



Admission & Orientation Federal Prison Camp Duluth, Minnesota 55814

**Revised by: D. Baker, Unit Manager
June 2010**

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**Directory of Management Staff
F.P.C. Duluth
May 2010**

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Associate Warden.....	L. C. Ward
Case Management Coordinator	A. Schroeder-Johnson
Captain.....	S. Johnson
Health Services Administrator	B. White
Business Administrator.....	C. Pederson
Trust Fund Supervisor.....	J. Wilson
Facilities Manager	P. Wernke
Education Supervisor.....	M. Miller
Food Service Administrator.....	K. Jackson
Human Resources Manager.....	C. Foster
Chief Psychologist.....	Dr. T. Wilhelmson
Drug Abuse Program Coordinator	Dr. T. Amundson
Chaplain	E. Midthun
Safety Manager	S. Ateek

UNIT MANAGERS

Douglas Unit Manager	D. Baker
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INTRODUCTION

The Purpose of the Admissions and Orientation (A&O) Booklet is to acquaint you with the rules, expectations, and opportunities at the Federal Prison Camp, Duluth, Minnesota. It is very important for you to quickly merge with your new environment, make a smooth transition by thoroughly reading this booklet, fully participate in the A&O lectures, and keep informed of all operational changes and new bulletin announcements.

Incarceration at any security level can be stressful. In response, you are encouraged to take advantage of the many positive self-improvement program opportunities, including recreational and educational pursuits. It is important to develop a personal reentry plan that ensures a successful return to the community. Keep in mind that although your family, your friends, and Bureau of Prisons' staff can be of great assistance, you are responsible for your own actions and choices.

In a minimum security level facility, it is expected and necessary for all inmates to demonstrate a high degree of personal responsibility and self-discipline. Behavior which threatens the safety of inmates or staff is a display of disrespect for others and an irresponsible desire for self-gratification. Serious misconduct and criminal behavior will be punished and prosecuted.

While at FPC Duluth, we believe you will find you will serve your sentence in an environment which provides a safe, humane, and appropriately secure setting. You will be provided quality programs and other self-development opportunities designed to assist you in maintaining a pro-social, law-abiding lifestyle after release. Let us know if you have any questions, concerns, or comments about the A&O process. We are committed to ensuring you have the information and assistance necessary to make a successful transition to the camp.

Wendy J. Roal, Warden

ADMISSION AND ORIENTATION

This booklet was composed to ensure you have an understanding of the rules and overall operations of the Federal Prison Camp, Duluth, Minnesota. The Admission and Orientation Program is designed to help you understand your responsibilities, reduce your uncertainties, and outline opportunities available to you.

Each inmate will typically be interviewed by his Case Manager and Correctional Counselor within the first seven days after commitment to the institution. During your orientation, you will also participate in various lectures, examinations, tests, and interviews. This means that numerous staff members, at one time or another, will participate directly or indirectly in your program development and institution orientation. Interviews will be conducted by staff members, either individually or in a group, and you are encouraged to ask questions.

Examinations conducted by Health Services staff will be used to assess your health status. Educational tests will determine your academic level and job training possibilities. Additionally, this information will serve as an aid in developing an individual education program to meet your needs. Your participation and cooperation is necessary in order to assist you in developing short - and long - range goals.

ADMISSION AND ORIENTATION (A&O) RULES

Shortly after your commitment, it is important that you contact your family to advise them of your safe arrival. The hardship placed on families by incarceration, while not minimized, can be dealt with best by regular communications. Your family needs to hear from you, and you are encouraged to correspond with them frequently. In addition, you need to make your family aware of certain institution guidelines regarding the use of telephones, receipt of mail, money orders, visitation procedures, etc. Upon assignment to your dormitory, it is important you learn, and abide by, the Housing Unit Rules. You will receive a copy of these rules at your Unit Orientation, and the Housing Unit Rules are posted on the bulletin boards in the dormitories.

Beds must be made every morning by 7:30 a.m. Beds should be made by stretching the top blanket out full length and tucking it under the sides and bottom of the bed. The blanket should be stretched tight for neat appearance. Should you use your bed at any time during the course of the day, you will be expected to remake it prior to leaving your dorm.

A&O inmates will be dressed by 7:00 a.m. each week day and will remain dressed until the 4:00 p.m. count. There are specific dress requirements outlined under Dress Code, page 10, and you are expected to adhere to those standards. All A&O inmates **must** sign out when leaving their dorm and **must** indicate time departing and destination each time. You must also sign back in each time you return. You are required to carry your Institution Identification Card (Commissary Card) at all times. No inmate is permitted to address any staff member by their first name.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM

ORIENTATION

You will be given a case management, social intake, and medical screening at the time of arrival. You will be provided with a copy of the institution's rules and regulations including information regarding inmate rights and responsibilities.

Within the first 30 days of your arrival at FPC Duluth, you will attend the Admission and Orientation (A&O) Program. While in A&O you will learn about the programs, services, policies, and procedures regarding this facility. You will also hear lectures from the staff regarding their specific programs and departments.

CLASSIFICATION (TEAMS/UNIT TEAMS)

Institutions are 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. Areas are staffed by a Unit Team directly responsible for those inmates living in that dormitory. The Unit Staff offices are located in the dormitory so staff and inmates can be accessible to each other. Your Unit Team typically includes the Unit Manager, Case Manager, Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered to be Unit Staff members and may sit in on team reviews and have input in your classifications / reviews.

GENERAL FUNCTIONS OF UNIT STAFF

COMMUNICATIONS/TOWN HALL MEETINGS

There is a Unit Staff member available each day of the week and weekday evenings until 9:00 p.m. The unit bulletin boards contain written communications of interest to inmates. Unit Managers may also utilize Town Hall meetings to foster improved communications.

PROGRAM REVIEWS

Program reviews ("team meetings") will be conducted every 90 to 180 days. These are conducted by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. You may request to be added to the team docket if you have a particular concern to discuss with your entire team and your scheduled review is not in the near future. Submit an Inmate Request to Staff Member ("cop out") to a member of the team requesting an unscheduled program review.

TEAM PARTICIPATION IN PAROLE HEARINGS

Parole hearings are not applicable at FPC Duluth.

TREATY TRANSFERS FOR NON U.S. INMATES

FPC Duluth does not house inmates who are Non U.S. Inmates.

WORK ASSIGNMENTS

After you receive medical clearance, you will be assigned to a job based on institution need. It is important you report to work promptly, remain on the job until dismissed, and take proper care of tools and equipment.

Ordinarily, on a monthly basis, your detail supervisor will complete a written evaluation of your work. This report is reviewed by you and placed in your Central File. It is an important document, as your Unit Team reviews this document as part of their decision-making process.

PRE-SENTENCE REPORTS (PSR) and STATEMENT OF REASONS (SOR)

Inmates are not authorized to have in their possession a copy of either their Pre-Sentence Report (PSR) or a copy of the Statement of Reasons (SOR). Inmates found with a copy of either of these documents will receive an Incident Report for Possession of Anything Not Authorized.

Inmates can review their PSR and/or SOR by submitting a "Cop-Out" to their Case Manager. You can then review the document and make notes, but you are not allowed to have a hard copy of these documents. For further information regarding this, contact your Case Manager.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

The Inmate Financial Responsibility Program (IFRP) is a voluntary program, which provides a means for inmates to show responsibility by paying their financial obligation. These obligations include special assessments, restitutions, fines, court costs, cost of confinement, child support, alimony, tax liabilities, loans, etc.

A payment plan will be developed at your initial classification with your Unit Team. The minimum payment is \$25.00 per quarter. It is your responsibility to ensure that funds are available for these payments. If outside payments are made, it is your responsibility to get copies of the receipts to your Correctional Counselor so you are given proper credit.

If you refuse to participate in the IFRP, or you do not make meaningful payments toward your obligations, you will not receive performance pay above maintenance level. This will also be taken into account when considering custody reduction, furloughs, Residential Reentry Center placement, etc. Your status in the IFRP will be reviewed at each program review and reflected in your progress reports.

RELEASE PREPARATION PROGRAM

All inmates at FPC Duluth will be informed of the Release Preparation Program (RPP) at both A&O and at your initial team classification. The RPP Program is designed to prepare all inmates for release. Six core areas make up the RPP Program and involve inmates taking a class or classes in each of the areas. All RPP classes are held after normal work hours. For additional questions regarding this program, see a member of your Unit Team and/or Education staff.

SENTENCE STRUCTURE AND GOOD TIME

Correctional Systems Department staff are responsible for any inquiries concerning the sentence computations, issues regarding sentences, good time actions, detainers, and Interstate Agreement on Detainers (IAD's). They will assist you with interpretations of the court order(s) establishing your sentence and parole eligibility date (if applicable). In addition, they monitor Good Conduct Time (GCT), statutory, and Extra Good Time (EGT) to determine release dates.

The sentences for new commitments will be computed and certified by the Designation and Sentence Computation Center. A copy of the computation will be forwarded to you via inmate mail once it has been certified as correct. Questions regarding computations or sentencing matters (including detainers) should be addressed during the Records Office Open House.

"Old Law" sentences are those being served for crimes committed prior to November 1, 1987. These sentences accrue Statutory Good Time - dependent upon the length of sentence. These sentences also are eligible to earn Extra Good Time (EGT). For example, EGT earned at Duluth (Camp Good Time) is acquired at a rate of three days each month for the first twelve months of earning status. Five days are earned for each month after one full year of earning status, provided earning status is maintained.

SENTENCE REFORM ACT

For offenses committed on or after November 1, 1987, but prior to September 13, 1994. These sentences earn good time credit at a rate of 54 days for each year served except for:

- Sentences of imprisonment less than or equal to one year
- Sentences of imprisonment for the duration of one's life

For each year served, 54 days (minus disallowances, if any) will be deducted from your tentative full-term date. Credit earned during the last year, if it is a portion of a full year, shall be prorated. Unlike "Old Law", good time credit which has been vested may not be withdrawn. Likewise, credit which has not been earned may not be granted later.

VIOLENT CRIME CONTROL AND LAW ENFORCEMENT ACT (VCCLEA)

Provisions impacting sentence computations: For offenses committed on or after September 13, 1994, but prior to April 26, 1996; 18 U.S.C. Section 3624(b) - mandates violent offenders display exemplary compliance with institution rules; requires high school diploma, GED, or be making satisfactory progress toward either; or Good Conduct Time (GCT) will not be vested. It will be awarded at the appropriate time, but not vested.

PRISON LITIGATION REFORM ACT (PLRA)

Provisions impacting sentence computations: For offenses committed on or after April 26, 1996. All prisoners held to the exemplary compliance standards, no GCT vested until release from custody. It is possible that non-vested GCT may be forfeited. The Bureau may take into consideration the progress toward earning a high school diploma or GED in awarding GCT. If not making progress, GCT will be earned at a reduced number of 42 days for each year. Courts may order disallowance of unvested GCT for filing of harassing or frivolous law suits.

Executive Clemency: Executive Clemency is another means by which you may seek reduction of your sentence and reduction of committed fines. The forms for this purpose are available from your Case Manager, who will advise you regarding this procedure. The Executive Clemency request is normally utilized after all other methods are exhausted.

DAILY INMATE LIFE

It is your responsibility to check your living area immediately after being assigned there and to report all damage to the Unit Correctional Officer. You may be held financially liable for any damage to this personal living space. It is also your responsibility to check in with the officer for accountability during inmate movement and the a.m. and p.m. census. The officer should not have to look for you.

Leisure Time Areas – Recreation, Laundry, Law Library and Inmate Telephone Room: Inmates on a work detail or who are on medical quarters, convalescence, unassigned, or vacation status must declare to their respective Unit Officer and/or sign out on the posted Sign-Out Sheet in their destination prior to departing the unit for any of the areas listed above. Any inmate found away from his detail or unit without authorization will be subject to disciplinary action.

COUNTS

Counts will be conducted at the times listed below. An emergency count or an impromptu census can be conducted at any time. All inmate movement on the compound will cease during counts.

Normal Count Schedule:

Monday through Friday (except Federal Holidays):

12:00 a.m.	7:40 a.m. *	4:00 p.m. ***	
3:00 a.m.	12:00 noon *	10:00 p.m.	5:00 a.m.

Saturday, Sunday, and Federal Holidays:

12:00 a.m.	10:00 a.m. **	4:00 p.m. ***	
3:00 a.m.	10:00 p.m.	5:00 a.m.	

- * Monday through Friday, the 7:40 a.m. and 12:00 Noon Census are conducted as a work detail census.
- ** On Saturday, Sunday, and Federal Holidays, the 10:00 a.m. count will be an official stand-up count conducted in the dorms.
- *** The daily 4:00 p.m. count is an official stand-up.

GENERAL INFORMATION

ANNOUNCEMENTS

A public address (PA) system will be used to announce the arrival of inmate visits, religious congregations, entertainment, special group meetings, emergency call-outs, recall, census, etc. You are urged to pay close attention to all PA messages.

CALL-OUTS

If you are on a call-out, you must report to the designated place at the time listed. It is your responsibility to check the call-out sheet daily.

