 § 1791, Providing or Possessing Contraband in Prison (weapon, cell phone, tobacco, alcohol, etc.) is a disqualifying offense. Even if you only received a short sentence of a few months, it will disqualify you from being able to earn credit or apply any credit you may have already earned.

When do I start earning FTCs?

You will earn your first FTCs once you complete 30 programming days. You can start earning programming days AFTER you arrive at your designated institution, your PATTERN Risk Assessment and SPARC-13 Needs Assessment are completed, and you agree to participate in recommended programming. This means you cannot begin earning programming days and time credits while in pretrial or holdover status, even if you are being held in one of the Bureau's Detention Centers or Jail Units. The reason is simple, the FSA Assessment process begins after you arrive at your designated facility and begin the intake and Initial Classification process.

The only thing which will delay you accumulating programming days is not completing the self-assessment surveys on TRULINCS or refusing to complete the Trauma or Dyslexia Need Assessments. Those elements of the FSA Assessment which are completed by staff have no impact on your ability to accumulate programming days. This means whether your Initial Classification is completed days after your arrival or not until day 27, you will still begin accumulating programming days as soon as you complete the four self-assessment surveys.

What if I'm back in prison and had FTCs I didn't get to use before I released last time?

Credits can only be earned and used during your current term of incarceration. Once you are released from your current term, time credits cease to exist. If you return to custody, you start over.

If I'm eligible to earn FTCs, do I earn FTCs the whole time I'm in prison?

Not necessarily. There are situations where an inmate is unable or unwilling to participate in programming, and therefore, will not earn FTCs. Those situations include:

- Disciplinary Segregation
- Designation outside the Institution (outside hospital, furlough, etc.) *
- Temporary Transfer to another Federal or a non-Federal agency (Fed Writ, State Writ, IAD, etc.) *
- Placement on a Mental Health/Psychiatric Hold
- Detention as a material witness or for civil contempt
- Placement in civil commitment

- Opting Out (see definition below)
- Refusal to participate in required programs (e.g. Inmate Financial Responsibility (FRP), Drug Education, Second Chance RRC placement, etc.)

*Any part of a day, is considered a day. Therefore, if you are at your designated facility for some portion of the day, you will still be given credit for that day. Remember, you have to accumulate 30 programming days to earn FTCs. This means, for example, if you are admitted to an outside hospital on a Friday and return to the institution on Monday. You are losing two programming days (Saturday and Sunday) – not Time Credits.

How many FTC days can I earn?

The number of FTCs earned is based on the length of your incarceration and your total number of programming days. The statute limits the number of earned time credits to “an amount that is equal to the remainder of the prisoner’s imposed term of imprisonment.” What does this mean? You can only apply time credit up to the amount of time remaining to serve. If for example, you have earned 310 days of time credits toward early release and then receive a sentence reduction which creates a new statutory release date which is only 9 months away (approximately 270 days), your FTCs will be applied to the new date; you will be an immediate release, and the 40 days left over will just disappear with your release.

What is “Opting Out?”

You are opting out if you refuse to participate in or complete any EBRR programs or structured, curriculum-based PAs recommended based on an identified need. You are also considered to be opting out if you refuse to participate in or fail to complete any portion of the Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13), the Bureau’s Needs Assessment system.

Based on the results of your Needs Assessment, staff will recommend you participate in EBRR programs and/or PAs to address your needs. If you decline to participate in an EBRR program or PA which has been recommended based on a specific identified needs area, you will be considered opted out, and therefore, in non-earning status regardless of eligibility to earn FTCs.

Can I earn FTCs while waiting for a program?

Yes. You will remain in FTC earning status while on a waitlist for EBRR programs or PAs recommended based on your needs assessment if you have not refused to participate. However, if you later refuse to participate in the recommended EBRR program or PA for which you were on a waitlist, you will be considered declined, or opted out, for the entire waitlist period.

The waitlist period is defined in terms of the corresponding need area(s). When an inmate declines participation after being on a waitlist, the auto-calculation application will first identify any need areas associated with the declined program and then identify the oldest waitlist associated with the need area(s). Any credits earned since the oldest waitlist associated with the

need area, without intervening participation, will be rescinded to reflect the inmate's refusal. This means that any credits earned during the waitlist period will be removed to reflect your refusal/opting out.

