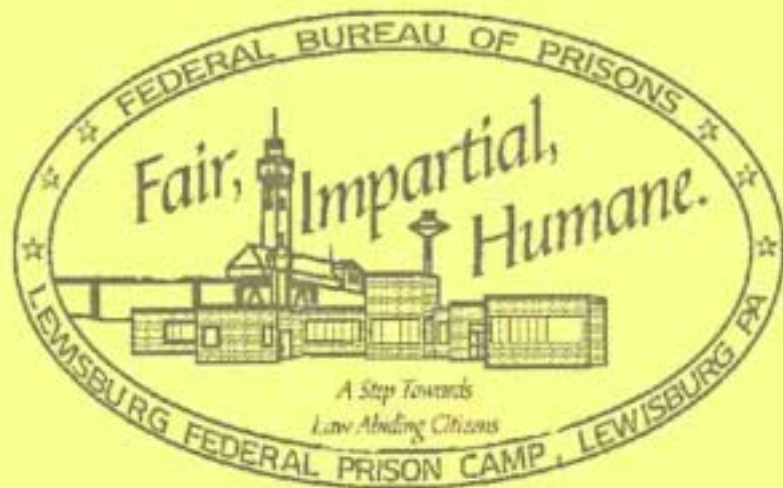


Inmate Handbook Admission & Orientation



GUIDELINES & INFORMATION

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GUIDELINES AND INFORMATION

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IMPORTANT

This handbook is an abbreviated version of official Bureau of Prisons and Federal Prison Camp, Lewisburg supplement regulations. If any discrepancies arise over the interpretation of this handbook and the aforementioned regulations, the formal regulations will always take precedence.

TABLE OF CONTENTS

<u>ADMINISTRATION/UNIT STAFF</u>	3	<u>INMATE DRESS CODE</u>	4
Warden			
Camp Administrator		<u>INMATE RIGHTS & RESPONSIBILITIES</u>	20
Unit Manager			
Case Managers		<u>INSTITUTIONAL EMPLOYMENT</u>	9
Counselors		Work Assignment	
Secretaries		Work Reassignment	
		Work and Institutional Rules	
<u>ADMISSION AND ORIENTATION (A&O)</u>	3	Working Hours	
Orientation		<u>INTRODUCTION</u>	3
Institution Boundaries			
<u>AUTHORIZED PERSONAL ITEMS</u>	23	<u>LIGHTS OUT RULE</u>	9
<u>CALLOUTS</u>	9	<u>MAIL PROCEDURES</u>	7
<u>CASE MANAGEMENT ACTIVITIES</u>	20	Outgoing Inmate Letter Mail	
Unit Team		Incoming Inmate Special Mail & General Correspondence	
Program Reviews		Authorization to Receive Package	
Financial Responsibility Program		<u>MEDICAL CARE</u>	10
Inmate Request to Staff Member		Sick Call Appointments	
Administrative Remedy		Serious Illness or Injury	
Custody and Levels of Supervision		Emergency Medical Treatment	
Central Inmate Monitoring System		Physical Examination	
Good Conduct Time		Medical Duty Status	
Furloughs		Medications/Pill Line	
Parole Application		<u>OUTSIDE CONTACTS</u>	21
Redesignation to Another Institution		Packages	
Transfers to Foreign Countries		<u>PERSONAL APPEARANCE</u>	4
Release Preparation Program		<u>PERSONAL CONDUCT</u>	7
Residential Re-Entry Centers		<u>PROHIBITED ACTS/SANCTIONS</u>	25
Detainers		<u>PSYCHOLOGY SERVICES</u>	16
<u>CLASSIFICATION TEAM</u>	3	<u>RECREATION</u>	19
<u>CLOTHING EXCHANGE</u>	6	<u>RELIGIOUS SERVICES</u>	17
<u>COMMISSARY</u>	6	Confidentiality	
<u>CONTRABAND</u>	9	Services	
<u>COUNT TIMES</u>	4	Religious Property	
<u>EDUCATION</u>	17	Religious Diet	
Educational Philosophy		Religious Resources	
Law Library		Emergency Notification	
Leisure Library		Religious (Clergy) Visits	
Academic Programs		<u>SEARCHES</u>	9
Literacy		<u>SUN BATHING</u>	8
VCCLEA/PLRA		<u>TELEPHONE PROCEDURES</u>	20
English as a Second Language		<u>TELEVISION VIEWING</u>	8
Adult Continuing Education (ACE)		<u>TOWN HALL MEETINGS/OPEN HOUSE HOURS</u>	8
Apprenticeship Training Program		<u>TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS) - ELECTRONIC MESSAGING</u>	23
Vocational Training		<u>UNIT DISCIPLINARY COMMITTEE</u>	9
Advanced Occupational Education		<u>USE OF SHOWERS</u>	7
Parenting Program		<u>VISITS</u>	20
Education Hours		Visiting Hours	
<u>EMERGENCY/FREEVACUATION PLANS</u>	9		
<u>ESCAPE (NOTICE TO INMATES)</u>	23		
<u>FOOD SERVICE</u>	16		
<u>HOUSING</u>	6		
Units			
Staff/Unit Familiarization Program			
Cubicle/Bed Assignment			
Housekeeping Rules			

INTRODUCTION

The purpose of this handbook is to provide you with general information regarding the Federal Prison Camp, Lewisburg, Pennsylvania. It is not a specific guide to the detailed policies of the Bureau of Prisons (which are subject to change) or all procedures in effect at each Bureau location.

The responsibility of the staff at the FPC, Lewisburg, is to maintain security, provide a safe and humane environment, and afford opportunities for self-improvement.

You can make your time as meaningful as possible by showing responsible behavior, respect for the rights of others, and compliance with the rules and regulations of this institution.

ADMINISTRATION/UNIT STAFF

Warden: The Warden is the final authority on all matters within the Camp. His decisions are based upon policies established by the Bureau of Prisons. While he is responsible for the total operation of the institution, he has delegated certain duties and responsibilities to other staff members.

Camp Administrator: The Camp Administrator is responsible for implementing all decisions made by the Warden that pertain to programs and the daily operation of this facility.

Unit Manager: Implements decisions made by the Camp Administrator. Ordinarily chairs Team meetings. Supervises Case Managers and Counselors. If you have a problem you believe has not been resolved, after exhausting all other avenues, an Inmate Request to Staff Member form should be submitted to him.

Case Managers: The Case Managers are responsible for all case work services and prepare classification material, progress reports, release plans, correspondence, and other materials related to your confinement. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a member of the Unit Disciplinary Committee.

Counselors: The counselors provide counseling and guidance regarding areas pertaining to institutional adjustment and personal difficulties. He/She participates in the development of meaningful programs. The counselor will visit inmate work assignments regularly. He/She should be consulted regarding problems you encounter during your incarceration. He/She ordinarily performs functions concerning administrative complaints, visitor's list, financial responsibility issues, mail, telephone list and property.

Secretary: The secretary is responsible for all clerical functions and a significant portion of the administrative duties necessary for the Camp operation.

ADMISSION & ORIENTATION (A&O)

Orientation: When you arrive at Lewisburg, either by direct Court commitment or transfer from another institution, you will be placed in an Admission and Orientation Program. This orientation period will consist of lectures by department heads and other staff members regarding various programs, services, policies, procedures, and regulations at this facility. You are required to attend the lectures and callouts which are part of the Admission and Orientation Program. ***Your attendance is mandatory.*** If you miss any of the lecture, you may be required to go through A&O again.

Institution Boundaries: You are considered out of bounds in certain areas of the institution. The road running in front of the institution, as well as other areas identified with **OUT OF BOUNDS** signs are off limits to inmates. The water run-off pool is **OUT OF BOUNDS**. You are not permitted to walk on any non-paved area. After dusk, all inmates are restricted to the lighted areas of the compound, their units, and the administration building. The Field House closes nightly at 9:30 p.m. Inmates are not permitted to walk thru or utilize the Camp staff parking lot, nor the steps to the road to report to their work detail, with the exception of the inmates assigned to the FCC work detail.

NOTE: You are not allowed to leave the boundaries of the Federal Prison Camp without specific authorization from staff. Absent such authorization, you are committing the crime of escape and may be prosecuted for this action. See U.S.C. 751 and 752.

You may not assist another inmate in leaving the Federal Prison Camp for any reason. To do so may result in disciplinary or criminal action being taken against you. If you are aware of any escape or escape attempt you must immediately notify staff.

CLASSIFICATION TEAM

The classification team ordinarily includes the unit manager, case manager, counselor, and education advisor. The unit officer will provide the team with a summary of your adjustment within the housing unit including sanitation, interactions with staff and inmates, and any other information which may be relevant. Generally, the resolution of issues or matters of interest while at this institution are most appropriately initiated with the unit team. Matters such as custody, transfers, security level, furlough consideration, residential re-entry center placement, etc., are discussed during your regularly scheduled team meetings which occur at 90 or 180 day intervals.

COUNT TIMES

The purpose of a count is to ensure all inmates are accounted for at the institution. The officers conducting the count must be able to see living, breathing flesh. When this is not accomplished, especially during the morning watch count times, the officer(s) will wake you up to ensure accountability of each inmate. Count times will be announced over the public address system. Ordinarily, there will be five official counts as listed below:

WEEKDAYS

12:00 a.m.
3:00 a.m.
5:00 a.m.
4:00 p.m. (stand-up count)
10:00 p.m.

WEEKENDS/FEDERAL HOLIDAYS

12:00 a.m.
3:00 a.m.
5:00 a.m.
10:00 a.m. (stand-up count)
4:00 p.m. (stand-up count)
10:00 p.m.

When a count is announced, each inmate must return to his cubicle and remain there quietly, no talking, until camp staff have conducted count. Inmates will remain in their cubicles after 12:00 a.m. Staff will take disciplinary action if an inmate is not in his assigned area.

PERSONAL APPEARANCE

It is the responsibility of each inmate to keep himself clean and well groomed at all times. All religious headgear must be approved by one of the Chaplains. The institution provides bathroom facilities for daily showering, and issues the following toilet articles; disposable razor toothbrush, toilet paper, soap, tooth powder, and comb

INMATE DRESS CODE

Grooming and Dress Code Regulations

- a. **Responsibility:** It is the responsibility of each inmate to present himself in a clean, acceptable manner of dress in all areas of the institution. Inmates are permitted to select the hair style of personal choice, but are expected to maintain cleanliness and dress in keeping with standards of this supplement and the security, good order, and discipline of the institution. Each staff member is responsible for enforcing the guidelines of this policy.
- b. **Dress Code:** All inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Inmates will have their shirts buttoned and tucked inside their pants and their belts buckled. Shoes will be kept clean and tied. Inmates will either be in their work uniforms (Monday through Friday during working hours) or in recreational attire.
Inmates will not be allowed to lounge around the unit in pajamas or robes. Inmates in the unit with scheduled days off, will be dressed in an appropriate inmate uniform, shorts and shirt or sweats.

Normally, the full prescribed issue of work clothing, if clean and neat, is appropriate for wear in any area or at any activity. Any clothing that has been altered is considered contraband. During periods of movement on workdays the full inmate uniform, including shirt, will be worn.

1. **Shirts:** Inmates will be expected to button their shirts but may leave the top two buttons unbuttoned. All shirts, including t-shirts, will be tucked in. The shirt may be removed from the body when participating in athletic events. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion. Sleeveless shirts will not be worn in the dining hall.
2. **Undergarments:** No undershorts or long underwear will be worn as an outer garment or displayed on the outside of any clothing at anytime. Long sleeve long underwear tops are not to be worn under short sleeve shirts during the work day.
3. **T-shirts:** Institution issued t-shirts may be worn as an outer garment work shirt on outside work details. On all other details, the khaki or green work shirt will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated. When worn as an outer garment in the dining room, t-shirts are to be tucked in.
4. **Pants:** Inmates are required to wear their pants around the waist with pants legs extended to the ankle and properly hemmed. Inmates will wear any and all pants snug around the waist at all times. Additionally, inmates are not permitted to blouse or cuff their pants legs in any fashion. Inmates may not tuck their pants legs inside their shoes or socks unless working on a job or detail using high top boots. Inmates are also required to wear properly fitted pants. Inmates may not pleat the waist area of their issued pants in any fashion. Finally, inmates may not wear pants with the pockets pulled inside out.
5. **Footwear:** The following work details will be required to wear safety shoes while on the job as mandated by the Safety Shoes Institution Supplement:

All Industry Details
Garage
Mechanical Services Shops

Landscape
Power Plant

Food Service all areas, except the dining room
Institution Storeroom

Other work detail supervisors who feel that their inmates have work exposure to foot hazards, which safety shoes would aid in prevention, should notify the Safety Office, in writing, of their needs. The request will be taken before the Central Safety Committee for approval.

6. **Athletic Clothing:** Athletic clothing, shorts, sweat suits (or any part of) may be worn to the evening meal on regular work days, to all meals on weekends and holidays, to the recreation yard and in the housing units. When on the recreation yard, a t-shirt or other approved shirt must be worn. Athletic clothing will not be worn inside out or in an excessively baggy manner.

