

INMATE ADMISSION & ORIENTATION HANDBOOK



Federal Correctional Institution Englewood

January 2024

Welcome

Welcome to the Federal Correctional Institution, Englewood, Colorado. Adjustment to any new environment takes time and patience. The purpose of this booklet is to attempt to make that adjustment a little easier by providing information that may be utilized in your daily activities.

It is the policy of the Bureau of Prisons to treat inmates fairly, humanely, and responsibly and afford them the opportunity for self-improvement. As an inmate in the BOP, you can expect:

- Accessibility to staff,
- Consistent and fair treatment,
- Responsiveness to your needs,
- A safe, secure, and sanitary environment, and
- Clear and accurate information about decisions affecting you.

For those who are new commitments, this handbook will help you understand how the institution operates and what is expected of you. For those transferring in from other institutions, this handbook will be of help in adapting to institutional differences. This handbook is a supplement to the information available to you from Bureau of Prisons program statements, institution supplements, and operations memorandums. It is your responsibility to seek clarification of any issues you find unclear.

Each newly designated inmate will be scheduled to attend admissions and orientation sessions at both the institution and unit levels. These sessions allow you to speak with staff from several different departments and to ask questions.

Hopefully, each of you will use the time spent at FCI Englewood to prepare yourself for life after release. There are many opportunities to further your education; to learn a marketable trade; to gain valuable work experience; and to grow physically, mentally, and spiritually. You and you alone, will decide if you make the best of your experience at FCI Englewood.



J. F. Williams
Warden

1/12/2024

Date

INTRODUCTION

The Federal Correctional Institution (FCI) Englewood, Littleton, Colorado, is located along the foothills of the Rocky Mountains in the southwestern suburbs of Denver. The institution was built in 1938, covers approximately 320 acres, with approximately 40 acres inside the double fence security perimeter. The remaining 280 acres include the Camp, Federal Detention Center and surrounding institutional grounds.

This institution operates with a functional unit management system. The FCI has two living units housing approximately 800 inmates.

One of the primary goals of the Federal Correctional Institution is: Provide inmates with safe, humane living conditions, and assist inmates in becoming more productive citizens upon returning to the community. Academic education courses, vocational and on-the-job training courses, health services, religious programs, psychological services, and counseling are available for inmates to improve their physical, mental, and emotional well-being.

ALL OF THE INFORMATION CONTAINED IN THIS HANDBOOK HAS BEEN TRANSLATED INTO SPANISH AND IS AVAILABLE AS AN AUDIO TRANSLATION FOR THOSE UNABLE TO READ THIS DOCUMENT.

EXECUTIVE STAFF

Warden: The Warden is responsible for the total operation of the correctional facilities, to include budgets, institution maintenance, and providing final approval on institution transfers, halfway house requests, and other community activities. The Warden is interested in the welfare of all inmates at Englewood. If you have a problem which you feel cannot be solved by anyone else, and have exhausted all other sources, you may request a review of your complaint by the Warden. Submit an Inmate Request to a Staff Member Form (Cop-Out) through the inmate mailbox to the Warden.

Associate Warden: The two Associate Wardens (Programs and Operations) serve in the capacity of advisors to the Warden. They are responsible for the operation of all departments and work to ensure well-planned and coordinated activities take place in the institution while complying with all relevant policies and laws.

Executive Assistant / Satellite Operations Administrator (SOA): The Executive Assistant/SOA reports directly to the Warden for a variety of specific duties, to include the supervision of the Federal Detention Center and Federal Prison Camp. The Executive Assistant/SOA serves as the institution Public Information Officer and also supervises the assigned legal staff.

EMERGENCY SITUATIONS

When staff members are responding to body alarms or any other emergency situation, inmates are to clear the area and listen to instructions from staff members. If you are not given instruction you should go to the nearest/safest wall and sit. It is critical for staff to get to the situation in a timely manner, staff and inmate's lives could be jeopardized.

GENERAL RULES AND GUIDELINES

Housing: Sanitation is to be maintained at a high standard at all times. Each inmate is responsible for his living area and will be held responsible for any contraband found in his area. Unannounced sanitation inspections will be conducted routinely by the unit officer as well as unit staff and discrepancies must be corrected. Inmates may lose their room privileges and possibly be written an incident report for poor sanitation. Beds and assigned living areas must be ready for inspection by 7:30 a.m., Monday-Friday, excluding holidays. Inmate living areas are expected to be free of clutter. Beds must be made neatly with no items in the bed tray area. The tops of desks and wall lockers can only contain religious items. At no time are curtains authorized for beds or windows. Inmate property must fit in the assigned wall locker, other than neatly displayed shoes, no items may be stored under the bed.

Official Counts: During all counts you shall remain silent and in your assigned cubicle/room until the official count is cleared throughout the institution. Restrooms are off limits until the official count has been cleared by control center. The 4:00 p.m. and 9:00 p.m. counts are stand-up counts and are conducted 7 days a week. The 10:00 a.m. count, conducted on weekends and holidays, are also stand-up counts. All inmates must stand up in their assigned cells during these counts. Additional counts are held at 12:00 a.m., 3:00 a.m., 5:00 a.m. Other counts are held on an unscheduled basis to ensure institution security. Violations of the count procedures are treated as serious misconduct.

Inmate Dress Code: Monday-Friday from 7:00 a.m. to 3:00 p.m., excluding weekends and holidays, inmates are required to be completely dressed wearing a khaki shirt, khaki pants, belt, and boots. All khaki shirts will be tucked in. Inmates are not permitted to wear hats or head gear inside the housing unit unless it is for religious purposes.

Inmates who are off duty will also dress in full khaki uniform during the hours specified above unless they are actively attending recreation. All inmates will wear the full khaki uniform to the noon meal during regular workdays, excluding weekends and holidays. The khaki uniform will not be mixed with recreational clothing at any time.

Any time inmates leave their cube or cell, they must be fully dressed in khakis. The only exception to this is when they are going to and from the shower on your assigned range. The khaki uniform will be worn in the TV rooms, card rooms, hallways, and all common areas of the unit as well as while using the inmate telephones and TRULINCS.

UNIT PROGRAMS

During your first few days here, you will meet your Unit Team. The team is normally composed of the following staff members: Unit Manager, Case Manager, Education Representative, Counselor, and Secretary. The goal of your team is to classify you according to your needs. The Unit Team will aid you in planning a program which will help you to help yourself successfully return to the community. The Unit Team is also responsible for your case management decisions, custody changes, education programs, assignment to work details, and all other program activities.

Unit Manager: The Unit Manager is the unit administrator and is responsible for the supervision of the unit programs as well as the coordination of planning, developing, and implementing individual programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all unit staff and is available to you for consultation concerning any problems.

Case Management Coordinator: Although the Case Management Coordinator (CMC) is not a member of the Unit Team, the CMC is regarded as an expert in the area of Correctional Programs. Should you have questions or concerns regarding specific issues relevant to your case; you may contact the CMC for guidance and information, after speaking to your Unit Team members. The CMC does not have office hours, but you may contact the CMC on a daily basis at mainline or send an email request to CMC's office.

Case Manager: The Case Manager is a professionally trained staff member, who will establish program goals and keeps the Unit Team advised of your progress. They also will assist you in organizing a program and release plan. The Case Manager is responsible for discussing your concerns or problems with the Unit Team.

Education Representative: An Education Representative is assigned part-time to your team. This individual will work with you in planning, enrolling, and participating in any academic and vocational training courses your program requires. All Education Representatives are located in the Education Department.

Correctional Counselor: Your Correctional Counselor assists you with problems which arise on a day-to-day basis. Talking with your Counselor, either in group or individual counseling sessions may help answer many questions and solve problems you may be having. The Counselor will likely be the staff member with whom you have the most contact.

Unit Secretary: The Unit Secretary handles the clerical duties of the unit.

UNIT PROGRAMS CONTINUED

Initial Classification/Program Reviews: Inmates initially designated to the institution will receive initial classification within 28 days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

Reentry Pre-Release Programming: Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release. It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

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

Town Hall Meetings: Town Hall meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

Treaty Transfer for Non-U.S. Inmates: Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

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

Escorted Trips: Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work-related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

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

Furloughs: A furlough is an authorized absence from an institution by an inmate who is not under the escort of a staff member, a U.S. Marshal, other Federal or State agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval.

Central Inmate Monitoring System: The Central Inmate Monitoring System (CIMS) is a method for the Agency to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager.

Marriages: If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so under certain conditions. All expenses of the marriage will be paid by the inmate. If an inmate requests permission to marry he must:

- Have a letter from the intended spouse which verifies their intention to marry.
- Demonstrate legal eligibility to marry.
- Be mentally competent.
- The marriage must not present a security risk to the institution.

Marriage procedures are detailed in local Institution Supplements.