BULLETIN BOARDS

Posted on the dorm bulletin boards are call-outs, transfer sheets, Unit Team notices, recent policy issuances, recreation schedules, weekly Chapel activities, and general announcements. It is recommended you check the bulletin board daily to be kept informed.

LOCKS

Combination locks for your personal use may be purchased in the Commissary. Institution policy permits periodic inspection of any locker, and plugging the keyhole will result in the lock being cut off.

CONTRABAND

The introduction of any unauthorized item into the institution will be dealt with severely. Any item not issued to you or authorized by a staff member, sold in the Commissary, or purchased through special order, is considered contraband. Only articles obtained by you may be in your possession. Inmates are not permitted to borrow, lend, or sell anything or to receive anything of value from another individual. Any container purchased in the Commissary that does not contain the original contents will be considered contraband and will be confiscated. You are responsible for any contraband found in your property.

PERFORMANCE PAY

Inmates who are detailed to duties in connection with the operation or maintenance of the institution may be monetarily compensated, should they perform their duties in a satisfactory manner. The specific rates of pay will be based upon the skill required by the assignment and quantity/quality of work performed. Poor performance or neglecting assigned duties may result in no pay and/or disciplinary action. Vacations may be granted, but this privilege is not mandatory and may only be recommended by the inmate worker's detail supervisor.

UNIT RULES AND REGULATIONS

SMOKING / TOBACCO

All tobacco products are prohibited. Inmates who are caught using or in possession of these products will receive an incident report.

VISITING

Visiting in other rooms within an inmate's assigned dorm is permitted until 10:00 p.m. Visiting inmates in dorms to which you are not assigned is strictly prohibited.

RADIOS

Radios are to be played in the individual inmate rooms and only with the use of earphones or headsets. Radios played without earphones, headphones or being played excessively loud may be subject to confiscation.

SHOWERS

All showers will be opened daily from 6:00 a.m. to 9:00 a.m. and 6:00 p.m. to 9:00 p.m. Only one shower in the lower and upper East bathroom of each dorm will be designated the only showers to be utilized between the hours of 9:00 a.m. and 6:00 p.m.

LOCKERS

Only one locker per inmate is authorized. No items are to be placed in a vacant locker. Items found in vacant lockers will be considered contraband and confiscated. **DO NOT SHARE LOCKERS WITH OTHER INMATES.**

BOXES

Wood or cardboard boxes are not permitted in the rooms.

WOOD

Homemade shelves, decorations, or other alterations are considered contraband and will be subject to removal.

ROOM ASSIGNMENT/ROOM CHANGES

Rooms are randomly assigned by staff upon arrival of the new inmate(s). Inmates are assigned rooms and beds depending upon space, availability, and medical considerations.

TOWELS

Wet towels or wash cloths must be hung on the hooks provided in your room. They are not to be hung at the foot of the bed, on chairs, etc.

READING MATERIALS

Books/magazines may be displayed neatly on the desk shelves. Excessive magazines, newspapers and books are contraband and will be confiscated. Inmates are allowed 5 reading books and 5 magazines each.

EMERGENCY EXITS

Emergency doors, located on either end of the building on both floors will not be used except for fire drills and actual emergencies. The only exceptions are for inmates who need to utilize the ramps in Dorm 209.

QUIET HOURS

The hours from 10:00 p.m. until 6:00 a.m. are designated as "Quiet Hours." The overhead lights in the rooms will be turned off at 10:30 p.m.

TV ROOMS

Everyone will use a chair for television viewing. The television room doors will remain closed at all times. Card and/or games must be played only in designated television rooms. Sunday through Thursday, all television rooms will be closed at 12:00 a.m. On Friday and Saturday nights and nights preceding a Holiday, these rooms will remain open throughout the night. Disruptive behavior will result in the closing of the television rooms.

COUNTS

There will be no talking, radio playing, etc., during counts. The daily 4:00 p.m. count and the weekend/Holiday 10:00 a.m. count require inmates to stand near their beds. If you are to count in the dorm, you must be in your assigned room during the designated count times.

DRESS CODE

During assigned working hours (normally, Monday thru Friday, 7:00 a.m. to 4:00 p.m.) inmates are required to have shirt tails tucked in, a belt is to be worn, and safety shoes are to be worn and tied. All buttons will be buttoned with the exception of the top button. Inmates will wear the institution uniform in the Visiting Room and during all breakfast and lunch meals, Monday thru Friday. No athletic clothing is allowed in the Visiting Room. Inmate hair caps (sold in the Commissary) are to be worn only in the housing units. Inmates are not to alter laundry bags or use them to carry personal belongings. Food Service whites are only worn in Food Service. You must wear the proper uniform of the day in the Activity Center, Law Library/Hobby Craft, Chapel, and Phone Room during business hours. Inmates who will have contact with outside visitors or volunteers (Chapel guests) will be required to wear their "greens" at all times.

LAUNDRY FACILITIES

Washers and dryers are not to be used from 10:00 p.m. to 6:00 a.m.

SIDEWALKS

Walking on areas other than designated walkways will result in disciplinary action.

BULLETIN BOARDS (Inmate's Room)

The bulletin boards will only display family photographs and calendars. Photographs or calendars which are sexually provocative, offensive, or otherwise demeaning to anyone are prohibited.

PLANTS

No plants or animals will be kept in the rooms.

LIGHTS

All lights are to be turned off when no one is occupying the room. Windows should be closed if no one is occupying the room and the heat is on.

ROOMS

All rooms will have a standard arrangement. Beds and desks are not to be taken apart or moved.

SIGN OUT SHEETS

The following inmates are required to sign in and out of the dorm from 7:30 a.m. - 11:00 a.m. and 12:00 noon - 3:45 p.m., Monday - Friday: Unassigned, Medical Idle, inmates on day off, and inmates on vacation.

TAMPERING

Inmates are not to tamper with, alter, remove, or destroy any mechanical device in this institution. These devices consist of but are not limited to: thermostats, temperature sensors, heat detectors, smoke detectors, fire extinguishers, valves, shower heads, motion sensors, and any related piping or wiring. If the tampering occurs in a dormitory room, all assigned occupants could be held responsible.

PERSONAL PROPERTY

All personal property must be within the limits of current policy and kept stored in designated areas.

PERSONAL PHOTOGRAPHS

You may receive personal photographs through the mail. However, there are restrictions on the size, decorum of subject, and amount authorized to be retained. If you have any questions, you are encouraged to contact the Mail Room staff or a staff member of your Unit Team. Polaroids (double-faced photos) are not allowed.

PERSONAL APPEARANCE

Appearance is an important factor in making a good impression on others and maintaining high self-esteem. Personal hygiene articles and supplies will be made available to you, and you will be expected to present a neat appearance at all times. You may shower in your unit at the posted times seven (7) days a week. Hair length may not be restricted, provided the hair is kept neat and clean. An inmate may have a shaved head or long hair. Long hair requires more attention than a shorter style, but regardless of style, everyone is expected to keep his appearance neat. Artificial hair pieces are not permitted. Mustaches and beards are permitted as long as they are kept neat and clean. No designs or numbers, etc., may be cut into the hair.

Upon arrival, you will be issued a kit containing a razor, toothbrush, and comb. These items can be replaced by the Clothing Room staff who keep a supply on hand. To better manage waste and cost, hygiene items (i.e. bar soap, razors, and toothbrushes, etc.) will be issued to inmates every other Tuesday from 6:00 a.m. – 9:00 a.m. at the Institution Laundry. Toilet paper will be handed out every other alternating Tuesday from 6:00 a.m. – 9:00 a.m.

GENERAL HOUSEKEEPING GUIDELINES

Your bed should be square-cornered with the blanket tucked in on both sides. The extra blanket should be folded in thirds and placed at the foot of the bed or placed in your locker. Whenever you depart the unit, leave the bed smoothly made.

The floors and ledges should be free of dust and dirt. Personal belongings should be arranged neatly in your locker or storage areas. In a dormitory setting, you are responsible for your bed, locker, and the area immediately surrounding them.

Trash must be placed in the receptacles provided.

Check daily before leaving your unit to make certain the area assigned to you is clean and orderly. Remember, satisfactory institutional adjustment includes compliance with rules to include safety and sanitation.

You are responsible for your own living areas being free of contraband. This includes adhering to the retention limits for personal property. Keep empty lockers, beds, and drawers free of debris. Beds may not be moved from their designated position. Outerwear such as coat, jacket, etc., should be hung neatly from the clothing hooks provided.

Microwave ovens are installed in each housing unit. The microwaves are provided for warming food items purchased from the Commissary only. No additional cooking is permitted.

SAFETY

It is the policy of the Bureau of Prisons to provide safe working conditions for everyone in the institution. Sound safety practices are the shared responsibility of staff and inmates. You must maintain a clean and orderly work and living area, and properly use tools and equipment on the job.

The Safety Manager is available for consultation regarding potential hazards on your job or in other areas of the institution. Always consult your Unit Officer or work supervisor about unsafe conditions, and appropriate action will be taken.

In the event of an accident resulting in injury, you may be eligible for compensation. Inmate Compensation Regulations apply to inmate injuries sustained while engaged in work that serves to maintain the operation of the institution.

If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.

If you suffer a work injury and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, contact the institution's Safety Manager approximately 30 days prior to your release or transfer to a Residential Reentry Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation, which must be performed with regard to your claimed injury.

You are reminded to always exercise care and use common sense when engaging in any type of activity. These precautions will help prevent an accident, which could jeopardize your health and the well being of others.

1. Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.
2. An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
3. Operating machinery without the use of safety guard(s) as provided is prohibited. Violators are subject to disciplinary action.
4. Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. See your supervisor for proper procedures.
5. To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.
6. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operation. Landscape operations involving the operation of weed eaters or edgers also require the use of safety goggles and ear protection.
7. Vehicle drivers must obey all institutional driving rules, and seat belts will be worn at all times.
8. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
9. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided with seatbelts on.
10. Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, report the unsafe condition to the institution's Safety Manager for further consideration.

11. The feeding of birds and other animals is strictly prohibited. Any inmate observed by staff feeding birds or any other animal will face disciplinary action.

In addition to the above, local weather conditions dictate care and prudence when walking or running for exercise purposes and general compound travel. Hazards such as snow and ice may be present; therefore, exercise caution at all times.

INMATE PEDESTRIAN TRAFFIC

The following regulations have been implemented and are effective between the hours of 7:00 a.m. and 4:00 p.m., Monday thru Friday, to lessen the chances of pedestrian/vehicle accidents.

CROSSWALKS

There have been several crosswalks outlined in "curb yellow" on Ralston and Vandenberg Avenues. These crosswalks are to be used at all times for inmate pedestrian traffic. On Vandenberg Avenue, there has been a yellow line painted on the east side of the road. Inmates are to stay to this area when they are going to the Library/Hobbycraft/Barber Shop and ITS.

Inmates en route to the Chapel or the Visiting Center are to use the center sidewalk, which separates the two (2) parking lots in front of the Administration Building.

Inmates walking on other roads not clearly marked throughout the institution are to stay on the shoulder of the road until they reach their destination, at which point they may cross the road at a 90-degree angle.

At no time are inmates allowed to walk down the center of any road.

Running on the compound and cutting corners by stepping off sidewalks to cross grass is prohibited. Inmates are expected to stay on the provided sidewalks.

Unless otherwise authorized by staff, the use of fire escapes, except during an emergency, is prohibited.

RESTRICTED AREAS (ANYTIME):

At no time are inmates allowed to walk the road on the west side of the Administration Building and through the staff parking lot to get to the Visiting Center. Inmates are not allowed past the sidewalk leading to the Medical Lobby. Inmates wanting to get to the Visiting Center will be required to access this area by utilizing the sidewalk which runs in front of and to the south of the Chapel.

Inmates are restricted from the area to the south of the sidewalk leading from the Chapel to the Visiting Center.

INMATE CLOTHING AND LAUNDRY

The day after your arrival, you will be given your regular, standard clothing issue. Refer to the current version of Institution Supplement, "Inmate Clothing and Laundry Operating Procedures," for details. Items of clothing will not be considered proper issue unless properly marked by authorized clothing personnel. Clothing marked by any other means will be considered contraband and will be confiscated. Articles of clothing that are worn out, unusually soiled, damaged, or otherwise unserviceable, will be replaced or repaired if they are brought to the Clothing Room. All replacements will be on a one-for-one basis. Restitution will be required for articles of clothing that are willfully destroyed, lost, or altered by an inmate. Clothing are color coded for each unit as followed: yellow – Dorm 207, orange – Dorm 208, purple – Dorm 209, blue – Dorm 210, and green – Dorm 211.

The Clothing Room hours are Monday, Tuesday, Thursday, and Friday, 6:00 a.m. – 9:00 a.m.

INMATE TRUST FUND / COMMISSARY

A commissary trust fund account will be established for the receipt of funds you earn or receive from legitimate sources. If a member of your family or friends wish to send you money, have them send it in the form of a Money Order, U.S. Treasury, state, and local government check, or any foreign negotiable instruments payable in U.S. currency, with the envelope addressed as follows:

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

The monies will be credited to your account without undue delay. **Note: Your registration number must appear clearly printed on the check or money order.** DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National LockBox cannot forward any items enclosed with the negotiable instrument to an inmate.