Inmates may, but are not required to write their name and register number on personal athletic clothing. If an inmate desires to place his name and register number on his athletic clothing the following guidelines will be adhered to: athletic tops will be marked on the left front breast and the athletic pants will be marked on the left front at the waist level. Inmates may only place their last name and full register number on their clothing and only black ink will be used. Any athletic clothing marked with any color other than black, and with anything other than the inmate's last name and register number, will be confiscated. Inmates should also realize that if they choose to place their name and register number on clothing items that the clothing items may be considered contraband at another institution.

7. **Headgear:** Only headgear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. Inmates will not be allowed to wear sunglasses on any inside work detail unless approved by Health Services. Baseball style hats will be worn appropriately with the sun visor pointed forward. "Dew rags" are permitted to be worn in the housing units only. Hats are not to be worn in the Administration Building. The only exceptions are approved religious head wear and Food Service workers required to wear head gear.
8. **Altered Clothing:** Any personal clothing that is pegged, tapered, dyed, fitted, marked, written upon (except as provided for in section (6) or otherwise altered from the original manufacture's condition will be considered contraband and confiscated. The manufacturing, fabrication, or knitting of any clothing or headgear is prohibited.
9. **Food Service Issued Clothing:** Food Service whites or smocks are authorized for Food Service workers and will only be worn at work or in Education if the inmate works immediately before or after his education classes. Food Service whites or smocks will **NOT** be worn on the recreation yard or in the visiting room.
10. **Belts:** Belts are optional (except for the visiting room) and must be kept buckled and centered when worn. Belts are not to be excessively long or hang down below the waist at any time.
11. **Coats:** Inmates may not wear issued coats inside out. Coat liners are **not** to be worn as an outer garment.
12. **Dining Room:** Appropriate inmate dress for the breakfast and noon meals, during institution workdays (Monday through Friday excluding holidays), will be institution issued khaki pants and shirt, shirts must be tucked in prior to entering the dining room. In addition, a work uniform (i.e. green jump suit, and/or green work uniform) is appropriate. Sweatshirts must be worn under the khaki shirt, not on top of the khaki shirt. The institution issued work jacket will be the approved outer garment during inclement weather for these meals. In addition, inmates are required to open their coats prior to entering the dining hall. No personal property will be allowed in the dining room, including mugs, jugs, radios or commissary items. All hats and non-prescription sunglasses must be removed upon an inmate entering the dining hall, unless authorized by the Religious Services Department or Medical Department. Additionally, sleeveless shirts will not be worn in Food Service at any time. Food Service inmates on duty status will have their shirts tucked in and wear a protective hat as authorized by the Food Service Administrator.
13. **Release Clothing:** In accordance with Bureau Policy, release clothing can be mailed into the institution at the inmate's expense. It can be provided to the inmate on the day of his release to wear out of the institution. Release clothing may also be brought in for an inmate being released by the individual(s) picking him up the day of release.

- c. **Personal Appearance:** Policy requires that hair be neat and clean, that inmates be clean shaven in facial areas where mustaches or beards are not worn, and that regular bathing be maintained. Additionally, inmates may not cut into or shave in any letters, numbers, or insignia to their beards, hair or mustaches.

1. **Mustaches and Beards:** Mustache and beard guards will be worn by Food Service workers on the serving line and salad bar. Guards will be worn in other areas when it is determined by the supervisor to be a safety requirement.
2. **Hairpieces:** Inmates may not wear wigs or artificial hairpieces.
3. **Hair Length:** There will be no restriction of hair length as long as it is neat and clean. Inmates with long hair will be required to wear a cap or hair net when working in Food Service or when long hair could result in an increased likelihood of work injury.
4. **Personal Hygiene:** Articles necessary for maintaining personal hygiene will be made available through institution issuance and the commissary. Examples of articles to be available are: soap, toothbrush, toothpaste or powder and comb.

- d. **Camp/Residential Drug Abuse Program (RDAP):** Camp and RDAP inmates are authorized to have khaki clothing. Camp inmates are also authorized to wear **olive** green work clothes. RDAP inmates will be issued **dark** green clothing to be worn on all outside work details. Camp inmates with gate passes who work inside the penitentiary administration building are to wear only khaki clothing. Camp or RDAP inmates escorted inside to work in Food Service during emergencies will be required to wear yellow coveralls (if the coveralls are available). Khaki's are to be worn by Camp and RDAP inmates while visiting.

CLOTHING EXCHANGE

Inmates arriving at the Camp will receive a bed roll and must see the Laundry supervisor on the next working day for regular issue. Inmates may launder institutional and personal clothing items at the specified day and time. You are required to place your institutional and personal clothing items in your laundry bag and deliver it to the laundry. Clothing items can be picked up from your laundry bin. You will be responsible for ironing your clothing. Irons and ironing boards will be provided in each unit. There is also a pay laundry available to inmates that wish to launder clothing at their own expense.

COMMISSARY

Inmate funds are retained by the institution in a trust fund, from which you may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. United States postal money orders and cash are applied to your commissary account as soon as possible. All other money orders and/or personal checks receive a 30-day hold for clearance. All money orders and personal checks must include your committed name and registration number.

The commissary schedule is posted on the inmate bulletin board. Inmates must use their inmate account card for all commissary transactions. A maximum spending limit of \$290.00 per month is authorized. A maximum limit of 60 First-class stamps in your possession is authorized. Borrowing commissary items from other inmates is prohibited. Remember, use of the commissary is a privilege, not a right.

Inmate are issued a commissary card upon arrival. This card is to be in your possession at all times.

HOUSING

Units: Lewisburg Camp has three separate living buildings which are referred to as units and are designated as units 1, 2, and the RDAP unit.

Staff/Unit Familiarization Program: Staff is composed of a Camp Administrator, Unit Manager, Case Manager(s), Correctional Counselor(s), Unit Secretary, and Correctional Officer(s). During your unit Admission and Orientation (A&O), staff will discuss pertinent issues regarding your confinement at the Lewisburg Camp. You will have the opportunity to raise questions concerning matters that are unclear. The unit Correctional Counselor will initiate a unit familiarization checklist on each inmate committed to the unit. Discussions with staff will be documented on the checklist and will be made a permanent record in your central file.

Cubicle/Bed Assignment: Upon your initial commitment to Lewisburg Camp, you will be assigned a bed located in a cubicle in one of the units by a Correctional Officer or other staff member. The Camp Administrator has delegated authority to the unit Correctional Officers and Counselors to make subsequent changes. Bottom bunk assignments will be based upon seniority, medical needs, and additional factors such as FRP, clear conduct, etc. Inmates returning, after having been out on Writ or "outside" medical treatment, and who previously had bottom bunk status will be placed at the top of the priority list.

Housekeeping Rules: The following rules and regulations have been established for safety, sanitation, and uniformity throughout the institution.

1. "Lights On" will be at 5:45 a.m. Monday through Friday. With the exception of inmates who work during midnight shift, all beds will be made by 7:30 a.m. Monday through Friday. During weekends beds will be made when the inmates rises. Inmates who are on a day off, vacation, etc. may lie on top of their made bed using one blanket to cover up.
2. Lockers must be kept neat and uniform. Cubicle floors will be swept, damp mopped, and buffed daily before 7:30 a.m. All clothes will be placed in the storage locker. All waste baskets will be emptied and cleaned before 7:30 a.m. You are responsible for contraband found in your area and for the cleanliness of your area which includes the space under your bed, around your locker, and the window sills and windows. You are not authorized to possess any furniture other than that which have been provided with your cubicle. You are prohibited from altering your cubicle or locker. No items will be placed on the outside of your locker or the walls of your cubicle. No items will be placed on your desk until after 4:00 p.m. Nude or sexually suggestive personal photographs are prohibited. There are no items permitted to be stored on top of your cube light.
3. Inmates will not deposit trash on the floors, will not leave refuse in the TV rooms, and will use the trash receptacles which are available. No inmate is permitted to possess any type of heating or electrical device within his cubicle. Each inmate has the direct responsibility for his living area. Housing Units are inspected by the Correctional Officer/Counselor on a daily basis. The Camp Administrator will do inspections on a periodic basis. The Safety Department will also conduct a monthly comprehensive safety, fire, and sanitation inspection. Any inmate whose cubicle appears negatively during sanitation inspections may receive disciplinary action.
4. Publications are identified as magazines and newspapers. Hard covered books and newspapers must be received from a publisher, book store, or book club only. Inmates may receive soft covered books and magazines from any source. Inmates may not receive more than five publications in any one package or distribution and may not retain more than five in their quarters at any one time. This limitation of hard back books and soft cover books is set at five or any combination thereof. In addition, one religious book is not included in this total.
5. All inmate property (government issued, personal, and legal) is to be stored inside the space provided by the unit staff. It is the responsibility of each inmate to limit his property so that it fits into the assigned space. Excess property is a fire hazard and sanitation problem. Excess property will be considered contraband and the responsible inmate will be subject to disciplinary action. One small bin of legal materials, per inmate, may be kept under the bed. Cardboard boxes are **not** authorized.

Example of Cube Appearance

(How Your Cube Should Look)

6. Inmates on furlough status are responsible for securing personal property in their respective locker. Personal property for inmates on Writ, receiving "outside" medical treatment, or special housing status will be stored in Receiving and Discharge. **No property, personal or issued, will be temporarily transferred to other inmates for safe keeping.**
7. Radios without headsets and musical instruments are prohibited in the housing units.
8. Inmates will be appropriately dressed when exiting their dormitories or shower areas. Pants, shirts, and footwear, at the minimum, will always be worn in the common areas of the units. Shower shoes are not to be worn outside of the housing units.
9. Sanitation supplies for the maintenance of cubicles will be made available in the housing units. No personal cleaning supplies will be maintained by inmates.
10. All new commitments, and unassigned inmates are responsible for assisting Unit Orderlies.
11. Ice machines are provided in the units for inmate use. No food items are ever to be stored in these machines.
12. The Camp is a tobacco free environment. Violators will be subject to disciplinary action.
13. Every new inmate is assigned a chair. Chairs are not to be left in the television room. They are to be folded on your bed when not in use.
14. On the day of your release, all clothing and bed linens must be taken to clothing issue. Clean your cubicle for the next person to use.



Violation of any of the above rules could result in disciplinary action.

PERSONAL CONDUCT

Inmates are not permitted to visit other inmates, in a unit other than their own, unless sent to that area by your work detail supervisor in furtherance of assigned duties.

You are prohibited from visiting other inmate's cubicles in your unit after 10:30 p.m. No talking is permitted in the dormitories or corridors after 10:30 p.m.

Any talking and visiting between inmates in the same unit after 10:30 p.m. will take place in the TV rooms.

USE OF SHOWERS

The unit orderlies are responsible for cleaning the showers. This is a very difficult task and is made even more difficult when other inmates are using the showers during the cleaning process. No showers will be taken from 7:30 a.m. to 2:30 p.m. on weekdays nor from 11:00 p.m. to 5:00 a.m. everyday. Exceptions may be granted by staff members. The only exception will be for inmates who work the midnight shifts. In this case, one shower per building is designated as a "day" shower.

MAIL PROCEDURES

Outgoing Inmate Legal/Letter Mail: Outgoing mail should be placed in the depositories provided in each housing unit. The mail is picked up by the unit officer Monday through Friday, with the exception of federal holidays. Consistent with the provisions of the "Correspondence" Program Statement, 5265.11, you may seal your mail prior to placing it in the depository. The Bureau of Prisons retains the right to open general outgoing correspondence as provided in the Correspondence Program Statement. Inmates may deliver their outgoing legal mail to a representative from the ISM Department or a Correctional Officer at the control center, Sunday through Thursday evening, (with the exception of Federal holidays), between the hours of 3:30 p.m. and 3:45 p.m.

Inmates are responsible for filling out the return address completely on envelopes provided for your use by the institution. If you use an envelope not provided by the institution, you are responsible for ensuring that the envelope used contains all return address information listed on the envelope provided by the institution.

Return address sample: Federal Prison Camp
Inmate's Name
Register Number
Unit (1,2 or RDAP)
P.O. Box 2000
Lewisburg, PA 17837-2000

Incoming Inmate Special Mail and General Correspondence: The unit Correctional Officer will distribute mail (general correspondence) sometime after the 4:15 p.m. count weekdays. All mail is to be given directly to the inmate. **Inmates are not permitted to pick up another inmate's mail.** Mail is not distributed on Saturdays, Sundays, and federal holidays. All general correspondence will be opened and examined by the mail room staff for contraband, unauthorized material, negotiable instruments, money, etc. Items constituting contraband, unauthorized material or items that cannot be searched or examined without destruction or alteration will be returned to the sender. When incoming special correspondence is received by unit staff, the inmates will be contacted and asked to report to one of the staff offices to sign for special mail. It is necessary that you read the bulletin boards on a daily basis. Correspondence between confined inmates must be approved by appropriate staff at both institutions. Correspondence between confined inmates, which has not been approved, will be returned to sender.

The Bureau Program Statement on correspondence, identifies certain types of incoming correspondence as "special mail" to be opened only in the presence of the inmate. For this special handling to occur, Bureau policy requires that the sender adequately be identified on the envelope and that the envelope be marked "Special Mail - Open Only in the Presence of the Inmate", or similar language. Inmates are responsible for informing correspondents who are authorized to utilize the Special Mail privilege, of the requirements established by this Program Statement.

