



U.S. Department of Justice  
Federal Bureau of Prisons  
Intensive Confinement Center  
Lewisburg, Pennsylvania

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**INMATE HANDBOOK**

Federal Intensive Confinement Center  
Lewisburg, Pennsylvania

I N M A T E H A N D B O O K

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Federal Intensive Confinement Center  
Lewisburg, Pennsylvania

MESSAGE FROM THE ADMINISTRATOR

The Federal Intensive Confinement Center located in Lewisburg, Pennsylvania, was established in November, 1990, as the first facility of its type in the Federal Bureau of Prisons. Consistent with that of all Bureau of Prisons facilities, the primary mission is to maintain a secure, safe, and humane correctional environment for individuals placed in the care and custody of the United States Attorney General. The staff develop and operate correctional programs that seek a balanced application of the concepts of punishment, deterrence, incapacitation, and rehabilitation. Opportunities for positive change are provided and designed to motivate one towards self-improvement.

The Federal Intensive Confinement Center at Lewisburg is a minimum security facility designed to house 192 adult male federal offenders. It is a specialized facility with a program that provides a workable balance between a militaristic boot camp approach and the traditional correctional values of the Federal Bureau of Prisons. This program involves a very intensive, highly structured environment, while maintaining the Bureau's basic philosophy of inmate management. The inmates who meet the criteria for participation are placed in this program for a period of six months. The program consists of a due process system of discipline, a strict daily regimen of physical training, labor-intensive work assignments, adult basic education, adult secondary education, vocational training, and drug and social skills counseling. Amenities such as televisions and radios are not available during the extended six day work week and free time, visiting, and telephone access are very restricted.

In view of the nature of this concept, participation in the Intensive Confinement Center program is voluntary. As an inducement to participate, inmates who successfully complete the program will serve the remainder of their sentence in a community based correctional facility until eligible for pre-release programming.

The Federal Intensive Confinement Center at Lewisburg is restricted to inmates selected for participation by the Bureau of Prisons who are normally:

- serving a sentence of 12 to 30 months
- are serving a first period of incarceration or have a minor history of prior incarceration

- require minimum custody
- are 35 years of age or less
- have no medical restrictions
- have agreed to participate in the program

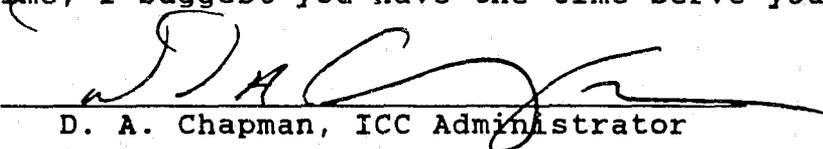
Initial designations may be rejected if they fail to meet the established criteria. The Intensive Confinement Center has the option of terminating participants who fail to perform appropriately in the program. Those inmates not fully completing the program will be redesignated to an appropriate facility and will not qualify for the special incentive mentioned above.

It is the purpose of this program to place offenders in a highly structured, no-frills environment as a means of teaching self control and discipline, thereby reducing the potential for future incarceration. The operation of this program will remain consistent with the policies and procedures of the Federal Bureau of Prisons. Therefore, it does not include verbal and/or physical harassment or summary discipline. The Bureau of Prisons long-standing philosophy has resulted in a reputation for being "firm but fair" with respect to the treatment of inmates. The Federal Intensive Confinement Center at Lewisburg will conduct a program totally consistent with this approach.

This inmate handbook will provide you with information about the programs, operations, rules and regulations of the Intensive Confinement Center in Lewisburg, Pennsylvania. This handbook is a supplement to the information available to you from the Bureau of Prisons policy statements, institution supplements, memoranda from the administration, and your team staff. It is your responsibility to seek clarification of any issues which you find unclear.

Your designation to the Intensive Confinement Center is based in part on your anticipated ability to function appropriately in a minimum security facility. Your strict compliance with the rules and regulations of the facility is an essential part in exhibiting the responsible behavior required to remain in the Intensive Confinement Center.

I encourage you to take advantage of the facilities and programs available at the Intensive Confinement Center to make this period of incarceration as constructive as possible. Your stay here is what you, as an individual, choose to make it. Instead of you serving the time, I suggest you have the time serve you.



---

D. A. Chapman, ICC Administrator

November, 1990

## I. Introduction

As you are processed into this institution, you are given a copy of this booklet so that you may learn certain basic information about the institution, its policies, and procedures. In this booklet you will find a statement of the rules of the institution, your rights as an inmate, your responsibilities to yourself and others, acts which are prohibited, disciplinary actions, and other information which will help you to properly adjust while confined at the Federal Intensive Confinement Center.

This booklet is not designed to answer all the questions you will have as you settle into this facility. It does give answers to many of the more common questions. If you need any information which is not covered in this book, ask your team to refer you to the appropriate staff. These individuals can explain the policies and procedures to you. Copies of these policies are available in the institution law library and can be obtained by contacting education staff.

We trust that your stay in the Intensive Confinement Center will be beneficial for you. The staff members are ready to assist you in reaching the established goals.

## II. Description

The Intensive Confinement Center operates as a satellite facility to the United States Penitentiary, Lewisburg, Pennsylvania. It is staffed by an Administrator; an Assistant Administrator; Team Leaders; Assistant Team Leaders; Casemanagers; Correctional Counselors; Education Representatives; a Secretary; Unit Officers; Fitness, Wellness and Nutritional Programs Coordinator; Drug Treatment Specialist; and various support correctional staff, including food service personnel.

In addition there are detail foremen in charge of various work details who are responsible for physical plant maintenance.

### III. Admission and Orientation

The Intensive Confinement Center staff will present a two week orientation program to all newly arrived inmates beginning shortly after the inmates' arrival. The counselors, casemanagers, team leaders, and assistant team leaders will meet individually with each new commitment.

The orientation program will cover such information as rules and regulations, job assignments, sick call procedures, safety and sanitation, classification process, community correctional center referrals, parole hearings, education and vocational training, trust fund accounts, mail and visiting procedures, clothing, job changes, bunk assignments, off-limits areas, physical training and other subjects thought to be pertinent.

### IV. The Intensive Confinement Center Rules and Regulations

Each inmate will be given a copy of the rules and regulations and the statement of inmates rights and responsibilities upon his commitment to the Intensive Confinement Center.

The Intensive Confinement Center staff will periodically review and revise these rules and regulations so that they are current and comprehensive enough to insure that all inmates have an adequate knowledge of what is expected of them.

### V. Work Assignment

Inmates are assigned to work assignments by the correctional counselor. In assigning work details, consideration is given to the inmate's skills and work preference, length of sentence, and manpower requirements. The goals of work assignments are to meet manpower requirements, to develop responsibility, to create good work habits, and to teach and sharpen skills.

### VI. Safety and Sanitation

Safety and sanitation inspections are conducted on a scheduled basis by the safety officer or one of his assistants and by a member of the Intensive Confinement Center staff, normally the Administrator.

Written reports are prepared by the safety officer noting any deficiencies in safety and sanitation. Follow-up inspections are conducted and all deficiencies must be corrected promptly. Fire evacuation plans are posted throughout the dormitories. Fire drills are held on a quarterly basis.

Intensive Confinement Center  
Lewisburg, Pennsylvania

Directive and Procedural Terminology

1. Purpose - To establish a clear and definitive method of conveying instructions and directions to inmates of the Intensive Confinement Center. To provide the staff of the Intensive Confinement Center with simple, direct and concise terminology when issuing orders and instructions.
2. Objective - The highly structured and regimented environment of the Intensive Confinement Center requires that the orders and instructions issued by staff to inmates be responded to in an efficient and expeditious manner. To that end, the terminology used must be understandable and exact. Therefore, it is the intent of this text to identify and define the terminology to be used at the Intensive Confinement Center.
3. Procedures - In keeping with the militaristic aspect of the Intensive Confinement Center's program approach, the terminology used is derived from basic military drill and ceremony. As in the military, the commands when vocalized should be clear, forceful and in a command tone. Staff should be encouraged to refine vocal clarity and technique, to the greatest extent possible, prior to actual use with inmates.
4. Terms, Phrases, Commands:
  - a) Attention - This command is given when the absolute attention of all is required. The inmate stands erect, head and eyes straight to the front. Feet are spread at a 45 degree angle with knees relaxed. The hands are held at the sides with fingers cupped and thumbs along the seams of the trousers. There is no talking or moving while in this position.
  - b) Stand at Ease - This command is used to maintain attentiveness, while in a more relaxed form than attention. The inmate remains erect, spreading his feet shoulder width apart, hands interlocked in the small of the back. Knees relaxed, head and eyes straight to the front. There is no talking or moving while in this position.
  - c) Prepare or Stand by for Inspection - This command will be given either by staff present in the bay area or over the loud speaker system. The command can be qualified by indicating what bay or bays are to prepare or stand by for inspection, i.e. "Alpha Bay, prepare for inspection". When

the command of "prepare for inspection" is given, the inmates affected will make all necessary preparations to have their person, equipment and area of responsibility inspection ready. This includes opening foot lockers and wall locker, aligning foot gear, straightening bunks, dusting, adjusting their uniform, etc. Normally, "prepare for inspection" will be announced two minutes prior to an inspection.

Once the inmate has prepared himself and his area for inspection, he will assume the "stand at ease" position in his appointed location. If the inmate does not finish his preparation, and the command of "Stand By for Inspection" is given, he will immediately go to his appointed location without further preparation. The command of "Stand By for Inspection" will be given no less than two minutes after "Prepare For Inspection" is announced in the normal inspection process. In the event an unexpected or spontaneous inspection is required, the command of "Stand By for Inspection" will be given. Inmates will open their wall locker and foot locker, then assume the "Stand At Ease" position in their appointed locations. No other preparations will be made.