Shopping day assignments will be rotated quarterly. To ensure an orderly procedure is maintained for weekly Commissary sales, the following shopping schedule will be used. You may shop one evening per week based upon the fourth and fifth digit of your Registration Number:

Example: Registration Number 11111-111 would shop on Tuesday.

Rotation order: 00 – 33 Tuesday
34 – 66 Wednesday
67 – 99 Thursday

Open sales will be conducted 7:35 p.m. - 8:15 p.m. Tuesdays, Wednesdays, and Thursdays for selected items, special purpose order items, and over-the-counter medications. The housing unit which places first on the weekly dorm inspections are allowed to shop in the Commissary on Tuesday, Wednesday, and Thursday at 10:30 a.m.

You are required to have your picture ID card in order to purchase items from the Commissary. If you are a new commitment, a picture ID card will be issued to you when you are processed through R&D. If you transferred from another institution, your ID card will be given to you from your records or a new one will be made. You must have your ID card with you in order to shop.

The Commissary sells a variety of standard items. Limited space permits stocking only those brands of items desired by the majority of the population. Lists of available merchandise for sale are located in the Commissary and are updated weekly. The Commissary sales slip indicates the maximum quantity of individual items that may be purchased during a single sales transaction. The maximum quantity indicated on the sales slip corresponds to the quantity allowed for retention as stated in Program Statement, "Inmate Personal Property." This procedure will ensure institutional practices do not cause an inmate to be in violation of Bureau of Prisons' policy by selling an inmate a greater quantity of a particular item than allowed by policy for retention. Price and time changes are posted on the bulletin board located in the Commissary. The Warden has the final approval of all items on the Commissary list.

Fill out your order prior to going to the Commissary to avoid unnecessary delays at the time of purchase. **Nothing can be added to your list after you have turned it in to be filled.** Take the time to check your items as they come out of the window. Your signature on the sales receipt acknowledges that you received what you paid for, and all sales are final.

No radios are allowed in the Commissary at any time. Orderly conduct is expected when in the Commissary line. Commissary is a privilege, not a right. Once you have turned in your Commissary list to be filled, **DO NOT LEAVE THE LINE.** If you leave and your name is called, you will not be allowed to shop until the following week. Your name will only be called three times, so stay in line. Trading or giving Commissary items to someone else is strictly prohibited.

SPECIAL PURPOSE ORDERS: A Special Purpose Order (SPO) form must be completed when placing an order. Forms can be picked up at the Commissary and returned during regular Commissary hours.

1. All SPO items with a unit cost of more than one hundred dollars (\$100.00) must be approved in writing by the Warden.
2. You are limited to one SPO per month not to exceed \$300.00 per quarter.
3. SPO's are to be picked up on your regular commissary day. Ask for your SPO at the commissary window when you turn in your commissary list. Refusal to accept your order may result in the loss of future order privileges.

INMATE TRUST FUND ACCOUNTS

1. Establishing a Trust Fund account: All inmates will have a trust fund account established upon assignment to the Federal Bureau of Prisons. Once you receive a Commissary PIN number, you may access your account by using the Automated Inquiry Machine (AIMS) which is available in the Telephone Room. You will be able to review your most recent Trust Fund account along with your phone account information. The touch screen is easy to use by entering your register number and the four digit PIN number, which is located on the bottom of your commissary sales receipt. This account will remain active until you are released or transferred.
2. Money from other institutions: If you transfer within the BOP, your trust fund account transfers with you. If you transfer from outside the Federal Bureau of Prisons, i.e. local/county jail, it is your responsibility to see that your money is transferred to FPC Duluth.
3. Receiving money: Money can be posted to your Trust Fund account either through the National Lockbox or the Western Union-Quick Collect. The following information is posted on the glass-encased bulletin board located in the Telephone Room. Take notes and forward this information to your family and friends from whom you expect to receive funds.
 - a. Funds sent to the Lockbox: Instruct senders that they must have the inmate's committed name (no nicknames) and register number printed on all money orders: U.S. Treasury, state, and local government check or any foreign negotiable instrument payable in US currency, and the envelope they send the money into the Lockbox. Instruct the sender that their name and return address must appear in the upper left hand corner of the envelope to ensure their funds can be returned to them in the event that they did not meet the criteria. Notify all persons who send you funds that they must NOT enclose personal checks, letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The National Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. All funds received by Lockbox, Monday through Friday, will be posted to trust fund accounts within 24 hours.

Funds sent through Western Union-Quick Collect: Instruct senders to contact local agent or online service (www.westernunion.com). The sender will need the inmate register number, inmate name, city code (FBOP), and state code (DC).

4. Sending money out: Money can be sent out by submitting a BP-199, through the Unit Manager. The Business Office processes forms received once a week. A U.S. Treasury check will be ordered, and your account will be reduced by the amount requested.

COMMISSARY FUND WITHDRAWAL

A standard form is provided by the Institution for the withdrawal of funds. This form is accessed through your Correctional Counselor and must be handed back to your Correctional Counselor by you. This form will not be processed if it is not given to the staff member directly. It is the inmate's responsibility to know the amount of money available in his Commissary account. To track your account, there is an AIMS machine located in the Inmate Telephone Room. New commitments to the BOP will receive their PIN number in the institution mail. The Unit Manager can approve withdrawals for gifts, family support, magazine subscriptions, restitution for losses, legitimate debts, etc., or other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education.

INMATE TELEPHONES: TELEPHONE PRIVILEGES

Though the following is offered to help further clarify telephone rules and regulations, by no means is it complete. Therefore, any additional information pertaining to telephone regulations can be accessed by referencing Program Statement, "Inmate Telephone Regulations."

Inmates may not receive personal calls. Emergency telephone messages will be forwarded to individuals from staff. All initially-designated inmates will be afforded the opportunity to make one phone call during the admission process to notify persons of their admission to custody.

Each inmate shall be provided a unique nine-digit Phone Access Code (PAC) number to access his (TRUFONE) account and instructions on using the telephones. The PAC number and approved telephone numbers will remain the same even if transferred to another institution.

Changes to an established telephone list may be submitted once per month through your Unit Counselor as described above. Inmates may obtain permission to submit additional changes when the Unit Counselor finds that there is a demonstrated need for prompt communication.

An inmate may not give his PAC to another inmate or use another inmate's PAC. A lost or stolen PAC should be reported immediately to Unit Staff. To obtain a new PAC number, the inmate will have to pay a fee of \$5.00.

Inmates may place up to 300 minutes of either collect, direct, or any combination telephone calls per calendar month. TRUFONE automatically resets each inmate's account monthly regardless of usage. Unused minutes are not carried into the next month. Only the Warden may authorize the government to bear the expense of an inmate telephone call or allow a call to be made collect to a number not on the inmate's telephone list. Inmates transferring from a TRUFONE institution will be capable of making collect calls upon arrival only if there is a balance of unused minutes from the previous institution.

In order for an inmate to place direct-dial calls, it will be necessary to transfer funds from his account to the TRUFONE. The amount of this transfer will serve as a credit limit in the individual inmate's TRUFONE account. This will be done by the inmate via the TRUFONE system by dialing 118. Credits may be transferred anytime the telephones are operational. Credits must be purchased in whole dollar amounts. It is the inmate's responsibility to track the telephone credits transferred by reviewing their telephone account via the Automated Inquiry Machine (AIMS) and the TRUFONE system. Once telephone credits have been transferred, the credits may not be transferred back into the commissary account, except under the following circumstances: Inmate is released or on telephone restriction for more than 30 days, at which time the inmate may request in writing that their TRUFONE funds be returned to their commissary account; or in rare or unusual instances as the Warden deems appropriate. This is a one-time transaction for the entire balance of their TRUFONE account. Trust Fund staff will need written documentation to support the transfer.

Prior to placing any calls, each inmate must register their name (VPIN) on the TRUFONE system. To complete this process, please see the Trust Fund Technician at Open House Monday – Friday from 11:30 a.m. – 12:00 p.m., in the phone room. You will need photo identification, and your PAC number to register on the telephone system.

Phones will be available in the Inmate Telephone Room. General work phones will be activated for inmate use Monday thru Friday during the hours of 6:00 a.m. - 7:30 a.m., 10:30 a.m. - 12:00 p.m., and 4:30 p.m. - 9:00 p.m., and Saturday, Sunday and holidays from 6:00 a.m. - 10:00 a.m. and 10:30 a.m. – 3:30 p.m. / 4:30 p.m. – 9:00 p.m. Five phones have been designated for use by inmates who work evening (PM) shifts, are on days off, or on vacation. Day phones will be activated for inmate use Monday – Friday during the hours of 6:00 a.m. – 7:30 a.m., 8:00 a.m. – 12:00 p.m., 12:30 p.m. – 3:30 p.m., and 4:30 p.m. – 9:30 p.m. On weekends and holidays, all telephones will be activated for inmate use from 6:00 a.m. – 10:00 a.m., 10:30 a.m. – 3:30 p.m., and from 4:30 p.m. – 9:00 p.m. Inmates are expected to be at their work assignments and may not use the telephone during their assigned work hours. Inmates on idle status or convalescence will be considered to be on a regular work shift and may not use the day phones.

All telephone calls will be limited to 15-minute intervals. At the end of 14 minutes, a tone will warn the caller there is only one minute remaining of the call. At the end of 15 minutes, the call will automatically disconnect. After each call that a successful connection is made, a 30-minute delay will automatically start upon that call's disconnection. Only after the 30 minutes has passed will you be able to place another call. This will allow all eligible inmates an opportunity to use the phone on a frequent basis.

Each inmate is responsible for the content of the telephone calls he makes. You are expected to conduct yourself in a responsible manner and respect other inmates. Restriction of telephone privileges may be imposed for violation of any rule regarding the use of the telephone. The loss of commissary privileges does not include the loss of telephone privileges, and the loss of telephone privileges will be listed as a specific sanction.

Rules to follow in the Telephone Room (not inclusive):

1. Only one inmate per phone will be allowed at any time.
2. Inmates not making telephone calls will not be permitted to congregate near the telephone area.
3. The use of another inmate's phone access code is prohibited.
4. No third party telephone calls are permitted.
5. No conference or speaker phone calls.
6. The following type of phone calls are not allowed; 800, 888, 900, 976, or credit card access numbers.
7. It is prohibited to intentionally call someone on your phone list to talk to another individual at that number.
8. No more than two people on the phone at any time (inmate and person on other end of line).

When a count or census is conducted or during an institution emergency, all inmate telephone calls will be terminated immediately.

TRUFONE does not affect the way legal calls are placed. Inmates wishing to place a non-monitored legal call must contact a member of their Unit Team. These telephone calls will not be made at the government's expense without the written authorization of the Warden.

Staff-assisted calls shall be arranged for inmates who have a demonstrated need and who have no means of obtaining funds necessary to finance normal phone calls at least once each month. The Warden shall provide at least one collect call each month for an inmate who is without funds.

Inmates confined in Administrative Detention and Disciplinary Segregation will be allowed limited access to telephone privileges. Administrative Detention and Disciplinary Segregation inmates will receive phone privileges once every thirty (30) days. If an inmate requests a non-monitored legal call, the inmate's Correctional Counselor will coordinate and supervise the telephone call.

Violation of any of the rules regarding the use of telephones will be cause for disciplinary action and possible revocation or restriction of telephone privileges. Conversation about illegal activities either inside or outside the institution may lead to criminal prosecution and/or processing under Program Statement 5270.08, "Inmate Discipline and Special Housing Units."

EMERGENCY PHONE CALLS

In the case of an emergency involving an immediate family member, the family must initiate the notification through the institution Control Center. Inmates should ensure that family members have that phone number. If circumstances warrant, a

monitored phone call may be placed through the Chaplain, the Unit Team, or the on-duty Lieutenant should ITS use not be an option. The only phone that may be utilized for this purpose is located in the end office in the Chapel complex.

VENDING MACHINES

Use of the vending machines is for visitors only. Inmates may not use the machines. The use of vending machines in the Visiting Center is strictly at the customer's risk. If you lose money credits in the machine or do not receive a product, neither the vending contractor nor FPC Duluth staff will compensate your loss. When a machine malfunctions, notify staff so the machine can be posted "OUT OF ORDER." Inmates are not to have any contact with the vending contractor. If you have suggestions or grievances regarding vending machine products, submit a Cop-Out to the Business Office, who will communicate pertinent information to the vending company.

CONTACT WITH THE COMMUNITY AND PUBLIC CORRESPONDENCE

An open-mail policy exists at FPC Duluth. You may generally correspond with whomever you please. Open-mail privileges may be withdrawn from individuals who abuse this privilege through obscene, threatening, or otherwise illegal correspondence. Letters to other correctional institutions are restricted, and such correspondence must be approved by staff. Unit Managers at each institution must approve of the correspondence if both inmates are housed in Federal Institutions and both inmates are members of the same immediate family or are a party or witness in a legal action in which both inmates are involved. Wardens of both institutions must approve of correspondence if one of the inmates is housed at a non-Federal Institution or if approval is being granted on the basis of exceptional circumstances.

