



FEDERAL CORRECTIONAL INSTITUTION

WILLIAMSBURG

Salters, South Carolina

ADMISSIONS & ORIENTATION HANDBOOK

— 2026 EDITION —

J. Taylor, Warden

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Signature

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MALE OFFENDER

FEDERAL CORRECTIONAL INSTITUTION MEDIUM SECURITY

FEDERAL PRISON CAMP MINIMUM SECURITY

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ABOUT THIS HANDBOOK

This handbook is provided to every inmate upon arrival at FCI Williamsburg as part of the Admissions & Orientation (A&O) process. It summarizes key policies, procedures, programs, and expectations for incarcerated individuals at this medium-security institution. Keep this handbook as a reference throughout your stay. Policies may be updated; refer to the most current institution supplements and Program Statements.

CONTROLLING AUTHORITY NOTICE

This handbook is intended for informational purposes only. In the event of any conflict between the contents of this handbook and official Bureau of Prisons Program Statements, institution supplements, or federal law, the official documents and statutes shall control. Nothing in this handbook creates or confers any legally enforceable rights, privileges, or benefits on any person.

“The man you become tomorrow is built by the choices you make today.”

-Zig Zigler

INTRODUCTION

The staff of the Federal Correctional Institution (FCI) Williamsburg, South Carolina, have prepared this Admissions and Orientation Handbook to provide basic information about our policies and procedures, and to help facilitate your successful adjustment to the institution. FCI Williamsburg is a medium-security federal correctional institution and a minimum-security federal prison camp serving a male offender population. This handbook addresses the most commonly raised questions and covers the essential information you may need during your incarceration.

When you first arrive in your assigned housing unit, you may address any immediate needs or concerns with your unit officer. Your unit is also staffed by a unit manager, case manager, counselor, and secretary who are available to assist you. Your unit team is your primary point of contact for virtually all institutional matters and is committed to helping you succeed during your time here.

BOP MISSION STATEMENT

The Federal Bureau of Prisons operates institutions that are safe, humane, cost-efficient and secure, while providing appropriate opportunities for inmates to prepare themselves to remain crime-free and become productive members of society upon release.

Inmates are expected to know the rules and follow the directions of staff. Inmates who are medically able are required to work. Communication is essential in solving any concerns or questions. Inmates are encouraged to communicate with their unit team regarding any institutional issues or personal problems. Open and respectful communication is the foundation of a safe and orderly institution.

IMPORTANT: IF YOU FEEL UNSAFE

If at any time you feel unsafe or threatened, notify any staff member immediately. You may also contact your unit team, the correctional supervisor, the Special Investigative Agent (SIA), or submit a written request. FCI Williamsburg has a zero tolerance policy for sexual abuse and harassment under the Prison Rape Elimination Act (PREA). You have the right to be safe.

HOW TO USE THIS HANDBOOK

This handbook is organized by department and topic for easy reference. Use the Table of Contents to locate specific subjects. Review this handbook thoroughly during your first week and keep it accessible for future reference. While this handbook provides a comprehensive overview, additional details are available in official BOP Program Statements and institution supplements posted in your housing unit.

LEGAL NOTICE

This handbook is provided for informational purposes only. Nothing in this handbook creates or confers any legally enforceable rights, privileges, or benefits. In the event of any conflict between this handbook and Bureau of Prisons Program Statements, institution supplements, federal regulations, or federal law, those authorities shall control. Institutional operations, schedules, and privileges may be modified or suspended when necessary to maintain safety, security, or orderly operation of the institution.

WARDEN LIMITATIONS AND PRIVILEGE RESTRICTIONS PROGRAM

The Warden is responsible for the safe, secure, and orderly operation of the institution and, in doing so, may restrict or modify inmate privileges when necessary to maintain security, good order, discipline, or to protect the public, staff, inmates, or institutional property.

Restrictions apply when the Warden reasonably determines that an inmate's behavior, ongoing investigation, disciplinary status, safety concern, or security threat justifies limitation or suspension of privileges.

Telephone Privileges

Inmates are provided telephone access as part of correctional management to help maintain community and family ties. However, telephone privileges may be limited, suspended, or removed by the Warden due to:

- Misuse of phone privileges (e.g., intimidation, criminal conduct)
- Disciplinary sanctions imposed through the inmate discipline process
- Security concerns or investigative needs
- Threats to safety or institutional order

MONITORING NOTICE

Telephone calls are monitored and recorded (except properly arranged attorney calls). Notices are posted at telephones advising inmates of monitoring. Use of the telephone constitutes consent to monitoring.

Electronic Messaging (TRULINCS)

Electronic messaging via the Trust Fund Limited Inmate Computer System (TRULINCS) is available to help inmates maintain contact with approved correspondents. The Warden may restrict or suspend TRULINCS privileges for:

- Violation of TRULINCS procedures or misuse
- Communications posing a threat to public safety or institutional security
- Attempts to circumvent monitoring or access unauthorized users
- Disciplinary action

All messages are screened for content. Inmates are required to be approved for each outside contact.

Commissary Privileges

Commissary access is controlled by institutional procedures. The Warden may restrict commissary privileges due to:

- Disciplinary sanctions
- Abuse or fraud involving commissary procedures
- Security threats related to item misuse or accumulation of contraband
- Indebtedness or financial violations

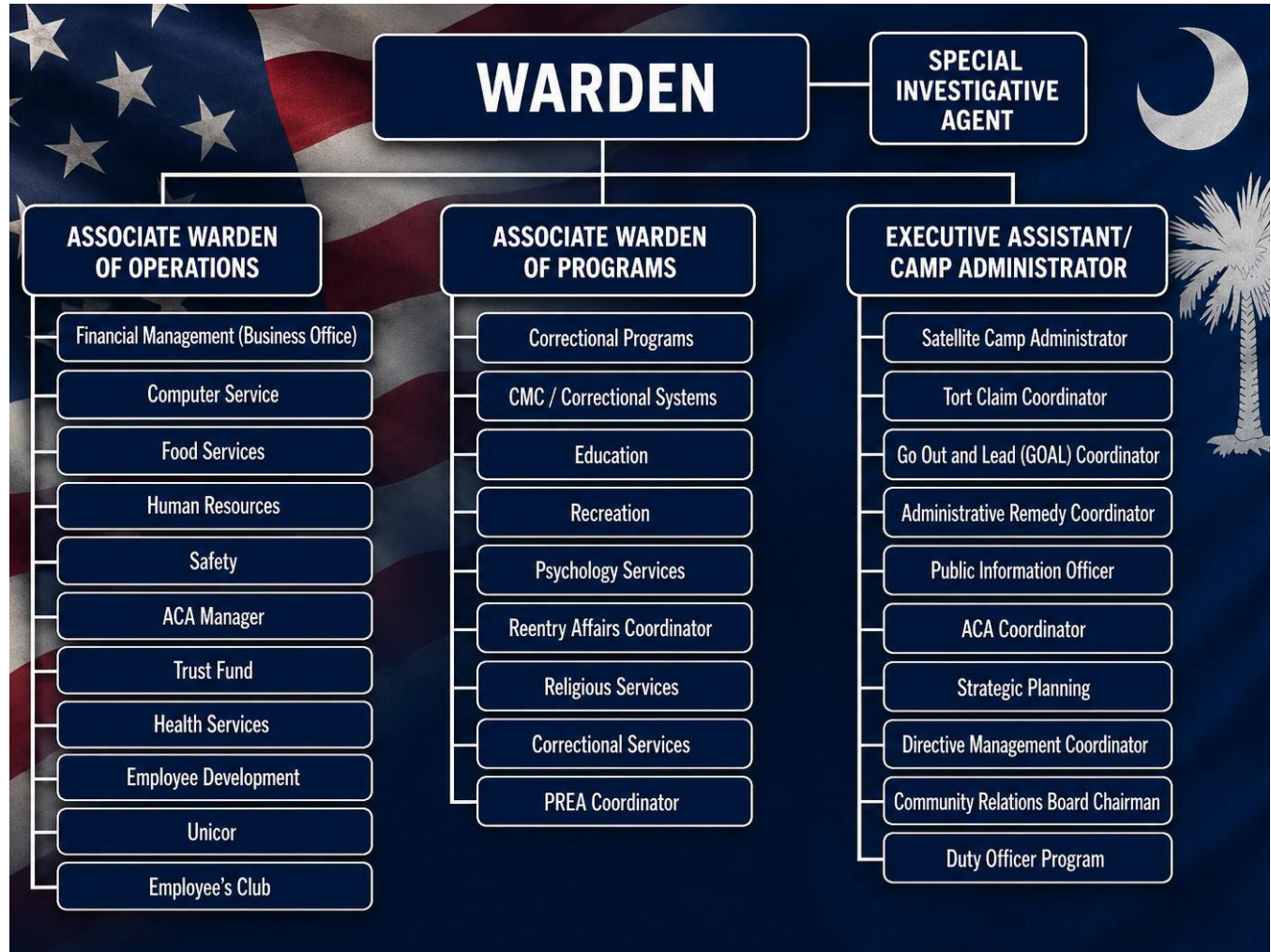
Other Privileges

The Warden may also restrict or modify visiting privileges, recreation and program participation, and work assignments when warranted for security or operational needs. Restrictions are applied consistently with Bureau policy.

Documentation and Review

Decisions to restrict privileges are documented and communicated to the inmate. Supervisory staff review restrictions regularly, and privileges may be restored when the reason for restriction no longer exists.