Funds for your Account: The Federal Bureau of Prisons requires that all funds being mailed to you be sent to the Federal Bureau of Prisons national lockbox, a centralized funds collection point. The funds are to be mailed to:

Federal Bureau of Prisons
Inmate Name
Inmate Register Number
P.O. Box 474701
Des Moines, IA 50947-0001

Note: Your name and register number must be printed on all money orders and checks. Cash cannot be accepted. Nothing except the check or money order is to be sent to the national lockbox.

Authorization to Receive Package: All incoming inmate property packages must be authorized in advance unless otherwise approved under another Bureau of Prisons Policy. Form BP-A331, Authorization to Receive Package or Property, is used for this purpose. This form may be obtained from your unit staff. A package received in the absence of a Form BP-A331 is considered unauthorized and will be returned to sender.

Also, due to the large volume of mail received, please notify the senders to address your mail to include your full name and register number, Federal Prison Camp, specific unit, P.O. Box, city, state and zip code.

TELEVISION VIEWING

During weekdays, the TV rooms in the housing units will be available for viewing from approximately 6:00 a.m. to 7:30 a.m. At 7:30 a.m., the televisions will be turned off while the TV room is being cleaned. TV's may be turned back on after the room is cleaned with the officer's permission. Sunday through Thursday, both TV rooms will close ordinarily at 11:45 p.m. On Friday, Saturdays, and federal holidays, both TV rooms will ordinarily be open from 6:00 a.m. to 11:45 p.m. Excessive noise and loud talking will not be tolerated. There are no saving seats or reserved seats in the TV rooms. Inmates bring their cubicle chairs to the TV room and return them when done. No chairs are to be left in the TV room. Any violations of this policy will be cause for the unit to lose its TV privileges as well as for the violators to receive disciplinary action. **Television viewing is no longer permitted in the Administration Building.**

In order to effectively manage the housing units during institution counts, the correctional officers assigned to work the Camp, may at their discretion turn the televisions off when conducting institution counts. **This should only be done** when inmates are interfering with the taking of the count, or are observed violating institution rules and regulations when conducting counts. The amount of time the televisions will be turned off will be based on the severity of the behavior and or misconduct observed. In most cases, the television will be turned back on after a good verbal has been received from Control Center. The televisions should not be turned off and used as a management tool in all situations.

SUN BATHING

Sun bathing is prohibited in all areas of the Camp during regular working hours (Monday through Friday - 7:30 a.m. to 4:00 p.m.). Sun bathing during non-working hours will be permitted in discrete areas and out of public view. Shirts must be worn at all times and in all areas of the institution during regular working hours.

TOWN HALL MEETINGS / OPEN HOUSE HOURS

Town hall meetings will be held periodically and are used to make announcements and to discuss changes in the policy and procedures of the Camp. Inmates are requested to raise questions at open house rather than during town hall meetings. Staff open house hours are posted on the bulletin boards.

CALLOUTS

The callout schedule of appointments, which includes medical, dental, educational, team meetings and other activities, is posted daily on the unit bulletin boards by 4:00 p.m. on the day preceding the appointment. It is your responsibility to check the callout for appointments daily and to attend all scheduled appointments. **Failure to report for callouts will result in disciplinary action.**

CONTRABAND

Contraband is defined as any item not issued to you by the institution, received through approved channels, or purchased through the commissary. This includes food items from the dining room with the exception of one piece of fruit. All items in your possession must be authorized and recorded on your Inmate Personal Property Record form BP-383 or commissary receipt. You are prohibited from purchasing, giving, or receiving radios, watches, or any other items from another inmate. See list of authorized items published in the latter portion of this handbook.

SEARCHES

Any staff member may search your cubicle to retrieve contraband. It is not necessary for you to be present when your cubicle is searched. Your property and areas will be left in the same general condition as found. The searches will be unannounced and conducted in a random manner. Also, you are subject to personal searches when staff determine it is appropriate. On occasion, dogs trained to detect drugs and other contraband items will aid in searches.

UNIT DISCIPLINARY COMMITTEE

The rules and regulations of the Camp are enforced to provide an orderly, safe environment for all inmates. The Unit Disciplinary Committee is composed of your unit staff. All incident reports are processed through the Unit Disciplinary Committee ordinarily within three days of an alleged incident, excluding weekends, federal holidays, and the day of the incident.

Incident reports written for serious or repetitive violations of rules and regulations may be sent to the Discipline Hearing Officer for disposition.

EMERGENCY/FIRE EVACUATION PLANS

An evacuation plan (diagram) is posted in each camp building. Fire drills will be conducted without notice, at least quarterly, and all inmates are required to evacuate the Camp buildings upon being notified of a drill.

LIGHTS OUT RULE

When the lights go out in your unit (10:30 p.m.) you are not required to go to bed. You may go to the TV room. You are permitted to read or write letters in your cubicle by your reading lamp (reading lights are available for purchase in the commissary). You may not visit other inmates in their cubicles after 10:30 p.m. When lights go out, you are required to be in your cube, using the bathroom, or in the TV room. All other areas are out of bounds.

INSTITUTIONAL EMPLOYMENT

Work Assignment: Everyone will have a work assignment at the Lewisburg Camp after you are medically cleared. Your first work assignment will be based on institution needs, available jobs, your past work experience, and evaluation of your skills. Any job preference should be indicated during your interview with unit staff.

Work Reassignment: When you have worked on a job for a period of 90 days and desire a job change, you should prepare an **Inmate Request to Staff Member** (cop-out) indicating what job you want and a detailed reason for the change. Your current work supervisor and the supervisor of the requested work assignment must both be indicated, in writing, their agreement on the **Inmate Request** form. Your request will then be considered by your unit team. If you are assigned to a Mechanical Services Detail, your request will be considered by the Outside General Foreman. You will be notified if a work reassignment is warranted and your name will appear on the institution change sheets, which is posted daily on the inmate bulletin boards.

Work and Institutional Rules: Whether you are assigned to an inside or outside detail, you must stay on your work assignment at all times. If you have a valid reason for leaving your work site (callout) you must notify your work supervisor and obtain authorization. If you are injured while performing your assigned duty, you must immediately report this injury to your work supervisor. You must use proper and specified precautions such as steel toed shoes, goggles, gloves, and safety devices which are supplied for your protection. No radios, reading materials, food items, or personal clothing are permitted on the work site.

UNICOR: To be placed on the Unicor waiting list a signed request to a staff member must be submitted to the Camp Administrator.

Working Hours: Ordinarily working hours are from 7:30 a.m. until 3:45 p.m., Monday through Friday. Each work day provides for a 45 minutes lunch break, for a total of 7.5 hours worked per day.

HEALTH SERVICES DEPARTMENT

ID card must be brought each time you come to Health Services

You must bring your ID picture card and verify your ID number each time you visit Health Services. This ensures compliance with the double check ID system.

OUT OF BOUNDS: Inmate should not be in the Health Services area unless they:

- a. Have an appointment or scheduled callout.
- b. Have obtained approval from their detail supervisor or unit officer or,
- c. Are making use of the time period set aside for sick call sign up or pill line.

Inmates who come by Health Services without prior approval are out of bounds and may receive an incident report.

CATEGORIES OF CARE: The Bureau of Prisons assigns medical problems to one of five categories of care:

- a. **Medically Necessary Acute or Emergent:** A condition that, if not immediately treated is life threatening, likely to cause blindness, or irreversible loss of function.
- b. **Medically Necessary None Emergent:** A condition that, if untreated, will result in premature death, or interfere with the possibility of later repair; or creates a level of pain or discomfort which impairs the ability to conduct activities of daily living.
- c. **Medically Acceptable Not Always Necessary:** Medical conditions whose treatment may be delayed without jeopardizing the life, sight, or bodily function of the patient.
- d. **Limited Medical Value:** Medical conditions in which treatment provides little or no medical value, are not likely to provide substantial long term gain, or are expressly for the inmate's convenience.
- e. **Extraordinary:** Medical interventions are deemed extraordinary if they affect the life of another individual, such as organ transplantation, or are considered investigational in nature.

TRIAGE:

- a. Triage is for determining what category of care a patient should be placed in. The purpose of triage is to make sure that truly urgent conditions are given priority treatment.
- b. During triage the following will occur: The inmate will provide a brief history by completing the Chronological Record of Medical Care (Sick-call) form; vital signs will be taken, if indicated; an appointment will be scheduled within a time frame appropriate for the inmate's medical needs; or, if no follow up appointment is warranted, the inmate will be advised of other options (e.g. obtaining over the counter medications from the Commissary, submitting an Inmate Request to Staff Member, etc.).

SCOPE OF SERVICES:

- a. The Bureau of Prisons will treat all **Medically Necessary Emergent & Non Emergent Conditions**.
- b. Medical problems falling within the **Medically Acceptable Not Always Necessary** category are essentially elective procedures. These procedures require approval of the Institution's Utilization Review Committee. The Committee considers such factors as; the risks and benefits of the treatment; available financial resources; available medical consultant resources; medical treatment received prior to incarceration; prognosis in the absence of treatment; the effect the intervention is likely to have on the inmate's ability to conduct activities of daily living; the likely effect delay in care would have on subsequent treatment, etc.
- c. Medical problems falling within the **Limited Medical Value** or **Extraordinary** categories are ordinarily not treated by the Bureau of Prisons.
- d. **Consultants and Referrals:** All care that is provided by the Bureau of Prisons will be consistent with community standards of care. When available, and when required, community consultants will be contracted from commonly needed services such as cardiology, dermatology, endocrinology, general surgery, ophthalmology, optometry, orthopedics, psychiatry, radiology and urology. Additionally, patients may also be referred to a Bureau of Prisons Medical Referral Centers.

OBTAINING HEALTHCARE:

- a. **Emergency Care:** All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or activation of the inmate duress system. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.
- b. **Questions regarding Health Services, Requests for Medical Care, Dental Care, Sick Call, Lab Results, X-Ray Results, Eye Glasses, etc.**
 1. All other Non Emergency requests require completion of the CHRONOLOGICAL RECORD OF MEDICAL CARE (Sick-Call) FORM.
 2. These forms are located in the rack on the right hand side of the Exam Room door.
 3. The forms must be turned in between 6:40 a.m. and 6:45 a.m., Monday through Friday, regular work days.
 4. You must turn the form in yourself so the Physician's Assistant (PA) can ask any questions he/she may have about your problem.
 5. The PA may choose to have you come back at a later date. He/she will give you an appointment slip and also have you put on call out.

Inmate Handbook FPC Lewisburg

DENTAL SICK CALL: Is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. All routine appointments will be scheduled on the institutions call out.

SPECIAL HOUSING INMATES: Inmates placed in Special Housing will be seen by a PA at least once daily. If medical staff determine the sick-call is of an emergent priority, the inmate will be evaluated that day. Inmates with routine medical and dental care concerns will be addressed on Mondays, Tuesdays, Thursdays, and Fridays when the PA makes their morning rounds.

PHYSICAL EXAMINATIONS:

- a. All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be completed within 30 days of an inmate's arrival.
- b. All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include an electrocardiogram, rectal examination, tonometry, vision testing, and blood work testing, and other tests, as determined by your Primary Care Provider. This optional examination requires an inmate to report to Sick-Call and request an appointment with your Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future call-out list located in the housing units. Because this physical is for your health and well being, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process that you do not want performed.
- c. All inmates, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than two months prior to release in order for the examination to be scheduled and completed.

ANNUAL IMMUNIZATION/SCREENING:

- a. All inmates will be scheduled for the tuberculosis screening on an annual basis. This screening will be in the form of the PPD skin test and/or chest x-ray. The date of these screening's will be based on the inmate's previous test date.
- b. During the flu season which is typically in early winter, inmates will have the influenza vaccination or "flu shot" on an availability basis. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. This optional vaccination requires an inmate to submit a Request to a Staff Member (cop-out) to the Health Services Department requesting the flu shot vaccination.

PHARMACY: ID Card: Must be brought each time you come to Health Services. You must bring your ID picture card and verify your ID number each time you pick up medication from the pharmacy. This ensures compliance with the double check ID system.

