

FEDERAL CORRECTIONAL INSTITUTION
WASECA, MINNESOTA



ADMISSION AND ORIENTATION
HANDBOOK

Michael Segal, Warden

March 1, 2023

The purpose of this handbook is to provide you with general information regarding FCI Waseca's programs as well as the rules and regulations you will encounter during confinement. It is not a specific guide to the detailed policies of the institution (which are subject to change) or all procedures in effect. Rather, the material in this handbook will help you understand what you may encounter when entering prison, and hopefully assist you in your initial adjustment. You are expected to read the information posted on institution bulletin boards as well as the TRULINCS electronic bulletin board for updated information.

DNA SAMPLE COLLECTION Inmates are subject to DNA Sample collection. The Bureau's authorities to collect DNA Samples from persons in BOP custody are as follows: Title 42 U.S.C. § 14135a, Collection and use of DNA identification information from certain Federal offenders; Title 42 U.S.C. § 14135b, Collection and use of DNA identification information from certain District of Columbia offenders; and Title 28 C.F.R. § 28.12. Pursuant to these authorities, the Bureau will collect DNA samples from persons in Bureau custody who are:

- Convicted of any federal offense (felony or misdemeanor);
- Convicted of any Uniform Code of Military Justice (military) offense (felony or misdemeanor);
- Convicted of a qualifying D.C. Code offense;
- Arrested or facing charges (pretrial inmates); and
- Non-United States persons who are detained under the authority of the United States (including the Bureau) (persons who are not United States citizens and who are not lawfully admitted for permanent residence as defined by 8 C.F.R. § 1.1 (b).

Staff should use reasonable efforts to confirm an inmate's claim of previously providing a DNA Sample pursuant to the DNA Act. If you claim you have previously had a DNA Sample collected pursuant to the DNA Act, staff will use reasonable efforts to contact the appropriate agency and confirm the claim.

SOCIAL INTERVIEW, HEALTH SCREENING & ORIENTATION You will be provided a Case Management interview and Health Services screening at the time of your arrival. You will also be screened by the Psychology Department within 14 days of your arrival. At your intake screening, you will be provided with a copy of the institution's rules and regulations, included in this packet, which includes information regarding inmate rights and responsibilities. The Unit Rules specific to the housing unit to which you are assigned to live can also be found posted within the Unit, on the bulletin board, as well as on the TRULINCS electronic Bulletin Board. Ordinarily, within seven days of your arrival to a General Population housing unit, you will receive an orientation session with your assigned Unit Team. Within approximately 30 days, you will attend an Institution Admission & Orientation program, where you will hear from various staff from other departments regarding specific programs, activities, expectations and processes.

INMATE REQUESTS TO STAFF (COP-OUTS) For all inmates housed in General Population, electronic "copouts" are may be submitted via the TRULINCS system. Electronic "copouts" can be submitted to specific departments, which include: Warden, Associate Warden Programs (AW), Associate Warden Operations, Case Management Coordinator, Chaplaincy Services, Correctional Services Department (CCS), Correctional Systems Department (CSD), Commissary, Education, Facilities, Food Service, Health Services, Laundry, Education, Health Services, Medical Records, Psychology Services, Recreation, Re-Entry Affairs, RIS Coordinator, Social Worker, Special Populations Programs Manager, Safety, Special Investigative Systems (SIS), Trust Fund, UNICOR, A/B/E Unit Team, and C/D Unit Team. Through this system, you may send up to five (5) electronic "copouts" per day. Staff may request you to send a written/paper version of the Inmate Request to Staff in lieu of the electronic

version. Responses will ordinarily be prepared within seven (7) calendar days. Oftentimes your issue, question, or request can be more quickly handled through the use of Departmental Open Houses, discussions at Mainline, or a visit to your Unit Team. Furthermore, inmates are encouraged to address their concern with the relevant department and follow the chain of command for resolution. The "chain of command" starts with line staff, and accelerates to department manager, Associate Warden, and finally the Warden.

Inmates housed in the Special Housing Unit (SHU) do not have access to TRULINCS and must submit paper "copouts," which are available through the SHU Officer.

ELECTRONIC BULLETIN BOARD Electronic Bulletin Board (EBB) is available to the inmate population via the TRULINCS terminals located in the housing units and in the law library. Inmates are encouraged to review the EBB daily for any pertinent and new information that may pertain to them. You can select by Department on the drop-down menu for relevant information.

CLASSIFICATION TEAMS (UNIT TEAMS) FCI Waseca is organized into a Unit Management system. A Unit is a self-contained inmate living area that includes both housing sections for inmates and office space for Unit staff. Each Unit is staffed by Unit Team members directly responsible for those inmates assigned to their units. The Unit Staff offices are ordinarily located in the units so staff and inmates can be accessible to each other. The Unit Team typically includes the Unit Manager, Case Managers, Correctional Counselors and Unit Secretaries. A Staff Psychologist, Education Advisor, and Unit Officer also are considered to be Unit Staff members and may sit in on Initial Classification and Program Review Meetings. The Special Populations Case Manager and/or Social Worker may also participate in these meetings, when deemed necessary.

You will be assigned to a specific Unit Team at your intake screening. Unit Team members are available to assist in many areas, including release planning, personal and family problems, general counseling, assistance in setting and attaining goals while in prison, and parole matters (if applicable). If your concern can not be addressed by your Unit Team, they will attempt to guide you to the correct department for your inquiry. Ordinarily, a member of the Unit Team will be at the institution weekdays from 7:30 am to 7:00 pm, and during the day shift on weekends and Federal Holidays. Unit Team members will post "Open House" hours which is the appropriate time to address your concerns. A Unit Team member also stands mainline daily and will periodically visit inmate work sites. Unit Teams' quarterly work schedules are posted on the TRULINCS Electronic Bulletin Board.

GENERAL FUNCTIONS OF UNIT-BASED TEAM

UNIT MANAGER The Unit Manager is the administrative head of the general population housing Unit(s) and oversees all Unit programs and activities. He/she is a Department Head and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and often chairs the Unit Discipline Committee (UDC).

CASE MANAGER The Case Manager is responsible for all casework services and prepares classification material, Progress Reports, release plans, most external correspondence and other materials related to your commitment. He/she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a certified member of the Unit Discipline Committee (UDC).

CORRECTIONAL COUNSELOR This staff member handles the processing of visiting lists, as well as making/adjusting job assignments, and quarters (bed) assignments, etc. Correctional Counselors also coordinate Unit A&O, monitor unit sanitation and inmate unit orderlies, and ensure adequate requisition of unit supplies. They also provide counseling and guidance for you concerning your adjustment to the institution. Correctional Counselors offer individual counsel and may also facilitate a program. The Correctional Counselor also manages Administrative remedy requests, handles visiting requests, and initiates inmate to inmate correspondence. The Correctional Counselor is a certified member of the Unit Discipline Committee (UDC).

UNIT SECRETARY The Unit Secretary performs clerical and administrative duties for his/her respective Unit. He/She works closely with the Case Manager and Correctional Counselor and is responsible for making travel arrangements for inmates who are furlough transferring to a residential reentry center or releasing. At least one Unit Secretary is assigned as an official Notary and may notarize documents upon request.

UNIT OFFICER The Unit Officer has direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. The Unit Officer is in regular contact with inmates in the housing unit and is encouraged to establish a professional rapport with them, as long as such interaction does not interfere with his/her primary duties. The Unit Officer assigned to a housing unit works closely with the Unit Team. The Unit Officer is supervised by the Operations Lieutenant.

UNIT OPERATIONS

INITIAL CLASSIFICATION AND PROGRAM REVIEWS Your Initial Classification with your Unit Team will be held within 28 calendar days of your arrival. Program Reviews will be conducted every 90 to 180 days, depending on your projected release date.

1. New commitments, transfers, RRC/probation violators returning to custody, and probation violators coming into custody for the first time will have a "Team" meeting within 28 days after arrival.
2. Writ returns who missed their regularly scheduled meeting during the writ will be assigned to the next available team docket; if you return from a writ and did not miss your regularly scheduled team meeting, you will remain on her regular "Team" schedule.
3. Inmates are required to be present for a review of their case every 90 days or 180 days, depending on their release date. If an inmate has over one year to release, a "Team" meeting will be held at least every 180 days; if an inmate has less than one year to release, a "Team" Meeting will be held at least every 90 days.
4. Initial Classification and Program Reviews are conducted by the Unit Teams to review and document progress on previously set goals, set new goals to address assessed needs, as well as to review work assignments, transfer opportunities, custody classification, institutional adjustment, etc. These Program Reviews or "Team" meetings are generally where you will initiate most of your requests and/or concerns.
5. On occasion, extraordinary circumstances may warrant a request for a "Special Team" Meeting outside of these guidelines. You may request a "Special Team" meeting by submitting an Electronic Copout your assigned Unit Manager outlining the reasons you require consideration outside your normal program review schedule. Absent compelling reasons for a "special team" your request may be deferred until your regularly scheduled team meeting.

CENTRAL INMATE MONITORING SYSTEM The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices 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.

TOWN HALL MEETINGS/INFORMATION When necessary, Town Hall Meetings will be held in the housing units. In the alternative, notices will be posted on bulletin boards within each housing unit and/or on the TRULINCS Electronic Bulletin Board, to inform inmates of changes in operations, policies and/or procedures. As always, unit staff are accessible on the housing unit to answer any pertinent questions following a Town Hall or new postings to the in-house and/or TRULINCS Bulletin Board; you should check back often for updates/new information.

TREATY TRANSFERS FOR NON-U.S. INMATES Inmates who are not U.S. citizens may be eligible to apply for a transfer to their native country of citizenship to serve the remainder of their sentence in a prison there. Application is only possible for inmates whose native country of citizenship has a formal prisoner exchange treaty with the United States. Your Case Manager is the source of information about these transfers, can advise you if your native country of citizenship has signed this kind of agreement with the U.S., will determine eligibility for application, and initiate application for the transfer if you are eligible and interested.

INMATE ACCOUNTABILITY It is necessary for the staff to count inmates on a regular basis. When a count is announced, you must return to your room, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken at about 12:00 Midnight, 3:00 am, 5:00 am, 10:00 am (weekends and Federal Holidays), 4:00 pm and 9:00 pm. Of these, stand-up counts are conducted every day of the week at 4:00 pm and 9:00 pm and additionally at 10:00 am on weekends and Federal Holidays. During stand-up counts, you are expected to stand on the floor next to your bed. Other census counts occur during the day. You are not to move from your room until the Officer announces that the count is clear. Staff will take disciplinary action if an inmate is not in assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared or for interfering with count by moving about, talking, disruption, or failing to stand for stand-up counts. You must actually be seen at all counts, even if you must be awakened.

WAKEUP Inmates are personally responsible for waking up in time for work, moves, medication pickup, pill line, sick call, meals, call-outs, and classes. Monday through Friday, general wake-up for all inmates is 6:00 am, in conjunction with the morning meal. All general population housing units are called to the breakfast meal by Correctional Services staff at 6:00 am, Monday through Friday, excluding Federal Holidays. On weekends and Federal Holidays, all general population housing units are called to the breakfast meal by Correctional Services Staff at 7:00 am. You are given a reasonable amount of time to leave the unit if you desire to go eat breakfast. Inmates who miss work call or other scheduled appointments are subject to disciplinary action.

CALL-OUTS AND CHANGE SHEET Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) and which are posted each day on the unit bulletin boards, on the work day preceding the appointment. It is your responsibility to check for appointments on a daily basis to avoid disciplinary action.

ICE MACHINES Ice machines are placed in each housing unit as a privilege. Misuse may result in their removal. Any item placed in the ice machine for cooling will be confiscated. Misuse of this privilege, including placing items in the ice bin or placing ice in unauthorized containers (i.e., mop buckets, garbage cans, pails, buckets) may result in a loss of this privilege.

BOARD GAMES/CARDS/IRONS Board games and cards are available for checkout from the Unit Officer. Game playing is allowed in the housing unit television (TV) rooms. You are reminded that gambling is not permitted. You are also reminded of the requirement to comply with posted quiet hours in the housing units, even while playing games and cards. You may also play board games or cards in your range QUIETLY, but never during posted quiet hours. All checked out games and cards should be returned to the officer's station prior to posted quiet hours. Irons are made available as long as they are used as intended. Ironing may only take place in designated TV rooms, and irons shall be turned in once the television rooms are closed for the evening. If irons are misused, they will be withdrawn at the direction of the Unit Manager, for an undetermined amount of time.

TELEVISION VIEWING/REMOTES Televisions may be viewed during established hours. Designation of channels or topic area is made by the Unit Manager and are posted on the respective Unit. See Unit Rules and TV designations memorandum for Television Viewing information.

RADIOS, MP3 PLAYERS, AND TABLETS MP3 Players are no longer sold in the Commissary. They have been discontinued for future sales. Music for existing MP3 players and tablets may be accessed and purchased via the TRULINCS terminal. Inmates must have purchased a MP3 player or tablet to have access to the Media tab in TRULINCS. MP3 players are currently warranted for one year from date of purchase. Tablets are warranted for 90 days. Inmates are encouraged to retain their purchase receipt. Inmates may opt to send their MP3 player or Tablet out for warranty service. Optional pre-addressed padded envelopes may be available for purchase in the Commissary. Regardless of the packaging choice, a Package Authorization Form from the Unit Team is required in all cases with four (4) mailing labels to the service provider. If the inmate opts to have the MP3 player or Tablet returned to the institution, they MP3 player or Tablet will be returned to the Trust Fund Supervisor who will then return it to the inmate. If the inmate chooses to have the MP3 player or Tablet mailed to a family member, be aware the security settings on the MP3 player and the Tablet cannot be removed until after the inmate is released from custody. MP3 players and Tablets, like any other personal property, are subject to restriction as a sanction for misconduct.

Radios, MP3 players, and Tablets must be used with headphones or ear buds. No "homemade antennas" or "homemade speakers" are allowed. Music and games are a personal preference, and headphones/ear buds are for your personal use only. When music and games are playing from your headphones/earbuds, you should have them on/in your ears for your personal listening enjoyment, not to be heard by others. However, for safety reasons, ear buds may not be utilized in the hallways or sidewalks, or while waiting in line (i.e., sick call, commissary line, open houses). Radios, MP3 players, and Tablets, including headphones or ear buds, must be pocketed or stored in a mesh bag during movement to and from the housing units.

NOISE LEVELS AND PROHIBITED COMMUNICATIONS Keep the noise level down at all times. Yelling or loud talking is disruptive and will not be tolerated. After quiet hours begin there will be no talking in the housing Unit bathrooms or in the hallways after quiet hours begin (see Unit Rules). Additionally, conversing loudly across the courtyard or compound will not be tolerated, nor will the use of profane language or disrespectful innuendo be tolerated. Conversing through windows from inside to those outside, and vice versa, is not allowed. Despite not being verbal or noisy, all other forms of communication are also prohibited through windows (i.e. passing notes, signage, etc).

SANITATION It is your responsibility to check your living area immediately after being assigned there, and to report any damage to the Unit Officer. You may be held financially liable for any subsequent damage to this personal living area. Your area must be "inspection ready," in accordance with posted regulations from 7:30 am-4:00 pm, 7 days a week, including weekends and Holidays. Refer to the Unit Rules for specific room sanitation expectations.

FIRE SAFETY Fire drills will be conducted quarterly in each living area and work detail. Your participation is required. Evacuation procedures are posted on each Housing Unit on each floor of the Housing Unit. Become familiar with the evaluation routes in case of fire or other for any other reason evacuation is ordered.

PERSONAL HYGIENE Sanitary pads (regular and super), tampons (regular and super), and panty liners are issued by the institution and made available to all inmates on the housing unit in inmate restrooms. Inmates are expected to use these items for their intended purpose. Inmates found to be misusing these items or stockpiling these items will be subject to disciplinary action. Inmates are expected to use the feminine hygiene disposal receptacles in each restroom; do not flush feminine hygiene products down the toilet at any time.

If you are indigent, a hygiene kit is available on a monthly basis from the Institutional Laundry which includes toothpaste, shampoo, deodorant, packets of shaving cream, disposable razors, and soap. This kit is issued the first Friday of every month in the Laundry Department. A toothbrush is issued by the institutional Laundry once per quarter, by request. The inmate must go to Institutional Laundry to pick up their monthly/quarterly issue. A hairbrush or a comb may be requested via an Inmate Request to Staff form (electronic copout) to Laundry.

Alternatively, or as a supplement, inmates may purchase name brand items, including feminine hygiene products, through the Commissary. You are expected to shower daily and practice good habits of personal hygiene, including proper daily grooming procedures of teeth brushing/flossing, using deodorant, and combing/brushing your hair. Inmates should take care to avoid infections and fungi by wearing shower shoes, maintaining healthy fingernails and toenails, and promptly treating minor injuries.

Nail polish is not sold at FCI Waseca. Use of hobby craft items or other items (i.e., pool chalk) to paint nails or applied as "makeup" is not authorized, as this is not their intended purpose. Additionally, you may not wear hobby craft materials or projects as jewelry or other adornment. Misuse of hobby craft items may result in your removal from the program and/or disciplinary action. Likewise, while you may be authorized to use hair rinse, if and as sold in the commissary, which is the same color as your natural color, you are not authorized to use any other acquired products to tint, dye, color, or highlight your hair. Compliance is expected; noncompliance may result in disciplinary action.

For hygiene reasons, toothbrushes and flossers should be utilized in the housing unit bathroom sink areas, and shall not be brought outside of the housing unit. Additionally, Wavecaps, commonly known as "doo-rags," are a hygiene item and are not to be worn anywhere except in the housing Units.