ADMISSION & ORIENTATION (A&O)

Your first contact with institution staff was in the Receiving and Discharge (R&D) area. Any personal property you brought was logged on a Form BP-A0383. The disposition of each item was listed (whether it was mailed, kept, donated, stored). Any questions about religious items you have in your possession should be discussed with the Chaplain. Property which is to be mailed will be packaged by the Receiving and Discharge Officer and sent to the mail room for mailing at government expense. If you are a new commitment, you are not permitted to bring clothing, toilet articles, a watch, or smoking materials into the institution. They will be mailed home or destroyed. If married, you may keep in your possession one plain wedding band with no stones. If you came from another institution with a watch, which has your register number on it and the watch was on your Form 383, you will be allowed to keep it. Battery watches from other federal institutions must be mailed from the institution when they no longer function if a battery is unavailable in the Commissary.

An inmate photo identification card will be issued in R&D at the time you arrive and must be carried with you at all times.

The schedule of where you should go and when you should be there is posted on your unit bulletin board. This schedule is called a "Call-Out Sheet," and it is issued every workday. You are responsible for checking the "Call-Out Sheet" on a daily basis and reporting and arriving on time or receive disciplinary actions.

If you are transferring from another institution and your funds have not been received within 30 days, contact the Business Office via a Cop-Out to follow up on the whereabouts of your funds.

MAIL REGULATIONS

General Correspondence: All incoming general correspondence will be opened and inspected by the Mail Room Officer. Incoming general correspondence will be read, as necessary, to maintain security or monitor a particular problem confronting an inmate. Outgoing general correspondence can be sealed by the inmate and may be inspected by the staff prior to mailing if the inmate is under investigation. (See paragraphs 2 and 3 below for special mail procedures.) All outgoing correspondence will be required to have a complete return address (no abbreviations) to include the following information:

Inmate's committed name
Register Number
Federal Correctional Institution
9595 West Quincy Avenue
Littleton, CO 80123

Incoming and outgoing mail may be rejected for the following reasons:

- a. If there is reason to believe it would interfere with the orderly running of the institution, if it would be threatening to the recipient, or if it would facilitate criminal activity.
- b. If the inmate is on a restricted correspondence list as established by the Warden.

- c. If the correspondence is between inmates of different institutions and there is no correspondence approval on file, the respective Unit Manager will be the approving official for inmates who are both housed in federal institutions. The Warden will be the approving official for correspondence privileges with an inmate in state custody.
- d. If the outgoing mail does not indicate a complete, correct return address with no abbreviations (see above). You are solely responsible for the content of letters you mail.

Incoming Special Mail: All Special Mail (mail from the President and Vice President of the United States, Attorneys, Members of the U. S. Congress, Embassies and Consulates, the U. S. Department of Justice [excluding the Bureau of Prisons, but including U. S. Attorneys], other Federal Law Enforcement officers, State Attorney Generals, Prosecuting Attorneys, Governors, U. S. Courts [including U. S. Probation Officers], and State Courts) will be opened in the presence of the inmate for inspection for contraband and to ensure it is indeed Special Mail. If the envelope does not bear appropriate identification as Special Mail, it will be opened and inspected prior to being delivered. Refer to attached form BP-A0493 Special Mail Notice.

Outgoing Special Mail Procedures: FCI inmates must deliver their outgoing special mail directly to the mail room staff Monday thru Friday during the open house hours 10:30 a.m. to 11:45 a.m. At the FCI, on Saturday, Sunday, and holidays inmates must deliver this outgoing special mail to the compound officer at 10:30 a.m. to 11:45 a.m. at the compound workstation. Inmates housed in the Special Housing Units (SHU) will deliver this outgoing special mail to the SHU Officers. Staff receiving this special mail will ensure the inmate delivering this mail is the same inmate reflected in the return address section. Inmates must have a return address consisting of the: Inmate's name, register number, name of institution (must be spelled out), street address to include city, state, and zip code. Once staff determines the correct identity of the inmate delivering this special mail matches the return address, they will initial the back of the envelope and place it in the secured special mail depository located in front of the mail room for further processing. SHU Officers will separate this outgoing special mail from the outgoing general correspondence mail and place it in the daily outgoing mail bag. Inmates may still seal their outgoing special mail before submitting directly to staff. However, outgoing special mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing special mail under another inmate's return address should be considered for disciplinary action.

Outgoing special mail weighing 16 ounces or greater will be processed as a package. Outgoing special mail weighing 16 ounces or greater must be processed as a "package" according to Bureau program Statement No. 5800.16, Mail Management Manual. Specifically, this requires using Form BP-329, Request - Authorization to Mail Inmate package. Inmates may still seal their outgoing special mail before submitting directly to staff for further processing, and it will not be opened unless contraband is apparent because of electronic scanning.

Electronic Scanning of Outgoing Special mail. All outgoing special mail will be scanned by electronic means including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmate's presence. Electronic scanning is for the sole purpose of identifying harmful materials and cannot be used to read or review the content of outgoing special mail communications.

In the event suspected harmful materials are identified by electronic scanning, all necessary safety precautions must be taken to further inspect the potentially harmful materials. If the presence of harmful materials is confirmed, appropriate action should follow, e.g., confiscation of the harmful materials and investigation for possible inmate disciplinary or criminal charges.

Insofar as possible under these circumstances, confiscated outgoing special mail should not be read by staff, and inmates must be informed as soon as possible of its disposition. Whenever possible, special mail should be returned to the inmate for re-sending.

Special Mail may only be used for correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including Federal Prison System), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, and Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, and other federal and state law enforcement officers, attorneys, and representatives of the news media.

Outgoing Special Mail will have the following statement stamped on the back of the envelope: **"The enclosed letter was processed through the special mailing procedures for forwarding to you. The letter has been neither opened nor inspected. If the writer raises a question or problem over which this facility has jurisdiction, you may wish to return the material for further information or clarification. If the writer encloses correspondence for forwarding to another addressee, please return the enclosure to the above address."**

Postage: If you are an indigent inmate, you may be issued stamps on a loan basis. Such requests must be reviewed by your Unit Manager. If you are loaned stamps, you will replace them (stamp for stamp) to the Unit Manager at your next commissary posting or within 30 days when funds become available.

Foreign Correspondence: The institution will not maintain a supply of foreign stamps for inmates who correspond with people in foreign countries but maintains a supply of greater denomination stamps for this correspondence. Normally, the stamps provided to indigent inmates will enable the inmate to receive the same service as those who correspond within the boundaries of the United States.

Legal Correspondence: Legal correspondence will be handled in the same manner as other Special Mail, other than the documentation required under Program Statement 5265.14, Correspondence. Inmates receiving legal mail will be summoned daily to the mail room for distribution. Special Housing Unit inmates will sign for and receive this mail from the mail room staff. Legal mail, which meets the criteria for Special Mail handling procedures, will only be opened in your presence and be inspected for contraband before being given to you. The institution has no obligation to send correspondence via special handling or certified mail. If you wish to send mail by special handling or certified, you will have to contact the mail room for proper forms and processing. All costs for special handling will be paid for by the inmates to include use of U. S. postage stamps in addition to regular costs of mailing. Inmates wishing to mail a BP-10 or BP-11 (Administrative Remedy Appeals) and related materials will normally pay postage.

Correspondence between Inmates: You may correspond with persons confined in other penal institutions only if they are immediate family members or the correspondence involves legal matters in which both parties are currently involved. Requests for such correspondence are considered valid by the Unit Manager only after securing approval from the other institution and will always be inspected and read by the staff at the sending and receiving institutions. Correspondence between inmates from Federal to State or local institutions must be approved by respective Wardens at each institution.

Packages: With prior written approval from your Unit Manager, within 30 days from your release date, release clothing may be mailed to you from an outside sender providing they contain authorized materials. Religious materials may be sent upon authorization by the Chaplain and education materials by the Supervisor of Education.

Subscriptions: Magazine and newspaper subscriptions you were receiving at other federal institutions are normally accepted here; however, you should advise the publisher of your new address as follows:

Federal Correctional Institution
Your name and unit
Register Number
9595 West Quincy Avenue
Littleton, CO 80123

TRUST FUND FUNCTIONS

Trust Fund is responsible for the operation of the Commissary, Laundry, TRUFONE (Inmate Telephone System), TRULINCS (Inmate Computer System) and Inmate Accounts.

Commissary: The Commissary is provided to you as a privilege, it is not a right. Commissary allows you to purchase items to supplement what is already provided to you through the Institution. The current national Commissary spending limitation is \$360.00 per month. All items purchased from the commissary come off your spending limit, the only items excluded from the spending limit are postage stamps, copy cards, Nicotine Replacement Therapy (NRT) patches, OTC medication and Kosher/Halal shelf-stable entrees for inmates who are FRP Refuse. The maximum purchase for postage stamps per week is the present value of 1 book of 20 first class stamps. Special Purchase Orders (SPO) for items not sold in the Commissary must be ordered on an SPO order sheet and signed by the appropriate official for that department.