- d) Stand by for Count - This command will be announced over the loud speaker system one minute prior to counts. Upon hearing the command, inmates will assume the "stand at ease" position in their appointed location.
- e) Attention in the Bay - This command will be used in recognition of ranking officials in the bay areas. Any staff member observing an official in the rank of Assistant Intensive Confinement Center Administrator and above will immediately order "Attention In The Bay". When this command is given, inmates in the bay area will immediately cease all activity and assume the position of "attention" in their appointed locations. Inmates in areas other than the bay, will assume the position of attention at their location. The exceptions are inmates in the shower or inmates relieving themselves in the head.
- f) Carry On - This command will be given to allow inmates to resume normal activity. The command can only be given when inmates are in the position of attention.
- g) The commands and terms used in military drill and ceremony will also be utilized at the Intensive Confinement Center. These terms and commands will promote discipline and order in an understandable manner.

## Inspection Procedures for the Intensive Confinement Center

- 1) The inmates will be ordered to "PREPARE FOR INSPECTION", at which time all talking ceases.
- 2) When the inmate has prepared himself and his area for inspection or when the order to "STAND BY FOR INSPECTION" is given, inmates will assume the "STAND AT EASE" position in their count location.
- 3) Both inmates sharing a living area will come to the position of attention when the inspecting official begins inspecting their area. As the inspecting official moves toward the inmates' wall locker, the inmate will execute a right or left face, enabling the inmate to be responsive to questions/instructions. Once the inspecting official completes his inspection of the wall locker, the inmate will execute another facing movement, returning him to his original position. Both inmates will remain in the position of attention until the inspector departs their area.
- 4) At the conclusion of the inspection, the inspector will call the bay to attention, give instruction, then order inmates to "CARRY ON".

## Intensive Confinement Center Monthly Inmate Evaluation

Scope and Purpose: In order to monitor and evaluate an inmate's work performance and response to instruction, a monthly performance evaluation form has been established. This form includes ten areas of evaluation. They include: general appearance, personal appearance, area of responsibilities, attitude, quality of work, carrying out instructions, care of equipment, care of property, attendance/promptness, and safety. Each inmate will be rated by his work detail supervisor (i.e. assistant team leader, correctional officer, food service staff) and education representative in these areas on a monthly basis. Each inmate will be rated in each of the ten areas as either excellent, satisfactory, or unsatisfactory. These evaluations will, in turn, be submitted to your unit team for review during your reclassification hearing (every 60 days), in addition to the Daily Uniform and Equipment Inspection Checklist, which is prepared daily by staff.

**Federal Intensive Confinement Center  
Monthly Inmate Evaluation**

E = Excellent  
S = Satisfactory  
U = Unsatisfactory

Inmate Name: \_\_\_\_\_ Reg. No.: \_\_\_\_\_

Team: \_\_\_\_\_ Starting Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Detail: \_\_\_\_\_ Detail Supervisor: \_\_\_\_\_

	*****	*	E	*	S	*	U	*	*****
General Appearance	*			*		*		*	*
Personal Appearance	*			*		*		*	*
Area of Responsibilities	*			*		*		*	*
Attitude	*			*		*		*	*
Quality of Work	*			*		*		*	*
Carrying out Instructions	*			*		*		*	*
Care of Equipment	*			*		*		*	*
Care of Property	*			*		*		*	*
Attendance-Promptness	*			*		*		*	*
Safety	*			*		*		*	*
Comments									

Detail Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Inmate's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Team Member: \_\_\_\_\_ Date: \_\_\_\_\_

Team Leader: \_\_\_\_\_ Date: \_\_\_\_\_

Assistant ICC Administrator: \_\_\_\_\_ Date: \_\_\_\_\_



**Intensive Confinement Center  
Inspection Check List**

**Scope of Purpose:** In order to attain and maintain the high standards demanded of the Intensive Confinement Center inmates and its facilities, and to ensure a safe and humane environment, a consistent and comprehensive method of inspection must be utilized.

- 1) An official inspection of the Intensive Confinement Center inmates and its facility will be conducted at 7:30 a.m. daily. However, the inmates' area and equipment will be maintained "inspection ready" at all times.
- 2) All inmates assigned to the Intensive Confinement Center must be constantly aware that they are responsible for themselves and area. The best description will be that all inmates check and double check themselves and their area to insure that they are in compliance with the stated and expected standards.
- 3) A uniform and equipment inspection will be conducted Monday through Saturday with the results noted on the Inspection Checklist (see Attachment A). Each area inspected will be rated as follows:
  - a) An inspected area meeting standards will be rated zero (0).
  - b) An inspected area exceeding standards will be rated plus one (+1).
  - c) An inspected area not meeting standards will be rated minus one (-1).

The inspection results will be obtained by adding the point totals of all areas inspected.

- 4) A Head and Shower Checklist will be completed daily by the team leader or designee (see Attachment B).
- 5) A Safety and Sanitation Checklist will be prepared routinely for all other areas by an Intensive Confinement Center staff member (see Attachment C).

Intensive Confinement Center  
 Daily Shower Inspection Checklist  
 Attachment B

Date/Time: \_\_\_\_\_

Alpha-Bravo/Charlie-Delta: \_\_\_\_\_

Inspection Official: \_\_\_\_\_

Showers *****	Pass *****	Fail *****	Comments *****
Floors			
Walls			
Drains			
Shower Heads			
Fixtures			
Lights			
Vents			
Ceiling			

Intensive Confinement Center  
 Daily Head Inspection Checklist  
 Attachment B

Date/Time: \_\_\_\_\_

Alpha-Bravo/Charlie-Delta: \_\_\_\_\_

Inspection Official: \_\_\_\_\_

Head	Pass	Fail	Comments
*****	*****	*****	*****
Floor			
Walls			
Light Fixtures			
Wall Fixtures			
Mirrors			
Sink/Fixtures			
Stalls			
Toilet/Fixtures			
Urinals/Fixtures			
Drains			
Windows/Screens			

## BAY AREAS

Each man is responsible for sanitation in the bay. You must keep your bunk made and the area clean and in good order at all times. Nothing will be posted, taped, or hung on the exterior walls or lockers. No pin ups will be displayed. No individual paintings or altering of the bays will be allowed. Bunk boards will be allowed only with medical authorization. Homemade tables and shelves made from wood or cardboard boxes are prohibited. No rugs of any type will be allowed. Your living area must be in strict compliance with regulations at all times.

## VII. Personal and Legal Correspondence

While confined at the ICC, you may send or receive any reasonable number of letters. All incoming letters will be opened for inspection for contraband. Mail from or to U.S. Courts, Members of Congress, Officials of the U.S. Department of Justice and Attorneys (legal mail) will be opened and inspected only in the presence of the inmate and for the purpose of detecting enclosures constituting contraband. Mail will not be delivered if it is found to contain material which violates postal regulations. Individuals who attempt to circumvent institution mail regulations are subject to disciplinary actions, including placement on restricted correspondence. All outgoing mail may be sealed.

All Special Purpose Mail - such as certified mail, registered mail or special delivery mail will be assessed at the postal service rate and the expense will be borne by the inmate. Postage stamps will be provided weekly. You may not keep in excess of 20 stamps in your possession. You may not give stamps to or take stamps from another inmate(s).

When you desire to mail a letter, the envelope should contain the complete address of the person to whom you are sending the letter and your return address. Your return address should appear in the upper left hand corner of the envelope and should contain your full name and register number as well as the institution's address. You may inform all of your correspondents to include "Intensive Confinement Center" in the address and your register number. This will speed processing of your mail when it reaches the institution and will insure prompt delivery. The facility's address is:

Name: \_\_\_\_\_ Reg. No. \_\_\_\_\_  
P.O. Box 1000 (ICC)  
Lewisburg, PA 17837

Intensive Confinement Center  
 Safety and Sanitation Checklist  
 Attachment C

Date/Time: \_\_\_\_\_

Inspecting Official: \_\_\_\_\_

*****	Pass	Fail	Comments	Area
Ceilings				
Walls				
Windows/Screens				
Window Seals				
Floors				
Baseboards				
Doors/Jams				
Fixtures				
Lights				
Vents				
Phones				
Fire Extinguishers				

While confined at the ICC, you may not write to or receive mail from inmates from other institutions; either federal, state, county or city. Written approval is required for correspondence with another confined individual.

Special Mailbox - If you desire to write to government officials who are not immediately responsible for your custody, you may utilize the Prisoners Mail Box located on the quarter deck next to the ICC officer's office. The prisoners mail box may be utilized when you desire to correspond with any of the following officials:

President of the United States  
Vice President of the United States  
Attorney General of the United States  
Director of the Bureau of Prisons  
Members of the Parole Commission  
United States Pardon Attorney  
Surgeon General  
Members of the United States Senate or House of Representatives  
United States Courts  
Representatives of the News Media - specified by name and title  
Attorney of Record  
United States Public Health Service

All letters placed in the prisoners mail box are to be sealed before mailing. They are not to be read by anyone at this institution and thus are the responsibility of the sending individual. Any letter that violates postal laws and regulations such as those containing threats of bodily harm, contraband, or those intended to facilitate escape, may result in prosecution through the Federal Courts. All mail from the Prisoners Mail Box is forwarded daily except Saturdays, Sundays and federal holidays.