BED MOVES All quarters assignments and changes (i.e., bed moves) are made by the Correctional Counselor. Consideration for a bed move depends on a number of factors including, but not limited to, sanitation/personal hygiene, seniority, medical needs, conduct, diversity, and interpersonal considerations. Bed move requests may be denied without divulgence of the

justification for doing so, as management reserves this right for orderly operations. You have no constitutional right to a quarters assignment of your choice. You must utilize the bed you are assigned to; you may not arbitrarily choose to utilize another bed. Doing so will result in disciplinary action, as this is an accountability violation. Moves to other housing units are ordinarily not entertained, with the exceptions of programming requirements and at management's discretion for orderly operations and/or population management.

SHOWERS/BATHROOM STALLS At no time should more than one inmate occupy a shower or bathroom stall. See Unit Rules for additional information.

VISITING WITHIN YOUR ASSIGNED UNIT Inmates within a specified range may visit within their range. Visiting within the housing unit can also take place in the Television rooms. In Units A, B, C and D, there is no inter-room visiting allowed. No inter-room visiting, meaning an inmate is not allowed to enter a range other than the one he/she is assigned to. In Unit E, interroom visiting is allowed. See Unit Rules for your assigned unit for additional information.

PERSONAL PROPERTY

RETENTION LIMITS Items which may be retained are limited, for sanitation and security reasons and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living areas. Limitations of personal property are posted regularly, and you are encouraged to review the current Institution Supplement, Inmate Personal Property, for specific information on retention and limits. Property limitations are also posted on unit bulletin boards.

You may not give, borrow or lend any items of value to/from another inmate. Do not share personal property with others inmates, including Commissary items, food, hygiene items, copy cards, etc. Giving, borrowing, lending or sharing items will be subject to disciplinary action. It is a violation to buy/sell or give/ receive hobby craft items at any time, including items intended as gifts for another inmate or gifts for another inmate's external family/friends, regardless of whether the item is freely given or bartered.

You may have and wear a plain wedding band and one pair of earrings (both without stones or engravings). **A wedding band is acceptable for retention only if the inmate is legally married.** However, wedding bands may not be mailed in after the inmate arrives at the institution. Earrings worn must have been legitimately purchased in commissary. Hoops are to be no larger than a quarter, single hooped, and be of a plain design. If earrings are worn, a matching set is required, and must be worn in the lower earlobes. Gauge style earrings are not authorized under any circumstances. A small metal chain with a religious medallion may also be worn, subject to approval of Religious Services and the Warden. The chain and medallion must be worn under all clothing. Hobbycraft items (i.e., jewelry) are not authorized for retention and must be mailed out via established procedures. Beaded Rosaries are a religious item, and is not considered jewelry; therefore, a Rosary should not be worn as a necklace.

The total value of your accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply. Refer to posted personal property limits on the Unit Bulletin Board. Refer to Unit Rules for specific storage instructions.

RDAP incentive items earned while housed in the RDAP Unit must be disposed of or mailed out at the conclusion of your time in the RDAP Unit. They are not authorized within the other housing units at FCI Waseca, and will be subject to confiscation.

STORAGE SPACE Storage space in most units consists of an individual locker, shared desk space, and shared shelf space. The use of combination locks is encouraged and may be purchased in the institution Commissary. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Should you require further storage space for legal materials related to on-going/current legal matters, contact your Unit Manager. You may not alter, move or reposition your assigned locker.

Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers not being utilized for their intended use will be confiscated. Inmates may not bring any food item into the inmate dining hall; likewise, removal of food from the dining room hall is not permitted, absent preapproval for special meals/circumstances. On rare occasions, when food is permitted to leave the dining hall into the housing units, there will be a designated “shelf life” date; after this date, these items should be disposed of or will be confiscated and disposed of.

Special Purpose Order items will be authorized only to the point where they can be contained in the storage area provided for personal property and within the institution’s prescribed Personal Property limitations.

HOBBY CRAFT MATERIALS Inmates are allowed to have a hobby craft tote on the unit to hold their hobby craft projects until completion. All hobby craft items kept on the unit must fit inside the purchased tote with cover closed. Hobby craft items found to be stored outside the tote, within the housing unit, will be subject to confiscation. Any hobby craft items produced in the housing unit must be mailed out of the institution upon completion, at the inmate’s expense, through the Recreation Department. Refer to the Hobbycraft Rules, available in Recreation for more information about this program. Hobby craft items are not allowed for inmate retention and/or display, including flowers, picture frames, crocheted items, tags, sleep masks, jewelry, decorations, signs, beaded pens etc. These items, if found, will be subject to confiscation. You may be removed from the hobbycraft program if you do not follow the rules. Paint or painting related materials are not allowed in the housing units, except for Unit E, where poster paints and related materials may be checked out for programming purposes only.

SPORTS EQUIPMENT AND MUSICAL INSTRUMENTS A limited amount of sports equipment may be maintained in the housing Unit, including pool chalk, ping pong balls, and racquetballs. Only a harmonica is allowed to be stored in the housing unit; however, no instruments are allowed to be played in the housing unit.

LETTERS, BOOKS, MAGAZINES, NEWSPAPERS, AND PHOTOGRAPHS See Unit Rules for limitations.

CONSULATE OR EMBASSY CONTACT

If you are a non-U.S. citizen and you desire to contact your consulate or embassy in the United States, submit a request to your Unit Team.

DRESS STANDARDS

INMATE DRESS STANDARD (DRESS CODE) At all times outside of toileting or showering, inmate clothing must conceal the buttocks, midsection, and the breasts. Clothing must be worn as intended and may not be worn “inside-out” or

“backwards.” On your assigned housing unit, appropriate dress attire, at a minimum, includes a bra and underwear, along with pants, shorts, or a jumper dress and an issued shirt or personally purchased shirt from commissary. If you purchase a sleeveless shirt from Commissary, you must ensure proper fit at the underarms, as your bra should not be visible. “See through” or transparent clothing is not permitted. The jumper dress is to be worn over the brown t-shirt. Inmates wearing a jumper dress may not wear green pants under the jumper dress unless a religious accommodation has been approved. You may not wear sweatpants under a jumper dress at any time. **Thermal undergarments (long underwear tops and bottoms), when worn, are to be worn under other clothing.**

During normal duty hours, Monday through Friday, 7:30 am to 4:00 pm, or anytime an inmate is on a work detail, appropriate dress will be as follows: Option A) Green pants and a green shirt with a brown T-shirt underneath; shirts are to be tucked in and green shirt shall be buttoned all the way up at all times; Option B) Green jumper dress with a brown T-shirt underneath, with the shirt pulled down under the dress so as not to reveal any skin on the torso. Both of these options are acceptable in all areas of the institution, Monday-Friday 7:30 am-4:00 pm, or anytime an inmate is on a work detail.

In the dining hall, inmates are required to be in the proper green uniform (Option A or Option B above) to include government issued shoes/boots to enter the dining facility during the noon meal Monday through Friday. You may not wear tennis shoes to the dining hall during duty hours unless medically authorized (plan to carry your medical authorization with you). Sweat pants, shorts, and T-shirts, except for sleeveless T-shirts, are permitted during breakfast and evening meals, as well as weekends and Federal Holidays. Tennis shoes are permitted in the dining hall during the breakfast and evening meal. As described above, thermals under shorts are not approved leisure attire; thermals under sweatpants are approved leisure attire. Approved religious head wear will be allowed in the dining hall as long as it is appropriately worn in accordance with policy, including visibility of the eyebrow area. For all meals, upon departure from the dining hall, inmates will have their coats off until they pass the PTP area going toward the units, or until they pass the first classroom door going toward Facilities/UNICOR. Additionally, for all meals, Food Service workers will remove their hairnets prior to exiting the dining hall.

Monday through Friday after the 4:00 pm count, as well as weekends and holidays, during non-duty hours, inmates may elect to wear approved leisure attire (i.e., sweatpants, shorts, t-shirts), unless they are attending video sessions or the Visiting Room, or are on a work detail. Sleeveless T-shirts, sold by Commissary, are only authorized to be worn in the Recreation area. (Sleeveless T-shirts may or may not always be available at FCI Waseca’s Commissary). Also, undergarments (bras) will not be visible when wearing sleeveless T-shirts, so ensure you purchase the correct size from Commissary. During leisure time, properly fitting, non-altered T-shirts and sleeveless T-shirts are authorized to be worn in Recreation. Sweatpants must be worn at full length and the pant legs will be not pulled up to any shorter length. Shorts and sweatpants will be worn appropriately at the waist; no sagging or bagging. Clothing which is perceived by staff as too tight or too loose/baggy and clothing which has been altered will be considered contraband and subject to confiscation by staff. If you are going to spend your money on such items, ensure they are an appropriate fit. Shorts and sweatpants may not be rolled at the waistline, nor rolled or cuffed at the bottom. Inmates assigned to off-shift or weekend work details or who are attending callouts or classes must be in the normal duty green uniform as described above.

Pants may not be rolled at the waistline or at the bottom of the pant leg, nor may the pant leg be cuffed or pulled up. If a sweatshirt is worn, it will be worn over the brown T-shirt and UNDER the green shirt or green jumper, neatly tucked in. Additionally, inmates are expected to wear issued clothing with an appropriate fit. If you choose to purchase personal clothing

items from Commissary, it is your responsibility to purchase such items in the appropriate size. Pants will be worn appropriately at the waist; no sagging or bagging. Personally purchased clothing which is perceived by staff as too tight or too loose/baggy and/or personal clothing which has been altered will be considered contraband and subject to confiscation by staff. If your issued clothing is perceived to be too tight or too loose/baggy or has been altered, you may be sent to Laundry to get a substitute issuance. Altering clothing, wearing altered clothing or possessing altered clothing will result in confiscation and possible disciplinary action. No graphics will be allowed. Inmates must wear safety shoes for their work assignments. During the summer months, *ordinarily* considered to be May 15 through September 15, inmates may remove the green shirt at their work detail if authorized by their detail foreman; however, the green shirt will be put back on if/when the inmate leaves that work detail, in the hallways, and in the dining facility during the lunch meal. Sweatshirts may be worn at any time, as long as they are worn under the long or short sleeved green shirt and are tucked in or worn under the jumper dress (not over the jumper dress) during duty hours. Sweatshirts are to be worn over the entire upper torso, and should not be draped over the shoulders or tied around the waist. You must either wear your sweatshirt or carry your sweatshirt. Coats will be collected for seasonal storage. After coats are collected for the summer season, during incidences of inclement weather with precipitation, grey sweatshirts may be utilized as outerwear when outdoors and must be removed when indoors.

Sunglasses will not be worn inside the buildings unless medically indicated. Ball or knit caps will not be worn inside buildings unless required in the performance of the job assignment. When worn, ball caps must be worn with the bill to the front center and must have been purchased through the Commissary or provided by the institution (i.e., food service issued ball caps). No homemade hats are allowed. Religious headwear must be approved in accordance with policy and may not be worn over the eyebrow area. Religious medallions or necklaces must be tucked inside shirts at all times. Shower shoes/slides will only be worn in the housing units for sanitation reasons (i.e. shower shoes).

Coats will be unzipped in the hallways. Neck gaiters, stocking caps/hats, and gloves must be removed whenever you are indoors, including the housing units. Scarves must be open at the neck when indoors, including the housing units. Scarves are intended to provide protection from cold weather; they are not fashion scarves. Scarves, gloves, and neck gaiters shall be stored in your locker during summer months—*ordinarily* considered to be May 15-September 15.

Inmates must have their inmate identification/Commissary Cards on them anytime they are out of the housing Unit. ID's must be worn on the right collar area, picture side facing outwardly. (E Unit will have RDAP lanyards and ID holders for their identification; the picture must be facing outwardly). Your ID and/or ID holder shall not have any hobby craft/stickers, etc. on it. Replacement ID clips can be obtained from Receiving & Discharge (R&D) and Center Hall Officer, on a one-for-one exchange basis. Replacement lanyards are available from RDAP staff on a one-for-one exchange basis. Properly wearing your Identification is part of your appropriate uniform attire, with one important exception: The only exception to wearing the ID so it is visible would involve inmates working with machinery or another detail where the ID/lanyard becomes cumbersome to completing the task at hand; the ID/lanyard may then be tucked inside the shirt or placed in a pocket.

In the Visiting Room, inmates are required to be in proper uniform (Option A or Option B above), or khaki issued clothing if pregnant or post-partum, undergarments (excluding thermal tops and bottoms), and institution-issued shoes, to include brown or black boots sold in Commissary or medically authorized soft shoe. If you have a medical authorization for a soft shoe, you must bring the MDS permit for soft shoe to the Visiting Room for inspection. Inmates are expected to wear issued green shirt, green pants and/or jumpers, a brown T-shirt underneath the green shirt or jumper, one set of undergarments, one set of socks

and institution-issued shoes during visiting. For security reasons, visiting room protocols may be amended as needed. If this becomes necessary, the inmate population will be notified of the changes.

PERSONAL CONDUCT

CONDUCT WITH OTHER INMATES Shouting, yelling, whistling, or causing unnecessary noise inside of buildings or on the compound will not be permitted. This includes conversing from windows to outside bystanders, and vice versa, as well as having loud conversations in common hallways, sidewalks, on work details, in recreation, and within the housing units, including SHU.

Inmates are restricted from hand holding, embracing, kissing, and the placement of arms around shoulders or waist or other forms of physical contact, including but not limited to unauthorized physical contact for the purpose of sexual gratification and unauthorized physical contact for cuddling, grabbing, holding, restraining, etc. See Unit Rules regarding other expectations in regard to personal conduct.

Tactics of social aggression (i.e., bullying, intentional ostracism, gossiping, intimidation, extortion, threatening, and stalking) will not be tolerated. Inmates are expected to work toward learning pro-social behaviors. Inmates will not use language considered to be abusive or obscene. Inmates doing so will be subject to disciplinary action.

CONDUCT WITH STAFF Inmates are encouraged to develop a professional rapport with staff. Physical and/or emotional relationships with staff are prohibited. Staff are to be regarded as a figure of authority, charged with your custody and care. ***THERE IS NO SUCH THING AS CONSENSUAL SEXUAL CONTACT BETWEEN STAFF AND AN INMATE IN THE BOP.***

Inmates shall walk on the right-hand side of the hallway to allow for proper flow of foot traffic. At no time should inmates walk shoulder to shoulder to block a majority portion of the hallway. Inmates should refrain from stopping to converse in the hallways or on sidewalks; continuous movement toward your destination is expected to aid in the proper flow of foot traffic and ensure timely arrival of all inmates to their destinations.

During institution emergencies, inmates are required to move to the side or may be required to lie down, as instructed. Inmates may be required to move to a safe area or to evacuate an area, as instructed. When staff are responding to an emergency, inmates shall move quickly toward the walls (or off sidewalks) and follow staff's instructions. No talking or yelling is allowed during staff responses to emergencies. Inmates who do not follow staff directives or interfere with staff in the performance of their duties shall be subject to disciplinary action.

VISITING ANOTHER HOUSING UNIT You are not allowed to enter a housing unit other than your assigned housing unit without specific prior permission from staff. Generally, you will only be allowed while on an authorized work pass or to see members of your Unit Team. If you are located in another housing unit without proper authorization or engaging in activities outside of such authorization, you will be subject to disciplinary action.

MAINLINE (DINING HALL) The housing units will be called to mainline on a weekly rotating basis. At times, the rotation may be incentive based and aligned with a specific goal or program incentive. Meal rotation may also be altered for operational needs and/or other reasons at the discretion of Correctional Services.

LOCKDOWN If the institution goes on Lockdown status, inmates will be instructed by staff to return to their assigned housing Unit or other designated area. Compliance is mandatory. Meals will be provided on the housing unit and programs will be shut down.

OPEN MOVES Become familiar with the Institution Supplement on Inmate Accountability. You are to move to all call-outs, appointments and off duty activities on the scheduled moves only. You are permitted ten minutes to travel to and from each area when the movement is announced. Inmates who fail to report to a callout or appointment within ten minutes of the beginning of the move will be subject to disciplinary action. Inmates will remain in the assigned area until the scheduled move immediately following the appointment or callout time. Recall moves are for the purpose of facilitating inmate movement back to the housing units. Food Service Short Line moves at 10:00 a.m. are for the purpose of facilitating inmate movement from the housing units to Food Service for Food Service workers only. Open moves are always for the purpose of moving directly from point A to point B, ensuring accountability. Sidewalks and hallways are for continual movement; do not block sidewalks and hallways by gathering to converse in these areas. There shall be no loitering on the sidewalks or in the hallways, including the Salon/Self-Style area and Center Hall. During an open move, inmates shall keep moving in this area toward their destination; loitering is prohibited.

WORK PASSES Inmates utilizing a Facilities Work Pass may move at any time with an appropriately generated and signed work pass. Inmates have ten (10) minutes to move from one area to another, as authorized by the pass, and must have staff sign the pass in and out of the area. Staff will also require tool accountability, if applicable, and check that all inmates listed on the pass are present.

MERRY-GO-ROUND (RELEASE PROCESSING) Inmates are placed on a “merry-go-round” callout if they are releasing to a Residential Reentry Center or street release. This 1-day process allows inmates to complete logistical matters at various departments prior to their departure. Inmates may pick up their merry-go-round form from their respective Unit Team. This form lists the appropriate departments to visit and special instructions. This form is a “pass” to move from one location to another. Staff in each department must sign the form. The form is to be turned into the Unit Team upon completion.

WORK DETAIL ASSIGNMENTS AND CHANGES Your work detail assignment is made by the Correctional Counselor. Work detail changes are not ordinarily approved unless the inmate has remained on the current job detail for at least 90 days. Any exceptions to this must be reviewed by the Unit Manager. Job changes ordinarily require the approval of both the gaining and losing work supervisors prior to consideration by the Unit Team, unless termination is stipulated. Job assignments are based on inmate skills and institutional priorities. All requests for job assignments will be considered, but are not guaranteed.