EXECUTIVE ORGANIZATION CHART



UNIT MANAGEMENT INFORMATION

Intake Screening & Orientation

When inmates first arrive, they are interviewed by unit management and medical staff, a process known as Intake Screening. Within the first seven days after arrival, inmates receive a basic orientation to help them adjust to the institution. This orientation covers key policies, available programs, medical screening, and an introduction to your assigned unit team. Use this time to ask questions and familiarize yourself with the institution's expectations and resources.

Classification Teams (Unit Teams)

Inmates at FCI Williamsburg are assigned to one of four specific housing units. Each unit is located in its own building, housing both inmate living areas and unit staff offices in close proximity. This arrangement promotes open communication and allows staff to work more closely with the inmates assigned to their unit. Your unit team serves as your primary resource for all aspects of your incarceration—from programming and work assignments to release planning.

General Functions of Unit Staff

Unit Manager — The unit manager supervises the overall operation of the unit and staff. He or she is a department head at the institution and has a close working relationship with other departments and outside agencies. The unit manager chairs classification team meetings and reviews all inmate programs within the unit.

Case Manager — The case manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, the Inmate Financial Responsibility Program (IFRP), and other relevant material for classification team meetings. The case manager serves as a liaison to the community and maintains contact with families and outside agencies.

Correctional Counselor — The correctional counselor provides counseling and guidance to inmates of the unit in areas of institutional adjustment, personal difficulties, and future plans. He or she plays a major role in all unit programs and serves as a liaison between inmates and other departments. Job assignments, cell changes, and many day-to-day issues are handled by the counselor.

Unit Secretary — The unit secretary primarily performs clerical and administrative duties but may also be certified to serve in other capacities.

Unit Officer — The unit officers along with unit team members have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the housing unit and are your most immediate point of contact.

Communication

There is ordinarily a unit team member available each day of the week until 4:00 PM. The unit bulletin boards contain written communication of interest to inmates. Inmates may submit written requests to staff (known as "cop-outs" or BP-148 forms), which are available in each housing unit.

To protect the privacy of inmates during instances of undress or performing bodily functions, staff of the opposite sex are required to announce their presence when entering an inmate housing unit. If a staff member needs to communicate with an inmate at any time, the inmate should respond courteously and promptly.

Town Hall Meetings

Unit managers periodically hold meetings on both sides of each housing unit when needed to make announcements and discuss changes in policies or procedures within the unit. Inmates are encouraged to attend these meetings and participate constructively in the discussion.

Program Reviews

Program reviews are generally conducted every 90 to 180 days by the classification team. The purpose of a Program Review is a formal meeting between the inmate and his unit team for the purpose of discussing institutional adjustment, program participation, work performance, release planning, and any other relevant matters. These reviews are an opportunity for you to demonstrate progress and address any concerns.

Central Inmate Monitoring System (CIMS)

The Central Inmate Monitoring System (CIMS) is a method for the institution, region, and central offices to monitor the transfer, temporary release, and participation in community activities of inmates who present special management considerations. CIMS categories include separation cases, witness security cases, and other designated categories requiring heightened administrative review.

Treaty Transfers

In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, the U.S. has entered into treaties with a number of other foreign countries. This allows inmates who are citizens of a foreign country to apply to serve the remainder of their sentence in their home country. Contact your unit team for additional information regarding eligibility and the application process.

Parole Hearings

Eligible inmates may request a parole hearing through their unit team. The unit team ordinarily provides guidance on eligibility requirements and the hearing process.

Work Assignments & Work Reports

After you finish your orientation period and it has been determined you are medically cleared, your correctional counselor ordinarily assigns you to a permanent work detail, a training program, or a combination of both. All medically able inmates are required to work. Work assignments are designed to instill productive habits and develop skills that can support your successful reentry into the community. Work assignments and schedules are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

Job changes are made by the unit team only when there is a justifiable need. An inmate is generally required to be on a job assignment for three months before being considered for a job change. Work evaluations are prepared by the detail supervisor each month, discussed with the inmate, and placed in the inmate's central file. UNICOR generates semi-annual evaluations.

Performance Pay

Inmates are eligible to receive pay for work that is satisfactory. Performance pay ranges from \$0.23 to \$1.15 per hour, depending on the grade level of the assigned detail. Details are graded 1 through 4, from highest to lowest, based on the complexity and difficulty of the work.

Grade	Hourly Rate	Description
Grade 1	\$0.40 – \$1.20/hr	Highest complexity; specialized skills required (IPP/TF)
Grade 2	\$0.29 – \$0.95/hr	Moderate complexity; above-average skill required (IPP/TF)
Grade 3	\$0.17 – \$0.75/hr	Basic skill level; routine work assignments (IPP/TF)
Grade 4	\$0.12 – \$0.55/hr	Entry-level; minimal skill required (IPP/TF)
Maintenance	\$5.25/month	Inmates performing only maintenance-level duties or unassigned

Pay rates are subject to change per BOP policy and institution procedures. Current rates are posted in each housing unit and are available from unit team staff. Disciplinary sanctions may affect pay grade or status per PS 5251.07. Inmates with a 100 or 200 level drug/alcohol related incident report are ordinarily restricted to maintenance pay for a period determined by policy.

Inmate Financial Responsibility Program (IFRP)

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are expected to develop a plan for meeting their financial obligations. The institution staff provides assistance in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources.

IFRP BENEFITS

Participating in the IFRP demonstrates responsibility and can positively affect your Program Reviews, housing assignments, work opportunities (including UNICOR eligibility), commissary privileges, and release planning. Active IFRP participation is strongly encouraged.

Savings Accounts

Inmates in IFRP refuse status may be subject to restrictions on housing, commissary, work opportunities, and other privileges as outlined in PS 5380.08. The status of any financial obligations is discussed at each Program Review. Specific restrictions based on IFRP status are posted and available from unit team staff.

Foreign Nationals

If you are a foreign national and would like to request access to the diplomatic representative of your country of citizenship, please contact your unit team for the address and assistance.

Attorney Phone Calls

In order to make an unmonitored phone call to an attorney, the inmate should follow procedures established by the institution. Phone calls placed through the regular inmate phones are subject to monitoring and recording. To arrange an unmonitored attorney call, submit a written request to your unit team with documentation verifying the attorney-client relationship.

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. Reference materials include the United States Code Annotated, Federal Reporter, Federal Supplement, Bureau of Prisons Program Statements, and an electronic law library. The law library is open during convenient non-working hours, including Sundays. The law library is closed on Saturdays and federal holidays. An inmate law library clerk is available for assistance.

Notary Public

Under the provisions of 18 U.S.C. § 4004, case managers are authorized to witness and guarantee signatures on documents. Some states will not accept a government certification for real estate transactions, automobile sales, etc. In these cases, contact your unit staff for additional information.

Copies of Legal Materials

Inmates may copy materials necessary for their research or legal matter. At FCI Williamsburg, a vending card copy machine is available in the Education Department for inmate use.

Federal Tort Claims

Federal tort claim forms (Standard Form 95) are available from your correctional counselor. Completed tort claim forms are ordinarily mailed to the North Central Regional Office. For complete information on filing requirements and timelines, see Program Statement 1320.07, Federal Tort Claims Act, and 28 CFR Part 543, Subpart C. Current forms and filing instructions are available from your correctional counselor or unit team staff.

Freedom of Information / Privacy Act of 1974

A request for agency records pursuant to the Freedom of Information Act (FOIA) 5 U.S.C. § 552 can be made by sending a written request to: Director, Bureau of Prisons, 320 First Street, N.W., Washington, D.C. 20534, ATTN: FOIA/PA Section. Clearly mark your envelope "FREEDOM OF INFORMATION REQUEST" and describe the records you are seeking.

Inmate Access to Central Files

An inmate may request to review or copy disclosable portions of his central file; however, inmates are not entitled to possess a copy of their Pre-Sentence Investigation Report or Statement of Reasons. Contact your case manager to arrange file review.

Inmate Access to Medical Files

An inmate may request a copy of his medical file by submitting a written request to Health Services. Within 20 days of the request, the inmate ordinarily receives the requested copy.

Executive Clemency & Commutation of Sentence

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 a sign of forgiveness and does not connote innocence. Commutation of sentence is the form of executive clemency power used to provide post-conviction relief during incarceration. The rules governing these petitions are available in the law library. You may not apply for a pardon until the expiration of at least five years from the date of release from confinement.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

PROBLEM RESOLUTION & ADMINISTRATIVE REMEDY

Inmate Request to Staff Member (BP-148)

An Inmate Request to Staff Member form (BP-148), commonly called a "cop-out," is used to make a written request to any staff member. These forms may be obtained in the housing units from your unit officer or unit team. This is often the quickest way to address routine questions and requests.

Administrative Remedy Process

The Bureau of Prisons encourages the informal resolution of complaints. When informal resolution is not successful, the Bureau provides a formal Administrative Remedy Program (ARP) through which inmates may seek review of virtually any issue relating to their confinement. The process generally consists of four levels as outlined below. Current procedures and forms are available from unit team staff.

Step	Form	Filed With	Timeframe
1. Informal	BP-8	Staff / Unit Team	Attempt before filing formal remedy
2. Institution	BP-9	Institution (filed with designated staff)	Within 20 calendar days of incident
3. Regional	BP-10	Regional Director	Within 20 calendar days of institution response
4. National	BP-11	General Counsel (Central Office)	Within 30 calendar days of Regional response

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the response is ordinarily provided as soon as possible. Complaints on behalf of other inmates generally cannot be addressed under the Administrative Remedy Program. See 28 CFR Part 542 and PS 1330.18 for complete procedures.