Supervisor of Education: hobby craft items (leather and artwork), Books and literature pertaining to general education, vocational training, and law books.

Chaplain: General religious books, headwear, medallions, beads, etc.

Health Services: Health or Medical related items.

Commissary sales are conducted Monday – Thursday. It is your responsibility to know when your commissary shopping day is, especially on holiday weeks.

Laundry: Inmates are responsible for all institutional clothing and linens issued to them and it all **must** be returned upon transfer, writ, or release. Inmates will be allowed to bring their dirty institutional clothing to the laundry department twice per week to be washed and dried. This is done by units and a schedule is posted in the laundry department and in each unit. It is your responsibility to know when your laundry day is, especially on holiday weeks. If you miss both of your wash days, you will have to wait until the following week.

Laundry Exchange: Only institutional clothing will be exchanged on a one for one basis. Clothing exchange is done at the officer's discretion and is conducted Monday thru Thursday mornings from 7:30 a.m. until 8:55 a.m. Sheets are exchanged weekly for each unit per the schedule on Thursday mornings, from 7:30 a.m. until 8:55 a.m. Blanket exchange is conducted monthly per the schedule for each unit on Friday mornings, from 7:30 a.m. until 8:55 a.m. Hygiene Issue is conducted once per month on the last Friday of the month.

Bin System: Laundry staff will assign every inmate a BIN number. All issued clothing and laundry loops will be tagged with your name, registration number, and laundry bin number.

TRUFONE (Inmate Telephone System): The TRUFONE system is provided to you as a privilege, it is not a right. TRUFONE utilizes the voice recognition system therefore prior to making a phone call, you will need to record your voice in the system. You will need to dial 111 on the inmate telephone and then follow the directions. You will be allowed to add up to 30 telephone numbers, which you may add, delete, and edit using TRULINCS. To use the phone an access code (PAC #) is required. The PAC number should be kept confidential and should not be shared with anyone. If the PAC number is compromised, it is your responsibility to notify Unit Team staff immediately. All inmate phone calls are monitored and recorded. Inmates must contact their Unit Team to arrange an unmonitored legal call. No toll-free numbers, 3rd party, credit card, or call forwarding calls are authorized and will result in disciplinary action. All telephone calls will be limited to fifteen (15) minutes and there will be a thirty (30) minute waiting period between completed calls.

TRULINCS (Trust Fund Limited Inmate Computer System): The TRULINCS system is provided to you as a privilege, it is not a right. TRULINCS provides inmates the capability to manage their contact list, communicate with family and friends via email, view financial account transactions, print postal mailing labels, perform electronic law library research, view important documents via the electronic bulletin board, request prescription refills, see the results of your medical consultation request, manage your finances, communicate with staff electronically, and purchase music, games, and movies.

TRULINCS Messaging: Inmates wishing to make contact via e-mail will be required to place the e-mail address on their contact list. A system generated message will be sent to the e-mail address given, only when the recipient agrees to accept messaging will the inmate be permitted to send/receive e-mail messages to/from that e-mail address. Inmates will be charged 5 cents per minute while creating, sending, receiving, and reading e-mails. Printing of messages will be 15 cents per page.

Contact List: Each contact on the list must include a first and last name as well as a valid mailing address. A maximum of 100 total contacts may be placed on the list. Although two telephone numbers may be entered per contact, your TOTAL approved telephone number cannot exceed 30. Email addresses may be included for up to 30 contacts.

Mailing Labels: TRULINCS also makes available mailing labels for U.S. postal mail. Any mail without the TRULINCS mailing label will be returned to the inmate. Limit 5 labels per day.

Electronic Bulletin Board: Informational messages from all departments will be posted on the TRULINCS bulletin board. All inmates will be expected to view the bulletin board regularly and held accountable to messages posted on TRULINCS.

Inmate Accounts: Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution commissary, family support, or other approved purposes. A standard form (BP-199) is completed on TRULINCS for the withdrawal of funds from inmate accounts. Unit Managers can approve inmate requests for withdrawals from the trust fund account to send funds to dependents and other family members, for the purchase of gifts, payment of postage costs, purchase of special discharge clothing, etc. The Unit Managers can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and obligations such as court fees, attorney fees, birth certificates and contributions to recognized charities.

Deposits to Accounts: Deposits to commissary accounts from outside sources will be made through a **National Lockbox** at the following address:

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

To ensure funds are processed without delay, senders should adhere to the following directions: The inmate's committed name (no nicknames) and register number must be printed on all money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. currency; and envelopes. The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure that funds can be returned if they cannot be posted to the inmate's account. Senders **SHOULD NOT** enclose cash, personal checks, letters, pictures, or any other items in the envelope. Any enclosures received with the negotiable instruments will be discarded. The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Generally, funds are available in the inmate's account the day following receipt at the Lockbox location if received in the form of a Postal Money Order. Inmates should advise family and friends who have inquires on funds sent to the Lockbox processing center to place a tracer on these funds with the originator of the negotiable instrument.

Western Union Quick Collect Program: Inmate's families and friends may send inmates funds electronically through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect Program will be posted to the inmate's account within four hours, when those funds are sent between 7:00 A.M. and 9:00 P.M. EST (seven days per week, including holidays). Funds received after 9:00 P.M. EST will be posted by 7:00 A.M. EST the following morning. For each Western Union Quick Collect transaction, the following information must be provided:

Inmate Register Number
Inmate Name
City code: **FBOP**
State code: **DC**

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public).

MoneyGram Express Payment Program: Inmate`s families and friends may also send inmates funds electronically through MoneyGram`s Express Payment Program. All funds sent via MoneyGram`s Express Payment will be posted to the inmate's account within four hours, when those funds are sent between 7:00 A.M. and 9:00 P.M. EST (seven days per week, including holidays). Funds received after 9:00 P.M. EST will be posted by 7:00 A.M. EST the following morning. For each MoneyGram Express Payment transaction, the following information must be provided:

Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes)
followed immediately by Inmate's Last Name
Company Name: Federal Bureau of Prisons
City & State: **Washington, DC**
Receive Code: **7932**

Committed Inmate Full Name entered on **Beneficiary Line**

Any questions or concerns regarding MoneyGram Express Payment transfers should be directed to MoneyGram by the sender (general public).

Electronic Law Library (ELL): Law Library materials will be available thru the TRULINCS program. ELL access is at no charge; however, printing legal material will cost 15 cents per page.

MP3 Players & Tablets: The MP3 player or Tablet will not operate until it is activated on TRULINCS. Only an inmate who has purchased and activated a player can view the music, game, movie library. The Bureau does not control when songs, games or movies are made available or the title/artists/language/genre/etc. of music available. Bureau staff will not take song, game or movie requests or get involved with assisting inmates in finding songs, games, or movies within the library.

VISITING REGULATIONS

Visiting is encouraged. As soon as possible you should submit a list of potential visitors to your Counselor. Immediate family members are ordinarily approved if verified in the Pre-Sentence Report (PSI). Relatives and friends may also be approved if the proper forms are completed. You may request a copy of your approved visiting list at any time from your Counselor. Business may not be conducted during visits. Visits with pastors, attorneys of record, and former business associates will be arranged and approved through the Counselor, but you must provide sufficient notice to allow time for approval. If emergencies or unusual situations occur which require special visitors, you must get the advance approval from your Unit Manager. Any effort by an inmate or visitor to evade the rules and regulations of the visiting room may not only result in the denial of future visits, but legal action may be taken against inmates and/or visitors.

Visiting Hours: Visiting hours are from 7:30 a.m. to 2:30 p.m. on Saturday, Sunday, and national holidays. Visitors must present a valid driver's license or other Government issued identification.

FCI Visiting processing will be closed from 9:30 a.m. to 11:00 a.m. for count. This includes visitors leaving the institution.

Number of Visitors: Due to limited visiting space, inmates will be allowed only three adult visitors per visit. Infants will not be counted toward the total number of visitors. Requests to have more than three persons for a visit should be submitted on an "Inmate Request to Staff" form, through the Captain, then through the Unit Manager for final approval.

Procedures for Disapproving Proposed Visitors: Staff shall consider the nature, extent, and recentness of proposed visitor's criminal conviction in determining visiting privileges. If the Unit Team determines there are security or management concerns, a justification memorandum must be submitted to the Warden for approval or disapproval.

Special Visits: The Unit Manager will be the final approving official for all Special Visits. Inmates will submit an "Inmate Request to Staff" form to their Correctional Counselor when they want a visit from a person not on their visiting list or who is not a member of the immediate family. The potential visitor will be subject to a NCIC check. The waiting period for a special visit request is approximately 90 days. The Correctional Counselor will research the legitimacy of the request and recommend it to the Unit Manager with either approval or disapproval. Family members requesting to visit a hospitalized inmate shall be approved in advance by the Warden. Family members will be required to complete a Title 18 form at the hospital before visiting. Local hospital visiting regulations will be followed.

