

FCI
MORGANTOWN
WEST VIRGINIA



UPDATED: 10-01-2021

PURPOSE

This handbook contains most of the basic rules and regulations of the institution. Every inmate is expected to be familiar with this material and to use it as a guide for adjusting to the institution. New regulations may require changes in the content of this manual from time to time. As these changes occur, you will need to make the appropriate changes in your handbook. FCI Morgantown is a tobacco product free institution. It is an all-male minimum security facility for approximately 960 inmates. The average sentence length is 60 months.

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DIRECTOR'S MESSAGE TO INMATES

As director of the Federal Bureau of Prisons, it is my responsibility to ensure the safety, security and good order of all 117 prisons, 38,000 staff, and 217,000 inmates. It is also my responsibility to provide you opportunities for self-improvement. In this message, I will explain some of the ways I intend to carry out my duties and also explain my expectations for how you carry out your responsibilities.

Over the past few weeks, I have reminded all staff of the BOP'S core values: respect, integrity and correctional excellence. This means that everyone is to be treated with dignity and respect: staff, inmates, visitors, and members of the public. You are expected to demonstrate respect as well, to staff, to your fellow inmates and to the rules in place at the prison. You may want to reread the inmate rights and responsibilities information to be sure you are familiar with the expectations we have for you. Inmates who disrespect the rules by engaging in prohibited activities (especially the most serious prohibited acts including possession of intoxicants, weapons, or other contraband) pose a serious threat to the safety and security of the institution and will be subjected to disciplinary action. Participation in any type of gang activity will not be tolerated. In an attempt to ensure the environment is safe for all. Inmates who participate in behavior which disrupts the orderly running of the institution may be considered for institutions with greater controls, such as higher security facilities or special management units. You are expected to behave responsibly and to live peacefully with other inmates, regardless of their background or culture.

Nearly all of you will be release from prison one day and return to the community. We want you to be prepared to be a productive, law-abiding member of society. Accordingly, we will help you make the best possible use of your time in prison to learn skills, get treatment, build a resume, etc. Regardless of how many days, months, or years you may have time to serve, it is critical that you begin your preparation for reentry today! Ideally, preparation for reentry begins on the first day of incarceration. The Bureau of Prisons has developed tools to identify your needs and programs to address these needs, in the areas of education, work, recreation, health services, psychology, religious services, and more. The career resource centers at every institution can help you in many ways, and the full-time Mentor Coordinators can connect you with mentors while incarcerated who can continue to assist you after release. Staff can and will assist you to get on the path to a successful community reentry, but you must accept responsibility for your own future; you must work hard at the programs recommended for you and make every effort to prepare for release.

The staffs of the BOP understand that incarceration can be a difficult experience and that some inmates are overwhelmed by feelings of hopelessness. If you or someone you know is feeling or talking about a sense of hopelessness or suicide, please bring this to the attention of a staff member as soon as possible; the staff are there to help you. Seeking help is a sign of your strength and determination to prevail. Helping yourself or a fellow inmate in a time of crisis is the right thing to do.

Another area of concern to me is sexual assault/harassment. If you are being threatened or pressured to engage in sexual behaviors, or are fearful about being sexually assaulted or sexually harassed, please discuss your concerns with staff as soon as possible. We take all allegations of sexual abuse, sexual harassment, or sexual assault

very seriously, and are committed to providing assistance to any victims. Please help us prevent this type of incident from occurring by identifying problematic circumstances or perpetrators so we can take appropriate action.

It is my hope that you use your term of incarceration to acquire the skills needed to live successfully in the community. We are here to help you prepare to successfully release from prison and become a productive citizen. Take advantage of the many programs that are available; get help in overcoming problems you have faced; improve skills you have acquired previously; strengthen your spiritual or religious connection. I challenge each of you to use each day to make a positive difference, whether it be for one another, the staff who work with you, your families, or communities.

STAFF ROLES

The following outlines the basic role of the staff that has major responsibility in handling matters which may directly affect inmates.

Warden: The Warden is the Chief Executive Officer of the institution and retains final authority and responsibility for all matters occurring within the institution.

Associate Warden: The Associate Warden (AW) has administrative responsibility for the following departments: Unit Management, Correctional Systems Department, Correctional Services Psychology, Food Service, Facilities, Trust Fund, Health Services, Religious Services and Education/Recreation.

Chief Correctional Supervisor: The Captain's primary responsibility is the security of the institution. The Captain serves as an advisor, consultant, and monitor for all institution programs, operations, and facilities, in matters pertaining to security.

Correctional Supervisor: At least one lieutenant is on duty at all times. Their major responsibility is to supervise operational procedures pertaining to movement and accountability of inmates and the security of the institution to ensure the secure and orderly running of the institution during their tour of duty. The Lieutenant on duty is the supervisor of the Correctional Officers on duty during his or her shift. Lieutenants are the investigating officials in disciplinary matters.

Correctional Officers: Correctional Officers fill a variety of posts in the institution. Inmates will come into contact with them as Unit Officers, Compound Officers, Visiting Room Officers, etc.

Case Management Coordinator: The Case Management Coordinator supervises the Correctional Systems Department and is the subject matter expert for case management.

Unit Team: Each housing unit has its own unit team. The team will meet with inmates in establishing their individual program assignments. The team makes decisions concerning education, custody, work assignment, community programs and any special request made.

The unit team is comprised of the Unit Manager, Case Manager, Unit Secretary, Correctional Counselor, Correctional Officer, Education representative and Psychology representatives.

Unit Manager: The Unit Manager is the administrator and supervisor of the unit. He/she has the responsibility for all matters handled by the Unit Team and the sanitation and operational procedures pertaining to the housing units. The Unit Manager chairs inmate Program Reviews.

Case Manager: The Case Manager's major responsibility is to manage the technical aspects of each individual case. He/she will discuss the inmate's background, program needs and release plans. Periodically, He/she prepares progress reports on the inmate's adjustment. In addition, he/she will coordinate the inmate's release planning.

Correctional Counselor: The Correctional Counselor conducts counseling (group and/or individual) of assigned inmates. He/she regularly contacts teachers, work supervisors, etc. regarding inmates progress, and maintain up to date information on their progress toward their program goals and objectives. He/she assists inmates with visiting lists, personal property, and the Inmate Financial Responsibility Program (IFRP).

Education Representative: The Education representative is the unit team's consultant in all educational matters and is a member of the unit team. This person sees that all of the inmates are properly tested, informed of available educational opportunities and is properly assigned to classes. Education staff provides various academic, occupational, recreational, and vocational programs for the inmate population.

Unit Secretary: The Unit Secretary types reports and other communications prepared by the unit staff, handles the distribution of these reports to appropriate channels, and performs related clerical tasks.

Unit Correctional Officers: The major responsibilities of the Unit Correctional Officer are inmate supervision, sanitation, and the security of the unit. He/she also furnishes the unit team, with observations concerning inmate's behavior in the unit.

Psychology Staff: Psychologists are generally responsible for personal evaluations, counseling programs and the general mental health needs of all inmates. The Residential Drug Abuse Program is also coordinated by the Psychology Department.

Work Supervisors: Your Work Supervisor may be from any one of a variety of areas such as Food Service, Laundry, Mechanical Services, Corrections, etc. Your Work Supervisor will give you specific work instructions and monitor your performance. Periodically, he/she reports to your unit team regarding your work performance and general adjustment. The work supervisor maintains your work/pay record.

Correctional Systems Department Staff: The Correctional Systems Department (formerly known as the Inmate Systems Management Department) is responsible for the Receiving and Discharge of inmates (R&D), Mail Room and Records Office. The R&D function is to admit and release all inmates and to ensure their property is in order. The Records Office staff is responsible for maintaining the Judgment and Commitment file.

Safety Manager: The Safety Manager is responsible for monitoring institutional compliance with safety, fire and environmental health standards. The total safety program is concerned with the following areas of responsibility: Fire Control/Prevention, Occupational Safety, Environmental Health, Pest Control, Housekeeping, Staff/Inmate Compensation, Government Vehicle Operators, and a thorough inspection program.

Chaplain: The Chaplains are available to provide pastoral counseling and religious educational concerns to each inmate. All religious meetings, ceremonies, etc. are coordinated by the Chaplains with the approval of the Associate Warden.

Volunteers: Volunteers are used to supplement regular staff members. There are numerous programs in the institution utilizing community volunteers. Volunteers may assist in education, religion, Narcotics/Alcoholics Anonymous, and Gamblers Anonymous.

REENTRY

FCI Morgantown offers an array of programs to prepare you and assist in developing a sense of "hope" regarding reentry. We have a comprehensive Career Resource Center to begin the initial steps toward individual career assessments, develop resumes and cover letters, search for job opportunities, research community and government agencies. Another part of this initiative is the development of partnerships with various federal, state, and community-based agencies. These partnerships enhance Mock Job Fairs, Transition Fairs, and collaborative meetings, and have proven to be effective tools in the reentry initiative.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION: Upon commitment, you will be initially assigned to the Admission and Orientation (A&O) Program. You will be given a social screening by Unit Management, a medical screening by Health Services, and Mental Health staff. You will be immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities and information on sexual assault and abuse.