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 or the General Counsel at the Central Office. The sensitive complaint should clearly describe why the inmate considers the issue to be sensitive.

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CORRECTIONAL SERVICES & SECURITY PROCEDURES

Institutional operations, schedules, and privileges may be modified or suspended when necessary to maintain safety, security, or orderly operation of the institution.

Counts

It is necessary for staff to count inmates on a regular basis. Staff ordinarily announce each count. During counts, inmates are ordinarily locked in their cells and should remain quiet until the count has been announced as clear. Inmates who are out of their cell or housing area during a count may be subject to disciplinary action.

Count Time	Type	Notes
12:00 AM	Official Count	Inmates locked in cells, remain in bed
3:00 AM	Official Count	Inmates locked in cells, remain in bed
5:00 AM	Official Count	Stand-up count; general wake-up follows clear count
10:00 AM	Official Count	Weekends and Holidays
4:00 PM	Official Count	Stand-up count; inmates locked in cells
9:15 PM	Lockdown	All inmates in cells; doors locked
9:30 PM	Official Stand-Up Count	Final official count of the day
Weekdays (AM/PM)	Census	Staff verify inmates in assigned areas (not a formal lock-in)

Call-Outs

Call-outs are a scheduling system for appointments, including hospital, dental, educational, team meetings and other activities. Call-outs are posted on the unit bulletin boards on the day prior to the scheduled event. It is your responsibility to check the call-out sheet daily and report to all scheduled appointments on time.

Controlled Movement

FCI Williamsburg operates a controlled movement system from 7:30 AM to 8:30 PM, seven days a week including federal holidays. All inmate movement shall ordinarily coincide with controlled movement time frames. Controlled moves are for the purpose of moving from point A to point B, not to socialize or walk the compound. Inmates are expected to move directly to their next assigned location.

Inmates are NOT permitted to run on the compound for any reason.

In order to ensure a safe and effective response during an institutional emergency, Pursuant to Emergency Response Protocols, the “Emergency Notification System” will be activated. When activated, inmates will be given direction to ensure safe response from staff during an emergency.

Contraband

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Staff make every effort to locate, confiscate, and report contraband in the institution. Any item in an inmate's personal possession should be authorized, and a record of the receipt of the item is ordinarily documented on the inmate's personal property list.

Shakedowns

Any staff member may search an inmate's cell for any reason or to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his cell is searched. Inmates are not permitted to observe the search. Pat searches of inmates may also be conducted at any time.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member issues a direct order to an inmate to submit a urine sample for analysis and the inmate refuses, the inmate may be charged with a Greatest Severity Level prohibited act (Code 110).

Alcohol Detection

A program for alcohol surveillance is used at FCI Williamsburg. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to test may result in disciplinary action.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

Daily Inmate Life

Sanitation

It is the inmate's responsibility to check his living area immediately after being assigned to a cell. Report any damage to the unit officer or unit team. Each inmate is responsible for cleaning and sanitation of his assigned cell, including sweeping and mopping the living area daily. On a weekly basis, unit staff ordinarily conduct inspections of housing units including common areas and individual cells. A negative cell inspection may result in a loss of privileges.

The Warden shall make available to an inmate those articles necessary for maintaining personal hygiene. (Per 5230.05 para 10). Inmates may also purchase these items through the commissary.

Quarters Rules

- Pictures can only be placed on the desk area bulletin boards provided. All posted pictures should be of a tasteful nature.
- Cell doors are to be closed when cells are not occupied.
- Inmates are required to have their identification card on their person at all times. Failure to comply may result in disciplinary action.
- Each inmate is responsible for making their bed before work call at 7:30 AM. On weekends and holidays, beds should be made whenever inmates are awake or leave the cell.
-
- Showers are available every day; however, inmates may not be in the shower during an official count.
- Headphones/radios are permitted in housing units and recreation areas during leisure times only. Headphones are not permitted on the compound during movement.
- Each cell has assigned chairs for television viewing. Chairs should remain in the cell when not in use.
- Inmates may visit other cells in their assigned housing unit side but are not authorized to cross to the other side or enter another unit. Ordinarily, no more than two inmates should occupy a cell at the same time.
- Duress alarms are located in each cell near the toilet flush valves. Press only in the event of an emergency.
- Removal of food from the dining room is not permitted.
- Composite-toed safety shoes are authorized to wear for work.
- Unit televisions may be viewed during off-duty hours. During normal working hours (7:30 AM – 11:00 AM), the television is ordinarily off.
- General wake-up is after the 5:00 AM count clears. Cell doors unlock at approximately 6:15 AM.

Smoking

All housing units are designated as non-smoking areas. Tobacco products are considered contraband and possession may result in disciplinary action.

Opportunity favors those who prepare.

Inmate Dress Code

Khaki pants and khaki button-down shirts are the authorized attire for inmates at the Federal Correctional Institution. Green pants and green button-down shirts are authorized attire for inmates at the Federal Prison Camp. Attire may not be altered or worn in any manner that distinguishes a group affiliation. Inmates are expected to button their shirts but should leave the top button unfastened. The shirt may be removed from the waistband only during recreation and leisure time. Institutional uniforms may not be mixed with recreational attire. Shirts are to be tucked in at all times throughout movement on the compound and in all assigned programming areas.

Recreation attire consists of gray sweat suits, T-shirts, and approved athletic footwear. During weekends and holidays, recreation attire is authorized outside of working hours. Sagging of pants below the waistline is not permitted.

Barber Shop

The Barber Shop operates under the supervision of Correctional Services. Inmates wishing to receive a haircut should coordinate with the assigned unit officer to receive a pass to report to the barber shop.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

VISITING REGULATIONS

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 AM to 3:00 PM on Saturdays, Sundays, and federal holidays. Inmates are allowed a limit of five (5) total visitors, including children, per visit.

New inmates are required to submit the initial immediate family visiting request to their counselor. Other relatives and friends may be approved after a Notification to Visitor form has been completed and proper background checks are conducted. Further review may be required if a conviction or arrest is noted.

Visiting procedures and schedules are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

IMPORTANT VISITING RULES

- During the visit, physical contact between the inmate and visitor is limited to a brief embrace at the beginning and end of the visit only.
- Inmates are required to wear full khaki uniform (clean, no alterations) to be admitted to the visiting room.
- Inmates may only take: wedding band, religious medallion with chain, and prescription eyeglasses into the visiting room.
- Visitors are expected to be properly dressed. Short shorts, halter tops, and suggestive clothing are not permitted.
- Visitors may NOT bring money into the visiting room. Vending machines accept TBS vending cards purchased in the lobby.
- NO items may be exchanged in the visiting room. Smoking is strictly prohibited.

Identification of Visitors

Each visitor age 16 and older should present a current form of government-issued photo identification (passport, driver's license, state or local ID card) prior to admission. Visitors may be searched and checked with a metal detector or drug detection equipment. Personal articles should be placed in a locker before entering the visiting room.

Attorney Visits

Attorney visits are ordinarily arranged through the unit counselor. Attorneys are required to contact the unit counselor at least 24 hours prior to the requested visit. Attorney visits are subject to visual monitoring, but not audio monitoring. Privacy rooms are assigned on a first-come basis.

Special Housing Unit (SHU) Visits & Phone Usage

Inmates housed in the SHU may have social visits from approved visitors during normal visitation hours. Visit duration is ordinarily limited as determined by institutional procedures. Regarding telephone access, SHU inmates are generally authorized telephone privileges as permitted by policy and security requirements. Phone privileges in SHU are subject to the inmate's status (administrative detention vs. disciplinary segregation) and institutional operational needs. Contact SHU staff or your unit team for current procedures.

Escorted Trips

When an inmate's immediate family member (parent, sibling, spouse, or child) is critically ill or has passed away, he may request an escorted trip to visit at bedside or attend the funeral. The unit team ordinarily coordinates the request through institutional channels.

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 the Special Investigative Agent (SIA) or your unit team.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Visiting schedules, SHU procedures, phone access, and related privileges may change. Current instructions are posted and are available through unit team staff.

SAFETY & FACILITIES

Occupational Safety & Health

The Safety Program at FCI Williamsburg ensures a safe and healthful living and working environment for inmates and staff. The Safety Administrator conducts regular and irregular inspections of all areas to ensure compliance with national laws and Bureau of Prisons policy.

Fire Prevention & Control: Fire prevention and safety is everyone's responsibility. Report fires to the nearest staff member immediately. Fire protection systems and life safety call buttons are incorporated into the institution's fire safety plan.

Fire Drills: Inmates are expected to participate in fire drills each quarter in both your assigned housing unit and workplace. Learn the location of evacuation routes. Evacuation plans are posted throughout the facility.

Recycling: Federal law mandates all Federal Agencies implement recycling procedures. FCI Williamsburg requires both staff and inmates to recycle whenever possible.

Basic Safety Regulations: During the A&O presentation, the Safety Administrator ordinarily provides a full briefing on safety regulations, including proper use of equipment, chemical handling, and emergency procedures.

Sanitation & Right to Know: It is important to maintain a high level of sanitation within the confines of Williamsburg. The two chemicals used for sanitation are CREW N/A and VIREX II 256. The two chemicals are virucidal, fungicidal, bacterial, mildewcidal, mildew-static, and deodorizer. The two chemicals eliminate Human Corona Virus (HCV), MRSA, HIV-1, influenza, and many more. The SDSs for these chemicals are located at every Chemical room in the institution. Under OSHA's Right-To-Know law, these documents are available for your viewing and understanding.