All inmates are expected to maintain a regular work assignment, unless exempted by medical idle, convalescence, or pregnancy/post-partum status. Job assignments other than UNICOR and Trust Fund positions are controlled through an Inmate Performance Pay system. Inmates are provided compensation for satisfactory hours of work only. Inmates will not be compensated for idle time or absences from work. Work detail changes are reflected through the computerized Change Sheet posted on the unit bulletin board each day. UNICOR Applications for employment are available through Unit Team, typically your Correctional Counselor, if you wish to be placed on one of the UNICOR waiting lists for hiring consideration.

It is the policy of UNICOR to employ and training inmates within the Bureau of Prisons. Please submit the UNICOR Application through your Correctional Counselor if you are interested in being placed on one of the waiting lists to work in UNICOR. The waiting lists are: FPI FSA (FSA Work Need) , FPI 36M (for those within 36 months of their projected release date), FPI PRIOR (prior UNICOR experience and meet certain guidelines, FPI FRP (for those who have verified financial obligation in excess of \$1,000), FPI VET (for inmates who are verified Veterans of the U.S. Armed Forces, FPI OUT (for those seeking employment in the UNICOR Warehouse, FPI GEN (for nay one who does not qualify to be placed on any of the other waiting lists). The UNICOR factory is a textile sewing factory. Other positions within UNICOR include maintenance, packaging, quality assurance, business office and warehouse (outside Gate Pass Detail). UNICOR generally offers the greatest level of inmate pay and the possibility of overtime work. If you have Court-ordered financial obligations, and you work in UNICOR, 50 percent of your UNICOR pay is automatically withdrawn as a payment of your Court-ordered obligation(s). If you do not wish to participate in the Inmate Financial Responsibility Program (FRP), you cannot be placed on the UNICOR waiting list nor can you work in UNICOR. Inmates with a final order of deportation will not be allowed to be placed on the UNICOR waiting list nor work in UNICOR. As employment needs arise, UNICOR Staff will place inmates on callout for an interview, selecting from the waiting lists above, as deemed appropriate to fill vacancies.

INMATE SERVICES ~ ISSUED CLOTHING, LAUNDRY, AND LINEN/BLANKET EXCHANGE

You will be issued sufficient institutional clothing by the Laundry Department upon your arrival. You will be responsible for this clothing and may be held accountable for replacement costs of your clothing if items become lost or altered. Work clothing will also be provided for labor crews and other specific work details. Issued items may be brought to Laundry during open house hours for routine repairs. Exchanges must be submitted via Inmate Request to Staff (i.e., copout). Any item intentionally damaged or altered in an effort to gain a new item will result in an incident report and you may be held accountable for the replacement cost of the item. A Centralized Institution Laundry for the inmate population is provided at FCI Waseca for all institutional issued and personal clothing articles. In order to use these laundry services, you will put your soiled personal clothing into your issued laundry bag, secure it tightly, and deliver it to the laundry in accordance with the local established/posted laundry procedures and schedule. Inmates are also provided with a laundry loop, which is for your issued greens, browns, and towels; inmates will bring their laundry loop and personal clothing to the Institution Laundry weekly. Inmates are also expected to utilize the Institution Laundry for weekly linen exchange (sheets and pillowcase). Blanket exchange is offered once per month. Laundry days are assigned by housing unit. **Inmates are not allowed to wash clothing in the housing units. Inmates who do so are subject to disciplinary action.** All soiled laundry may be kept inside the laundry bag until the inmate's scheduled laundry day.

INMATE SERVICES ~ COMMISSARY

SALES Inmates may shop any day their first-time shopping at this facility. Just write: "**FIRST TIME SHOPPER**" on the top of your commissary list. Your account balances may be obtained by accessing the TRULINCS stations located in the housing Units. Sales will be conducted Monday through Thursday from 6:15 am to 7:30 am; 8:30 am to 9:30 am; and 11:00 am to 1:00 pm. Each inmate will have the opportunity to purchase Commissary items once per week, with the exception of OTC Medications. Shopping days are determined by the last two digits of the first five numbers of your inmate Register Number. The rotation changes every quarter. The rotation will be posted on the Commissary Bulletin Board. Only inmates who are shopping are allowed in the Commissary Lobby. If you attempt to shop on your non-shopping day, you will be subject to disciplinary action. No MP3 players or radios are allowed in the Commissary area, with the exception of one being newly purchased at the sales window. Only one inmate is allowed in the sales booth at one time. All inmates are responsible for carrying their own purchases to the housing unit. Over the Counter (OTC) Medications may be purchased during regular sales hours any day Monday-

Thursday, regardless of your assigned shopping day and even if you are on commissary restriction. Inmates purchasing OTC Medications on days other than their scheduled shopping day must utilize the "OTC Medications Only Form" provided by the Commissary.

Inmates are never authorized to give or receive anything of value from another inmate, including but not limited to, Commissary items, and will be subject to disciplinary action. Therefore, shop only for yourself and not others. If an inmate needs to leave the Commissary for any reason, they should notify Commissary Staff. Inmates will submit their Commissary List through the slot provided in the Commissary door. Inmates that attempt to enter the Commissary line after the movement has ended may not shop until their next assigned sales day. When your list is ready to be picked up, you will be called to the appropriate window by your name and laundry number listed at the top of your Commissary List. You will be called three times only; if you do not show up at the window by the third time your name and laundry number are called, you will lose your shopping privileges for that week.

COMMISSARY RESTRICTIONS Inmates who are placed on Commissary Restriction as a sanction of the Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) can still purchase some limited items from Commissary under a restricted spending limit, including some Over-the-Counter medication, some hygiene items, stamps, and Kosher items. The spending limit for inmates on Commissary Restriction is \$25.00 per month. If you are placed on Commissary Restriction and you are in General Population, you will need to obtain a Restricted Commissary Form from the Commissary. If you are placed on Commissary Restriction and are in the SHU, the SHU officer can provide you with a Restricted Commissary form.

SPENDING VALIDATION Your monthly spending validation is \$360.00. Inmate's spending validation of \$180 will revalidate on a bi-weekly basis on the 1st and the 15th of the month.

COMMISSARY SUGGESTIONS Suggestions for new items are accepted via Electronic Inmate Request to Staff (copout) to Commissary. Suggestions received will be addressed at the next Commissary Committee Meeting for approval or disapproval.

SPECIAL PURPOSE ORDER (SPO) Certain Hobby craft items, special sized clothing, and certain religious items may be approved for purchase through the use of a Special Purpose Order (SPO).

ITEMS DESIGNATED "LOCAL USE ONLY" Certain items which are sold in the Commissary are deemed "local use only." This will be noted on the Commissary List. These items cannot be transferred between institutions. If you are transferring, the local use item(s) shall be mailed home at the inmate's expense or be disposed of through the Unit Team. Do not give or sell these items to other inmates, as this violates the disciplinary code.

POSTAGE STAMPS An inmate may purchase up to 20 postage stamps (of the denomination for first class, domestic), or the equivalent per week. Additionally, inmates may not have more than 60 postage stamps (of the denomination for first class, domestic), or the equivalent in their possession at any one time. In the event of a valid need, the purchase of additional postage may be authorized by the Unit Manager. Inmates may see the Correctional Counselor for the appropriate form and validation.

COPY CARDS Copy cards are available for purchase in the Commissary with a limit of 2 cards purchased per shopping day. The cards are "use at your own risk" and can only be purchased on your shopping day. These prepaid cards allow you to make

50 copies per card. When the copy card is empty of monies, it becomes invalid and must be discarded. Copy cards cannot be “reloaded.”

PHOTO VOUCHERS The inmate photo program is supervised by the Recreation Staff at FCI Waseca. You may purchase up to 10 Photo Vouchers during a sale on your shopping day. Ordinarily, you are not allowed to have more than 10 Photo Vouchers in your possession. You will receive a Commissary receipt for each Photo Voucher requested. This receipt is considered your Photo Voucher. You will not be reimbursed for unused vouchers. Another inmate is not allowed to use your Photo Vouchers. Photo Vouchers are used in the Visiting Room, during authorized recreational photo sessions, and other special events.

INMATE SERVICES ~ TRUST FUND

BUDGETING/ACCOUNTING AND RECEIVING MONIES When an inmate transfers from another Federal Institution, the TRUFACS inmate account will be available the following day. The Bureau of Prisons has established a National Lockbox location for processing all incoming inmate funds. Inmates must instruct their families and friends to mail all funds to: **Federal Bureau of Prisons, [Insert] Inmate Committed Name, [Insert] Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001**

All negotiable instruments must contain the inmate’s full committed name (no nicknames) and Register Number. Acceptable negotiable instruments are money orders; U.S. Treasury, state, and local government checks; and foreign negotiable instruments payable in U.S. currency. The envelope must contain the inmate’s committed name and Register Number as well, and a return name and address must appear in the upper left-hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate’s account. No personal checks, cash, letters, or pictures will be accepted by the National Lockbox. Should these items be included as an unauthorized negotiable instrument or along with an authorized negotiable instrument, the entire contents are subject to return. All non-postal money orders and non-government checks processed through the Lockbox will be placed on a 15-day hold. Foreign negotiable instruments will be placed on a 45-day hold.

Alternatively, inmates may have funds sent to them by Western Union. Western Union instructions are posted in the Housing Units. There is a fee for senders using Western Union transactions, which varies depending on the location and type of transaction. Inmates may also have funds sent to them via MoneyGram, which also has a transaction fee for the sender. Certain negotiable instruments, such as insurance settlements, trust settlements, and other similar types of negotiable instruments which require an inmate’s direct endorsement, will be processed locally. An enclosed letter instructing the Mail Room of the required signature is needed or the negotiable instrument will be returned to sender.

If you should transfer to another institution, your Trust Fund Account is electronically transferred to that institution. When you are released from custody, your remaining funds will be given to you on a Debit Card.

It is not appropriate for an inmate to send money to the family/friend of another inmate. This action gives the appearance of circumvention and will be heavily scrutinized. Conversely, it is not appropriate for a family member/friend of one inmate to send money to another inmate’s Commissary account via any method. These actions are akin to giving or receiving anything of value to/from another inmate by circumventing appropriate procedures. Therefore, it is prohibited for an inmate to utilize the telephone, email or other forms of communication to solicit funds for another inmate under any circumstances. Such behavior will result in

disciplinary action.

TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS) You will need your Register Number without hyphen (-), Phone Access Code (PAC), and registered fingerprint to login to TRULINCS. (Inmates who are fingerprint exempt will use and Personal Identification Number (Commissary PIN). Inmates are responsible for creating and maintaining their own contact list in TRULINCS, which consists of all telephone, postal mail, and email contacts. Inmates must enter a “full and legal” contact name and valid postal mailing address along with the telephone number and/or email address for each contact they wish to call or email. Providing false or incomplete contact information may result in disciplinary action and/or loss of such privilege.

Inmates may have 100 total contacts, 30 total telephone numbers, and 30 total email addresses. Inmates may be allowed to participate in public messaging. Some inmates will not be allowed to participate in public messaging based on specific policy guidance related to current and previous crimes or other present or past behavior which precludes such privilege. If you do not have access to public messaging, see your Unit Manager for a review of your case. You will be charged 1 unit per minute while in the Public Messaging Service application. All TRULINCS email contacts created will receive an invitation to register at www.corrlinks.com. They must register within 10 days with the appropriate identification code before electronic messaging will be activated. **Utilizing any third party “email to text” service is considered deliberate circumvention and is prohibited. Additionally, utilizing one general email or messaging address, either private or via a paid service, to send or receive multiple messages outside of your contact list is considered third party and is prohibited.**

All outgoing postal mail must contain a mailing label printed from TRULINCS. Labels are for postal mail only and no return address labels should be printed. Inmates may select up to 5 labels per day to print. Exception: Inmates housed in the Special Housing Unit (SHU) do not have access to TRULINCS, and will not be able to print labels. Inmates in SHU, therefore, are allowed and expected to hand-write the sender’s and the recipient’s full name and address information on the outgoing envelope. Third party mailing is prohibited for outgoing and incoming mail, in all cases, including inmate to inmate correspondence and/or printed emails facilitated by a third party. It is your responsibility to tell your friends and family not to forward mail or printed emails from third parties to you.

VIDEO SESSIONS Eligible inmates may use TRULINCS to sign up for video sessions to allow visits by web-cam with approved email contacts. Video Sessions are 25 minutes in length. Recipients must have proper identification and appropriate computer logistics to participate. Your Trust Fund account will be charged for each Video Session. Video sessions are monitored for appropriate conduct. **Electronic recording of any kind, including audio recordings, video recordings, or photographs of these sessions by the inmate’s visitor(s) is strictly prohibited. It is the inmate’s responsibility to notify the visitor/contact of this prohibition.** Inmates are expected to conduct themselves appropriately during video sessions, just as they would under the scrutiny of staff in the visiting room. Lewd and lascivious behavior is not allowed. Only one adult visitor allowed on-screen at a time. Other inmates should not be invited to participate in your session. Likewise, you should never involve yourself in another’s video visit by purposely showing yourself to their visitors from outside or inside the video session room (i.e., waving, talking, showing your face, etc.). Attempts to communicate with third parties during video sessions is strictly prohibited. Only inmates who have scheduled video visits at any given time are authorized to be in the video session room. Abuse of this privilege may result in disciplinary action and suspension from Video Sessions. Video sessions are for one-on-one visiting. They are not intended for viewing public events or large family gatherings; therefore, it is not appropriate to use video visit time for family events (i.e., weddings, funerals, graduations, dance recitals, other public venues). If you have any

questions about what may or may not be appropriate, see your Unit Manager. Video sessions shall not be scheduled with individuals who have released from prison, but are still under the BOP's authority at an RRC, on Home Confinement, or under Federal Location Monitoring (FLM) or supervision by the USPO. All inmates under the BOP's authority are subject to inmate-to-inmate communication restrictions and individuals on Probation are typically prohibited from associating with felons.

TRU-ACCESS Inmates may view their current Commissary, TRUFONE, and TRULINCS balances and transactions for the past 90 days. Account statements can be printed for a fee. Inmates wishing to send Commissary funds to an outside person will generate the BP-199 Form in TRULINCS, print the form for free, sign it in the presence of Unit Management Staff, and give the form to Unit Management Staff for appropriate distribution to the Trust Fund Office for processing. Inmates in SHU and inmates with prior approval to send funds to another inmate must use the paper BP-199 (green form) available from the Unit Team. Inmates may opt to transfer money either in a dollar amount or a percentage of income received into a prerelease savings account available through TRULINCS. Prerelease savings accounts are non-interest bearing, and funds can be moved back to your Trust Fund Account at any time, except when the inmate is housed in SHU as there is no access to TRULINCS while in SHU. In extraordinary cases, the inmate may request permission from the Warden to move funds from a pre-release account to the Trust Fund Account. Inmates are encouraged to save money toward their release needs through good money management and disciplined spending habits.

INMATE TELEPHONES There are inmate telephones in every housing unit. These telephones are monitored and recorded. Cell phones are prohibited and inmates found in possession/using will be charged with Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool. In addition, the Cell Phone Contraband Act of 2010 calls for a penalty for being an inmate in possession of or providing an inmate with a cell phone or other wireless device with a fine or up to one year imprisonment or both.

INMATE TELEPHONE (TRUFONE) PROCEDURES The Warden has the authority to set the telephone schedule.

FCI Waseca is designated as a Debit/Collect Calling Institution. Inmates wishing to make telephone calls must use the Inmate Telephone System (ITS). Inmates will be issued a Phone Access Code (PAC) and must register a sample of their voice via the Inmate Voice Verification Feature (V-PIN Alternate dates and times may be arranged through Trust Fund). It is of the utmost importance that the recipient of this PAC Number keeps it confidential by not sharing the number with other inmates. In the event that the PAC Number is compromised, the inmate should immediately report it to a Unit Staff member, who shall contact the Trust Fund Supervisor or Inmate Telephone Technician who will immediately restrict telephone access for the affected account. To obtain a new PAC Number, an inmate must forward an Electronic Inmate Request to Staff (copout) to the Trust Fund Supervisor. A fee of \$5.00 will be charged, using a Request for Withdrawal of Inmate Personal Funds (BP-199), to defray the cost of establishing a new PAC Number if the compromise is deemed to be due to the inmate's own negligence.

Inmates may transfer funds from their TRUFACS Account to their TRUFONE Account during scheduled phone hours by utilizing the automated "118" and following the voice commands. Inmates may transfer funds twice in any 24-hour period and all transfers must be in whole dollar amounts. All inmate telephone calls are subject to monitoring and recording with the exception of unmonitored inmate legal calls to attorneys as long as the inmate makes prior arrangements with the Unit Team. Telephones will not be used to conduct a business. Telephones are to be used for lawful purposes only. Threats, extortion, and other criminal or prohibited behavior on the telephone may result in disciplinary action and/or prosecution. Inmates that place unauthorized

telephone calls, i.e., three-way/third party calls; call forwarding, to include telephone calls made through private service providers using Voice Over Internet Protocol (VOIP), or similar technology, will be subject to disciplinary action. Inmates' monthly allotted telephone minutes will revalidate based on the fifth digit of your Register Number (see chart below):

5th Digit of Register Number	Revalidation Day of the Month
0	1 st
1	4 th
2	7 th
3	10 th
4	13 th
5	16 th
6	19 th
7	22 nd
8	25 th
9	28 th

A wheelchair accessible telephone is available in each of the housing Units (fastened to the wall at a lower level than the other inmate telephones). This telephone will be left on during the work day for use by inmates who work varied shifts. Inmates are expected to be at their work assignments and must not use the telephone during their work hours. Inmates leaving their work assignment without prior authorization to place telephone calls will be subject to disciplinary action.

