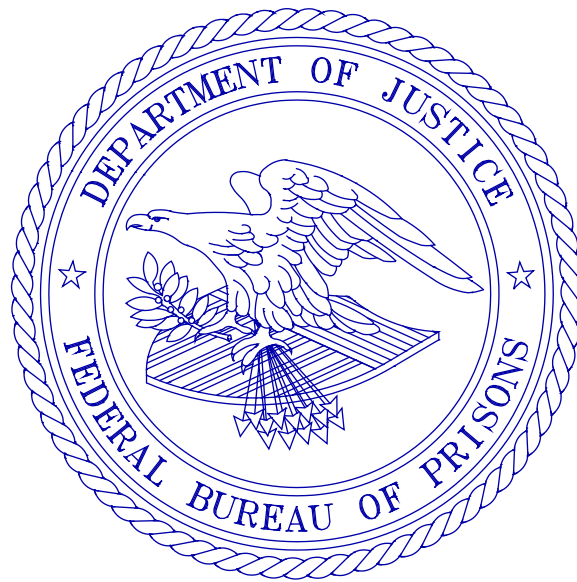


FEDERAL PRISON CAMP  
PEKIN, ILLINOIS  
ADMISSION & ORIENTATION HANDBOOK



REVISED FEBRUARY 2014

# ADMISSION AND ORIENTATION HANDBOOK

## FEDERAL PRISON CAMP

### PEKIN, ILLINOIS

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# **FEDERAL PRISON CAMP**

## **PEKIN, ILLINOIS**

### **PREFACE**

This handbook has been developed to assist and acquaint you with the daily routine at the Federal Prison Camp (FPC), Pekin, Illinois. Your understanding of the following information is essential to your successful adjustment to this facility. The information in this handbook is subject to change and does not override newly issued Bureau of Prisons Program Statements, Institution Supplements, and Operations Memoranda.

The mission of the Federal Bureau of Prisons is to provide a safe, secure, and a sanitary environment for individuals who are sentenced by the courts to the care and custody of the Attorney General. The staff at Pekin strives to accomplish this mission by ensuring that inmates are housed in a facility which best meets their security needs while providing them with a variety of correctional programs that balance punishment, deterrence, and rehabilitation. Your self-initiative, behavior, and responsibility will have a direct bearing on your confinement. The staff at this facility is dedicated in making every effort to provide you with a safe and secure living environment; therefore, you are expected to abide by the rules and regulations of this facility and to maintain a positive attitude.

The information in this booklet will serve as a valuable resource both initially and for future reference. Your cooperation with staff and other inmates will contribute to a positive, orderly environment.

### **INTRODUCTION**

The information contained in this booklet is designed to ensure a better understanding of the facts concerning this institution's operation. The Admission and Orientation (A&O) Program is designed to assist you with expectations that will possibly confront you as a newly admitted inmate. All newly-arriving inmates received, must attend the institution A&O Program. This segment is ordinarily completed within four weeks of arrival. Information will be made available which will provide you with specific department policies, procedures, rules, and regulations currently in effect.

Upon arrival, you will be processed through the Receiving and Discharge (R&D) area by Correctional Systems staff, a Unit Team member, and medical staff. A social interview, as well as, a medical screening will be completed at intake screening. You will also be issued an inmate Identification Card, Personal Access Code (PAC) and Personal Identification number (PIN) which can be used to access the Inmate Telephone System (TRUFONE) and the Trust Fund Limited Network Computer System (TRULINCS).



At the conclusion of intake screening, you will be assigned to a housing unit. When you have completed all aspects of the A&O Program, you will be assigned to a work detail. This process ordinarily takes 30 days after arrival to the facility.

Lastly, if an inmate is out of the institution for court appearance or any other temporary release for more than 90 days, you will be required to re-complete the Institution A&O Program, after which, you will normally be reassigned to your former work detail. Assignment to a former unit is contingent upon available bed space.

## **UNIT MANAGEMENT**

The Federal Prison Camp (FPC) is organized into two (2) housing units consisting of a multi-discipline group of staff who will make decisions concerning work, programs, discipline, and supervision. If you are a new commitment, transfer, or violator, you will be assigned to a housing unit and will have a formal meeting with your Unit Team ordinarily within four weeks of arrival.

The FPC is comprised of two housing units referenced by Kansas and Nebraska. Kansas Unit is a Residential Drug Abuse Program housing unit, and Nebraska Unit is a general population unit. Kansas Unit contains 2 and 3-man rooms. Nebraska Unit contains 2 and 3-man rooms, as well as, an 8-person room.

All inmate rooms will contain the following items:

- 1 pillow per inmate
- 1 wall locker per inmate
- 1 gray or clear box per inmate
- 1 metal chair per room
- 1 mattress per inmate
- 1 desk (8-person rooms do not contain desks)
- 1 trash can (no plastic liners allowed)
- 1 bulletin board per inmate (except 8-person rooms)

Gray or clear boxes are not allowed to contain clothing or Commissary items. The bulletin boards will not display magazine cut-outs, nude, or sexually suggestive photographs. Items assigned to the rooms will not be moved or altered. A combination lock is available for purchase in the Commissary for your individual locker. All room occupants will be **mutually** responsible for room sanitation, equipment, and held accountable for contraband item(s).

### Unit Staff

Each housing unit has a “Unit Team” which is made up of the following:

Unit Manager: Is responsible for the overall operation and supervision of the housing unit. The Unit Manager is ordinarily the “Chairperson” on disciplinary matters, inmate program reviews, and validates all team decisions.

- Case Manager: Is responsible for providing technical expertise on matters pertaining to unit management functions such as: parole commission, classifications, releases, transfer referrals, progress reports, etc.
- Correctional Counselor: Is primarily concerned with day-to-day activities. When you need assistance on personal matters, visiting, telephone, room, work, and/or administrative remedies, you should contact your assigned counselor. The Correctional Counselor is actively involved in unit sanitation and coordinates sanitation efforts with the Unit Officer.
- Unit Secretary: Provides clerical support and performs various administrative duties for unit staff.
- Correctional Officer: Is primarily responsible for the supervision of inmates within the housing unit to include: safety, security, sanitation, and contraband control. The Correctional Officer is considered an active member of the Unit Team and provides valuable insight to the Unit Team pertaining to the inmate's sanitation, conduct, behavior, and demeanor.
- Educational Representative: Is responsible for all matters pertaining to your educational or vocational needs. The Education Representative provides program recommendations and progress reports to the Unit Team during inmate program reviews.
- Psychologist: Is qualified to determine if emotional/psychological problems may be affecting your individual adjustment. The Psychologist monitors your participation in treatment programs and provides input to the Unit Team.
- Case Management Coordinator: The Case Management Coordinator (CMC) is a technical advisor for unit management functions, provides technical training, and oversees key program areas such as the Institution Financial Responsibility Program and Central Inmate Monitoring.
- Notary Public: Under the provisions of 18 USC 4004, Case Managers are authorized to affirm documents. A recent change in the law allows a statement to the effect that papers which an inmate signs are **“true and correct under penalty of perjury”** will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government affirmation for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's Notary Public. Contact your Unit Team regarding notary service, if needed.
- Unit Team: We are 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. Each unit is staffed by a Unit Team directly responsible for those

inmates living in that unit. The Case Manager and Counselor offices are located in the units. This allows for more inmate accessibility. The Camp Unit Manager is located in the Administration Building, and the secretaries are located in the housing units.

Unit Staff includes the Unit Manager, Case Manager Correctional Counselor, and Unit Secretary. When available, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team. You will be classified by your Unit Team ordinarily within four weeks of arrival.

Generally, the resolution of issues of interest while at the institution is most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas including institution program planning, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while incarcerated. During the work week, Monday through Friday, unit staff members are ordinarily available between 7:30 a.m. to 9:00 p.m. and on the weekend and holidays from 7:30 a.m. – 4:00 p.m. Unit staff schedules are posted on the unit bulletin board. It is your responsibility to read the unit bulletin daily.

### [Foreign National Inmates](#)

Foreign National Inmates who wish to contact their Diplomatic Embassy of their country of citizenship will provide a request in writing to the Unit Manager.

### [Communication](#)

The unit bulletin contains written communication of interest to all inmates. Unit Town Hall Meetings are also conducted. The Unit Manager may also utilize Town Hall Meetings to foster improved communications and/or to address individual issues or concerns. The use of the open door policy, chain of command, and Request to Staff Member (Cop-Out) are preferred in the resolution of issues. You are always encouraged to address your concerns directly to the department subject matter expert. Place Cop-Outs in the small metal box inside the Sally Port of the Administration building.

### [Inmate Financial Responsibility Program](#)

The Bureau of Prisons encourages each sentenced inmate to meet their legitimate financial obligations. As part of the initial classification process, staff will assist the inmate in developing a financial plan for meeting those obligations. At subsequent reviews, staff shall consider the inmate's efforts to fulfill those obligations based upon the level of financial resources.

Inmates are advised of the effects of non-participation, which ordinarily will adversely impact room assignments, work assignments, performance pay, commissary privileges, release gratuities, and community programs. Inmates placed in FRP "Refuse" status will not be

permitted to spend more than \$25.00 per month, excluding stamps and transferring funds to phone accounts.

### [Housing Unit Operations and Procedures](#)

It is your responsibility to read the unit rules and regulations, as they pertain to unit operations and sanitation standards. These rules are posted under the glass bulletin board and outlined below.

## **UNIT RULES & REGULATIONS**

Unit rules and regulations are intended to ensure the orderly running of the housing unit and are only minimal guidelines. Notification of any revision of the rules and regulations will be issued during scheduled Town Hall Meetings and postings on the unit bulletin boards. Each inmate is expected to comply with the rules outlined below:

### [Announcements](#)

The Public Address System will be used to announce counts, meal times, and other important messages.

### [Barber Shop](#)

Haircuts and hair care are authorized in the Barber Shop only. You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. No marking, emblems, or insignias are to be cut into the hair.

Inmates assigned to work in the Barber Shop are the only individuals who are authorized access to certain accountable items (i.e. scissors, razors). These inmates are available to provide services to the inmate population during the below-listed hours:

Monday 8:00 a.m. – 3:00 p.m.

Tuesday 8:00 a.m. – 3:00 p.m.

Wednesday 1:00 p.m. – 8:00 p.m.

Thursday 1:00 p.m. – 8:00 p.m.

Saturday 8:00 a.m. – 3:00 p.m.

Sunday/Federal Holiday - Closed

### [Bulletin Boards](#)

The bulletin boards located on each side in the housing unit contain pertinent information affecting program information, activities, notifications, and department schedules. Change Sheets and Call-Outs are posted at approximately 4:00 p.m., Monday through Friday, (excluding holidays). Change Sheets and Call-Outs on Friday include the weekend period. It is the individual's responsibility to view these documents daily. Failure to report to a scheduled Call-Out or comply with a posted Change Notification will result in an incident report being

issued for: Unexcused Absence From Work Or Any Program Assignment or Refusing To Work Or To Accept A Program Assignment 310/306.