## Visiting Privileges

Inmates confined at the Federal Intensive Confinement Center may receive visits on Sundays and federal holidays only.

All visitors must be approved by staff in advance of their visit in accordance with written policy and procedure.

All visits will take place in the ICC visiting room unless otherwise directed by administrative staff.

Visiting hours on Sundays and federal holidays are from 9 a.m. through 3:30 p.m.

A correctional officer will be assigned to the ICC visiting room on Sundays and federal holidays.

Visitors must be appropriately dressed before being permitted to enter the ICC visiting room.

Inmates must be in the work/program uniform before being permitted to enter the ICC visiting room. The uniform will be neat, clean, and well pressed. The shoes will be shined. Inmates are not permitted to wear athletic wear into the ICC visiting room during visiting hours. Additionally, the inmate's personal grooming will be in order prior to a visit.

Inappropriate behavior on the part of inmates or visitors will not be tolerated in the ICC visiting room.

Inmates may not give anything to or receive anything from a visitor. Inmates will only visit with their approved visitors.

Inmates are not permitted to leave the ICC visiting room with a visitor(s). Inmates are not permitted to communicate with visitors who are traveling to and from the ICC visiting room.

Food items purchased in the ICC visiting room by visitors may not be taken out of the ICC visiting room by inmates.

There is no smoking in the ICC visiting room. This includes staff, visitors, and inmates.

ICC counselors are responsible for establishing inmate visiting lists. The inmates will submit their requests for visitors to their counselor who will maintain each inmate's visiting file. Inmates must inform proposed visitors that they cannot visit until the visitor is approved by staff. Inmates are provided with correspondence materials including postage, and once the approval has been given for a specific visitor, it is the inmate's responsibility to notify the visitor. One document, containing the names of all approved visitors, will be maintained on the top right hand side of each inmate visiting file. It is to be updated as often as necessary.

The following areas are OFF LIMITS to all inmates during visiting hours: the Intensive Confinement Center entrance road, parking lot, south and west side of the ICC, and the corridor leading from the front entrance to the visiting room.

Violations of these regulations may result in disciplinary action.

## Financial Responsibility Program

The Bureau of Prisons encourages each sentenced inmate to satisfy his legitimate financial obligations. At the initial classification, the ICC unit team will review your financial obligations. All documentation available to the team will be considered including, but not limited to, the presentence report and the Judgement and Commitment Order. You and the ICC team will then develop a financial plan.

## Schedule of Inmate Counts

12:05 a.m. - in bed  
3:00 a.m. - in bed  
5:05 a.m. - (stand up count) - in front of bunk  
4:15 p.m. - (stand up count) - in front of bunk  
9:10 p.m. - (stand up count) - in front of bunk

On Sundays and federal holidays there will be a 12 noon count. During this noon count, you must be standing at the foot of your bunk unless you are on a visit. If you are on a visit, you will stand without moving about and be counted in the visiting room. You will remain standing until the ICC officer announces "count is clear."

## Personal Appearance

Inmates are required to maintain a neat, clean, and well pressed appearance at all times. This is to include: boots highly shined, uniforms pressed and shirts tucked inside the trousers, brass buckles polished daily. Trousers, shirts and boots will be worn in the ICC at all times until the 9:10 p.m. count is clear. You must look presentable at all times and always be ready for inspection. Hair cuts must conform to ICC regulations, and faces must be clean shaven. No beards are permitted. Mustaches will be trimmed at the lip level and will not hang over the upper lip.

Inspections will be conducted daily to insure a high level of grooming is maintained.

## Clothing Issue

Upon your arrival, ICC staff will provide a complete issue of clothing. If an item wears out or is damaged, it is your responsibility to have it replaced. The assistant team leader will assist you.

## Clothing, Uniforms, Property and Laundry Procedures

### A. Laundry Procedures:

Bay areas will turn in all dirty clothing (whites and greens) in their green issue laundry bags on their way to breakfast on their designated days. These laundry bags will be dropped in the laundry carts in the bay area.

- a) Alpha and Bravo  
Monday, Wednesday, and Friday
- b) Charlie and Delta  
Tuesday, Thursday, and Saturday

Clothing Exchange: Only those items of clothing dropped in the laundry carts during the morning will be reissued that evening.

- a) Alpha and Bravo  
Monday, Wednesday, and Friday  
5:30 p.m. to 6:00 p.m.
- b) Charlie and Delta  
Tuesday, Thursday and Saturday  
5:30 p.m. to 6:00 p.m.

### B. Sheet and Pillow Case Exchange Procedures:

All beds will be stripped on their designated exchange day. There will be no exceptions.

- a) Alpha and Bravo  
Monday  
5:30 p.m. to 6:00 p.m.
- b) Charlie and Delta  
Thursday  
5:30 p.m. to 6:00 p.m.

C. Personal Hygiene Items: These items will be issued on an as needed basis, one for one exchange, on Sundays only. They can be picked up from the issuing staff member on the quarter deck. The following items will be exchanged:

deodorant  
shaving cream  
razors  
toothpaste  
dental floss  
soap

Time of Exchange:

Alpha and Bravo - 5:30 p.m. to 6:00 p.m.

Charlie and Delta - 6:00 p.m. to 6:30 p.m.

D. Other issued items:

a) shoe polish and duraglite for shining brass will be issued by the evening watch officer on an as needed basis, one for one exchange.

b) envelopes, pens, note pads, and pencils will be used by the evening watch officer on an as needed basis.

Inmate Program Schedule (Mon-Sat)  
Intensive Confinement Center, Lewisburg, PA

Basic Inmate Schedule  
Monday through Saturday

5:00 a.m. Wake-up Call

5:05 a.m. Official Count

Once the official count is announced, all inmates stand at the position of attention at the end of their bunks facing the aisle of the bay area until the official count is completed.

5:25 a.m. Physical Training

All inmates will be dressed in their physical training attire and standing at the end of their made-up bunk facing the aisle. Staff, normally the team leader or the assistant team leader, will march the inmates to an appropriate location and supervise a twenty to thirty minute exercise period.

All inmates requesting sick call will be directed to the waiting area outside the Physician Assistant's office where they will await screening.

5:30 a.m. Sick Call

The assigned Physician Assistant will conduct sick call.

6:00 a.m. All inmates will be marched to their bay to shower, shave, and dress in the appropriate uniform for work and education programs.

6:45 a.m. Breakfast Meal - Medication Call

The call for the breakfast meal will be by an assigned rotation schedule which is based on competition between the team in inspections. After eating the breakfast meal, each inmate will return to their bay area and wait there until the next organized movement. All inmates will be marched to the food service department for meals.

Inmates will proceed to the Physician Assistant's office to receive prescribed medication after eating the morning meal.

7:25 a.m. Flag Ceremony

7:40 a.m. Bay Inspection

All inmates will be standing at the end of their bunks facing the aisle once the command "Prepare for Inspection" is announced. They will be called to the position of "Attention" once the inspection begins. Inmates will be dressed in the work/education programs uniform. Shirts will be tucked in, and footwear (boots) will be shined and properly laced. The uniform will be neat, clean, and pressed. All personal items will be stored in the proper location within lockers (see diagram). The bunks will be made-up using the established method (see diagram). The bunks will have two sheets, one blanket, one pillow, one pillow case, and one mattress.

8:00 a.m. Work Call

All inmates are marched to their assigned work or education assignment.

8:10 a.m. Work, Education, and Counseling Programs begin

9:15 a.m. Military Drill Exercise

9:45 a.m. Work, Education, and Counseling Programs resume

11:50 a.m. Morning Session of Work, Education, and Counseling Programs end

All inmates are marched to the bay areas

12:00 p.m. Lunch Meal - Medication Call

Inmates will be marched to the dining room based on the established meal rotation for the day. Before being called for the meal and after eating the meal inmates will remain in their bay area and work on studies, sanitation, and other required activities.

Inmates will proceed to the Physician Assistant's office to receive prescribed medication after eating the noon meal.

12:50 p.m. Work Call

All inmates are marched to their assigned work or education assignment

1:00 p.m. Work, Education, and Counseling Programs begin

2:15 p.m. Military Drill Exercise

2:30 p.m. Work, Education, and Counseling Programs resume

3:40 p.m. The Afternoon Session of Work, Education, and Counseling Programs end

At this time, all inmates will be marched to their bay area.

4:05 p.m. Official Count

Once the official count is announced, all inmates stand at the position of "attention" at the end of their bunks facing the aisle until the count clears. Once it is announced that the count is cleared, inmates sit on their bunks without talking while staff hand out inmate mail. When staff announce that mail call has ended, inmates may move about the bay awaiting the evening meal call but may not leave the bay.

4:20 p.m. Flag Ceremony

4:30 p.m. Supper Meal - Medication Call

All inmates will be marched to the dining hall based on the assigned rotation schedule. Inmates will remain in their bay area until called to the dining hall and will return to their bay area after eating.

Inmates will proceed to the Physician Assistant's office to receive prescribed medication after eating the supper meal.

5:30 p.m. Team Activity

The team leaders and/or assistant team leaders will use this time to work with the teams to improve sanitation, personal habits, team spirit, and military drill.

6:30 p.m. Work Call

All inmates will be marched to their assigned work, educational, or counseling programs.

6:40 p.m. Evening Session of Work, Educational, And Counseling Programs begin.

8:30 p.m. Evening Session of Work, Educational, and Counseling Programs end.

All inmates are marched to their bay area.

8:40 p.m. All inmates are in their bay.

At this time, inmates are to work on laundry, ironing, sanitation, letter writing, studies, and other assigned activities.