Work Related Injuries: Inmates are required to report any injuries to their detail supervisor immediately. Failure to report the injury may cause forfeiture of any pay or benefits for lost time wages and could result in disciplinary action.

Fire Safety: Evacuation plans, which show the location of all fire equipment and exits, are posted in conspicuous places throughout the institution in both English and Spanish. Fire Drills are conducted on a quarterly basis; all individuals are required to participate.

Re-Entry: ESCO HVAC certification testing is conducted (at the inmates' expense) subject to staff availability.

Facilities Department

The Facilities Department is responsible for maintenance, repair, and construction of the physical plant, including motor vehicles and heavy equipment. To request maintenance or repairs to your cell or area of responsibility, submit a work order request to your unit officer or unit team.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

TRUST FUND, COMMISSARY & TELEPHONES

Laundry Procedures

Commissary Procedures & Spending Limitations

At FCI Williamsburg, one laundry bag and three laundry loops are ordinarily issued. Clothing is ordinarily washed at the Laundry Department. On your designated laundry day, place your marked laundry bag inside the designated "dirty" laundry cart.

Commissary spending limits are established by BOP policy and institution procedures and are subject to change. The current spending limit is posted in each housing unit and at the commissary window. Inmates in IFRP refuse status may be subject to commissary restrictions as outlined in PS 5380.08. Inmates should remain in the commissary lobby after receiving their shopping number. If the inmate does not report when called, the number may be voided and the inmate may need to wait until the next shopping day.

Revalidation of spending limits occurs on the 1st and 15th of every month.

Deposits to Accounts

Deposits to inmate accounts from outside sources may be made through Western Union (via QuickCollect or internet) and the U.S. Postal Service. Deposits should be sent to: **Federal Bureau of Prisons, [Inmate Name], [Register Number], P.O. Box 474701, Des Moines, Iowa 50947-0001**. Money should be sent in the form of a postal money order, western union money order, or government check. Do not enclose personal checks, letters, pictures, or any other items with the funds.

Commissary Fund Withdrawals

A request for withdrawal of inmate personal funds (BP-199) is available on TRULINCS. Unit managers can approve withdrawals from the trust fund up to \$499.99. Withdrawals of \$500.00 or above are ordinarily reviewed by the Special Investigative Supervisor (SIS) and then signed by the Associate Warden.

Telephones

There are telephones on each side of the housing unit for inmate use. Direct dial or collect calls may be made but are limited to 300 minutes per inmate per month. During November and December, the limit increases to 400 minutes. The maximum length of a single call is 15 minutes.

Period	Phone Hours
Weekdays	6:00 AM – 9:15 PM
Weekends & Holidays	6:00 AM – 9:15 PM

- Inmates not making calls should not congregate near the telephone area.
- No third-party telephone calls are permitted.
- Each inmate is responsible for the content of their telephone calls.
- Phone use should not interfere with counts, schedules, programs, or work assignments.
- International collect calls are not permitted.
- Only whole dollar amounts may be purchased when buying phone credits.
- Inmates are ordinarily issued a Phone Access Code (PAC) and are authorized 30 telephone numbers on their account. Telephone access, schedules, and procedures are subject to modification based on institutional operational needs, security considerations, or staffing requirements.
- Staff phones may not be used by inmates without permission or supervision.

TRULINCS (Trust Fund Limited Inmate Communication System)

TRULINCS workstations are available on each side of the housing unit. TRULINCS provides limited computer access including the capability to send and receive electronic messages, access the Electronic Law Library, and print documents. Inmates are ordinarily charged three minutes (\$0.15) per printed page. Per institution procedure, all outgoing general correspondence is required to have a TRULINCS-generated mailing label affixed to the envelope. This requirement does not apply to Special Mail, which is governed by 28 CFR § 540.18–540.19.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Commissary spending limits, telephone schedules, TRULINCS procedures, and related privileges may change. Current instructions are posted and are available through unit team staff.

UNICOR (FEDERAL PRISON INDUSTRIES)

UNICOR, Federal Prison Industries, is an institutional work program created to assist individuals in acquiring and developing the skills and work habits necessary to maintain employment upon release. Inmates who refuse participation in the Inmate Financial Responsibility Program (IFRP) are not eligible to work in UNICOR.

UNICOR work hours are 7:30 AM to 3:30 PM. While in the factory, safety and sanitation rules are strictly enforced. During work hours, all UNICOR participants are expected to be on their assigned detail. Contact UNICOR staff or Factory Manager with questions.

BENEFITS OF UNICOR PARTICIPATION

UNICOR provides valuable job training, higher pay grades, and the opportunity to develop transferable skills. Participation may positively affect release planning and Residential Reentry Center (RRC) placement recommendations. UNICOR participants also gain experience in workplace discipline, teamwork, and time management—skills that directly support successful reentry.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

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FOOD SERVICE

The Food Service Department provides three daily meals in accordance with federal guidelines and institutional policy. Meal schedules, menus, and operations may be adjusted at any time for security needs, equipment issues, or staffing. The department follows strict sanitation and safety standards to ensure meals are nutritious and served efficiently.

Dining services may include salad bars, no-flesh lines, heart-healthy options, and approved medical or religious diets. Availability depends on resources and may change without notice. Inmates must follow all posted procedures and staff instructions.

Meal	Monday – Friday	Weekends & Holidays
Breakfast	6:30 AM	7:00 AM
Lunch	10:45 AM	After 10:00 AM count clears
Dinner	After 4:00 PM count clears	After 4:00 PM count clears

Dining Room Rules:

Property & Contraband

- No personal property is allowed in the dining hall (books, bags, cups, bowls, radios, tablets, etc.).
- Removal of dishes, utensils, or food from Food Service is strictly prohibited.

Behavior & Conduct

- The dining hall is for eating only; inmates must leave when finished.
- Keep noise low; conversations should be brief and quiet.
- Minimal communication with inmate food service workers is permitted only when necessary to ensure safe, orderly, and efficient meal service. Any unnecessary or extended conversation is prohibited.
- Report concerns to the Food Service Foreman or Food Service Administration.
- There is no assigned seating in the dining hall. Inmates may choose any available seat unless otherwise directed by staff.

Serving Line Rules

- Inmates must remain in the serving line.
- Re-entering or switching lines may result in removal from the dining hall and disciplinary action.

Dress Code

- Khaki clothing is required Monday–Friday for breakfast and lunch.
- Shirts must be tucked in for all meals.

Dining Procedures

- Return all plates, trays, and silverware to the dish room.
- Inmates have at least 20 minutes to eat and must exit once finished.

Special Housing Unit

- SHU inmates receive the same menu as general population, with changes only for approved special diets.

Staff Instructions

- Inmates must comply with all staff instructions in the Food Service area to maintain safety, sanitation, and orderly operations. Failure to comply may result in disciplinary action.

Disciplinary Notice

- Noncompliance with any Food Service rule, procedure, or staff instruction may result in disciplinary action under institutional policy.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

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EDUCATION & RECREATION

Education and Recreation staff take great pride in providing professional services through lifelong learning programs. Inmates generally have the opportunity to enroll in many interesting and dynamic courses. Investing in your education is one of the most productive things you can do during your incarceration.

Education and recreation programs, schedules, and availability are subject to modification based on institutional operational needs, security considerations, or staffing requirements. Programs described herein are not guaranteed.

Accountability is the first step toward change.

Education Dress Code

Monday–Friday, 8:00 AM–3:30 PM: Full professional dress (khaki pants, khaki shirt tucked in, issued belt, composite-toed shoes, no headgear).

Monday–Thursday, 5:00 PM–8:30 PM & Sunday 7:15 AM–3:30 PM: Full professional dress; shirts tucked in, no non-religious headgear.

Available Education Programs

All inmates are required to provide proof of a verified high school diploma or GED, or they are required to enroll in the Literacy Program. Under the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA), inmates with offense dates on or after September 13, 1994, who lack a high school diploma or GED, are required by statute to participate in a literacy program for at least 240 instructional hours or until a GED is achieved in order to earn Good Conduct time. Good Time for inmates sentenced under Prison Litigation Reform Act (PLRA) will be determined by the inmate making satisfactory progress towards earning his GED in the Literacy program. D.C. Code offenders in Bureau custody who committed their offenses before August 5, 2000 and completed designated education programs successfully while in Bureau custody on or after August 5, 1997 are eligible for D.C. Educational Good Time (DCEGT) under this policy.

Program	Description
GED	General Education Development studies leading to high school equivalency certification.
ACE	Adult Continuing Education: enrichment programs taught by inmates; offerings change quarterly.
ESL	English as a Second Language for non-native English speakers. Completion at 8th-grade level (CASAS exam).
VT	Vocational Training: Building Trades, Culinary Arts. Transferable college credits through Williamsburg Technical College.
APP	Apprenticeship (On-the-Job Training): U.S. Department of Labor certificate upon completion.
FSA	First Step Act Programming allows qualified inmates to receive time credits and/or non-time credit incentives when completing programs that meet their assessed needs. Education needs include Education, Dyslexia, and Work.

Library Services

Leisure Library: Supports leisure reading, independent study, and academic programs with a variety of printed materials and audiovisual resources.

Law Library: Provides access to legal research materials including electronic law library.

Typing Room: For legal work only. Typing ribbons and wheels available in commissary.

Day	Hours
Monday – Friday	8:30 AM - 10:30 AM / 12:30 PM – 3:30 PM
Monday - Thursday	After count clears – 8:30 PM
Saturday	7:15 AM – 3:30 PM
Sunday & Holidays	Closed

Recreation, Leisure & Social Programs

Recreation schedules, programs, and facility access are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

Leisure activities and recreation programs are supervised by the Education Department. These programs help inmates develop an individual wellness concept. Programs include indoor and outdoor activities, structured and unstructured, designed to fill leisure time with purposeful activity.