### Contraband

Contraband is generally defined as anything not issued, not approved for retention, prohibited, or in excess, altered from its original form or commissary and medical items removed from its original container and placed in alternate containers. Inmates are also mutually responsible for any contraband located in the common areas of their assigned room.

### Correspondence

All general correspondence mail will be passed out following the 4:00 p.m. count, Monday through Friday. You must be present to receive your mail. Legal and special mail will ordinarily be delivered by a Correctional Systems staff member.

### Counts

Inmates not assigned to a work-related out count will report promptly to their assigned room for all official counts. Conversations will be kept at a minimum, and there will be no distractions to the counting staff. As designated below, the 10:00 a.m. weekend and holiday count, the 4:00 p.m. and 9:30 p.m. count, will be a stand up count. In addition to the official counts listed below, daily A.M. and P.M. census counts and institution lock down counts will also be conducted.

Official Counts:	1	12:00 a.m.
	2	3:00 a.m.
	3	5:00 a.m.
	4	10:00 a.m. <b>STAND UP COUNT</b> (weekends and holidays only)
	5	4:00 p.m. <b>STAND UP COUNT</b>
	6	9:30 p.m. <b>STAND UP COUNT</b>

### Dress Code

The appropriate dress code during the normal work week, Monday through Friday, 7:30 a.m. – 4:00 p.m., is as follows: all shirts and/or t-shirts are to be tucked in, and spruce green pants and shirts will be worn when outside the housing unit. The only exception to full uniform will be when traveling between recreation and the housing unit only. At no time will sweatshirts, t-shirts, or shorts be worn in any other areas other than recreation or the housing unit. Sweatshirts may be worn under the institution shirt. Gray t-shirts are not to be worn as an outer garment. Doo-rags are permitted inside the housing unit only. Work boots will be worn on all work details. At no time are undergarments to be worn outside of assigned cells. Inmates are to be properly dressed while in the housing units. Institutional issued spruce green shirt, pants and work boots are to be worn in the dining room even if a t-shirt is allowed on the work detail. All clothing is to be cleaned and washed on a regular basis and maintained in an acceptable manner.

### Earphones/MP 3 Players/Radios

Radios and MP3 players will only be utilized with earphones. Altered earphones or radios are considered contraband and will be confiscated. Inmates can only wear headphones in their housing unit and recreation department. Inmates are not allowed to wear headphones during mainline, while working or while walking across the compound.

### Emergency Exit

You must familiarize yourself with the emergency exit signs throughout your unit. Under no circumstances will hallways, doorways, exits, or entrances be blocked. In case of a fire or other disaster, it is most important that staff is able to take protective measures for you. Should you be instructed to vacate the housing unit, you are to exit as safely and quickly as possible through the unit entrance or emergency exit doors. Unless otherwise notified, inmates will assemble in the compound middle area.

Fire drills will be conducted on a quarterly basis at a minimum. Inmates are expected to exit the housing unit in a prompt, safe, and efficient manner. Appropriate disciplinary actions will be taken for those refusing to comply with the instructions of staff members.

### Ice Machine

The ice machine is a sealed unit. The areas immediately adjacent to the machine must be kept clean at all times. Water drainage lines must remain unclogged, and it will not be used to dispose of food items. The ice machine is off limits at 10:00 p.m. nightly.

### Intra-Unit Visiting

You are permitted to visit other inmates within your assigned housing unit. **Inmates are strictly prohibited from entering other housing units to visit other inmates.** An inmate is not allowed in another inmate's room without their presence. All intra-unit visiting will terminate at 9:00 p.m.

### Lights

Dayroom lights in the unit will ordinarily be turned on at 5:30 a.m. and turned off at 9:30 p.m. nightly. TV room lights will remain on when occupied.

### Noise Levels

Excessive noise levels, such as yelling and banging, will not be permitted at any time. Disruptive conduct and behavior will result in termination of activities.

### Office Complex & Open House

Unit staff will be available to address your concerns. Unit staff will also be available during meals in the dining room.

### Unit Quiet Time

Unit Quiet Time is defined as the period between 9:30 p.m. and 5:30 a.m. Inmates are expected to have consideration for those individuals trying to sleep.

### Robes

Robes are permitted to be worn to and from the shower. You must be fully clothed at all other times.

### Room Assignments

Room assignments are ordinarily coordinated by the assigned Counselor. Room assignments will be based on seniority, disciplinary actions, sanitation, programing, and IFRP responsibility.

### Showers

The middle shower stall or the shower stalls marked **“DAY USE ONLY”** are the only showers to be used during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m. This is necessary in order to allow the unit orderlies the opportunity to maintain a high degree of sanitation in the shower areas. Each individual also has the responsibility to assist in maintaining this area and to leave the area neat and clean after use.

Showers will terminate at least fifteen minutes prior to an official count and will terminate at 9:15 p.m., nightly. Individuals are expected to cooperate with the unit orderlies so as not to interfere with the general unit sanitation efforts.

Exceptions may be made by the Unit Manager for late night workers. In that event, the showers nearest the exterior walls will be used.

### Telephones

All telephone calls will terminate fifteen minutes prior to an official count. In addition to the telephone schedule below, one telephone will be available at all times from 6:00 a.m. until 9:30 p.m.

#### Weekdays:

6:00 a.m. – 7:30 a.m.  
10:30 a.m. – 12:30 p.m.  
4:30 p.m. – 9:30 p.m.

#### Weekends and Federal Holidays:

6:00 a.m. – 9:30 p.m.

Additional regulations concerning use of the telephones are as follows:

1. Inmates not making phone calls will not be permitted to congregate near the telephone area.
2. No third party telephone calls will be permitted.
3. Inmates will be responsible for their use of the telephone. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the telephone calls they make.
4. The use of the telephone will not interfere with institution schedules, programs, work assignments, or counts. When a census count or scheduled count is conducted, all inmates on the telephones shall terminate their calls immediately. During institutional emergencies, use of the inmate telephone may be curtailed or terminated.
5. International collect calls are not permitted.
6. Only whole dollar amounts may be purchased when buying phone credits.
7. The maximum length of a telephone call will not exceed 15 minutes.
8. The Inmate Telephone System is a dual system which has both debit and collect calling capabilities. Debit and collect calls can be placed during the hours telephones are turned on.

#### [Inmate Telephone Calls to Attorneys](#)

Confidential inmate-attorney calls should be allowed only when an inmate demonstrates that communication with their attorney by other means is not adequate: for example, when the inmate or attorney can demonstrate an imminent court deadline. Staff must consider whether or not an inmate has attempted to utilize other approved attempts at communication such as special mail provisions (legal mail or TRULINCS) or private inmate-attorney visits. **Inmates are responsible for the expense of unmonitored attorney telephone calls.** When possible, it is preferred that inmates place unmonitored legal calls collect. Unmonitored attorney telephone calls will only be provided to an attorney while utilizing the Inmate Telephone System, if the inmate is attempting contact with the courts or other non-attorney entity.

#### [Television Hours](#)

Unit televisions may be turned on at 5:30 a.m. daily. Televisions may remain on until 9:30 p.m., provide acceptable noise levels are maintained. Disruptive conduct, poor sanitation, and excessive noise in the common area may result in restricted viewing privileges. There will be no television viewing in the common areas during the unit cleaning times of 7:30 a.m. to 9:30 a.m. Chairs will not be leaned against the walls. You shall not place your feet or shoes against the walls. Under no circumstances will TVs be rotated from their original direction without the expressed approval of unit staff.

#### [Visits](#)

Visits are extremely important to inmates and visitors. It is your responsibility to ensure that all necessary application forms are forwarded to each visitor, to include immediate family



members. Children under the age of sixteen years of age are exempt from this rule. If you are expecting a visit, ensure the unit officer knows your location. It is your responsibility to notify prospective visitors of their approval or denial.

Requests for “special” visit considerations due to family emergencies shall be directed to the Unit Manager.

### Fire Suppression Water Sprinkling System

Tampering with the water sprinkler system, smoke alarms, or hanging any item from the system is prohibited and will result in the issuance of an incident report.

### Work Assignments

You will be assigned to a work assignment upon completion of the A&O process and medical clearance. Your initial work assignment will be based upon the needs of the institution. Thereafter, you may request a job change during your scheduled program review. The Unit Team may consider your current work performance, programming, job availability, conduct, behavior, and current institutional needs as determining factors in granting a job change. Requests for change in work detail assignments will be considered during regularly scheduled inmate program reviews.

## **UNIT SANITATION PROCEDURES AND STANDARDS**

Sanitation supplies are available daily. Storage of sanitation materials in the individual rooms is strictly prohibited.

During the periods of 7:30 a.m. to 10:30 a.m. and 12:00 p.m. to 1:30 p.m., all sanitation equipment (mops, mop buckets, etc.) will be reserved for the unit orderlies. The preferred time to address room sanitation is in the evening hours. The exception to this rule will be based on availability of equipment and with the approval of unit staff and those individuals who are correcting room deficiencies.

### Individual Rooms

These instructions are meant as a guide to help individuals maintain their living areas. Rooms should meet these requirements in order to pass sanitation inspections. Failure to achieve acceptable sanitation standards will result in disciplinary actions.

You must maintain your assigned room in order to present an overall appearance that is clean, neat, and orderly. All rooms will remain uniform in appearance. There will be no changes in the physical structure or design. At the discretion of the Unit Manager, inmates failing room inspections will be returned for immediate corrective actions. Repeated failure will result in disciplinary actions. Linens are not to be used as floor mats, locker tops, curtains, etc.

You will be held accountable for any and all damages found to have occurred within your assigned room: for example, replacement or maintenance required to correct or repair damage to the walls, ceilings, doors, windows, lockers, lights, vents, and plumbing fixtures. You will be written an incident report for damage to government property and may be sanctioned to restitution for replacement costs.

### Bedding

All bedding will be exchanged frequently to maintain good sanitation and hygiene. Blankets and sheets are to be exchanged at the institution laundry.

### Bed Making

Beds will be tightly made, wrinkle free, and neat with the blanket made on top. During the normal work week, Monday through Friday, **all beds will be made and inspection ready by 7:30 a.m.** Individuals assigned a medical lay-in are excluded from this rule. Individuals on a day or off shift may lie on top of a made bed as long as the room is inspection ready. On weekends and holidays, beds will be made prior to leaving the room.

During the normal work week, items (clothing, recreation equipment, books, writing materials, etc.) are not to be placed on top of the bed when not in use. These items are to be stored in the locker. Shoes that are not stored in the locker will be placed underneath the bed, starting at the head of the bed and continuing in a straight line.

### Bedframes

All bedframes will be dusted and cleaned on a daily basis.

Laundry bags will be tied to the foot of the bed or on the authorized wall hooks. Special precautions will be taken so as not to block or impair the vision of the officer during counts.