9:10 p.m. Official Count

Once the official count is announced, all inmates stand at "attention" at the end of their bunks facing the aisle until the count checks. Once the staff announce the count has checked, inmates will resume other assigned activities.

9:30 p.m. Medication Call

Inmates will proceed to the Physician Assistant's office to receive prescribed medication.

10:00 p.m. Lights Out

The bay lights are turned out. All inmates remain in their bunks unless using the head.

**Inmate Sunday and Federal Holiday Schedule**

**Intensive Confinement Center  
Lewisburg, Pennsylvania**

- 5:00 a.m. Count Time  
Inmates will be counted in their bunks. Lights will remain off.
- 6:00 a.m. Turn on Telephones  
Phone calls will be limited to ten minutes each.
- 6:30 a.m. Turn on lights. First call for coffee hour.  
Medication call begins. Once the inmate has finished his coffee hour meal, he will report to the Physician Assistant's office to be issued his medication.
- 7:00 a.m. Last call for coffee hour. All inmates will be up and all bunks made.
- 7:30 a.m. Dining room closed. All inmates will return to their bay areas, clean their respective area, and get ready for day activities.
- 7:45 a.m. Religious services in the visiting room.
- 8:45 a.m. Religious services over.
- 9:00 a.m. Visiting begins.
- 10:30 a.m. First call for brunch. Medication call begins using the same procedure as the coffee hour meal.
- 11:00 a.m. Last call for brunch
- 11:30 a.m. Dining room closed.
- 12:00 noon Announce Count Time  
Turn off Telephones
- 12:05 p.m. Begin the Count
- 12:30 p.m. Resume normal activities.  
Turn phones back on.

4:05 p.m. Count Time.  
Turn off Phones.  
All inmates stand at the end of their bunks facing the aisle until the count clears.

4:30 p.m. Supper Meal  
Turn phones back on.  
Medication call begins using the same procedure as the brunch meal.

5:30 p.m. Dining room closed. All inmates return to their bay areas.  
Personal hygiene items will be issued on an as needed basis, one for one exchange.  
Alpha and Bravo - 5:30 p.m. to 6:00 p.m.  
Charlie and Delta - 6:00 p.m. to 6:30 p.m.  
Pick up hygiene items from issuing staff member on the quarter deck.

9:10 p.m. Count Time.  
Turn phones off.  
All inmates stand at the end of their bunks facing the aisle until count is cleared. After count is cleared, resume normal activities.  
Turn telephones back on.

9:30 p.m. Medication call. Inmates will report to the Physician Assistant's office to be issued medication.

9:55 p.m. Turn off telephones.

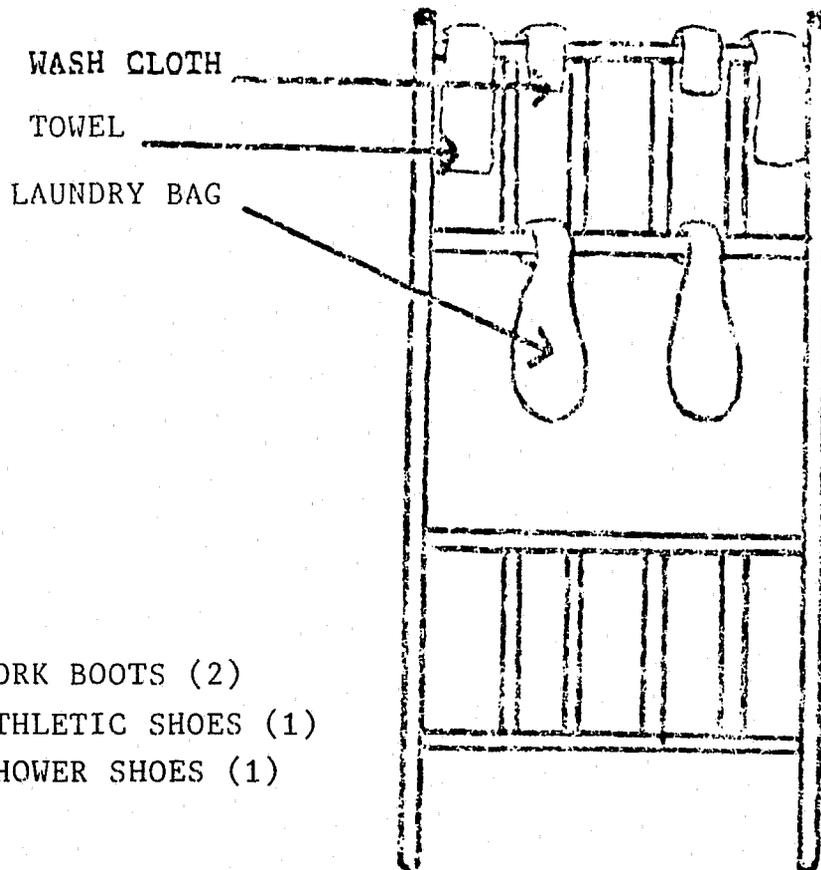
10:00 p.m. Lights off.  
The bay lights are turned off. All inmates remain in their bunks unless using the head.

INTENSIVE CONFINEMENT CENTER  
LEWISBURG, PENNSYLVANIA

DISPLAY FOR; BUNK  
WALL LOCKER  
FOOT LOCKER

INTENSIVE CONFINEMENT CENTER  
LEWISBURG, PENNSYLVANIA

BUNK DISPLAY



WORK BOOTS (2)  
ATHLETIC SHOES (1)  
SHOWER SHOES (1)

NOTE: Work Boots, Athletic Shoes and Shower Shoes will be lined up under the bottom bunk on each side behind the assigned foot locker. The Front of each shoe will be on line with the head and foot bunk post.

Intensive Confinement Center  
Lewisburg, Pennsylvania

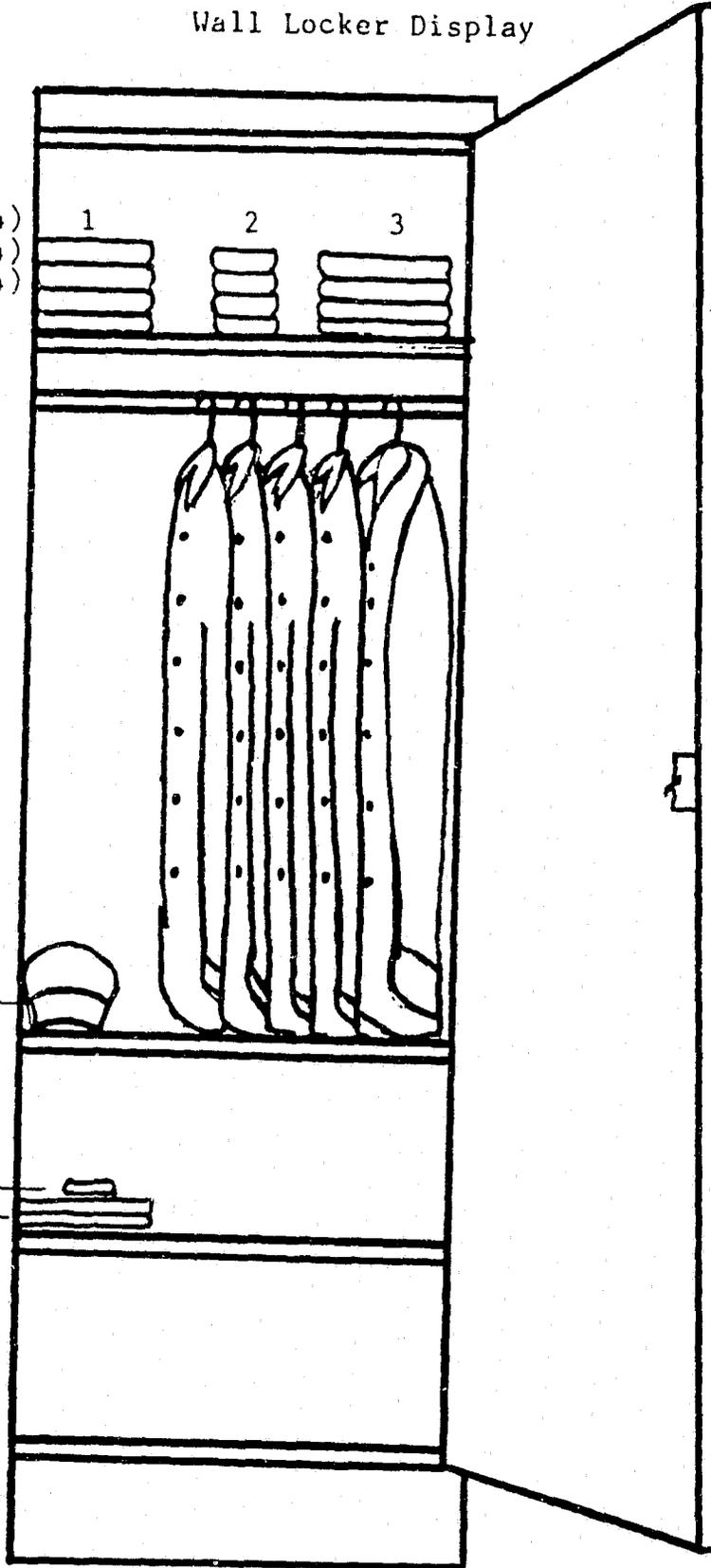
Wall Locker Display

- 1. Undershorts (4)
- 2. Socks (4)
- 3. Undershirts (4)