Proper Attire for Inmates during Visits: Only institutional issued clothing. At the FCI you must wear khaki shirt, khaki pants, and institution issued shoes and belt.

Visitor Visiting Room Attire: The following clothing items worn by visitors will not be tolerated and may be grounds for the visit to be denied: Mini skirts, see-through clothing, halter tops, tank tops, tube tops, skirts above the knee, form fitting clothing, sexually provocative or suggestive clothing. Religious head gear will be allowed in the visiting room.

Physical Contact: Physical contact between inmates and visitors will be limited to an embrace and kiss at the beginning and end of each visit and holding hands during the visit. No other contact is permitted. Violations will cause the visit to be terminated and/or disciplinary action.

Visitor's Children: Visiting parents have the responsibility of providing proper supervision and control of visiting children. Unsupervised children may result in termination of the visit.

Termination of Visits: When the visiting room reaches seating capacity, the #1 Visiting Room Officer will consult with the Operations Lieutenant. The Institutional Duty Officer will be responsible for terminating visits at the facilities. Visiting privileges of inmates with local visitors will be terminated first. Distance to the institution will determine other terminations. If additional space is needed, visits of those individuals who have been visiting the longest will be terminated. Staff should try to avoid terminating visits of those individuals who traveled from out of state.

Ion Drug Detection Unit: An ion drug detection unit is located in the front lobby of the FCI. Staff members trained to operate the equipment will randomly test visitors for traces of having come in contact with narcotics. Those visitors who test positive for narcotics will not be allowed to visit for that day. Visitors who continue to test positive could lose visiting access. A notice is placed in the front lobby to notify all visitors of the possibility of being tested.

Transportation Assistance for the Facility: The Federal Correctional Institution is located southwest of Denver in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado 80123 (303-985-1566). The institution is located south of Hampden Avenue (also known as Highway 285), approximately 1 mile. Exit south off Hampden onto Wadsworth Blvd. or Kipling Street to get to the institution. At the intersection of Wadsworth Blvd. and Quincy Avenue, turn west (towards the mountains) and drive approximately 1½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains). Denver International Airport (DIA) is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport: Take Pena Blvd. south to I-70 west, to Wadsworth Blvd. south, to Quincy Ave. west.

Lodging and Transportation: FCI Englewood is located in the metropolitan area of Denver, Colorado, and many lodging accommodations exist. Refer to the yellow pages for lodging and transportation information.

RELIGIOUS SERVICES

The Religious Services Department coordinates resources to meet your spiritual needs. For specific hours and services available, schedules are posted in the housing units as well as at the Chapel. Volunteers assist in meeting the religious needs of the department. The times of their programs are listed on the schedule. Should you be interested in having a clergy member become your Minister of Record, please contact the Chaplain about the process. If you are interested in participating in the Religious Diet, please see the Chaplain to set up a time to take the test. Emergency phone calls are available through the Chapel; verification of the circumstance will occur prior to the call being granted. Emergency phone calls are given if an immediate family member has died or is involved in a serious medical situation. Group and individual religious counseling, instruction classes, correspondence courses, music programs, and fellowship groups are held to provide religious study and knowledge, and to instill religious principles which deal with daily living. The Special Purchase Order SPO process is used to acquire religious items, please see a member of the Religious Services Department for further details.

INMATE REQUEST TO A STAFF MEMBER FORM

If you want to see a staff member, Inmate Request Forms or cop-outs are available. The forms are available in the unit officer's station or your Correctional Counselor's office. You are encouraged to speak directly to unit staff first to resolve issues or clarify rules/regulations. In addition, you may email Department Heads and Executive staff members via the TRULINCS email system.

WORKDAY

The workday varies from detail-to-detail; however, the majority of inmate work assignments are between the hours of 6:30 a.m. and 3:00 p.m. This schedule applies Monday through Friday for the majority of the inmate population. Some inmates work later or earlier and weekends depending on their detail assignments. Saturdays and Sundays are the normal days off.

RECREATION/LEISURE TIME ACTIVITIES

Mission Statement: The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

It is the goal of the FCI Englewood Recreation Department to reduce inmate idleness by providing diverse leisure time activities of interests to all ages, races, cultural backgrounds, handicaps, and other factors.

Hours of Operation

Rec Center / Hobby shop - Daily

6:00AM – 9:30AM

10:30AM – 3:15PM

4:30PM – 8:15PM

Rec Yard

Dusk – Dawn

Recreation Gym

5:00PM – 8:15PM (Winter Months Only)

Hours of operation may vary for individual areas due to weather conditions and staffing levels

Recreation Yard

The recreation yard offers a wide variety of activities that include a Paved Track, Weight Pile, 2 Softball fields, Soccer/Flag Football Field, Basketball Courts, Multipurpose Court, Handball/Racquetball Court, Volleyball Court, Horseshoe Pits, Bocce Courts, Baggo Court, and a Pickle Ball Court.

The Recreation department also offers a variety of organized intermural leagues for most of the activities listed above.

Recreation Gym: The Recreation Gym is in the Education Department and is operated in the winter months only. In addition to free rec, the Recreation Department also offers the following sports leagues in the gym: Basketball, Volleyball, Handball, Racquetball, and Indoor Soccer.

Wellness Center: FCI Englewood has a large area dedicated to health and wellness. The wellness center consists of the following equipment: Weight room, Treadmills, Elliptical Machines, Spin Bikes, Stair Climbers, Yoga Area, Steps, Medicine Balls, Stability Balls, Digital Scale, and Wellness Resource Area.

The Recreation Department offers a variety of structured exercise activities as well as classes on health and nutrition. The Recreation Department offers individual fitness assessments and holds an annual health fair with a variety of information.

Leisure Activities: FCI Englewood offers a wide variety of passive leisure activities to include Pool Tables, Ping Pong Tables, Dart Boards, Board Games, Musical Instruments, and Band Room.

Hobby Craft: FCI Englewood has a large hobby craft area and offers a variety of activities in an individual or classroom setting to include the following programs: Ceramics, Pottery, Leather, Painting, Air Brush, Fly Tying, Yarn, Drawing, and Beading.

To enroll in the hobby shop, inmates will submit a request to staff specifying the program they wish to enroll in. Inmates will be placed on a waiting list and assigned a locker once a spot is open. Inmates must sign the hobby craft rules and regulations and will make a Special Purchase Order to obtain supplies.

Special Events

Recreation offers a variety of special events. Recreation offers several sports and leisure tournament for each of the Federal Holidays. Recreation attempts to bring in outside entertainment to include musical groups, guest speakers, and sports teams. Recreation provides current movies each weekend to the inmate population.

Code of Conduct

The Recreation Department offers a variety of sports, wellness, leisure, and other activities to the inmate population. The Recreation Department has established a "Code of Conduct" for all programs to make recreation activities enjoyable and safe for all participants. Each program has its specific rules and regulations that govern that activity. All rules will be given to participants and each inmate is required to sign before participating in a recreation activity. Unsportsmanlike conduct will not be tolerated. Please be advised that the consequences for violating those rules range from a verbal warning to one or more game suspension, incident report, and or banished from the league or activity for a period of time.

Zimmer Amendment

The Zimmer Amendment was adopted in 1996. The amendment does not allow for the BOP to use appropriated funds and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate, or other martial arts or any weightlifting or body building equipment; (3) electronics or electronic musical instruments.

EDUCATION

Electronic Law Library: The Education Department makes every effort to provide reasonable access to legal materials. The Electronic Law Library is maintained and coordinated by the Education Department. Inmates may purchase typewriter ribbons from the commissary. In addition, if an inmate is determined to be indigent, the Supervisor of Education will make legal copies. The number of copies will be predetermined, and the inmate must provide proof of an imminent court deadline.

Leisure Library: The Leisure Library is located in the Education Department, adjacent to the Law Library. The library has leisure library books, a video library collection, newspapers, and magazines for inmates to read and view. The library also has various tapes and video courses in finance, budgeting, psychology, self-help, and job searches.

The Education Department also provides the opportunity for inmates to obtain leisure library materials not otherwise available at Englewood, through the Jefferson County Public Library Inter-Library Loan System. An inmate may complete an Inter-Library loan form and submit it to the Education Department to request library materials from the Jefferson County Public Library System. Hours to pick-up books are 6:00 p.m. to 8:00 p.m. Thursday nights and only with the Inter-Library loan coordinator.

Law and Leisure Library hours of operation are posted within the housing units.