How do I earn my credit?

FTCs are awarded based your eligibility to earn credit, completion of the PATTERN and SPARC-13 assessments, and ongoing participation in programs designed to reduce the risk of recidivating. Once you are in earning status, you will remain in earning status unless or until your status changes as previously described.

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a completed 30-day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle. For example: If the first monthly posting of FTCs occurs only five days after you go into earning status, no FTCs will post to your record as you have not yet accumulated 30 days in earning status. However, those five days will carry over to the next monthly cycle, and you will receive the FTCs at the end of the second month. If later, you go into FRP Refuse or decline a recommended needs-related program and go into opt out status, you will no longer be in earning status, and therefore, you will stop accruing days toward FTCs and no FTCs will post to your record. Once you return to earning status, you will resume accruing days toward the earning of FTCs.

Along with other enhancements to the FSA Assessment process, beginning later in 2024, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the “carried over” programming days and post Time Credits to your record sooner.

How will I know how much credit I've earned?

At each team, you will receive a copy of the Federal Time Credits Worksheet. This worksheet will include, among other things:

- FTC days earned toward early release and toward RRC/HC placement
- Number of accrued and disallowed programming days
- Whether you are eligible to apply credits toward release, and if not eligible, the reason
- Accruing and disallowing time frames, total number of days, and reasons for disallowances
- FSA Assessment and the Recidivism Risk Level at the time of the Assessment
- FTC Earning Rate

In 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

How do I earn 15 days of credit instead of 10 days?

Whether you earn 10 or 15 days of FTCs depends on your PATTERN Recidivism Risk level at the time of the FSA Assessment. All eligible inmates will earn 10 FTC for every 30 days in earning status. Once an inmate has maintained Low or Minimum risk for two consecutive FSA Assessments, the inmate can begin earning 15 FTCs for every 30 days in earning status.

Can I lose FTCs?

Yes. You can be sanctioned to Loss of FTCs by the Disciplinary Hearing Officer (DHO) for an incident report. However, you can appeal the loss through the Administrative Remedy Process. More importantly, you can request to have those lost FTC days be restored or given back **AFTER** you have maintained clear conduct for two consecutive FSA Assessments.

If I lost FTCs because I refused to take a recommended program, can I get those days restored?

You didn't lose FTCs because you refused a recommended program, you lost programming days which resulted in you not earning FTCs. Because you never earned the FTC days to start with, there is nothing to restore. Remember, if you decline a recommended program, you are "opting out" and therefore are in a non-earning status.

Once I earn FTCs, how do I get to use them?

FTCs are used two ways – early transfer to prelease custody (halfway house or home confinement) or early release to your Supervised Release term. If eligible, the first 365 days of FTCs will be applied to your early transfer to your Supervised Release term resulting in an early release from prison. Any remaining FTCs are applied to pre-release custody resulting in your ability to transfer to halfway house or home confinement sooner than you would have without the credit.

Does everyone get to use their FTCs or are there restrictions?

No – not everyone will get to use the FTC days earned. There are limitations. For an inmate to have up to 365 days of earned FTCs automatically applied to early release, an inmate must meet the following criteria:

- Have a term of Supervised Release to follow the term of incarceration
- Have a low or minimum PATTERN risk level
- Have not opted out or refused to participate in any required program, and therefore, be in earning status

Credit earned in excess of 365 days is applied toward increased pre-release placement in halfway house or home confinement.

If I don't have Supervised Release to follow, do I still get to use my FTCs?

Yes, but they can only be applied to pre-release custody.

What if I am High or Medium Risk? Can I apply the time credits I've earned?

Maybe. If you are High or Medium Risk but have maintained clear conduct and participated in all the recommended programming, you may be able to apply the credits you've earned by petitioning the Warden. In determining whether to approve your petition, the Warden will consider the following:

- Whether you would not be a danger to society if transferred to prerelease custody or supervised release;
- Whether you have made a good faith effort to lower your recidivism risk through participation in recidivism reduction programs or productive activities, and
- Whether you are unlikely to recidivate.