Utility Uniforms  
&  
Heavy Jacket

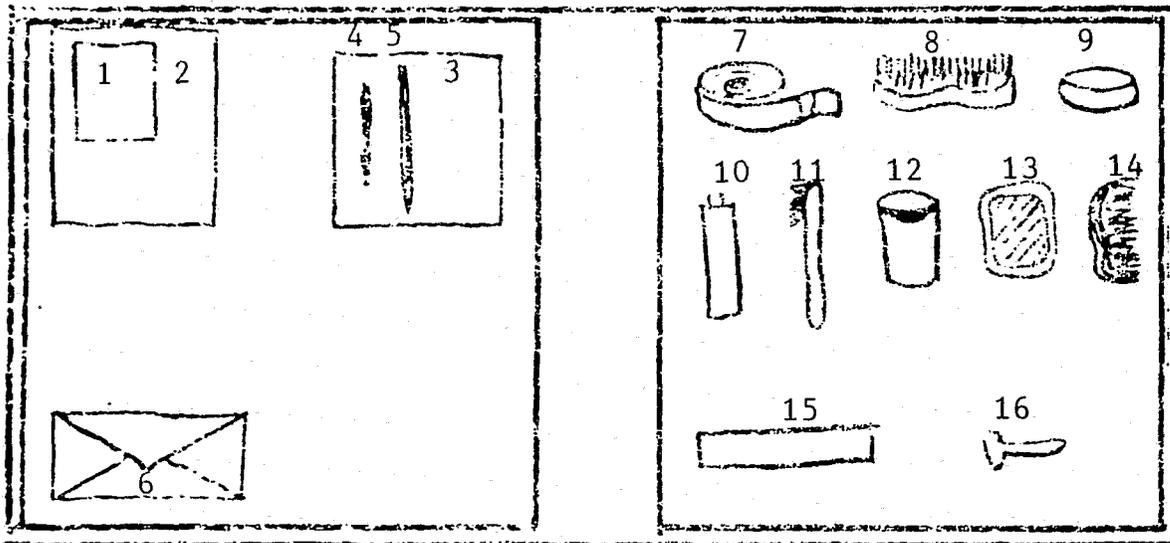
Hat

Wash Cloth (1)  
Towels (2)



INTENSIVE CONFINEMENT CENTER  
LEWISBURG, PENNSYLVANIA

FOOT LOCKER DISPLAY  
TOP DRAWERS



LEFT

RIGHT

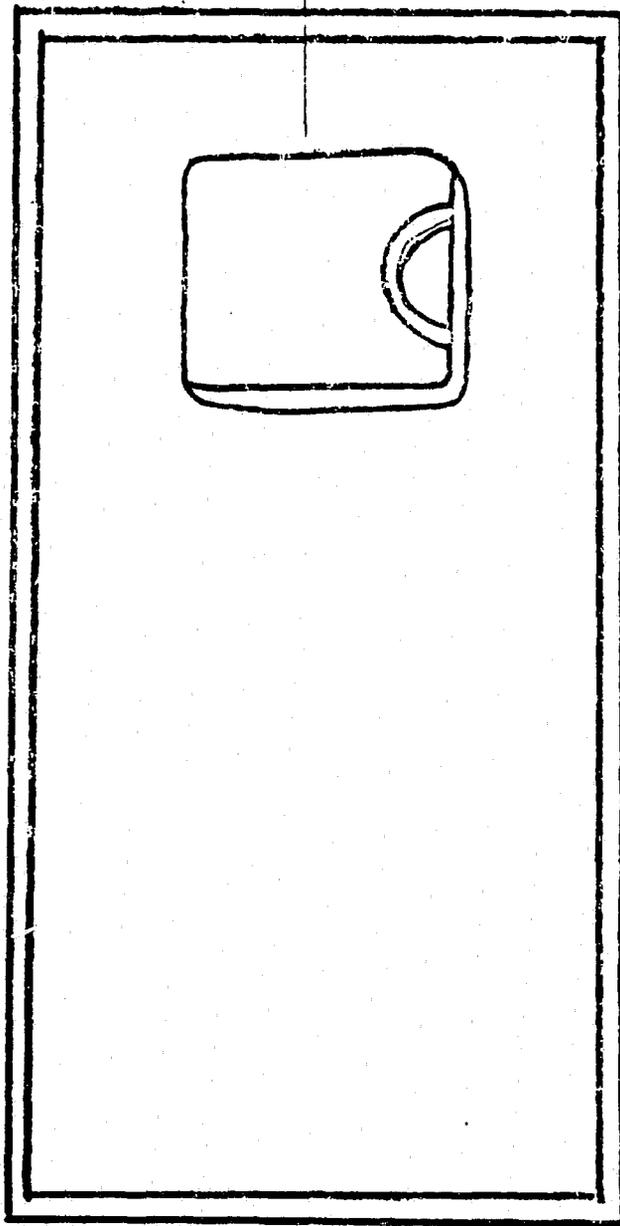
1. Intensive Confinement Center Handbook
2. Intensive Confinement Center Materials
3. Notepad
4. Pen (1)
5. Pencils (2)
6. Envelopes (10)

7. Belt/Buckle
8. Shoe Brush
9. Shoe Polish
10. Toothpaste/Toothpowder
11. Toothbrush
12. Deodorant
13. Soap Dish
14. Comb
15. Shaving Cream
16. Razor

Intensive confinement Center  
Lewisburg, Pennsylvania

Foot Locker Display

Bottom Drawer



Physical  
Training  
Uniforms (2)

## Procedure for Making a Bed

Each inmate will be issued the items needed to successfully make a bed according to the Intensive Confinement Center standards. The following items and only these will be permitted:

- 1 blanket (two during inclement weather)
- 2 sheets
- 1 pillow
- 1 pillow case

### Step 1 - The Top Sheet

Lie one sheet on the bed so that the end towards the foot of the bed is on line with the end of the mattress. Tuck the excess sheet at the head of the bed under the mattress. Make a 45 degree hospital corner (demonstrated) on both sides of the head of the bed. Tuck the remaining sheet on both sides of the bed under the mattress until the sheet is smooth and tight.

### Step 2 - The Top Sheet

Lie the remaining sheet on the bed so that the end towards the head of the bed is on line with end of the mattress. Tuck the excess sheet at the foot of the bed under the mattress. Make a 45 degree hospital corner (demonstrated) on both sides of the foot of the bed. Tuck approximately 24 inches of the sides from the top sheet under the mattress, beginning at the foot of the bed.

### Step 3 - The Blanket

Repeat the exact procedure that was done during the top sheet application - Step 2.

Once 24 inches of both the blanket and top sheet have been tucked under the mattress, grasp both the blanket and sheet at the head of the bed. Folding towards the foot of the bed, you should have approximately 4 inches of the top sheet exposed. The second fold will allow 12 inches of the bottom sheet to be exposed at the head of the bed. The fold will total 6 inches of top sheet exposed. Tuck the remaining material from the sides (blanket and top sheet) under the mattress ensuring that it is smooth and even.

### Step 4 - The Pillow/Pillow Case

Place the pillow inside the pillow case making sure the ends of the pillow are all the way into the corners of the pillow case. The fold on the open end of the pillow case will be demonstrated.

**NOTE:** A bed which will pass a daily inspection must be neat, meet standards, and be free of any wrinkles and loose linen under the mattress. All dust and lint must be removed from the blanket.

Personal Property  
Appendix F

Authorized Property List for Inmates Assigned to the  
Federal Intensive Confinement Center at Lewisburg, Pennsylvania

Only the following items are authorized for retention by inmates.  
All inmate property must be stored as indicated in the pictures  
and diagrams posted in each dorm.

Commissary Issue

1-toothbrush	1-shoe polish
1-toothpaste (powder)	1-shoe brush
1-shampoo	1-shaving bag
1-deodorant	2-pencils
1-soap	1-writing pad
1-soap dish	10-envelopes weekly
1-shower shoes	1-pen
1-comb	1-note pad
1-shaving cream	issued school material
3-razors weekly	
10-stamps weekly (not to accumulate more than 20)	

Clothing Issue

1-wall locker	1-laundry bag
4-sets utilities (trousers & shirts)	1-utility hat
1-web belt	2-pair black boots
1-brass buckle	1-pair gloves
4-tee shirts	1-field jacket
4-under shorts	1-face cloths
2-athletic support	2-towels
4-pair socks (white)	
2-pair sweat suits (tops and bottoms)	
1-pair canvas running shoes (white)	

**\*\*AT NO TIME WILL CIVILIAN CLOTHING BE PERMITTED\*\***

Shower Schedule

Monday through Saturday (work days): 6:00 a.m. to 6:45 a.m.  
Evening Hours: 8:30 p.m. to 9:00 p.m.  
Sundays and federal holidays: 8:00 a.m. to 9:30 a.m.

## Telephone Calls

Inmates may use the telephones designated for inmate use on SUNDAYS AND FEDERAL HOLIDAYS ONLY. All social calls are limited to ten minutes. If the inmate wishes to make more than one call he must go to the end of the waiting line after each call. Charges are reversed on all social calls from inmate telephones. Third party calls are not permitted.

Emergency telephone calls will be arranged by team leaders, assistant team leaders, counselors, or casemanagers.

Requests for attorney-client privileged telephone calls are to be submitted to the inmate's casemanager or counselor. Such requests may be approved when the inmate has demonstrated that his communication cannot be accomplished via the mail and/or attorney-client visitation and a court deadline is pending.

## Sick Call Procedures

One of the eligibility requirements for acceptance and continued placement in the Federal Intensive Confinement Center is general good health. A constant need for medical attention may result in a transfer to a facility designed to incarcerate such inmates. The ICC is not designed to house inmates with constant medical problems.