All inmate telephone calls are subject to monitoring and recording with the exception of unmonitored inmate legal calls arranged through your Unit Team. Telephones are for lawful purposes only. You are encouraged to review the Institution Supplement on Inmate Telephone Regulations.

COMPOUND

CONTRABAND Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the Commissary or any approved item which has been altered. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. You may not purchase, borrow, or lend items to/from another inmate; items contracted in this manner are considered contraband and will be confiscated. An altered item, whether purchased or issued to you, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator. No personal clothing or institution clothing or footwear is to be altered either.

You may not embroider any items unless they are authorized hobby craft items to be mailed out. Items purchased from the Commissary items are not considered to be hobby craft items. You may not use hobby craft items (beads, embroidery, paint, etc.) to personalize or accessorize any item, issued or purchased. Towels and washcloths you have purchased in the

commissary may have your name (no nicknames) and register number marked with a marker on it. Only the original logo from the company is authorized (i.e., tennis shoes). You may not alter logos. Do not embroider any government issued item; it will be confiscated and you will receive an incident report. Do not embroider any personal property; it will be confiscated. Any altered item is considered contraband.

Cups and coolers may only have your name (no nicknames) and register number written on them for identifying purposes. Painted cups/coolers, stickers on cups/coolers, engraved cups/coolers, etc. are considered to be altered and subject to confiscation. If you choose to mark your cups/coolers with artwork, hobby craft stickers, and/or nicknames, they will be subject to confiscation. Additionally, possession of any Presentence Investigation Report (PSR), even your own, is considered contraband. If you need to review your PSR, see your Case Manager, to schedule an appointment.

SEARCHES Any staff member may search your room or work area to search for and/or retrieve contraband or stolen property. You are not allowed to be present for searches. The property and living area will normally be left in the same general condition as found. These searches will be unannounced and random. Deliberate searches may be authorized when there is reasonable suspicion of contraband, excess property, or unauthorized items. Inmates will be subject to pat searches of their person at any time for the purpose of detecting and retrieving any contraband. Staff may also search any bag, folder or other item you may be carrying. You may be required to remove your religious or other headwear. You may be required to remove your coat.

DRUG/ALCOHOL SURVEILLANCE

FCI Waseca manages a Drug Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program and the inmate does not do so, that inmate will be subject to disciplinary action. A program for alcohol surveillance is in effect at FCI Waseca. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

MEDICATION Prescription medication is provided to help you manage an acute or chronic medical/mental health condition. Any medication can have severe side effects and can cause death if not taken as directed or abused. You are responsible for your own medications to ensure they are not stolen, nor sold to or shared with anyone else. Keep your medications secure on your person or in your locker at all times. If your medication is lost or stolen, you must report it immediately to a staff member. You will be held accountable if your medications are found in another inmate's possession.

NO SMOKING

FCI Waseca is a non-smoking facility for inmates. Possession of any tobacco items by inmates is considered contraband and will be subject to disciplinary action. Possession of and/or proximity to items associated with smoking may also incur disciplinary action.

ENVIRONMENTAL MANAGEMENT SYSTEM

All inmates need to be aware that FCI Waseca has an Environmental Management System (EMS). It is important that all inmates understand why we have EMS and to become familiar with the EMS Policy. Federal agencies are required by Executive Order

13148 to have EMS's at appropriate facilities. An EMS helps an organization not just reduce its impact on the environment, but also to improve its efficiency of operations. An EMS is a set of processes and practices used to achieve these goals. An Environmental Management System (EMS) is "that part of the overall practices, procedures, processes, and resources for developing, implementing, achieving, reviewing, and maintaining the environmental policy." EMS focuses on environmental management practices rather than the activities themselves. It provides the structure by which certain activities can be carried out; it ensures operator training and that proper procedures are in place but does not specify methods or frequency of sampling. The EMS allows federal agencies and facilities flexibility to adapt the system to their needs and priorities. The benefits of an effective EMS include: demonstrating commitment to good environmental practices, reducing environmental liabilities by early identification of potential risks, providing a standard for measuring and reporting against environmental performance, maintaining an effective approach to environmental management, and placing an emphasis on prevention rather than correction. FCI Waseca's EMS provides the framework for establishing objectives and targets to progress toward continual improvement, effectiveness, and efficiency. FCI Waseca is committed to preventing pollution, training and education, legal compliance, going green, recycling, and continual improvement. It is each inmate's responsibility to do their part to reduce the impact on the environment. Each inmate is required to report any environmental issues to the nearest staff member. The institution has a recycling program. It is each inmate's responsibility to participate in the recycling program to reduce waste and meet environmental concerns at local, state, and federal levels. If you see something that appears to be in need of repair or something you think might be a safety or sanitation violation or a fire hazard, report to the Department Head for that area. The Department Head will ensure the matter is reviewed for possible repairs.

SANITATION, SAFETY AND FIRE INSPECTION Fire prevention, sanitation, and safety are everyone's responsibility. You are required to report fires to the nearest staff member, so lives and property can be protected. Accumulation of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made daily in this institution by qualified staff. Fire drills will be conducted quarterly in each living area and work detail. Your participation is required. Safety rules and regulations will be followed on all work details, failure to obey safety standards will result in an incident report. Evacuation procedures are posted on each Housing Unit on each floor of the Housing Unit. Become familiar with the evacuation routes in case of fire or other for any other reason evacuation is ordered.

Never feed a wild animal on the compound. Never touch a wild animal or try to capture an animal on the compound. Even animals which appear domesticated that wander onto the compound can be feral and carry disease. They may also bite. Do report the presence of wild or feral animals, dead or alive, to your Supervisor for safe removal.

FOOD SERVICE

The Food Service Department provides you with a nutritionally balanced meal, based on a National Menu, served three times per day, in a cafeteria style setting. Except for any approved special diets, inmates in the Special Housing Unit receive the same nutritionally balanced meal as the general population. Units will be called to Mainline on a rotational basis.

Meal Times:

Breakfast: Begins at 6:00 a.m., Monday through Friday.

Continental Breakfast: Begins at 7:00 a.m. on Saturdays, Sundays, and Federal Holidays.

Brunch: Begins after 10:00 a.m. count clears on Saturday, Sunday, and Federal Holiday

Lunch: Begins at approximately 11:00 a.m., Monday through Friday.

Dinner: Begins after 4:00 p.m. count clears seven days per week.

OVERVIEW OF THE FIRST STEP ACT

The First Step Act of 2021 is a bi-partisan effort to improve criminal justice outcomes, as well as to reduce the U.S. prison population while also creating a mechanism to maintain public safety. The FSA required the Attorney General to develop a risk and needs assessment system to be used by BOP to assess the recidivism risk and criminogenic needs of all federal prisons, and provide evidence-based recidivism reduction (EBRR) programs and productive activities (PA). Eligible inmates can earn federal time credits (FTC) towards pre-release custody. Offenses that may deem inmates ineligible to earn time credits are generally categorized as violent, terrorism, espionage, human trafficking, sex and sexual exploitation, repeat felon in possession of a firearm or high-level drug offenses. Those inmates who are ineligible to earn time credits can still earn other benefits, as prescribed by the BOP, for successfully completing recidivism reduction programming, including defined productive activities. Your recidivism score is determined by a tool called PATTERN. You will be apprised of your PATTERN score and FTC eligibility at each program review (team) meeting. The FSA includes other provisions related to the facility location for each inmate, modifies a pilot program for elderly and terminally ill prisoners, and correctional reform related to pregnant inmates and provision for free and accessible feminine hygiene products. The FSA also expands certain sentencing reforms.

EDUCATION AND RECREATION PROGRAMS

The Education Department at FCI Waseca offers a variety of courses and programs for the inmate population. Inmates are encouraged to be involved in education programs to assist them in overcoming identified skill deficits.

The Education Department is responsible for providing basic educational programs, training and testing, and vocational training (VT), and has oversight of the Career Resource Center, the Leisure Library, the Law Library and Recreation.

The literacy standard for inmates in the institution is a high school diploma or equivalent. Inmates without a high school diploma or equivalent are not eligible to be promoted above grade four on any work assignment, are required to take the Test of Adult Basic Education, and will be enrolled in a two hour per day program for a minimum of 240 hours or until the high school equivalent is met. For those who are PLRA or VCCLEA violent offenders, failure to participate satisfactorily in GED programming can result in a loss of GCT. Failure to participate satisfactorily in GED programming once enrolled may result in disciplinary action under certain circumstances.

Offenders sentenced by the District of Columbia may be eligible for educational good time sentence credit as authorized by District of Columbia (D.C.) Code § 24-429, that reduces the amount of time to serve under a term of imprisonment. This policy applies to D.C. Code offenders in Bureau custody who committed their offenses before August 5, 2000, and completed designated education programs successfully while in Bureau custody on or after August 5, 1997.

Currently, the Education Department has an Adult Occupational Education (AOE) funded Cosmetology program, and an Animal Handler Vocational Training (VT) course through our Prisoners Assisting With Service dogs (PAWS) program, as well as a VT program in Horticulture, and several apprenticeship programs. Additional VT programs may be offered. Enrollment in AOE or VT programs requires a GED or high school diploma and applicants ordinarily must have had clear conduct for at least one year prior to application.

RECREATION The Recreation Department is ordinarily open from 6:30 a.m.- 8:30 p.m. every day. At times, it may be necessary to amend these hours of operation due to staffing, weather, or security concerns. The Recreation Department offers a wide variety of athletic and leisure time activities for the inmate population. In addition to a full-sized gymnasium, there are other indoor workout areas for aerobics, exercise machines, spin bikes, stretching and yoga.

There is a large DVD library for workout and fitness videos available for check out, as well as DVD's on basic nutrition. Outdoor recreation areas offer a variety of activities, including racquetball, volleyball, bocce ball, tennis, frisbee golf, basketball, horseshoes, a multi-purpose field, and a large walking track, which is open year-round. A variety of wellness classes are offered in the Recreation to address general wellness, nutrition, and fitness, etc. In season, the Recreation Department offers an opportunity to participate in a Community Flower Garden. Inmates may choose from various varieties of seeds to plant and care for during the summer months. Basic gardening tools are provided and rainwater is collected and recycled for watering purposes.

Our diverse Hobby Craft programs consist of beading, leather craft kits, drawing, card making and crocheting, just to list a few. Hobby craft lockers and work areas are available in the Recreation building for inmates enrolled in the hobby craft program. Additionally, hobby craft totes are available for purchase for inmates enrolled in unit-based hobby craft. The totes are stored in the housing unit allowing for certain hobby craft projects to be worked on in the housing unit. For more information, refer to the Hobby Craft Tote Rules posted in Recreation. Unit Recreation is also available seven days a week via checkout of board games, cards, and/or dominos from each housing unit officer's station.

The Recreation Department houses the leisure library, the Career Resource Center (CRC) and the Law Library. Leisure activities are supervised by the Recreation Department staff, and these programs contribute to good physical/mental health, good interpersonal relations, and stress reduction. Leisure classes and sports leagues are available. There are pool tables, a music room with a guitar, piano, and drums. There are also televisions mounted in Recreation for leisure viewing. The outdoor Recreation yard is usually open from dawn to dusk.

PSYCHOLOGY SCREENING, DRUG ABUSE TREATMENT, AND PSYCHIATRY

Inmates are typically screened by Psychology Services Staff within 14 days of arrival. Psychology Staff work with inmates who have mental health or significant emotional problems. Inmates who have mental-health related issues, or are in crisis may be seen by Psychology Services Staff. Typical groups offered by the Department may include: Anger Management, Criminal Thinking, Dialectical-Behavioral Therapy, Cognitive-Processing Therapy, the Trauma and Life Workshop, and various First Step Act groups. To see a Psychologist or participate in a group, you may submit an electronic copout to Psychology or come to Open House to complete a self-referral. If it is an emergency or you are thinking about hurting yourself or others, or you are hearing voices directing you to do so, contact the closest staff member or a Lieutenant who will contact Psychology. If you think someone else is suicidal, please let staff know immediately.

Psychology offers a full range of substance abuse programs including Drug Education, Non-residential Drug Abuse Program, Residential Drug Abuse Program (RDAP), RDAP follow-up aftercare services, and Medication Assisted Therapy (MAT). Some inmates are mandated to take Drug Education based on their documented use history, judicial recommendations, and/or violation behavior, but all other programs are voluntary. To participate in any of these programs, submit a copout to Psychology

or the DAP Coordinator.

Follow-up aftercare sessions are required for those who have completed RDAP. The purpose of these sessions is continued treatment. The sessions take place for at least one hour per month for up to twelve months after completing RDAP. Aftercare is usually a monthly group discussing personal issues, transitional issues, and relapse prevention.

The Psychology Department trains a limited number of screened inmates to be Inmate Suicide Watch Companions, as authorized by the Warden. These inmates are specially trained for this detail. If you have an interest in becoming an Inmate Suicide Watch Companion, see Psychology Services Staff during their Open House hours or send an electronic request to Psychology. Additionally, Psychology Services may, at times, utilize inmate Mental Health Companions to assist fellow peers on the compound for a variety of reasons. If you are interested in becoming a Mental Health Companion and making a positive difference, please contact Psychology via electronic copout.

Psychotropic medication is available through the Health Services Department. Psychology Staff will, at times, refer inmates to a medical provider for a medication evaluation, as well as to assist with diagnosis, treatment, and medication management. You must always report to your assigned Provider to discuss changes to your prescribed medication. You can see your Provider by submitting a Sick Call slip to Health Services.

PRISON RAPE ELIMINATION ACT OF 2003

The Prison Rape Elimination Act of 2003 mandates the Bureau of Prisons to adhere to specific standards in compliance with a no-tolerance philosophy for sexual victimization. The Bureau's policy on Sexually Abusive Behavior Prevention and intervention provides guidance on the implementation of practices in compliance with PREA standards. The Sexually Abusive Behavior Prevention and Intervention pamphlet is provided to all inmates at intake and is also available on the TRULINCS Bulletin Board. Reporting options are located in this pamphlet and are also posted on the housing units and throughout the institution.

At FCI Waseca, both male and female staff routinely work and visit inmate housing areas.

When an agency conducts investigations into allegations of sexual abuse and sexual harassment, it shall do so promptly, thoroughly, and objectively for all allegations, including third party and anonymous reports. At the conclusion of the investigation, the allegations must be determined as:

- Substantiated (evidence indicates the allegation likely happened).
- Unsubstantiated (the allegation may have happened but there is insufficient evidence to prove it).
- Unfounded (evidence indicates the allegation could not have happened).

Following an investigation into an inmate's allegation that he or she suffered sexual abuse or harassment in an agency facility, the agency shall inform the inmate as to whether the allegation has been determined to be substantiated, unsubstantiated, or unfounded. Substantiated allegations of conduct that appear to be criminal shall be referred for prosecution. The institution PREA Compliance Manager monitors staff and inmates who have reported sexual abuse allegations to protect them from retaliation for 90 days following an allegation. However, if the initial monitoring indicates a continuing need, periodic status checks occur. The obligation to monitor shall terminate if the agency determines that the allegation is unfounded.

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse or sexual harassment policies. Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or harassment or following a criminal finding of guilt for inmate-on-inmate sexual abuse/harassment.

Advocacy services for inmates who have been sexually abused, assaulted, or sexually harassed during their term of incarceration are available through Committee Against Domestic Abuse (CADA). Through a Gratuitous Service Agreement with CADA, inmates have access to confidential rape crisis counseling and victim advocacy/support services.

If you are a victim of a sexual abuse incident occurring in the BOP, and you desire to make a confidential telephone call to a Rape Crisis Counselor (RCC) from CADA, you may request to do so through any staff member. Staff will facilitate a telephone call which is visually monitored, but is not listened to or recorded, to afford you confidential access to advocacy and counseling support services. You may also write to CADA for information and resources:

Committee Against Domestic Abuse (CADA)
P.O. Box 466 Mankato, MN 56002
1-800-477-0466 *

* This telephone number cannot be direct dialed on the ITS lines, but staff can escort you to a designated telephone for a confidential telephone call to the CADA crisis hotline upon request.

COMMUNITY BASED ACTIVITIES/PROGRAMS

ESCORTED TRIPS Bedside visits and funeral trips may be considered for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. If approved, the escort procedures, including any necessary restraints, will be determined by a thorough review of the inmate's custody classification, including historical factors, institutional adjustment, and any unusual circumstances. If approved, all expenses will be borne by the inmate or the inmate's family, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the potential benefit. You may request a bedside visit or escorted funeral trip through your unit team. Escorted trips may be utilized in other circumstances if/as warranted.

FURLOUGHS A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal or 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. See Institutional supplement Inmate Furloughs for more information in the Law Library.

RESIDENTIAL REENTRY CENTERS, HOME DETENTION, AND FEDERAL LOCATION MONITORING (FLM) The community based residential programs available include both typical Residential Reentry Centers (RRCs) and local detention facilities. Each provides a residence and work release, and most also offer structured programs and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these

programs, employed offenders are required to pay subsistence to help defray the cost of their confinement, including programs and services. Your payment rate during RRC is 25% of your gross income.

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

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

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a more restrictive setting. Except for employment and other required activities, the offenders in this second component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The community corrections component is intended to provide additional structure and supervision.

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

You may be eligible for home detention during the last 10 percent of your sentence, a status that is ultimately determined by the Residential Reentry Manager (RRM). Having a secure residence within commuting distance to the RRC, having employment secured, and having family support increase your chances of being approved for home detention.

Federal Location Monitoring program allows BOP staff to request U.S. Probation Offices to accept inmates directly onto supervision on some form of location monitoring during the final 10% of the term of imprisonment, not to exceed 6 months, whichever is less. Typically, inmates referred and accepted for FLM bypass traditional RRC placement, or are placed on FLM after a brief stay in an RRC. The program targets minimum security inmates with minimal supervision needs. FLM may only be available to inmates residing within a limited distance from the monitoring office due to limitations of location monitoring equipment.