- a. Inspection of Mail: All incoming mail and publications will be opened and inspected for money, enclosures, and contraband by the Mail Room Officer. Any publications appearing to violate guidelines established by Program Statement 5266.10 "Incoming Publications," will be forwarded to the Supervisory Correctional Systems Specialist (SCSS) for review. If the SCSS determines that a publication violates policy, it will be forwarded to the Warden or, in the Warden's absence, the Acting Warden for final review. A member of the responsible Unit Team will inspect Legal Mail and "Special Correspondence" only in the presence of the inmate. The SCSS and Unit Managers will be responsible for monitoring these procedures to ensure compliance with policy.
- b. Legal Mail and Special Correspondence: All mail, which qualifies as that to be opened in the presence of the inmate (refer to the Program Statement 5800.10 "Mail Management Manual" and Program Statement 5265.11 "Correspondence," will be stamped by Mail Room staff to show the date and time of receipt in the Mail Room. A log will be maintained by Mail Room staff. This log will note:
 - (1) The sender of the correspondence.
 - (2) Name and register number of the inmate.
 - (3) Date and time received in the Mail Room.
 - (4) Name of the Unit Staff member delivering the correspondence to the inmate.
 - (5) Date and time envelope is delivered to inmate.
 - (6) Inmate signature, date, and time indicating receipt of the mail.

Incoming correspondence, with a return address qualifying as special mail (refer to the Program Statement 5265.11, "Correspondence"), is to be afforded special mail handling if the front of the envelope is clearly marked, "Special Mail - Open Only in the Presence of the Inmate," or with similar language clearly indicating the particular item of mail qualifies as special mail and the sender requests the correspondence be opened only in the presence of the inmate. The sender need not be identified in the return address. However, mail from an attorney must have the attorney's name indicated in the return address, as well as an indication that person is an attorney. Mail from the chambers of a Federal Judge or from a Member of U.S. Congress will be given special mail handling even though it does not contain the "special mail marking" to be opened in the presence of the inmate (or words to that effect).

Unit Staff will pick up Legal Mail and/or Special Correspondence daily from the Mail Room. Staff will mark in ink on the envelope indicating date, time, and signature of the staff member inspecting and delivering the mail. The inmate may be requested (but is not required) to sign the log, indicating receipt of mail. If the inmate refuses to sign, staff will write "refused" in the log. Opening and inspecting this mail will be done by Unit Staff in the inmate's presence in the centralized mail processing area.

- c. Rejection of Correspondence: The Associate Warden is the designated official responsible for rejecting incoming correspondence. Inmates will be notified in writing regarding the basis for rejection. Appeals of the rejection should be made to the Warden. Any outgoing correspondence that is rejected due to a violation of regulations will be reviewed to determine if formal disciplinary action is appropriate. If disciplinary action is warranted, the correspondence will be delivered to the Lieutenant on duty with an incident report. When less formal actions are appropriate, the correspondence will be given to the appropriate Unit Team member.

- d. Placement on Restricted Correspondence: A inmate can be placed upon "Restricted Correspondence" by either the Warden, Discipline Hearing Officer (DHO), or the Unit Discipline Committee (UDC). The Case Manager will authorize any special-purpose letters requested. Inmates may appeal placement on "Restricted Correspondence" status by Administrative Remedy process, page 42.
- e. Outgoing Inmate General Mail: Inmates are encouraged to maintain contact with friends and family. Postage charges are the responsibility of the inmate. All stamps will be purchased through the Commissary. An inmate is allowed to purchase 20 postage stamps of the denomination for first-class domestic, one ounce mail or the equivalent, during each weekly visit to the Commissary. Postage stamps in excess of the maximum limitation will be considered contraband and may result in disciplinary action, including seizure. Inmates are advised the Program Statement 5265.11 "Correspondence" requires their return address on correspondence. The return address will be placed on the front of the envelope. This includes their committed name, register number, Federal Prison Camp, P.O. Box number, City, State, and Zip Code. Inmates must use their full first, last (and middle if applicable) name as it appears in institution records. Inmates will not use business names or titles on their correspondence. They will instruct their correspondents to use their committed name when corresponding. The term "Federal Prison Camp" must be used in its entirety. Abbreviations and acronyms are not permitted.

Outgoing general correspondence too large for the mailbox or any item over 13 ounces must be hand delivered and unsealed to the Mail Room during Open House hours for inspection by staff and mailing.

An inmate who wishes to certify his outgoing mail with a Return Receipt Requested will obtain the necessary postal forms from the Mail Room Officer during Open House. The inmate must properly complete the certified and return receipts. The inmate will place his name, register number, quarter's designation, the certified slip, and his complete return address on the return receipt in order to receive them upon return. The inmate is responsible for placing the proper amount of postage on the envelope to cover the cost of mailing and certified return receipt.

Metered mail may not be used to mail inmate correspondence. Request - Authorization to Mail Inmate Package (BP-329(58)) and Request for Withdrawal of Inmate's Personal Funds (BP-199) may not be used to send letters or certified mail.

Packages mailed from the institution by inmates are considered personal; therefore, they will be mailed at the inmate's expense. If packages are to be mailed as a result of institution administration (i.e., inmate transfers from one institution to another) the Bureau of Prisons will mail two boxes of authorized items at the government's expense. Inmates requiring additional stamps to mail packages, may be authorized a special sale of postage. The request must be made to the Receiving and Discharge Officer.

If an inmate requires more than 60 first class stamps for mailing property, the Unit Manager must approve the sale.

- f. Outgoing Inmate Special Mail: Inmates are required to hand deliver their own outgoing Special Mail directly to Mailroom staff. Inmates are required to present his Commissary card in order to have his outgoing Special/Legal Mail processed. Mail Room staff receiving special mail will confirm the inmate delivering the mail is the same inmate reflected in the return address. The Special/Legal Mail Open House is Monday, Wednesday, and Friday, from 3:00 pm to 3:30 pm. On Tuesdays and Thursdays, special/legal mail Open House will be held in conjunction with the scheduled mailroom Open House hours of 3:00 pm to 3:30 pm. There will be no Open House on Federal holidays.

If the outgoing Special/Legal mail weighs over 13 ounces, the inmate will be required to complete and submit Form BP-329, Request - Authorization to Mail Inmate Package. These forms will be available in the Education Department or may be obtained from the Mail Room during Open House hours.

- g. Accountability and Issuance of Postage Stamps: The Business Administrator will maintain postage stamps for issue to indigent inmates. Unit Managers will review the inmate's trust fund account and verify, in writing, that the inmate meets all requirements for issuance of stamps. The Unit Staff will also determine if the inmate will reimburse the institution via a BP-199(45), Request for Withdrawal of Inmate's Personal Funds, receipt of funds, or be issued postage stamps at no charge. After approval of the Associate Warden, the memo will be forwarded to the Inmate Trust Fund Supervisor for action.

An inmate who has neither funds nor sufficient postage and who wishes to mail legal mail or Administrative Remedy

forms will be provided postage in accordance with national policy. The inmate's Unit Manager must approve the issuance of postage and will maintain a record of this issuance. Each inmate's case will be evaluated on an individual basis to determine his need for more postage. Reimbursement of this postage will be required when the inmate receives or earns funds.

PROCEDURES:

General:

- (1) Schedule of Operations for Mail Room:
 - (a) The Federal Prison Camp, Duluth, Minnesota, provides mail services to inmates on a five-day schedule, Monday thru Friday. Mail service is not provided on Saturday, Sunday, or Federal Holidays.
 - (b) Mail Room staff Open House is on Tuesday and Thursday from 10:00 a.m. to 11:45 a.m. Visits are made by Mail Room staff when there are inmates confined in the Special Housing Unit, as needed.
 - (c) The area at the back door of the Mail Room has been identified as the centralized area where all mail is to be processed. A bio-hazard ventilation hood is located in this area for use in the event of the arrival of any suspicious mail.
- (2) Services: Inmates who are admitted to a local hospital will have their mail delivered to them by the Institution Duty Officer (IDO). If an inmate is in the hospital for an extended stay, he may request his stamps be removed from his personal property and given to him in the hospital, thereby enabling him to write letters while confined to the hospital. All outgoing mail is to be given to the IDO to be placed in the inmate mail depository at the institution. The IDO will deliver any outgoing "Special Mail" received from the inmate to the Mail Room staff.
- (3) Inmate Letter Mail - Incoming: All inmate mail will ordinarily be processed within 24 hours of receipt and picked up at the Mail Room by the Compound Officer for delivery to the housing units. SIS staff will pick up mail for the Special Housing Unit and deliver it to the Lieutenant's Office.
- (4) Inmate Letter Mail - Outgoing: All outgoing inmate mail is processed within 24 hours after receipt, excluding weekends and holidays. All outgoing inmate letter mail, except for inmate-to-inmate correspondence, may be sealed prior to being placed in the depository. Items over 13 ounces must be hand delivered, unsealed, to the Mail Room during Open House hours for inspection by staff and mailing.
- (5) Depositories:
 - (a) Mail depositories for outgoing inmate mail are located on the north side of the Administration Building by R&D.
 - (b) Inmates housed in segregation who have outgoing mail will give the mail to correctional staff who will deliver such mail to the institution Mail Room. Inmates will advise correctional staff if they have any mail that is to be treated as "Special Mail." Correctional staff will deliver this mail to Mail Room staff.
- (6) Inmate Package Mail - Incoming:
 - (a) Cyclical packages, such as the book of the month club, will require an Authorization to Receive Package, BP-331(58), be on file in the Mail Room. Only one form is required to be on file, and it will expire one year after issuance. A new form must be filled out on a yearly basis.
 - (b) Inmate packages received as "Special Mail" will be held in the Mail Room and the inmate will be notified by Unit Staff to report to the Mail Room where the package will be opened in the inmate's presence and the inmate will sign for the package.
 - (c) Chapter 5 - Miscellaneous Administration: All aspects of Chapter 5, "Miscellaneous Administration," of the "Mail Management Manual" will be utilized according to national policy, no local changes necessary.

- (d) Chapter 6 - Correspondence: Refer to the current version of the Institution Supplement entitled "Correspondence" for details.
- (e) Chapter 7 - Inmate Personal Property: Refer to the current version of the Institution Supplement entitled "Inmate Personal Property" for details.
- (f) Chapter 8 - Incoming Publications: An inmate may receive hardcover publications and newspapers from the publisher, a book club, or a bookstore. It is recommended that any inmate who wishes to order a publication first speak to the Mail Room Officer during Open House to ascertain whether their requested publication is likely to be approved.

Inmates are authorized to keep 10 magazines in their possession.

Publications/Magazines which are altered to attempt to comply with policy regarding "nudity" or "sexually explicit," i.e., blacked out or taped over female breasts or genitalia, will be considered unacceptable and rejected.

The Supervisory Correctional Systems Specialist (SCSS) is designated to review, and where appropriate, approve all incoming publications.

Program Statement, "Mail Management Manual," is not available in the Inmate Law Library. However, you may view Program Statements and Institution Supplements pertaining to the "Mail Management Manual," "Correspondence," and "Incoming Publications" in the Mail Room during Open House hours.

The Program Statement, "Personal Property" and Institution Supplement, "Inmate Personal Property" is available in the inmate Law Library and may also be viewed in Receiving and Discharge (R&D) during Open House hours.

EDUCATION DEPARTMENT

The Education Department offers a wide variety of programs for the general population. All newly-incarcerated inmates must present proof of having a high school diploma or GED to the Education Department within sixty (60) days of their arrival. If proof is not presented, you will automatically be enrolled in GED classes, which meet daily during the work week. You will be enrolled in GED for a mandatory 240 hours. Attendance does not include weekends, holidays, lay-ins, idles, etc.

It should be noted, with the Violent Crime Control Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA), inmates who are not making satisfactory progress toward their GED could lose earned GCT of twelve (12) days per year. For additional information regarding these laws, contact the Education Department.

In addition, anyone needing help with their English skills, both oral and written, will automatically be enrolled in the English as a Second Language (ESL) Program. Needs for ESL will be determined during (A&O). This program is designed for inmates whose primary language is not English. Enrollment in the ESL Program will continue until achieving English skills of the 8th-grade level or upon release from this facility.

The following is a list of incentives for various education programs. These incentives are encouraged for continued effort and excellence as well as to reward the successful completion of an educational activity. Incentive awards are given for the following activities: Student of the Week, ESL Student of the Month, ESL Graduates, achievement of 8th-grade level, GED Graduates, and GED All-Stars.

GED All-Star Award: This award is given to the top 5 GED scores. The award is given out twice a year. The top 5 scores from January 1 thru June 30 and from July 1 thru December 31 of each year are provided the following:

- The top 5 scorers receive a 12-pack of soda.
- Achievement of 8th Grade Level: Will receive \$5.00.
- GED Graduates: All GED graduates receive \$25.00 and their GED certificate.
- GED Student of the Month Award: Will receive a six-pack of soda.
- ESL Graduates: All ESL graduates will receive \$25.00 and an ESL certificate.

- ESL Student of the Month Award: Will receive a six-pack of soda.