Facility	Hours
Outdoor Recreation Yard	Mon–Fri: 8:30 AM–8:00 PM Weekends/Holidays: 8:30 AM–8:00 PM (Yard closes at dusk)
Recreation Center / Gym	Mon–Fri: 6:30 AM–8:30 PM Weekends/Holidays: 6:00 AM–8:30 PM

Available Activities:

- Hobby Craft: Art, yarn/crochet, beads, music, shuffleboard, leather craft, painting, drawing, card and board games (chess, checkers, dominoes, scrabble)
- Structured Leagues: Basketball, softball, soccer, volleyball, handball, horseshoe, racquetball, ping pong, badminton
- Wellness Programs: Wellness room (treadmills, bikes, rowing machines), yoga, aerobics, calisthenics, wellness classes, FSA classes, structured exercise classes
- Photo Project: Photos taken weekly in visiting room and on recreation yard
- Movie Project: Movies shown weekly via unit televisions; Music Program with leisure bands

While walking or jogging the track, inmates should stay on or inside the track. Do not jog near the perimeter fence at any time.

Re-Entry & Release Preparation Programs

The Release Preparation and Re-Entry Programs are designed to assist inmates in preparing for release. Classes and activities are held in the Education Department and include: Employment Readiness, Resume Writing, Mock Job Fairs and Interviews, Personal Finance, Parenting Skills, Health and Nutrition, and Community Resource Information.

Individuals are generally required to be within three years of release and be motivated with a positive attitude towards making constructive changes in their personal lives. These programs offer critical support for your transition back to the community.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

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PSYCHOLOGY SERVICES

Psychology programs and services described in this section are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

All inmates are ordinarily screened by a psychologist shortly after their arrival. Psychology Services offers a variety of programs and services to help inmates adjust to incarceration and prepare for successful reentry. Services include individual counseling, group therapy, crisis intervention, and specialized treatment programs.

Psychiatric services for inmates requiring psychotropic medication are coordinated with Health Services. If there is a problem with medication, report to sick call. In an emergency, contact the nearest staff member.

Drug Abuse Education Program: Group sessions designed to educate inmates about the abuse of alcohol and drugs and to motivate participants to pursue more intensive treatment when indicated.

Non-Residential Drug Abuse Treatment Program (NRDAP): Available to all inmates with a documented drug abuse problem. This voluntary program is recommended for those interested in or waiting to attend RDAP.

Residential Drug Abuse Program (RDAP): RDAP is not available at FCI Williamsburg. To apply, submit an Inmate Request to Staff Member (cop-out) to the Drug Treatment Specialist. Eligibility analysis is ordinarily conducted and qualified inmates may be designated to an institution with an RDAP program.

BRAVE Program: A six-month, 350-hour behavioral health treatment program designed to help younger inmates with longer sentences adjust to incarceration. BRAVE utilizes a token economy system and consists of three treatment phases: Orientation, Core Treatment, and Transition.

Suicide Prevention Program: It is not uncommon for people to experience depression and feelings of hopelessness during incarceration. If you or someone you know is experiencing these feelings, contact Psychology Services, a chaplain, or any staff member immediately. Help is available.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INTERVENTION (PREA)

ZERO TOLERANCE

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. Regardless of your age, size, race, ethnicity, gender, or sexual orientation, you are protected.

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:

1. 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 separate from the BOP. OIG staff do not work for the BOP.
2. Tell any staff member about the sexual abuse or harassment.
3. Write a “cop-out” to any staff member you are comfortable with.
4. Write directly to the Regional or Central Office PREA Coordinator.
5. Write directly to OIG (information is included later in this handbook).
6. File an administrative remedy.
7. 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.

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. It is helpful for the investigation if you include as many details as possible about the allegation(s). This can include the date, time, location, any witnesses, any evidence you may have, if you have heard of other potential victims, any previous incidents, etc. After you make your report, you will be asked to make a statement to an investigator about the allegation. While it is helpful for the investigation to cooperate with this interview, it is always your choice how much information to share and with whom. You will also have an opportunity to speak with a psychologist and a medical provider.

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 confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

1. **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.
2. **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.
3. **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

4. **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

Confidential Reporting

As noted above, you can send reports of sexual abuse to a dedicated email address managed by OIG, and you can request the report remain confidential. OIG is completely independent of the BOP. OIG protects the identity of victims and other individuals who report allegations to the greatest extent possible, while still thoroughly vetting and investigating the allegations. As an incarcerated person, you can make third-party reports to OIG regarding about other individuals in BOP custody and you are encouraged to do so.

Understanding the Investigative Process

Once 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. Your Local Rape Crisis Center's Information is:

Center's Name: PEE DEE COALITION

Contact Information: (843)669-4600 or 800-273-1820

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 effected. 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 incidental contact 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 gender, 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 inmate's 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 institutional housing areas. ****

Contact Offices:

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 400 First Street, NW, Room 4027 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	Federal Bureau of Prisons Western Regional Office Regional PREA Coordinator 7338 Shoreline Drive Stockton, CA 95219

Inmate Voting Rights

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote.

- District of Columbia: You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.
- Maine: You must have an established residence. Residence for the purpose of elections refers to “that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return.” Meaning, you must intend to return to that address, and you will need to attest to that on the forms.
- Vermont: Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights.

The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence.

All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

Restoration of Voting Rights

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.
- In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

HEALTH SERVICES

Health services, schedules, and procedures described in this section are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

HEALTH CARE MISSION STATEMENT

The Bureau of Prisons provides inmates access to essential quality health care in a cost-effective manner without compromising public safety. While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with health care providers.

Sick Call

Sick call is held 6:30 AM – 6:45 AM Monday, Tuesday, Thursday, and Friday before the morning meal (except federal holidays). Inmates who become ill during off-duty hours should report to the unit officer or assigned work detail supervisor. It is each inmate's responsibility to show up on time for sick call, appointments, and call-outs. Failure to do so may result in disciplinary action.

Emergency Medical Treatment

All emergencies and injuries should be reported immediately to the housing unit officer or work detail supervisor who will contact Health Services on your behalf. Medical coverage on evenings, weekends, and holidays is for acute medical problems only.

Medications — Pill Line

Medication is distributed through the pharmacy in the Health Services Unit at the following times:

Pill Line	Time
Morning Pill / Insulin Line	6:15 – 7:00 AM
ODD Pill Line	8:30 AM – 9:30 AM
Self Carry Medication Issue	10:30 AM – 12:30 PM
Evening Pill / Insulin Line	5:30 PM – 6:30 PM
Weekend/Holiday	Pill line coincides with meals
SHU Pill / Insulin Line	8:30 AM & 3:00 PM

Inmate Copayment Program

There is a \$2.00 copayment fee for health care visits when you initiate care yourself. Services provided without a copay fee include: staff referrals, follow-up for chronic conditions, preventive care, emergency services, prenatal care, diagnosis/treatment of chronic infectious diseases, mental health care, and substance abuse treatment. Inmates considered indigent are ordinarily not charged.

Dental Services

Dental sick call (emergency care: toothaches, abscesses, temporary fillings) is held Monday and Thursday on the 8:30 AM move. For routine dental treatment (fillings, dentures, cleanings), submit a cop-out to dental. Appointments are scheduled via the call-out system.

Eye Care

Inmates requesting a vision screen may send a cop-out to Health Services.

Health Care Rights & Responsibilities

Your Rights	Your Responsibilities
Access health care services based on local procedures	Comply with health care procedures and schedules
Know the name and professional status of care providers	Treat providers with respect and courtesy
Address concerns through administrative remedies	Address concerns through proper channels
Receive prescribed medications and treatments	Be honest with providers about medical history
Be examined in privacy	Comply with security procedures during examinations
Request routine physical examination annually (50+)	Notify medical staff of changes in health condition
Refuse medical treatment in accordance with law	Maintain oral and personal hygiene

Blood-Borne Pathogens & Infectious Disease

All inmates should be aware of universal precautions regarding blood-borne pathogens. Human blood and certain body fluids can transmit Hepatitis B (HBV), Hepatitis C (HCV), and HIV. Do not pick up broken glass or sharp objects with your hands. Blood spills should be reported to Health Services immediately. An HIV testing program is available—request testing via cop-out to Health Services.

MRSA Prevention

MRSA (Methicillin-Resistant Staphylococcus Aureus) is a resistant staph infection spread through direct physical contact or contaminated surfaces. Prevent infection by washing hands thoroughly, not sharing personal items, keeping wounds covered, and seeking medical attention promptly for any skin infections, boils, or abscesses.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

CORRECTIONAL SYSTEMS DEPARTMENT

The Correctional Systems Department (CSD) is responsible for the records office, mail room, receiving and discharge (R&D:), and inmate movement. Staff consists of a supervisor and correctional systems officers.

Records Office

The Records Office conducts open house hours from 10:30 AM – 12:00 PM on Wednesday and Thursday (excluding federal holidays). The office is responsible for commitment documentation and detainer status. The Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for all sentence computations.

Extra Good Time (EGT): EGT is awarded to prisoners sentenced prior to the Sentencing Reform Act in accordance with 18 U.S.C. § 4162. EGT cannot be forfeited but may be withheld for a particular month.

Release Processing: The records office ensures timely release whether to a Residential Reentry Center (RRC) or final release from federal custody.