How will you demonstrate this to the Warden? By maintaining clear conduct and by participating in the EBRRs and PAs recommended to address your specific Needs. Will maintaining clear conduct and participating in programming automatically mean you will be approved? No. Each case is reviewed individually considering both your history and your time in prison. But, if you haven't maintained clear conduct for an extended period time and/or haven't completed programming, you shouldn't be surprised if your petition is denied.

How do I petition the Warden to apply my Time Credits if I am High or Medium Risk?

Submit an Inmate Request to Staff Member (copout) to your unit team during your regularly scheduled Program Review team meeting. The unit team will review your record and make a recommendation to the Warden. The Warden, after reviewing your record and consulting with the Regional Director, will either approve or deny your petition. You will receive a written response from the Warden to your request. During all aspects of this program, you may file an Administrative Remedy if you choose.

Are FTCs applied to my percentage of time served?

No. FTCs applied toward your release date do NOT impact your percentage of time served because FTCs do not change your Statutory Release Date – they only change your Satisfaction Date.

What is an FSA Conditional Release Date?

For eligible inmates who are Low or Minimum Risk, this is a presumed earliest release date you could earn with Federal Time Credits. This calculation makes the presumption that once you are Low or Minimum risk AND in earning status, you will continue to remain in earning status. As a reminder, the FSA Conditional Date, is NOT your release date as the credit is only applied as it is earned. Changes in your status (e.g., FRP Refuse, program declines, Disciplinary Segregation, etc.) will result in changes in your conditional date. **The FSA Conditional Release Date is for planning purposes only.**

Additionally, a second application will project the maximum number of FTCs which can be earned during your term of incarceration. This will assist in determining the earliest eligible pre-release placement date. This means your Unit Team will be able to monitor your projected number of FTCs and submit your RRC referral timely. Remember this is still just a planning tool, if your status changes, the possible maximum number of FTC days will change as well.

What is the maximum number of FTCs that I can earn?

The maximum number of credits an individual can earn varies from person-to-person, but it is being driven by the number of programming days and if/when you drop to low or minimum risk level. But, in all cases, the number of FTCs applied cannot be greater than the numbers of days remaining to serve at any point in your incarceration.

Do I earn FTCs while in Halfway and/or Home Confinement?

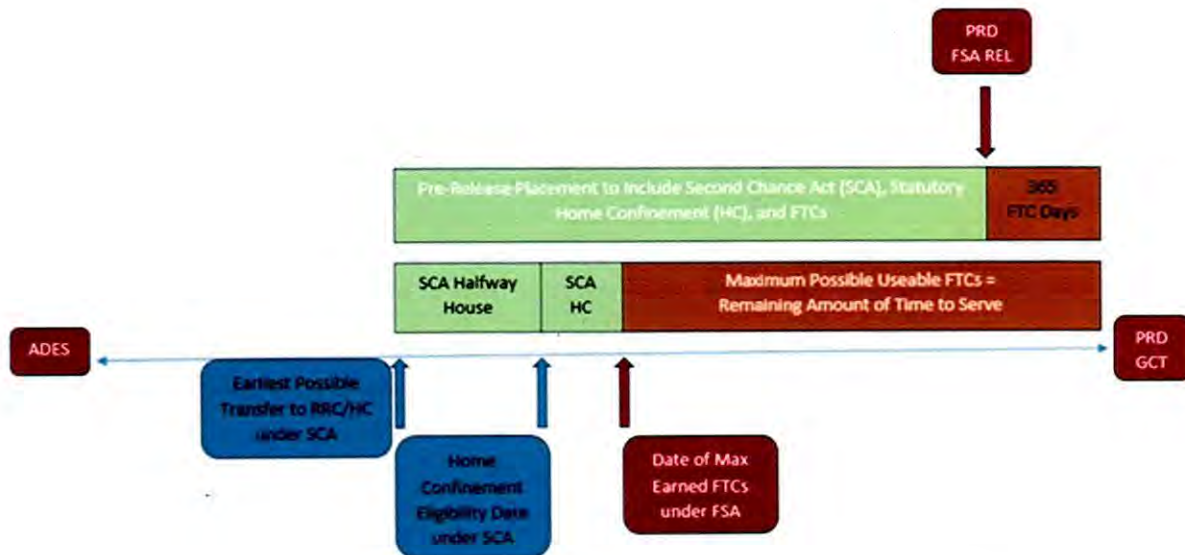
Yes. As long as you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN Risk Level increases to Medium or High Risk for any reason, you will no longer be eligible to apply your FTCs, and may be removed from pre-release placement and returned to the institution.