ADDITIONAL EDUCATION PROGRAMS

In addition to the GED and ESL, a number of staff-and inmate-taught classes are offered. These classes are known as the Adult Continuing Education (ACE) Program. These classes are held during the evening hours and consist of classes in the areas of foreign languages, math, business, and real estate. This includes courses focusing on re-entry and pre/post release. The ACE Program varies in classes from quarter to quarter. Each quarter lasts 10 weeks, four quarters per year.

The Education Department has many resources concerning post-release job placement, career development, and correspondence course availability. Pamphlets and brochures are among the resources found in the Leisure Library.

The Leisure/Law Library is open daily (see posting in library for hours). A wide range of daily newspapers, magazines, periodicals, and reference books are available for your use. All policy required legal reference material is available for your use at this site. You are not allowed to remove legal materials from the Law Library.

RECREATION

The Recreation Department provides a variety of recreational activities designed to meet the diversified needs of the inmate population. Below is a listing of the buildings and outside areas:

- Gymnasium** Recreation activities provided in the institution gymnasium include: basketball, volleyball, racquetball, indoor soccer, handball, and cardiovascular, conditioning equipment. Also, located in the gymnasium is the music room where inmates may play the piano, drums, wind instruments, and acoustic guitars.
- Theater** Movies are scheduled by the Recreation staff. The only food permitted in the Theater is traditional movie fare, namely candy, packaged snacks, etc. Tupperware containers, utensils, and similar items are prohibited.
- Activity Center** This building is where the recreation staff offices are located. All recreation equipment is checked out through the check-out center. If you wish to "check out" equipment, you must contact a Recreation staff member. All inmates must present a chit to the checkout clerk to receive any equipment. See the Recreation staff member for details. Pool tables, ping pong table, and a card room are located within this building as well as some casual literature.
- Hobbycraft Area** This area offers ceramics, painting, drawing, and leathercraft. In order to participate in this program, an inmate must sign up with the Hobbycraft instructor and must purchase his own supplies. For further clarification of rules and regulations of the Hobbycraft Program, refer your questions to a Recreation Specialist and review Institution Supplement, "Inmate Recreation Programs."
- Outside Areas** Many outside activities are available for inmate use: softball field, soccer field, bocce courts, horseshoes, handball, and walking track.
- Music Listening** Inmates may listen to selected CD's using a personal radio through a system that broadcasts within the Activity Center, Gymnasium, and outdoor recreation areas.

PSYCHOLOGY SERVICES

Psychology Staff Members:

Psychology Services at FPC Duluth consists of two psychologists (the Chief Psychologist and the Drug Abuse Program-Coordinator (DAP-C)) and five Drug Treatment Specialists (DTS).

Department Locations and how to contact Psychology Services:

Psychology Services is located in the Chapel with an office in the back of the building. The RDAP/DAP is located in Dorm 209, where you will find the offices of the DAP-C and the DTS's.

Psychology Services are available Monday thru Friday from 7:30 a.m. to 4:00 p.m. We can be reached via Cop-Out, open-door policy, mainline, and through referral from staff. Individual appointments are scheduled by call-out, and inmates are required to check the call-out schedule daily for appointments. If there is an **emergency**, contact any staff at any time, and a Psychologist will be contacted.

Reasons to Contact Psychology:

1. Inquire about DAP programming (e.g., participation or interview).
2. Inquire about class/group participation (NR or SHARE).
3. Inquire about clerk, aide, or suicide watch cadre position.
4. Mental health issues
 - A. Feeling depressed, anxious, suicidal etc.
 - B. If you are on psychiatric medication and having side-effect difficulties.
 - C. If you want to inquire about going off your psychiatric medication.
 - D. Need consultation into family issues (emergency only).
 - E. Brief counseling issues.
5. **If you see another inmate who may appear not to be acting as themselves, behaving oddly, or in need of staff assistance, please let staff know, so they are able to receive proper help/care.**

Confidentiality: The staff in the Psychology Service/DAP will honor the confidential nature of therapeutic disclosures in treatment except when:

1. A clear risk of serious injury, disease or death exists to you or another person;
2. A clear risk to the security of the institution is reported;
3. A current or future criminal offense is disclosed;
4. Child or elder abuse is reported;
5. Staff receives supervision;
6. A threat exists to program personnel and/or premises;
7. A court with standing orders/requests disclosure. BOP policy and professional ethics dictate that in all such instances, other staff/authorities will be alerted. All information can be disclosed to federal law enforcement personnel on a need-to-know basis. Disclosures to other law enforcement personnel requires written request for information. All records are electronically stored in a BOP database for future reference.

RESIDENTIAL DRUG ABUSE PROGRAM (RDAP)

Staff: Dr. Amundson, Drug Abuse Program Coordinator.
Ms. T. Gajeski, Drug Treatment Specialist
Ms. J. Long, Drug Treatment Specialist
Ms. J. Epp, Drug Treatment Specialist
Mr. V. Rigling, Drug Treatment Specialist
Mr. N. Macker, Drug Treatment Specialist

Offices: The DAP Coordinator's and Drug Treatment Specialist's offices are located in M Dorm (209).

Office hours: Drug Education classes and Non-Residential groups are conducted in the mornings. RDAP is held in the afternoon. Inmates can contact the Drug Treatment Specialist in the mornings or through an Inmate Request to Staff form to schedule an appointment.

Drug Abuse Programming Involves Three (3) Levels:

1. Drug Education Program: 10 – 15 hours course which is offered at this facility.
2. Non-residential drug treatment: Involves individual as well as group programming, also available at this facility.
3. RDAP: This is a residential drug abuse program which spans approximately nine to twelve months in duration.

Drug Education Program Objectives:

1. Educate participants about substance abuse.
2. Promote better understanding regarding drug use and addiction.
3. Identify the effects of drug usage on individuals, family, and society.
4. Assist persons in focusing on personal responsibility for behavior and promote understanding that decisions and choice are involved in substance abuse. A bio-social model of addiction focuses on the cognitive processes in getting one to think about making lifestyle changes to live a crime and drug-free life.

Criteria for Mandatory Participation:

1. Evidence in the PSI that alcohol or drug use contributed to the commission of the instant offense.
2. Alcohol or drug use was a reason for violation of supervision or involved in a halfway house failure.
3. The individual was recommended for drug programming by the sentencing Judge.

Consequences for refusal on mandatory referrals:

1. Individual is held to the lowest pay grade, approximately \$5.25 per month.
2. Ineligible for community based programming which includes furloughs and halfway house.

Participation:

1. Voluntary: Available to inmates who have a history of substance abuse with recommendation from the Unit Team or DTS.
2. Mandatory: Priority is given to mandatory referrals with subsequent priority given to volunteer cases based on release date and severity of drug abuse.
3. Declined: The Unit Team will consider this in determining program decisions.
4. See the Drug Treatment Specialist, for further information about enrolling in the Drug Education Program.

Programming:

1. Program will be held at least once per quarter; duration of 12 - 15 hours.
2. Individuals must complete all homework assignments.
3. Need 70% on final exam which involves approximately 10 questions.
4. Attendance is crucial, individuals can only have two excused absences.

Non-Residential Treatment Program:

1. Individual and group counseling is available to those inmates with substance abuse problems. This programming assists inmates in two ways. First, non-residential drug abuse treatment offers services to inmates with drug or alcohol problems who are not interested or not eligible to participate in residential drug abuse treatment programs. Second, this treatment is a forum for inmates who need to complete institutional transitional services after completing a residential drug abuse treatment program.
2. We will assist individuals in developing and establishing treatment plans and release preparation plans.
3. Programming meets once per week for a period of 90-120 minutes, and can run from 16 - 24 weeks in duration.

Criteria for Participation:

1. An inmate must undergo an eligibility interview and meet the DSM IV criteria for drug/alcohol abuse/dependency.
2. A treatment plan must be developed with specific problem areas and appropriate goals noted.
3. Treatment plan must be followed and progress noted. See the Drug Treatment Specialist for further information about enrolling in Non-Residential Treatment programming.

Program Incentives:

1. There is up to a \$30.00 Inmate Performance Pay (IPP) incentive for program participation.
2. There can be RRC consideration for program participation (as determined by Unit Team and the Warden).

Residential Drug Abuse Treatment Program (RDAP):

1. Residential drug abuse programming is available at selected Bureau of Prisons institutions. It is a course of individual and group programs provided by a team of Drug Treatment Specialists and the Drug Abuse Program Coordinator in a treatment unit set apart from the general population.
2. The RDAP runs a minimum of 500 hours over a nine to twelve month period depending on individual progression.
3. Progression in programming is based on demonstrated behavioral changes.

Criteria for Participation:

An inmate must meet all of the following criteria to be eligible for the RDAP:

1. The inmate must have a verifiable documented drug abuse problem during the last year PRIOR to their arrest.
2. There is verification to establish a pattern of substance abuse or dependence.
3. There are no serious mental health or cognitive impairments which would substantially interfere or preclude full participation in the program.
4. The inmate can complete **ALL** of the components of the RDAP and is able to participate in community transition drug abuse treatment.
5. The inmate must sign an agreement acknowledging program responsibility.
6. Ordinarily, the inmate must be within thirty-six months of release.
7. Treatment is only provided in English.

Program Incentives:

1. Consideration for § 3621(e) provisional Early Release.
2. IPP incentive: Inmate may receive up to \$40.00 approximately every three months.

Inmates interested in participating in the RDAP should contact the Drug Treatment Specialist.

SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION

Sexual behavior between inmates and between staff and inmates is prohibited by BOP policy and the law. During the A&O lectures, you will be given a complete definition of sexual abuse/assault. The Chief Psychologist is the coordinator for the Prevention and Intervention Program. You may contact the coordinator, the assistant (institution Health Services Administrator), or research the Law Library for any questions you may have. Below is information on how to avoid becoming a victim. In addition, you will find instructions on how to report any allegation of sexual abuse/assault and what services are available to any alleged victim.

Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

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

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

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

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

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

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

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

Stay in well-lit areas of the institution.

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

Trust your instincts. If you sense that a situation may be dangerous, it probably is.

If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists are specially trained to help you deal with problems in this area. If you feel immediately threatened approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

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

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, and gather any physical evidence of assault. The individual(s) who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexual abuse. You can tell your Case Manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

Write directly to the Warden, Regional Director or Director.

You can send the Warden a "Cop-out" or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use "Special Mail" procedures.

File an Administrative Remedy.

When inmates have complaints which they believe cannot be resolved informally, the Administrative Remedy procedure is available. A complaint must be filed within twenty (20) days of the date on which the basis for the complaint occurred.

To file a Request for Administrative Remedy, see your Correctional Counselor, who will issue you the form and instruct you in the procedures to be followed. The Warden, or their designee, will have twenty (20) days in which to respond. In emergency situations, such as those jeopardizing an inmate's health or welfare, a response would be forthcoming as soon as possible and within 48 hours of receipt of the complaint.

Should you wish to appeal an institutional-level decision, a similar request may be submitted to the Regional Director (contact your Correctional Counselor for procedures). If still unresolved, the final step in the Administrative Remedy procedure is to appeal to the Office of the General Counsel in the Central Office in Washington, D.C. Each of these administrative appeals have time limits associated with them. You will receive a written response. For further information about the Administrative Remedy procedure, consult the current Program Statement, "Administrative Remedy Program." Generally, you must exhaust your administrative appeals before filing a suit in court.

Write the Office of the Inspector General (OIG)

The Office of Inspector General investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons.

The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**
Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Assailants

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

Policy Definitions

Prohibited Acts Inmates who engage in inappropriate sexual behavior can be charged with following prohibited acts under the inmate disciplinary policy.

Code 101/(A): Sexual Assault

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

Code 206/(A): Making a Sexual Proposal

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

Code 300/(A): Indecent Exposure

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

Staff Misconduct

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

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

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

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

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

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

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

- b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly,

the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

- c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and is illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

CONTACT OFFICES

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office
Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office
10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

PASTORAL CARE

The Chapel Building contains a sanctuary used by all faith groups as a place of worship, meditation, and prayer. Meeting rooms provide a place for bible study, audio and video programs, discussion groups, and a variety of self-help programs. We offer the THRESHOLD PROGRAM which is approximately six months long. This program is designed as a spiritual growth program. A weekly schedule of religious activities is published and posted in the Chapel and the units. The Chaplain also posts his work schedule each week. Please refer to the schedule to obtain his Open House hours.

HEALTH SERVICES UNIT

The Health Services Unit (HSU) at FPC Duluth functions as an ambulatory outpatient clinic. Some services available to inmates are: sick call, x-rays, lab, dental, pharmacy, etc. The Health Services Staff consists of a Physician, Health Services Administrator, Physician Assistants/Nurse Practitioners, Dentist, Pharmacist, Emergency Medical Technician, Nurses, Health Information Technician and Medical Secretary. The delivery of health care at FPC Duluth is supplemented by the use of outside health care providers who come to the institution as well as a wide array of medical specialists and health care facilities in the civilian community.

Our Health Care Team emphasizes preventive health care through patient education program. We acknowledge that it is in the patient's best interest to be responsible for preserving his good health and/or seeking a better state of health.

If you have any concerns or complaints regarding health care services or billed co-pay fees, you may submit an Inmate Request to Staff Member to the Health Services Administrator who will provide you a written response to your inquiry.