### Commissary

Commissary items are only authorized to be stored neatly in your assigned locker. Under no circumstances are Commissary items to be stored on the floor or under the bed. Items not contained in their original container are considered contraband and will be confiscated. Original containers are to be disposed of when empty and will not be used for other purposes.

### Common Area Tables

Users of this area are expected to clean up after themselves. Trash and recyclable items will be disposed of in the proper receptacles. Tables and the floor will be cleaned if warranted. Tables will not be moved without the expressed approval of the Unit Manager. Table games will not be played after 9:00 p.m.

### Doors/Windows

Entrance into the room and window sills will remain free from obstruction.

### Fire Safety

At no time will any item such as wood, paper, plastic, or cardboard boxes be brought into the unit for inmate use. Second use containers are to be disposed of when empty and will not be used for other purposes.

At no time will any changes be made to the physical structure or fixtures that may cause harm or injury to the inmate or others. This includes the placement of nails, screws, unauthorized hooks, and illegal radio antenna wires. No items will be attached to the window, window frame, or window security bars.

### Furniture

All furniture will be free of stains, dirt, and dust. There will be no gang insignia displayed at any time. Only a clock is authorized to be placed on top of stacked lockers. Any other items are prohibited from being placed on top of lockers or light fixtures.

### Floors

Floors are to be free of dust and dirt. Daily sweeping and mopping is required to maintain a clean surface.

### Microwave

Care will be exercised when using the microwave. Any spills will be cleaned up by the user. Ceramic cups and bowls are not allowed in the microwave. Do not slam the doors to the microwaves, as this causes damage to the latches. Microwave operating hours are between 5:30 a.m. and 9:15 p.m. nightly.

### Walls

The walls of the room are to be kept clean, scuff and stain free. No items will be placed, taped, or otherwise affixed to any wall surface other than the assigned room bulletin board. Light and electrical fixtures will be cleaned as needed and will remain dust and bug free.

Winter coats will be hung on the wall hooks. Clothing will not be hung on the bed post blocking or impairing the vision of the officer during counts.

Air vents shall not be blocked or the air flow deflected in any manner.

## **MECHANICAL SERVICES (FACILITIES)**

The goal for the Facilities Department is to perform maintenance and construction within the facility. This work will be accomplished utilizing inmates that have been assigned to the shops in Mechanical Services. We also provide training for inmates desiring to learn and study a related trade. The following is a list of details:

ELECTRIC

HVAC (Heating, Ventilation, and Air Conditioning)

UTILITIES (Air Handling Equipment, Boilers, Hot Water Heaters, and Maintenance)

CONSTRUCTION – 3, 4, & 5 (Construction, Cement Finishing, Block Work, Painting, Etc.)

CLERICAL WORKERS

LANDSCAPING

WELDING

Work hours are from 6:50 a.m. to 3:30 p.m., Monday through Friday, except holidays. All pay positions are identified in the Inmate Performance Pay Policy and are assigned according to job functions performed, experience, and the desire to learn and work. Steel toe boots must be worn at all times. Inmates must have their identification cards on their person and properly displayed at all times. Inmates are not allowed to work on live electrical circuits. Additionally, inmates are not allowed to enter confined spaces. Unless directed by their supervisor, inmates are not allowed to perform any repair or modification; all work request must be approved through a TMS work order.

## **HEALTH SERVICES**

It is the policy of the Bureau of Prisons to provide essential medical care and treatment to inmates during incarceration. Decisions concerning treatment and appointment times will be made solely by medical staff.

### [Medical and Dental Sick Call Procedures](#)

If you need medical attention, you must report to the Health Services Unit at the announced sick call move (7:00 a.m.) to sign up for sick call. Sick call is held on Mondays, Tuesdays, Thursdays, and Fridays. There is no sick call on Wednesdays, weekends, or during federal holidays. Any inmate reporting to sick call after the sick call move is closed will not be seen. Your medical and dental needs will be evaluated, and an appointment time to return for further evaluation will be given, if necessary. Dental sick call will be on Tuesdays 6:30 a.m. – 7:00 a.m. All other visits to the Health Services Unit, except emergencies, will be by appointment only. **BE PROMPT. Inmates must present their identification card upon request.** For

further information, refer to the Institution Supplement entitled “Medical and Dental Care of Inmates.”

### Emergency Care

Medical care is available 24-hours daily. Should you become ill or injured after sick call, notify your supervisor or another staff member. The medical staff will then arrange for you to be seen in the Health Services Unit. **No inmate will go to the Health Services Unit without a staff member clearing the visit with the medical staff first.**

### Medication Line

Certain medications are dispensed one dose at a time. If you are prescribed such a medication, you will be instructed to report to the Health Services Unit at the appropriate times to receive your medication. Refer to the Pill Line Schedule posted by the pharmacy.

#### **Weekdays:**

AM Insulin/Pill Line                      6:00 a.m. – 6:15 a.m.

Afternoon Pill Line                        2:45 p.m. – 3:00 p.m.

You **must** show your photo ID and state your name and register number to receive medications.

### Eyeglasses

Eyeglass prescriptions determined as a non-professional (reading only) will not be provided by Health Services. Inmates may purchase this item through Commissary.

Any inmate in need of eyeglasses must submit an “Inmate Request to Staff Member” (Cop-Out) to the Health Services Unit requesting an eye examination. Routine eye exams will be provided to inmates every two years. If at any time before the two years the inmate experiences a condition that the inmate feels requires the attention of the optometrist, the inmate will report to sick call for evaluation. Upon sick call evaluation, if it is determined the inmate needs to be seen prior to the two-year period, a consultation will be written for the optometrist. After an eye examination has been performed by the optometrist, each inmate has two options: the institution will provide a pair of standard issue eyeglasses obtained from the Federal Prison Industries, FCI Butner, NC, or the inmate can request a copy of his eye examination prescription and have a pair of eyeglasses mailed in **from an outside vendor only** at the inmate’s expense. Only the Health Services Administrator (HSA) may authorize eyeglasses to be mailed in from the outside vendor. An inmate will contact their Unit Team, who will forward a completed Authorization to Receive Package (BP-331) form to the Health Services Administrator for approval. NOTE: If an inmate is going to purchase eyeglasses from an outside vendor, the following will apply:

- a) The eyeglass frame must be plain black plastic, no metal, designer or beaded frames, and no hard cases or cleaning clothes;
- b) The eyeglass lens must not have any tint unless authorized by the Clinical Director or by the Health Services Administrator;
- c) The institution will not be responsible for fitting, adjusting, repairing, or replacing lost glasses purchased from the outside vendor; and
- d) The total claim value for the pair of eyeglasses must not exceed \$100.00. Repair of privately obtained eyeglasses will be at the inmate's expense.

NOTE: Inmates that are provided BOP glasses will be responsible for that pair of glasses. Health Services will not replace lost, broken, stolen, or mistreated eyeglasses until the next routine eye exam which is every two years. The inmate may replace the glasses at the inmate's expense from the community with the HSA's approval. Once received by the mailroom, the Health Systems Administrator will check the eyeglasses to ensure they meet the authorization requirements prior to releasing them to the inmate.

### Contact Lenses

The use of contact lenses in this institution will not be authorized unless they are prescribed by an optometrist, in consultation with the Clinical Director/Health Services Administrator, to address a specific ocular condition. With approved use of contact lenses, the proper solution will be provided through Pharmacy Services.

### Physical Examination

Initial exam – An initial complete physical examination (medical and dental) to determine needs will be performed on all new commits within 14 days of admission. If you have already received a physical exam prior to your transfer to Pekin, another exam will not be required. Periodic health examinations are age specific and will be provided based upon age and identified risk factors. If you have a health problem which you think may be more than routine, you should report to Sick Call for an appointment. An inmate being released from custody may request a medical evaluation if they have not had one within one year prior to the expected date of release. Such examination should be conducted within two months prior to release.

### Emergency Dental Care

Emergency dental care is considered to be of the highest priority and is available to all inmates. Dental sick call is Tuesday 6:30 a.m. – 7:00 a.m. Emergency dental care includes treatment for relief of pain, swelling, traumatic injuries, and acute infection. If an emergency occurs during or after work hours, the inmate is instructed to report this to their work supervisor or unit officer who will then call the Health Services Department.

### Routine Dental Care

Routine dental care is elective and is requested by each inmate through an Inmate Request to Staff or "Cop-Out." Each request is responded to by dental staff, and the inmate is placed on a

chronological waiting list for treatment unless there are specific health reasons to establish other priorities. It is important for each inmate to watch the call-out list and to be present for their scheduled appointment.

### Accessory Dental Care

Accessory dental care includes crown and bridge work, orthodontics, implants, and TMJ surgery. These are not provided to the inmate population.

### Co-Pay Program

All inmates have access to Bureau healthcare services. The Bureau will charge a co-pay fee for inmate requested visits to healthcare providers. Inmates will not be denied access to necessary healthcare because of an inability to pay the co-pay fee. Generally, you must pay a fee of \$2.00 per healthcare visit or healthcare service if you:

1. Receive healthcare services in connection with a healthcare visit that you requested (except for services described in the P.S. 6031.02, Co-Pay Program); or are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a healthcare visit.
2. You will not be charged a healthcare service fee if you are considered indigent and unable to pay the healthcare service fee. The Warden may establish rules and procedures to prevent abuse of this provision. An inmate without funds (indigent inmate) is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. In addition, co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff.

### Concerns/Grievance

Any healthcare concerns may be addressed with the Health Services Administrator (HSA) or his/her designee on Thursdays at noon mainline at the FPC. You are encouraged to attempt to resolve your concerns at the lowest level. If further remedy is needed, you may utilize the more formal process of administrative remedies through your Unit Team.

## **HEALTH CARE RIGHTS AND RESPONSIBILITIES**

### **RIGHTS**

1. You have the right to healthcare services based on the local procedures at your institution. Health services include medical sick call, dental sick call, and all support services. Sick call sign-up at this institution is conducted from 6:30 a.m. to 7:00 a.m. on Monday, Tuesday, Thursday, and Friday.
2. You have the right to be offered a Living Will or to provide the Bureau of Prisons with

### **RESPONSIBILITIES**

1. You have the responsibility to comply with the healthcare policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution healthcare staff to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to

Advance Directives that would provide the Bureau of Prisons with instructions if you are admitted as an in-patient to a hospital in the local community or the Bureau of Prisons.

DNR orders will never be invoked while an inmate is housed at the institution. The terms of the Advance Directive can only be enacted when the inmate is transferred to a community hospital or a BOP Medical Referral Center.

3. You have the right to participate in health promotion and disease prevention programs including education regarding infectious diseases.

4. You have the right to know the name and professional status of your healthcare providers.

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

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

7. You have the right to be examined in privacy.

8. You have the right to obtain copies or certain releasable portions of your medical record.

9. You have the right to address any concern regarding your healthcare to any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendation of the prescribing healthcare provider.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

12. You have the right to request a periodic health examination as defined by BOP policy.

complete this agreement.