- a. **Medication Pick Up:** Monday through Friday. Medications prescribed during sick call can be picked up at the 3:00 p.m. to 3:30 p.m. pill line. Inform the PA at 6:30 a.m. the next morning if your medications were unavailable for pick up or if you had some other problem with medications.
- b. **Pill Line Times:** For diabetics and patients taking restricted medications is:
6:00 a.m. - 6:15 a.m. and 3:00 p.m. to 3:30 p.m. Monday through Friday
8:00 a.m. - 8:30 a.m. Saturday, Sunday, Holidays
Afternoons will be made by announcement.
A total of four (4) inmates are permitted to be in the hallway by the control center at one time. All others must wait in the main corridor.
- c. **Restricted Medications:** Will be issued only on a dose-by-dose basis and must be taken in full view of the person issuing the drug. You will be required to allow the dispensing individual to inspect your mouth after accepting the medication.
- d. **Refills:**
 1. All refills have an expiration date. Check the lower right corner of the label. If it is expired, you must complete a new Chronological Record of Medical Care form for a new prescription.
 2. All refills have a limited number of refills. Check the lower left corner of the label. If it is expired, you must complete a new Chronological Record of Medical Care form for a new prescription.
- e. **Over the Counter Medications (OTC):** PS6541.02, 11/17/2004, requires that personal resources will be used by inmates to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.
 1. Patients will be referred to the commissary if their symptoms can be partially controlled by items available through the commissary.
 2. Inmates will purchase OTC items from the commissary with their personal funds. **The pharmacist will not dispense OTC medications prescribed by the clinician for non indigent inmates.** Inmates who are listed on the **TRUFACS** database as indigent may receive up to two OTC medications per week from the institution pharmacy if a clinician determines that the medications are medically necessary.
 3. OTC medications available through the commissary. This list includes but is not limited to:
Over The Counter Medications Available from the Commissary

Acne

Clearasil Cream w/Benzyl Peroxide

Allergies

Chlorpheniramine Maleate Allergy Tabs

Arthritis

Aspirin 325mg

Acetaminophen Regular Strength

Ibuprofen Tabs 200mg

Muscle Rub Cream

Athlete's Foot

Tolnaftate 1% Cream

Anti Fungal Powder

Back Pain

Aspirin 325 mg

Acetaminophen Regular Strength

Ibuprofen Tabs 200 mg

Muscle Rub Cream

Cold

Chlorpheniramine Maleate Allergy Tabs

Saline Nasal Spray

Aspirin 325 mg

Acetaminophen Regular Strength

Constipation

Fiber Powder

Milk of Magnesia

Cough

Halls Metholypus Cough Drops

Siltussin DM

Cuts

Band Aids

Headache

Aspirin 325 mg

Acetaminophen Regular Strength

Ibuprofen Tabs 200 mg

Heart Burn

Rolaids

Antacid/Anti Gas (Mylanta)

Hemorrhoids

Hemorrhoidal Ointment

Jock Itch

Tolnaftate 1% Cream

Muscle Aches

Aspirin 325 mg

Acetaminophen Regular Strength

Ibuprofen Tabs 200 mg

Muscle Rub Cream

Orthotics

Tri Comfort Shoe Insert

All Purpose Insole

Knee Wrap With Compression Control

Straps

Athletic Supporter

Razor Bumps

Hydrocortisone Cream 1%

Shampoo

Sauve Dandruff Shampoo

Sulfur 8 Dandruff Shampoo

Skin Preparations

Skin Tone Cream Alpha & Beta Hydroxy

Acids

Lac Hydrin 5%

Cocoa Butter Lotion

Cocoa Butter Stick

Petroleum Jelly

Suave Hand & Body Lotion with Aloe

Noxzema Facial Cream

Sun Burn

Moisturizing Sun Block SPF30

IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS:

- a. In situations where it is necessary to restrict the inmates activities due to health concerns, an inmate may be placed on Idle, Convalescence, or Medically Unassigned status. The medical staff will issue you a Medical Duty Status form that identifies your limitations. It is the inmate's responsibility to deliver one copy to his work supervisor and one copy to his unit officer. The following is a synopsis of restrictions for each type of medical limitation status:
- b. **Idle:** Temporarily disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, religious services, sick-call, visits, and call-outs. No recreation activity.
- c. **Convalescence:** Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.
- d. **Medically Unassigned/Totally Disabled:** In the event of a serious medical problem, or a medical disability that would require a protracted period of convalescence you will be removed from your detail assignment and placed on medically unassigned status. You will be required to remain inside your unit during regular working hours (7:30 a.m. to 4:00 p.m.), Monday through Friday, unless otherwise directed by medical staff. You will have regular compound privileges at other times. You will remain on **TOTAL SPORTS RESTRICTION**, except as directed by medical staff. You may leave your unit for meals, medication, visits, regularly scheduled religious services, callouts, and medical appointments. Medically unassigned status will not exceed 30 days. At the end of 30 days, you will be reevaluated by the Chief of Health Programs or his designee for duty status.
- e. **Restricted Duty:** Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.
 1. **Lower Bunk Assignments** will be issued by medical staff only if the inmate:
 - a. Is currently being treated for insulin dependant diabetes, seizure disorder,
 - b. Has an artificial limb, fracture, or limb paralysis,
 - c. Is age 60 or older,
 - d. Weighs in excess of 350 pounds
 2. **Special Shoes**
 - a. Requests for special footwear (non steel toe boots, soft shoes, etc.,) will be approved only if one of the following conditions are met:
 1. The patient is an insulin dependant diabetic with circulatory impairment; or
 2. The patient has a deformity which prevents placement of the foot into a pair of properly fitting institution issue shoes.
 - b. The determination of whether a patient has one of these two conditions is to be based on current examination findings.
 - c. Special footwear is not regarded as medically necessary for the following common conditions: pes planus, plantar fasciitis, heel spur, and ankle arthritis. Patients with these condition should be referred to the Commissary for purchase of arch supports, insoles, heel cups, or elastic sleeves.
 3. **Food Service:** The only medical restrictions from being assigned to Food Service are chronic infectious diarrhea and chronic draining skin lesions.
 4. **Prescription Glasses:** Only BOP issued eye glasses will be offered and/or permitted. There will be no inmate purchase or repair of, special order eye glasses from home or outside vendors.

Inmate Handbook FPC Lewisburg

RIGHTS/RESPONSIBILITY: 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. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

Your Health Care Rights

1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all support services.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with *Advance Directives* or a *Living Will* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.
12. You have the right to request a routine physical examination as defined in Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release).
13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.
16. In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.

Your Health Care Responsibilities

1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, at main line, or the accepted *Inmate Grievance Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to advise Health Services staff of any communication difficulties in regards to your medical needs and/or treatments.

NOTICE TO INMATES - INMATE COPAYMENT PROGRAM:

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

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

b. Health Care Visits with a Fee:

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

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C, below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing process to have injured an inmate who, as a result of the injury, requires a health care visit.

c. Health Care Visits with no Fee: *We will not charge a fee for:*

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

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

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

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

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

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

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

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

f. Frequently Asked Questions About Copay:

1. What is a copay fee?

A copay fee is a fee charged to you when you request health care services, such as Sick Call, or after hours treatment for a condition which is not an emergency. It is similar to fees charged in the community under most health insurance plans.

2. How much is the fee?

The fee charged for health care services under the Inmate Copayment Program is \$2.00.

3. What if I have a chronic medical problem, like heart trouble or diabetes?

If you have a chronic medical problem, we will not charge a fee for certain visits related to your chronic medical problem. If you request Sick Call for something not related to your chronic medical problem, such as a cold or back pain, you will be charged a copay fee.

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

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

4. How is the payment made?

The copay fee will be deducted from your Inmate Commissary Account.

5. Who determines if a visit is subject to a copay fee?

Health care providers (doctors, nurses, mid-level providers) determine whether a visit is subject to a copay fee and will enter that information into TRUFACS to be processed.

6. Who decides if the copay fee is deducted from my account?

The TRUFACS system, managed by the Trust Fund Branch, will decide whether it is appropriate to deduct the copay fee from your Inmate Commissary Account. The health care provider does NOT decide if the fee will be collected, only whether the type of visit qualifies for a copay fee. All financial transactions are completed by TRUFACS.

7. What if I am indigent?

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

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

The health care provider does not determine your indigent status for the purpose of the copay fee, only whether the type of visit qualifies for a copay fee. If you are indigent, TRUFACS will not deduct the copay fee.

8. **What if I am not indigent, but I spent all my money last week? Will the doctor or the MLP refuse to see me until I get more money in my account?**
Your appointment will take place as scheduled. The health care provider will code the visit as paid or non-paid based on the type of visit. TRUFACS will maintain the information regarding the visit, set up a debt, and apply incoming funds to satisfy the debt. You will not be denied health care based on the amount of money in the Inmate Commissary Account.
9. **What if the health care provider marked a visit as qualify for a copay fee when it should not have qualified for a copay fee? How do I get my money back?**
If you believe you were incorrectly charged a copay fee, address your concerns to the Health Services Administrator (HSA). He or she has the ability to informally resolve your complaint and correct the mistake if one was made. If the HSA does not satisfactorily resolve your complaint, you can use the Administrative Remedy process to address any complaints.
10. **What gives the BOP the authority to collect the copay fee?**
Public Law 106-294, the Federal Prisoner Health Care Copayment Act of 2000 (P.L. 106-294, 18 U.S.C. 4048) requires the BOP to collect copay fees.
11. **Who gets the money collected?**
Twenty-five percent of the money collected goes to pay for administration of the Inmate Copayment Program, and seventy-five percent goes to the Crime Victims Fund.
12. **If my detail supervisor or Unit Team call Health Services to see me because I don't feel well, will I be charged a copay fee?**
If any staff member (including the Warden or Associate Warden) other than a health care provider requests a medical evaluation on your behalf, and it is not a medical emergency, you will be charged a copay fee.
13. **If my Health Care Provider refers me to a specialist, will I be charged a copay fee for the specialist?**
No. Referral from one health care provider to another will not result in a copay fee.

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2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. You have the right to provide the Bureau of Prisons with *Advance Directives* or a *Living Will* that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.
6. You have the right to obtain copies of certain releasable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.
12. You have the right to request a routine physical examination as defined in Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release).
13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.
16. In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.

Your Health Care Responsibilities

1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, at main line, or the accepted *Inmate Grievance Procedures*.
4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.
9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.
10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to notify Health Services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to advise Health Services staff of any communication difficulties in regards to your medical needs and/or treatments.

PSYCHOLOGY SERVICES

Psychology services is available for crisis intervention, drug abuse treatment, and brief counseling as deemed necessary. Psychology also performs mental health evaluations by staff referral. The health services department works with psychology services to access need for psychotropic medication. Other services, such as groups therapies and mental health related classes will be made available as time permits.

FOOD SERVICE

All meals at the Lewisburg Camp are served cafeteria style at the Food Service Department located in the Administration Building.

1. **Normal Serving Times:**

Breakfast:	6:00 a.m. to 7:00 a.m.
Lunch:	10:30 a.m. - Unicor 10:45 a.m. - Mechanical Services 11:00 a.m. - RDAP Classroom Students Only 11:15 a.m. - Units 1 and 2, and the remaining RDAP inmates
Dinner	4:30 p.m. to 5:30 p.m. OR from the time the 4:00 p.m. count clears until 10 minutes after the last unit is called.
2. Units 1, 2, and RDAP are called to dinner, weekend and holiday meals on a rotation basis. The dining area is open from when the 10:00 a.m. count clears until 10 minutes after last call.
3. **Meal Attire:** For breakfast and lunch, Monday through Friday, you must wear your issued work clothing. For dinner meals and all meals on Saturday, Sunday, and federal holidays, you may wear non-issued clothing. With the exception of approved religious headgear, no hats are to be worn in the dining room and shirt tails must be tucked in. Flip flops/shower shoes are prohibited. Sleeveless shirts are never authorized to be worn in Food Service. Radios, newspapers, books, magazines, laundry, blankets, sheets, etc. are prohibited. No food of any kind is to be brought into food service for preparation or consumption. Also, the only food that is permitted to be taken out of food service is one piece of fresh fruit if it is on the menu.
4. The only inmates permitted to eat at early "short line" are those working in Food Service (if its not a day off) or those having prior approval from the Camp Unit Manager or the detail supervisor.

All requests for early chow must be received from the work detail supervisor to the Unit Manager.

RELIGIOUS SERVICES

Religious Services offer a wide range of religious programs for inmates. Chaplains of various faiths are available for pastoral care, counseling, or other professional services. In addition to the Chaplains on staff, volunteers offer a variety of programs and services.

Confidentiality: Staff chaplains are available to meet with you individually for a variety of needs. Some of the reasons that you may choose to speak to a Chaplain are:

- a. Difficulty adjusting to incarceration;
- b. Personal problems, grief, or loss;
- c. Religious questions or problems;
- d. Relational issues: with family, with other inmates, or with any other person.

The conversation between an inmate and a Chaplain may be requested to be kept confidential, unless the nature of the conversation demonstrates that you may be a risk to yourself, another inmate, or a staff member, or that you may attempt an escape.

Services: All regularly scheduled services, as well as special services with outside volunteers, are open to all inmates. A current copy of the Religious Services schedule is posted in the Chapel display case, as well as in the housing units. Special services and holiday services will be announced and posters will generally be displayed. Services which take place during work hours will require that you be placed on the callout (Jumah prayer, Jewish services with the Rabbi, Orthodox Christian, etc.). To be placed on the callout, submit a written request to the Chaplain.

Religious Property: Personal religious property may be ordered through a Special Purpose Order (SPO). Personal religious property **will NOT be authorized to come from home**. Religious items for personal use must be requested and approved by the Chaplain. Items for the faith communities will be purchased by the Chapel and will be maintained in the faith community lockers.

Religious Diet: If you wish to be considered for a religious diet you must submit your request in writing to the Chaplain and a religious diet interview will be conducted. You will then be assigned to one of two religious diets offered in Food Service, either the No Flesh option, or the Certified Food diet. If you transferred from another institution your religious diet assignment will automatically follow you to Lewisburg.

Religious Resources: A large number of religious books, audio tapes, and video tapes are available for group or personal use. Individuals may view videos in the chapel on their leisure time. However, an individual may NOT view video tapes when they are expected to be at their work detail. You are encouraged to view the tapes and read the religious material available. Musical instruments are used for religious worship and practice only.