Hours of Operation:

Our clinic is open from 6:00 a.m. to 6:30 p.m., Monday through Friday, and 6:30 a.m. to 6:30 p.m. on weekends and Federal holidays. A staff member is always on call for any problem that may occur after normal operational hours. If you need after-hour urgent care services, notify a staff member immediately.

You are OUT OF BOUNDS and subject to disciplinary action if you do not have an appointment in the clinic or permission to be in the clinic during the regular sick-call appointment time or pill lines. You must have your work supervisor or dorm officer call the clinic if you need urgent care.

When accessing Health Care Services, you must follow these instructions:

You must have a picture commissary card in possession.

You must bring your medication (prescribed & over the counter) to Health Services during each visit.

Work Uniforms are required any time you enter the Administrative Building (Health Services Unit), excluding holidays.

You must use the West Side entrance to the Administration Building at all times when reporting to the Medical Department.

The South Side of the building, (to the right of the ramp), including sidewalk and parking lot, is out of bounds, unless working in that area (Landscape/Snow Crew).

Co-Pay Fees for Medical Services:

When you come to the Health Service Department, you must bring your commissary card with you. Be advised that a \$2.00 co-pay fee, per visit, may be charged to your commissary account. The billing will take place when you are actually seen by your provider. Billable visits include: sick-calls and after-hours requests to see a healthcare provider. Also note, if a non-medical staff member contacts medical staff to request a medical evaluation ***on your behalf***, you may be billed for this service as well. If you are found responsible, through the Discipline Hearing Officer process to have injured an inmate who requires a health care visit, you will be billed a \$2.00 fee for this health care visit.

The following is a list of MEDICAL services ***NOT SUBJECT TO THE CO-PAY FEE:***

- Health care services based on staff referrals
- Staff-approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment

Examples of health care services based on staff referrals, follow-up treatment for chronic conditions, and preventive health care include, but are not limited to:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic Care Clinics
- Testing for tuberculosis
- Vaccinations
- Wound care
- Patient education

Indigence:

Indigent inmates are exempt from the co-pay provision. An indigent inmate is one who has not had a trust fund account balance of \$6.00 for the past 30 days. If the inmate is not indigent, but does not have sufficient funds to pay the co-pay fee, a debt will be established in the commissary account, and said amount will be deducted from the inmate's account. The Warden may impose restrictions on an inmate to prevent abuse of this provision.

LEVEL OF SERVICES AND ACCESS TO MEDICAL CARE**Triage Service Procedures**

To obtain a sick-call appointment, you must come to the HSU between 6:30 a.m. and 6:50 a.m., Monday, Tuesday, Wednesday, and Friday. You may use this service to address any acute medical condition which you feel needs medical attention. You will be scheduled for a routine sick-call appointment where you may be seen by a Mid-Level Practitioner or a Registered Nurse.

Chronic Care Visit Procedures

If you are placed in a Chronic Care Clinic, you will be scheduled to see your provider on a periodic basis. The appointment will be determined by your clinical needs. You do not need to request an appointment for chronic care clinics, as these will automatically be made for you. Also, you may be required to report to the clinic for periodic glucose and/or blood pressure monitoring.

Blood Pressure Monitoring Clinic

This clinic will be scheduled for you by your Primary Care Provider on Thursdays at 10:30 a.m.

Health Promotion and Disease Prevention Programs (HPDP)

All inmates are urged to participate in the institution's Health Promotion and Disease Prevention Programs. The areas provided include but are not limited to: fitness, nutrition, weight loss, stress management, smoking cessation, chronic disease support, etc. If interested, contact a member of the Health Services Unit Staff for more information.

Mandatory HIV Test

Mandatory HIV testing is required if it is clinically indicated and/or surveillance testing is required. Refusal will result in an incident report for failure to follow an order. You may request HIV testing on your own one (1) time per year.

Physical Examinations and Duty Restrictions

Initial A&O physical examination and Tuberculosis (TB) testing is mandatory within 14 days of your admission to FPC Duluth. If you request, you may receive an examination if clinically indicated. Further, if you have not had a physical examination 12 months prior to your release date, you may request a physical examination.

Work Assignment

The Health Services Unit does not assign inmates to a work detail, only the Unit Team does this. During the initial A&O physical examination, Health Services Staff will determine what you can and cannot physically do and provide this information to your Unit Staff who will then assign the work detail.

Restrictions

These apply to your level of activity or work as authorized by medical staff. This is done at the time of your physical examination or during routine clinic visits. Medical staff can also apply recreation restriction as medically indicated.

Durable Medical Goods

You must have a written authorization from Health Services to have in your possession any durable medical item such as a cane, wheelchair, orthopedic appliances, etc.

Idle or Lay-ins

Medical idles or Lay-ins are only granted when there is a medical reason or indication. If the medical/dental staff determine you are unable to work due to your medical condition, then a Lay-in pass will be issued. Otherwise you are required to report to your work detail.

Lower Bunks & Special Shoes

- a. **Authorization:** These items are ONLY authorized when medically indicated. There are clearly established medical indications at this institution that require the above items. This can be done during your initial A&O physical or during a routine office visit.
- b. Your medical condition and needs will be re-evaluated at this institution to determine the necessity for these items. Your existing authorization will either be continued or removed.
- c. **Shoe Fitting:** If you have poorly fitting shoes, you can return to the Clothing Issue Department to obtain proper size shoes. We do not issue shoes for sore feet. **You are expected to take care of your feet including the wearing of appropriate socks with your shoes.**
- d. **Special Shoes:** If special footwear is needed to accommodate a medical condition, a special shoe permit may be issued based on the clinical findings upon examination.

Special Procedures/Test

If an inmate desires a special test or procedure, he may address this during his physical examination, routine sick-call or by Inmate Request to Staff (Cop-Out). If it is determined the request is clinically indicated, it will be provided.

Laboratory/Radiology Test

Inmates may request specific laboratory tests or radiological tests. All testing is based on clearly-defined medical needs.

Medical Emergency

What is an Emergency?

An emergency is a sudden, acute onset of a medical or surgical condition which, without immediate medical attention, may result in permanent disability or death.

Staff Notification

You must notify a staff member when you feel you are having an emergency. NEVER come to the Health Services Unit without first notifying a staff member. You may make your condition worse by coming to Health Services. Notification also allows us to prioritize your care and to make sure Health Services staff are available to attend to your need.

Reporting Injuries

All injuries must be reported to a staff member. This maximizes a positive outcome and supports any workers compensation claim.

Emergency Treatment Options

- a. The Physician Assistant may come to where you are located and/or dispatch an ambulance if needed;
- b. You may be instructed to come to the Health Services Unit where further medical attention will be provided according to your needs.
- c. You may be instructed to report to pill-line.
- d. You may be instructed to sign up for sick-call triage the next available sick-call day.

Coverage Beyond Daily Routine

Daily routine medical care is 6:00 a.m. to 6:30 p.m. Medical coverage between the hours of 6:30 p.m. to 6:00 a.m. is only for non-routine, emergency medical problems.

Pharmacy Services

Pharmacy hours at FPC Duluth are currently Monday through Friday, 7:30 a.m. to 4:00 p.m. The pharmacy operates primarily as an outpatient pharmacy with a majority of the medications given to you to keep in your possession to take responsibly on your own. When these items are prescribed, you will be given up to a 30-day supply. This will be distributed to you at the assigned pill line.

If a prescription has refills remaining and is not past the expiration date, you may request a refill from the pharmacy and typically pick it up the next duty day. If there are no refills on your prescription order, or it has expired, you will need to make sick-call to have the need for continued use assessed.

A few of the medications we prescribe at this institution are restricted medications. This means that if you are prescribed a restricted medication, you are required to come to a designated pill-line to take the medication. **Always bring your I.D. Card to pill line.** You will also be required to have a tongue-check performed, to verify you have taken it. If you are on a medication meeting this requirement, you will be informed as to which of the pill-lines you are assigned to. You have the right to refuse your medication, however; you do are required to show up at your assigned pill-line!

Pill-line time is posted outside of the Pharmacy window.

Counseling on the proper use of your medication is available to you at the time the medication is picked up. Alternatively, if you have any questions regarding your medication use, effectiveness, or potential side effects, you may request a consultation with the pharmacist by sending an Inmate Request to Staff (Cop-out) to Pharmacy Services.

Please note:

It is mandatory that you have your commissary ID card with you when presenting to any of the pill-lines, and all medical appointments, regardless of the purpose of the visit. It is mandatory that you bring all of your medication items to each clinic appointment.

Referring Inmates for OTC Medications

During triage, the screening clinician may refer inmates to the Commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

Inmates in the Special Housing Unit (SHU) may purchase Over-The-Counter (OTC) items via the appropriate Commissary order form. If medically necessary, the clinician conducting sick call rounds in SHU may add any OTC item sold by the Commissary even if not available on the SHU Commissary list. The clinician will sign, stamp, and date the Commissary request. An inmate will have access to OTC medication through the institution pharmacy when deemed appropriate.

Indigent inmates will be provided OTC medications as medically indicated. The clinician conducting sick-call will provide an Inmate Request for OTC medication to the pharmacy. The Pharmacist will confirm an inmate's indigent status and provide OTC medications as policy dictates.

OTC Medication Access for Inmates Without Funds:

Inmates with limited funds can request free OTC medications by completing form BP-A788.060 "***Inmate Request For Over The Counter Medication***" form provided by the Health Services Department. Two (2) OTC medications may be obtained within a seven day period. An inmate may obtain additional OTC medications at sick call if it is determined by medical staff the inmate has an immediate medical need which must be addressed.

DENTAL CARE

Access to the dental department is to be made only by a sick-call slip or cop-out. Do not approach the Dental Clinic with questions. Questions and concerns are addressed through the cop-out form. Dental appointments are placed on the daily callout sheet or may be announced over the intercom. Check the callout sheet daily and listen for your name to be called throughout the day. A missed sick-call appointment may not be rescheduled. A&O exams are provided to all inmates who are new to the Bureau of Prisons (BOP) soon after arrival. Inmates transferring from other institutions will update their medical history but will not be scheduled for an A&O exam.

Emergency Dental sick call is available Monday, Tuesday, Wednesday, Thursday, and Friday, by reporting to Dental sick call at 7:00 a.m. Inmates with severe pain and/or swelling, oral infections, or injury to the mouth should attend dental sick call. Dental sick call is prioritized based on severity. The most severe cases are seen first. Sick call includes treatment for relief of severe dental pain, traumatic injuries, acute infections, temporary fillings, extraction of non-restorable teeth, and gross debridement of symptomatic areas. An emergency after sick-call hours should be reported to the officer in charge. Staff will contact the Dental Clinic on your behalf. Do not report this yourself to the dental clinic or you will be considered out of bounds. If emergency dental care is needed after hours or on weekends, report to medical sick-call or have the officer in charge contact staff in Health Services.

Routine dental care is provided as resources of staff, time, and materials are available. Routine dental care may be obtained by submitting a copout. The forms must be addressed to the dental clinic and placed in the special mailbox in R&D. Be sure to keep the copy of the form when it is returned Routine appointments are made from the list in the order of the date the cop-out was received. The Bureau of Prisons is not required to replace missing teeth, regardless of when or where the teeth were removed.

It is your responsibility to check the CALL-OUT roster on a daily basis. The rosters are posted in all dormitories and work sites. If you have any questions, ask any staff member. Missing a medical call-out may result in disciplinary action, as stated by policy.

DO NOT LEAVE YOUR ASSIGNED WORK AREA WITHOUT PERMISSION FROM YOUR SUPERVISOR

You are "OUT OF BOUNDS" and subject to disciplinary action if you do not have an appointment in the clinic, or permission to be in the clinic. You must have your work supervisor or dorm officer call the clinic if you feel the need for urgent medical care after routine sick call.

**FEDERAL BUREAU OF PRISONS
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, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

RIGHTS	RESPONSIBILITIES
1. You have the right to healthcare services based on the local procedures at this institution. Health Services include medical sick call, dental sick call, and all support services. Sick call at this institution is conducted as outlined in the sections below.	1. You have the responsibility to comply with the healthcare policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution healthcare staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the right to be offered a “Living Will”, or Advanced Directive” to provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital in the local community or the Bureau of Prisons.	2. You have the responsibilities to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the right to participate in health promotion and disease prevention programs, including education regarding infectious disease.	3. You have the responsibility to maintain your health and not to endanger yourself or others by participating in activity that could result in the spreading or contacting of an infectious disease.
4. You have the right to know the name and professional status of your healthcare providers.	4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the right to be treated with respect, consideration, and dignity.	5. You have the responsibility to treat staff in the same manner.
6. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures.
8. You have the right to obtain copies of certain information in your health record.	8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the right to address any concern regarding your healthcare to any member of the institution staff including your physician, Health Services Administrator, members of your Unit Team, and the Warden.	9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted Inmate Grievance Procedures.
10. You have the right to receive prescribed medications and treatments in a timely manner consistent with the recommendations of the prescribing healthcare provider.	10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other persons your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by BOP policy.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as written in BOP policy.	13. You have the responsibility to maintain your oral hygiene and health.