Detainers & IAD: The records office determines detainer status and assists with procedures under the Interstate Agreement on Detainers Act (IAD), which pertains to untried indictments only.

Receiving & Discharge (R&D)

Upon commitment, an inmate identification card (ID) and lanyard are ordinarily issued. The ID card should be worn and visible at all times. Upon receipt of property, a correctional systems officer ordinarily processes items according to policy. Inmates receive a copy of each completed Inmate Personal Property Record.

PROPERTY RESTRICTIONS

Dark-colored clothing (black or blue) is NOT authorized for retention. Civilian or altered clothing is not authorized at FCI Williamsburg. Personal property such as sweat clothes and tennis shoes should be marked with your register number. Legal materials are permitted for active/current cases only. Musical instruments are not authorized as personal property; some may be available through Recreation.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

CONTACT WITH THE COMMUNITY & PUBLIC

Correspondence

The mail room conducts open house hours from 10:30 AM – 12:00 PM Monday through Friday for legal mail only (excluding federal holidays). On Wednesday and Thursday the mail room is available for inmates to send out packages. No colored envelopes or paper is permitted. Correspondence must contain a complete return address and full inmate name and register number. The number of incoming letters is not ordinarily limited unless volume places an unreasonable burden on staff.

Mail services available: First class, third class, certified, registered, and insured mail at the inmate's expense. Stamp collecting, express mail, COD, USPS box service, UPS, and private carriers are not permitted.

RETURN ADDRESS REQUIREMENT

Special Mail protections are preserved per 28 CFR § 540.18–540.19. The return address is required to include:

**[Committed Name] / [Register Number]
Federal Correctional Institution
P.O. Box 340
Salters, South Carolina 29590**

Special Mail

Special Mail may be sent out of the institution unopened and unread by staff. This includes correspondence to: the President and Vice President, U.S. Attorneys, Members of Congress, federal judges, the Bureau of Prisons, Probation Officers, Embassies, Governors, State Attorneys General, and other designated officials. Incoming special mail is opened in the inmate's presence and inspected for contraband but not read. Special mail is limited to 25 photographs and no more than 5 books per package.

Legal mail from attorneys is ordinarily treated as special mail if properly identified on the envelope. If not properly marked, it may be opened as general correspondence.

Legal mail must be properly marked and the sender must be properly identifiable.

Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. Publications may be rejected only if they are found to be detrimental to institutional security, good order, or discipline.

Packages

A Package Authorization Form (BP-A0331) must be on file to receive packages. Ordinarily, inmates are not authorized to receive packages through the mail, other than approved medical devices and release clothing (within 30 days of release).

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Mail procedures, TRULINCS labeling requirements, publication reviews, and related procedures may change. Special Mail protections under 28 CFR § 540.18–540.19 are not affected by institution procedures. Current instructions are posted and are available through unit team staff.

RELIGIOUS SERVICES

Religious services, programs, and schedules are subject to modification based on institutional operational needs, security considerations, or staffing requirements.

FCI Williamsburg offers a wide range of religious programs. Staff chaplain and a Religious Services Assistant are available, along with numerous contractor and volunteer representatives of various faiths. Special religious diets, holy day observances, and worship activities are coordinated through the Religious Services Department.

Call-Out Procedures: Inmates are encouraged to attend religious services. If your job assignment conflicts with worship services, you may be placed on call-out to attend your faith's services.

Religious Property: Inmates may purchase personal religious property from approved catalogs in the Religious Services Department. Ordinarily, no personal religious property may come from home.

Pastoral Counseling: Chaplains provide counseling to inmates of all religious beliefs. Submit an Inmate Request to Staff Member (BP-148, also known as a cop-out) to the Chaplain to request counseling.

Religious Diet: The religious diet program includes a no-flesh self-selection option from the main line and a separate certified religious diet (e.g., Kosher, Halal). Contact the chaplain for enrollment.

Faith-Based Re-Entry: FCI Williamsburg has a faith-based re-entry program called "Thresholds" (6-month class, once weekly, limited to 15 participants) and the Life Connections Program (18-month residential faith-based program).

Marriages: Inmates may be married while housed at FCI Williamsburg. Submit a request to the Unit Team, who verifies eligibility and forwards to the Warden for approval.

Ceremonial Meals & Holy Days: Inmates may attend one ceremonial meal per year matching their official sentry designation. An annual schedule is posted in the chapel and all units.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Religious programs, schedules, availability, and approved items may change. Current instructions are posted in the Chapel and are available through the Chaplain and unit team staff. See PS 5360.09.

DISCIPLINARY PROCESS

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and the Discipline Hearing Officer (DHO). Understanding the disciplinary process is essential to avoiding sanctions that can affect your good conduct time, housing privileges, and release date.

Summary of the Disciplinary Process:

Step	Action	Timeframe
1	Staff writes incident report and delivers to inmate	Within 24 hours of awareness
2	Initial review by Unit Discipline Committee (UDC)	Within 5 working days
3	Inmate receives advance written notice of DHO charges	Minimum 24 hours before DHO hearing
4	Discipline Hearing Officer (DHO) hearing	Scheduled after UDC referral
5	Appeals via Administrative Remedy Program	Per remedy timelines

Informal resolution is encouraged for all violations except those of the Greatest Severity Level. If informal resolution is accomplished, the incident report is removed from the inmate's central file. At DHO hearings, the inmate has the right to a staff representative, may make statements in his own defense, and may present documentary evidence and witnesses.

Prohibited Acts by Severity Level (Summary):

Severity	Code Range	Examples	Max Sanctions
Greatest (100-level)	100–199	Killing, assault with serious injury, escape, weapons, drugs (use/possession/introduction), sexual assault by force, arson, rioting	Loss of up to 100% GCT; up to 12 months SHU; loss of privileges
High (200-level)	200–299	Fighting, threats, extortion, sexual acts, disguise, theft >\$100, martial arts, stalking, tattooing	Loss up to 50% GCT (max 60 days); up to 6 months SHU; loss of privileges
Moderate (300-level)	300–399	Indecent exposure, unauthorized money, refusing work, insolence, lying, gambling, being in unauthorized area, failing count	Loss up to 25% GCT (max 30 days); up to 3 months SHU; loss of privileges
Low (400-level)	400–499	Malingering, abusive language, visitor conduct violation, unauthorized physical contact	Warning; loss of privileges; extra duty; restrict to quarters

Special Housing Unit (SHU) Status

Administrative Detention: Separates an inmate from general population. To the extent practical, inmates retain the same general privileges as general population inmates.

Disciplinary Segregation: A sanction for rule violations. Certain privileges are denied. Inmates may possess legal and religious materials and receive reasonable non-legal reading material. Inmates in disciplinary segregation are ordinarily seen by staff daily and should have access to Health Services.

WARDEN'S LIMITATIONS / INSTITUTION PROCEDURES

This section is a general summary. Where permitted by Bureau of Prisons policy, the Warden may establish institution procedures and reasonable limitations necessary to maintain safety, security, and orderly operation. Procedures, forms, schedules, availability, and limits may change. Current instructions are posted and are available through unit team staff.

INMATE RIGHTS & RESPONSIBILITIES

Rights	Responsibilities
You have the right to be treated respectfully, fairly, and without discrimination.	You are responsible for treating inmates and staff with respect.
You have the right to be informed of rules, procedures, and your sentence.	You are responsible for knowing and abiding by all rules and regulations.
You have the right to freedom of religious affiliation and worship.	You are responsible for recognizing and respecting the rights of others to their beliefs.
You have the right to health care, nutritious meals, and a safe environment.	You are responsible for not wasting food, following medical instructions, and maintaining cleanliness.
You have the opportunity to visit and correspond with family, friends, and others.	You are responsible for conducting yourself properly during visits and correspondence.
You have the right to unrestricted access to the courts and confidential attorney access.	You are responsible for presenting honestly in all legal matters.
You have the right to participate in the use of law library reference materials.	You are responsible for using these resources in accordance with rules.
You have the right to a wide range of reading and educational materials.	You are responsible for seeking and using such materials constructively.
You have the right to participate in available programs.	You are responsible for meeting program requirements and obligations.

GLOSSARY OF TERMS

Abbreviation	Meaning	Abbreviation	Meaning
A&O	Admissions and Orientation	ITS	Inmate Telephone System
AW	Associate Warden	NRDAP	Non-Residential Drug Abuse Treatment Program
BP-148	Inmate Request to Staff Member (Cop-Out)	OIG	Office of the Inspector General
BP-9	Request for Administrative Remedy (Institution Level)	PAC	Phone Access Code
CIMS	Central Inmate Monitoring System	PREA	Prison Rape Elimination Act
CSD	Correctional Systems Department	RDAP	Residential Drug Abuse Program
DHO	Discipline Hearing Officer	RRC	Residential Reentry Center
DSCC	Designation and Sentence Computation Center	SGT	Statutory Good Time
EGT	Extra Good Time	SHU	Special Housing Unit
FOIA	Freedom of Information Act	SIA	Special Investigative Agent
FSA	First Step Act	SIS	Special Investigative Supervisor
GCT	Good Conduct Time	TRULINCS	Trust Fund Limited Inmate Communication System
GED	General Education Development	UDC	Unit Discipline Committee
IAD	Interstate Agreement on Detainers	UNICOR/FPI	Federal Prison Industries
IFRP	Inmate Financial Responsibility Program	VCCLEA	Violent Crime Control and Law Enforcement Act of 1994

FREQUENTLY ASKED QUESTIONS (FAQ)

Q: How do I contact my unit team?