Emergency Notification: In the event that an immediate member of your family (mother/father, brother/sister, son/daughter or spouse), is taken to the hospital or dies, a member of your family may call (570)523-1251 and request to speak to a Chaplain. The caller will need your registration number, the name of the individual involved, and the name and telephone number of the hospital (or funeral home). **This information will be verified before you are notified.** Requests for funeral trips must be made immediately. Furloughs for bedside visits (in the event of a documented terminal illness) and funeral trips are permitted in certain cases, and approval may be granted on a case by case basis. Normally, you may request a bedside visit or a funeral trip, but not both.

Religious (Clergy) Visits: If you so desire, you may designate one individual on your visiting list as your Minister of Record (MOR) by submitting a request to the Chaplain. This request must include contact information for the MOR so the Chaplain can obtain documentation of the credentials of the MOR. An approved MOR will not count against the maximum number of visitors you are allowed to have on your visiting list, and may visit during normal visiting ours. Arrangements for a visit with your MOR **may** be made on dates when you are not otherwise approved to receive visits if requests for such a visit are made two weeks prior to the date of the visit.

It is our hope that we may assist in your spiritual growth and development. We hope that you will make the most of your opportunities by attending worship services and pursuing you personal spiritual life.

EDUCATION

Educational Philosophy: The educational philosophy at the FPC, Lewisburg focuses primarily upon the academic "basics". Academic programs are directed toward assisting students in attaining basic literacy goals that will enable them to function in a world which requires a functional knowledge of reading, writing, and arithmetic.

The literacy program of the General Educational Development (GED) class focuses upon these important goals. Classes are offered in an assortment of educationally stimulating subjects, in addition to the basic skill areas. Occupational courses are offered at the Vocational Training Center.

Education staff are committed to practicing sound educational techniques. We are prepared to offer you the opportunity to pursue a significant course of study, leading to the attainment of functional literacy, your High School Diploma, and marketable work skill.

Law Library: The Law Library provides facilities for legal research and legal document preparation. For your convenience, this library is open during the daytime and most evenings. Refer to the section "Operation Hours of Education" for hours of operation.

The Library is provided for the benefit of the entire inmate population. Table games, smoking, food, drinks, and loitering are prohibited in this area.

The Library is the designated legal photocopy site. Copies can be made using a copy card purchased through the commissary. Requests for copies of program statements, operations memoranda, court documents, case law, and other legal materials may be made according to the scheduled hours listed in the section "Operation Hours of Education". Using no circumstances are program statements to be removed from the Administration Building.

Leisure Library: The Education Department maintains a Leisure Library. Contained within: reference books (i.e. encyclopedias, college listings and synopsis, recent volumes of "Books in Print", etc.) These reference books are available for use within the Leisure Library. Also available through the Leisure Library are numerous books which are intended to provide leisure reading for the general population.

These "leisure reading" books are available to the population to be checked out for a two (2) week period. Fictional and non fictional material are available.

The Leisure Library also contains a well stocked Hispanic collection which also provides listings of books per categories. This Hispanic collection is appropriate due to the percentage of inmates at this institution who require materials in Spanish.

The Leisure Library contains a wide range of magazines and periodicals. These, like the reference materials, are for use within the Leisure Library. Magazines and newspapers are available in English and Spanish.

The daily hours are listed in this section "Operation Hours of Education".

ACADEMIC PROGRAMS Literacy: Enrollment requirement: Mandatory: unless you have a documented High School Diploma or GED, or have completed your mediatory time at another institution.

An inmate confined in a federal institution who does not have a verified General Educational Development (GED) certificate or high school diploma is required to attend the adult literacy program. He must be enrolled for a minimum of 240 hours or until a GED is attained, whichever comes first. A high school diploma is the basic academic requirement for almost all entry level jobs. Persons who function below this level often encounter serious difficulty both in obtaining employment and in carrying out day-to-day activities and responsibilities.

Literacy classes are offered Monday through Friday during the daytime hours. The classes prepare the student in the areas of writing skills, social studies, science, mathematics, interpreting literature and the arts.

Tutors gains a sense of satisfaction from tutoring peers and having the opportunity to show they care.

GED completions are entered into the electronic education file. GED graduates are recommended for a monetary awards of up to \$25.00.

VCCLEA/PLRA: The Violent Crime Control and Law Enforcement Act (VCCLEA) applies to inmates whose offense was on or after September 13, 1994, but before April 29, 1996. The Prison Litigation Reform Act (PLRA) applies to inmates whose offense was on or after April 26, 1996. Both laws mandate that inmates who do not possess a GED or high school diploma, must satisfactorily participate in the literacy program until attainment of a GED. Failure to do so may effect the inmate's Good Conduct Time (GCT).

English as a Second Language: Enrollment: Mandatory for non-English speaking inmates; unless you demonstrate proficiency at the 8.0 grade level on the CASAS Examination.

Background: The Crime Control Act of 1990 requires that non-English speaking federal prisoners participate in an ESL program until they function at a minimum of the 8.0 grade level on the CASAS Examination.

The purpose of the ESL class is to provide the student with the opportunity to develop effective English language skills. The ESL Program is divided into two levels: Level 1 (Basis English) and Level 2 (Intermediate English).

Participation in the program is mandatory for all non-English speaking inmates unless they have a public safety factor of "alien" with a deportation detainer documented on the SENTRY date system. However the Education Department encourages all non-English speaking inmates to participate in the program.

ESL completions are entered into the electronic education file. ESL graduates are recommended for a monetary award of up to \$25.00.

Adult Continuing Education (ACE): Entrance requirement: Desire to participate in the program. Some courses may require additional requests:

The ACE Program is designed to provide continuing educational experiences in a wide variety of high interest subject areas. Academic subject matter that supports existing Education programs may be taught when needed. Courses taught are determined by residential surveys and by staff requests. Courses with a business emphasis have been popular with the inmate population.

The Adult Continuing Education Program includes general interest courses designed to enrich inmate general knowledge in particular subjects. Classes are 8 to 12 weeks in length and course completion is entered on the students.

Apprenticeship Training Program: The purpose of the Apprenticeship Training Program is to learn and develop a saleable skill in order to gain future employment and to enhance community adjustment.

There are several apprenticeship areas that are located throughout the institution. These programs are offered to all individuals who are interested in learning a preferred skill. The Bureau of Apprenticeship Training (BAT) and the United States Department of Labor officially recognize these trades.

Prospective candidates for Apprenticeship Training must complete a minimum of 30 to 90 days of satisfactory job performance and be recommended for the training by the detail supervisor. An Inmate Request to Staff Member must be completed and submitted to the Apprenticeship Coordinator in order to be officially enrolled in the program. In addition to the on-the-job training and experience, the apprentice will receive a minimum of 150 hours of related classroom instruction from the trade instructor. Credit for Apprenticeship hours and related classroom training hours completed in the Apprenticeship Program may be transferred to other approved Apprenticeship Programs with a similar curriculum. This transfer of credit may be done if the individual is released or transferred to another facility, providing there is an approved Apprenticeship Program that the individual can be enrolled into.

Inmate Handbook FPC Lewisburg

Vocational Training: The Education Department also offers a Graphic Arts Vocational Training Program that leads to a marketable skill in the area of printing and graphics. Training includes theory, pre-press, off-set press, screen printing and finishing operations. The program, based on a one year curriculum, will qualify students for an entry level position in “mom and pop” shops as well as the newspaper industry.

Parenting Program: The Parenting Program helps build positive relationships between inmates, their spouses and children during and after incarceration. The program assists inmates in identifying and counteracting negative behavior which may result from a parent being incarcerated. Additionally, the program assists the inmate in his adjustment back into the community and home life.

Word of Encouragement: We encourage you to get involved in an educational program as soon as possible. Experience has shown that people who get involved in an organized activity during their orientation period tend to stay involved and progress in achieving their goals. With this in mind, we suggest that you consider getting involved early in any recreational, educational, or religious activities that you’re interested in.

Operation Hours: Education Department: Monday through Friday, 7:30 a.m. to 4:00 p.m.
Classroom Hours: 7:30 a.m. - 4:30 p.m. and evenings as specified
Leisure and Law Library: Continuously when the administration building is open to inmates.

RECREATION

The Recreation Department offers leisure, wellness and structured programs designed to give every inmate an opportunity to participate. The following is a list of programs that have been offered throughout the year here at Lewisburg.

Leisure Activities:	Bike riding (stationary), bocce ball, horseshoes, table top games, pool, ping-pong and weight lifting.		
Arts & Crafts:	Beads, Crochet, Drawing & Painting		
Hours of Operation	Monday through Thursday:	7:00 a.m. to 3:00 p.m.	5:30 p.m. to 8:00 p.m.
	Friday/Saturday/Sunday:	8:00 a.m. to 3:00 p.m.	5:30 p.m. to 9:00 p.m.

Anyone interested in joining an Arts & Crafts Program must see the Recreation Department to fill out the necessary paperwork to get into the program. Anyone in the Arts & Crafts Program that wishes to be assigned a locker in the Arts & Crafts room must request one to the Recreation Department and if one is available, you will be assigned one. Otherwise, you will go onto the waiting list.

Wellness Programs: CORE training, fitness training, ISSA correspondence courses, Spinning, **(ACE Courses)** and Yoga.

ACE Courses: Beginner’s Acoustic Guitar class, Beginner’s Crochet class and Salsa class.

Structured Leagues: Spring/Summer Basketball, Bocce Ball, Horseshoes, Sand Volleyball, Soccer and Softball.
Fall/Winter Bid Whist, Chess, Dominoes, Flag Football, Ping-Pong, Pinochle, Pool, Softball and Spades.

Throughout the year the Recreation Department posts flyers that keep the inmate population informed on the upcoming leagues. If you wish to participate in any of the activities you must pay attention to the flyers and follow the procedures outlined for the league.

Special Note: In the past, the Recreation Department has allowed the softball teams to make their own t-shirt for the season. This is no longer authorized, as the Recreation Department is now providing team shirts for the season play. The issued shirts are not to be worn anywhere but the playing field and they must be handed into the Recreation Department at the completion of every games to be washed. The shirts will then be given to each team member prior to their next scheduled game at the softball field. Therefore, the making of shirts is no longer authorized and any shirt(s) found may be confiscated as contraband.

Holiday Events: Each holiday there will be a flyer posted outlining the events that will be offered in honor of the holiday.

Photo Shoots: Once a month there will be a photo shoot if staff and time permit. Tickets for the photo shoot must be purchased through commissary.

The fieldhouse and other related recreational areas near the fieldhouse and **Camp grounds** (basketball court, walking track, **softball fields**, etc.) will be open **and available for use** for all Camp and RDAP inmates **in the morning after a clear documented institution count has been received. This will normally occur at approximately 5:30 a.m.**

The fieldhouse and all recreation areas **at the RDAP facility** will be closed daily at 3:00 p.m. until 5:30 p.m. for all Camp inmates. From 3:00 p.m. until 4:00 p.m. it will be cleaned.

Inmates housed at the RDAP will be able to use the fieldhouse and recreational areas around the fieldhouse after 4:00 p.m. count clears until 5:30 p.m. At 5:30 p.m., the field house will open up for regular use by all Camp and RDAP inmates and will be on the same schedule as other Camp recreational activities.

The fieldhouse will close daily at 9:30 p.m. At this time there is to be no movement back and forth across the street by either RDAP inmates or regular Camp inmates. The only inmates authorized to be in the fieldhouse after 9:30 p.m. are the inmates assigned to recreation who will be cleaning it. They will be finished by the midnight court.

Safe use of the fieldhouse and related recreational areas around the fieldhouse is **your** responsibility. If the fieldhouse is not kept clean, safe and organized, the hours of use may be curtailed. Specific rules and regulations for use of the fieldhouse and equipment will be posted.

OUTSIDE CONTACTS

You are permitted to receive mail from and write to anyone, with a few exceptions. You are prohibited from writing to or receiving mail from other inmates without special approval. All incoming mail is inspected for contraband. You are responsible for postage, and stamps can be purchased in the commissary. All outgoing mail must have your name, number, unit, and return address. Mail boxes are provided for outgoing mail. Your mail will be delivered to you in your unit as soon after the 4:15 p.m. count as possible with the exception of legal mail which is passed out by your unit staff.

Packages: The receipt of packages must be approved in advance before you have them mailed to you. Hard back books and newspapers must come directly from a publisher or book store. For procedures pertaining to the above, see unit or education staff.

TELEPHONE PROCEDURES

All units have telephones available for you use. The Inmate Telephone System allows you to make two types of telephone calls. You may place calls by a direct dialing method which is charged to your Inmate Telephone System debit account. You place funds in your debit account through the commissary. Additionally, the Inmate Telephone System will allow for collect calling. You should complete a telephone number request form which is available at your Counselor's office within a few days of your arrival. You must provide accurate, carefully printed information to assist staff in processing your request. The completed form should be returned to your Counselor. All telephone calls are subject to monitoring and tape recording. In order to make an unmonitored phone call between an attorney and yourself, you must make this request to your unit manager. Telephones are intended for social use only and to consult with your attorney. The use of third party calling is prohibited. Any other use, such as running a business, is prohibited.

Personal phone calls will be limited to 15 minutes. Inmates are allocated 300 telephone minutes per month. Telephone use is permitted Monday through Friday from 6:00 a.m. through 7:30 a.m.; 11:00 a.m. through 12:30 p.m. and 4:00 p.m. through 11:00 p.m., excluding the 4:00 p.m. count. On weekends and Federal holidays from 6:00 a.m. through 11:00 p.m., excluding all counts.