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

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

5. You have the responsibility to treat staff in the same manner.

6. You have the responsibility to keep this information confidential.

7. You have the responsibility to comply with security procedures.

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

9. You have the responsibility to address your concerns in the accepted format such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.

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

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

12. You have the responsibility to notify medical staff of your wish to have an examination.



13. You have the right to dental care as defined in BOP policy to include preventive services, emergency care, and routine care.

14. You have the right to a safe, clean, and health environment including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.

16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

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

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

15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. You have the responsibility to be truthful, not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

## **PSYCHOLOGY SERVICES**

Psychology Services provides professional services in the area of evaluation, counseling, group programs, crisis assistance, drug treatment, and self-help programs. Each new arrival will be interviewed and provided a summary of current psychological programs available for enrollment.

Most programs in Psychology Services are voluntary enrollment and voluntary withdrawal after enrollment with no penalty or disciplinary action for withdrawal. Inmates are encouraged to suggest programs. Programs are usually conducted on a group basis and open to eligible inmates.

### Drug Education Program

The Drug Education Program is designed to educate inmates on the various aspects of addiction and abuse. Specifically, the Drug Education Program is provided to help inmates evaluate the consequences that alcohol and other drug abuse has had on themselves, their families, and their community. It also provides valid information concerning the physical, emotional, and social side effects of drug abuse. Information is provided regarding the availability of additional drug treatment and self-help services which are offered in the Bureau of Prisons and in the community. Drug Education teaches a decision-making process based on the analysis of costs and benefits of criminal/drug abuse lifestyles versus prosocial lifestyles. The Drug Education Program is designed to provide information in a format that will enhance motivation toward entering a Residential Drug Treatment program.

Currently, every Bureau of Prisons institution offers this 15-hour drug education course. It is available to any inmate who wishes to volunteer or is required to take it. You may be required to attend this program if:

1. There is evidence that alcohol or other drug use contributed to the commission of the offense.

2. Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status.
3. There was a recommendation (or evaluation) for drug programming during incarceration by the sentencing judge.
4. There is evidence of a history of alcohol or other drug use.

If an inmate is required but refuses to participate in the program, they are:

1. Not eligible for performance pay, bonus pay, or vacation pay.
2. Not eligible for a Federal Prison Industries work program assignment.

### Non-Residential Program

Non-Residential Drug Abuse Treatment is an up to 24-hour program which consists of group counseling and self-help programming provided through the institution's Psychology Services Department. This treatment is available to inmates with substance abuse problems.

Non-Residential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

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

Program completion awards are only available for those who complete the program. Inmates who complete NR (Non-Residential) drug abuse programming may also be paid up to \$30 for completion of the 24-session program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards. To participate, please submit a Cop-Out to Psychology Services.

### Residential Drug Abuse Program

The Residential Drug Abuse Program (RDAP) is a course of individual and group activities provided by a team of Drug Abuse Treatment Specialists (DTS), and the Drug Abuse Treatment Coordinator in a treatment unit set apart from the general prison population, lasting a minimum of 500 hours over a nine to twelve month period.

The entire Residential Drug Abuse Treatment Program in the Bureau consists of three components:

1. Unit based Residential program lasting between nine to twelve months (minimum 500 hours),
2. The institution transition phase, which requires participation for a minimum of one hour a month over a period of twelve months after successfully completing the unit-based program (however, if an inmate is scheduled for a transfer to a community-based program before he can begin or complete the institution transitional services component, this component is not required); and
3. The community transitional services, lasting up to six months when the inmate is transferred to a community corrections center or to home confinement.

To qualify for the RDAP program, an individual must have documentation to support a substance use disorder within the 12-month period before their arrest on their current offense and be eligible for six months of RRC placement.

Mentoring awards are provided for completion of each phase of treatment.

Some inmates may receive a period of early release, not to exceed 12 months, if they successfully complete all components of the RDAP program.

### Availability

Psychologists are always available to assist inmates with personal problems, emergency situations, crisis intervention, general mental health questions, interest in self-help, and desire for professional treatment. A psychologist is available by submitting an “Inmate Request to Staff Member” or in an emergency by alerting any staff member. Conversations of a counseling or treatment nature are confidential except in the following three (3) situations:

1. A clear risk of serious injury, disease, or death to you or another person.
2. A clear risk to the security of the institution.
3. A current or future felonious offense.

The Drug Abuse Program Coordinator and Drug Treatment Specialists are available to assist with RDAP (Residential Drug Abuse Program) referrals as well as enrollment in other available drug programming.

### Sexual Abuse Prevention and Intervention

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 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 is sexually abusive behavior?

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

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 101/(A): Sexual Assault
- 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 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

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.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or 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 who knowingly file false reports will face disciplinary measures.

## Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- 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.

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 Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff 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. 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.

### Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau 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.

### Supportive Services

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.

### Consequences for Assailants

Anyone who sexually abuses/assaults others while in the custody of the Bureau will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will also be referred to Psychology Services for an assessment of risk, treatment, and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of

confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

### 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. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff. You can:

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a "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 management staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. 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

P. O. Box 27606

Washington, D.C. 20530

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

Suicide Prevention

If you notice symptoms of any abnormal behavior or situation that may suggest that an inmate is upset and potentially suicidal, you need to notify staff immediately.

Psychology Services are here to be of service to you.

Your contact with Psychology Services is at your discretion outside of the initial interview upon your arrival at this institution and requirement, if any, to participate in the Drug Abuse Education course.

See attached memo from Director Charles E. Samuels, Jr.

**FOOD SERVICE**

Food Service Mission: To provide all persons confined in Federal prisons with meals which are nutritionally adequate, properly prepared, and attractively served. To provide all inmates assigned to the department with the opportunity to acquire skills and abilities that may assist in obtaining employment after release.

The Bureau of Prisons now serves all meals according to a National Food Service Menu to include heart healthy options for all meals.

Your unit officer or detail supervisor will notify you when to come to Mainline according to the time schedules listed below:

Weekday Dining Room Schedule:

BREAKFAST	6:20 a.m. – 10-minute last call announced
LUNCH	11:00 a.m. – 10-minute last call announced
DINNER	After 4:00 p.m. count clears – 10-minute last call announced

Weekend & Holiday Dining Room Schedule:

COFFEE HOUR	7:00 a.m. – 7:45 a.m.
BRUNCH	After 10:00 a.m. count clears till 10-minute last call announced
DINNER	After 4:00 p.m. count clears till 10-minute last call announced

Books, reading material, personal cups, and Commissary items are not to be brought into the dining room. One container of hot sauce is the only food item authorized to bring into food service. **No food items will be taken out of food service.** Line cuts are not allowed.



Portioned food items will be served on the supervised serving line. You are to tell the servers if you wish to receive the heart healthy items.

Exchanging food items from one person to another is not permitted on the serving line.

Individuals who double back through the service line and receive portioned items will receive an incident report.

Please be considerate to others in keeping your table and floor areas clean while eating. Return your trays, dishes, and flatware to the tray windows at the rear of the dining room when you are finished eating. Loitering is not permitted in the dining room.

As with any food service establishment, we require trained, quality workers to perform our function. A variety of work shifts are available. Please feel free to contact the Food Service staff for openings. All positions require a designated work uniform along with appropriate safety and sanitation gear. Pay is always a critical topic for any job, and we have a wide range of paid positions. All paying positions fall within the Inmate Performance Pay Policy and are assigned according to the job function performed. Bonus pay is available and is also administered in accordance with policy. Inmates must have a medical clearance to work in Food Service. For further information, refer to the Institution Supplement entitled "Dining Room Meal Schedule & Rotation."

## **CORRECTIONAL SYSTEMS DEPARTMENT (CSD)**

The Correctional Systems Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office. All outgoing mail must be deposited in the main mailbox by the Administration Building. With the exception of federal holidays, mail will be processed Monday through Friday. You must place your **committed** name, register number, and the institution's return address on all outgoing mail as follows:

Committed Name/Register Number  
Federal Prison Camp  
P.O. Box 5000  
Pekin, Illinois 61555-5000

If this information is **NOT** on your letters, they will be returned to you. Incoming mail will be treated in the same manner; **the inmate's committed name and number must be on the envelope**. Mail is delivered Monday through Friday after the 4:00 p.m. count by the Unit Officer in the common area of each housing unit. There is no delivery on weekends and Federal holidays.

Open house is on Wednesday and Thursday from 11:00 a.m. to 12:00 p.m. to address any questions or concerns you have for the Mail Room, R&D and the Records Office areas. Mailing out hobby craft items are as follows: Kansas on Wednesdays and Nebraska on Thursdays.

For all outgoing Legal or Special Mail, you will need to meet the CSD staff in the Administration Building at 7:15 a.m. Each letter is to be sealed, "Legal Mail" written on the front of the envelope and be addressed to an authorized legal address. You must show your Identification Card when dropping off this mail.

Incoming Legal or Special Mail will be handled by the mailroom staff. Each inmate will be called within 24 hours of the mail being received from the post office, which is in accordance with Bureau Policy. The inmate will be called to the FPC Administration Building between 9:00 a.m. and 10:00 a.m. to pick up their legal mail. The inmate must have their inmate identification card on them to receive this mail. If you miss this time frame, you will be placed on call-out for the next morning during our legal mail open house. If you miss the call-out for any other reason except an institution emergency, you will receive an incident report. The inmates will sign for receiving this mail, and it will be opened and searched for contraband prior to being handed to the inmate. All unauthorized items will be rejected and dealt with in accordance to policy. Incoming Legal/Special Mail **must** be clearly marked with "Special Mail – Open Only In The Presence of The Inmate," and the sender's name must be properly identified with their title in the return address section for this mail to be handled in that manner. All mail is treated in accordance with the United States Postal Service Regulations. The Federal Bureau of Prisons (BOP) Program Statement on Correspondence and the Mail Management Manual are on file in the Law Library.

For the special housing unit legal mail, the mail room staff will deliver it to the Special Housing Unit. The inmate's identification card will be used to ensure the right inmate is receiving the mail. The legal mail will be opened and searched for contraband prior to being handed to the inmate. All unauthorized items will be rejected and dealt with accordance to policy.

You are not allowed to correspond with inmates confined at other federal or state correctional institutions without prior written approval. The Chief Executive Officer is the approving official for federal to state correspondence. This approval must be on file in the mailroom prior to corresponding. The Unit Managers at both facilities are the approving official for federal to federal authorization. This approval must be loaded into the system by the counselor prior to corresponding.

All money orders, cash, and checks for inmates designated at Pekin must be sent to the National Lockbox location. You should include your committed name and register number. The address is P.O. Box 474701, Des Moines, IA 50947-0001. No other mail items besides money should be sent to the lockbox. If received at the facility, the item will be rejected and returned to sender with notification as to proper handling of these items.

Hard cover publications and newspapers must come directly from the publisher, bookstore, or a book club. Soft cover books and magazines are authorized to come in by any source, but a limit of five per mailing, and all packages must be marked "Books" or "Authorized Reading Material," or it can be refused at the post office if they are not easily identified that they are coming from an authorized source. An Authorization to Receive Package form can also be used to have items of this nature sent in. This form must be signed by the Unit Manager, and a copy must be on file in the mailroom.