INMATE MARRIAGES If an inmate wishes to be considered for a marriage ceremony while incarcerated, the Warden may authorize such, under certain conditions. All expenses of the marriage will be paid by the inmate or the inmate's fiancé. Government funds may not be used for marriage expenses. There are occasions when a request to marry is not approved,

even when all policy-required conditions have been met, based on a determination that security concerns outweigh any potential benefit. If you desire to pursue this request, you are directed to refer to our current Institution Supplement on Inmate Marriages, located in the Law Library, for further guidance.

RELEASE PLANNING Reentry planning begins on the first day of incarceration. Research shows that most crimes are committed by offenders who leave prison ill-prepared to live law-abiding lives and return to familiar behavioral patterns that include criminal conduct. Studies show you are more likely to transition smoothly and stay out of prison if you possess competence in certain areas, including but not limited to: education, work, physical and mental well-being, financial literacy, substance abuse, productive use of leisure time, interpersonal relationships (family/parenting), emotion regulation, cognitions, and peer relationships. You will be individually assessed to determine your areas of need and goals and program recommendations will be made based on these identified areas.

All inmates who are not otherwise deemed ineligible, will be enrolled in Release Orientation Program (ROP). This 3-day seminar covers many topic areas, including: Health and Nutrition, Personal Finance/Consumer Skills, Information/Community Resources

Release Requirements and Procedures, and Personal Growth and Development.

All inmates are reviewed for Residential Reentry Center (RRC) placements (i.e., halfway house or home detention) under the provisions of the Second Chance Act. However, not all inmates will be considered appropriate for such placement (i.e., active warrants/detainers, risk to public safety).

The Career Resource Center (CRC) is located in Recreation. The CRC is dedicated to preparing inmates for release. Materials are provided to assist inmates in developing a resume and cover letter, and you are strongly encouraged to prepare and maintain a current copy to assist in your eventual employment search upon release. The CRC also contains various materials to assist in release planning. These items include resource books and DVD's on a variety of subjects related to communication skills, job searches, and career development. Binders of release information for each state are available in the CRC as well as birth certificate applications and numerous contacts in the community (i.e., workforce center, housing authority, Department of Motor Vehicles (DMV), child support enforcement, child protection services, etc.

FAITH BASED PROGRAMS

Every individual may voluntarily pursue religious beliefs and practices. The goal of the Chapel is to assist you in: searching, growing, and making new commitments, worshiping, learning, fellowship, and serving. Inmate participation in programs, fasts, meals, etc., is restricted by religious preference. Written requests to participate in these activities must be received by the Chaplain no more than ninety and no less than sixty days prior to the activity. Inmates are expected to arrange with their work detail supervisors regarding work proscriptioin time off. Inmates arriving after the deadline may submit their written requests up to ten days after arrival at the institution.

The Threshold Program is a non-residential faith-based program which focuses on: managing mental and emotional health, decision-making, personal relationships, accepting personal responsibility, daily living, wellness, continued educational growth, positive use of leisure time, and spirituality/spiritual growth. The program is approximately six to nine months in duration. This program is part of the Bureau of Prison's Reentry Initiative which is in compliance with the Second Chance Act of 2007. Inmates

may also desire to discuss applying for the Life Connections Program (LCP), a residential faith-based program available at specific BOP location(s) with the Chaplain.

The Prisoner Visitation and Support (PVS) Program is a Bureau of Prisons authorized program sponsored by a number of faith-based and service organizations. PVS is a volunteer visitor program focusing on those prisoners who do not ordinarily receive visits from family and friends, who want or need supportive human contact, who are in solitary confinement, or are serving long sentences. The Reentry Affairs Coordinator (RAC) has oversight of this program.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

Working closely with the Administrative Office of the Courts and the Department of Justice, FCI Waseca administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are requested to develop a financial plan to meet their financial obligations. These obligations may include: Special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court ordered obligations (e.g., child support, alimony, other judgments). Institution staff assist in planning, but you are responsible for making all payments required, either from earnings within the institution or from outside resources. If you refuse to participate in this program designed to help you meet your financial obligations, or you refuse to participate at the designated level based on your resources, there are a number of ramifications:

1. Where applicable, the United States Parole Commission will be notified.
2. You will not be eligible for a furlough.
3. You will not receive performance pay above the maintenance pay level, or bonus pay or vacation pay.
4. You will not be assigned to any work detail outside the secure perimeter of the facility.
5. You will not be permitted to remain on the UNICOR waiting list or work in UNICOR.
6. You will not be permitted to purchase any items in excess of \$25.00 per month, excluding stamps, telephone credits, Kosher/Halal certified shelf-stable entrees, and over-the-counter medications.
7. You will be quartered in the lowest housing status, unless there is a medical authorization from medical personnel.
8. You will not be placed in a community-based program (i.e., RRC, home confinement, etc.).
9. You will not receive a release gratuity.
10. You will not receive an incentive for participation in residential drug treatment programs (i.e., early release, financial awards, and maximum RRC placement).
11. Your responsibility score on the Custody Classification form (BP-338) will be zero for both Living Skills and Program Participation.
12. You will not be authorized a vacation from your work detail.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining security/custody level, job assignments, quarters assignments, and eligibility for community activities.

FEDERAL PRISON INDUSTRIES (UNICOR)

It is the policy of UNICOR to employ and train inmates within the Bureau of Prisons. Please send an Inmate Request to Staff (copout) to your Correctional Counselor if you are interested in being placed on one of the waiting lists to work in UNICOR. The waiting lists are: FPIPRI (prior UNICOR experience and meet certain guidelines); FPIFRP (for those who have verified financial

obligations in excess of \$1,000); FP24M (for those within 2 years of their projected release date); FPIVET (for inmates who are verified veterans of the U.S. Armed Forces; and FPIOTH for anyone who does not qualify to be placed on any of the other waiting lists. The UNICOR Factory is a textile sewing factory and currently produces military shorts. Other positions within UNICOR include maintenance, packaging, quality assurance, business office, and warehouse (Outside Gate Pass Detail). UNICOR generally offers the greatest level of inmate pay and the possibility of overtime work.

If you have Court-ordered financial obligations, and you work in UNICOR, 50 percent of your UNICOR pay is automatically withdrawn as a payment of your Court ordered obligation(s). If you do not participate in the Inmate Financial Responsibility Program (FRP), you cannot be placed on the UNICOR Waiting List nor can you work in UNICOR.

Inmates with a final order of deportation will not be allowed to be placed on the UNICOR waiting list nor work in UNICOR.

As employment needs arise, UNICOR Staff will place inmates on call out for an interview, selecting from the waiting lists above, as deemed appropriate, to fill vacancies.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights. **You have the right to...**

1. access health care services based on the local procedures at your institution. Health services include medical sick call, dental sick call and all support services. If inmate co-pay exists in your institution, health services cannot be denied due to (verified) lack of personal funds to pay for your care.
2. know the name and professional status of your health care provider and to be treated with respect, consideration and dignity.
3. address any concerns regarding your care to any member of the institution staff including the Physician, Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden.
4. provide the Bureau of Prisons with Advanced Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.
5. be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes.
6. obtain copies of certain releasable portions of your medical record.
7. be examined in privacy.
8. participate in health promotion and disease prevention programs, including program providing education regarding infectious diseases.
9. report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
10. receive prescribed medications and treatments in a timely manner, consistent with recommendations of the prescribing health care provider.
11. provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every three years.

If you are over the age of 50, once a year, and within a year of your release.

13. dental care as defined in Bureau of Prisons' policy to include preventative services, emergency care and routine care.

14. a safe, clean and healthy environment, including smoke-free living areas.

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

16. question or appeal a co-payment charge for medical services rendered to you or to someone you injured.

You have the responsibility to:

1. comply with the health care policies of your institution, and follow recommended treatment plans established for you by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. address your concerns in the accepted format, such as the Inmate Request to Staff Member form (copout), or the accepted Inmate Grievance procedures.
4. provide the Bureau of Prisons with accurate information to complete this agreement.
5. keep this information confidential.
6. have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. comply with security procedures should security be required during your examination.
8. maintain your health and not endanger yourself, or others, by participating in activities that could result in the spreading or catching an infectious disease.
9. communicate with your health care provider honestly regarding your pain and your concerns about pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. be honest with your health care provider(s), to comply with prescribed treatments, and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed items.
11. eat healthy and not abuse or waste food and drink.
12. notify medical staff if you wish to have an examination.
13. maintain your oral hygiene and health.
14. maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow the no smoking regulations.
15. to be counseled regarding the possible ill effects of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. to pay a \$2.00 co-payment for medical services you request and for services rendered to someone you injured according to BOP policy.

HEALTH SERVICES

MEDICAL SICK CALL If you are in need of routine, non-emergent medical attention, you will ordinarily go to the Health Services Department for Sick Call Monday, Tuesday, Thursday, Friday between the hours of 6:30 a.m. and 7:00 a.m. You are required to present your Commissary I.D. Card in order to sign up for Sick Call. You will be screened by the triage nurse or paramedic to assess the severity of your health issue and schedule an appointment in priority order. You will most likely NOT be treated at that time, but will be placed on callout for a future appointment. Inmates who request medical appointments will be charged a \$2.00 co-pay. You are advised to be prompt to any scheduled appointment; if you are late or do not show up for your appointment, it will be cancelled and you will need to reschedule through the Sick Call process and you will still be charged the \$2.00 copay. You may also be subject to disciplinary action for missing the appointment.

Inmates will not be charged a fee for referrals from medical staff, prescribed follow-up appointments, treatment of injuries (unless self-inflicted), emergency medical problems, treatment of infectious disease, chronic care clinics, or periodic health assessments, or when you meet indigent status as determined by TRUWEB and indigent guidelines.

An “emergency” is defined as “a suddenly occurring medical or dental condition which, without immediate attention, may result in permanent disability or death.” Examples of medical emergencies include heart attack, inability to breathe, allergic reaction, or a serious injury. It is important that a staff member be notified immediately of a medical emergency in order for health services staff to respond. Emergency medical care can be provided in the Health Services department, and if necessary, you may be transferred to a community-based emergency room. Many Over the Counter (OTC) Medications are available in the Commissary for your purchase. Inmates are encouraged to prepare for the flu and allergy seasons, recreational injuries, and other minor ailments by purchasing comfort medications ahead of time. Inmates, who are on indigent status, carrying a balance of less than \$6.00 in their accounts over the previous thirty days, may request OTC Medication through Sick Call.

You may purchase OTC Medication on any shopping day in the Commissary. You must have a completed Commissary List (on regular shopping day) or an OTC Medications Only List (on non- shopping day). Inmates in Special Housing will utilize the same general procedure to request sick call appointments; Clinical staff will make rounds every morning to collect Sick Call Forms and will schedule appointments with your assigned provider according to national scheduling guidelines. Policies regarding Primary Care Provider Team (PCPT), copay and use of OTC Medications generally apply similarly to inmates in Special Housing Unit (SHU), with the exception of only one night of available Commissary shopping to purchase OTC Medications. Pill line is administered in SHU twice per day.

DENTAL SICK CALL Inmates with dental emergencies can be seen during Dental Sick Call on Mondays, Tuesdays, Thursdays, and Fridays. Inmates must sign up at the pill line window during medical sick call and remain seated in the waiting room until called. Dental sick call will be triaged; urgent concerns will be addressed forthwith; less urgent concerns will be scheduled via Call-Out. Examples of dental emergencies include swelling, pain that interferes with normal eating and sleeping, and injuries. Dental Sick Call is for emergencies only, and treatment goals will be to relieve the symptoms. Do not sign up for Dental sick call if there is no pain. Inmates who sign up for Dental sick call under false pretenses may be subject to disciplinary action under Discipline Code 402/Malingering.

ROUTINE DENTAL CARE Anyone desiring routine dental care may have their name added to the waiting list by sending an (email) electronic Inmate Request to Staff (copout) to “Inmate to Dental.” The Bureau of Prisons uses a National Waiting List for routine dental care. If an inmate was placed on the National Routine Dental Care List at a previous institution, with no break

in custody, they will retain their standing on the list at the new institution. Inmates that release from custody but then reoffend must sign up again they will not retrain their original standing on the National Routine Dental care list. Appointments for a dental cleaning and dental examination will be posted using the Call-Out system. A written treatment plan will be developed during the examination appointment. Recommended treatment, such as cleaning, fillings, extractions, or dentures, will be performed at subsequent visits. Treatment options will be discussed during the treatment planning visit, and reasonable accommodations made. However, if the patient refuses what the dentist determines to be significant portions of the treatment plan, the dentist may terminate all but emergency dental care. Likewise, refusal of necessary diagnostic tests (such as x-rays) may be grounds to halt treatment.

For routine dental care, patients are seen in the order that their requests are received. In order to be fair to everyone, no individual will be moved ahead of another who has been waiting longer. Two missed appointments within a six-month period will result in removal from the Routine Dental Care List. You will be required to submit a new request if you wish to be placed back on the list.

All necessary supplies to maintain good oral hygiene are available for purchase through the Commissary or monthly issue from the Laundry. The dental clinic does not supply toothbrushes, toothpaste, or dental floss. Inmates are required to demonstrate they are practicing adequate and proper oral hygiene prior to the delivery of non-emergency treatment. The dentist may discontinue care at any time if it becomes apparent the inmate is not practicing proper oral hygiene. Inmates will still have access to emergency dental care.

Partial dentures will be made only if the patient is missing a significant number of teeth (as determined by the dentist). Patients who desire an annual cleaning and dental exam must submit a new Inmate Request to Staff six months to one year after their initial cleaning.

CHRONIC CARE APPOINTMENTS During your intake physical, all medical conditions will be assessed by the Health Services Staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a Chronic Care Clinic for your specific condition. During this clinic visit your condition will be assessed and you will be prescribed medications, testing and, if needed, restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan and make adjustments as needed. When you come to a clinic visit, you will need to bring all of your medications and restriction documentation.

PRESCRIPTION MEDICATIONS There are two types of prescription medications that can be provided to you by Health Services Staff. The first is a medication you can carry and take on your own. This medication must be kept in the container it is issued to you in. Do NOT put more than one medication in any container. The second is a medication that is not authorized to be taken outside of the Health Services Department (i.e., Pill Line medication). See Pill Line Procedures below.

PHARMACY SERVICES Pharmacy hours are normally 7:30 a.m.-3:30 p.m., Monday through Friday except on Federal Holidays. Instructions and information about the medications will be provided. If you have a prescription that has been authorized for refills, you should submit a refill request via the TRULINCS Prescription Refill Service. Request a refill at least two to three days before you run out of medication. New and refilled prescriptions may be picked up at the pharmacy window from 11:30 a.m.-12:00 p.m. Monday through Friday. You MUST bring your inmate ID. There is no prescription pick up on

weekends or holidays. Pharmacy Open House will be available weekly to discuss any medication concerns and questions.

OTC MEDICATIONS Inmates are required to purchase Over the Counter (OTC) Medications from the Commissary for the symptomatic treatment of minor conditions such as complaints of occasional constipation, seasonal allergies, gastro-intestinal upset, dandruff, uncomplicated athlete's foot, acne, chapped lips, dry hands, muscle aches due to exertion. Indigent inmates will be referred to the OTC Program established by Health Services for minor ailments in lieu of going to the Commissary. A list of indigent inmates will be retrieved on a daily basis by Health Services Staff. Inmates who average a daily account balance of less than \$6.00 over the previous 30 days will be considered indigent for these purposes. Inmates in the Special Housing Unit will be allowed to purchase OTC Medications one day per week. Inmates in the general population may purchase OTC Medications during any shopping day in Commissary. A completed Commissary List is required (regular shopping day) or OTC Medications Only List (non-regular shopping day).

PILL LINE PROCEDURES

You will be assigned to a specific Pill Line (morning or evening) to receive medication not authorized to be on the compound. **YOUR INMATE ID IS REQUIRED AT ALL PILL LINES.** No Over-the-Counter (OTC) or Self-Carry Medication will be given at Pill Line.

You are to report to Pill Line with your inmate ID Card. This card will be utilized to identify you and the specific medications you take. You can take a cup from the window and get water from the fountain next to the Pill Line window. Located at Medical, you are to go to Pill Line and return to your unit with minimal disruption on the compound. You are not to communicate with inmates in the housing units, including the Special Housing Unit (SHU) during Pill Line move. Your medication will be crushed by the medical staff and then handed to you. You must take and swallow your medication in front of the medical staff. All medication and water cups will be disposed of in the trash bin next to the Pill Line window. You cannot remove either cup or any Pill Line medication from the Health Services area. Prior to leaving the area you will be required to open your mouth and hands to show that your medication is not being concealed. If it is determined you have failed to follow the above procedures, you will be held accountable through the inmate disciplinary process. If you decide you do not want to take your Pill Line medication, come to Sick Call to sign a Medical Refusal Form for your medication; you will not be charged a co-pay.

If you are housed in the Special Housing Unit, your medications will be brought to you but not necessarily at the pill line times noted above.

TUBERCULOSIS (PPD) TESTING All inmates new to the Bureau of Prisons are tested for Tuberculosis exposure via the placement of a PPD. All inmates with previous negative results from a PPD Test will be re-tested annually. Those inmates with a history of a positive PPD skin test will have a chest x-ray. Inmates will be placed on call-out for their appointments for testing and/or chest x-ray.

IMMUNIZATIONS The Bureau of Prisons follows the recommendations of the Centers for Disease Control (CDC) regarding immunization schedules and doses. Influenza (Flu) vaccinations are made available to all inmates each fall. Notification of the immunization availability and procedures for obtaining it is posted in each housing unit prior to the dates of immunization.