Educational Programs: Various programs are offered to allow inmates opportunities for achieving higher academic levels and acquiring skills in vocational/technical areas. If you do not have a marketable skill, you are encouraged to participate in at least one of these programs. Educational programs currently offered are:

- General Education Development (GED)
- English as a Second Language (ESL)
- Post-Secondary Education (correspondence course)
- Parenting
- Adult Continuing Education (ACE)
- Pre-Release
- Occupational Vocational (VT Business Education)
- Resource Center ACE/Pre-release classes
- Arapahoe Community College Certificate Programs (you must pass all entrance exams)

The TRULINC system will allow you to view various flyers and announcements via the Local Documents located in the system. To enroll in any of the programs offered, an Inmate Request to Staff Member (cop-out) must be submitted to the Supervisor of Education.

An inmate subject to the Violet Crime Control and Law Enforcement Act of 1994 (VCCLEA) or Prison Litigation Reform Act of 1995 (PLRA) and lacks a high school credential or proof of a high school or GED credential must participate in and make satisfactory progress in the Literacy Program to earn and vest the maximum amount of Good Conduct Time (GCT). At a minimum, an inmate must attend 240 hours of the literacy program. An inmate subject to VCCLEA or PLRA who refuses to enroll in the literacy program, drops out of the program, or receives an incident report for committing a prohibited act in the literacy program will receive an unsatisfactory progress assignment. In order to return to a satisfactory status, an inmate must complete 240 instructional hours following the date which they were placed in unsatisfactory status.

FOOD SERVICE

Meals are served cafeteria style. Every attempt is made to ensure that each meal is tasty, attractive, nutritious, and in compliance with the national menu. Dining hours are as follows:

- Breakfast: 6:00 a.m. Food Service opened.
- Lunch: All departments will be dismissed when called by the Operations Lieutenant, starting at 10:30 a.m., Monday through Friday.
- Dinner: Immediately following the cleared 4:00 p.m. count.

At the FCI, UNICOR will be called first in the workday rotation, followed by Psychology. Then Education/Recreation is called followed by Facilities, Laundry, and Inside Landscape. The units will be called last. The units will be called based on the sanitation inspection.

The FCI during the evening, weekend brunch and dinner rotations are based on unit weekly sanitation inspections and are conducted by the Institution Duty Officer.

Weekend and Holiday Schedule

- Coffee House: 7:00 a.m. Food Service opened.
- Saturday Brunch 10:30 a.m. - 11:30 a.m.

You will be required to wear institutional issued clothing the lunch meal. No food is to be taken from the dining room. Dishes, cups, trays, eating utensils, salt and pepper packets, sugar packets, etc., are not to be taken from the dining room. Any inmates caught attempting to acquire a second meal from mainline services will be written an incident report for stealing from food service.

PERSONAL ITEMS AND HYGIENE

Toiletries including razors, shaving cream, toothpaste, toothbrush, hand soap, shampoo, and a comb are provided by the institution. These and other such items may also be purchased from the commissary. Personal hygiene items may be picked up at the laundry. The procedures for picking up personal hygiene items are as follows: Personal hygiene items will be picked up on Fridays from 6:15 a.m. to 7:30 a.m. For a.m. food service workers, hygiene items can be picked up at 11:45 a.m. to 12:15 p.m.

At the FCI, Inmates assigned to the East Unit will be issued (2) orange laundry bags upon arrival. They will be able to turn in their laundry bags for washing every Monday and Wednesday between 6:15 a.m. to 7:30 a.m. and pick up their bags the following day at the same time. West Unit inmates will be issued white laundry bags (2) and will be allowed to turn in their laundry bags for washing every Tuesday and Thursday between the hours of 6:15 a.m. to 7:30 a.m. and pick them up the next day at the same time. All inmates will be able to wash their clothes twice weekly. Inmates will turn their bags in to laundry department and pick them up at the laundry. Linen exchange will be held at the main laundry every Friday between 6:15 a.m. to 7:30 a.m. for all inmates.

Inmates will be able to exchange (2) sheets, (1) pillowcase (one for one exchange). On the last Friday of every month, both linen and blankets will be exchanged on a one for one exchange. Any altered clothing is contraband and will be confiscated.

Your individual preferences as to the type of haircut, as well as mustaches, beards, and sideburns are permitted as long as they are kept clean and neatly trimmed and will not cause a disruption among the inmate population.

SHAKEDOWNS AND CONTRABAND

Contraband is defined as anything that is:

1. Not purchased in the commissary.
2. Altered.
3. Not authorized or issued by a department head or staff member.
4. Not issued through Receiving and Discharge.

While you and your property may be searched at any time by a staff member, staff will respect your person and property. Contraband control is a major concern, and you must help to control it by not having unauthorized property, property which may become a sanitation problem, or considered a fire hazard. Such property will be confiscated.

SELF IMPROVEMENT PROGRAMS

All self-improvement programs have the goal of helping you help yourself. Whether they are to teach you vocational skills, academic skills, or show you ways to deal with anger, fear, drugs, sexual issues, or authority, they can help if you care enough.

PRODUCT SUPPORT CENTER/FEDERAL PRISON INDUSTRIES

Inmates interested in a UNICOR work assignment should contact their Case Manager. The Case Manager is responsible for initiating the application for the Industries Waiting List. Inmates with prior UNICOR experience may be added to the prior UNICOR list (if they weren't transferred for disciplinary reasons) and receive accelerated consideration for employment. For those inmates with significant financial obligations, contact your Unit Team to be considered for advanced standing on the waiting list. In accordance with Bureau of Prisons policy, all UNICOR workers must have a high school diploma or a General Equivalency Diploma.

JOB ASSIGNMENTS

There are numerous job assignments to meet the needs of the institution and provide an opportunity for you to learn employable skills and positive work habits. All inmates are required to work unless they are medically exempt. Normally, you will be given an initial job assignment upon completion of your Admission and Orientation Program. The Unit Team makes all job assignments and job changes. Occasionally, it may be necessary to assign you to a job based on institution needs; however, priority will be given to your requested assignment when possible. A job assignment is an important part of your program and work reports are submitted by your work supervisor regularly. Many jobs offer an opportunity for learning skills in specialized areas such as plumbing, electric maintenance, and business procedures.

COMMUNITY PROGRAMS

Residential Reentry Centers (RRC) are located in major metropolitan centers throughout the United States. These centers have been very successful in helping inmates return to their communities. We carefully scrutinize inmates who may qualify for placement in a halfway house program. The programs of the RRCs emphasize responsibility, steady work, and gradual reintegration into the community. If you are transferred to a RRC you will work in the community and return to the center during off-duty hours. You are considered for RRC placement 17-19 months from release. Ordinarily, you are not eligible for placement in a RRC if you have a detainer, your presence in the community might bring adverse criticism to you or the federal government, or if your institutional adjustment is poor. Additionally, refusal to participate in the Release Preparation Program (RPP) or the Financial Responsibility Program (FRP) will affect eligibility for or length of participation in community-based programs.

REENTRY PROGRAM

Reentry begins from the time an inmate is incarcerated into their post-supervision. The reentry program provides inmates the opportunity to prepare themselves to successfully reenter the community. Every inmate needs to invest in his own plan to reenter the community. FCI Englewood provides inmates the opportunity to participate in programs and provide resources to assist them to successfully reenter the community. Each inmate should receive an Inmate Skills Development Plan which provides the inmate an overview of their deficits and skills. Unit Team and the inmate should devise a plan to assist the inmate integrate back into the community. Inmates should address their own deficits by participating in programs, using the Career Resource Center, and working with their Unit Team.

TREATY TRANSFERS

At the FCI, if you are a citizen of a foreign country and you wish to complete your sentence there, you may request this through your Unit Team. Be prepared to contact the nearest consular office to inform them of your desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate in order for the office to begin verification of citizenship and expedite your application. To be eligible, you must normally not be serving time for civil contempt, political, military, or immigration offenses. If interested, read Program Statement 5140.42, Transfer of Offenders to or from Foreign Countries, or discuss with your Unit Team.

GENERAL INFORMATION

Performance Pay: Performance pay will be awarded to inmates who have demonstrated satisfactory work and performance. Pay is awarded by job classification pay grade level and is paid by the hour. Bonuses may be given at up to 50% of the amount paid for outstanding work.

Special Award: Special Awards may be given for actions or duties which are beyond the limits of how you are expected to perform in your regular work assignment. They may be for satisfactory performance of unusually hazardous assignments, acts which protect lives of employees, inmates or the property of the United States, or suggestions which result in the substantial improvement of Englewood programs or financial savings.