While in A&O, you will learn about the programs, services, policies, and procedures regarding FCI Morgantown. Also, you will hear lectures from the staff regarding the programs and departments.

ORIENTATION CLASS RULES AND PROCEDURES: The following is an outline of procedures to follow during A&O sessions. Inmates must become familiar with these procedures prior to reporting to their first A&O appointment. Failure to comply with procedures will result in disciplinary action.

Inmates must be properly dressed in appropriate attire for the work/program day.

- Safety steel-toed shoes must be worn.
- Institution issued clothing must be worn.
- Shirts must be completely buttoned and tucked in.
- Pants must be up around the waist, no sagging, or baggy uniforms permitted.
- No hats may be worn inside any building.
- No recreation clothing will be worn to A&O.
- Inmates must always have their ID card displayed.

Inmates may not talk during classroom sessions, except to ask questions after raising their hand and being acknowledged by the speaker.

UNIT MANAGEMENT

Housing Units

FCI Morgantown contains seven Housing Units. The Units have dormitory-style areas, cubicles, and double room housing. New admissions usually live in the dormitory and cubicles areas before rooms become available. Assignment to a room is at the discretion of the Unit Manager.

Unit Rules and Regulations

Sanitation: *A high degree of sanitation is a must for every unit.* It is your responsibility to check your living area immediately after being assigned, and to report all damages to the Correctional Officer or Counselor. You may be held financially liable for any damages to your personal living area. You are responsible for your own personal hygiene and keeping your living areas clean. This includes the floor, walls, windows, doors, lockers, and other areas in your living space.

You are expected to be up and you are responsible for making your bed in accordance with regulations before work call at 7:30 am. (including weekend and federal holidays when you leave the area). You are also responsible for sweeping and mopping your living area to insure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution. "Inmate room and cubicle windows, or any portion thereof, should not be obscured by any items at any time. Specifically, staff must be able to maintain a clear view from either side of the window.

No items are to be placed on electrical devices or heat sources.

Lights or lamps are not to be covered with any material.

All clothing will be folded neatly and stored inside the locker.

ONLY COATS, TOWELS, AND FOOD SERVICE SMOCKS ARE TO BE HANGING OUT.

Your bed will be made by 7:30 a.m. during the weekdays. On Saturday, Sunday, and Holidays you must have your bed made by 10:00 a.m. and your room must be inspection ready.

Nothing is to be taped, stapled, tacked, screwed, or otherwise fastened to walls, doors, windows, lights, desks, beds, or wooden surfaces.

<u>MALE AND FEMALE STAFF WORK</u> <u>IN HOUSING UNITS</u>
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You are responsible for all items found in your living area, including contraband.

Before moving into another area you will remove all personal property and completely clean the area.

Your living area will be inspected daily. Repeat or serious unsatisfactory marks will result in a disciplinary action.

Sanitation supplies or equipment will not be misused, abused, damaged or destroyed. Cleaning supplies are **not to be stored in your living area.**

No graffiti is to be written on any government property. (i.e. chairs, lockers, etc.)

All showers are off limits after 12:00 a.m. Inmates working F/S a.m. are authorized to shower after 4:00 a.m.

Each inmate is limited to five (5) books, ten (10) newspapers, and ten (10) magazines.

Legal Material is to be stored in a legal locker. (See your assigned Counselor)

Report all damaged furniture to a Staff Member.

Group gatherings are not permitted in front of or behind the units.

Unit Teams: The institution is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. The unit staff offices are located in the unit so staff and inmates can be accessible to each other. The unit staff includes the Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. A Staff Psychologist, Education Advisor, and Unit Officer also function as members of the Unit Team.

You will be assigned to a specific Unit Team. Generally the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance and attaining goals while in prison.

Staff hours: There is a unit staff member available each day of the week and evenings until 4:00 p.m., Monday through Friday. Each staff member will work one late night until 7:00 p.m. One staff member will be available on Saturdays and Sundays. The unit bulletin boards contain written communication of interest, as well as the Unit Rules and Regulations.

Inmate Program Reviews (Teams): Program reviews will be held every 90 or 180 days. They are held by the unit team to review work assignments, transfer, custody, institutional adjustment, and program assignments, as well as to discuss any concerns you may have.

Town Hall Meetings: Town Hall Meetings are held as needed in each unit. These meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. You are encouraged to ask pertinent questions of the staff and guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems.

Wake-Up Time: On Monday through Friday, the morning wake-up is at 6:15 a.m. Inmates are responsible for making their bed and cleaning their living area by 7:30 a.m. On the weekends and federal holidays, inmates are to have their area clean and their bed made by 10:00 a.m., after which they may lie on top of their bed.

Unit Rules and Regulations: Unit Rules and Regulations are posted in the units. It is your responsibility to periodically review as they are often updated.

Programs and Services

Job Assignments: All inmates are expected to maintain a regular job assignment. All job assignments are controlled through a performance pay system, which provides monetary payment for work. Trust Fund has a separate pay scale. Correctional Counselors approve job changes and the changes are posted on the Daily Change Sheet. Food Service, Unit Orderly, Education Tutor, Landscape, and Maintenance Shop are a few of the work assignments available. There is one work assignment that is off institution grounds: Town Driver. This is a public trust position and must be approved by the Warden.

Community Service/Public Works Projects: Periodically, the institution will get requests from agencies in the community requesting inmate participation in Community Services/Public Works Projects. Your unit team will recommend inmates for the Warden's approval to participate in these projects. See your unit team for eligibility criteria.

Performance Pay: Performance Pay is an incentive pay system for workers in Food Service, Mechanical Service, and other jobs.

Escorted Trips: Bedside visits and funeral trips may be authorized when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Officers will escort the inmate. However, security and safety concerns outweigh all other factors and are utilized in approving or disapproving escort trips. All expenses will be borne by the inmate, except the first eight hours of each day that the employee is on duty.

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right. Ordinarily, inmates with a history of violence/weapons will not be granted social furloughs. Requests are submitted during regularly scheduled inmate program reviews. The eligibility requirements for a furlough can be found in Program Statement 5280.08, Furloughs.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Federal Bureau of Prisons' to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities.

Marriages: If an inmate wishes to be married while incarcerated, the Warden may grant authorization under certain conditions. All expenses of the marriage will be borne by the inmate. Approval generally will not be granted for any relationship not established prior to incarceration. If an inmate requests permission to marry, he must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent.

Inmate Financial Responsibility Program: Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for the court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, Court Ordered Restitution, fines and court costs, judgment in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, and other judgments). The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, priority programs and institutional program changes.

Attorney Phone Calls: In order to make an unmonitored phone call to your attorney, see your Unit Team.

Sentence Computation: The Designation & Sentence Computation Center (DSCC) in Grand Prairie, Texas, is responsible for the computation of your sentences. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, should initially be addressed with the Records Office at this facility during Open House hours.

Fines and Costs: In addition to jail time, the Court may impose a committed or non-committed fine and/or costs. Committed fine means that the you will stay in prison until the fine is paid, make arrangements to pay the fine, or qualify for release under the provisions of Title 18 U.S.C Section 3569(Pauper's oath). Fines and/or restitution may be imposed pursuant to the Sentencing Reform Act of 1984, and you are required to develop a financial plan to meet these obligations.

Detainer: Certified or verified copies of Warrants, Indictments or information based on pending charges, over-lapping consecutive or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as a detainer. A detainer can have an effect on institutional program. Therefore, it is very important that you initiate efforts to resolve these cases. Case Management staff will give assistance to offenders in their efforts to have a detainer or pending charges against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence.

The degree to which the staff can assist in such matters as these will depend on individual circumstances. Federal and State detainees may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainees based on untried pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For you to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges it is important for you to contact the Court and District Attorney because, in some states, the detainer notice may start the time running for a Speedy Trial Act agreement. This process may not be used to return you for purposes of Probation or Parole sentences.

Commutation of Sentence: This is the form of executive clemency power used to provide post-conviction relief during your incarceration. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the President of the United States for federal offenses.

Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Those applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

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

A pardon may not be applied for more than five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of narcotics laws, gun control laws, income tax laws, perjury, violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violation involving organized crime or crimes of a serious nature, a waiting period of seven years is usually required.

Access to Legal Services

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

Freedom of Information/Privacy Act Of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. The "Non-Disclosable Documents" in the central file and medical file, or other documents concerning an inmate that are not in the central file or medical file, may be obtained by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record.

The inmate must also provide his register number and date of birth for identification purpose. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request, if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions. All requests should be submitted to the following address:

**Director
Federal Bureau of Prisons FOIA/PA
320 First Street, N. W. Washington, DC 20534**

Inmate Request to Staff Members: The Bureau form BP-ADMIN-70, Request to Staff Member (Cop-Out), is used to make a written request to a staff member. Any type of request can be made with this form. A Request to Staff Member may be obtained in housing units. Staff members who receive a Request to Staff Member will ordinarily answer the request within five working days. The answer will be written on the bottom of the request form. The original will be filed in your Central file and a copy returned to you. You may also send a request through the TRULINCS system by sending an email to the department the staff member is assigned.