When a **camp inmate is placed in Special Housing Unit** at the medium security level facility, due to the security levels, all incoming publications will be required to be sent from an authorized source as listed in Program Statement 5266.11. This states at medium security, high security, and administrative institutions, an inmate may receive hard and/or soft cover publications (for example books, newspaper clippings, magazines and other similar items) **only from the publisher, from a book club, or from a bookstore**. Therefore, all incoming publications received from the Post Office, not meeting these requirements for FPC inmates currently housed in Special Housing Unit, will be returned to the sender with a rejection notice explaining why the item is being returned.

Postage stamps are to be purchased through the Commissary and cannot be received through the mail.

Most commonly items rejected are: stamps, musical greeting cards, polaroid photos, homemade cards that are not able to be searched without destroying, and stickers.

### [Receiving and Discharge](#)

If you transferred from another federal institution, the R&D Officer will place you on a call-out to issue your property. If you have any questions about your property being here, you may submit a “Request to Staff Member” (Cop-Out) addressed to the Receiving and Discharge Officer or come to open house. If R&D does not have your property, your counselor can assist you in contacting the previous facility to check on the status of your property. Your property will be made in compliance with the Institutional Supplement titled “Personal Property, Inmate,” which can be accessed through TRULINCS.

When you transfer to another institution, you will be made in compliance with National Program Statement 5580.08, [Inmate Personal Property](#), which can be accessed through TRULINCS. If you are placed in Special Housing, your property will be inventoried and stored in Special Housing until your release or transfer. If an inmate goes out on a writ, the property will be inventoried and stored until your return or other arrangements are made.

During R&D open house at the FPC, you will be able to mail out personal property and hobby craft items. A completed Authorization to Mail-Out form needs to be signed by a Unit Team member. When completing this form, **ensure you are putting the number on each item you are sending out**, i.e. five books, one inch of various papers, etc., and attach a mailing label.

Release clothing can be sent in no earlier than 30 days prior to your release date. You must have an Authorization to Receive form on file in the mailroom in order for the box to come into the facility.

### [Records](#)

The Designation and Sentence Computation Center (DSCC) in Grand Prairie, Texas and the Records Office at the institution computes your federal sentence, establishes release dates, tracks extra good time, statutory good time, lump sum extra good time awards, and detainers.

You will be given a copy of your sentence computation as soon as it is prepared and certified by DSCC. Any questions concerning good time, jail credit, parole eligibility, length of sentence, full-term dates, release dates, 180-day dates, and periods of supervision should be addressed to the Supervisory Correctional Systems Specialist in the Records Office via a Request to a Staff Member (Cop-Out) form.

### Detainers

Another law enforcement agency may place a detainer on an inmate while they are incarcerated. For all untried charges, you may be able to start a 180-day Interstate Agreement on Detainers (IAD). If this applies to you, a Correctional Systems Officer in Records will complete the forms and discuss this procedure with you. The IAD is not applicable to any type of violation or ICE detainers.

### Statutory Good Time

Under the old sentencing guidelines, a person who is sentenced to six months or more receives a specific number of days off their sentence every month (Statutory Good Time). The length of the sentence determines the amount of days an inmate is entitled to each month. Shortly after arriving at the facility, a Notification of Good Time earning rate will be received on a form entitled "Computation Summary" from the Correctional Systems Department. A disciplinary report may result in loss of Statutory Good Time or the disallowance of Good Conduct Time.

### Extra Good Time

In addition to Statutory Good Time, inmates sentenced under the old guidelines will receive three Extra Good Time days per month for the first year, prorated according to the dates of commitment and release. Every year following, five days of Extra Good Time will be accrued each month.

### Good Conduct Time (Comprehensive Crime Control Act)

For those inmates committed under the provisions of the Comprehensive Crime Control Act (CCCA) (i.e., the date of the federal offense was on or after November 1, 1987), the following applies:

A prisoner who is serving a term of imprisonment of more than one year is eligible to receive up to 54 days Good Conduct Time after each year of their sentence is served. Credit for the last year or portion of the last year will be prorated and credited within the last six weeks of the sentence. Good Conduct Time may be disallowed for misconduct.

### Commutation of Sentence

The Bureau of Prisons also advises inmates on commutation of sentences. This is a form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the Constitution to the Chief Executive

Officer, who is the President of the United States for Federal Offenses. Commutation of a sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for Commutation of a Sentence must do so on a designated form. The rules governing these petitions are available in the Law Library.

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

### Notary Public

Specific staff has been designated to notarize documents. Should an inmate need a document notarized, they can inquire as to which staff members are designated as a certified notary public.

## **TRUST FUND/INMATE SERVICES**

### Commissary

The Commissary offers a variety of edible and inedible products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to complement the institution food service menu. Commissary use is a privilege, not a right. An Institutional Identification Card is required to shop at the Commissary and is ordinarily provided during initial processing. The FPC Commissary is open on Tuesdays and Wednesdays.

Inmates will be allowed to shop one day per week based on their housing unit or work assignments. There will be no exceptions granted to an inmate to shop on a day other than their scheduled day.

### **Friday Early Sales 11:00 a.m. to 12:30 p.m.**

**Open to all inmates for the purchase of specific items of inventory such as tennis shoes, radios, SPO's, and hobby craft items only.**

**Any concerns** about your purchase must be settled with staff before you leave the sales window. Should you be absent and/or miss your place in line, you void the opportunity for general purchase. Special purchase is on Fridays from 11:00 a.m. to 12:30 p.m. The spending limit is \$320.00 per month and will be re-validated based on the fifth digit of the inmate register number.

All items purchased within the Commissary will be applied to an inmate spending limit, except Over the Counter Medicines (OTC Meds), postage stamps, and Inmate Telephone system credits. Spending limits for the Christmas season may be increased \$50.00 and will be posted for one validation period. Commissary order forms are available in the housing units. Orders must be completed prior to arrival at the sales window. Out-of-stock items, new items, and

price changes are posted within the Commissary. Do not leave the Commissary once you have submitted your form. It is your responsibility to check the out-of-stock lists, new items, and rules pertaining to the Commissary operation.

**No Additions or Substitutions** will be made once you have submitted your order form. **All prices are subject to change without notice.**

**ALL SALES ARE FINAL!**

### Special Purchase Orders (SPO's)

Hobby shop items such as special pencils, art supplies, and ceramic supplies will be available through the Special Purchase Order Program (SPO's). These items are limited to those items approved in catalogs in the Recreation Supervisor's Office.

Special Purchase Orders (SPO's) will be sold during the Friday early sales period. A list of all Special Purchase Orders (SPO's) ready for pickup, will be posted on the Commissary bulletin boards.

### Telephones

Your telephone privileges are administered through the Telephone System (TRUFONE). Subject to available funds, you will be allowed to make phone calls to any number on your approved phone list. Value Added Communications (VAC) (800) 913-6097 is the vendor for prepaid accounts. The calling party is responsible for establishing a new account with VAC.

If the phone privilege is abused, calls may be limited to specific numbers, or phone privileges may be denied.

Phone credits are acquired by transferring funds from an inmate's account to their TRUFONE account. Transfers can be accomplished up to two times per day. All transfers will be in whole dollar amounts.

Inmates not making phone calls will not be permitted to congregate near the telephone area. Telephones are available from:

**6:00 a.m. – 9:30 p.m. Daily (300 minutes per month).**

A list of up to thirty (30) numbers may be obtained on your account. Inmates are to add and delete numbers through their account by accessing TRULINCS. Changes to established phone lists may be submitted once (1) per month. All phone calls are limited to fifteen (15) minutes.

No third party, credit cards, 800, 888, 877, and 900 numbers, or information calls will be permitted in the system. Calling motels and hotels will not be permitted.

The BOP reserves the authority to monitor (this includes recording) conversations on any telephones located within its institutions. The daily monitoring is to preserve the security and orderly management of the institution and to protect the public. Your use of inmate telephones constitutes consent to this monitoring. Inmates must contact their Unit Team to arrange an unmonitored legal call (collect call) if there is an imminent court deadline.

Telephone credits will only be credited back to an inmate account if you meet one of the following criteria:

1. An inmate is being released from custody.
2. An inmate is being processed for transfer to another BOP institution.
3. Revocation or telephone restriction for more than 30 days.

### Money Posting

**No monies or checks will be posted to any inmate's account at this institution.** All funds will be processed at the lockbox which is located in Des Moines, Iowa. All funds received at the institution will be returned to the sender. The address of the lockbox is as follows:

**Federal Bureau of Prisons  
Insert Inmate Register Number  
Post Office box 474701  
Des Moines, IA 50947-0001**

Money may be transferred to an inmate's account by Western Union. With this transaction, this Type of transaction, those monies will be placed on an inmate's account within a few hours of the transaction.

No personal checks will be accepted at the lockbox site. Approved types of negotiable instruments are Money Orders, Government Checks, foreign Negotiable Instruments, and Business Checks.

Money transfers can be sent from Mexico from a participating Elektra – Western Union location in Mexico.

### Institution Laundry/Clothing

The FPC Laundry/Clothing Room will be open Monday through Friday. The laundry operations will be closed on all federal holidays. The laundry will process any personal clothing. Laundry closes at 1:30 p.m.

The FPC laundry schedule will be based on the last two digits of the first five digits of your register number. Example: If an inmate has the register number of 123**45**-678, their number is **45**; therefore, their laundry day of the week would be on a Tuesday.

All inmate laundry bags will need to have your last name and number printed on each bag. No sheets, pillowcases, towels and blankets will be washed in these bags.

**Linens, blankets and towels can be exchanged each morning on a one for one basis.**

**FPC Laundry Schedule**

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
		Personal Hygiene <b>6:20 a.m. - 7:30 a.m.</b> Linen/Blanket Exchange <b>6:20 a.m. - 7:30 a.m.</b>		
Inmates' fourth & fifth digits of Reg. No. <b>00-024</b>	Inmates' fourth & fifth digits of Reg. No. <b>25-49</b>	Inmates' fourth & fifth digits of Reg. No. <b>50-74</b>	Inmates' fourth & fifth digits of Reg. No. <b>75-99</b>	
Laundry/Clothing Repair Drop-off <b>6:20 a.m. - 7:30 a.m.</b>	Laundry/Clothing Repair Drop-off <b>6:20 a.m. - 7:30 a.m.</b>	Laundry/Clothing Repair Drop-off <b>6:20 a.m. - 7:30 a.m.</b>	Laundry/Clothing Repair Drop-off <b>6:20 a.m. - 7:30 a.m.</b>	Laundry/Clothing Repair Drop-off <b>6:20 a.m. - 7:30 a.m.</b>
Laundry/Clothing Repair Pickup <b>10:30 a.m. - 12:30 p.m.</b>	Laundry/Clothing Repair Pickup <b>10:30 a.m. - 12:30 p.m.</b>	Laundry/Clothing Repair Pickup <b>10:30 a.m. - 12:30 p.m.</b>	Laundry/Clothing Repair Pickup <b>10:30 a.m. - 12:30 p.m.</b>	Laundry/Clothing Repair Pickup <b>10:30 a.m. - 12:30 p.m.</b>

[Clothing Exchanges](#)

Soiled laundry will be brought to Laundry between the hours of 6:30 a.m. and 7:30 a.m. Soiled laundry will be placed in the inmate's laundry bag and secured with a closure. The clothing will be washed and dried in the bag and placed in the inmate's assigned bins. Clean laundry will be picked up that day after 11:00 a.m.