Sick call will be available to those inmates in need of medical assistance. Any inmate who wishes to be seen by a Physician Assistant at sick call will sign the request for sick call list in the team officers station prior to 2200 hours on the preceding night, Sunday through Thursday. Sick call will begin at 5:30 a.m., Monday through Friday. Inmates requiring attention on Saturday and/or Sunday will report to the team officer who will make the necessary arrangements with the USP medical staff.

Inmates found to be abusing sick call procedures in order to be excused from ICC programming will be referred to the Intensive Confinement Center Administrator with a recommendation for removal from the ICC. Once the Administrator has made a decision in this matter, the inmate may appeal the decision via the Administrative Remedy System.

If the Physician Assistant believes that an inmate should be evaluated by a physician or dentist, he will make an appointment and notify the inmate of the time and date of the appointment.

Any inmate who is in need of dental care will be referred to the dentist's office by the Physician Assistant.

All medical and dental emergencies will be addressed immediately, 24 hours per day, 7 days per week by a PA and/or community resources.

An inmate who may desire to have an appointment with the psychology department will normally make a request through his counselor or casemanager. If the reason for the request is of an extremely personal nature, the inmate may contact the psychology department directly by using a Request to Staff Member form and placing it in the institution mail. Staff may refer individuals to the psychology department in accordance with sound correctional practice and procedure.

Medication call (pill line) will be conducted daily during the morning, noon and evening meals. The inmates will pick up and immediately take any prescribed medications after consuming his meal. The last medication call of the day will be conducted at 9:30 p.m.

### Smoking Policy

Inmates committed to the Federal Intensive Confinement Center are not permitted to smoke or possess tobacco products at any time during their confinement at this facility.

### Freedom of Movement

You are permitted to walk on the road from the Intensive Confinement Center to the OFF LIMITS sign on the side of the roadway on Sundays and federal holidays during daylight hours only. There is no walking on the roads after 8:30 p.m. or sundown, whichever comes first. If unsure of the limits, ask before moving.

NO ONE IS PERMITTED OUTSIDE THE ICC AFTER LIGHTS OUT,  
UNLESS ON AN AUTHORIZED ASSIGNMENT

### Movement during Fog

No movement during fog is permitted, unless escorted by staff.

### Restricted Areas

You are not permitted to leave your assigned area without specific permission from a staff member.

### Religious Services

Services are held as scheduled by the chaplains, in conjunction with the Intensive Confinement Center Administrator. See the bulletin board for a current schedule.

### Posted Notices

Check the main bulletin board twice daily for any callouts and other important information...IT IS YOUR RESPONSIBILITY TO KEEP UP WITH POSTED NOTICES.

VIOLETIONS OF THESE REGULATIONS MAY RESULT  
IN DISCIPLINARY ACTION

## Food Service

### A) OVERVIEW

- 1) The mission of food service is to provide a clean, safe, sanitary area for inmates to eat their meals.
- 2) Also to provide nutritionally healthy meals for the population.
- 3) Hours of Operation:  

Breakfast: 0645 - 0745  
Lunch: 1200 - 1300  
Dinner: 1630 - 1730
- 4) You are asked to take only the food you will consume. This will help reduce waste and it is more cost effective.

### B) SPECIAL DIETS

- 1) Medical Diets - Have to be approved by the medical staff.
- 2) Religious Diets (Common Fare) - Must be approved by the Chaplaincy.
- 3) Special Meals (Ethnic) - Prior approval as per policy.

### C) GENERAL SUBJECTS

- 1) Food Service receives \$2.61 per day per inmate to purchase food and equipment.
- 2) Food Service operates five different feeding areas at USP, Lewisburg.
  - 1) Penitentiary D/F - approximately 1,000 inmates.
  - 2) Segregation - approximately 200 inmates.
  - 3) Cuban Detention - approximately 120 inmates.
  - 4) I.S.D.F. - approximately 200 inmates ALW cadre.
  - 5) I.C.C. - approximately 200 inmates.
- 3) Food Service employs inmates in three different areas at USP, Lewisburg.
  - a) Penitentiary - approximately 160 inmates.
  - b) I.S.D.F. - approximately 9 inmates.
  - c) I.C.C. - approximately 18 inmates.
- 4) No food is to leave the Food Service Department for any reason. If caught with food, it is classified as contraband.

- 5) The dining area is a no talking area. When entering the dining room area you will pick up your tray and utensils and proceed through the serving line. Inmates are to eat their meals in silence. At completion of their meal they are to depart the dining area to make room for other inmates.
- 6) Teams will be called to eat on a rotating basis. The team with the best inspection scores will eat first with second, third, and fourth inspection placements following.
- 7) If you have any complaints or problems with your meal, you are to discuss it with the Cook Foreman on duty or the Assistant Food Service Administrator at the time of the problem.
- 8) If anyone has food service background and wants to work in the Food Service Department, consult the Food Service staff.

### VIII. Infraction of Rules - Procedures

The Intensive Confinement Center operates a due process system of discipline in accordance with Bureau of Prisons Program Statement 5270.7, Inmate Discipline and Special Housing Units and the corresponding institutional supplement.

When an incident occurs that is a violation of a rule or regulation, and the violation cannot be resolved informally, an incident report is written by a staff member. The incident report will detail the specific incident with which the inmate is charged, the rule or regulation which has been violated and the place and time the incident occurred. A copy of the incident report is given to the inmate involved normally within twenty four hours of the writing of the report.

As soon as the incident report is written, it is forwarded to a team leader or assistant team leader not involved in the incident. The staff member will either resolve the report informally or forward the report for investigation. If the report is informally resolved, the inmates record will be expunged of the report. If the report is forwarded for investigation, an investigation will be conducted by a qualified ICC staff member other than the reporting officer. Neither the reporting officer nor the investigating staff member will be a member of any committee that subsequently takes action on the report. All incident reports (except expunged reports), along with the findings and disposition of the committee, are placed in the inmate's central file. The Warden has delegated authority for administration of inmate discipline to the Institution Discipline Hearing Officer and the ICC Discipline Committee. In addition, if an alleged incident appears to violate federal statutes, the facts of the incident may be conveyed to the appropriate federal investigative agency for the purpose of criminal prosecution. Upon completion of the investigation of the incident, the team leader will forward the report to the ICC Discipline Committee. The ICC Discipline Committee is composed of members of the inmate's team staff. The ICC Discipline Committee has been delegated the authority to impose minor sanctions for violations of prohibited acts or can refer the report to the Disciplinary Hearing Officer for further review. Minor sanctions include loss of privileges, housing change, program or group activity removal, loss of job, impoundment of personal property, confiscation of contraband, restriction to quarters, extra duty, reprimand and warning.

The inmate concerned is entitled to be present during the hearing before the ICC Discipline Committee. He will be given the opportunity to make statements and present documentary evidence on his own behalf. The ICC Discipline Committee may impose minor

sanctions for violations of prohibited acts or can refer the report to the Disciplinary Hearing Officer for further review. Minor sanctions include loss of privileges, housing change, program or group activity removal, loss of job, impoundment of personal property, confiscation of contraband, restriction to quarters, extra duty, reprimand and warning.

The inmate concerned is entitled to be present during the hearing before the ICC Discipline Committee. He will be given the opportunity to make statements and present documentary evidence on his own behalf. The ICC Discipline Committee may impose minor sanctions or refer the incident report to the Disciplinary Hearing Officer for disposition. If the charges are referred to the Institution Disciplinary Hearing Officer, the inmate will be advised of his rights at a DHO hearing and will receive notification of the hearing. He will be afforded the opportunity to request a staff member to represent him and to provide the names of any witnesses. All of this will be documented on the appropriate forms.

The Institution Discipline Hearing Officer conducts hearings, makes findings, and may impose appropriate sanctions. The Disciplinary Hearing Officer bases his findings on a substantial factual basis and sufficient evidence from which it can be concluded that the particular individual committed the prohibited act. When a case is referred to the Institution Discipline Hearing Officer, the inmate receives a written notice of the charges against him and notification of the hearing at least 24 hours prior to his appearance. He will be given the opportunity to make a statement and present documentary evidence on his own behalf.

The Disciplinary Hearing Officer shall find that the inmate either: 1) committed the prohibited act charged and/or a similar prohibited act if reflected in the incident report; or 2) did not commit the prohibited act as charged or a similar prohibited act. Only the Disciplinary Hearing Officer has the authority to impose the following sanctions: 1) recommend rescission or retardation of parole date; 2) forfeit earned Statutory Good Time and/or terminate or disallow Extra Good Time; 3) recommend disciplinary transfer; 4) disciplinary segregation; 5) make monetary restitution; 6) withhold Statutory Good Time; 7) disallow good conduct time credit available for the year (ordinarily between 50-75% or 27-41 days).

FEDERAL INTENSIVE CONFINEMENT CENTER  
Lewisburg, PA

E D U C A T I O N   D E P A R T M E N T

Philosophy

The education department's philosophy used throughout its programming is one of expanding an inmate's knowledge and self-awareness, followed by a positive change in behavior and a feeling of greater preparedness.

If the inmate gains a greater self-acceptance, improves his ability to communicate, realizes that viable alternatives exist for every difficult choice, learns to cope with stressful situations, and feels a greater confidence in his ability to secure and maintain employment: then, the probability of his successful return to society should be greatly enhanced.