Safety and Sanitation: The mission of the Safety Department is to provide a safe and sanitary environment of the highest standards for all inmates. The department serves as a consultant to department heads and line supervisors by emphasizing safety awareness and clarifying and enforcing policies relative to occupational safety and health standards, codes, rules, and regulations. The Safety Manager has the responsibility of investigating and coordinating all pertinent reports relative to inmate injuries; conducting safety and sanitation inspections throughout the institution, assisting in obtaining appropriate personal protective equipment to carry out a safe operation; supplying safety literature, articles, and brochures; and planning, coordinating, and directing job efficiency safety training sessions. The Safety Manager is also responsible for the institution fire protection and suppression program.

Smoking: Inmate smoking is prohibited in the institution.

Financial Responsibility Program (FRP): The Financial Responsibility Program (FRP) is offered to inmates to assist them in meeting their court-ordered financial obligations. These may include assessments, fines, restitution, child support and alimony, or other judgments against you ordered by a court. Based upon your financial ability, a FRP payment plan will be established between you and your Unit Team members. You are expected to abide by this FRP contract. FRP is a voluntary program; however, failure to make adequate progress in meeting your financial obligation may result in being placed in FRP REFUSAL status. Should you be placed in FRP REFUSAL status, program and employment restrictions will be placed on you. Please review the Inmate Financial Responsibility Program Statement for additional information, or feel free to contact a member of your Unit Team for assistance.

MEDICAL CARE

The Health Services Department conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. At the FCI, routine sick call screening, including dental problems, will be held in the Health Services Department between 8:00 a.m. and 9:30 a.m. weekdays (except for Wednesdays), with your ID card. Each inmate requesting an appointment will be scheduled to be seen by their primary care provider (PCP) as needed. Emergency treatment is conducted on an as needed basis. Inmates will be charged a \$2.00 co-pay for medical care initiated at their request, such as sick call or after hour requests to be seen that are deemed by the clinician to be non-emergency. No inmate will be denied care for lack of funds; however, the charge will be electronically attached to their commissary account and exists as a debit until they get funds. At that time the money is transferred to pay their just debt. Inmates needing to be placed on the eye doctor waitlist should report to sick call on Tuesday at 8:00 a.m. At the FCI, Dental sick call is Tuesday and Thursday between 8:00 a.m. and 8:30 a.m. To sign up for routine teeth cleaning, report to dental sick call Thursdays at 8:00 a.m. to 8:30 a.m. to be added to the waitlist.

For the Camp, sick call is held at the Federal Detention Center lobby at 6:45 a.m. Monday, Tuesday, Thursday, and Friday. Camp sick call and dental sick call is held Monday mornings, excluding holidays, at 7:00 a.m. at the Federal Detention Center (FDC) lobby. Inmates will be assessed at sick call and given an appointment. There is a \$2.00 copay charge for all sick call visits and after hour visits not deemed an emergency. Medical emergencies should be reported to the nearest staff member who will notify medical staff. Dental cleanings are conducted at the FCI.

Preventive Health Screening: Under 50 years of age: Eligible every three years by request only.
Over 50 years of age: Eligible every year by request only.

HIV Education: Every inmate will be offered HIV testing on arrival and/or based on risk factors when seen by clinician during initial medical screening. In addition, basic instruction will be provided as part of your A&O Program. HIV information is available from the Health Services Department.

Questions/Open House: Questions regarding the Health Services Department should be addressed to the specific person or area via an Inmate Request to Staff Member (Cop-Out). Questions regarding medical care should be taken care of through sick call.

All correspondence directed to the Health Services Department must be on the standard Inmate Request to Staff Member Form. At the FCI a representative from the Health Services Unit is available at mainline each weekday to answer questions. At the Camp submit a copout to the Health Service Department.

Medical Appointments: The majority of medical appointments appear on the Daily Call-Out Sheet. It is the inmate's responsibility to check the call-out each day to see if they are scheduled for any such appointment. Failure to appear for scheduled appointments may adversely affect the continuity of care you are to receive and will result in disciplinary action.

Pharmacy/Pill Line Procedures: Self carry medications can be refilled by turning in a refill slip at any pill line. Medications will be ready the next pharmacist working day. Refills are not filled on weekends and holidays, so plan ahead and turn in a slip before running out of medications. BOP controlled medications are given out at pill lines.

At the Federal Correctional Institution - **Pill line times are as follows:**

Monday through Friday	7:00 a.m. to 7:30 a.m. 3:00 p.m. to 3:30 p.m.
Weekends & Holidays	7:30 a.m. to 8:00 a.m. 3:00 p.m. to 3:30 p.m.

You must present your ID card to be served by the pharmacy. The inmate must present their ID card for all medications or medical care. Pill lines are directly observed, and as such, the inmate will be required to have water ready when at the pill line window and be ready to show staff the empty cup and mouth. All prescriptions must be picked up from the pharmacy within 3 days of the prescription being ordered.

Prescription pickup: Held weekdays (excluding holidays) from 1:00 p.m. to 1:30 p.m. A pharmacist will be available for questions and education on therapies.

Over-the-counter (OTC) medications are not provided: You may purchase OTC medications from the commissary. If you are indigent, you may fill out an indigent form and turn it in to medical. These forms may be filled out and picked up on Sundays only. The OTC medications will be delivered on Fridays. Your indigent status will be confirmed prior to dispensing of these medications.

Inmate Living Wills / Advance Directives: An inmate may develop an Advance Directive or Living Will to be used in the event of terminal or disabling illnesses or injuries. The BOP will not withhold resuscitation while on BOP site, but the Directive will be sent to the hospital the inmate is transferred to.

Utilization Review Committee: All requests for care not provided by the BOP will be reviewed by the URC. A copy of the URC decisions will be sent to you thru TRULINCS.

Emergencies: Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life threatening events such as chest pain, severe bleeding, etc. All non-emergencies must be handled through sick call.

Report a Complaint: The Joint Commission uses information from a variety of sources to improve the quality and safety of the more than 18,000 health care organizations it accredits and certifies. One of these resources is complaints from patients, their families, government agencies, and the public, as well as from the organization's own staff and the media.

To report a complaint, use one of the following options:

E-mail: complaint@jointcommission.org

Fax: (630) 792-5636

Mail: Office of Quality Monitoring

The Joint Commission

One Renaissance Boulevard

Oakbrook Terrace, Illinois 60161

Patient's Rights and Privacy: The patients of this facility have the following rights and the utmost will be done to protect these rights:

- (a) No person shall be denied impartial access to treatment or accommodations that are available and medically indicated, on the basis of such considerations as race, color, creed, or national origin.
- (b) Every individual who enters this hospital for care retains the rights to privacy and these rights shall be protected, in accordance with the Privacy Act of 1994 and the Freedom of Information Act.
- (c) The individual's dignity is reflected in the respect accorded by others to his need to maintain the privacy of his body. To the extent possible, given the inescapable exposure entailed in the provision of needed care, the patient shall be aided in maintaining this privacy.
- (d) The patient has a right of confidentiality of his disclosures and shall be afforded the opportunity to

communicate with the physician in confidence. However, institutional staff may have access to the medical record on a need-to-know basis.

- (e) The patient has the right to communicate with those responsible for his care to receive from them adequate information concerning the nature and extent of his medical problems, the planned course of treatment, and the prognosis. In addition, he has a right to expect adequate instruction in self-care in the interim between visits to the hospital.
- (f) In the case of language or cultural differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.
- (g) The inmate has the right to refuse being seen by a student or trainee.
- (h) The inmate has a right not to be used for medical, pharmaceutical, or cosmetic experiments.
- (i) The inmate has a right to have pain issues addressed by appropriate, indicated methods.
- (j) The inmate has the right to file grievances pertaining to medical care with no repercussions.

Patient's Medical Responsibilities: All inmates must assume the following responsibilities when requesting medical care or evaluation:

- (a) Provide a chief complaint.
- (b) Provide an accurate and complete history of past and present illness, including degree of pain.
- (c) Provide an accurate and complete history of hospitalization.
- (d) Provide an accurate and complete medication history.
- (e) To report at scheduled time for appointment and wait patiently to be seen.
- (f) To follow treatment plans as prescribed unless they sign a refusal of treatment.
- (g) Be sure they fully understand consequences prior to refusing treatment.
- (h) Follow all institution rules and regulations about patient care and conduct.
- (i) Consider the rights and privacy of other patients and staff.
- (j) Respect other's property.
- (k) Conduct self in a respectful manner.
- (l) Inform the Health Services staff of any adverse reaction to medication or change in condition.
- (j) Report a complaint with no repercussions.

Psychology Services

The Psychology Services Department provides mental health services to the inmate population. These services include, but are not limited to, suicide prevention, crisis intervention, treating people who experience mental illness, psychiatric medication referrals, psycho-educational groups, providing self-help materials, individual brief counseling, and FSA programming. Additionally, the Psychology Services department offers several intensive programs that comprise the Residential Drug Program, Non-Residential Drug Program, Drug Education Program, the Non-Residential Sex Offender Treatment Program, and the Resolve Program.