INMATE DRESS CODE FOR SICK CALL, PILL LINE & MEDICAL/DENTAL APPOINTMENTS Inmates reporting for Sick

Call, an appointment or a call-out, or picking up prescriptions during daytime hours 6:00 a.m.–4:00 p.m., must be dressed in institution greens or approved work clothing and an issued face covering. Recreation attire, including sweatpants, shorts, and tennis shoes are not approved for visits to Health Services, except in emergency situations. Inmates must have their inmate ID with them during each visit to Health Services.

PHYSICAL AND PERIODIC HEALTH EXAMINATIONS New inmates to the BOP will receive a physical examination within 14 days of arrival. Routine physicals may be requested every 3 years for inmates under age 50 and every year for those over 50. Inmates will be placed on callout for physical examinations. Other preventive appointments, including physical and dental examinations, laboratory testing, PAP smears, mammograms, pregnancy testing and vision screening will be offered when clinically indicated. Those inmates transferring from other institutions will not undergo these initial tests again, unless a review of the medical record indicates that the tests are necessary for preventive healthcare or clinical indications.

MEDICAL DUTY STATUS AND EQUIPMENT Your Medical Duty Status will be assigned as the time of your initial physical. Changes in your health may require a change in your duty status, either permanently or temporarily. Likewise, recreation restrictions may be necessary. Medical equipment such as ACE wraps, canes, knee braces, walkers, wheelchairs, etc. requires authorization from medical staff. Duty status and authorized equipment issued at another institution may not necessarily be continued at FCI Waseca, at the discretion of the clinical staff.

SOFT SHOE PERMIT Soft shoes are authorized only when medically necessary. Clinical practitioners refer to a specific set of criteria when determining the need for soft shoes. Institution issued shoes have been approved as both an orthopedic shoe and a diabetic shoe and are designed to provide maximum comfort for those with special needs while meeting the need for a safety shoe as required in work areas. In rare instances, for certain conditions, a tennis shoe restriction may be authorized by medical. This is not the same thing as a soft shoe restriction. If you are issued a soft shoe restriction or a tennis shoe restriction from medical, you should plan to carry the medical authorization with you at all times outside of the housing unit, and produce it to any staff inquiring about your shoe status.

MEDICAL IDLE AND MEDICAL CONVALESCENCE A medical idle or "lay in" removes you from your job duty for up to three days. Medical convalescence removes you from your job duty for three or more days. This assignment is generally given for a period of recovery, respite, or long-term disability which prevents you from working. Bed rest restriction means you must remain in your room. You may not wander around the unit or watch television.

During medical idle and bed rest restriction, you are restricted to the unit except for meals, visits, call-outs, law library visits, and religious activities. You will be considered out of bounds if you are found to be utilizing any other area of recreation or found in an area of the institution in which you are not authorized to be while on medical idle. You may receive an incident report and be returned to work status. During medical convalescence, you may be allowed to utilize other areas of the institution, depending on the reason for the convalescence status and subject to restrictions imposed and/or lifted by medical staff.

OUTSIDE MEDICAL CONSULTATION At times, your Health Care Provider may request a consultation from an outside medical provider. These consultations are reviewed by the Utilization Review Committee (URC) for approval or denial. Inmates will be notified of the Committee's decision via TRULINCS and approved consultations will be scheduled on the basis of

urgency of need.

MEDICAL DUTY STATUS AND EQUIPMENT Your Medical Duty Status will be assigned at the time of your initial physical. Changes in your health may require a change in your duty status, either permanently or temporarily. Likewise, recreation restrictions may be necessary. Medical equipment such as ACE wraps, canes, knee braces, etc. requires authorization from medical staff. Duty status and authorized equipment issued at another institution may not necessarily be continued at FCI Waseca, at the discretion of the clinical staff.

LOWER BUNKS Lower bunks are authorized only when medically indicated. Clinical Practitioners refer to a specific set of criteria for issuance of these permits. You will not automatically have a lower bunk continued from a previous institution. If you meet the criteria for a lower bunk one can be issued by your clinician.

EYE CARE If you arrive at the institution with unauthorized eyewear, you will be examined by the Optometrist and institution glasses will be issued. If you are having difficulty with your vision, please sign up for Sick Call Triage. Two pairs of glasses are allowed. The BOP will provide you with one pair every two years. You may not purchase glasses from an outside vendor or receive them from a family member. Tinted or transitional lenses are not approved unless medically indicated. Contact lenses are not authorized unless medically necessary and approved by an Optometrist and the Clinical Director. Sunglasses may not be worn inside any building unless medically indicated and authorized by Health Services. Inmates may request an eye examination every two years. If you are interested in an eye examination, submit a Request to Staff (copout) to Health Services.

MEDICAL RECORDS—RELEASE OF INFORMATION You may review your medical record in the presence of a clinical member of the Health Services Staff. With receipt of an Inmate Request to Staff (copout) to the Health Services Administrator or Medical Records, you may request copies of your medical record. Portions of your medical record may be Freedom of Information Exempt. You will be informed of exempted materials and provided information on how you may obtain these additional copies. The first 600 pages of your record are provided at no cost. Copies in excess of the 600 free pages are charged at the rate of ten cents per page after the first 100 and deducted from your commissary account. In order to maximize time effectiveness, please be specific when requesting materials, referencing either a particular time frame of care or specific documents.

LIVING WILLS AND ADVANCED DIRECTIVES Living Wills and Advanced Directives allow a competent person to make binding declarations regarding medical treatment and care provided, in the event that the patient is no longer competent to make such decisions. Assistance with Living Wills and Advanced Directives can be obtained through the Health Services Administrator or through your private attorney.

HIV AND AIDS HIV stands for Human Immunodeficiency Virus. It is the virus that causes AIDS - Acquired Immunodeficiency Syndrome. HIV is spread from one person to another through sex and blood-to-blood contact. When someone becomes infected with HIV, the virus attacks that person's immune system. One develops AIDS when one's immune system becomes so damaged that it can no longer fight off diseases and infections. These diseases and infections can be fatal. Most people get infected with HIV by having sex or sharing needles with someone who already has the virus. It may take up to ten years or more for people who are infected with HIV to develop AIDS. They may look and feel healthy for years after becoming infected. They may not know they are infected. Even so, they may infect others. All inmates are tested for HIV upon intake.

Thereafter, testing may be requested through the Sick Call process. Inmates will receive counseling after the test. If you think that you may be infected with HIV, or have risk factors, you may request a blood test. These tests look for the presence of HIV antibodies in the blood as a sign of the virus. Often it takes weeks or months to develop antibodies, and therefore be detected in the blood.

HEALTH PROMOTION AND DISEASE PREVENTION While you are in the custody of the Bureau of Prisons, every effort will be made to provide you with medical care of a similar level and quality that you would receive in the community. One of the most important changes occurring nationwide, both in the community and within the prison system, is an increasing emphasis on maintaining health and preventing disease rather than merely treating disease after it develops. Many of the leading causes of disease and death are conditions that can, at least to some degree, be prevented. The goal of a Health Promotion and Disease Prevention Program is to assist those interested (and encourage those who are not interested) to work toward attaining and maintaining a state of "wellness." We encourage you to exercise, eat properly, and maintain your spiritual and mental health. There are excellent programs available in Recreation, Psychology, Religious Services, and Health Services. Food Service offers heart healthy foods on the menu. The Health Services providers can offer advice on healthy lifestyles.

Health Services offers Open House hours conducted by the Health Services Administrator and/or Assistant Health Services Administrator every Thursday at 9:30 am. This Open House is to address concerns and questions about care and administrative questions. Inmates must obtain permission from their assigned detail foreman, if applicable, to attend Health Services' Open House.

SOCIAL WORKER FCI Waseca has a licensed Social Worker on staff, whose duties include assisting pregnant inmates, assisting with discharge planning under certain circumstances, and assistance with accessing benefits for successful re-entry. The Social Worker on staff can also provide general information regarding the child welfare/custodial process in regards to child welfare concerns. In addition, the Social Worker conducts programming that assists in successful re-entry. If you are pregnant, the Social Worker can assist you with counseling regarding lawful options to terminate or maintain the pregnancy, programs (i.e., MINT- Mother and Infants Together and/or Residential Parenting Program) and assist with planning for infant placement. The Social Worker ordinarily handles Reduction in Sentence (RIS) requests submitted by inmates or by a third party on behalf of the inmate.

Appointments with the Social Worker are ordinarily initiated through an electronic inmate request to staff (Cop-out), or referral by the Unit Team. However, the Social Worker offers weekly Open House hours, generally at the same time as Health Services' open house hours.

INMATE CORRESPONDENCE

INMATE MAIL Your correct mailing address is listed below. It is your responsibility to inform your correspondents of it. If your incoming general correspondence is not properly addressed, it will be returned to sender as undeliverable.

OUTGOING MAIL

For outgoing mail, a TRULINCS-generated mailing label will be used on all outgoing correspondence, unless the sender is housed in the Special Housing Unit (SHU). If you are housed in the SHU, you may write the name and address of the person you are sending correspondence to, on the envelope. For outgoing mail, envelopes and writing paper are provided in the

housing unit. Your Committed Name, Register Number, Federal Correctional Institution, Post Office Box, City, State, and Zip Code must be stamped in the upper left return address portion of the envelope. Envelopes in the general population have this information pre-stamped on them. You will need to fill in your Committed Name and Register Number. If you fail to place the correct identification in the return address, your mail will be opened in an attempt to determine the sender. If the sender cannot be identified from either the envelope or its contents, the correspondence will be annotated as to the circumstances and filed for two years. After two years it will be destroyed.

Name _____ Reg # _____ Federal Correctional Institution, Unit _____ P.O. Box 1731 Waseca, MN 56093	FULL NAME OF YOUR RECIPIENT STREET ADDRESS OF RECIPIENT OR P.O. BOX CITY, STATE, ZIP CODE
---	--

INCOMING MAIL Incoming mail is always subject to inspection, including opening it, reading it, and a thorough inspection. For the overall security of the institution, restrictions with incoming mail may be imposed; if this is necessary, the inmate population will be notified, and then inmates can notify their correspondents.

First Class Mail is distributed Monday through Friday (except Holidays) evenings by the evening watch officer in each housing unit. Newspapers and magazines will generally be delivered at this time also. Legal and Special Mail will be delivered by a member of your Unit Team as soon as possible after it is received. The number of incoming letters you may receive will not be limited unless the number received places an unreasonable burden on the institution. No layered or musical cards are allowed. You may not have an accumulation of more than 25 letters (including greeting cards) in your living quarters. You may only receive 25 photographs (no Polaroids) per day. You may have 25 loose photographs in your living quarters; the rest must be placed in a photo album and stored in your assigned locker.

Jane Doe 123 Any Street All town, MN 55000	YOUR COMMITTED NAME & REGISTER NUMBER FEDERAL CORRECTIONAL INSTITUTION-WASECA P.O. BOX 1731 WASECA, MN 56093
--	--

CHANGE OF ADDRESS/FORWARDING OF MAIL The U.S. Postal Service will not accept Change of Address Cards for multiple user P.O. Boxes. You must contact the sending company of any subscriptions to notify them; newspapers, magazines,

and bulk mail will not be forwarded. Special/Legal mail will be forwarded immediately. General Mail will be forwarded for only 30 days, while Special Mail will still be forwarded after 30 days. Any General Mail received after 30 days will be returned to sender.

CERTIFIED/REGISTERED MAIL Inmates desiring to use Certified Mail (with return receipt requested) should obtain them from the Correctional Systems (Mail Room) Staff during posted Open House hours. An inmate is not provided services such as express mail, private carrier services, or COD. You may not purchase stamp sets for the purpose of collecting from the Post Office.

STAMPS Inmates may purchase stamps through the Commissary. If you are indigent, you may request a limited number of stamps, via copout, to your Unit Manager. You may purchase one (1) book of first-class stamps per week in the Commissary. You may up to sixty (60) stamps in your possession at any one time. Attempting to re-use stamps or re-affix stamps may result in your mail being returned by the Post Office.

SPECIAL MAIL "Special Mail" is a category of correspondence which may be sent out to the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys and Representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

It is suggested you provide the following instruction for Special Mail privileges to your attorney(s) who is (are) representing you.

To the Attorney:

The Bureau of Prison 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 enclosures 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.

A designated staff member opens incoming Special Mail in the presence of the inmate; this is usually done by a member of your Unit Team. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope as an attorney (the title "Esquire" does not qualify) and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

MAILING IN INMATE PROPERTY Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

1. Release clothing -- See Correctional Counselor.
2. Orthopedic shoes, arch supports, prosthetic devices, hearing aids-- see Health Services Administrator.
3. Questionable item or items not covered in the other categories will be submitted to the Associate Warden for a decision.

The Department Head will inform the inmate of the decision. If the request is approved, the Department Head will complete the appropriate Authorization Form. The Mail Room Officer will not accept any item or package for delivery unless the Authorization form is on file.

Athletic and hobby craft items are available in the Commissary for purchase and may not be mailed in to an inmate except as a Special Purchase Order (SPO). SPO hobby craft items must be preapproved by Recreation staff. In other words, you may not receive tennis shoes, athletic clothing, hobby craft items, etc. from family or friends.

OUTGOING SPECIAL MAIL AND LEGAL MAIL Inmates must deliver their own outgoing special/legal mail directly to the Correctional Systems Officer who will be available by the Visiting Room elevator from 3:30 pm to 3:40 pm, Monday through Friday, excluding Holidays. You must always show your Identification/ Commissary Card to the Correctional Systems Officer to receive Special/Legal mail. If the piece of mail does not belong to you, if the return address on the envelope is inaccurate, or if it does not qualify as outgoing Special Mail (refer to the Correspondence Program Statement, 5265.14), it will not be accepted by the Correctional Systems Officer as Special Mail. Inmates housed in the Special Housing Unit (SHU) will continue to give their Special Mail to the SHU Officer and request it be treated as Special Mail. The Officer will then place the Special Mail in a designated mail bag to separate it from the general correspondence.

If Special Mail is considered a package i.e., weighs 11 ounces or more, a Form BP-329, Request for Authorization to Mail Inmate Package, must be obtained through your Unit Team. All outgoing Special Mail will be subject to x-raying before leaving the institution.

INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA You may write through Special Mail procedures to representatives of the news media if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business

or profession while in Bureau custody.

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

CORRESPONDENCE BETWEEN CONFINED INMATES

You may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family (verified), or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply: Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate). Correspondence privileges must be approved at both facilities. This policy is not limited to federal institutions. It includes any known penal facilities, court-ordered residential treatment facilities, and residential reentry centers. To initiate this type of correspondence, see your Unit Team.

Unless you are restricted from utilizing TRULINCS email, correspondence via TRULINCS email may be possible between confined inmates in federal facilities. Generally, if written correspondence is approved by both FCI Waseca and the federal institution of your correspondent, email correspondence can also be approved. Once approval is received from both institutions, a copy of the approval will be provided to Trust Fund, who will then add the contact in your TRULINCS Account. Both institutions' Trust Funds must add the respective contact into TRULINCS before email correspondence can occur.

REJECTION OF CORRESPONDENCE

The Warden may reject correspondence sent by or to you if it is determined to be detrimental to the security, good order, or discipline for the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include: Matter which is not authorized to be mailed under law or postal regulations; matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption; information of escape plots, of plans to commit illegal activities, or to violate institution rules; direction of an inmate's business (prohibited act, Code 334). An inmate may not direct a business while confined; this does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of your commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined in the institution. We encourage you to settle these matters as soon as possible after your arrival. The Warden or designee will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. You will also be notified of any rejection of correspondence and the reasons for such. You also have the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

VISITING

You are encouraged to have visits in order to maintain family and community ties. All persons must obtain permission to visit in advance of a planned visit. Once a person's name is placed on the approved list, it is the inmate's responsibility to advise the visitor. Visiting limitations may be imposed due to overcrowding or inclement weather. Usually only five adult persons and five children are permitted to visit an inmate at any one time. Exceptions must be approved in advance by the inmate's Unit Team and Captain. Valid Government issued identification is required for visitors 16 and older. Visitors 16 years and older

must have a current picture identification, such as a driver's license or passport with full names and signatures. Birth certificates are not considered proper identification. Additionally, Mexican Consular Identification cards (Articular Consular cards) are no longer accepted as a valid form of identification. Persons without proper identification will not be permitted to visit. Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' coin purses, attorneys' briefcases, etc. may also be searched. For more information about visiting regulations, refer to the Institution Supplement Visiting Regulations, and advise your visitors of these regulations prior to visiting.

Introduction of contraband of any kind into this institution or on its property is a violation of Federal Law (Title 18, U.S.C., Section 1791) requiring "a penalty of not more than ten years for any person who introduces or attempts to introduce into or upon the grounds of any Federal Correctional Institution or takes or attempts to take or send there from anything whatsoever without knowledge and consent of the Chief Executive Officer of the institution."

DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION, WASECA, MINNESOTA

FROM MINNEAPOLIS: I-35 South to Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM IOWA: I-35 North to Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM WISCONSIN: I-90W to I-35 North; Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the Exit Ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

FROM CHICAGO: I-94W to I-90W to I-35 North; take Exit 40 (Highway 14 West); drive approximately 13 miles along this route, then take the Exit Ramp to Waseca on the Right. At the bottom of the exit ramp, turn right onto Highway 13; follow the signs to the Federal Correctional Institution, Waseca, Minnesota.

ACCESS TO LEGAL SERVICES

LEGAL CORRESPONDENCE Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney ("Esquire" does not meet requirement) and the front of the envelope must be marked "Special Mail - open only in the presence of the inmate." It is your responsibility to advise your attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. You will receive your legal mail from your Unit Team.