The institution telephone number is 570-523-1251. Collect calls will not be accepted. Non-emergency messages will not be delivered.

VISITS

Visits at the Federal Prison Camp will take place in the visiting room. This room has been arranged to provide for comfortable and pleasant visits. No smoking is permitted during visits. The visiting list should be turned in to your counselor as soon as possible, and is limited to family, close friends, business associates, and attorney of record. Visits by retained and appointed attorneys in contemplation of prospective legal representation shall be permitted. The number of legal visits is dependant upon the nature of urgency of the problem involved. If you request the removal of an approved visitor (non-immediate family member) from your visiting list, the person removed will not ordinarily be reinstated. You are responsible for notifying your visitors that they have been approved for visitation. The number of friends and other non-immediate family on your visiting list may not exceed ten (10). Visiting groups will be kept to a reasonable size i.e. ordinarily, no more than four (4) persons at one time. Visitors must be properly dressed. Shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Visitors may not bring anything into the visiting room (i.e. books, games, or food of any type, with the exception of baby food). Inmates may accompany their visitor(s) to the vending area; however, they are not permitted to handle money or touch any of the vending machines or microwaves.

Visiting Hours: Visiting hours at the Camp will be from 5:00 p.m. to 8:00 p.m. on Friday evening, 8:00 a.m. until 3:00 p.m. on Saturday, 5:00 p.m. to 8:00 p.m. on Saturday evening, 8:00 a.m. to 3:00 p.m. on Sunday, and 8:00 a.m. to 3:00 p.m. on Federal holidays. Visitors arriving after 2:30 p.m. for day visits and after 7:30 p.m. for evening visits will not be permitted to visit. Once a visitor leaves the visiting room for any reason, the visit is terminated for that visiting period. Contact with your visitor once they leave the visiting room area is prohibited.

Visiting is based on an odd/even system. The current Camp visiting schedule is posted on the bulletin boards in six month intervals. To limit overcrowding in the visiting room, special visit requests will normally be for Friday or Saturday evenings only.

Visiting on Federal holidays will be split. Visiting for odd (or even) number inmates will be from 8:00 a.m. until 11:00 a.m. Visiting for even (or odd) number inmates will be from

12:00 p.m. until 3:00 p.m. The schedule will rotate each holiday, i.e. one holiday even number inmates will visit in the morning, the next holiday they will visit in the afternoon. Holiday visiting hours will be listed on the posted visiting schedule.

CASE MANAGEMENT ACTIVITIES

Unit Team: You are assigned to a unit team which is composed of your unit manager, case manager, correctional counselor, and education representative. Your team members are available to assist you in many areas, including personal and family problems, counseling, parole matters, release planning, and assistance in setting and attaining goals for yourself.

Program Reviews: Program reviews will be held every 180 days if more than one year remains to your release date and every 90 days if less than one year. During your program review the unit team will review your educational progress, work assignments, custody status, transfer

Inmate Handbook FPC Lewisburg

requests, Residential Re-Entry Center placement, institutional adjustment, inmate Financial Responsibility Program, etc.

Financial Responsibility: All designated inmates are required to develop a plan to meet financial obligations. These include special assessments, court ordered restitution, fines and court costs, judgements in favor of the United States, other debts owed the federal government, and other court ordered obligations (i.e. child support, alimony, etc.). Your unit team will assist you in developing a financial plan to satisfy your obligations, but you are responsible for making all payments either from your earnings with the institution or from outside sources. **Ordinarily**, the minimum payment for non-Unicor inmates will be \$25.00 per quarter.

Inmates in Unicor must allot not less than 50% of their monthly pay toward their obligations. If you refuse to fulfill the financial plan developed by your unit team, you cannot work for Unicor nor receive performance pay above the maintenance level. In addition, the status of your financial plan will be included in your progress reports, and will be considered by the team when determining your security/custody level, job assignment, eligibility for community activities, preferred housing (bottom bunk assignment), special purchase items and institutional program changes, etc.

Inmate Request to Staff Member: The form BP-148(70), commonly called a "cop-out", is used to make a written request to a staff member. This form used for any type of request. Cop-outs may be obtained from unit staff. Staff members will provide a written response to the inmate issue on the bottom of the form in a reasonable time period.

Administrative Remedy: If you cannot resolve a problem through informal contact with staff you may file a formal appeal for Administrative Remedy. You must first contact your correctional counselor for an informal resolution form. If your problem cannot be resolved informally you will be provided an Administrative Remedy form (BP-9). The Administrative Remedy process cannot be used for tort claims, parole appeals, inmate accident compensation, freedom of information or privacy act request or complaints on behalf of other inmates. Your unit staff will explain the administrative remedy procedure in more detail.

Custody and Levels of Supervision: Every inmate entering the institution is automatically placed on "out" custody, unless you are transferred from another federal institution and had "community" custody status at the time of transfer. Your custody will be reviewed at initial classification to ensure your classification is appropriate. You must have "community" custody status in order to participate in social furloughs.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIM) is a method used by the Bureau of Prisons to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management consideration. Designation as a CIM case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIM cases will be notified of their status by their case manager.

Good Conduct Time: Inmates sentenced under the Sentencing Reform Act are entitled to good conduct time if the sentence is at least one year and one day in length. Good conduct time is based on the actual number of days served and not on the length of sentence. The only good time available will be fifty four (54) days per year. If good conduct time is disallowed, it cannot be restored. There is no supervision upon release unless your sentencing judge has imposed a term of supervised release in addition to your term of confinement.

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member or a U.S. Marshal. A furlough is not a right but a privilege granted an inmate who meets certain requirements. It is not a reward for good behavior. With the exception of emergency furloughs, inmates must be incarcerated at this facility for six months before they may be granted a furlough. In addition, you must have community custody, maintain above average work, quarters and sanitation reports, must have a high school diploma, or have completed the requirements for a GED, or have completed a mandatory period of GED enrollment, be medically cleared, must not have used drugs or alcohol in an institution within the past two years, and must have maintained a minimum of six months clear conduct. In addition, you must have demonstrated significant responsibility regarding your financial obligations and a furlough must not depreciate the seriousness of your offense or create public concern. For additional information concerning furloughs, contact your unit staff.

Parole Application: If you are eligible for parole, it is necessary that you file a written application using the approved parole application form. Your case manager will assist you in this regard and schedule your hearing.

Redesignation to Another Institution: Transfer requests should be made by "cop-out" (inmate Request to Staff Member form) to the unit team. Ordinarily, transfer requests are considered after you have been at this facility for a minimum of 18 months with clear conduct and during your regularly scheduled program review. If the unit team determines you have a valid reason for transfer, a recommendation will be made to the Designations and Sentence Computation Center for a final decision. Additionally, a transfer to place you closer to your release residence will only be considered if you are currently further than 500 miles from your release residence.

Transfer to Foreign Countries: The Bureau of Prisons is authorized to transfer custody of a foreign citizen, who is serving a sentence in the United States, to his county of citizenship for completion of sentence. Such a transfer is voluntary and is subject to the approval of both countries. Those individuals with committed fines may not be transferred without the permission of the U.S. District Court who imposed the fine. Your case manager will provide additional information regarding transfer procedures.

Release Preparation Program: The Camp considers the Release Preparation Program as one of the most significant programs. Each inmate is expected to participate in all categories of the Release Preparation Program. Inmates who refuse to participate should be aware their refusal may affect eligibility for or length of participation in community based programs i.e. furloughs, Residential Re-Entry Centers, etc. When you are within two years of release, you may become involved in a program in which members of the community i.e. Community Corrections Managers, U.S. Probation Officers, and staff members from halfway houses provide release information to you by visiting our institution. Institution staff will also provide information based on a core curriculum of topics/courses organized into six broad categories.

Residential Re-Entry Center: The purpose of a Residential Re-Entry Center is to enable you to experience a transition period between incarceration and release. Every inmate does not qualify for release through a halfway house and eligibility will be determined on an individual basis by the unit team. The recommended length of stay in a halfway house will also be a unit team decision.

Detainers: Warrants based on pending charges, overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. You should make every effort to resolve any pending charges originating from the above sources. The Interstate Agreement on Detainers is a method used to resolve detainers. An actual detainer must be on file at this facility in order for you to file for resolution of the detainer under the Interstate Agreement on Detainers.

Community Service Projects: The Federal Prison Camp at Lewisburg participates in the Bureau of Prisons Community Service Program. If approved to participate in this voluntary program, inmates are placed on furlough to complete unpaid work in the local community. Past projects have included work on ballfields, community park cleanup and local parade clean up. If you want to be considered for these types of projects, submit an "Inmate Request to Staff Member" to the Camp Administrator.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of other in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep you area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

NOTICE TO INMATES

8th CIRCUIT HOLDS THAT A WALKAWAY FROM EVEN MINIMUM SECURITY INCARCERATION CONSTITUTES A "PRIOR VIOLENT FELONY" CONVICTION UNDER THE "ARMED CAREER CRIMINAL ACT"

Recently the 8th Circuit Court held that a walkaway from even a minimum security incarceration (Camp) constitutes a "Prior Violent Felony" conviction under the "Armed Career Criminal Act".

The court held that "every escape, even a so called 'walkaway' escape, involves a potential risk of injury to others". In United States v. Nation the court "...concluded categorically that escape is a crime of violence under U.S.S.G. 4B1.2a."

"Under the [Armed Career Criminal Act, specifically **18 U.S.C. 924 (e)(B)(ii)**] and the United States Sentencing Guidelines, escape is always a violent crime. It is irrelevant whether the escape actually involved any violence or whether defendant was convicted under a state statute that defines escape as a nonviolent offense". In **United States v. Hairston, 71 F.3d 115.118 (4th Cir. 1995)**(concluding that felony escape from custody is a violent felony under section 924(e)(2)(2)(ii) because the crime "inherently presents the serious potential risk of physical injury to another").

What this means to a camp inmate who is charged and convicted of escape from a camp is that he will receive a violent felony conviction under the Armed Career Criminal Act (the "three strikes law").

AUTHORIZED PERSONAL ITEMS

FEDERAL PRISON CAMP - LEWISBURG, PENNSYLVANIA

The following is a list of authorized personal items permitted at the Lewisburg Camp. This property may be purchased from our institution commissary, issued through our clothing room, or received from another federal institution.

QTY ITEM

1	Address book	1	Headphone
1	Religious book	1	Radio (Walkman type only)
1	Dictionary	1	Religious medal (on chain - total value not to exceed \$100.00)
5	Reading books (Combination of hard covered and soft covered - includes dictionaries and religious books)	1	Ring (plain wedding band - no stones - value not to exceed \$100.00)
5	Magazines	1	Watch (value not to exceed \$100.00)
5	Newspapers	2	Pair of athletic shoes
1	Lot of legal materials (3 cubic feet) stored adequately in locker	1	Pair of shower shoes
1	Religious head covering (approved by Chaplain)	1	Calculator (hand held, value not to exceed \$25.00, battery or solar operated, related to educational assignments only)
1	Combination lock (commissary purchase)	2	Jogging and/or sweat suits (plain, no logos, cotton or cotton blend material)
1	Plastic cup	1	Weight lifting belt
1	Plastic bowl	2	Athletic supporters
2	Eyeglass cases	2	Gym shorts
2	Pair of eyeglasses (1 prescription and 1 sunglasses)	1	Bathrobe
1	Hairbrush/pick (non-metal)	5	T-shirts (institution issued)
1	Comb	5	Underwear (institution issued)
1	Pair of nail clippers (commissary purchase)	3	Trousers (institution issued)
30	Letters	3	Shirts (institution issued)
25	Photographs (must be in photo album) Exception: One 8 x 10 photo in commissary purchased frame	1	Webbed belt (institution issued)
1	Photo album (commissary purchase)	3	Pair of socks (institution issued)
5	Pens	1	Pair of safety shoes (institution issued)
5	Pencils	1	Cap (summer/winter)(institution issued)

Other items as listed on the commissary list.

TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS) - ELECTRONIC MESSAGING

Inmates may be approved for access to the electronic messaging system (TRULINCS). Inmates who elect to participate in the program will pay all required program fees, and consent to the Bureau withdrawing all required fees directly from the inmate's Deposit Fund account.

CONTACT LISTS: Inmates must submit a completed Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BP-A0934.052) through your Correctional Counselor to be eligible to utilize TRULINCS. Services offered in TRULINCS are: public messaging, viewing/printing account transactions, BP-199 withdrawals, list management for phone, e-mail and postal addresses, Electronic Law Library as well as print services. Inmates may print 10 labels per day at no charge. An inmate's contact list may have up to 100 contacts inclusive of 30 email addresses, 30 telephone numbers and 40 mailing addresses. Inmates who add attorney(s) on the email contact list do so with the understanding that all messages sent via TRULINCS are subject to monitoring.

Inmates who have transferred in from another Bureau of Prisons institution will have TRULINCS access generally within a day, as their funds and TRULINCS list transfer with them.