Administrative Remedy: The purpose of the Administrative Remedy Program is to allow you to seek formal review of an issue relating any aspect of your own confinement. The BP-9 must be submitted to the Warden's Office within 20 calendar days of the date of the incident. You may not submit a Request or Appeal on behalf of another inmate. Administrative Remedy forms are available through the respective Correctional Counselor. The Mid-Atlantic Regional Office and Central Office addresses are listed below for continued administrative appeals.

Central Office

320 First St., NW.

Washington, DC.

20534

Mid Atlantic Regional Office

302 Sentinel Drive Suite 200

Annapolis Junction, MD. 20701

Visiting

If you desire to have regular visits, you must submit a list of potential visitor names. Members of the immediate family consisting of mother, father, brother, sister, spouse, and children (must be listed in your pre-sentence investigation report) may be placed on the visiting list, absent any strong circumstances which preclude a person or persons from visiting. Other visitors may be included on the visiting list following an investigation by the Unit Team and providing there is adequate justification for the visit. Inmate's visiting lists will not contain more than 10 people outside of immediate family or other relatives (grandparents, uncles, aunts, in-laws, and cousins). Normally, persons who have befriended you after your period of incarceration began will not be granted visits. Visitors who request to see you, but who are not on the approved visitation list, will be denied.

Release Planning

An approved release plan consists of a tentative offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment. The proposed release plan is thoroughly investigated by the U.S. Probation Officer and must be approved by that officer in all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/ vocational opportunities. You will be reviewed for a Residential Reentry Center (RRC) placement, formally known as Community Corrections Center (CCC). The unit team submits the your release plans to the U.S. Probation Officer approximately 12 months before the scheduled release date.

The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community-Based Residential Programs

The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and

other required activities, the offenders are required to main at the RRC, where recreation, visiting, and other activities are provided in-house.

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

CORRECTIONAL SERVICES

Count Times: The institution staff conducts at least five inmate population counts each day as follows:

WEEKDAYS

3:00 a.m. 5:00 a.m. 4:10 p.m. 9:00 p.m. and 12:00 midnight

(4:10 p.m. and 9:00 p.m. are stand-up count)

On weekends and federal holidays, an additional stand-up count is held at 10:00 a.m.

During the count you are to be in your assigned living area. No radios, talking or noise of any kind is permitted. The 10:00 A.M., 4:10 P.M. and 9:00 P.M. COUNTS ARE ALL STAND-UP COUNTS.

During counts inmates must be in their assigned area and must remain quiet until the count is completed.

Counting procedures take priority over all other activities. It is important staff's instructions during count procedures are followed so the count can be completed quickly and with the least amount of disruption.

It is necessary for staff to count inmates on a regular basis. During a count, you are expected to stay quietly in your cells until the count is announced as clear. The staff will initiate disciplinary action if you are not in your assigned area during a count. Disciplinary action will also be initiated against you for leaving an assigned area before count is cleared. You must actually be seen at all counts, even if you must be awakened.

UNIT RECREATION: Unit recreation begins after the 4:10 p.m. count and ends

at the 12:00 a.m. count. All activities may be terminated by the Unit Officer for excessive noise, **horseplay, sanitation, etc.**

Accountability: You will be required to adhere to your program schedule and will not deviate from it unless placed on call-out or otherwise redirected by staff. When you are not scheduled for a particular activity, it is called leisure time. During leisure time, you are accountable to the Unit Officer where you live. You may sign out of the unit for recreation during leisure time when these activities are open. You are required to advise the Unit Officer and then "sign-out" of the unit, indicating your destination and "sign-in" upon return to the unit. This procedure will be followed during work programming hours. Failure to sign in and out of the unit as required may result in disciplinary action. Those whose days off are during the week must sign out with the Unit Officer for any approved activity.

Contraband: Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. Any item in your personal possession must be authorized, and a record of the receipt of the item must be kept in your possession. You may not purchase or take radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. Any altered item is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage can be levied against the violator.

Shakedowns: Any staff member may search your room at any time. You will not be allowed to remain in the area being searched. The property and living area will be left in the same general conditions as found and these inspections will be unannounced and randomly conducted.

Inter-Unit Visiting: Inter-unit visiting is **prohibited**; that is, you may not leave your housing unit to visit a different housing unit. If you have the need to participate in a unit program other than your own unit, you must have prior approval by the staff member conducting that program(s).

Walkways: When leaving or returning to the units, you are to use only the walkways which lead directly to and from the front of the unit.

Unit Boundaries: The rear area of each housing unit is restricted to all inmates, unless authorized by a staff member to perform a work function.

Personal Property

It is the policy of the Bureau of Prisons that you may possess only such property as is authorized for retention upon admission to the institution,

issued for use while in custody, purchased in the commissary or approved by staff to be mailed to or otherwise received by inmates.

You are accountable for the contents of your personal property to include your bed and your assigned sleeping area. It is recommended that you periodically review your own personal property to ensure that your property is clear of contraband. The amount of personal property allowed is limited and with the exception of shoes, must all fit in your assigned locker. Under no circumstances will personal materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

You have the responsibility to keep your personal property and institution issued clothing in a neat and orderly manner at all times. All excess property will be considered contraband and will be confiscated. Anyone being found to possess excessive property or contraband will receive an incident report.

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

Storage Space: Storage space in the housing units consists of an individual locker, desk, or cabinet. Locks may be purchased in the institution's Commissary. The amount of personal property allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing: Civilian clothing of any type is not authorized. All clothing except socks is usually stamped with a bin number and neatly sorted in the individual locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual washcloth and towels are issued to inmates.

Property Items	Amount allowed
Trousers, Khaki	3
Shirts, Khaki	3
T-Shirts, white	5
Underwear shorts	5
Boots, work/safety	1
Socks	5
Towels/Washcloths	3 of each
Sheets	2
Pillow case	1
Blankets	2

Winter Coat	1
Knit Cap	1
Laundry Bag	2
Brown Gloves	1

Authorized foot wear includes: Inmates may not have more than the authorized six (6) pairs of Commissary-purchased shoes as indicated in Program Statement 5580.08, Inmate Personal Property: Athletic, specialty shoes (i.e., a court, turf, basketball, or running shoe) (\$100 maximum selling price with no pumps, no pockets) in black or white, or a combination of black or white, or with gray markings (no other colors allowed)(2 pr); Casual (such as hushpuppies)(1 pr); Shower. (1 pr); Slippers. (1 pr); Work (ASTM Standard F2412-05 and F2413-05). (1 pr).

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Laundry. The schedules for exchange are posted on unit bulletin boards and in the Laundry.

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

Legal Material: You are allowed to maintain legal materials and supplies in your locker as long as it does not exceed policy limitations. Pending litigation that results in legal materials that do not fit in your personal locker can be stored in a legal locker approved by the Unit Manger.

Commissary Items: The total value of your accumulated Commissary items (excluding stamps, over-the counter medications, and telephone credits) will be limited to the monthly spending limitation.

Food Storage: Food items that are left open create health hazards. These items must be properly sealed at all times. Empty jars may not be use as drinking containers and are to be thrown away. Only the original container may hold food items.

Letters, books, photographs, newspapers, and magazines: You will be limited in the number of magazines that can be stored in the locker or shelf provided in each room. Only picture frames sold in the commissary may be displayed. Nothing is to be tacked, staple, or taped to any surface except bulletin boards.

Each inmate is limited to five (5) books, ten (10) newspapers, and ten (10) magazines.

Radio and Watches: You may not own or possess more than one approved radio

and watch at any one time. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Walkman-type radios are currently permitted. You may not give any items of value to another inmate i.e., radio, watch, sneakers or Commissary items. Radios are not permitted on work details, education programs, or at main line.

Jewelry: A plain wedding band may be authorized at institutional weddings under the value of \$100.00 the bride may receive permission from the Chaplain before the scheduled wedding date to enter the institution with such an item (value will not exceed \$100.00 and may not have stones/gems).

Feeding Birds or Wildlife: You are prohibited from feeding the geese, ducks, or any other wildlife. Inmates who violate this rule will be subject to disciplinary action.

Call-Outs: Call-Outs are a scheduling system for institution appointments. It is your responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to do so may result in disciplinary action.

Health Services Needs: If you are in need of routine medical attention, you ordinarily will have to go to Health Services that morning between the hours of 6:45 am and 7:00 am to sign up for sick call. Illnesses of an emergency nature are exceptions and will be handled accordingly. There is no sick call on Thursdays. For more information on medical care and services, please see the Health Services A&O Handbook.

Drugs Surveillance: FCI Morgantown operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders you to provide a urine sample for this program, and you do not do so, you will receive an incident report.

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

Boundaries and Restricted Areas: Each area of the institution has clearly defined boundaries and restricted areas. You are responsible for becoming familiar with these boundaries and adjusting your movement accordingly. The inner compound is defined as the quad formed by the Chapel, Food Service, and Education building. The inner compound will be open for socializing during mealtimes and until the compound is closed.

Central Outdoor Recreation: Central outdoor recreation encompasses the recreation facilities behind the Education building and to the south of Randolph unit. These areas are defined as horseshoe, bocce ball, multipurpose court, volleyball court, and ball field areas. The use of these facilities is limited to periods when they are supervised.