A: Submit an Inmate Request to Staff Member (BP-148/cop-out), available in your housing unit. You may also speak with your unit officer, counselor, or case manager during their posted hours.

Q: When can I make phone calls?

A: Weekdays: 6:00–8:00 AM, 10:30 AM–1:00 PM, 4:30–10:00 PM. Weekends/Holidays: 6:00 AM–10:00 PM. Maximum 300 minutes/month (400 in Nov/Dec). Each call limited to 15 minutes.

Q: How do I send and receive money?

A: Outside deposits go to: Federal Bureau of Prisons, [Your Name], [Register Number], P.O. Box 474701, Des Moines, IA 50947-0001. Use postal or Western Union money orders only.

Q: What if I feel unsafe or am being harassed?

A: Tell any staff member immediately. You can also write to the Warden, file a BP-9, or report to the OIG via TRULINCS (DOJ Sexual Abuse Reporting mailbox). PREA protects all inmates from sexual abuse.

Q: How do I get medical attention?

A: Sign up for sick call (Mon, Tue, Thu, Fri) at the Health Service Unit on the 8:30 AM move. For emergencies, report to any staff member immediately.

Q: How do I file a grievance?

A: First attempt informal resolution with staff (BP-8). If unsuccessful, file a Request for Administrative Remedy (BP-9) at the institution level within 20 calendar days. Appeals go to the Regional Director (BP-10) and then General Counsel at Central Office (BP-11). Current forms and procedures are available from unit team staff.

Q: Can I participate in education programs?

A: Yes. GED, ESL, vocational training, adult continuing education, and apprenticeships are available. Inmates without a verified high school diploma or GED are required to enroll in the Literacy Program.

Q: How do I get approved for visits?

A: Submit your initial immediate family visiting request to your counselor. Other visitors require a Notification to Visitor form and background check. Visiting hours: Sat, Sun, Holidays 8:00 AM–3:00 PM.

Q: What happens if I break a rule?

A: An incident report is written and delivered within 24 hours. The UDC conducts an initial hearing within 5 working days. Serious violations are referred to the DHO. Sanctions range from warnings to loss of good conduct time and SHU placement.

Q: How can I prepare for release?

A: Enroll in the Release Preparation and Re-Entry Programs (available within 3 years of release). Programs include employment readiness, resume writing, mock interviews, personal finance, and community resources.

Opportunity favors those who prepare.

IMPORTANT ADDRESSES

FCI Williamsburg (Institution)	Southeast Regional Office
[Inmate Name], [Register Number], [Unit] P.O. Box 340, 8201 US Hwy 521, Salters, SC 29590 (843) 387-9400 Fax: (843) 387-6961	Federal Bureau of Prisons 715 McDonough Blvd SE Atlanta, GA 30315
BOP Central Office	U.S. Parole Commission
Federal Bureau of Prisons 320 First Street, N.W. Washington, DC 20534	5550 Friendship Boulevard, Suite 420 Chevy Chase, MD 20815-7286
Office of the Pardon Attorney	Office of the Inspector General
1425 New York Avenue, N.W., Suite 11000 Washington, DC 20530	U.S. Department of Justice 950 Pennsylvania Ave, NW, Rm 4706 Washington, DC 20530

Contact your unit team for assistance reaching your country's diplomatic representative.

Consulate / Embassy	Address	Phone
Mexico	336 E Six Forks Rd, Raleigh, NC 27609	(919) 754-0046
United Kingdom	100 Peachtree St, NW, Suite 310, Atlanta, GA 30303	(404) 954-7700
Canada	1175 Peachtree St, NE, Ste 1700, Atlanta, GA 30361	(844) 880-6519
Jamaica	5405 Memorial Dr, Stone Mountain, GA 30083	(404) 297-7696
Ghana	3512 International Dr NW, Washington, DC 20008	(202) 686-4520
Republic of Korea	2450 Massachusetts Ave NW, Washington, DC 20008	(202) 939-5600
Dominican Republic	1715 22nd St NW, Washington, DC 20008	(202) 332-7670
Colombia	1117 Perimeter Center West, North Building, 4th Floor, OfficeN401, Atlanta, GA 30338	(404) 254-3206
Cuba	2639 16 th St NW, Washington, DC 20009	(202) 797-8518
El Salvador	El Salvador Consulate, 1520 West Blvd, Charlotte, NC 28208	(888) 301-1130
Honduras	Honduras, 3118 Milton Rd, Charlotte, NC 28215	(980) 339-7850

INSTITUTION DIRECTIONS

The Federal Correctional Institution in Williamsburg, South Carolina, is located in southwestern South Carolina in Williamsburg County along Highway 521, just outside Salters, South Carolina. We are within easy driving distance to Charleston, Florence, and the Grand Strand (Myrtle Beach/Pawley's Island) area.

By Air:

Primary air travel to FCI Williamsburg can be arranged through Myrtle Beach Regional Airport, located about 48 miles from Salters, or Charleston International Airport, about 62 miles away.

By Train:

Train service is available at the Kingstree Amtrak Station, located roughly four and a half miles north of Salters, and served by routes including the Palmetto and Silver Meteor.

By Bus:

Bus access is provided through regional hubs in Florence, Sumter and Charleston.

Driving Directions:

From the East:

Drivers approaching from the east can follow SC-521 into Salters, turn left at the first stoplight, continue to the next stop sign, and turn left again to reach the FCI Williamsburg entrance at 8301 Highway 521.

From the West:

Drivers approaching from the west can access Salters by traveling on SC-521 toward the institution; once in Salters, follow local signage to reach 8301 Highway 521. This route leads directly toward the facility's main entrance near Salters.

- **FCI Visitors:** At the entrance road, make a right into the institutional grounds, take a left and park in visitor parking only.

APPENDIX A — PROHIBITED ACTS (DETAILED)

The following is a comprehensive listing of prohibited acts by severity level, as established by the Bureau of Prisons Inmate Discipline Policy. Inmates are expected to know these rules.

GREATEST SEVERITY — 100-LEVEL PROHIBITED ACTS

100	Killing.	111	Introduction/making of narcotics, drugs, alcohol, or paraphernalia.
101	Assaulting any person (serious physical injury).	112	Use of narcotics, drugs, alcohol not prescribed by medical staff.
102	Escape from escort; escape from any institution.	113	Possession of narcotics, drugs, alcohol not prescribed by medical staff.
103	Setting a fire (threat to life or serious bodily harm).	114	Sexual assault by force or threat of force.
104	Possession/manufacture of gun, weapon, sharpened instrument, explosive.	115	Destroying/disposing items during a search.
105	Rioting.	196	Use of mail for illegal purpose/Greatest category act.
106	Encouraging others to riot.	197	Use of telephone for illegal purpose/Greatest category act.
107	Taking hostage(s).	198	Interfering with staff most like Greatest severity act.
108	Possession/manufacture/loss of a hazardous tool.	199	Conduct disrupting security most like Greatest severity act.
110	Refusing urine sample; refusing Breathalyzer; refusing drug testing.		

Sanctions: Parole date rescission; forfeit up to 100% SGT/GCT; disallow 50–75% GCT for year; disciplinary segregation up to 12 months; restitution; fine; loss of privileges; change housing; remove from program; loss of job; impound property; confiscate contraband; restrict to quarters.

HIGH SEVERITY — 200-LEVEL PROHIBITED ACTS

200	Escape from work detail with voluntary return within 4 hours.	216	Giving/offering a bribe or anything of value to staff.
201	Fighting with another person.	217	Giving/receiving money for introducing contraband.
203	Threatening another with bodily harm.	218	Destroying/damaging property exceeding \$100.00.
204	Extortion; blackmail; protection; demanding money for protection.	219	Stealing; theft (incl. unauthorized use of communications).
205	Engaging in sexual acts.	220	Demonstrating/practicing martial arts, boxing, wrestling.
206	Making sexual proposals or threats to another.	221	In unauthorized area with opposite sex without permission.
207	Wearing a disguise or mask.	224	Assaulting any person (less serious injury or contact).
208	Possession of unauthorized locking device or lock pick.	225	Stalking another person through repeated behavior.
209	Adulteration of any food or drink.	226	Possession of stolen property.
211	Possessing officer's or staff clothing.	227	Refusing a required physical test (not drug testing).
200	Escape from work detail with voluntary return within 4 hours.	216	Giving/offering a bribe or anything of value to staff.
212	Engaging in or encouraging a group demonstration.	228	Tattooing or self-mutilation.
213	Encouraging others to refuse to work or work stoppage.	229	Sexual assault without force or threat of force.

Sanctions: Parole date rescission; forfeit up to 50% or 60 days SGT/GCT; disallow 25–50% GCT for year; disciplinary segregation up to 6 months; restitution; fine; loss of privileges; change housing; remove from program; loss of job; impound property; confiscate contraband; restrict to quarters.