ACCESS: Access to TRULINCS is provided by terminals located in the unit and is available during the hours of operation which are 6:00 A.M. to 10:00 P.M. seven days per week, inclusive of holidays. Inmates may purchase TRULINCS Session time at the rate of 5 cents per unit (TRU-Units). Messaging is billed as one TRU-Unit per minute of session time. Inmates may purchase 40, 100, 200, 300, and 600 TRU-Units at once, which is immediately deducted from their commissary account. Printing is billed as three TRU-Units per page (15 cents). Messages may not exceed 13,000 characters in length. TRULINCS is unavailable to inmates whose account balance is less than the cost of the minimum increment of minutes.

PROGRAM PARTICIPATION: Participation in TRULINCS is contingent upon voluntary consent to having all incoming and outgoing electronic messages, transactional data and other activities monitored and retained by Bureau staff. This consent must be documented on the Inmate Agreement for Participation in TRULINCS Electronic Messaging Program Form (BP-0934). In the event the TRULINCS program privilege is abused, access may be limited or denied and will be subject to disciplinary action and/or criminal prosecution. Electronic messages which would jeopardize the safety, security, orderly operation of the institution or the protection of the public and staff may be rejected and/or blocked.

RESTRICTIONS: Inmates on any type of restriction (phone, commissary, messaging, visiting) from another institution will continue to be on restriction at this institution for the duration of the sanction or until transferred.

MISCELLANEOUS INFORMATION: Each inmate will be required to key their register number, PAC number, and TRUFACS pin number to enter the system.

Inmate messaging will be limited to 13,000 characters. Inmates will not have access to the Internet nor will they be able to receive pictures of any other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour. Inmates are limited to a 30 minute session for messaging and a 30 minute period between sessions. Inmates will be billed as one TRU-Unit (or \$.05) per minute for messaging.

When an inmate enters an e-mail address on their contact list, TRULINCS sends a system generated message to the contact giving them the opportunity to accept or reject e-mail contact with the inmate prior receiving any messages from the inmates. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that e-mail address.

Deposits: In order to utilize the program, it is necessary for inmates to purchase TRULINCS Units. Once an inmate does so, this money can only be transferred back to his commissary account under these circumstances: 1) Release from Bureau custody; 2) An inmate on messaging restriction for more than 30 days requests in writing that his TRULINCS balance be returned to his commissary account. This is a one-time transaction for the entire balance. 3) A rare or unusual circumstance deemed appropriate by the Warden with approval provided in writing. This is a one-time transaction for the entire balance.

Usage: TRULINCS stations are located in each housing unit, with 4 stations per side at the LSCI/FCI and 5 per side at the USP. Each inmate will be allowed a maximum TRULINCS session of 30 minutes for messaging and 120 minutes for the Electronic Law Library access in the Education Departments. An automatic logout will occur after those time periods have been reached.

- (1) Inmates will wait 30 minutes between TRULINCS sessions. Inmate use is conducted on a first come first serve basis.
- (2) Only one inmate will be permitted on a workstation at any one time. Inmates will not be permitted to congregate near the TRULINCS area unless they are engaged in a session. The use of another inmate's email/contact list is prohibited.
- (3) A banner notifying the participant of consent appears on the screen to remind the inmate of their voluntary use of the system acknowledging the Bureau has full access to all content. In a likewise manner, all outside recipients of messaging are informed that by being active on the contact list, they are consenting to Bureau monitoring and compliance to program rules and procedures.
- (4) Inmates are responsible for their use of TRULINCS. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of his messaging mail.
- (5) The use of TRULINCS will not interfere with the institution's schedule, programs, work assignments, or count. When a count or census is conducted, all inmates using a workstation will terminate their sessions immediately. During institution emergencies, use of TRULINCS will be limited or terminated.
- (6) Inmates may access any correspondence sent or received within a 20 day time frame. Once a message is 20 days old, it is automatically purged from view by the system.
- (7) Inmates are not permitted to place contract staff, victims, witnesses, other persons connected with the inmate's criminal history, volunteers, or law enforcement officers on their contact list.

Legal: Attorneys, "special mail" recipients, or other legal contacts may be placed on an inmate's contact list with the acknowledgment that all exchanges with these individuals will be subject to monitoring.

Inmates in Special Housing Units: Inmates assigned to administrative detention or disciplinary segregation status will only have Law Library access on the system.

Classification & Public Safety Factor: An inmate's exclusion from program participation must be determined on an individual basis and not on a standardized history of past convictions. Nor does the existence of a PSF automatically exempt an inmate from electronic messaging. Each case should be reviewed for underlying conduct that would prohibit them from having TRULINCS access, such as protection of the public and/or staff, threat to security, or interferes with the safe, orderly operation of the institution.

- (1) Inmates determined unsuitable to have access to the program shall receive a written explanation of the decision, unless such information poses a risk that could affect the inmate, institution or staff adversely.

Prohibited Acts/Suspensions: Violation of any of the rules regarding the use of TRULINCS is cause for disciplinary action and the possible revocation or restriction of messaging privileges imposed by the DHO or UDC. Correspondence concerning illegal activities, either inside or outside the institution, may lead to criminal prosecution and/or disciplinary action pursuant to the Inmate Discipline and Special Housing Unit Program Statement.

ELECTRONIC LAW LIBRARY: Inmates will have access to the electronic law library utilizing the TRULINCS system. Inmates are limited to a one hour session for this access with a 30 minute period between sessions.

PRINT SERVICES: Inmates will be permitted to utilize the TRULINCS system to print inmate account statements, TRUFONE lists, electronic law library information, e-mail messages, contact labels for outgoing mail, and processing the Request of Withdrawal of Personal Funds Form (BP-199). Inmates will be billed as three TRU-Units (or \$.15) per page.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE GREATEST SEVERITY CATEGORY

The udc SHALL REFER ALL Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

CODE PROHIBITED ACT

<u>CODE</u>	<u>PROHIBITED ACT</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence.	B.1. Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329.	C. Disciplinary Transfer (recommended)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D. Disciplinary segregation (up to 60 days)
105	Rioting	E. Make monetary restitution
106	Encouraging others to riot	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed.)
107	Taking hostage(s)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed.)
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g. hack-saw blades)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity	
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

Sanctions A through G

ACTOS PROHIBIDOS Y ESCALA DE SEVERIDAD DISCIPLINARIA CATEGORIA MAS ALTA

CODE PROHIBITED

El UDC deberá referir todos los actos prohibidos de las más alta severidad al DHO junto con las disposiciones apropiadas que se recomienden tomar.

CODIGO ACTO PROHIBIDO

SANCIONES

100	Asesinato	<p>A. Se recomienda que se retire o retrase la fecha de su Libertad bajo Palabra</p> <p>B. Retirarle el Buen Tiempo Estatutorio ganado o el que no se le ha acreditado (hasta en 100%) terminarle o desabilitarle el Buen Tiempo Extra (estas sanciones no podran suspenderse)</p> <p>B.1. Desabilitar generalmente entre el 50% Y el 75% (de 27 a 41 dias) del credito por Buen Tiempo disponible por una ano</p> <p>C. Traslado Disciplinaria (Recomendado)</p> <p>D. Segregacion Disciplinaria (Hasta 60 dias)</p> <p>E. Hacer restitution monetaria</p> <p>F. Retencion del Buen Tiempo Estatutorio (nota: puede ser en adicion a las sanciones de la A a la E. No puede ser la unica sancion impuesta)</p> <p>G. Perdida de privilegios (nota: puede ser en adicion a las sanciones impuestas de la A a la E. No puede ser la unica sancion impuesta)</p> <p>Sanciones de la A a la G</p>
101	Agresion a una persona (esto incluye agresiones sexuales) Agresion armada o agresion dentro del perimetro de seguridad (Un cargo por agresion a una persona en este nivel debe ser utilizado solo cuando hay un dano fisico de seriedad que ha sido concretado o intentado hacerse por un interno	
102	Escape de una escolta; escape de una sancion no podra suspenderse) institucion de seguridad (Baja, Mediana, Alta y de Nivel Administrativo) o el escaparse de una institucion de minima seguridad con el uso de violencia	
103	Iniciar un incendio (El cargo por este acto en esta categoria debe aplicarse solo cuando una vida sea amenazada o se haya amenaza seria de danos fisicos o que fomente un acto prohibido de la mas alta servidad, como motines o escapes; de otra manera el cargo debe clasificarse apropiadamente con el codigo 218 o el 329)	
104	La posesion, manufactura o introduccion de un arma de fuego, pistola arma o instrumento punzocortante, navaja, quimicos peligrosos, explosivos o cualquier tipo de municion	
105	Amotinarse	
106	Alentar a otros para amotinarse	
107	Tomar rehen(es)	
108	La posesion, manufactura o introduccion de una herramienta peligrosa (Que puedan ser utilizadas para escaparse o intentarescaparse o que sean utilizadas para causar un dano severo fisico a otros, o aquellas que sean de peligro para la institucion, la seguridad de esta o la de una persona, ejemplo: navaja o pieza tipo sierra)	
109	(No sea usado)	
110	Reusarse a proveer una muestra de orina o tomar parte en otro tipo de ezaminacion para detectar el uso o abuso de drogas	
111	La introduccion de narcoticos, como marihuana, drogas, o parafernalia relacionada y no recetada al inividuo por el personal medico	
112	El uso d cualquier narcotico, como marihuana, drogas, o parafernalia relacionada y no recetada al inividuo por el personal medico	
113	La posesion de narcoticos, como marihuana, drogas, o parafernalia relacionada y no recetada al inividuo por el personal medico	
197	Uso de telefono para promover actividades criminales	
198	Interferir con los miembros del personal en el desempeno de sus labores. (Esta conducta debe ser de la mas alta severidad) Este cargo debe ser utilizado solamente cuando otro cargo de la mas alta severidad no sea aplicable	
199	Conducta que disturbe o interfiera con la seguridad y el funcionamiento en orden de la institucion o del Burio de Prisiones (Esta conducta debe ser de la mas alta severidad) Este cargo debe ser utilizado solamente cuando otro cargo de la mas alta severidad no sea aplicable	

HIGH SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions <u>without</u> violence.	A. Recommend parole date recission or retardation
201	Fighting with another person	B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	B.1. Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	C. Disciplinary Transfer (recommended)
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days)
206	Making sexual proposals or threats to another	E. Make monetary restitution
207	Wearing a disguise or a mask	F. Withhold statutory good time
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	G. Loss of privileges: commissary, movies, recreation. Etc.
209	Adulteration of any food or drink	H. Change housing (quarters)
210	(Not to be used)	I. Remove from program and/or group activity
211	Possessing any officer's or staff clothing	J. Loss of job
212	Engaging in, or encouraging a group demonstration	K. Impound inmate's personal property
213	Encouraging others to refuse to work, or to participate in a work stoppage	L. Confiscate contraband
214	(Not to be used)	M. Restrict to quarters
215	Introduction of alcohol into BOP facility	Sactions A - M
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g. fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, Possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third-party calling, third-party billing, using credit card numbers to place telephone calls, conference calling, talking in code)	
298	Interfering with a staff member in the performance of duties (<u>Conduct must be of the High Severity nature</u>) This charge is to be used only when another charge of high severity is not applicable	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (<u>Conduct must be of the High Severity nature</u>) This charge is to be used only when another charge of high severity is not applicable	