If you are new to the Bureau of Prisons, a Psychologist will interview you within fourteen days upon arrival. If you transferred from another Bureau of Prisons institution and an intake is indicated, you will be seen within 30 days of arrival. The Psychology Department will provide programming recommendations. Your FSA needs will be determined when you complete the initial FSA surveys, and you will automatically be added to the relevant psychology FSA program wait lists.

Suicide Prevention has central importance to everyone working in a correctional environment. Staff is trained to respond expeditiously to any high-risk suicidal behavior. You have an important role, as well. As part of the "eyes and ears" of the institution, you are encouraged to report any at-risk suicidal behaviors to staff. Such behaviors include hopeless statements, low energy, not engaging in enjoyable activities, loss of appetite, and suicidal statements. A psychologist is available at all times to address any suicide concerns or other mental health crisis situations. Just report

any such immediate concerns to the unit officer, work detail supervisor, lieutenant, psychologist, or other available staff.

Most people periodically experience serious problems of living and/or distressing mood. During a long incarceration, life problems may include divorce, family deaths, pre-release issues, depression, and anxiety. **Time-Limited Individual Counseling** is available on an as needed basis. Please send an inmate request form to the Psychology Department if you are interested in individual services.

Substance abuse is strongly connected to many federal crimes. The **Drug Education Program** is voluntary to all interested inmates in the FCI and Camp. Classes focus on the consequences of substance abuse that negatively impact mind, body, work, relationships, and society. Drug Education classes range from twelve to fifteen hours in length. The **Non-Residential Drug Treatment Program** is also available to all interested inmates in the FCI and Camp. In addition to examining the negative consequences of substance abuse, the program participant will be taught skills to reduce the chance of using substances. Please send an inmate request form to drug abuse program staff if you are interested in these programs.

The **Residential Drug Abuse Treatment Program (RDAP)** is an intensive residential program available to inmates who qualify under strict guidelines established by Congress at the FCI. The program follows a modified therapeutic community model, meaning that participants work closely together while holding each other accountable in treatment. The participant is also treated individually in accordance with a signed treatment plan. The program lasts for nine or more months. Possible incentives include early release and six-month halfway house for those who qualify. Please send an inmate request form to the drug abuse program staff if you are interested in the program.

The **Non-Residential Sex Offender Treatment Program (SOTP-NR)** is only available at the FCI. It is voluntary to all inmates who are convicted of a sex offense. The program is aimed at reducing the risk of offenders engaging in further related behavior. Inmates who do not have a sex crime can support the broader community by supporting inmates who elect to complete the program.

The **Resolve Program** is only available at the FCI. It is voluntary to all inmates with an identified trauma need. The program is aimed at decreasing the incidence of trauma-related psychological disorders and improving inmates' functioning.

What you say to a mental health provider is confidential with a number of important limits or exceptions. **Standard Limits of Confidentiality** include imminent danger to self or others; abuse of children, elderly, or the handicapped; court orders; information needed by Department of Justice staff.

Sexually Abusive Behavior Prevention and Intervention: Information and How to Report.

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

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

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

What Can You Do to Prevent Sexually Abusive Behavior?

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

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **All victims of sexual abuse will have access to forensic medical examinations, whether on-site or at an outside facility, without financial cost, where evidentiary or medically appropriate.** **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How Do You Report an Incident of Sexually Abusive Behavior?

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

- **Write directly to the Warden, Regional Director, or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons.

■ **The address is:**

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

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

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail 'Sent' list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

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

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Your Local Rape Crisis Center's Information is:

Center's Name: The Blue Bench (Rape Crisis Center)
P.O. Box 18951
Denver, CO 80219
Phone: 303-329-9922
Email: info@thebluebench.org

Management Program for Inmate Assailants

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

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

Policy Definitions per 28 CF 115.6

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

Code 114/ (A): Sexual Assault by Force

Code 205/ (A): Engaging in a Sex Act

Code 206/ (A): Making a Sexual Proposal

Code 221/ (A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

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

Sexual abuse: includes –

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

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

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

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

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

Sexual harassment includes

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

Voyeurism by staff, contractor, or volunteer means an invasion of privacy of an inmate, detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals or breasts; or taking inmates of all or part of an inmate's naked body or of an inmate performing bodily functions.

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

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

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office
National PREA Coordinator**
320 First Street, NW Room 554
Washington, DC 20534

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

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

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

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

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

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

Third-party reporting (outside of institution):

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp

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

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

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your gender or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and

safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited. It is the expectation of the agency and its leadership that our staff at every level treat inmates with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

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

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

INMATE GRIEVANCE PROCEDURES:

Grievance Procedures: You are encouraged to solve problems on an informal basis whenever practical; however, when this is not possible, you have resources available in the Administrative Remedy Procedures. The procedures require you to see your Counselor for an Informal Resolution Attempt Form. Your Counselor will listen to the nature of your complaint. If the complaint cannot be resolved at this level, request a BP-9 to begin a formal grievance. This form, when completed should be forwarded to the Warden.

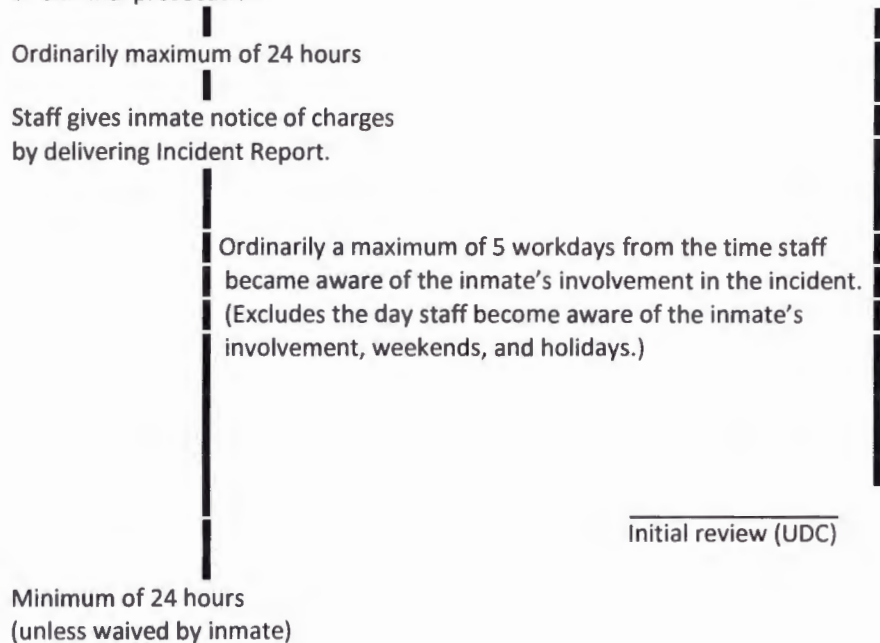
Appeals from Discipline Hearing Officer (DHO): When the DHO notifies an inmate of his decision; he will inform him of his right to appeal the decision to the Regional Office. Appeals must be filed no later than 20 days after written notice of the decision. An inmate wishing to appeal any disciplinary action imposed as a result of a hearing before the DHO, must use the procedure and forms provided for by Program Statement 1330.16, Administrative Remedy Procedures for Inmates.

RIGHTS AND RESPONSIBILITIES: In addition to the general conduct guidelines contained in this booklet, it is important for you to become acquainted with your rights and responsibilities in the prison community. There is also a list of prohibited acts and types of disciplinary action which may be taken if you violate any institutional rules. The rules of living quarters are designed to make clear what is expected of you on a day-to-day basis. If you have any questions about your rights and responsibilities, prohibited acts, or the disciplinary process, contact a member of your Unit Staff.

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff 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 religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing,- and a laundry schedule for cleanliness of the same, an quarters, 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 the laundry and shower schedule, maintain neat and clean living to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	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 services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. You have the right to a wide range of reading materials for educational purposes materials may include magazines and newspapers sent from the community, with certain restrictions.	9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
11. You have the 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, in accordance with Bureau rules	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court- imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

FCI/FPC/FDC ENGLEWOOD SUMMARY OF INMATE DISCIPLINE SYSTEM

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



Discipline Hearing Officer (DHO) Hearing

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

NOTE: Time limits depicted are subject to exceptions as provided in the institution rules and Bureau policy.

GREATEST SEVERITY LEVEL

Description of Sanction - Greatest Severity Level
A. Recommend parole date rescission or retardation.
B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C. Disciplinary segregation (up to 12 months).
D. Make monetary restitution.
E. Monetary fine.
F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G. Change housing (quarters).
H. Remove from program and/or group activity.
I. Loss of job.
J. Impound inmate's personal property.
K. Confiscate contraband.
L. Restrict to quarters.
M. Extra duty.