Perimeter Road: The perimeter road is out of bounds to inmates, except when under direct staff supervision. The walking track closes at dusk.

Restricted Area: The areas behind and between buildings, which are not identified as unit boundaries, are restricted areas, as well as, anywhere near the Special Housing Unit. Inmates found in these areas will receive an incident report.

TORT CLAIMS

Under the Federal Tort Claims Act (FTCA), the government may be liable for the negligent or wrongful acts or omissions of its employees while acting within the scope of their employment. Inmates may file a claim if they are the injured person or the owner of the damages or lost property.

Form SF-95 Claim for Damage, Injury, or Death, must be filed within two years after the claim accrues to the Regional Office where the claim occurred. This form may be obtained by your unit team. Inmate work-related claims are not compensated under FTCA's provisions. Such claims should be filed under the Inmate Accident Compensation Act, 28 CFR 301.301-301.317.

Visiting

Regular visiting times are:

Saturday and Sunday 8:00 a.m. to 3:00 p.m.

Federals Holidays 8:00 a.m. to 3:00 p.m.

More information regarding the visiting policy is available in the library. You and your visitors are required to conduct yourselves suitably at all times. Physical contact is inappropriate in the visiting area, however, one hug and kiss at the start and end of visiting is permitted. Visitors are required to dress appropriately. Dress standards are explained in the Visiting Guidelines handout. Inmate clothing that is in compliance with institution policy is acceptable in the visiting area.

NOTICE: You are not authorized to accept anything from or give anything to visitors. The following statement is an excerpt from the U.S. Department of Justice Regulations:

It is against the law to introduce, or attempt to introduce to this institution or its ground or take or attempt to take or send from this

institution any article without the knowledge and consent of the Warden or his duly authorized representative. The use of cameras or other recording equipment without the written consent of the Warden is strictly prohibited. "Violations are subject to criminal prosecution and prison sentences up to ten years." (Section 1971, Title 18 U.S. Code)

IDENTIFICATION OF VISITORS: Photo Identification is required for adult visitors, age 16 and older. This may include a State Driver's License I.D. Card, or two other forms of government identification with photograph, full names, and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and be checked with a detector and/ or drug sensor. Visitor's purses, attorney's briefcases, etc. may be subject to searches.

Visitors are permitted to bring money into the Visiting room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Room. No diaper bags, car seats or strollers are allowed in the Visiting Room. No food may be brought into the Visiting Room.

Inmates are not authorized to handle any currency or receive either coins or money for their Commissary account while in the Visiting Room.

INSTITUTION DIRECTIONS: The institution is located at 446 Greenbag Road, Morgantown, West Virginia. Listed below are general directions to the institution: **From the North**, take 1-79 South to I-68 East (exit 148); Take exit 1, University Avenue, and at the end of the ramp turn left; Go through three traffic lights and turn right at the third light (Greenbag Road); The institution is approximately one mile on the right-hand side

From the South, take 1-79 North to I-68 East; Take exit 1, University Avenue, and at the end of the ramp turn left; Go through three traffic lights and turn right at the third light (Greenbag Road); The institution is approximately one mile on the right-hand side

From the East, (MD, DC, VA) take 1-68 West; Take exit 1, University Avenue, and at the end of the ramp turn left; Go through two traffic lights and turn right at the second light (Greenbag Road); The institution is approximately one mile on the right-hand side

TERMINATION OF VISITS: After a visit has been terminated, visitors must leave the institutional grounds. If the visitor is riding with someone or someone is riding with them other accommodations must be made. No children or pets will be left in a vehicle unattended while visiting.

VISITING LIMITATIONS: Family visiting is encouraged. Due to our limited visiting area and capacity, the maximum number of visitors who may visit one inmate at a time will be limited to three (3) adult visitors and two minor children per adult visitor. There are no joint visits. If you wish to visit two different inmates they must be visited separately, i.e., visit one inmate then terminate that visit and visit with the other inmate.

VISITING HOURS: Visiting room will be open for all inmates on Friday from 5:00 p.m. to 9:00 p.m. On Saturday, Sunday and Federal Holidays, visiting will be for all inmates from 8:00 a.m. to 3:00 p.m. There will be no visiting on Monday, Tuesday, Wednesday, and Thursday.

SHU Visiting Hours: Visiting for inmates housed at the Special Housing Unit (SHU) will be from 8:30 am to 10:30 am and 12:00 pm to 2:00 pm on weekends and Federal Holidays. There will be no visiting for inmates housed in the SHU on Monday, Tuesday, Wednesday, Thursday, Friday unless it is a Federal Holiday.

REGULATIONS: Visiting may be conducted in the visiting area only. The display of affection must be kept within the bounds of good taste. Handshaking, embracing and a kiss will be permitted only at the beginning and end of the visit. Inmates and visitors will refrain from any action that might affect the sensitivity or be offensive to others. Failure to comply with this policy may result in termination of the visit.

We expect decorum in the dress of visitors. Inappropriate attire would include all Halter tops or midriff shirts; Tight or form fitting shirts or pants (i.e., spandex, stirrups, lycra, leggings, etc.); All shorts worn by individuals age 16 and over; Khaki or camouflaged clothing; Sleeveless, strapless, or bareback blouses or dresses; Mini-skirts, wrap around skirts, or skirts more than two inches above the knee; Dresses or skirts with long slits in the middle or side; See-through clothing; Torn or severely worn jeans; Deep V-neck blouses, shirts, or dresses; Caps, hats, or scarves of any kind; Long coats, sweaters and jackets that extend below the knee; Clothing of any type which would symbolize gang activity or affiliation; Fishnet shirts, pants or any other clothing item similar in nature; Athletic shorts/sweat pants, hooded sweat shirts; No open toed shoes, flip-flops or shower shoe style sandals

Clear change purses, clear diapers bags, etc., are subject to inspection by the Visiting Room Officer for contraband. No papers, packages, gifts, articles or money may be exchanged during the visit. No toys, games books, or newspapers will be allowed into the institution. Cell phones, beepers, Ipods, ipads, laptops, weapons, ammunition, or other articles including liquor and illicit drugs are prohibited.

Normally, legal papers may not be examined or signed during the visit. Such transactions should be handled as a matter of record through correspondence or have prior written approval from the inmate's Unit Team.

Special visits for family emergencies will be reviewed on a case-by-case basis. A request should be made through the inmate's Unit Team.

RESPONSIBILITIES: Please note that each visitor has the responsibility to conform to these regulations and requirements as stated above. Disregard for these regulations may result in termination of visiting privileges. The Operations Lieutenant has the responsibility to see these instructions are abided by and has the authority to immediately terminate a visit for any breach of regulations.

The accompanying adults must adequately supervise children (under 16) in the Visiting Room. Children will not be allowed to behave in a manner which disturbs other visitors. Inmates with children visiting will be authorized to enter the children's playroom with their children. No other inmates are authorized to enter the playroom.

Special Visits

The Warden may also authorize special visits to accommodate a unique circumstance (e.g., a person traveling a long distance to visit, a person visiting a hospitalized inmate). You should submit a cop-out to your unit counselor to request a special visit.

Persons in the categories listed in this section may qualify as special visitors rather than as regular visitors. Visits by special visitors ordinarily are for a specific purpose and ordinarily are not of a recurring nature. Except as specified, the conditions of visiting for special visitors are the same as for regular visitors.

- b. Business Visitor
- c. Consular Visitor
- d. Representative of Community Group
- e. Clergy, Former Prospective Employers,
Sponsors and Parole Advisors

Transportation

Yellow Cab 304-292-7441

Motown Taxi 304-291-8294

Mountain Line Transit Authority 304-296-3869

<http://www.busride.org/>

For directions have family go to bop.gov.

DISCIPLINARY PROCEDURES

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

Inmate Discipline Information: If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act; the first step in the discipline process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within 24 hours of the time staff becomes aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by Correctional Services.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category which must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing. Initial Hearing: Inmate must ordinarily be given an initial hearing within 5 work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time of these procedures for good cause. The Warden must approve any extension over 5 days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Discipline Hearing Officer (DHO) for final disposition.

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearing for serious rule violations. The DHO may not act on a case that has not been referred by the UDC. Video conference is utilized as a means to conduct DHO hearings.

An inmate will be provided with advance written notice of the charges no less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement.

An inmate will be provided with a full-time staff member of his choice.

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

Final disposition is made by the DHO.

Appeals of Disciplinary Actions: Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden (BP-9), Regional Director (BP-10), and the General Counsel (BP-11).

It is recommended that inmates carefully review the material contained in this section as it provides a summary of the disciplinary system, the time limits in disciplinary proves, inmate rights and responsibilities, the prohibited acts and disciplinary severity scale and sanctions.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

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

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that you will be treated respectful, impartial, 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 accordance with Bureau rules and institution guidelines.

RESPONSIBILITIES

1. You are responsible for treating inmates and staff 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 others 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 your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not violate the law or Bureau guidelines through correspondence

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 materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community with certain restrictions.
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 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 assistance your family in accordance with Bureau rules.