CATEGORIA ALTA

CODIGO	ACTO PROHIBIDO	SANCIONES
200	Escape de un programa comunitario donde no hay escolata y de actividades o de instituciones abiertas (Minima Seguridad) y de fuera de instituciones de seguridad <u>sin</u> violencia	A. Se recomienda que se retire o retrase la fecha de su Libertas bajo Palabra
201	Pelear con otra persona	B. Retirarle el Buen Tiempo Estatutorio Ganado o el que no se laha acreditado Hasta 50% o hasta 60 dias, lo que sea menos, y/o termine o desabilite el Buen Tiempo Extra. (Estas sanciones no podran suspenderse)
202	(No sea usado)	B.1. Desabilitar generalmente entre el 25% y el 50% (de 14 a 27 dias) del credito por Buen Tiempo disponible por un ano (Estas sanciones no podran suspenderse)
203	Amenazas de danos fisicos a otra persona o cualquier otra ofensa	C. Traslado Disciplinario
204	Extorcion, chantaje, proteccion: demando o recibiendo dinero o algo de valor a cambio de la proteccion de otras personas para evitar recibir un dano fisico, o bajo la amenaza de informar	D. Segregacion Disciplinaria (hasta 30 dias)
205	Involucrarse en actos sexuales	E. Hacer restitucion monetaria
206	Hacer proposiciones sexuales o amenazar a otroa por sexo	F. Retencion del Buen Tiempo Estatutorio
207	Utilizar un disfraz o una mascara	G. Perdida de privilegios: comisaria, peliculas, recreacion, etc.
208	La posecion sin autorizacion de cualquier articulo para asegurar como llaves, o alterar o bloquear una cerradura. Destruir, alterar, interferir con, uso impropio, o dano a cualquier aparato de seguridad, mecanismo o procedimiento	H. Cambio de celda
209	Adulteracio de comidas o bebidas	I. Retirar del programa y/o actividad en grupo
210	(No sea usado)	J. Perdida de su trabajo
211	Posecion de ropa de cualquier miembro del personal o de los oficiales	K. Confiscar la propieda personal del interno
212	Involucrarse en o alentar una demostracion en grupo	L. Confiscar contrabando
213	Alentar a otros a reusarse a trabajar o participar en una huelga de trabajo	M. Restringir a su celda
214	(No sea usado)	Sanciones de la A - M
215	Introduccion de alcohol en una instalacion del Buro de Prisiones	
216	Dar u ofrecerle a un Oficial o miembro del personal, un soborno o cualquier cosa de valor	
217	Dar o recibir dinero de cualquier persona con el proposito de introducir contrabando o para cualesquier otro proposito ilegal o acto queests prohibido	
218	Destruir, alterar a danar la propiedad del gobierno o de otra persona, habiendo tenido esta un valor excedente a los \$100.00. La destruccion, alterecion o dano de aparatos para salvaguardar vidas (alarmas de incendios, extinguidores, etc.) sin importar el valor monetario de estos	
219	Robar (esto incluye el robo de informacion obtenida mediante el uso siutorizacion de instalaciones de comunicacion, o mediante el uso sin autorizacion de discoc, cintas o informacion impresa de una computadora o de cualquier equipo automatizado en el cual se almacene informacion	
220	La demostracion, practica o uso de artes marciales, boxeo (con excepcion del uso de un saco de boxeo), lucha, u otro tipo de contacto fisico, ejercicio militar o adiestramiento (con excepcion del adiestramiento impartido por el personal de la institucion).	
221	Estar en un area sin autorizacion con una persona del sexo opuesto sin la supervision del personal	
222	Fabricacion. Posesion y uso de intoxicantes	
223	Reusarse a soplar en el analizador de aliento como parte de un examinacion del uso de alcohol.	
224	Ataque a otra persona (el cargo por este acto debe ser impuesto solo cuando hay un dano fisico de menor seriedad o se ha atentado o llevado a cabo por un interno).	
297	Uso del telefono para cometar abusos aparte de la actividad criminal (evitando procedimientos de monitoreo, posesion y/o uso de numero PIN de otro interno, uso de conferencia de llamadas de 3 personas, uso de tarjetas de credito para realizar llamadas, hablando en codigo	
298	Interferir con los miembros del personal en el desempeno de sus labores. (Esta conducta debe ser de la mas alta severidad) Este cargo debe ser utilizado solamente cuando otro cargo de alta severidad no sea aplicable.	
299	Conducta que disturbe o interfiera con la seguridad y el funcionamiento en orden de la insttucion o del Buro de Prisiones. (Esta conducta debe ser de la mas alta severidad) Este cargo debe ser utilizado solamente cuando otro cargo de alta severidad no sea aplicable	

MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>	<u>SANCTIONS</u>
300	Indecent Exposure	<p>A. Recommend parole effective date rescission or retardation</p> <p>B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)</p> <p>B.1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 15 days)</p> <p>E. Make monetary restitution</p> <p>F. Withhold statutory good time</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters)</p> <p>I. Remove from program and/or group activity</p> <p>J. Loss of job</p> <p>K. Impound inmate's personal property</p> <p>L. Confiscate contraband</p> <p>M. Restrict to quarters</p> <p>N. Extra duty</p> <p>Sanctions A - N</p>
301	(Not to be used)	
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	
306	Refusing work, or to accept a program assignment	
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as 110)	
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	
313	Lying or providing false statement to a staff member	
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
328	Giving money or anything of value to, or accepting money or anything of value from another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous contraband (Tool not likely to be used in an	

CATEGORIA MODERADA

CODIGO ACTO PROHIBIDO

300	Exposicion indecente
301	(No sea usado)
302	El mal uso de medicamentos autorizados
303	La posesion de dinero o moneda, a menos que haya sido especificamente autorizado, o este en exceso de la cantidad autorizada
304	Prestmo de propiedad o articulos de valor con el fin de recibir una ganacia a cambio
305	La posesion de algo no autorizado para tenerse o recibirse por un interno, y no haber sido entregado a el por los medios regulares
306	Reusarse a trabajar o a aceptar un programa o asignacion
307	Reusarse o obedecer una orden de cualquier miembro del personal (podra ser categorizado y acusado en terminos de mas severidad de acuerdo a la naturaleza de la orden que ha sido desobedecida; ejemplo: El no obedecer una orden que evite un amotinamiento debera ser cargada como 105, amotinamiento, reusarse a obedecer una orden que evite una pelea deberia ser cargada con un 201, pelea; Reusarse a proveer una muestra de orina deberia ser cargado como 110)
308	Violar las condiciones del pase de salida
309	Violar las condiciones de un programa comunitario
310	Ausencia sin motivo del trabajo o de alguna asignacion
311	La falta al desempeno de un trabajo como se le habida dado instruccion por parte de un supervisor
312	Habla insolente hacia un miembro del personal
313	Mentir o proveer una falsa declaracion a un miembro del personal
314	La falsificacion, fabricacion, o reproduccion sin autorizacion de algun documento, identificacion, dinero, seguridad o documento oficial. (Podra ser categorizado en terminos de mas alta severidad de acuerdo con la naturaleza del articulo reproducido; ejemplo: falsificando documentos de salida para efectuar un escape, se utilizaran los codigos 102 o 200)
315	Participacion en una reunion que no se autorizada
316	Estar en un area no autorizada
317	Falta al seguimiento de las normas de seguridad o de sandad
318	El uso de equipo o maquinaria que no ha sido especificamente autorizado
319	El uso de equipo o maquinara contrario a las instrucciones o como especificado en las normas de seguridad
320	El faltar a pararse durante la cuenta
321	Interferir con la toma de la cuenta
322	(No sea usado)
323	(No sea usado)
324	Apuestas
325	La preparacion o conduccion de juegos donde hay apuestas
326	La posesion de parafernalia para las apuestas
327	El contacto sin autorizacion con el publico
328	El dar dinero o algo de valor, o el recibir dinero o algo de valor de parte de: otro interno o de cualquier otra persona sin la autorizacion del personal
329	Destruir, alterar o danar la propiedad del gobierno o la de otra persona, teniendo un valor de \$100.00 o menos
330	El no estar limpio y presentable. La falta de mantener la persona o su lugar de habitacion de acuerdo con las normas establecidas

SANCIONES

A. Se recomienda que se retire o retrase la fecha de su Libertad bajo Palabra
B. Retirarle el Buen Tiempo Estatutorio Ganado o el que no se le ha acreditado, hasta un 25% o hasta 30 dias, lo que sea menos y/o termine o desabilite el Buen Tiempo Extra. (Estas sanciones no podran suspenderse)
B.1. Desabilitar generalmente hasta el 25% (de 1 a 14 dias) del credito por Buen Tiempo disponible por una ano. (Estas sanciones no podran suspenderse)
C. Traslado Disciplinario (si es recomendado)
D. Segregacion disciplinaria (hasta 15 dias)
E. Hacer restitucion monetaria
F. Retencion del Buen Tiempo Estatutorio
G. Perdida de privilegios: comisaria, peliculas, recreacion
H. Cambio de celda
I. Retirar del programa y/o actividad en grupo
J. Perdida del trabajo
K. Confiscar la propiedad personal del interno
L. Confiscar contrabando
M. Restringir a se celda
Sanciones de la A a la N

MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
331	Possession, manufacture, or introduction of a non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or cosmetics)
332	Smoking where prohibited
397	Use of the telephone for abuses other than criminal activity (e.g. conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)
398	Interfering with a staff member in the performance of duties (<u>Conduct must be of the Moderate Severity nature</u>) This charge is to be used only when another charge of moderate severity is not applicable
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (<u>Conduct must be of the Moderate Severity nature</u>) This charge is to be used only when another charge of moderate severity is not applicable

SANCTIONS

LOW MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
400	Possession of property belonging to another person
401	Possessing unauthorized amount of otherwise authorized clothing
402	Malingering, feigning illness
403	(Not to be used)
404	Using abusive or obscene language
405	Tattooing or self-mutilation
406	Unauthorized use of mail (Restriction, or loss for a specified period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use: e.g. the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)
407	Conduct with a visitor in violation of Bureau regulations (restriction, or loss for a specified period of time, of these privileges may often be an appropriate sanction G)
408	Conducting a business
409	Unauthorized physical contact (e.g. kissing, embracing)
497	Use of the telephone for abuses other than criminal activity (e.g. exceeding the 15-minute time limit for telephone calls, using the telephone in an unauthorized area, placing of an unauthorized individual on the telephone list)
498	Interfering with staff member in the performance of duties (<u>Conduct must be of the Low Moderate Severity nature</u>) This charge is to be used only when another charge of low moderate severity is not applicable
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (<u>Conduct must be of the Low Moderate Severity nature</u>) This charge is to be used only when another charge of low moderate severity is not applicable

SANCTIONS

B.1. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended) (see Chapter 4 Page 16 for VCCLEA violent and PLRA inmates)
E. Make monetary restitution
F. Withhold statutory good time
G. Loss of privileges: commissary, movies, recreation, etc.
H. Change housing (quarters)
I. Remove from programs and/or group activity
J. Loss of job
K. Impound inmate's personal property
L. Confiscate contraband
M. Restrict to quarters
N. Extra duty
O. Reprimand
P. Warning
Sanctions B.1- P

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

CATEGORIA MODERADA

CODIGO ACTO PROHIBIDO

- 331 La posesion, manufactura o introduccion de herramientas no peligrosas u otro tipo de contrabando que no sea peligroso (Ejemplo: herramienta que no sea utilizable para escaparse o intentar escaparse, o que sirva como arma capaz de causar un dano fisico a otros, o algo que no cause peligro a la seguridad de la institucion o de una persona; otros articulos de contrabando pueden ser comida o cosmeticos)
- 332 Fumar donde esta prohibido
- 397 Uso del telefono para cometer abusos aparte de la actividad criminal. (Posesion o use de numero PIN de otro interno, uso de conferencias de llamadas de 3 personas, proveer informacion falsa en la preparacion de la lista de numeros de telefono)
- 398 Interferir con los miembros del personal en el desempeno de sus labores. (Esta conducta debe ser de moderada severidad) Este cargo debe ser utilizado solamente cuando otro cargo de severidad moderada no sea aplicable
- 399 Conducta que distorba o interfiera con la seguridad y el funcionamiento en orden de la institucion o del BOP. Esta conducta debe ser de moderada severidad

SANCIONES

CATEGORIA MODERADA

CODIGO ACTO PROHIBIDO

- 400 La posesion de propiedad que le pertenece a otra persona
- 401 La posesion sin autorizacion de una cantidad en exceso de la ropa autorizada
- 402 Fingir enfermedad
- 403 (No sea usado)
- 404 Uso obsceno o abusivo del lenguaje
- 405 Auto mutilacion o tatuarse
- 406 Uso sin autorizacion del correo (por restriccion. La periodo especifico de tiempo podra casi siempre ser la de una sancion G.) Podra ser categorizada y con cargo en terminos de severidad mas alta, en conformidad con la naturaleza del uso sin autorizacion. Por ejemplo: Si se usa el correo para planear, facilitar y cometer un asalto armado dentro del perimetro de seguridad de la institucion, seria con cargo basado en el codigo 101, asalto y agresion
- 407 La conducta con un visitante que viole las regulaciones del Buro (Restriccion o perdida por un periodo especifico de tiempo de los privilegios, seria apropiadamente una sancion G)
- 408 Conduciendo
- 409 Contacto fisico sin autorizacion ejemplo: besos, abrazos
- 497 Uso del telefono para cometer abusos aparte de la actividad criminal. (Excederse del limite de 15 minutos para las llamadas telefonicas, uso del telefono en un area sin autorizacion, poner el numero de una persona no autorizada en la lista de telefonos)
- 498 Interferir con los miembros del personal en el desempeno de sus labores. (Esta conducta debe ser de severidad moderada baja) Este cargo debe utilizarse solamente cuando otro cargo de severidad moderada baja no sea aplicable
- 499 Conducta que distorba o interfiera con la seguridad y el funcionamiento en orden de la institucion o del BOP (Esta conducta debe ser de severidad moderada baja) Este cargo debe utilizarse solamente cuando otro cargo de severidad moderada baja no sea aplicable

SANCIONES

- B.1. Desabilitar generalmente hasta el 12.5% (de 1 a 7 dias) del credito por Buen Tiempo disponible por un ano. (Usarse solo si el interno ha cometido por segunda vez esta violacion en seis meses); Desabilitar generalmente hasta el 25% (de 1 a 14 dias) de Buen Tiempo disponible por un ano. (Usarse solo si el interno ha cometido por tercera vez esta violacion en seis meses) Una sancion no podra suspenderse
- E. Hacer restitution monetaria
- F. Retencion del Buen Tiempo Estatutorio
- G. Perdida de privilegios: comisaria, peliculas, recreacion
- H. Cambio de celda
- I. Retirar del programa y/o actividad en grupo
- J. Perdida del trabajo
- K. Confiscar la propiedad personal del interno
- L. Confiscar contabando
- M. Restringir a su celda
- N. Labores extras (Extra Duty)
- O. Una reprimenda
- P. Una Advertencia
- Sanciones de la A a la P

NOTA: El ayudarle a otra persona a cometer cualquiera de estas ofensas, atentar cometer cualquiera de estas ofensas y planificar el cometer cualquiera de estas ofensas, en todas las categorias de severidad, sera considerado de la misma forma como si hubiese cometido estas ofensas por si mismo.