ATTORNEY PHONE CALLS In order to make an unmonitored phone call to an attorney, you must submit a "Request for Unmonitored Legal Call" form to your Unit Team. Your request will be reviewed by your Unit Manager for approval/denial. You may call your attorney on the regular inmate telephone system (ITS), but be aware these calls are subject to monitoring and recording.

ATTORNEY VISITS Attorneys should ordinarily make advance arrangements with your Unit Team for each visit. Attorneys

are encouraged to visit during the regular visiting hours. Visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

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

LAW LIBRARY The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prison's Program Statements, Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends and holidays. An Inmate Law Library Clerk is available for assistance in legal research. Legal materials are also available to inmates in detention or segregation status, ordinarily via a delivery system or satellite collection. You should also be reminded that inmates may assist each other with legal matters, but it is not permitted to pay or receive any gratuity for this assistance. Inmates may not be in possession of another inmates' legal paperwork outside of the law library. Refer to the Program Statement on Inmate Legal Activities.

OATH STAMP AND NOTARY PUBLIC Under the provisions of 18 USC 4004, Case Managers are authorized to authenticate/verify signatures when necessary, allowing that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact Unit staff for notary public services. Ordinarily, a Unit Secretary can provide this service. Send an Inmate Request to Staff (copout) to your Unit Team for more information.

COPIES OF LEGAL MATERIALS In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A Debitek operated copier is available in the Law Library for inmate's use, using a copy card, which is available for purchase in the Commissary. If the copier in Recreation is broken, you may request a reasonable amount of copies from your Unit Team, via electronic Request to Staff. You must demonstrate a clear need for particular copies. If copies are excessive and you demonstrate a need for them, you will be charged for the cost of these copies.

UCC NOTIFICATION Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person. "Covered person" includes court officers, jurors, witnesses, informants, and federal law enforcement officers, including Bureau of Prisons staff. Documents which can be used to harass or threaten "covered persons" including the filing of a lien against such persons, can constitute violations of these criminal statutes. Such documents are contraband and are not authorized for inmate possession.

All inmates are prohibited from obtaining, possessing, or creating UCC financing statements and similar forms, which includes any IRS/Tax Forms, unless provided at the direction of the IRS or through Unit Team staff for the explicit purpose of filing income tax returns under special supervision and rules. All inmates are also prohibited from obtaining or possessing any

documents which contain unauthorized personal information, including but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any "Covered Person" or their immediate family members. If you have a legitimate reason for possession of such information, e.g., you are a relative of a "Covered Person," you should notify your Unit Staff of this fact. If you are found to be in possession of these types of documents or information without authorization the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible federal criminal prosecution. You may use the Administrative Remedy Procedure to dispute the confiscation or rejection of these materials.

CLAIMS FOR DAMAGE, INJURY OR DEATH (SF-95) If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. See your Unit Team for the appropriate form for filing a claim

SMALL CLAIMS FOR PROPERTY DAMAGE OR LOSS (BP_AO943) If the negligence of institution staff results in loss or damage to property, it can be the basis for a Small Claim for Property Damage or Loss under 31 USC 3723. Either of these claims requires you to complete a Standard Form 95. You can obtain this form in the Law Library located in the Recreation Building. You are responsible for mailing this claim form directly to the Regional Office.

FREEDOM OF INFORMATION/PRIVACY ACT OF 1974 The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memorandums) shall be processed through the Freedom of Information Act, 5 USC 552. Formal requests may be sent to: **Freedom of Information Act/Privacy Act Section, Office of General Counsel, Room 924, Federal Bureau of Prisons, 320 First Street, N.W. Washington, DC 20534**

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

INMATE ACCESS TO CENTRAL FILES You may request review of disclosable portions of your Central File (including Presentence Report and/or Summary). Contact your Case Manager to review your Central File.

INMATE ACCESS TO OTHER DOCUMENTS You may request access to the "Non-Disclosed Documents" in your Central File and Medical File, or other documents concerning yourself that are not in your Central File or Medical File, by submitting a "Freedom of Information Act" request. The request must briefly describe the nature of records wanted and approximate dates covered by the record. You must also provide your register number and date of birth for identification purposes. To make your request for non-disclosed documents, you may also send a written request to the FOIA/PA Section address listed above.

EXECUTIVE CLEMENCY

The President of the United States is authorized under the Constitution to grant Executive Clemency by Pardon, Commutation of Sentence, or Reprieve. This clemency power is authorized by the Constitution for the Chief Executive Officer, who is the

President of the United States for federal offenses. You should contact your assigned Case Manager for additional information regarding this application process. The rules governing these petitions are available in the Law Library located in the Recreation Building.

PARDON A Pardon is an executive act of grace that is a symbol of forgiveness. It does not suggest or imply innocence nor does it expunge the record of conviction. A Pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A Pardon may have conditions imposed upon it or it can be "absolute," which is without conditions of any kind. A Pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. A pardon may not be applied for until the expiration of at least five years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

COMMUTATION OF SENTENCE A Commutation of Sentence is a reduction of sentence imposed after a conviction, which provides post-conviction relief to inmates during their incarceration. Commutation of Sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for Commutation of Sentence must do so on forms which are available from the assigned Unit Team.

REPRIEVE A Reprieve is the suspension of execution of a sentence for a period of time.

RESOLUTIONS

INFORMAL RESOLUTION The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contact with staff members or "copouts." Additionally, nearly every Department hosts Open House hours, during which inmates are encouraged to discuss the issue/concern with the relevant Department in a good faith effort to informally resolve complaints. Departmental Open House hours will be posted on TRULINCS.

Inmates are encouraged to follow the "chain of command" while attempting to informally resolve a complaint. However, the Executive Staff at this facility do make themselves accessible to inmates and do accept copouts to address inmate concerns. When informal resolution is not successful, a formal complaint may be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are generally not accepted under the Administrative Remedy Procedures. The only exception for third party filing falls under the PREA guidelines (see below).

ADMINISTRATIVE REMEDY PROCESS The first step of the Administrative Remedy procedure is to attempt an informal resolution (BP-8). BP-8 Forms are available from your Correctional Counselor. If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229 (BP-9) form. You will return the completed BP-229 to your Correctional Counselor, who will review the material to ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have 20 calendar days to act on the complaint and to provide a written response.

This time limit for the response may be extended for an additional 20 calendar days, but you must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens your immediate health or welfare, staff shall respond no later than the third calendar day after filing.

If you are not satisfied with the response to the BP-229, you may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-229 response. The Regional appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-229 form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended an additional 30 days. You will be notified of the extension.

If you are not satisfied with the response by the Regional Director, you may appeal to the Central Office of the Bureau of Prisons within 30 days of the BP-230 response. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses. The BP-231 form may be obtained from the Correctional Counselor. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days if the inmate is notified. A BP-229, BP-230, or BP-231 should contain the following information: 1) Statement of Fact; 2) Grounds for Relief; and 3) Relief Requested.

There are time limits (in calendar days) in most cases for filing an Administrative Remedy. The only exception to these time limits is when the concern involves an initial reporting of alleged sexual abuse.

Time Limits for Filing (in calendar days)	Filing: BP-229 (BP9): 20 days of incident
	BP-230 (BP10): 20 days from BP-9 response
	BP-231: (BP11) 30 days from BP-10 response

Time Limits for Responses:	BP-229 (BP9): 20 days
	BP-230 (BP10): 30 days
	BP-231 (BP11): 40 days

Time Limits for Extensions (by staff)	BP-229 (BP9): 20 days
	BP-230 (BP10): 30 days
	BP-231 (BP11): 40 days

SENSITIVE COMPLAINTS If you believe a complaint is of such a sensitive nature that you would be adversely affected if the complaint became known to the institution, you may file the complaint (BP-10) directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, you will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. You may then pursue that matter by filing a BP-229 at the institution.

ADMINISTRATIVE REMEDY PROCESS FOR PREA ALLEGATIONS There is no time limit for an initial reporting of an allegation of sexual abuse. You may file a BP-9 directly, an “emergency BP- 9” when a *substantial risk of imminent sexual abuse* exists, or a “sensitive BP-10,” directly to the Regional Office. For normal administrative processing regarding alleged sexual abuse, the agency has 90 days to respond with a final agency decision regarding an allegation of sexual abuse, but may claim an extension of time of up to 70 additional days to respond if the normal time period for response is insufficient to make an appropriate decision. If an “emergency BP-9” is filed, the inmate shall clearly mark “EMERGENCY” on the BP-9 and explain in writing the reason for filing as an emergency administrative remedy. The Administrative Remedy Coordinator (ARC) shall determine if the remedy request alleges a substantial risk of imminent sexual abuse. If the ARC agrees the remedy request meets the criteria for an emergency administrative remedy, the request shall be accepted, and an initial agency response will be provided within 48 hours, with a final agency decision/response within 5 calendar days. Third party filings on behalf of an inmate regarding allegations of sexual abuse are acceptable, but the facility/agency may require the alleged victim demonstrate agreement to have the request filed by a third party before processing, and/or may require the alleged victim to personally pursue subsequent steps in the administrative remedy process. You have the responsibility to use this program in good faith and in an honest and straightforward manner. The agency may discipline an inmate for filing a grievance related to alleged sexual abuse if it is found that the inmate filed the grievance in bad faith.

SENTENCE COMPUTATIONS; FINES, COSTS, RESTITUTION, DETAINERS/IADA; TYPES OF RELEASES

SENTENCE COMPUTATION The Designation and Computation Center (DSCC) is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is certified by DSCC. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, can be reviewed by Waseca Correctional Systems Staff upon an Inmate Request to Staff (copout) for clarification. Inmates, inmate’s family and friends, or attorneys are not to contact the DSCC directly. Issues which are not resolved by Correctional Systems Staff can be appealed through the Administrative Remedy Process.

TYPES OF SENTENCES An inmate’s sentence procedure is based upon the date their offense concluded. Inmates with sentences that have a Date Offense Concluded on or after November 1, 1987, are sentenced under the Sentencing Reform Act (SRA) of 1984. Title 18 USC 3624 (b) governs the award of Good Conduct Time.

Inmates with sentences that have a Date Offense Concluded on or after September 13, 1994, are sentenced under the Violent Crime Control and Law Enforcement Act (VCCLEA). The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) mandated that the Bureau of Prisons notify state and local law enforcement of the release action of any inmate convicted of a crime of violence or drug trafficking. Your unit team will notify you, in writing, at your initial classification, if this act applies to you.

Inmates with sentences that have a Date Offense Concluded on or after April 26, 1996, are sentenced under the Prison Litigation Reform Act (PLRA).

An inmate may have only one of the above types of sentences or may have a combination of two or all three. Due to the exemplary compliance provisions of 18 USC 3624 (b), these sentences are not compatible regarding Good Conduct Time Disallowance, Forfeitures, and Vesting. Therefore, if an SRA sentence is aggregated with a VCCLEA sentence, deaggregation is required prior to any Discipline Hearing Officer (DHO) sanction affecting Good Conduct Time. Currently, SRA and VCCLEA

may be aggregated, but deaggregation must occur prior to a DHO action. Deaggregation must also occur if an inmate with a VCCLEA sentence does not maintain a GED SAT education status. This applies to any SRA/VCCLEA aggregate, without regard to whether the VCCLEA is violent or nonviolent. If these sentences are deaggregated because of a DHO sanction or a change in GED status, they will remain deaggregated.

If an inmate has only a VCCLEA sentence, but one count is violent and one count is nonviolent, then the VCCLEA will be treated as a violent sentence. For DHO purposes the sentence will remain an aggregate sentence subject to the exemplary compliance provisions. PLRA sentences will be aggregated with other PLRA sentences but will not be with SRA or VCCLEA sentences.

EXEMPLARY COMPLIANCE (GED REQUIREMENT)

VCCLEA – Nonviolent An inmate sentenced as VCCLEA Nonviolent without a high school diploma or a GED must be in GED SAT status for any GCT earned to vest. The maximum GCT is 54 days for each year served.

VCCLEA – Violent The GED requirement for the vesting of GCT is the same as nonviolent. As part of the exemplary requirement provision of the VCCLEA, the available DHO sanctions for VCCLEA sentences are greater. The maximum GCT earning in one year is 54 days.

PLRA GCT vests on the release date. An inmate without a high school diploma or a GED must be in a GED SAT status to earn the maximum of 54 days of GCT for each year served. If an inmate is in GED UNSAT, the maximum amount of GCT for each year served is 42 days. Available DHO sanctions are also greater.

FINES AND COSTS In addition to Jail Time, the Court may impose a Committed or Non-committed Fine and/or costs. Committed Fines mean the inmate can make payments while in prison and/or they can make arrangements to pay the fine upon release, under provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed Fines and cost payments can also be made while in custody.

RESTITUTION The sentencing court may also impose restitution. The court will generally provide an expected payment schedule, to include the Inmate Financial Responsibility Program (IFRP).

COST OF INCARCERATION FEE The Cost of incarceration Fee (COIF) has been mandated by law to be enforced by the Bureau of Prisons. If you were sentenced after January 1, 1995, this Act requires your case to be reviewed to determine if you are eligible to pay for the cost of your incarceration. If you are required to pay for any portion of your incarceration, you will be notified at your Unit Team Meeting. Further, information is available on this program via the Cost of Incarceration Fee Program Statement which is available in the Inmate Law Library.

DETAINERS Warrants (or certified copies of Warrants) based on pending charges, concurrent, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that you initiate efforts to clear up these cases to the degree you can. Case Management Staff may give assistance to you in your efforts to resolve warrants and detainers, but do not act

as your attorney or legal representative, and merely obtain verification of warrant status and act as a conduit of information between you and the agency having interest in you. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainees may be processed under the procedures of the "Interstate Agreement on Detainers Act" (IADA). This agreement applies to all detainees based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainee was lodged. The IADA does not apply to probation, parole, or supervised release violation cases. For you to use this procedure, a detainee must be lodged with the institution. If no detainee is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney because, in some states, the detainee notice may start the time running for a Speedy Trial Act Agreement.

GOOD CONDUCT TIME Good Conduct Time applies to inmates sentenced for an offense committed after November 1, 1987, when the Comprehensive Crime Control Act became law. The two most significant changes in the new law deal with Good Time and Parole issues. There are no provisions under the new law for Parole. The only Good Time available is 54 days per year. This allocation may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no Statutory Good Time or Extra Good Time for inmates sentenced for crimes committed after November 1, 1987. The Good Time discussions below do not apply to inmates sentenced under the new sentencing guidelines.

GOOD TIME "Good Time" awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the states term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance your release date. It has that effect only if you would not otherwise be paroled before the mandatory date. The behavior for which good time is awarded may also be considered by the Parole Commission in setting a parole date. This is not always done, however, and, even when it is, the extent of the benefit to you may not be equivalent to the good time earned.

STATUTORY GOOD TIME "Statutory Good Time" applies only to inmates sentenced for an offense committed prior to November 1, 1987. Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from the offender's term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- Not greater than one year - five days for each month of the not less than six months or more than one year sentence.
- More than one year, less than three years - six days for each month of the stated sentence.
- At least three years, less than five years - seven days for each month of the stated sentence.
- At least five years, less than ten years - eight days for each month of the stated sentence.
- Ten years or more - ten days for each month of the stated sentence. At the beginning of your sentence, the full amount of statutory good time is credited, subject to forfeiture if you commit disciplinary infractions.

If the sentence is for five years or longer, 18 USC 4206(d) requires the Parole Commission to release an offender after he has served two thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules or regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the date established by subtracting good time from the sentence.

Statutory Good Time does not apply to life sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for good time under the statute and a longer period cannot be part of a split sentence.

EXTRA GOOD TIME "Extra Good Time" applies only to inmates sentenced for an offense committed prior to November 1, 1987. The Bureau of Prisons may award Extra Good Time credit for performing exceptionally meritorious service, or for performing duties of outstanding importance, or for employment in an industry or camp. You may earn only one type of Good Time Award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another Extra Good Time Award. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold Extra Good Time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a no disciplinary context and only upon recommendation of staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of Extra Good Time (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A "disallowance" means that an inmate does not receive an extra good time award for only one calendar month. A "disallowance" must be for the entire amount of Extra Good Time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate Extra Good Time may not be suspended pending a future consideration. A retroactive award of Meritorious Good Time may not include a month in which extra good time has been disallowed or terminated.

Any staff member may recommend to the Warden for the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of extra good time of not more than 30 days. If the recommendation is for more than 30 days and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award. No award will be approved if the award would be more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including Jail Credit Time, is the basis on which the maximum amount of the award is calculated. Any Extra Good Time already earned will be subtracted from this stated maximum. Staff may recommend lump sum awards of extra good time for the following reasons: an act of heroism; voluntary acceptance and satisfactory performance of an unusually hazardous assignment; an act which protects the lives of staff or inmates or the property of the United States (an act and not merely the providing of information in custodial or security matters); a suggestion which results in substantial improvement of a program or operation, or which results in significant savings; or, any other exceptional or outstanding service.

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter. In other words, the first 12 months, as stated, means 11 months and 30 days -Day for Day- of earning Extra Good Time before an inmate can start earning five days per month. For example, if you were to stop working transfer from Industries to an institution job, or if Good Time was terminated for any reason, the time that you are not earning Good Time does not count in the calculation of the first 12 months. If the beginning or termination date of an Extra Good Time award occurs after the first day of the month, a partial award of days is made. You may be awarded Extra Good Time even though some or all of your statutory good time has been forfeited or withheld.