10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in 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, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND AVAILABLE SANCTIONS

FEDERAL BUREAU OF PRISONS – INCIDENT REPORT CODES

November 18, 2020

CODE		OFFENSE	CODE		OFFENSE
100 SERIES			300 SERIES		
100		KILLING	300		INDECENT EXPOSURE
101		ASSAULTING ANY PERSON (SERIOUS INJURY)	302		MISUSE OF AUTHORIZED MEDICATION
102		ESCAPE FROM ESCORT, SECURE INSTITUTION	303		POSSESSION OF MONEY NOT AUTHORIZED
103		SETTING FIRE (GREATEST SEVERITY)	304		LOANING ANY PROPERTY OF VALUE
104		POSSESSION, MANUFACTURING, INTRODUCTION OF A WEAPON	305		POSSESSION OF ANYTHING NOT AUTHORIZED
105		RIOTING	306		REFUSING TO WORK OR PROGRAM
106		ENCOURAGING OTHERS TO RIOT	307		REFUSING TO OBEY AN ORDER
107		TAKING HOSTAGES	308		VIOLATING CONDITION OF A FURLOUGH
108		POSSESSION, MANUFACTURING, INTRODUCTION OF CELL PHONE	309		VIOLATING A CONDITION OF A COMMUNITY PROGRAM
110		REFUSING TO PROVIDE A URINE SAMPLE OR BREATH TEST	310		UNEXCUSED ABSENCE FROM WORK OR ASSIGNMENT
111		INTRODUCTION OR MAKING ANY DRUGS OR ALCOHOL	311		FAILING TO PERFORM WORK AS INSTRUCTED
112		USE OF ANY DRUGS OR ALCOHOL	312		INSOLENCE TOWARDS A STAFF MEMBER
113		POSSESSION OF ANY DRUGS OR ALCOHOL	313		LYING OR PROVIDING FALSE STATEMENT
114		SEXUAL ASSAULT OF ANY PERSON BY FORCE	314		COUNTERFEITING OR FORGING
115		DESTROYING ANY ITEM DURING A SEARCH	315		PARTICIPATING IN AN UNAUTHORIZED MEETING
196		USE OF MAIL FOR ILLEGAL PURPOSES	316		BEING IN AN UNAUTHORIZED AREA
197		USE OF THE TELEPHONE FOR ILLEGAL PURPOSES	317		FAILURE TO FOLLOW SAFETY OR SANITATION REGULATIONS
198		INTERFERING WITH A STAFF MEMBER	318		USING EQUIPMENT NOT AUTHORIZED
199		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION	319		USING ANY EQUIPMENT CONTRARY TO INSTRUCTION
200 SERIES			320		FAILING TO STAND FOR COUNT
200		ESCAPE FROM WORK DETAIL, NON-SECURE INSTITUTION	321		INTERFERING WITH THE TAKING OF COUNT
201		FIGHTING WITH ANOTHER PERSON	324		GAMBLING
203		THREATENING ANOTHER WITH BODILY HARM	325		PREPARING OR CONDUCTING A GAMBLING POOL
204		EXTORTION, BLACKMAIL, OR PROTECTION	326		POSSESSION OF GAMBLING PARAPHERNALIA
205		ENGAGING IN A SEXUAL ACT	327		UNAUTHORIZED CONTACT WITH THE PUBLIC
206		MAKING SEXUAL PROPOSALS OR THREATS	328		GIVING/RECEIVING MONEY OR VALUE
207		WEARING A DISGUISE OR MASK	329		DESTROYING GOVERNMENT PROPERTY VALUED LESS THAN \$100
208		POSS OF ANY UNAUTHORIZED LOCKING DEVICE	330		BEING UNSANITARY OR UNTIDY
209		ADULTERATION OF ANY FOOD OR DRINKS	331		POSS, MANUF, INTRO OF A HAZARDOUS TOOL
211		POSSESSING ANY OFFICER'S OR STAFF MEMBER'S CLOTHING	332		SMOKING WHERE PROHIBITED
212		ENGAGING IN OR ENCOURAGING A GROUP DEMONSTRATION	333		FRAUDULENT OR DECEPTIVE CHEATING ON A TEST
213		ENCOURAGING OTHERS TO REFUSE TO WORK	334		CONDUCTING A BUSINESS
216		GIVING OR OFFERING AN OFFICIAL A BRIBE	335		COMMUNICATING GANG ACTIVITY
217		GIVING/RECEIVING MONEY FROM ANY PERSON	336		CIRCULATING A PETITION
218		DESTR, ALTER OF PROPERTY EXCESS \$100/LIFE SAFETY DEVICE	396		USE OF MAIL FOR ABUSES NON CRIMINAL
219		STEALING, INCLUDING DATA	397		USE OF PHONE FOR ABUSES NON CRIMINAL
220		DEMONSTRATING, PRACTICE, ANY FIGHTING SKILLS	398		INTERFERING WITH A STAFF MEMBER
221		BEING IN UNAUTH AREA WITH OPP SEX W/OUT PERMISSION	399		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION
224		ASSAULTING ANY PERSON (MINOR)	400 SERIES		
225		STALKING ANOTHER PERSON THROUGH BEHAVIOR	402		MALINGERING, FEIGNING ILLNESS
226		POSSESSION OF STOLEN PROPERTY	404		USING ABUSIVE OR OBSCENE LANGUAGE
227		REFUSING TO TAKE PART IN REQUIRED TESTING	407		CONDUCT WITH VISITOR IN VIOLATION OF RULES
228		TATTOOING OR SELF-MUTILATION	409		UNAUTHORIZED PHYSICAL CONTACT
229		SEXUAL ASSAULT OF ANOTHER PERSON	498		INTERFERING WITH A STAFF MEMBER
231		PRESSURING INMATE FOR LEGAL DOCUMENTS	499		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION
296		USE OF MAIL FOR ABUSES OTHER CRIMINAL			
297		USE OF THE TELEPHONE FOR ABUSES OTHER CRIMINAL			
298		INTERFERING WITH A STAFF MEMBER			
299		CONDUCT DISRUPTIVE TO THE SECURITY OF THE INSTITUTION			

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS (100 SERIES)

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - 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).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS (200 SERIES)

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS(300 SERIES)

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS (400 SERIES)

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty.

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

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

TRUST FUND

Deposits to Accounts:

U.S. Postal Service

Your families and friends choosing to send you funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Federal Bureau of Prisons

Insert Valid Committed Inmate Name

Insert Inmate Eight-Digit Register Number Post Office Box 474701

Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to your full committed name and complete eight-digit register number.

Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to your account. The deposit envelope must not contain any items intended for delivery to you. The BOP shall dispose of all items included with the funds.

In the event funds have been mailed but have not been received in the your account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

Western Union Quick Collect Program

Your families and friends may also send you funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to your account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to you through the Quick Collect

Program may be sent via one of the following ways:

- 1) At an agent location with cash: Your family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: Your family and friends may go to www.westernunion.com and select "Quick Collect".

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

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by your Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note your committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the BOP.

MoneyGram ExpressPayment Program

Your families and friends may also send you funds through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to your account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways:

- 1) At an agent location with cash: Your family or friends must complete a MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed immediately by Inmate's Last Name
- 2) Company Name: Federal Bureau of Prisons
- 3) City & State: Washington, DC
- 4) Receive Code: Must always be 7932
- 5) Committed Inmate Full Name entered on Beneficiary Line

Please note that your committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account. Any questions or concerns regarding MoneyGram ExpressPayment transfers should be directed to MoneyGram by the sender (general public). Questions or concerns should not be directed to the BOP.

Telephone Calls

Each housing unit is equipped with telephones so you can place calls to family member and friends.

Family members and friends must be posted to your Trust Fund Limited Inmate Communications System's (TRULINCS) contact list. You are prohibited from placing calls to or placing the telephone numbers of staff, contract employees, or volunteers on their telephone lists.

Telephone use is a privilege afforded to those who demonstrate a willingness to abide by the rules governing telephone use. Improper use of the telephone, including making multi-person telephone calls, third-party calls, call-forwarding, three-way calls, allowing inmates to use your phone account, or credit card calls can result in loss of the telephone privilege or restricted use of the telephone as disciplinary sanctions.

All inmate telephone calls are subject to monitoring. Unmonitored legal calls may be arranged through unit staff in accordance with

Bureau policy and local procedures. You are only permitted to place telephone calls outside of your scheduled work hours, program activity time periods, and count times.

Telephones are operational during non-programming and non-work hours. One telephone (red phone) in each housing unit is operational 24 hours a day for emergency use. You are limited to 300 minutes of telephone calls each month. If housed in the Special Housing Units, Administrative Detention, or in Disciplinary Segregation you will be permitted to use the telephone in accordance with the provisions of Bureau policy and Morgantown procedures governing Special Housing Unit operations.

Telephones: It is expected that you will conduct your calls in such a manner that will allow the equal use of the phones by all. Telephones will not be used to conduct business.

Payment for other calls, for which you cannot pay through normal means, will be paid via your commissary account, payable to the U.S. Treasury. Institutional phones may not be used without permission from staff, typically Unit Team Staff.

Inmate Telephone/Voice Activation New Inmates

In order to use the Inmate Telephones, your account will need to be enabled by Trust Fund staff. This normally occurs the day after your arrival. If you arrive on a holiday or a weekend, your phone account will be enabled the next business day.