How does FTCs work with Pre-Release Placement?

Your halfway house and/or home confinement recommendation will include the total number of days recommended under the Second Chance Act, plus the remaining number of FTC days not applied to Supervised Release at the time of the referral.

Do FTCs change my Home Confinement Eligibility Date (HCED)?

Yes and no. Your Home Confinement Eligibility Date is calculated based on your statutory term. FTCs do not impact the number of days making up the eligibility date – that block of days is the same regardless of FTCs earned. What changes is the date itself. This is because the eligibility date is based on the number of days prior to Projected Release Date, and as your release date changes (due to earned FTCs), the Home Confinement Eligibility Date also changes, but the block of days making up the statutory Home Confinement does not. Plus, once you earn FTCs toward early pre-release placement, the Home Confinement Eligibility Date is based on that same block of days, but in advance of the maximum number of FTCs earned.



For example, if you had 60 months followed by a term of supervised release. You would be eligible for about six months of Home Confinement under the Second Chance Act. After you've earned the 365 FTC days toward early transfer to Supervised Release (i.e., early release from custody), you will have enough time remaining to serve to accumulate FTCs toward pre-release placement. If your Unit Team were to also recommend and approved you for a Second Chance Act placement of nine months in addition to your pre-release FTCs, you will have to stay in the halfway house for the first three months as the six-month home confinement eligibility requirement still applies regardless of the number of additional FTCs.

How do unresolved pending charges and/or detainers impact me getting Time Credit?

As long as you are eligible to earn time credits, an unresolved pending charge and/or detainer has no impact. With the exception of inmates with final orders of deportation or removal – determinations made based on documentation provided by Immigration and Custom Enforcement (ICE), unresolved pending charges and/or detainers will not impact your ability to apply credit toward early release or pre-release placement.

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. **Meaning - if you are in halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.**

Because you are not eligible for a needs-based recommendation under the Second Chance Act, your FSA placement in halfway or home confinement is VOLUNTARY. You can decline the

voluntary FSA placement without any negative impact. This means you can still apply your FTCs, up to 365 days, toward early release. Please let your case manager know if you are declining the voluntary FSA placement due to unresolved pending charges or detainers in pre-release custody.

Can I still earn FTCs if I'm eligible to receive the Residential Drug Abuse Program Early Release Benefit?

Yes, but the Residential Drug Abuse Program (RDAP) Early Release Benefit is applied first to your release date, then any FTC days are applied afterwards. This means you must complete all components of RDAP, to include the community-based portion – a minimum of 120-days in the community-based treatment program.

To receive the full benefit of both programs, you must have enough time remaining to complete all required components of RDAP. In the event you do not have enough time remaining after completing the RDAP program to receive both, the number of FTC days applied will be reduced to allow for, at a minimum, the 120-day community-based placement as required under 3621(e).

What about if I have an unresolved pending charge and/or detainer and am eligible for the RDAP early release benefit? How will that impact my time credits?

Because of the unresolved pending charges and/or detainer, your RRC/HC placement will be strictly based on your FTCs. Accordingly, you must have at least 120 FTC days for placement in the RRC/HC. The auto-calculation application is designed to limit the number of FTC days applied toward early release to ensure the 120-day RRC/HC requirement and then will make all the remaining FTC days available toward RRC/HC placement. This limitation will be based on your expected institution RDAP completion date. Once you have an RRC/HC placement date, your Unit Team will submit updated documentation to DSCC so that your sentence comp can be updated. Remember - the amount of time remaining to serve once you complete RDAP will determine how many of your FTC days you will be able to apply. This information can be found on your FTC Worksheet.

Questions?

If you have questions about any aspect of the First Step Act or the associated Federal Time Credits, including eligibility, requirements, or limitations, and/or programs, please talk to your unit team. They will either be able to answer your question or direct you to staff in the department that can assist you.