Program Goals and Definitions

The education department recommends that all inmates when programmed will give their best efforts to perform successfully the following goals:

- 1) Complete the Adult Basic Education Program (ABE)
- 2) Complete the Adult Secondary Education Program (ASE)
- 3) Acquire or improve an employable skill through one or more programs in vocational training (VT) or adult continuing education (ACE)
- 4) Complete a prescribed block of adult continuing education courses in the following areas: nutrition and wellness, personal finances, life coping skills, stress management, family relationships and parenting, drug and alcohol education, community resources, and life long leisure.

Guidance and Counseling

Guidance and counseling services are provided to the inmate by the education representative and programs' instructors. Each can assist an inmate in assessing his needs, enrolling into the appropriate programs, and achieving his educational and vocational goals.

Adult Basic Education Exams (ABLE) are administered to all new commitments prior to program classification. The results will indicate the inmate's academic grade levels in the basic academic skills. An education counselor will interpret and explain the results of the examination to the inmate. This information and

the inmate's educational and vocational history mentioned in the presentence report and a personal interview will establish the basis for the unit classification team to make meaningful program recommendations.

The education department maintains records regarding program participation and achievement. The department transmits reports to teams concerning participation, achievement and progress for the purpose of parole and institutional review classification meetings.

### Programs

The education department offers the following programs:

Adult Basic Education (ABE)  
Adult Secondary Education (ASE)  
English as a Second Language (ESL)

Adult Continuing Education (ACE) in the following areas:

Life Skills  
Employability Development  
Computer Education  
Small Business Management

Vocational Training  
Pre-Release

The department uses the learning center concept with varied instructional strategies that include individualized and self-paced instruction, small group sessions, lecturing, and tutorial assistance.

### Program Descriptions

Program: Adult Basic Education

Entrance Requirement: Inmates below the 8th grade level in any subject area

ABE is designed for any inmate who displays serious weaknesses in language, mathematics, spelling, vocabulary, and reading as indicated by the ABLE test scores.

Program: Adult Secondary Education

Entrance Requirement: 8.0 grade level or above on ABLE test

The ASE program is designed to prepare inmates to take and pass the General Educational Development Examination (GED). During the first week of class, the inmate will take a GED practice test. Based on the results of the test, the inmate will practice in the following subjects: writing skills, science, literature and the arts, social studies, and mathematics.

Program: English as a Second Language

Entrance Requirement: Limited English proficiency

The ESL program is for inmates who desire to improve their speaking and writing skills in English. Emphasis is placed on basic vocabulary, pronunciation, grammar, and reading.

Program: Life Skills

Entrance Requirement: All ICC inmates

This is a mandatory six month program for all inmates. The program provides inmates with vital information and needed competence in the following life skills areas:

Nutrition and Wellness  
Personal Finances  
Life Coping Skills  
Stress Management  
Family Relationships and Parenting  
Drug and Alcohol Education  
Community Resources  
Life Long Leisure

The program is designed to assist the inmate in his personal development, in his adjustment to ICC, and to aid him in coping with problems encountered in society upon release. Its purpose is to develop the total person.

**Program: Employability Development**

Entrance Requirement: Programmed by team

This program will enable inmates to gain specific information and employability skills in the following areas:

making good career decisions  
creating job objectives  
searching for jobs  
getting job offers  
maintaining job survival  
success

The program is designed so that the inmate can create his own employability development plan for future job opportunities.

**Program: Computer Education**

Entrance Requirement: Programmed by team

This program uses Computer Curriculum Corporation's microcomputers to teach and train inmates in data processing theory, computer literacy/operation skills, word processing, and the use of applications software. A major purpose of the course is to provide literacy and operational skills. The program is designed to provide inmates with stepping-stone-to-the-future skills that will greatly enhance their chances for future employment.

**Program: Small Business Management**

Entrance Requirement: Programmed by team

This program is designed to prepare inmates for the management or ownership of a small business. Its purpose is to eliminate the number one cause of business failure which is poor management.

This program provides inmates with vital information and needed business skills in the following subjects:

Introductory Financial Accounting  
Problems of Small Business  
Management  
Other Related Topics

Program: Masonry VT

Entrance Requirement: Assigned by team

This program will enable inmates to develop hands-on-technical masonry skills, trade knowledge, and safe work habits that are necessary in the industrial work place. The program is designed to teach the inmates basic skills in masonry. In addition, the inmates will learn job related mathematics, blueprint reading, and career guidance information. The program is designed so that the inmates will have the skills necessary to gain employment in the masonry industry.

Program: Pre-release

Entrance Requirement: All ICC inmates

This program provides soon-to-be-released inmates with pertinent information which will be of benefit to them upon their return to the community. This information will include the following topics: the resources available at this center which will possibly be of benefit to them upon their release, the programs and opportunities available to ex-offenders in their home communities, and a review of the job search strategies needed for gainful employment. The program is designed to make an inmate's transition from a correctional setting to the home community a positive and successful experience.

**Attachment 1**

**Inmate Rights and Responsibilities**

CHAPTER 2

NOTICE TO INMATE OF BUREAU OF PRISONS RULES

1. [NOTICE TO INMATE OF BUREAU OF PRISONS RULES §541.11. Staff shall advise each inmate in writing promptly after arrival at an institution of:

a. The types of disciplinary action which may be taken by institution staff;

b. The disciplinary system within the institution and the time limits thereof (see Tables 1 and 2)];

Tables 1 and 2 are located on pages 2 and 3 of this Chapter.

[c. The inmate's rights and responsibilities (see §541.12);]

See Chapter 3 for the list of inmate rights and responsibilities.

[d. Prohibited acts and disciplinary severity scale (see §541.13, Tables 3, 4, and 5); and]

Tables 3, 4, and 5 are located on pages 3, 13, and 18 of Chapter 4.

[e. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time (see Table 6).]

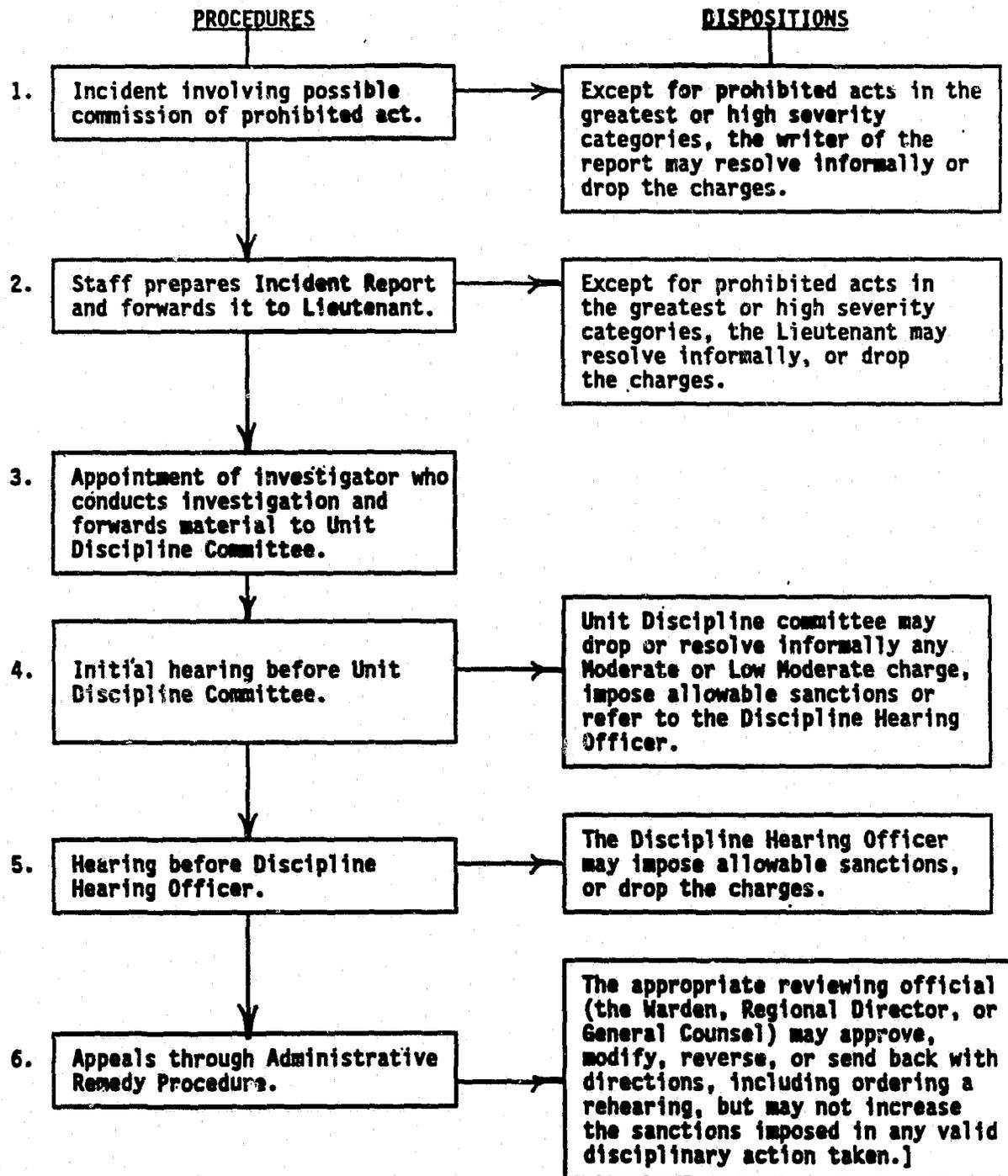
Table 6 is located on page 19 of Chapter 4.