[Personal Hygiene Supplies](#)

Personal hygiene supplies will be made available for all inmates at the FPC on Wednesdays from 6:30 a.m. to 7:30 a.m.

[Linen and Blanket Exchanges](#)

Linen and blanket exchange will be accomplished on Wednesdays between 6:30 a.m. to 7:30 a.m. All items will be exchanged on a one for one basis.

[Safety Shoes](#)

Each inmate will be issued one pair of safety shoes. If an inmate has a problem with their shoes, they should report this to the clothing room staff. Exchange of safety shoes will be at the clothing room staff's discretion.



## Property/Clothing

### Alterations

Clothing in need of repair or alterations should be brought to Laundry between the hours of 6:30 a.m. and 7:30 a.m. Clothing that is altered may be picked up the same day at 11:00 a.m. Inmates are not allowed to do individual alterations. All alterations must be done by the laundry department only.

### Clothing Allowance

Each inmate will be issued a bed roll by the R&D Officer upon initial commitment. The bed roll will be signed for and turned in upon release. The bed roll consists of:

Blanket	1 Each
Sheets	2 Each
Pillow Case	1 Each
Washcloth	1 Each
Towel	1 Each

The Clothing Room will issue all new commitments the following items:

Spruce Green Shirts	5 Each
Spruce Green Pants	5 Each
Underwear	7 Each
T-shirts	7 Pair
Socks	7 Pair
Safety Shoes	1 Each
Jacket (seasonal)	1 Each
Laundry bags	2 Each

### Responsibility

Each inmate will be responsible for each article of clothing that is issued to them. Any unauthorized items are prohibited.

### Institution Releases

When inmates are released from incarceration, all issued clothing and linens must be turned into the clothing room. You are held responsible for each article of issued items. Any destruction, mutilation, negligence, or unauthorized use of institution clothing, bedding, or towels on an inmate's part, may result in disciplinary action. This includes the possession of such items as cut off work pants, uses of towels as rags, sleeveless shirts, etc.

## **RELIGIOUS SERVICES**

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of regular religious activities is posted on bulletin boards in the chapel and the units. These schedules are also distributed during the A&O Program. Approved volunteers and contract clergy will assist the Chaplains. For further information, refer to the Institution Supplement entitled “Religious Beliefs & Practices of Committed Offenders.”

## **EDUCATION DEPARTMENT SERVICES**

### Interview and Placement

During the week of Admissions and Orientation, a member of the Education Department’s staff will conduct an interview with you. You will receive a brief overview of the programs available and recommended programs in which you should enroll. This information will also be given to your education representative and to your Unit Team. We expect that you will take an active role in furthering your educational horizons.

### Literacy

All inmates without a GED or high school diploma who are below the 8.0 eighth grade level on the TABE test will be placed in our Pre-GED literacy class. All inmates without a GED or high school diploma who are above the 8.0 eighth grade level on the TABE test will be placed on our GED literacy class.

An inmate shall not receive approval to voluntarily withdraw from the literacy program until they complete at least 240 instructional hours in the literacy program.

The PLRA provides that, in determining Good Conduct Time awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress while attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

When a VCCLEA inmates receives a GED UNSAT Progress assignment, earned GCT shall not vest. When a PLRA inmate receives a GED UNSAT Progress assignment, they will not be eligible to earn the maximum amount of GCT. UNSAT Progress is obtained by being found guilty of a prohibited act that is Education related or electing to withdraw from the literacy program after completing 240 hours and before a GED is obtained. If an inmate is unsure whether they fall in the VCCLEA or PLRA category, they need to see their Case Manager.

### General Education Development (GED)

Individuals are given an excellent opportunity to acquire their General Education Development Certificate through our GED program. This institution is an official GED testing center.

In today's job market, the educational standards for almost all entry level jobs are continually on the rise. Persons functioning below the high school level will face serious difficulties in obtaining meaningful employment. At Pekin, we believe it is our responsibility to keep pace with the educational demands placed on the individual when seeking employment. GED is mandatory for all individuals who do not possess a high school diploma or its equivalent.

Following Admissions and Orientation testing, you will be placed in an appropriate GED class. The classes are self-paced and will meet the needs of those enrolled in the program. Through the use of classroom and computer assisted instructions, you will have the opportunity to prepare for the GED exam.

Before taking the GED exam, you are required to be enrolled in the GED program and successfully complete the Pre-GED exam. The score required to successfully complete the Pre-GED exam is an average of 480 with no score lower than 410 on any section of the exam. The score required to successfully complete the GED exam is an average of 450 with no score lower than 410 on any section of the exam.

### [English as a Second Language \(ESL\)](#)

Effective communication in today's society requires a number of skills. The most important of these skills is the ability to speak common language. In order to facilitate those people who are not native English speakers, our institution offers English as a Second Language. This program is designed to take students from the beginning level of English conversation and grammar to more advanced levels.

Those inmates that are not proficient in English will be required to remain in the ESL program until they successfully complete the Comprehensive Adult Student Assessment Survey (CASAS) which is used by the Bureau of Prisons as a means of measuring an individual's proficiency in English. To successfully complete the CASAS exam, the student must demonstrate a proficiency level of at least 8.0 or the eighth grade level by achieving a 225 score on the reading and listening portions of the test.

### [Parenting Program](#)

Various parenting education classes are offered under the Parenting Program. This is a voluntary program for incarcerated parents who wish to continue an active relationship with their children.

### [Vocational Training Programs](#)

To qualify for vocational training programs, you must have a high school diploma or GED and the past year of clear conduct. In addition, you must have time remaining at this institution to complete the program. If you want to be added to a waiting list, send a Cop-Out to Education.

### Certified Associate Addictions Professional (CAAP) Program

This one-year program is designed to train inmates in the field of drug and alcohol addiction recovery. The State of Illinois developed this certification to credential non-degreed professionals working in the field. After passing the state exam, the student will be certified and would be qualified to work in a drug/alcohol recovery center upon release.

### Horticulture

The institution offers a Horticulture VT Program that is contracted through the local community college. This program earns college credit for classes that are offered over a one-year period.

### Computer Applications

The Computer Application Program provides the inmates with training in basic computer operations. The Microsoft Office Suite programs covered in this one-year program include: Keyboarding, Word, Excel, Access, and PowerPoint.

### Adult Continuing Education (ACE)

These programs are courses taught by other inmates in the institution. Topics such as Spanish, Real Estate, Public Speaking, and Drawing are offered. Most courses are taught one night a week for six weeks. Courses are advertised in the library and in the housing units.

### Incentive and Achievement Awards

After successful completion of the following programs, students will be awarded a "Certificate of Completion."

Pre-GED  
Adult Continuing Education  
Parenting  
Vocational Training Programs

After successful completion of the following programs, students will be awarded a monetary achievement award: GED (\$25.00), ESL (\$15.00)

The following graduates will be invited to participate in the annual graduation ceremony:

GED  
ESL  
Vocational Training

## Library Services

The Education Department maintains a leisure and law library. The leisure library has numerous books available for circulation and reference. We ask that everyone adhere to the rules and procedures regarding checking books in and out. In addition, the library subscribes to a wide variety of magazines and newspapers. These are for use only in the library. Interlibrary Loan Services are provided through the Alliance Library System.

## Law Library

The law library is located in the Education Department. Electric typewriters are available for your use; however, you must buy a typing ribbon in the Commissary. All federal legal cases and information is available on the TRULINCS computer system located in the Education Department. The Commissary provides a copy machine for inmate use in the Education Library. You must buy a copy card in the Commissary to use this machine.

## Library Hours of Operation

<b>Days</b>	<b>Hours</b>
Daily	7:30 a.m. – 3:30 p.m. 5:00 p.m. – 8:30 p.m.

## **RECREATION**

The Recreation Department strives to provide you with a variety of satisfying and meaningful leisure experiences and skills. It is the goal of the Recreation Department to provide programs that will enable you to make constructive use of your free time and teach you new skills.

Scheduled activities will include sports, athletics, arts, crafts, music, and entertainment. New programs will be introduced as interest and participation warrant. Most programs and activities will be scheduled at a time when the majority of inmates are free from work assignments and are free to participate. Recreation programs and classes are voluntary.

As in Education classes, the Recreation classes are taught by a certified, competent instructor with a well-defined curriculum.

Our institution is fortunate to have a wide variety of recreational facilities that include recreation yards with basketball, handball, and volleyball courts, as well as softball fields and a soccer/flag football field. Some of the other equipment we have includes billiard tables, table tennis, and weight training equipment.

## Recreation Hours of Operation

### Leisure Center

Monday through Friday	11:00 a.m. – 3:30 p.m. 4:30 p.m. – 9:00 p.m.
Weekends & Holidays	7:30 a.m. – 9:30 a.m. 11:00 a.m. – 3:30 p.m. 4:30 p.m. – 9:00 p.m.

### Recreation Yard

Monday through Friday	6:45 a.m. – 10:30 a.m. 11:00 a.m. – 3:30 p.m. 4:30 p.m. – dusk or 9:00 p.m.
Weekends & Holidays	7:15 a.m. – 9:30 a.m. 11:00 a.m. – 3:30 p.m. 4:30 p.m. – dusk or 9:00 p.m.

### Gymnasium

Monday through Friday	6:45 a.m. – 10:30 a.m. 11:00 a.m. – 3:30 p.m. 4:30 p.m. – 9:00 p.m.
Weekends & Holidays	7:15 a.m. – 9:30 a.m. 11:00 a.m. – 3:30 p.m. 4:30 p.m. – 9:00 p.m.

## **CORRECTIONAL SERVICES**

### Inmate Identification Cards

Inmates will have their identification cards in their possession at all times, and the photograph must be current. Individuals who present a significant change in their appearance will be responsible for the fees associated with obtaining a new Commissary card.

### Call-Outs

“Call-Outs” are posted in the housing unit prior to the 4:00 p.m. count, Monday through Friday. Failure to report to a Call-Out will result in an incident report being issued. As a reminder, it is your responsibility to stay abreast of information contained on Call-Outs and Change Sheets.

## Counts

12:00 a.m.	Counted in your assigned room
3:00 a.m.	Counted in your assigned room
5:00 a.m.	Counted in your assigned room
10:00 a.m.*	Stand-up count in your assigned room (weekends and holidays)
4:00 p.m.	Stand-up count in your assigned room
9:30 p.m.	Stand-up count in your assigned room

\* Saturday, Sunday, and federal holidays are the same as above, plus a **10:00 a.m. stand-up count.**

During the taking of the count, there is to be no talking, moving, or distractions. All radios and television sets will be turned off.