MODERATE SEVERITY — 300-LEVEL PROHIBITED ACTS

300	Indecent exposure.	318	Using equipment or machinery without authorization.
302	Misuse of authorized medication.	319	Using equipment contrary to instructions or safety standards.
303	Possession of unauthorized money or currency.	320	Failing to stand count.
304	Loaning property or anything of value for profit.	321	Interfering with the taking of count.
305	Possession of anything not authorized.	324	Gambling.
306	Refusing to work or accept a program assignment.	325	Preparing or conducting a gambling pool.
307	Refusing to obey an order of any staff member.	326	Possession of gambling paraphernalia.
308	Violating a condition of a furlough.	327	Unauthorized contacts with the public.
309	Violating a condition of a community program.	328	Giving/receiving money without authorization.
310	Unexcused absence from work or program.	329	Destroying/damaging property \$100.00 or less.
311	Failing to perform work as instructed.	330	Being unsanitary; failing to maintain quarters standards.
312	Insolence towards a staff member.	331	Possession/manufacture of non-hazardous tool or contraband.
313	Lying or providing a false statement to staff.	332	Smoking where prohibited.
314	Counterfeiting/forging/unauthorized reproduction of documents.	333	Fraudulent completion of a skills test (e.g., cheating on GED).
315	Participating in an unauthorized meeting or gathering.	334	Conducting business without staff authorization.
316	Being in an unauthorized area.	335	Gang affiliation; gang-related activities; gang paraphernalia.
317	Failure to follow safety or sanitation regulations.	336	Circulating a petition.

Sanctions: Parole date rescission; forfeit up to 25% or 30 days SGT/GCT; disallow up to 25% GCT for year; disciplinary segregation up to 3 months; restitution; fine; loss of privileges; change housing; remove from program; loss of job; impound property; confiscate contraband; restrict to quarters.

LOW SEVERITY — 400-LEVEL PROHIBITED ACTS

402	Malingering, feigning illness.	409	Unauthorized physical contact (e.g., kissing, embracing).
404	Using abusive or obscene language.	498	Interfering with staff most like another Low severity act.
407	Conduct with a visitor in violation of Bureau regulations.	499	Conduct disrupting security most like another Low severity act.

Sanctions: Disallow up to 12.5% GCT for year (2nd violation of same act within 6 months only); restitution; fine; loss of privileges; change housing; remove from program; loss of job; impound property; confiscate contraband; restrict to quarters.

Additional Sanctions for Repeated Prohibited Acts

Severity Level	Prior Period	Frequency	Additional Sanctions
Low (400)	6 months	2nd offense	Disciplinary segregation up to 1 month; forfeit non-vested GCT up to 25% or 30 days
Low (400)	6 months	3rd+ offense	Any available Moderate severity sanction
Moderate (300)	12 months	2nd offense	Disciplinary segregation up to 6 months; forfeit non-vested GCT up to 50% or 60 days
Moderate (300)	12 months	3rd+ offense	Any available High severity sanction
High (200)	18 months	2nd offense	Disciplinary segregation up to 12 months; forfeit non-vested GCT up to 75% or 60 days
High (200)	18 months	3rd+ offense	Any available Greatest severity sanction
Greatest (100)	24 months	2nd+ offense	Disciplinary segregation up to 18 months

APPENDIX B — MALE PREVENTATIVE HEALTH SCREENING

The following guidelines apply to male inmates and reflect the March 2026 update to the BOP Preventive Health Care Screening Program Statement. It is your right to access these screenings within the guidelines listed. It is your responsibility to request preventative measures within the timeframes given.

Test	Age / Frequency	Comments
Prevention Wellness Visit	Initial visit within 6 months of incarceration; every 3–5 years (average risk); annually if age 50+	Weight, blood pressure, and risk-factor assessment
Blood Pressure	Annually if age >40 or any age with risk factors; every 3–5 years for low/average-risk adults age 18–39	Risk factors include borderline elevations, Black race, overweight, or obese
Cholesterol	Every 3–5 years starting at age 40	Hyperlipidemia screening as part of cardiovascular risk assessment
Colon Cancer	Annually, ages 45–75	Stool blood test annually; colonoscopy if at higher risk for colon cancer
Diabetes Type II	All patients age >35; any age if overweight/obese with at least one risk factor	Periodic screening per clinical guidelines
Hearing	Any age with occupational risk (baseline, then annual); annually at age 65+	Audiogram testing
Hepatitis B	All patients	Universal screening recommended
Hepatitis C	All patients	Universal screening recommended
Syphilis	All patients	Universal screening recommended
HIV	All patients (mandatory if risk factors present)	Request via cop-out to Health Services
Tuberculosis (TB)	Annually unless medical record documents prior positive test or history of TB	TB skin test annually
Chest X-Ray	As indicated	Required for positive TB skin test, TB symptoms, or HIV
Immunizations	On screening and as needed	Screened for needed vaccinations against preventable diseases; offered as appropriate

APPENDIX C — CHAIN OF COMMAND

Inmates should follow the proper chain of command when seeking to resolve issues or communicate with institutional leadership. The chain of command begins with the unit officer and proceeds upward.

Level	Position	How to Contact
1	Unit Officer	Direct verbal communication in housing unit
2	Correctional Counselor	Verbal request or BP-148 (cop-out)
3	Case Manager	BP-148 (cop-out) or during posted hours
4	Unit Manager	BP-148 (cop-out); chairs unit team meetings
5	Associate Warden	BP-148 (cop-out); oversees Programs or Operations
6	Warden	BP-9 (Administrative Remedy) or written request
7	Regional Director	BP-10 (Regional Appeal) by mail
8	General Counsel (Central Office)	BP-11 (Central Office Appeal) by mail

REMEMBER

Take advantage of available programs. Communicate respectfully, follow the rules, and stay focused on your goals. The staff at FCI Williamsburg are here to help you prepare for release.

APPENDIX D — DAILY SCHEDULE QUICK REFERENCE

Time	Activity	Notes
5:00 AM	Official Stand-Up Count	All inmates standing at cell door
6:15 AM	Cell doors unlock (after count clears)	General wake-up
6:00–8:00 AM	Phones available; Breakfast at 6:30	Weekday breakfast in khaki uniform
6:30–7:00 AM	Morning Pill Line/Recreation Move	Health Services / Recreation
7:30 AM	Work call; controlled movement begins	Report to assigned work detail; beds made
8:30 AM	Sick call sign-up move	Mon, Tue, Thu, Fri only
AM Census	Morning census count	Staff verify inmates in assigned areas
10:30 AM	Phones on; Recreation Center opens / Yard Recall	Cards/quiet games permitted from 10:30
10:45 AM	Lunch (weekdays)	UNICOR/CMS workers eat and return to detail
11:15 AM–12:00	Mid-day Pill Line	Health Services
12:30 PM	Afternoon census count	Staff verify inmates in assigned areas
3:00–3:45 PM	Afternoon Pill Line	Health Services
4:00 PM	Official Stand-Up Count	All inmates locked in cells
After 4 PM count	Dinner	Units called by Correctional Supervisor
4:30–10:00 PM	Phones available; evening activities	Education, recreation, leisure time
4:45–5:15 PM	Insulin Line / Recreation Move / Evening Meal	Health Services / Recreation / Food Service
8:30 PM	Controlled movement ends; Recreation closes	Return to housing units
9:15 PM	Lockdown	All inmates in cells; doors locked
9:30 PM	Official Stand-Up Count	Final count of the day
12:00 AM	Midnight Count	Remain in bed
3:00 AM	Early Morning Count	Remain in bed

Note: Weekend and holiday schedules differ. Brunch replaces breakfast/lunch after the 10:00 AM count clears. Coffee hour is at 7:00 AM. Phones are available 6:00 AM–10:00 PM. All times are subject to change based on institutional operations.

APPENDIX E — KEY FORMS QUICK REFERENCE

Form	Purpose	Where to Obtain
BP-148	Inmate Request to Staff Member ("Cop-Out")	Housing unit / unit team
BP-8	Informal Resolution Attempt (Administrative Remedy)	Correctional counselor / unit team
BP-199	Request for Withdrawal of Inmate Personal Funds	TRULINCS
BP-9	Request for Administrative Remedy (Institution level)	Correctional counselor
BP-10	Regional Administrative Remedy Appeal	Correctional counselor
BP-11	Central Office Administrative Remedy Appeal	Correctional counselor
BP-493	Special Mail Notice (for attorneys)	Unit team

AUTHORITY HIERARCHY — QUICK REFERENCE

The information in this handbook is organized according to the following authority hierarchy. In the event of any conflict, higher-tier authorities control.

Tier	Source	Examples
1 (Highest)	Federal Statute / Code of Federal Regulations	28 CFR Part 542, 18 U.S.C. § 3621, 28 U.S.C. § 4042, 28 CFR Part 540
2	BOP Program Statements	PS 1330.18, PS 1320.07, PS 5360.09, PS 5251.07, PS 5380.08, PS 5265.14
3	Institution Supplements / Local Procedures	FCI Williamsburg local supplements, posted schedules, Warden memoranda
4 (Lowest)	Handbook Language (Summary Only)	This handbook — informational only, creates no enforceable rights

WHAT THIS MEANS FOR YOU

If anything in this handbook conflicts with a BOP Program Statement or federal law, those higher authorities control. When in doubt, ask your unit team.

Real change starts with one good decision.

FEDERAL CORRECTIONAL INSTITUTION WILLIAMSBURG

South Carolina

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This handbook is issued during the Admissions and Orientation process at FCI Williamsburg.

It is a reference guide to institutional procedures, programs, and expectations.

This handbook is provided for informational purposes only. Nothing herein creates or confers any legally enforceable rights, privileges, or benefits. In the event of any conflict between this handbook and BOP Program Statements, institution supplements, federal regulations, or federal law, those authorities shall control.

Institutional operations, schedules, and privileges may be modified or suspended when necessary to maintain safety, security, or orderly operation of the institution.

**J. Taylor, Warden
Updated: August 2026**



**FEDERAL CORRECTIONAL INSTITUTION MEDIUM
SECURITY FEDERAL PRISON CAMP MINIMUM SECURITY
FEDERAL BUREAU OF PRISONS
UNITED STATES DEPARTMENT OF JUSTICE**