<p>14. You have the right to a safe, clean, and healthy environment, including smoke free living areas.</p>	<p>14. You have the responsibility to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>15. You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.</p> <p>16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.</p>	<p>15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept responsibility to sign the treatment refusal form.</p> <p>16. You have the responsibility to be truthful not overstate your complaint of pain, and to adhere to the prescribed treatment plan.</p>

VISITING REGULATIONS

It is the policy of this institution to provide visiting facilities and procedures that will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate and motivating him towards positive behavior. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as summarized in the following paragraphs:

Social visits are permitted from 8:00 a.m. to 3:00 p.m. Saturdays, Sundays, Mondays, and all Federal holidays. Inmates will be limited to eight visits per month. Each time an inmate is called to the Visiting Room constitutes a visit and will count against the maximum eight visits a month. However, visiting on Federal holidays will not count toward an inmate's monthly visiting total. Program Statement, "Visiting Regulations," requires an inmate must have known a proposed visitor(s) prior to incarceration in order for the proposed visitor to be added to the inmate's visiting list. This requirement applies at all security levels. The Warden must approve any exception to this requirement. An inmate's immediate family: mother, father, step-parents, brothers, sisters, wife, and children, are routinely approved as visitors. However, the inmate must make the necessary request. Each inmate is responsible for obtaining Unit Team approval for prospective visitors. The Warden can approve special visits for family emergencies. The number of visitors on an inmate's approved list will be limited to twenty-four (24).

The outside entrance gate to the Visiting Room will be opened at 7:30 a.m. on Saturdays, Sundays, Mondays and Federal holidays. The inside entrance gate will be opened at 8:00 a.m. on Saturdays, Sundays, Mondays, and Federal holidays. Visitors will follow the Visiting Center access road to the parking lot located south and adjacent to the Visiting Center.

The maximum number of persons who may visit an inmate at one time is six (6).

The Visiting Room Officers will not call an inmate for a visit after 2:30 p.m. Inmates will be called for their visit once the 10:00 a.m. institution count has cleared.

Our visiting facilities are limited; therefore, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, visits will be terminated first by those who have visited for the longest period of time. Consideration will be given to out-of-town/state visitors. Visiting may also be terminated because of institution emergencies and improper conduct by the inmate or his visitor.

Upon visitor arrival and departure, a brief embrace and/or kiss, as a greeting or farewell, is permitted within the limits of acceptable conduct for a public place. When, in the opinion of the Visiting Room Officer, conduct exceeds acceptable limits, termination of the visit may result. When the visit is terminated due to unacceptable conduct, the inmate may receive an incident report.

All packages and pictures must be received by the inmate through the institution mail service.

Visitors under the age of 16 must be accompanied by a responsible adult unless prior approval has been obtained. Each adult visitor will be required to provide proof of their identity to the Visiting Room Officer, (i.e., current driver's license). Each adult visitor will be required to sign an information form indicating their name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of their awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of Federal law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or a fine.

Visitors will be dressed in an appropriate manner. Shorts or culottes for inmate visitors are authorized from May 15 through September 15, but must be in good taste. Spandex, tight fitting, or extremely loose fitting shorts or culottes will not be allowed. All shorts or culottes must be knee length when standing and worn in a normal fashion. Sleeveless attire is not allowed. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, mini-skirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. A determination of inappropriate attire will be made by the Visiting Center Officer, in conjunction with the Duty Officer and Operations Lieutenant. Examples of inappropriate dress might include: revealing attire, see through blouses, bathing suits, mini-skirts, tube or strapless tops, slacks or jeans slit or cut to reveal buttocks, and a lack of proper under garments. Any apparel that does not adequately cover or which exposes the primary areas of the body from shoulder height to the upper knee area will result in that visitor being refused entrance into the Visiting Room.

Visitors must maintain complete supervision of their children while in the Visiting Room or on institution property. For the convenience of visitors, a children's room has been established. This room has a television, VCR, and various toys. The operation of the television and VCR will be controlled by the Visiting Room Officer. If a problem arises with either, the Visiting Room Officer is to be notified immediately. Any misuse of the television, VCR, or materials in the children's room could result in the termination of the visit. Inmates are responsible for the conduct and supervision of their children.

An outdoor playground area has been provided for your convenience and your children's enjoyment. Children must be directly supervised by an adult while on the playground or surrounding area.

It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit. **NO INMATE WILL BE ALLOWED TO HANDLE ANY PAPER MONEY, FOR ANY REASON.**

The use of cameras, cell phones, computers, or recording equipment is strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without the prior approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles prior to coming to the institution. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate, termination of the visit, restricted visiting privileges, and possible legal proceedings against the visitor.

Any visitor who departs the Visiting Room prior to the official conclusion of a visit, will not be authorized re-entry. **ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.** Exceptions to this would be a visitor with an urgent situation with their children; however, the Visiting Room Officer must give permission for any exceptional situation.

All visitors are required to lock their cars. Additionally, no one is permitted to wait in the parking lot or remain on the institution grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.

Allowable Items in the Visiting Center:

- Small, clear coin purses
- Baby rattle or teething ring
- Eight to ten baby diapers
- Small, hand-carried infant seat
- Four bottles of formula or liquid for infants
- Approximately 16" X 16" clear plastic bag (for baby article storage)
- Emergency medication (i.e., heart medication)

Non-Allowable Items in the Visiting Center:

- | | | | |
|---------------|----------------|------------|---------------|
| Playing cards | Chewing Gum | Food Items | Electronic |
| Toys | Diaper Bags | Cigarettes | Equipment |
| Newspapers | Strollers | Lighters | (Of any type) |
| Magazines | Baby Carriages | Matches | |

This list is not all inclusive; Contact the Visiting Room or call the Institution in advance if you have questions.

Inmates' visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified canine, such as a seeing-eye dog. The visitor must show proof of the need for assistance of a canine and the certification of successful training for the canine and the handler. In emergency situations, the Institution Duty Officer (IDO) has the authority to allow the visit.

There are several access routes to FPC Duluth. The Federal Prison Camp is located North of Duluth next to the airport. Travelers coming from the northeast will travel South down U.S. 61 to I-35 South. From I-35 South, they will turn North on U.S. 53. Follow U.S. 53 past Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road.

Travelers coming from Superior, Wisconsin, will follow U.S. 53 north across the Blatnik Bridge and remain on Highway 53 past Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road.

Travelers coming from the north will follow U.S. 53 south to Stebner Road and go left, which will bring you to the Visiting

Center entrance road.

Travelers coming from the South will follow I-35 north to U.S. 53 North. Follow U.S. 53 past the Miller Hill Mall to Stebner Road. Go right on Stebner Road, which will bring you to the Visiting Center entrance road.

Local transportation Information

Ace-Hi Taxi	(218) 722-2929
Allied Taxicab	(218) 722-3311
Badger Taxi	(218) 394-5555
Courtesy Cab	(218) 590-9222
Dial-a-ride	(218) 879-9742
USA Taxi	(218) 624-9600
Yellow Cab	(218) 727-1515
Duluth Airport	(218) 727-2968

*** There is no local bus transportation available ***

LEGAL ACTIVITY

Meetings with attorneys are normally held in the Legal Room in the Visiting Center during regular visiting hours and ordinarily prearranged with your Correctional Counselor. Your Case Manager should be advised of the name and address of your attorney. Upon arrival at the institution, your attorney should have adequate identification including a Bar Association identification card and proof that they have been retained by you/your family. Unmonitored telephone calls may be made to your attorney if the need for such calls is documented. Any questions pertaining to legal activity should be directed to your Unit Team.

LEGAL CORRESPONDENCE

Legal correspondence from attorneys will be treated as Special Mail if properly marked. The envelope must be marked with the attorney's name (not just the name of the law firm), and an indication that he/she is an attorney and the front of the envelope must be marked "Special Mail – open only in the presence of the inmate". It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence. Inmates will be called to the Mail Room to receive Legal Mail.

ATTORNEY VISITS

Appointments should normally be made in advance for each visit. Attorneys are encouraged to visit during regular visiting hours. Attorney visits 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 MATERIAL

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred 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. The Unit Team must be notified prior to a legal visit in the Visiting Room if legal material will be present.

LAW LIBRARY

The Law Library is located in the Education Department and 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 Program Statements, Institution Supplements, Indexes, and other legal material. The Law Library is open Monday—Thursday from 6:00 a.m. to 9:00 p.m., Friday 6:00 a.m. to 3:30 p.m., and Saturday 7:00 a.m. to 3:30 p.m.; closed during daily and/or emergency counts 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. It is permissible for one inmate to possess another inmate's legal material, in the Law Library, while

providing assistance during leisure time with legal research and preparation of legal documents but it is not permitted to pay or receive any gratuity for this assistance. An inmate may not have possession of another inmate's legal work without the owner being present.

STORAGE OF LEGAL PROPERTY

Excess active legal material may be stored in grey bins provided by your Correctional Counselor. Each inmate is allowed one grey bin for use and must be kept stored underneath their bunk, with a lock. Excess legal materials will only be stored if related to an active case. Once the case has been resolved and is no longer active, it is the inmate's responsibility to mail the legal materials out of the institution.

ATTORNEY PHONE CALLS

In order to make an unmonitored phone call to an attorney, you must follow procedures as established in the institution supplement. Phone calls placed through the regular inmate phones are subject to monitoring.

COPIES OF LEGAL MATERIALS

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A debit card operated machine is available in the Law Library for inmate use. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of duplication to their Unit Manager. A nominal fee may be charged.

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 records other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

INMATE ACCESS TO CENTRAL FILES

You may request review of disclosable portions of your central file. Institution staff will permit the review of the central file under procedures established locally. See your Case Manager during open house hours and/or provide a "cop-out" requesting to review disclosable portions of your central file.

INMATE ACCESS TO OTHER DOCUMENTS

You may request access to the "Non Disclosable 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 register number and date of birth for identification purposes.

Forward your request to:

Federal Bureau of Prisons
Freedom of Information Act Request
320 First Street
Room 401, NALC Building
Washington, D.C. 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.

PROBLEM RESOLUTION

INMATE REQUESTS TO STAFF MEMBER

The Bureau form BP-Admin 148 (70), commonly called a “Cop-Out”, is used to make a written request to a staff member. Any type of request can be made with this form. “Cop-Outs” may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a “Cop-Out” will answer the request in a “reasonable” period of time. The answer will be written on the bottom of the request form.

ADMINISTRATIVE REMEDY PROCESS

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 “Cop-Outs.” When informal resolution is not successful, a formal complaint may be filed as an Administrative Remedy through their respective Correctional Counselor. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedures.

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 directly to the Regional Director. You 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 Administrative Remedy Coordinator 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 not be returned. You may then pursue that matter filing a BP-229 (BP-9) at the institution.

DISCIPLINARY PROCEDURES

TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

STEP 1

Staff becomes aware of inmate's involvement in incident.



STEP 2

Staff gives inmate notice of charges by delivering Incident Report.
(ordinarily maximum of 24 hours)



STEP 3

Initial hearing (UDC)

Maximum ordinarily of 3 workdays from the time staff became aware of the inmate's involvement in the incident.
(Excludes the day staff becoming aware of the inmate's involvement, weekends, and holidays.)



STEP 4

Discipline Hearing Officer (DHO) Hearing

Minimum of 24 hours
(Unless waived)

Note: These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstitute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again at the same point at which they were suspended.

INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to healthcare, which includes nutritious meals, proper bedding and clothing, 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.	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. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules and institution guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. You have the right to a wide range of reading materials or materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use of this material.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities that may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	12. You have the responsibility to meet your financial and legal obligations, including but not limited to, court imposed assessments, fines, and restitution. You Also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

**TABLE 3 – PROHIBITED AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY**

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

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non vested good conduct time (up to 100% and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 50 and 75% (27 41) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 60 days).</p> <p>E. Making monetary restitution.</p> <p>F. Withhold statutory good time (Note: can be in addition to A through E – cannot be the only sanction executed).</p>
101	Assaulting any person (includes sexual assault) or armed assault on the institution’s secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).	
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence.	
103	Setting a fire (charged with act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a 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, or any ammunition.	
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).	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug abuse testing.	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.	
197	Use of the telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties (conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greatest severity is not applicable.	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons (conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of greatest severity is not applicable.	

**TABLE 3
GREATEST CATEGORY (Continued)**

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions – without violence.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>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).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 30 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges; Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing.</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p>
201	Fighting with another person.	
202	(Not to be used)	
203	Threatening another with bodily harm or with 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.	
210	(Not to be used)	
211	Possessing any officer's or staff member's clothing.	
212	Engaging in or encouraging a group demonstration.	
213	Encouraging others to refuse to work or to participate in a work stoppage.	
214	(Not to be used)	
215	Introduction of alcohol into BOP facility.	
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 purpose of introducing contraband or for any other illegal or prohibited purposes.	
218	Destroying, altering, or damaging government property, of 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.	