Additionally, you will need your inmate Register Number; your PAC (9-Digit Personal Access Code) Number, and your PIN (4-Digit Personal Identification Number). Your Unit Counselor will provide you with your PAC and PIN numbers.

Once you have received these three numbers, you will log into the TRULINCS system and add your contact information/telephone numbers. There are TRULINCS computers in each housing unit for inmate use. Inmates may only use a TRULINCS computer in the housing unit in which he is assigned. NOTE: To add a contact's telephone number, you must have their complete mailing address with zip code.

There are TRULINCS orderlies available to assist you with this process.

Once you have established your contacts and your phone account has been enabled, you will need to set your V-PIN (Voice Recognition). Every time

you place a call, you will need to state your name and match it to this recording in order to complete the call.

To establish your VPIN, on an inmate telephone, **dial 111** and follow the prompts to record your name. When you dial 111, the system will ask for your PAC number. Once you enter your PAC number, you will hear "Please state your first and last name after the tone." You will hear a beep. State your name. Again, you will hear "Please state your first and last name after the tone" and a beep. State your name again. The system will compare the two and if they match, you will hear "Thank you." If they do not match, you will be asked to redo the process. If after three attempts, your name does not match, you will need to hang up and try again.

TIPS for VPIN

- State your first and last name in a clear speaking voice as though it is all one word.
- Do not get frustrated.
- Take your time.
- Do not yell into the phone.

If you have issues or questions regarding inmate telephones, send an electronic cop out to MRG/Trust Fund.

Trust Fund Limited Inmate Communications System

The Bureau of Prisons (Bureau) Trust Fund Limited Inmate Communications System (**TRULINCS**) provides communication capabilities and other services beneficial. This program is intended to improve your ability to efficiently and economically maintain contact with persons in the community. The **TRULINCS** program provides you with electronic communication system. The service related features are designed to give you improved access to account information, sending funds, establishment and update of personal contacts, mailing labels, and print services. You will not have access to the Intranet.

User Service Fees: You will be charged \$.05 per minute in Program fees for using **TRULINCS** "Public Messaging" service. There will be no charge to check for new messages received since your previous session. You will be required to purchase minutes of session time using **TRULINCS**. You must purchase time in the following increments: 40, 100 200, 300, and 600. The **TRULINCS** program will not be available to those without funds to purchase the minimum increment of minutes.

Printing Fees: You may elect to print your messages using the designated print stations. You will be charged three minutes (\$.15) per each printed page. Multiple page messages will be printed front and back (duplexed) and count as two pages per sheet of paper. **Example:** A two page message will be printed front and back on one sheet of paper and cost six minutes (\$.30).

Free Services: Services fees will not apply to view personal account transactions, preparing and printing Form BP -199 for withdrawal of an personal funds, looking at or updating a contact list, printing mailing address labels, referencing Law Library material via the Electronic Law Library(ELL),or staff messaging.

Hours of Operation: Ordinarily, the hours of operation will be 7:30 a.m. through 8:30 p.m. daily. This includes weekends and holidays. **TRULINCS** use shall not be permitted during scheduled working hours.

COMMISSARY

Your funds are retained by the institution in a trust fund account, from which you may withdraw for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated funds are given to you upon release, or may be mailed home. The Commissary is an unauthorized area except during regular sales hours or those on work assignments in the area.

You are not permitted to leave the Commissary line once you have submitted your Commissary list. Those who do will forfeit their shopping privilege for that day. Commissary slips will be filled out with the following information prior to entering the store: full name, register number, date, housing unit, items requested, and quantity. No additions or substitutions will be permitted to your Commissary slip once you enter the store.

You are advised to check the "out of stock" list posted at the screen at the Commissary prior to entering the store.

Once you sign a receipt and leave the sales window, all sales are final.

You assume all responsibility for items purchased once received.

Your assigned shopping days are rotated on a quarterly basis. The current shopping schedule is posted in the unit and on the commissary item's sheet.

It is your responsibility to know the amount of money available in your Commissary account, before turning in a Commissary sales slip. Your account balance information can be obtained from **TRULINCS** and your

telephone system automated teller service (118). Borrowing Commissary items from other inmates is not permitted and may result in disciplinary action.

Special purchase items such as tennis shoes, gym clothes, sweat suits, and radios, require you to complete a locally generated Commissary Special Purchase Order form and route it through the Unit Counselor. There is a \$300 per quarter limit on special purchases requested from Recreation, Religious Services, and occasionally Health Services.

COMMISSARY SCHEDULE:

Monday through Thursday

6:30 a.m. to 8:00 a.m.
(Last call at 7:45 a.m.)

9:00 a.m. to 10:00 a.m.
(Last call at 9:45a.m.)

And from approximately 10:45 a.m. to 12:30 p.m.
(Last Call 12:00 p.m.).

This schedule is subject to change during federal holiday weeks.

Memorandums will be posted to inform inmates of all schedule changes.

You are permitted to shop once per day, on your designated week, on your designated day. The only exception to shop on a non-commissary shopping day is if you are given an OTC authorization by Medical Staff to shop for OTC items only. Those trying to make Commissary purchases more than once in the same day will receive an incident report.

Spending Limitations: You are permitted to spend up to a \$300.00 each month for regular purchases and special purchase items. Stamps, over-the counter medications, and telephone credits do not come off this spending limit. Once a month, your account is "validated", that is, the spending period begins with validation. Those in "Refusal" status in the Inmate Financial Responsibility Program will only be permitted to spend \$25.00 per month in the Commissary, excluding purchase of stamps and telephone credits. Staff will not approve special purchase item requests for those in "Refusal" status.

Commissary Fund Withdrawals: A standard withdrawal of your personal funds form can be found your TRULINCS account. You simply fill out and print the BP-199 form from TRULINCS, then forward it to unit management staff for

routing. Unit Managers must approve payment of postage costs, and purchase of release clothing. There is a \$300.00 per quarter limit on restitution for losses, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visit, funeral trips, and the purchase of legal books. The Associate Warden has to sign over \$500.00 additionally, the forms need to be hand carried and signed in front of Unit Staff, and then Unit Staff forwards them to trust fund. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

INMATE SYSTEMS

Contact with the Community and Public

In most cases, you are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail boxes are located in front of the mailroom for general correspondence only. Outgoing mail in minimum security level institutions may be sealed in accordance with Bureau's open correspondence privileges. The outgoing envelope must have the your full name, registration number, and return address of this institution (including Federal Correctional Institution Morgantown) in the upper left hand corner. You are responsible for placing the correct postage on letters. You must assume responsibility for the content of all of your letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws and/or disciplinary action. ALL outgoing mail is required to be addressed using the **TRU-LINCS** label system.

You are prohibited from corresponding with staff, contract employees, and volunteers outside of FCI Morgantown, West Virginia. Written communication with these individuals may be addressed through an Inmate Request to staff Member or other correspondence delivered through the Mail Room or a staff member.

You may be placed on restricted correspondence status based on misconduct or a matter of classification. You will be notified of this placement and have the opportunity to appeal this decision.

Current Correctional Systems Open House hours will be posted in the Mail Room.

There is no mail service on weekends and federal holidays.

Incoming Correspondence

First class mail is distributed Monday through Friday (except federal holidays) ordinarily by the Evening Watch Officer in each living unit. Newspapers, magazines, and packages will be delivered at this time. Legal and Special Mail will be delivered by the Mail Room and signed for by you as soon possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. You are asked to advise those writing you to put your register number and unit on the envelope to aid the prompt delivery of mail. All packages received at the institution must have prior authorization.

Inmate Correspondence with Representatives of the News Media

You may write through Special Mail procedures to representatives of the media.

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

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

INCOMING PUBLICATIONS: The Bureau permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific person, such as advertisements brochures, flyers, and catalogs. Effective Thursday, February 1, 2018, all books to include softbound books and magazines will no longer be authorized to be received from any source. These items will now be required to be received from the publisher, a book club, or bookstore. If items are received from any other source after February 1, 2018, the item will be rejected and returned to sender. Accumulation of publications will be limited to *five (5) books, ten (10) newspapers, and ten (10) magazines* and must be neatly stored in the locker, due to sanitation, and for safety reasons. The Unit Manager may allow more space for legal publications upon request.

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

the Warden include, but are not limited to, publications which meet one of the following criteria:

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prison's institutions;
- It depicts or describes procedures for brewing of alcoholic beverages or the manufacture of drugs;
- It is written in code;
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;
- It is sexually explicit material that by nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States,

U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy or Air Force, U.S. Court, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State, Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Enforcement Officers, attorneys and representatives of the news media.

Special Mail also includes mail received from the following: Attorneys, Embassies and Consulates, the U.S. Department of Justice (excluding Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Court and State Courts. **These types of Special Mailings must have this marking:**

"Special Mail -Open in the presence of the inmate", or similar language to be processed as Special Mail. Mail received from the President and Vice-President of the United States, members of the U.S. Congress or the Judge's Chambers are not required to have the Special Mail markings to be processed as Special Mail.