## Institutional Emergencies

During emergencies, all inmates will immediately cease movement, lie on the ground, and wait for staff direction. Any inmate not complying with the emergency announcement system or staff directions will receive disciplinary action.

## Restricted Areas

Restricted areas are those areas which you will not have access to when not on an assigned work detail. Restricted areas will include such areas as Commissary (during non-operational hours), Food Service, Facilities, housing units that you are not assigned, and all administrative offices. Inmates are not allowed to visit other inmates in another housing unit. No loitering is permitted in front of the housing unit. For further information, refer to the Institution Supplement entitled "Inmate Accountability."

## Visitation

It is the policy of the Bureau of Prisons (BOP) to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of the basic questions concerning visiting will be answered in this handbook. However, consulting with your Correctional Counselor or other Unit Team members and becoming fully aware of the visiting regulations is recommended.

Visiting is regulated by a point system. Each inmate is given forty (40) points every month. One point represents one (1) hour of visiting time during the work week (Monday). Two (2) points represent one (1) hour of visiting time on weekends and federal holidays. Unused points

will not be accrued or added to the next month's points. Holdovers will be allowed four (4) visiting days per month, two (2) of which may occur on weekends. Official attorney legal visits are free and will not be charged against the points per month limit.

Institution Directions and Transportation

Our institution is located on 2600 South Second Street, Pekin, Illinois. It is on Route 29, south of the city of Pekin. It is approximately 20 miles south of Peoria, 2 hours south of Chicago, and 3 hours northeast of St. Louis. Directions to the institution are as follows:

- St. Louis      Take 55 North to 155 North to 74 West to 29 South
  
- Chicago        Take 55 South to 74 West to 29 South
  
- Indianapolis   Take 74 West to 29 South
  
- Des Moines    Take 74 East to 29 South

The Pekin community is serviced by the Pekin Peoria Yellow Checker Cab (309) 676-0731 and Peoria Yellow Cab (309) 697-5477. Trailways Bus Systems (309) 697-9000 provides interstate bus transportation to the Peoria Airport.

Visiting Times

Friday                                      5:00 p.m. – 8:00 p.m.

Saturday, Sunday, and federal holidays      8:30 a.m. – 3:00 p.m.

When a FPC inmate is placed in the Special Housing Unit, the authorized visiting schedule will revert to the FCI visiting schedule:

Saturday and Sunday                      8:15 – 3:00 PM

Monday                                      1:15 PM - 8:00 PM

The number of persons allowed while visiting one inmate is limited to seven (7) visitors, excluding infants and children under the age of three (3).

Inmates are not allowed to enter the vending machine area. Additionally, inmates are not authorized to use the microwave. Under no circumstances are inmates allowed to receive personal items from their visitor.



## Visiting Regulations

Visitors will not be processed 30 minutes prior to the end of visiting. On weekends and holidays, due to court, visitors will not be processed between 9:00 a.m. and 10:30 a.m.

All children under sixteen (16) years of age will be accompanied by an approved adult visitor. Visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age, must have written approval of a parent or legal guardian. All visitors will be expected to maintain control of their children at all times. If the Visiting Room becomes too crowded, visits for persons from the local area may be terminated according to the time of arrival, with the first to arrive being the first to be terminated.

Anyone visiting the institution must be on an inmate's approved visiting list.

For identification purposes, visitors will be required to present a picture identification card (i.e. valid driver's license, passport, etc.).

Appropriate dress shall be worn by visitors. The Visiting Room is a public facility, and certain restrictions must be placed on visitors' clothing. Unacceptable clothing includes, but is not limited to: excessively tight fitting clothing, see-through garments, halters, tube tops, strapless dresses, sleeveless shirt and sleeveless dresses, swim suits, shorts, etc. Failure to comply with this dress code will be sufficient grounds to deny entry of a visitor.

Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Personal items are not allowed to be given to the inmate, and any item that cannot be thoroughly searched will not be allowed into the institution. Business transactions and written messages will not be exchanged during a visit. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room.

Note: Baby diapers, food, bottles, etc. will be allowed, but only the amount that will be consumed or used during the entire visit. A baby carrier will be allowed if it can be thoroughly searched.

## Physical Contact

An appropriate kiss and embrace are permitted at the beginning and end of the visiting period. Filing fingernails, braiding of hair, etc. are not considered appropriate activities in the Visiting Room and are not permitted. Inmates are to sit on the opposite side of the table from their visitors.

## Movement in the Visiting Room

Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from restrooms and/or vending machine area). Inmates are to remain seated unless getting a picture taken or using the inmate restrooms. Inmates are not allowed in

the children's play room or the vending machine area. Unnecessary lingering, walking the aisles, etc. is distracting to other visitors and interferes with staff supervision of the Visiting Room.

### Supervision of Children

It is the responsibility of the adult visitor and inmate to supervise their children visitors at all times. Children visitors should be supervised to ensure they do not disrupt other inmate(s) and their visitor(s).

### Coin Purses (clear) and Wallets are Allowed

Visitors are allowed to bring no more than \$20.00 into the Visiting Room. The currency denominations cannot exceed \$5.00. Visiting room officers do not provide change.

### Restrooms

Staff will escort all inmates to use the restroom.

### Visitation

Visitation is limited to inmate's authorized visitors only.

Inmates will wear institutional issued clothing and work boots while on a visit. Inmates **cannot** wear tennis shoes into the Visiting Room. Only authorized personal property will be allowed into the Visiting Room after being properly inventoried and recorded on the Visiting Room Inmate Property Log. These items include: one comb, one handkerchief, one wedding band, one religious medallion, one pair of prescription glasses, and religious headwear (if authorized by the Chaplain).

**ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.** For further information, refer to the Institution Supplement entitled "Visiting Regulations."

### Contraband

Contraband is anything that is **not**:

1. Issued by an institution staff member.
2. Purchased in Commissary.
3. Purchased through approved channels,
4. Approved for issue by an appropriate staff member.

Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action.

### Shakedowns

It is the policy of the BOP that you and your property can be searched **at any time** by a staff member. All inmates will be searched prior to entry into the Visiting Room and exiting the Visiting Room. Outside visitors are subject to search prior to entering the institution.

### Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory random testing as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate refuses, that inmate will be subject to an incident report. For further information, refer to the Institution Supplement entitled “Alcohol Surveillance and Testing Program.”

### Alcohol Detection

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

### Fire Prevention and Control

Fire prevention and safety are everyone’s responsibility. Inmates are required to report fires to the nearest staff member so that 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 are not acceptable. Regular fire inspections are made in each unit by qualified professionals.

## **FEDERAL PRISON INDUSTRIES**

Federal Prison Industries is a government corporation within the Bureau of Prisons whose mission is to provide work simulation programs and training opportunities for inmates confined in Federal Correctional facilities. The commercial trade name for Federal Prison Industries, Inc. (FPI) is UNICOR. The factories of Federal Prison Industries, Inc. are commonly referred to as UNICOR or as Industries. These terms are used interchangeably in this manner. For these purposes, Federal Prison Industries, Inc. will hereinafter be referred to as UNICOR.

UNICOR was established in 1934 and receives no federal appropriations from Congress. It is fully self-sustaining. FPI operates approximately 90 factories nationwide under seven (7) divisions:

1. Clothing and Textile

2. Electronics
3. Office Furniture
4. Services
5. Industrial Products/Metals
6. Fleet
7. Recycling

FPI Worker Standard Expectation

- Safety equipment will be provided, and safety glasses and hearing protection are required at all times in the factory.
- Immediately report all injuries to your supervisor.
- Maintain a neat appearance.
- Radios and reading material are prohibited.
- Loitering and horseplay are not permitted.
- Timelines and attendance are mandatory.

Inmate Pay and Benefits

A normal workday/week will consist of 7.5 hours per day and 37.5 hours per week. There are paid holidays such as New Year’s Day, Martin Luther King’s Birthday, Presidents’ Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans’ Day, Thanksgiving Day, and Christmas Day.

Each month, your previous month’s pay will be deposited (posted) into your Commissary account, and you will receive a statement of earnings generated from FPI’s business office. Funds will be deposited into your account after close of business on the 4<sup>th</sup> working day of the month.

The Internal Revenue Service has ruled that the sum set aside as compensation for inmates while assigned to UNICOR, Federal Prison Industries, Inc., are gratuitous allowances and are not wages arising out of a relationship or employment. Therefore, they are not subject to withholding of taxes, Social Security, Unemployment benefits, and the “Minimum Wages Law” per Program Statement 8001.01, Chapter 8500.

Hourly – Daily – Monthly

<u>Grade</u>	<u>Hourly Rate</u>	<u>Daily Rate</u>	<u>Overtime Rate *</u>	<u>Monthly Rate</u>
Premium	\$1.35	\$10.13	\$2.70/hr	\$212.63
Grade 1	1.15	8.63	2.30	181.13
Grade 2	0.92	6.90	1.84	144.90
Grade 3	0.69	5.18	1.38	108.68
Grade 4	0.46	3.45	0.92	72.45

Grade 5                      0.23                      1.73                      0.46                      36.23

\*Hourly overtime rate will differ if longevity is a factor. For example, an inmate who has worked in UNICOR for 31 months and is a Grade 2 will earn an additional \$.15 per hour for a total of \$1.99/hr.

#### Length of Service (Longevity Pay)

- After 18 months continuous work, you can earn an extra .10 per hour
- After 30 months continuous work, you can earn an extra .15 per hour
- After 42 months continuous work, you can earn an extra .20 per hour
- After 60 months continuous work, you can earn an extra .25 per hour
- After 84 months continuous work, you can earn an extra .30 per hour

#### Local Rules and Regulations

6:45 am	Work Call – Report to Factory & start work
10:45 am	Lunch – Clean up time and shake down
11:00 am	Lunch Break
11:30 am	Lunch Ends – Report back to Factory
2:30 pm	Day shift work ends/clean up time
2:45 pm	Shakedown, Recall, and Release back to Units

#### Recruitment, Hiring, and Dismissal Procedures

Program Statement 8120.02 identifies practices for FPI recruitment of inmates. Inmate workers for FPI locations may be recruited through admission and orientation lectures or through direct recruitment.

The Superintendent of Industries/AW I&E may solicit inmates with needed skills for employment in UNICOR. The SOI and other FPI employees may inform perspective workers of the benefits of a career with UNICOR prior to receipt of the workers' applications for employment.

Inmate workers are ordinarily hired through waiting lists. These lists consist of Prior, Non-Prior, and FRP (those who have fines) inmates. These lists are maintained by FPI employees. Once a "Cop-Out" is received, the inmate work history will be reviewed to determine whether they have previously worked for FPI. If so, they will be placed at the bottom of the Prior waiting list.