Extra Good Time is not automatically discontinued while you are hospitalized, on furlough, out of the institution on writ of Habeas Corpus, or removed under the Interstate Agreement on Detainers Act. Extra Good Time may be terminated or disallowed during such absences if the Warden finds that your behavior warrants such action. An inmate committed for civil contempt is not entitled to Extra Good Time deductions while serving the civil contempt sentence. An inmate in an Extra Good Time earning status may not waive or refuse Extra Good Time credits. Once Extra Good Time is awarded, it becomes vested and may not be forfeited or withheld or retroactively terminated or disallowed.

PAROLE "Parole" applies only to inmates sentenced for an offense committed prior to November 1, 1987. Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of the sentence's full term date. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXCEPTIONS: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If you choose not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to your Case Manager prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and your central file. If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release.

FIRST STEP ACT RELEASE Some offenses will not qualify to earn Federal Time Credits toward FSA Release. Earning Federal Time Credits is based on the inmate being in earning status. Inmates who refuse to participate in any portion of the needs assessment process and/or refuse/decline any program recommended to address identified needs areas, will be considered "opted out" and in non-earning status. Inmates in RDAP status with 3621e eligibility will be converted to FSA RDAP Release and FSA RDAP Conditional Release methods.

DISCIPLINARY PROCEDURES (See Program Statement 5270.09, Inmate Discipline Program)

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Therefore, it is necessary for institution authorities to impose discipline on those inmates whose behavior is not in compliance with Bureau of Prisons rules. The provisions of this rule apply to all persons committed to the care, custody, and control (direct or constructive) of the Bureau of Prisons.

Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and for more serious or repetitive violations, the Discipline Hearing Officer (DHO).

Appeals of UDC disciplinary decisions are made through Administrative Remedy Procedure, within 20 calendars days of the hearing, beginning with a BP-229 (BP-9). This form will be made available by the Unit Team, and the inmate turns it into the Unit Team for processing to the Warden for review and response.

Appeals of DHO disciplinary decisions is made through the Administrative Remedy Procedure, within 20 calendar days of getting the DHO report via BP-230 (BP-10), which is mailed directly to the North Central Regional Office for review and response.

INMATE RIGHTS AND RESPONSIBILITIES

INMATE RIGHTS:

1. You have the right to expect that you will be treated in a respectful, impartial and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the 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.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
8. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
9. You have the right to participate in educational, vocational training, counseling, and employment as far as resources permit, and in keeping with your interests, needs, and abilities.
10. 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.

INMATE RESPONSIBILITIES:

1. You have the responsibility for treating inmates and staff in a respectful manner.
2. You have the responsibility to know and abide by the rules, procedures and schedules concerning the operation of the institution.
3. You have the responsibility to recognize and respect the rights of others with regard to religious freedom, religious affiliation, and voluntary worship.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.
8. It is your responsibility to use the resources in the law library in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize reading materials for education purposes and personal enjoyment for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within

the institution and in the community. You will be expected to abide by the regulations governing participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

PROHIBITED ACTS AND SEVERITY SCALES Prohibited acts are divided into four separate categories based on severity: Greatest, High, Moderate, and Low. Specific sanctions are authorized for each category. Imposition of a sanction requires that the inmate first is found to have committed a prohibited act. Aiding, attempting, abetting, or making plans to commit any of the prohibited acts is treated the same as committing the act itself. If you commit repetitive prohibited acts, increased sanctions may be imposed.

Available Sanctions (upon finding the inmate committed the prohibited act(s):

A) Recommend Parole Date Rescission or Retardation. The DHO may recommend retardation or rescission of parole grants to the U.S. Parole Commission or respective parole authority.

B) Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, or Terminate or Disallow Extra Good Time. *Forfeited good conduct time* (GCT) is not eligible for restoration. However, *forfeited statutory good time* (SGT) may be restored. Restoration of statutory good time is approved at initial eligibility only when the inmate has shown a period of improved good behavior. When the Warden (or designee) denies restoration of forfeited statutory good time, the Unit Team notifies the inmate of the reasons for denial. The Unit Team establishes a new eligibility date, not to exceed six months from the date of denial. An application for restoration of statutory good time is forwarded from the inmate's Unit Team, through the DHO and Captain for comments, to the Warden for final decision.

Inmates who committed their crimes on or after November 1, 1987, and are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act, are only eligible to receive 54 days GCT credit (18 U.S.C. 3624(b)). This credit is given at the end of each year served and, once given, is vested. For these inmates, the DHO's authority is final and subject only to review by the Regional Director to ensure conformity with the discipline policy and by inmate appeal through Administrative Remedy procedures.

The statutory good time available for forfeiture is limited to an amount computed by multiplying the months served at the time of the offense for which forfeiture is taken, by the applicable monthly rate specified in 18 U.S.C. 4161 (less previous forfeiture or withholding). The amount of GCT available for forfeiture is limited to total days in "non-vested" status at the time of misconduct (less previous forfeiture). Forfeiture of GCT may not be suspended. Disallowance of extra good time is limited to extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited GCT will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden, and may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

To ensure an inmate's case is not overlooked when statutory good time has been forfeited, the unit manager will ensure the

eligibility requirements are reviewed for restoration per the time frames in the Program Statement on Classification and Program Review of Inmates. A recommendation of the unit team for or against restoration is forwarded to the Warden through the DHO and Captain. Except as noted, eligibility for restoration of forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to Bureau custody. The Warden refers to the Regional Director any case where exceptional circumstances support restoration of statutory good time before completion of the eligibility requirements. Sanction B does not apply to inmates committed under the Comprehensive Crime Control Act for crimes committed on or after November 1, 1987, and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1. **Disallowance of Good Conduct Time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (committed a crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days GCT credit each year (18 U.S.C. 3624(b)). Once awarded, the credit is vested, and may not be disallowed.

For crimes committed on or after September 13, 1994, and before April 26, 1996, (VCCLEA) credit is not vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or equivalent degree (or is exempt because of a learning disability).

For crimes committed on or after April 26, 1996, (PLRA and SRAA) GCT credit toward an inmate's service of sentence vests on the date the inmate is released. Once disallowed, the credit may not be restored, except by immediate review or appeal as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

A sanction of GCT disallowance may not be suspended. Only the DHO can take action to disallow GCT. The DHO considers the severity of the prohibited act and the suggested disallowance guidelines in making a determination.

A decision to go above the guideline is warranted for a greatly aggravated offense or a repeated violation of another prohibited act within a relatively short time (e.g., within 24 months for a Greatest severity level prohibited act, 18 months for a High severity level prohibited act, and 12 months for a moderate severity level prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. A decision above or below the guidelines is justified in the DHO report.

VCCLEA inmates rated "violent" and PLRA inmates are ordinarily disallowed GCT for each prohibited act they are found to have committed at a DHO hearing, consistent with the following:

Greatest Severity Level Offenses. A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available GCT) for each act committed.

High Severity Level Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available GCT) for each act committed.

Moderate Severity Level Offenses. A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available GCT) for each act committed if the inmate has committed two or more moderate severity level offenses during the current anniversary period.

Low Severity Level Offenses. A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available GCT) for each act committed if the inmate has committed three or more low moderate offenses during the current anniversary period.

Except for VCCLEA inmates rated “violent” or PLRA inmates, Sanction B.1 may be imposed on the Low severity level only where the inmate has committed a Low severity level act more than once within a six-month period.

GCT credit may only be given to an inmate serving a sentence of more than one year, but less than life. In the last year or part of a year of an inmate’s sentence, only the GCT available for the time remaining may be disallowed.

C) Disciplinary Segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation. Consecutive disciplinary segregation sanctions can be imposed for inmates found to have committed offenses that are part of different acts only. Limits on time in disciplinary segregation are based on the severity scale (see Tables 1 and 2). Unless otherwise specified by the DHO, disciplinary segregation placements for different or separate prohibited acts are imposed consecutively.

D) Make Monetary Restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for damages to U.S. Government property that the individual caused or contributed to. The UDC is prohibited from imposing the sanction of make monetary restitution. Commissary privileges should be suspended by the DHO until restitution is made. See the Program Statement **Trust Fund/Deposit Fund Manual** for instructions regarding impoundment of inmate funds.

E) Monetary Fine. The DHO may direct that an inmate pay a fine, as follows:
 Greatest severity level offense – Up to \$500, or 75% of the inmate’s trust fund balance.
 High severity level offense – Up to \$300, or 50% of the inmate’s trust fund balance.
 Moderate severity level offense – Up to \$100, or 25% of the inmate’s trust fund balance.
 Low severity level offense – Up to \$50, or 12.5% of the inmate’s trust fund balance.

Commissary privileges will be suspended until the fine is paid. This sanction cannot be used as a form of monetary restitution. Only the DHO may impose the sanction of monetary fine; the UDC is prohibited from doing so.

F) Loss of Privileges (e.g., visiting, telephone, e-mail, commissary, movies, recreation). The DHO or UDC may direct that an inmate forego specific privileges for a specified time. The DHO or UDC may impose non-contact visiting or immediate family-only visitation in addition to loss of visiting. Loss of recreation privileges (exercise periods) may not be imposed on inmates in a Special Housing Unit (SHU), but may be used for general population inmates. The DHO or UDC may impose a loss of mattress sanction from lights on to lights off for inmates in the SHU. Staff must ensure the inmate has a mattress from lights off to lights on.

- G) Change Housing (Quarters).** The UDC or DHO may direct that an inmate be moved to alternate housing.
- H) Remove from Program or Group Activity.** The UDC or DHO may direct that an inmate not participate in a program or group activity for a specified time.
- I) Loss of Job.** The UDC or DHO may direct that an inmate be removed from a job assignment or assigned to another job.
- J) Impound Inmate's Personal Property.** The UDC or DHO may direct that an inmate's personal property be impounded for a specified time.
- K) Confiscate Contraband.**
- L) Restrict Quarters.** The UDC or DHO may direct that an inmate be confined to quarters or its immediate area for a specified time.
- M) Extra Duty.** The UDC or DHO may direct an inmate to perform additional tasks in addition to regular work assignment.

1) Greatest Severity Level of Offenses: The Discipline Hearing Officer (DHO) imposes one or more of sanctions A through E. Sanction B.1 must be imposed for a VCCLEA inmate rated violent (i.e., an inmate who, per the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996), the DHO may impose any available sanctions A-M in addition to sanctions A-E. All Greatest severity level offenses must be referred to the DHO.

2) High Severity Level of Offenses: The DHO imposes one or more of sanctions A-M, and, except as noted in the sanction, may also suspend one or more additional sanctions A-M. Sanctions B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. All High severity level offenses must be referred to the DHO.

Prohibited Act Code 225, Stalking, is for the purpose of punishing repetitive inmate behavior, e.g., loitering, staring, leering, inappropriate remarks (short of insolence, profanity, or sexual proposals), that are not clearly covered by another prohibited act code. When staff encounter such behavior, the inmate should be specifically warned that it is inappropriate and must cease. If the behavior fits another prohibited act code provision, the inmate should be charged with violating that specific provision instead of stalking. Examples of other prohibited act code behavior that may be used instead of Code 225, Stalking, include, but are not limited to Insolence (Code 312), Being in an Unauthorized Area (Code 316), Threatening (Code 203), and Making a Sexual Proposal or Threat (Code 206).

3) Moderate Severity Level of Offenses: The DHO imposes at least one sanction A-M, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the UDC shall impose at least one sanction F-M, but may suspend any sanctions imposed. The UDC ordinarily refers to the DHO a moderate severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate has been found to have committed two moderate severity level

offenses during the inmate's current anniversary year (i.e., the twelve month period for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO.

4) Low Severity Level Offenses: The DHO shall impose at least one sanction B.1, or D-M. The DHO may suspend any sanction or sanctions imposed; however, a B.1 sanction may not be suspended. The UDC shall impose at least one sanction F-M, but may suspend any sanction imposed. The UDC ordinarily shall refer to the DHO a low severity level offense for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed three low severity level offenses during the inmate's current anniversary year (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time.) The UDC must document the reasons why a third charge for such an inmate was not referred to the DHO. Sanction B.1 may be imposed on the Low severity level only if the inmate has committed a low severity level prohibited act more than once within a six-month period (except for a VCCLEA inmate rated "violent" or a PLRA inmate). In all categories of severity, aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code.

When the prohibited act is Interfering with a Staff Member in the Performance of Duties (Code 198, 298, 398, or 498) or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC must specify the severity level of the conduct that is most comparable to an offense(s) at that severity level.

Suspensions of any sanction cannot exceed six months. Suspended sanctions may only be revoked and executed in the inmate is found to have committed a subsequent prohibited act. Only the DHO may execute, suspend, or revoke and execute suspension of sanctions A-E (B and B.1. may never be suspended). The DHO or UDC may execute, suspend, or revoke and execute suspensions of sanctions F through M.

The DHO may execute UDC-suspended sanctions. However, the UDC may not execute DHO-suspended sanctions A-E.

When an inmate receives an Incident Report while on a DHO- imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the suspended sanction, and for disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new incident report. The DHO may return an incident report to the UDC if a decision not to execute the suspended sanction is made. The UDC or DHO may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 1.

Noting that not all UDC or DHO decisions finding an inmate committed a prohibited act will result in a change to the inmate's security designation score, the Unit Team may recommend a greater security transfer, using their professional judgment, and in accordance with the policy on the Inmate Security Designation and Custody Classification.

Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in the Program Statement on Inmate Discipline.

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

GREATEST CATEGORY CODE-PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person (including sexual assault) or an armed assault on the Institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from a secure or non-secure institution, including community confinement; escape from an 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 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, or introduction of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, homemade 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 medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants or related paraphernalia, not prescribed for the individual by medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by 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. Conduct must be of the Greatest severity nature. 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. Conduct must be of the Greatest severity nature. 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.

SANCTIONS

- A Recommend parole date rescission or retardation.
- B Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good

- time (an extra good time 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 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.

HIGH CATEGORY CODE-PROHIBITED ACTS

- 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse work 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 purposes of introducing contraband or for 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 the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized 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 display 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 charge must be charged as “most like” one of the listed High Severity prohibited acts.

SANCTIONS

- 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 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.

MODERATE CATEGORY CODE-PROHIBITED ACTS

- 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 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 toward 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, SDS 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 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, or introduction of a non-hazardous tool or other non-hazardous contraband (tools not likely to be used in an 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 nonhazardous 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 education or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of 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 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.

SANCTIONS

- A Recommend parole date rescission or retardation.
- B Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time 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 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.

LOW SEVERITY LEVEL CATEGORY CODE-PROHIBITED ACTS

- 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 use only when another charge of low severity is not accurate. The offending conduct must be charges 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 of the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

SANCTIONS

- 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).
- C Make monetary restitution.
- D Monetary fine.
- E Loss of privileges (commissary, movies, recreation, etc.).
- F Change housing (quarters).
- G Remove from program and/or group activity.
- H Loss of job.
- J Impound inmate’s personal property.
- K Confiscate contraband.
- L Restrict to quarters.
- M Extra duty.

GCT SANCTIONS

541.4 Loss of good conduct sentence credit as a mandatory sanction.

- A) You will lose good conduct sentence credit as a mandatory disciplinary sanction if you are in one of the following two groups:
 1. VCCLEA-violent inmates: The date of your U.S. Code offense was on or after September 13, 1994, but before April 26, 1996, and you committed a “crime of violence” as defined by the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA); or
 2. PLRA inmates and D.C. Code offenders: The date of your U.S. Code offense was on or after April 26, 1996, and, therefore, under the Prison Litigation Reform Act (PLRA), or the date of your District of Columbia (DC) Code offense was on or after August 5, 2000.
- B) If you are an inmate in one of the above groups and commit a prohibited act, you will lose good conduct sentence credit as mandatory disciplinary sanction. The amount of good conduct sentence credit you will lose depends on the severity level of the prohibited act(s) committed, as follows:

1. **Greatest Severity Level Offenses.** You will lose at least 41 days, or 75% of available credit if less than 54 days are available for the prorated period, for each act committed.
2. **High Severity Level Offenses.** You will lose at least 27 days, or 50% of available credit if less than 54 days are available for the prorated period, for each act committed.
3. **Moderate Severity Level Offenses.** You will lose at least 14 days, or 25% of available credit if less than 54 days are available for the prorated period, after committing two or more Moderate severity acts during the current year of your good conduct sentence credit availability.
4. **Low Severity Level Offenses.** You will lose at least 7 days, or 12.5% of available credit if less than 54 days are available for the prorated period, after committing three or more Low severity acts during the current year of your good conduct sentence credit availability.

AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN SAME CATEGORY

Category	Prior Offense Within Time Period (Same Severity Level)	Frequency of Repeated (Same Severity Level)	Additional Sanctions Available
Low (400 level)	6 months	2 nd offense	Low severity Sanctions, plus: 1. Disciplinary Segregation, up to 7 days. 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Moderate level sanction (300 series).
Moderate (300 level)	12 months	2 nd offense	Moderate severity sanctions (A, C, E-N) plus: 1. Disciplinary Segregation, up to 21 days 2. Forfeit earned SGT or non-vested GCT up to 37 1/2 % or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available High severity level sanction (200 series).
High (200 level)	18 months	2 nd offense	High severity sanction (A-M) plus: 1. Disciplinary segregation, up to 45 days. 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 rd or more offense	Any available Greatest severity level sanction (100 series).
Greatest (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

List all requested information of immediate family members you wish to have added to your approved visiting list. Immediate family members are defined as: **(Mother, Father, Brothers, Sisters, Spouse and Children)**. Return this completed request to your assigned Counselor who will verify your relationship with the requested visitors prior to placing them on your approved list. You will be advised when your approved visiting list has been established. It is your responsibility to notify family members not to visit until they are authorized.

INMATE NAME _____ REGISTER NUMBER _____

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip

Name			Name
Relation			Relation
Birth Date			Birth Date
Race			Race
Phone			Phone
Address			Address
City/State/Zip			City/State/Zip