A Mail Room staff member opens incoming Special Mail in your presence. These items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the **sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate.** This means the person sending the correspondence is identified, not the company, business or department. Without adequate identification as Special Mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

You must deliver your own outgoing Special Mail directly to the hands of your assigned Correctional Counselor. In the event your Correctional Counselor is not available, you may deliver directly to the hands of your assigned Unit Manager. Staff receiving the Special Mail will verify your name and address is accurate in the return address section of the envelope. You may still seal your outgoing Special Mail before submitting directly to the staff member.

However, outgoing Special Mail without an accurate return address will not be processed, but rather returned immediately to the inmate.

Outgoing special mail weighing 16 ounces or more must be processed as a package. This will require using a form BP-329, Request - Authorization to Mail Inmate Package.

All outgoing mail is subject to scanning by electronic means including, but not limited to x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing Special Mail by these methods may occur outside your presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing Special Mail communication.

Any attempts to circumvent these procedures will be subject to disciplinary action. This will include placing your sealed outgoing Special Mail in a general mail drop-box.

Correspondence Between Confined Inmates:

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

The Unit Manager at both institutions must grant approval prior to correspondence, if both are federal facilities. The Warden at both institutions must grant approval prior to correspondence, if a non-federal facility is involved.

Rejection of Correspondence:

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

- Materials which cannot be mailed under law or postal regulations;
- Information of escape plots, or plans to commit illegal activities, or to violate institution rules;
- Directions of an inmate's business (Prohibited act 408). An inmate may not direct a business while confined.

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

Notification of Rejection: The Warden/ designee will give written notice to the sender concerning the rejection of the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Change of Address/Forwarding Of Mail: The Mail Room may provide you with change of address cards required by the U.S. Post Office. Upon request, these

cards are given to those who are released or transferred to, to notify correspondents of a change in address. Any general mail received after 30 days will be returned to sender.

Certified/Registered Mail: Those desiring to use certified, registered, or insured mail may do so, subject to handling methods established. You may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

FOOD SERVICE

You are provided nutritious, appealing meals. Self-service meal operations for general population include features such as mainline items, heart healthy selections, no-flesh selections, salad bar, and hot bar.

The Alternative Diet Program is offered to those requiring a religious diet. This diet caters to all approved religions within the Bureau of Prisons. Those who need additional information regarding this program need to contact the Chaplain. Those housed in Special Housing Units and Hospital Facilities also receive a balanced, nutritious diet. Except for any approved special diets, those in these units receive the same diet as those in the general population, although portion control and manner of service may vary.

MEALS: Once you are cleared to enter the institution's general population, meals are served in the dining hall. A menu will be posted on TRULINCS and at dining hall. Reading materials, radios, headphones, wearing of hats, sleeveless shirts, and shower shoes are not permitted in the dining area. All shirts must be tucked in and buttoned. Casual clothing may be worn to the dining hall after 4:00 p.m. on weekdays and anytime during weekends and federal holidays. The official inmate uniform must be worn to the dining hall Monday through Friday, during the noon meal. The specific meal time for work details varies to ensure the dining hall can efficiently serve the population. No food item is allowed to depart the Food Service Department except the one piece of fresh fruit that is offered. All eating utensils, plates, and bowls are to remain in the Food Service Department.

WEEKDAYS

Breakfast 6:10a.m. until 10 minutes after last Unit called

Lunch 10:45a.m. until 10 minutes after last Unit called

Dinner 5:00p.m. until 10 minutes after last Unit called.

EDUCATION PROGRAMS

The education curriculum at FCI Morgantown is designed to provide a flexible education program to help you attain jobs skills or needed education that will enhance effectiveness as a person and citizen. The FCI Morgantown Education Department supports these principles as well as those governing the occupation, civic, aesthetic, and personal dimensions of the inmate's lifestyle. It is with these principles in mind that FCI Morgantown's staff is personally committed through education to assist you in attaining your personal education and occupational goals. For further detailed information, please refer to the Education Handbook.

Educational/Vocational Options: A structured GED program is offered for anyone who has not completed high school.

The Education Department offers viable vocational training programs: Computer Literacy and Welding. Those who display a need for job training are eligible.

By obtaining a GED or holding a High School Diploma, a student may participate in a Vocational Training Program. You may not request a transfer until completion of the program due to the cost of the training.

Apprenticeship Programs are offered through the U.S. Department of Labor and are available to those who have sentences of three years or longer. Please refer to FCI Morgantown's Education Handbook for more detailed information regarding Education and Vocational Training.

Testing: Each inmate will be required to take a standardized achievement test (TABE) if he does not have a verified High School Diploma or GED. The test scores will be utilized for placement in the Literacy Program. The GED READY Test will be one of the determining factors for a student to be recommended for the Official GED Exam. The GED READY Exam and the Official GED are Computer-Based Exams.

Job Search Class: The Job Search Class introduces you to various employment skills to enhance your success in obtaining and maintaining employment upon release. This program covers a variety of topics including: career explorations, resume writing, portfolio development, job market search, networking, and interview techniques.

Mock Job Fair: The Mock Job Fair is an event, held once a year, in the Fall.

Local employers and transitional services come in to the institution and perform "mock" interviews. It is an all-day event and you will be prepared for the event by attending a ten week Job Search Class.

RECREATION LEISURE PROGRAMS

Leisure activities and programs are supervised by the Recreation Department. Programs include: indoor/outdoor sports/activities; hobby craft programs; health/fitness promotion and disease prevention programs. Programs are designed to support positive interpersonal relationships, stress reduction, and constructive use of free time.

Recreation staff center programs on activities which strengthen self-confidence, teamwork, sportsmanship, and self-discipline. The Recreation Department includes an auditorium, multi-purpose room, gymnasium, and range of indoor/outdoor sports/activities. While some recreational activities are organized, others are available on a leisure-time basis. Leisure time may be spent (but not limited to) watching television, playing table games, or participating in sports.

Hobby craft areas are offered daily. The hobby shop includes crafts such as drawing, painting, leather craft, crochet, and beading. Projects must be approved by the Recreation Department and mailed home within 30 days of completion. Unit art is available to inmates for small drawing and crochet projects. All other crafts must remain within the Recreation Department. Inmates are limited to three hobby craft projects at a time. Refer to the Institutional Supplement on hobby craft for more detailed information.

PSYCHOLOGY SERVICES

The Psychology Services Department at the institution consists of psychologists and drug treatment specialists. During the admission and orientation program, you will have a chance to be interviewed individually by a member of the psychology staff. During this screening psychology staff can get to know you and you may ask questions about services of the department. Psychology Services provide crisis intervention and group-based counseling. Anyone can request a consultation by submitting an inmate request to staff member form.

Morgantown Psychology Services offers introductory groups designed to provide you with skills necessary for successful reentry in to the community. These groups include Basic Cognitive Skills, DBT Skills workshop, and a CBT Skills group with rotating topics. These are typically offered in 5 weeks or less. Intermediate programming is offered for those who would like to work harder on more specific problem areas. These are

Criminal Thinking, Trauma in Life Workshop, and Anger Management. There are also other specialty groups provided such as trauma treatment, treatment for chronic pain, and others as needed. The Inmate Companion Cadre also offers monthly workshops on different topics which many inmates find helpful. We also have self-help resources and are working on creating a mental health library and relaxation room. If you are interested in any of these services, please send an electronic request, come to open house, or talk with an Inmate Companion Cadre member (wear purple lanyards). Sign up for workshops and specialty groups is also available in the Education Department. Psychology Services sessions are ordinarily confidential unless there is an indication of harm to others, harm to self, or any security violation.

A full range of drug treatment services are also available. The residential drug abuse program (RDAP) is a nine to twelve month 500 hour drug treatment program. The inmates in this program are housed separately for treatment purposes. The non-residential drug program (NRES) is a 12-24 week program that meets 1-2 hours a week. The drug education program provides basic information on drug addiction. Self-help groups to include smoking cessation are also offered. Final drug treatment decisions are made by a DAP coordinator.

Anyone experiencing adjustment problems, emotional difficulty, or personal/family concerns, should consider seeking assistance from psychology services before the problem causes significant stress.

RELIGIOUS PROGRAMS

Utilization of Spiritual Resources While Incarcerated.

Group Activities: All group religious activities take place in the chapel or the outdoor worship area. (A group is comprised of 2 or more individuals.) Only religious activities listed on the Religious Services Weekly Schedule are approved.

Attendance and Call-Out Procedures: Attendance at services taking place during the work day, during the work week will normally require the individual to be on call-out to the chapel. To be on call-out for a service one must belong to that particular faith group. For services taking place in evenings and weekends any individual may attend as he will.

Library: Library books may be checked out one at a time for a period of 10 days. Library privileges may be suspended for those failing to return books in a timely manner.

Audio/Video Room: Videos and DVDs may be viewed 3 times a week.

Individuals must use their own head phones. Chapel orderlies facilitate the reservation of time slots; and one must sign-up in the orderlies' office.

Tolerance and Respect for all Persons and Faith Traditions. A person has the right to practice his faith according to his beliefs. One may say positive things about his own faith. However, he must be careful to say nothing disparaging of another's faith. If one speaks ill of someone else's faith, people will think less of the person who makes such statements, and of their faith, as well. In other words, if you throw mud at another faith, you and your own faith are what get dirty.