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
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 this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
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).
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 narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is 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 LEVEL

Description of Sanction - High Severity Level
A. Recommend parole date rescission or retardation.
B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C. Disciplinary segregation (up to 6 months).
D. Make monetary restitution.
E. Monetary fine.
F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G. Change housing (quarters).
H. Remove from program and/or group activity.
I. Loss of job.
J. Impound inmate's personal property.
K. Confiscate contraband.
L. Restrict to quarters.
M. Extra duty.

PROHIBITED ACTS/HIGH SEVERITY LEVEL

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.
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 a mask.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
209	Adulteration of any food or drink.
211	Possessing any officers 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.
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 the purpose of introducing contraband or any other illegal or prohibited purpose.
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
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 exercises or drill (except for drill authorized by staff).
221	Being in an unauthorized area with a person of the opposite sex without staff permission.
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.
231	Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or supply his/her own court documents for any unauthorized purpose to another inmate.
296	Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
297	Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
298	Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be 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 LEVEL

Description of Sanction - Moderate Severity Level
A. Recommend parole date rescission or retardation.
B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C. Disciplinary segregation (up to 3 months).
D. Make monetary restitution.
E. Monetary fine.
F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
G. Change housing (quarters).
H. Remove from program and/or group activity.
I. Loss of job.
J. Impound inmate's personal property.
K. Confiscate contraband.
L. Restrict to quarters.
M. Extra duty.

PROHIBITED ACTS/MODERATE SEVERITY LEVEL

300	Indecent Exposure.
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.
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.

PROHIBITED ACTS/MODERATE SEVERITY LEVEL

Continuation

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 MODERATE SEVERITY LEVEL

Description of Sanction - Low-Moderate Severity Level	
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.	

PROHIBITED ACTS/LOW MODERATE SEVERITY LEVEL

402	Malingering, feigning illness.
404	Using abusive or obscene language.
407	Conduct with a visitor in violation of Bureau regulations.
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.

CLOSING

The information provided in this publication is intended to answer a majority of your questions regarding inmate issues at FCI Englewood. If for some reason it does not answer your questions, your Unit Team members are available to assist you, and you are encouraged to work closely with them.

BP-493
JUN 18

SPECIAL MAIL NOTICE

U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with you attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

LOCAL TRANSPORTATION OPTIONS TO/FROM FCI/FDC/FPC ENGLEWOOD

Denver International Airport

8500 Pena Blvd, Denver, CO 80249

(303) 342-2000

www.flydenver.com

Regional Transportation District (RTD)

Bus and Light Rail service

www.rtd-denver.com

Denver Yellow Cab Taxi Service

(303) 777-7777

www.denveryellowcab.com

Metro Taxi Denver

(303) 333-3333

www.metrotaxidenver.com

Rental Car Companies

www.thrifty.com/Denver_Airport

www.dollar.com/Denver

www.enterprise.com

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

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

What is the PATTERN Risk Assessment?

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

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

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

What is the SPARC-13 Needs Assessment?

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

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

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

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

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

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

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

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

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

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

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management

- Life Connections
- UNICOR Employment

What is a Productive Activity (PA)?

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

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

Inmates are also encouraged to also participate in other available activities that reduce idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

- Productive, free-time activities (e.g., recreation, hobby crafts, or religious services)
- Family interaction activities (e.g., social visiting)
- Personal growth and development classes (e.g., adult continuing education classes)
- Institution work program
- Community service projects

What is an FSA Assessment and when does it occur?

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

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

Who is NOT eligible to earn FTCs?

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates

- U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates
- D. C. Code Inmates*

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

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

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

The short answer is no. Whether you have multiple counts, multiple J & Cs, and/or multiple jurisdictions, you are serving a single, aggregated term of incarceration. The review for eligibility is based on your term of incarceration. You are either eligible or you are not. This means if one count, one J & C, or one jurisdiction is ineligible to earn time credits, then your term of incarceration is ineligible.

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

When do I start earning FTCs?

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

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

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

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

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

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

- Disciplinary Segregation
- Designation outside the Institution (outside hospital, furlough, etc.) *
- Temporary Transfer to another Federal or a non-Federal agency (Fed Writ, State Writ, IAD, etc.) *
- Placement on a Mental Health/Psychiatric Hold
- Detention as a material witness or for civil contempt
- Placement in civil commitment
- Opting Out (see definition below)
- Refusal to participate in required programs (e.g. Inmate Financial Responsibility (FRP), Drug Education, Second Chance RRC placement, etc.)

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

How many FTC days can I earn?

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

with your release.

What is “Opting Out?”

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

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

Can I earn FTCs while waiting for a program?

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

The waitlist period is defined in terms of the corresponding need area(s). When an inmate declines participation after being on a waitlist, the auto-calculation application will first identify any need areas associated with the declined program and then identify the oldest waitlist associated with the need area(s). Any credits earned since the oldest waitlist associated with the need area, without intervening participation, will be rescinded to reflect the inmate’s refusal.

This means that any credits earned during the waitlist period will be removed to reflect your refusal/opting out.

How do I earn my credit?

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

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a completed 30-day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle.

For example: If the first monthly posting of FTCs occurs only five days after you go into earning status, no FTCs will post to your record as you have not yet accumulated 30 days in earning status. However, those five days will carry over to the next monthly cycle, and you will receive the FTCs at the end of the second month. If later, you go into FRP Refuse or decline a recommended needs-related program and go into opt out status, you will no longer be in earning status, and therefore, you will stop accruing days toward FTCs and no FTCs will post to your record. Once you return to earning status, you will resume accruing days toward the earning of FTCs.

Along with other enhancements to the FSA Assessment process, beginning later in 2023, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the “carried over” programming days and post Time Credits to your record sooner.

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

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

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

Later in 2023 and into 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

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

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

Can I lose FTCs?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Are FTCs applied to my percentage of time served?

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

What is an FSA Conditional Release Date?

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

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

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

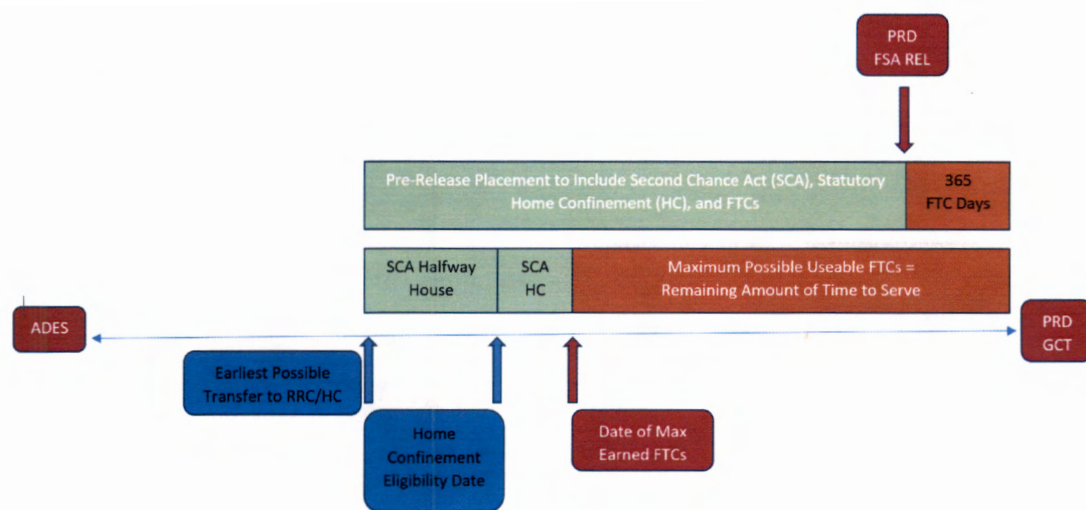
Yes. As long as you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN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

How does FTCs work with Pre-Release Placement?

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

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

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



For example, if you had 30 months to serve (after Good Conduct Time) and had a minimum or low Risk level from the beginning, you could earn up to 415 FTCs. You would also have a Home Confinement Eligibility Date of about 90 days. The first 365 FTCs are applied toward release, leaving you about 18 months to serve. If your unit team also recommended you for a 120-day prerelease placement under the Second Chance Act, that would be added to the 50 FTC days remaining for all total recommended pre-release placement of 170 days. But, because the Second Chance Act Placement is served first to include the 90-day Home Confinement Eligibility, you would have to serve at least 30 of your 120-day Second Chance Act placement in the halfway house before you could transfer to home confinement.

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

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

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. **Meaning - if you are in halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active**

warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.

Because you are not eligible for a needs-based recommendation under the Second Chance Act, your FSA placement in halfway or home confinement is VOLUNTARY. You can decline the voluntary FSA placement without any negative impact. This means you can still apply your FTCs, up to 365 days, toward early release. Please let your case manager know if you are declining the voluntary FSA placement due to unresolved pending charges or detainers in pre-release custody.

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

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

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

Questions?

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