Inmates owing the government money for fines or restitution may be given priority placement in FPI if a significant financial need of \$1,000.00 or more exists. The Unit Team will use its

discretion when making a recommendation to assure parity exists. If it is determined that priority placement is warranted, the Unit Team will forward a Request for Priority Placement to the SOI.

## **ADMINISTRATIVE REMEDY PROCESS**

The Federal Bureau of Prisons Program Statement 1330.13, Administrative Remedy Program, requires that all inmates shall informally present their complaint to staff. Staff shall attempt to informally resolve any issue before an inmate files a Request for Administrative Remedy, (BP-9) - BP-229(13).

When an inmate presents an issue to staff, usually the Unit Counselor, the staff member will determine if the inmate has made an attempt to resolve his complaint with the affected department head. The Counselor will give the inmate the Attempt at Informal Resolution form, commonly referred to as a BP-8. The inmate will complete the top portion of the form and return it to the Counselor.

The Counselor will make contact with the affected department head in an attempt to resolve the issue. The Counselor will communicate the response to the inmate. If the inmate is not satisfied with the response and still wishes to pursue an administrative remedy, the Counselor will issue the BP-9 form. The Counselor will complete the remainder of the BP-8 form, noting any reasons why informal resolution could not be achieved, and turn it in with the completed BP-9 form when the inmate returns it with any exhibits or attachments.

The Counselor should advise the inmate to:

1. Sign in the proper place.
2. Include all 4 carbon copies of form.
3. Attach only one continuation page, with 2 copies (at the institution level).
4. Attach only one copy of all exhibits. (The inmate will not receive these copies back. Encourage them to make a copy of all appeals for their records.

The BP-9 must be filed within (20) calendar days from the date on which the basis for the incident or complaint occurred. This includes the informal resolution process.

### [By-Passing Informal Resolution](#)

An inmate is encouraged to attempt informal resolution of all issues; however, they may choose to by-pass informal resolution if they have a valid reason. They must state why they felt they should not attempt informal resolution on the BP-9 form. Informal resolution is not required for UDC or DHO appeals. The inmate must still return the BP-9 to their Counselor for submission to the Associate Warden's Office. If upon review, the Administrative Remedy Coordinator

feels that the inmate's reasons for by-passing informal resolution are not valid, the Request for Administrative Remedy will be rejected.

Complaints regarding Tort Claims, Inmate Accident Compensation, and Freedom of Information/Privacy Act Requests are not accepted under the Administrative Remedy process.

Sensitive issues should be those issues where the inmate feels their life is in danger if staff at the institution level becomes aware of their complaint or those issues they feel require a Regional response. If the Region does not feel that the issue is sensitive, the inmate will be advised to file at the institution level.

Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, however, the inmate must be notified of the extension.

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

If the inmate is not satisfied with the response to the BP-9, they may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) calendar days if the inmate is notified.

Request for Administrative Remedy Form: Request for Administrative Remedy (BP-229) (BP-9)

Regional Administrative Remedy Appeal (BP-230) (BP-10)

Central Office Administrative Remedy Appeal (BP-231) (BP-11)

Shall be written in three sections:   Statement of Facts  
  Grounds for Relief  
  Relief Requested

Time Limits (calendar days): **Filing**

BP-9 (BP-229)	20 days of incident
BP-10 (BP-230)	20 days from BP-9 response
BP-11 (BP-231)	30 days from BP-10 response

**Response Extensions**

BP-9 20 days            BP-9 20 days

BP-10 30 days           BP-10 30 days

BP-11 40 days           BP-11 20 days

For further information, refer to the Institution Supplement entitled “Administrative Remedy Program.”

### Federal Tort

### Loss Claim

If the negligence of institution staff results in personal injury or loss of or damage to property of an inmate, it can be a basis for claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Safety Department.

For further information, refer to the Institution Supplement entitled “Claims Under the Federal Tort Claims Act.”

## **INMATE DISCIPLINE**

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of the facility.

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions as outlined later in this handbook.

Incident reports are first investigated by the Lieutenant on duty and the results forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee and may make limited dispositions for most misconduct such as taking of privileges, change in jobs, assigning extra duty, etc.

If charges are more serious, the case will be referred to the Disciplinary Hearing Officer, who can impose more serious penalties such as forfeiture of good time, disciplinary segregation, and/or recommendation of transfer to a more secure institution.

The internal disciplinary system is outlined, in detail, in the Program Statement entitled “Inmate Discipline and Special Housing Units” and is available for reading in the Law Library. The following section informs you of your rights and responsibilities.



Tables 1 and 2 provide a summary of the disciplinary system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violating institutional rules.

<u>Inmate Rights and Responsibilities</u>	
<b><u>Rights</u></b>	<b><u>Responsibilities</u></b>
1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religion.	3. You have the responsibility to religious affiliation and voluntarily recognize and respect the rights of others in this regard.
4. You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of the same, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow laundry and shower schedules, 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. You have the right to visit and correspond with family members, friends, and members of the news media in keeping with the Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as petitions, questions, problems, legality of your convictions, civil matters, pending criminal cases, and convictions of your imprisonment).	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the service of an attorney honestly and fairly.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is	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

available through a legal assistance program.	assistance.
9. You have the right to a wide range of reading materials for educational purposes and for your enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	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.	10. You have the responsibility to take advantage of activities which may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11. You have the responsibility to meet your financial and legal obligations including, but not limited to, court imposed assessments, fines, and restitutions. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations that you may have.

<b>SUMMARY OF DISCIPLINARY SYSTEM</b>	
<b>PROCEDURES</b>	<b>DISPOSITION</b>
1. Incident involving possible prohibited act.	1. Except for prohibited acts in the commission of greatest or high severity categories, the writing of this report may resolve informally or drop the charges.
2. Staff prepares incident report and forwards to the Lieutenants' Office.	2. Except for prohibited acts in the high and greatest category, the Lieutenant may resolve informally or drop the charges.
3. Appointment of an investigator who conducts an investigation and forwards material to the Unit Disciplinary Committee.	3. Investigator conducts investigation. If warranted, forwards to the Unit Disciplinary Committee.
4. Initial Hearing before the Unit Disciplinary Committee.	4. Unit Disciplinary Committee may drop or informally resolve a High, Moderate, or Low Moderate charge, impose allowable sanctions, or refer it to the Disciplinary Hearing Officer. All 100 & 200 level incident reports must be referred to DHO.
5. Hearing before the Disciplinary Hearing Officer.	5. Disciplinary Hearing Officer may impose allowable sanctions or drop the charges.
6. Appeals through Administrative Remedy procedure.	6. The Warden/Superintendent, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions

	including ordering a rehearing but may not increase the sanctions imposed in any valid disciplinary action taken.
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## TIME LIMITS IN DISCIPLINARY PROCESS

- Staff becomes aware of inmate’s involvement in incident.

Ordinarily Maximum of 24 Hours

- Staff gives inmate notice of charges by delivering copy of Incident Report.

Within a minimum of 24 hours (excluding day staff became aware of the inmate involvement.)

- Initial Hearing

Ordinarily a maximum of 3 work days (not including time staff became aware of the incident, weekends, and holidays. The UDC will justify extensions between 3-5 work days. The Warden must approve extensions beyond 5 work days.

- Hearing by the Disciplinary Hearing Officer

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

Staff may suspend disciplinary proceedings for a period of time not to exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

## PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

### Code 100 Violations (Greatest Severity)

<u>Sanction Code</u>	<u>Sanction</u>
A	Recommend parole date recession 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.

Code 200 Violations (High Severity)

<u>Sanction Code</u>	<u>Sanction</u>
A	Recommend parole date recession 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 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

Code 300 Violations (Moderate Severity)

<u>Sanction Code</u>	<u>Sanction</u>
A	Recommend parole date recession 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.

Code 400 Violations (Low Severity)

<u>Sanction Code</u>	<u>Sanction</u>
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.

#### Disciplinary Codes, Prohibited Acts, and Sanctions

##### Greatest Severity Category

<u>Code</u>	<u>Prohibited Acts</u>
100	Killing.
101	Assaulting any person or an armed assault on the institution's secure perimeter (a charge for assaulting any person is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in the category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218 or 329).
104	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction or loss of a hazardous

- tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used.)
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotic, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 113 Possession of any narcotic, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

High Severity Category

<u>Code</u>	<u>Prohibited Acts</u>
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

- 201 Fighting with another person.  
202 (Not to be used).  
203 Threatening another with bodily harm or any other offense.  
204 Extortion; blackmail; protection; demanding or receiving  
money or anything of value in return for protection against  
others, to avoid bodily harm, or under threat of informing.  
205 Engaging in sexual acts.  
206 Making sexual proposals or threats to another.  
207 Wearing a disguise or mask.  
208 Possession of any unauthorized locking device or lock pick,  
or tampering with or blocking any lock device (including  
keys), or destroying, altering, interfering with, improperly  
using, or damaging any security device, mechanism, or  
procedure.  
209 Adulteration of any food or drink.  
210 (Not to be used.)  
211 Possessing any officer's or staff clothing.  
212 Engaging in or encouraging a group demonstration.  
213 Encouraging others to refuse to work or to participate in a  
work stoppage.  
214 (Not to be used.)  
215 (Not to be used)  
216 Giving or offering an official or staff member a bribe, or  
anything of value.  
217 Giving money to, or receiving money from, any person for  
purposes of introducing contraband or any other illegal or  
prohibited purposes.  
218 Destroying, altering, or damaging government property or  
the property of another person, having a value in excess of  
\$100.00 or destroying, altering, or damaging life-safety  
devices (e.g., fire alarm) regardless of financial value.  
219 Stealing; theft (including data obtained through the  
unauthorized use of a communications device, or through  
unauthorized access to disks, tapes, or computer printouts or  
other automated equipment on which data is stored).  
220 Demonstrating, practicing, or using martial arts, boxing  
(except for use of a punching bag), wrestling, or other forms  
of physical encounter, or military exercise or drill (except for  
drill authorized by staff).  
221 Being in an unauthorized area with a person of the opposite  
sex without staff permission.  
222 (Not to be used)  
223 (Not to be used)  
224 Assaulting any person (a charge at this level is used when  
less serious physical injury or contact has been attempted or  
accomplished by an inmate).



- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

#### Moderate Severity Category

<u>Code</u>	<u>Prohibited Acts</u>
300	Indecent exposure.
301	(Not to be used.)
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular

- channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105; Rioting, refusing to obey an order which furthers a fight would be charged as 201; Fighting, refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or

- quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

Low Severity Category

<u>Code</u>	<u>Prohibited Acts</u>
400	(Not to be used).
401	(Not to be used).

- 402 Malingering, feigning illness.  
403 (Not to be used).  
404 Using abusive or obscene language.  
405 (Not to be used).  
406 (Not to be used)  
407 Conduct with a visitor in violation of Bureau regulations.  
408 (Not to be used)  
409 Unauthorized physical contact (e.g., kissing, embracing).  
498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.  
499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

Sanctions for repeated prohibited acts vary.