Chaplain's Duty Schedule and Chapel Activity Schedule.

Duty Schedule: The chaplain's duty schedule and that of the RSA is posted in the chapel and housing units on a monthly basis. The chaplain works evenings on Mondays and Fridays and is available for appointments. However, please drop by any time you have a question.

Chapel Activity Schedule: Activities are listed on the Religious Services Weekly Schedule. Also, special Services are posted in the units as they arise.

Other programs are available on an occasional basis. All programs are advertised beforehand.

Community Resources Availability.

Religious Services is aided by a large cadre of volunteers and contractors in the endeavor to provide representative of each faith group.

Procedures for Acquiring Religious Items.

- A. **Religious Personal Property:** Headgear is available for purchase at the commissary. (3 items of headgear is the maximum number permitted.) Religious medallions or prayer beads may be ordered by means of a Special Purchase Order. Medallions will be 2 inches or smaller in diameter. The chaplain will assist in placing orders.
- B. **Literature:** Hardback books must be ordered directly from the publisher. Softcover books may be sent from home. (Be aware that a book cover made by gluing two pages together is considered hardback, no matter how flexible.)

Explanation of Religious Diet Program.

- A. Religious Diet is accommodated in two ways - self-selection from the mainline or the religiously certified processed food line.
- B. Those wishing to be considered for a religious diet must apply to the chaplain in writing. Upon receipt of such request the chaplain will arrange for a religious diet interview. After completion of the interview the chaplain will notify the individual of his accommodation in writing.
- C. Those on the certified food line may not purchase items conflicting with their religious dietary requirements.

Clarification of the Religious Rights of Inmates.

An inmate's right to practice his faith is not suspended while incarcerated. Therefore, he will be given opportunity to worship, study, and pray according to the dictates of his faith. Never-the-less, since safety and security is top priority religious services may be temporarily postponed or canceled.

Procedures for Family Members to Contact the Institution in Case of Emergency.

When there has been a death in the family or a family member is in the hospital family members may call the institution to relay the information. After the information has been verified staff (normally the chaplain) will notify the inmate. At such times the chaplain may provide one (1) compassion call.

Accordingly, it is advisable to bank phone minutes so there are some left at the end of the month.

Pastoral Care.

- A. Marriage Requests: Those wishing to get married should make application through the unit team. Once the marriage request is approved by the Warden, the Chaplain will arrange a date and time for the wedding ceremony. Weddings are held once a quarter.

B. Visits from Clergy of Record: If one wishes to have his spiritual advisor on his visiting list as a Minister of Record he should apply through the chaplain. Visits from ministers of record take place during regular visiting hours in the visiting room. (A Minister of Record does not count against the total number of visitors one has on his list.)

Holy Day and Ceremonial Meal Accommodation

B. Holy Days: One may observe holy days for his own faith only. Sign-up sheets are provided to faith groups with an upcoming holy day. Those wishing to have a day of observance - a day of work proscriptioin - may sign-up. Alternately, an individual may submit a cop-out. Whether by sign-up sheet or cop-out application to observe a holy day must be complete 10 days before the observance. This allows time to inform staff and obtain required approvals.

C. Ceremonial Meals: Each faith group is permitted to have one ceremonial meal in a calendar year. The significance of the ceremonial meal is twofold - eating together as a faith group, and selecting the menu for the noon meal for that day. Signing up procedures for the observance is the same as for a holy day.

Counseling

Any questions concerning religious practices, accommodations, or accessing of services should be directed to the chaplain. The chaplain is available for counseling and may be contacted at mainline, via email or cop-out, or by visiting his office. Don't hesitate to drop by.

SAFETY

FIRE DRILLS

Fire drills are conducted quarterly for all housing units. Drills are to be prompt and orderly. A fire drill is signaled by activation of the fire alarm system. When the fire alarm is signaled, inmates are to immediately exit the building following the posted fire evacuation plan. Staff will direct everyone to an area of assembly for accountability purposes. Inmates will remain in these assembled areas until, an all, clear signal is given.

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

On The Job Injuries: If an inmate is injured while performing an assigned duty, he must immediately report the injury to his work supervisor who will then report the injury to the institution's Safety Manager. The inmate may be disqualified from eligibility for lost-time wages or compensation if he fails to report a work injury promptly to the supervisor within 48 hours. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

FIRST STEP ACT OF 2018

Under the First Step Act, the Bureau identified programs, identified as either Evidence-Based Recidivism Reduction (EBRR) programs or Productive Activities (PA), which were associated with mitigating needs associated with recidivism. This page provides resources regarding current programming.

Maximizing the use of home confinement for lower risk, elderly, and terminally ill inmates

The First Step Act requires that the Bureau place inmates with lower risk levels and needs in home confinement for the maximum amount of time possible when this is appropriate. Inmate home confinement placements are routinely limited to 10% of a sentence or six months, whichever is shortly. In the case of inmates who have earned FSA Time Credit (FTCs) these limits do not apply when FTC is used to provide increased Residential Reentry Center (RRC) or home confinement. FTCs are independent from RRC placement time length.

The First Step Act directs the Bureau to continue the elderly and terminally ill offender pilot program. This program transfers eligible elderly and terminally ill inmates to home confinement for a longer portion of their sentence and waives time limitations on placements.

Prisoner Assessment Tool Targeting Estimated Risk and Need (PATTERN)

The First Step Act required the Attorney General to develop, for use by the Bureau, a recidivism risk instrument which would objectively assess an inmate's current level of risk for re-offending.

Federal Time Credit (FTC) Eligibility

The First Step Act established Federal Time Credits (FTC) which inmates can earn

through their completion of Evidence-Based Recidivism Reduction (EBRR) programs and Productive Activities (PA). However, in order to apply the credits earned, inmates must meet eligibility criteria. FTC is calculated by DSCC and not at the local level.

Inmate Needs Assessment

The purpose of the Inmate Needs Assessment is to identify specific areas of need which contribute to an inmate's likelihood of recidivism.

FSA INCENTIVES - APPROVED PROGRAMS

Inmates may earn a limited financial award to offset time lost from work as an additional incentive for successfully completing particularly intensive EBRRs in areas where they have identified needs. Only programs worth 100 hours or more are eligible for this incentive.

PROGRAMS OFFERED AT FCI MORGANTOWN

EBRR Programs	Hours
Apprenticeship Training	500
Bureau Literacy Program	240
Life Connections Program (LCP)	500
Post-Secondary Education	Up to 500
Residential Drug Abuse Program (RDAP)*	500
Vocational Training	125

The amount for each completed program is \$50. See the FSA Incentives Program Statement for more information.

*Residential (MTC)

Below are some of the EBRRs being offered at FCI Morgantown. Notices will be posted on TRULINCS.

National Parenting From Prison	behavioral therapy for addressing antisocial cognitions)
AARP Foundation Finances 50+	Basic Cognitive Skills (introductory program to CBT)
Arthritis Foundation Walk with Ease	Victim Impact: Listen and Learn
Brain Health as You Age	Non-Residential Drug Treatment Program
Getting to Know Your Aging Healthy Body	Cognitive Process Therapy (CBT to address trauma)
Healthy Steps for Older Adults	Emotional Self-Regulation (CBT for managing personal emotions)
K2 Awareness Program	Hooked on Phonics (aids in combatting dyslexia)
Living a Healthy Life with Chronic Conditions	English-as-a-Second Language
Managing Your Diabetes	Managing Your Diabetes
Money Smart for Adults	National Diabetes Prevention Program
Money Smart for Older Adults	Program Talking with Your Doctor - Guide for Older Adults (prepares for medical appointments)
Service Fit	
Soldier On	
Anger Management (CBT program to manage anger)	
CBT for Prison Gambling	
Criminal Thinking (rational	

Healthy Steps for Older Adults
(reduce falls)

Drug Education
Alcoholics Anonymous
Narcotics Anonymous

INMATE VOTING RIGHTS

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

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

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

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

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

Incoming and Outgoing Voter Mail

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

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

RESTORATION OF VOTING RIGHTS

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

- In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.
- In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.

▪ In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.

▪ In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

U.S. Department of Justice
Federal Bureau of Prisons

Sexually Abusive Behavior Prevention and Intervention



An Overview for Offenders

July 2018

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

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

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

What Can You Do To Prevent Sexually Abusive Behavior?

Here are some things you can do to protect yourself and others against sexually abusive behavior:

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well-lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

How Do You Report an Incident of Sexually Abusive Behavior?

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

Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

Write the Office of the Inspector General (OIG) which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General

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

E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours,

Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails: are untraceable at the local institution, are forwarded directly to OIG will not be saved in your e-mail ‘Sent’ list do not allow for a reply from OIG,

If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assaultants

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

Policy Definitions

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

Code 114/ (A): Sexual Assault By Force Code 205/ (A): Engaging in a Sex Act
Code 206/ (A): Making a Sexual Proposal

Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

Code 404/ (A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

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

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

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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

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

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

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
Washington, D.C. 20534**

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

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

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

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

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

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

Third-party reporting (outside of institution):
https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

<p><u>MALE AND FEMALE STAFF WORK IN HOUSING UNITS</u></p>
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