**TABLE 3
GREATEST CATEGORY (Continued)**

219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	SANCTIONS A – M
220	Demonstrating, practicing, or using martial arts, boxing (except for use of punching bag), wrestling, or other forms of physical encounter or military exercise or drill (except for drill authorized and conducted by staff).	
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	
222	Making, possessing, or using intoxicants.	
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol.	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate).	
297	Use of the telephone for abuses other than criminal activity (e.g. circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number, third party calling, third party billing, using credit card numbers to place telephone calls, conference calling, talking in code).	
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature). This charge is to be used only when another charge of high severity is not applicable.	

**TABLE 3
MODERATE CATEGORY**

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 25% (1-14) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 15 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p>
301	(Not to be used)	
302	Misuse of authorized medication.	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	
304	Loaning of property or anything of value for profit or increased return.	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.	
306	Refusing to work or 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 charge 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 Code 110).	
308	Violating a condition of a furlough.	
309	Violating a condition of a community program.	
310	Unexcused absence from work or any assignment.	
311	Failing to perform work as instructed by the supervisor.	
312	Insolence towards a staff member.	
313	Lying or providing a false statement to a staff member.	
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g. counterfeiting release papers to effect escape, Code 102 or Code 200).	
315	Participating in an unauthorized meeting or gathering.	
316	Being in an unauthorized area.	
317	Failure to follow safety or sanitation regulations.	
318	Being unsanitary or untidy; failing to keep one's person and quarters in accordance with posted standards.	
319	Using any equipment or machinery contrary to instructions or posted safety standards.	

**TABLE 3
MODERATE CATEGORY (Continued)**

CODE	PROHIBITED ACTS	SANCTIONS
320	Failing to stand for count.	<p>A. Recommended parole date rescission or retardation.</p> <p>B. Forfeit earned statutory good time or non vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).</p> <p>B.1 Disallow ordinarily between 25% (1-14) days of good conduct time credit available for year (a good conduct time sanction may not be suspended).</p> <p>C. Disciplinary Transfer (recommended)</p> <p>D. Disciplinary segregation (up to 15 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: Commissary, movies, recreation, telephone, visiting, etc.</p> <p>H. Change housing (quarters).</p> <p>I. Remove from program and/or group activity.</p> <p>J. Loss of job.</p> <p>K. Impound inmate's personal property.</p> <p>L. Confiscate contraband.</p> <p>M. Restrict to quarters.</p> <p>N. Extra duty.</p>
321	Interfering with the taking of count.	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling.	
325	Preparing or conducting a gambling pool.	
326	Possession of gambling paraphernalia.	
327	Unauthorized contacts with the public.	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate or any other person without staff authorization.	
329	Destroying, altering, or damaging government property or the property of another person, having a value of \$100.00 or less.	
330	Being unsanitary or untidy; failing to keep one's person and/or quarters in accordance with posted standards.	
331	Possession, manufacture, or introduction of a non hazardous tool or other non hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety, other non hazardous contraband includes such items as food or cosmetics).	
332	Smoking where prohibited.	
397	Use of the telephone for abuses other than criminal activity (e.g. conference calling, possession and/or use of another inmate's PIN number, three way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of Moderate Severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution of the Bureau of Prisons. (Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of Moderate Severity is not applicable.	

**TABLE 3
LOW MODERATE CATEGORY**

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person.	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% (1-14days) 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 for VCCLEA and PRLA inmates). E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: Commissary, movies, recreation, telephone, visiting, etc. H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty. O. Reprimand. P. Warning.
401	Possessing unauthorized amount of otherwise authorized clothing.	
402	Malingering, feigning illness.	
403	(Not to be used)	
404	Using abusive or obscene language.	
405	Tattooing or self mutilation.	
407	Conduct with a visitor in violation of Bureau regulations (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G).	
408	Conducting a business.	
409	Unauthorized physical contact (e.g. kissing, embracing).	
410	Unauthorized use of mail (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G). May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g. the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault.	
497	Use of the telephone for abuses other than criminal activity (e.g. exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	
498	Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of Low Moderate severity is not applicable.	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of low moderate severity is not applicable.	

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 209, 398, or 498) of Conduct which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC in its findings should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of _____ to be of the High Severity, most comparable to prohibited act Engaging in a Group Demonstration." Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same Low Moderate act more than one time within a six month period except for a VCCLEA inmate rated as violent or a PLRA inmate (see Chapter 4, page 16)

ELECTRONIC COMMUNICATION DEVICE PROHIBITED ACT NOTICE

Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

DISCIPLINARY PROCEDURES

While informal resolution for incidents involving violation of institutional rules is encouraged, an employee may, in cases where this appears unwarranted due to the seriousness or repetitiveness of the infraction(s), prepare an Incident Report for submission to a Correctional Supervisor. This official may then dispose of the matter informally or forward the report to the Unit Discipline Committee for further disposition consistent with the Bureau of Prisons Program Statement 5270.08, "Inmate Discipline and Special Housing Unit."

The UDC shall review the Incident Report and evidence making one of the following findings:

1. The inmate committed the prohibited act as charged or a similar one.
2. The inmate did not commit the prohibited act or a similar act.
3. Refer the Incident Report to the Discipline Hearing Officer for final disposition.

The Discipline Hearing Officer shall review the Incident Report and evidence, and may do any of the following:

1. Dismiss the charge(s) and find the inmate did not commit the prohibited act(s).
2. Find the inmate did commit the prohibited act(s) and impose one or more of the sanctions.
3. Suspend execution of a sanction.

If you have any questions concerning inmate discipline, you should refer to the Program Statement on Inmate Discipline, or contact a member of your Unit Team.

FREQUENTLY ASKED QUESTIONS

How much halfway house (RRC placement) time can I get?

Every inmate will be considered by their respective Unit Team for Residential Reentry Center (RRC) placement within 17-19 months from their projected release date. The pre release RRC placement timeframe is from 0 to 12 months. Every decision concerning RRC placement will be made on an individual basis with the length of RRC placement being of sufficient duration to provide the greatest likelihood of successful re-entry.

When does my security / custody level change?

Every inmate will have a custody classification form updated every year. Custody classification form will indicate if a change in custody level is warranted.

How much release gratuity am I going to receive?

The final decision is based on individual need, the amount of money in your inmate account, the amount of money you have spent and how it was spent while in confinement, and institutional budget concerns.

Can I make phone calls?

Phones will be available in the Inmate Telephone Room. General work phones will be activated for inmate use Monday thru Friday during the hours of 6:00 a.m. - 7:30 a.m., 10:30 a.m. - 12:00 p.m., and 4:30 p.m. - 9:00 p.m., and Saturday, Sunday and holidays from 6:00 a.m. - 10:00 a.m. and 10:30 a.m. - 3:30 p.m. / 4:30 p.m. - 9:00 p.m. On weekends and holidays, all telephones will be activated for inmate use from 6:00 a.m. - 10:00 a.m., 10:30 a.m. - 3:30 p.m., and from 4:30 p.m. - 9:00 p.m. Inmates are expected to be at their work assignments and may not use the telephone during their assigned work hours. Inmates on idle status or convalescence will be considered to be on a regular work shift and may not use the day phones.

When can my friends and family visit?

Social visits are permitted from 8:00 a.m. to 3:00 p.m. Saturdays, Sundays, Mondays, and all Federal holidays. Inmates will be limited to eight visits per month. Each time an inmate is called to the Visiting Room constitutes a visit and will count against the maximum eight visits a month. However, visiting on Federal holidays will not count toward an inmate's monthly visiting total. Program Statement, "Visiting Regulations," requires an inmate must have known a proposed visitor(s) prior to incarceration in order for the proposed visitor to be added to the inmate's visiting list. This requirement applies at all security levels. The Warden must approve any exception to this requirement. An inmate's immediate family: mother, father, step-parents, brothers, sisters, wife, and children, are routinely approved as visitors; however, the inmate must make the necessary request. Each inmate is responsible for obtaining Unit Team approval for prospective visitors. The number of visitors on an inmate's approved list will be limited to twenty-four (24).

When can I get my sentence computation?

Ordinarily, sentences will be computed by the Designation and Computation Center within 30 days after an inmate arrives at this facility. Once your computation has been completed you can obtain copy from your Unit Team or through the Records Office during open house.

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When can I get a transfer to my family?

Transfer requests are considered at your regularly scheduled Program Review meetings.

How do I get a furlough?

Requests for furlough should be done in time for the program review so the classification team can review the request. Inmates eligible for furloughs must have community custody and be within two years of a firm release date.

Can I get copies made?

Yes. Requests for materials out of the central file to be copied can be done through a Cop Out to your Case Manager. Copies can also be made on the copier machine in the Law Library.

Why did I get sent so far from home?

The Bureau attempts to place each inmate in an institution that is appropriate in security level and is geographically as close as possible to the anticipated release area. This cannot always happen due to factors such as overcrowding.

How do I get assigned to a job? How can I get a job in UNICOR?

FPC Duluth does not have UNICOR operations.

GLOSSARY

- AD** Administrative Detention – Inmates are placed in administrative detention if they are pending classification status or investigation, or if they are pending disciplinary action.
- AW** Associate Warden.
- CALL-OUT SHEET** Call Out Sheet(s) are posted in the unit or on other bulletin boards for inmates to read. They denote inmates' appointments for the specified day.
- CENSUS** An accountability procedure where all movements are stopped.
- CENTRAL FILE** A folder that is the official file containing all documentation of sentencing information, institution adjustment paperwork, and inmate/correspondence requests.
- (CIMS)** CENTRAL INMATE MONITORING SYSTEM – A program designed by the Bureau of Prisons that enables them to monitor certain inmates' movements.
- CMC** CASE MANAGEMENT COORDINATOR – Responsible for assuring quality case management and for providing technical assistance and oversight of case management work.
- COMMISSARY** A Commissary Sales Unit where inmates visit once a week to purchase regular sales items and Hobbycraft/Special Purchase items.
- CONTRABAND** Anything that is not authorized to an inmate.
- COP-OUT** An inmate's request to a staff member. Form number BP 5148.
- COUNT** The process of being accountable for all the inmates. Normally conducted five times a day.
- CUSTODY** Rating given to each inmate to determine appropriate security precautions. Custody levels are COMMUNITY, OUT, IN, and MAXIMUM.
- FCI** Federal Correctional Institution – Houses Low to Medium security inmates.
- FOI** Freedom of Information Exempt – A section of the inmate's central file that cannot be disclosed to the inmate.
- FORM BP 199.045** (Old Form 24) – A form which an inmate can sign to take money out of their account and transmit it to an outside party through the Unit Team.
- FORM BP 383** Complete inventory form of all property in an inmate's possession.
- FRP** FINANCIAL RESPONSIBILITY PROGRAM – This program allows inmates to make regularly scheduled payment on any financial obligations while they are still in custody.
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- FURLOUGH** Temporary release to the community. An inmate must have community custody in order to participate in this program.
- GATE PASS** A pass that allows inmates to work outside the confined limits of the institution.
- GIG** A deviation from acceptable standards of sanitation within your living quarters.
- GRATUITY** Amount of money given to an inmate upon release for the purpose of caring for themselves in the community until he begins to receive an income.
- INTAKE SCREENING** Upon arrival every inmate will go through the intake screening process to make sure they are suitable for the general population and to become familiar with institutional rules.
- LEVEL** Rating given to an inmate to determine appropriateness of a designated facility. Level ratings include MINIMUM, LOW, MEDIUM, HIGH, and ADMINISTRATIVE.
- NEW LAW** Sentences for offenses that have occurred on or after November 1, 1987.
- OLD LAW** Sentences for offenses that have occurred before November 1, 1987.
- PROGRAM REVIEW** Every inmate will go through regularly scheduled program reviews with his assigned Unit Team. At this time, the Unit Team will recommend appropriate program considerations and answer any questions that the inmate might have.
- PSI** Presentence Investigation Report – This is prepared by the U.S. Probation Office and cannot be modified by the Bureau of Prisons staff.
- RECALL** Inmates allowed to return to the housing units, usually done once a month to allow for staff meetings.
- REGISTER NUMBER** An eight digit identification number assigned by the United States Marshals to federal inmates.
- SEG** Segregation – Housing area used for inmates who have received a DHO sanction. Restricted privileges.
- SHAKEDOWN** An official search conducted by the staff of a person, property, living area, or common area.
- SHOT** A written incident report on an inmate when it appears as though he has committed a prohibited act.
- SPECIAL PURCHASE** Any item that is obtained through institution channels that is not provided by the inmate

Commissary. These items are subject to approval of institution staff.

- TRANSFER SHEET** A sheet of paper put out Monday through Friday, which denotes work and quarters changes. Also known as Call-Out Sheet.
- UDC** Unit Discipline Committee – Comprised of members of the Unit Team certified to impose disciplinary sanctions and correct or modify inmate behavior.
- UNIT** The living quarters an inmate is assigned to during confinement.
- UNIT TEAM** The Unit Team consists of the Unit Manager, Case Manager, Correctional Counselor, and an Education representative.
- URINALYSIS (UA)** A periodic urine testing of inmates for drug screening.
- WRIT** An order issued from a court requiring the presence of an inmate.

CONCLUSION

We are here to assist you in preparing for a positive and productive return to your families and communities. In order to achieve this goal, you must be willing to work hard and take advantage of the opportunities which will assist you to be successful. We expect you to spend your time while confined here in a positive and constructive manner.