2. PAMPHLET - The information identified in paragraph (1)(a) through (e) of this Chapter is to be provided in pamphlet form to each inmate as part of the institution's admission and orientation program. A signed receipt is to be obtained from each inmate acknowledging that a copy of the pamphlet was received.

To the extent reasonably available, a qualified staff member or translator is to help the inmate who has a language or literacy problem obtain an understanding of Bureau rules on inmate discipline. When a significant portion of the inmate population speaks a language other than English, the pamphlet of rules is to be made available in that language.

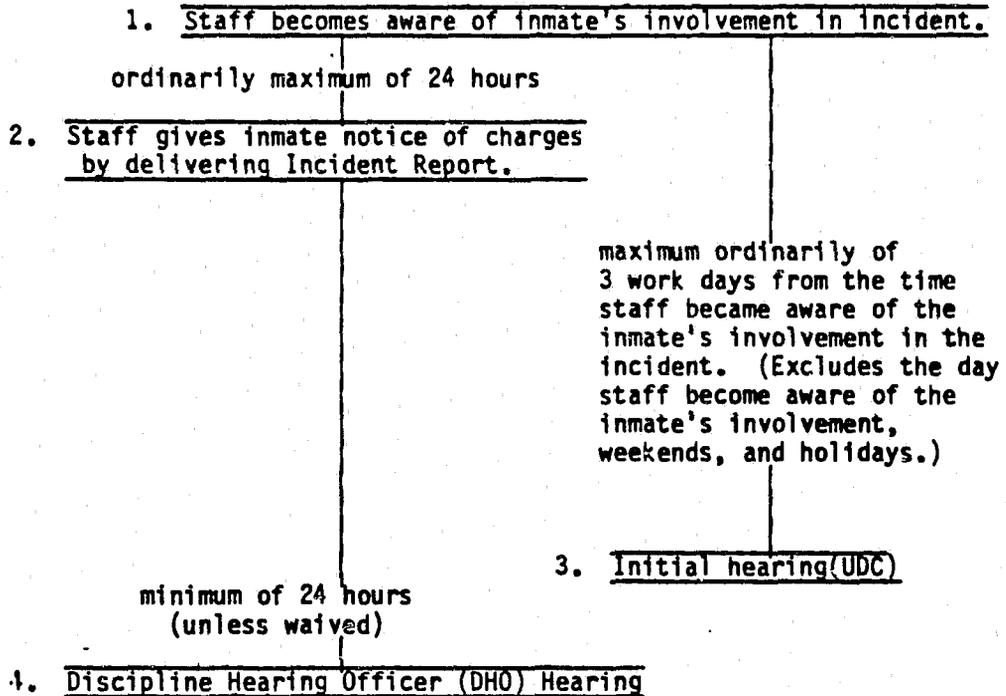
[SUMMARY OF DISCIPLINARY SYSTEM

Table 1



TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2



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 time requirements then begin running again, at the same point at which they were suspended.]

## CHAPTER 3

### [INMATE RIGHTS AND RESPONSIBILITIES §541.12

#### RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

#### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
5. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.]

RIGHTS

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the 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.]

CHAPTER 4

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

1. [PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE §541.13.

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed a prohibited act.]

Table 3 begins on page 3, Table 4 on page 13 of this Chapter.

(1) Greatest category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through E. The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

(2) High category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and may also suspend one or more additional sanctions A through M. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M.

(3) Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but may suspend any sanction or sanctions imposed. The Unit Discipline Committee shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed.

(4) Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction E through P, but may suspend any sanction or sanctions imposed. The Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed.

b. 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 offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Discipline Committee (IDC).]

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

[d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.]

Table 5 is on Page 18 of this Chapter.

[f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.]

Table 6 (page 19 of this Chapter) contains a chart showing the maximum amount of statutory good time that may be forfeited or withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

TABLE 3 - PROHIBITED ACTS 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	A. Recommend parole date rescission or retardation
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time sanction may not be suspended) C. Disciplinary Transfer (recommend)
* 102	Escape from escort; escape from a secure institution (Security Level 2 through 6 and administrative institutions); or escape from a Security Level 1 institution <u>with violence</u>	D. Disciplinary segregation (up to 60 days) E. Make monetary restitution
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed) * G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed)]
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)	

[TABLE 3 (Cont'd)]

GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
109	Possession, introduction, or use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	* Sanctions A-6 *
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.</u>	
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.]</u>	

[TABLE 3 (Cont'd)]

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (Security Level 1) and from outside secure institutions-- <u>without violence</u>	A. Recommend parole date rescission or retardation B. Forfeit earned statutory good time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	C. Disciplinary transfer (recommend) D. Disciplinary segregation (up to 30 days)
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	E. Make monetary restitution F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc.
05	Engaging in sexual acts	H. Change housing (quarters) I. Remove from program and/or group activity
206	Making sexual proposals or threats to another	J. Loss of job K. Impound inmate's personal property
207	Wearing a disguise or a mask	L. Confiscate contraband M. Restrict to quarters]
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 clothing	

[TABLE 3 (Cont'd)]

HIGH CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
212	Engaging in, or encouraging a group demonstration	Sanctions A-M
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 purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; 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.)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill]	

[TABLE 3 (Cont'd)]

HIGH CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
221	Being in an unauthorized area with a person of the opposite sex without staff permission	Sanctions A-M
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 a less serious physical injury or contact has been attempted or carried out by an inmate) *	
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.</u>	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.]</u>	

[TABLE 3 (Cont'd)]

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure	A. Recommend parole date rescission or retardation
301	(Not to be used)	B. Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
302	Misuse of authorized medication	C. Disciplinary transfer (recommend)
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	D. Disciplinary segregation (up to 15 days)
304	Loaning of property or anything of value for profit or increased return	E. Make monetary restitution
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	F. Withhold statutory good time
	Refusing to work, or to accept a program assignment	G. Loss of privileges: commissary, movies, recreation, etc.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	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
308	Violating a condition of a furlough	N. Extra duty]
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	

TABLE 3 (Cont'd)

MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
311	Failing to perform work as instructed by the supervisor	Sanctions A-M
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	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling]	

TABLE 3 (Cont'd)

MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
325	Preparing or conducting a gambling pool	Sanctions A-N
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 one's 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)	
398	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.</u>	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.]</u>	

[TABLE 3 (Cont'd)]

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	E. Make monetary restitution
401	Possessing unauthorized amount of otherwise authorized clothing	F. Withhold statutory good time
402	Malingering, feigning illness	G. Loss of privileges: commissary, movies, recreation, etc.
403	Smoking where prohibited	H. Change housing (quarters)
404	Using abusive or obscene language	I. Remove from program and/or group activity
405	Tattooing or self-mutilation	J. Loss of job
406	Unauthorized use of mail or telephone (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 telephone is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	K. Impound inmate's personal property L. Confiscate contraband M. Restrict to quarters N. Extra duty O. Reprimand P. Warning]

\* Sanction B.1 may be imposed in the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

TABLE 3 (Con't.)

LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	E. Make monetary restitution
401	Possessing unauthorized amount of otherwise authorized clothing	F. Withhold statutory good time G. Loss of privileges: commissary movies, recreation, etc.
402	Malingering, feigning illness	H. Change housing (quarters)
403	Smoking where prohibited	I. Remove from program and/or group activity
404	Using abusive or obscene language	J. Loss of job
405	Tattooing or self-mutilation	K. Impound inmate's personal property
406	Unauthorized use of mail or telephone (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 telephone is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	L. Confiscate contraband M. Restrict to quarters N. Extra duty O. Reprimand P. Warning

- 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)
- 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.

N. Extra duty  
 O. Reprimand  
 P. Warning

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 offense itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct which Disrupts (Code 199, 299, 399, or 499), the DHD 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 DHD or UDC finds is most comparable. For example, "We find the act of \_\_\_\_\_ to be of High Severity, most comparable to "prohibited act" 212, Engaging in a Group Demonstration."

[TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer:  
(upon finding the inmate committed the prohibited act)

A. Recommend parole date rescission or retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of or for the use of the Commission.

B. Forfeit earned statutory good time and/or terminate or disallow extra good time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. 64161 (less any previous forfeiture or withholding outstanding). Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)]

See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Statutory good time percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 Code violation, 25% for the 300 Code violation). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See Program Statement on extra good time for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

\* This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of good conduct time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. §3624(b)). Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to

[Table 4 (Cont'd)]

disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.]

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

[C. Recommend disciplinary transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO Hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used only in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.]

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

[TABLE 4 (Cont'd)]

[D. Disciplinary segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)]

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). He can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. He could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, he starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See page 19 of this Chapter, Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

[E. Make monetary restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]

An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

[F. Withholding statutory good time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a

[TABLE 4 (Cont'd)]

universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)]

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

Part 542 refers to P.S. 1330.7, Administrative Remedy Procedure for Inmates. See page 19 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures. \*

[2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee:  
(upon finding the inmate committed the prohibited act)]

G. Loss of privileges: commissary, movies, recreation, etc. The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege; e.g., loss of telephone privileges for a specified period of time for an abuse of the telephone privilege. However, loss of leisure privileges, such as movies, television, and recreation, may be appropriate sanctions in some cases for misconduct which is not related to the privilege.]

[TABLE 4 (Cont'd)].

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction will have a significant impact on the inmate's future behavior.

Sanction G - Loss of Privileges - cannot be used to take away recreation privileges for inmates in Special Housing, but may be used as a sanction for general population.

[H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. Loss of job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. Impound inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.]

For procedures, see P.S. 5580.2, Personal Property of Inmates.

[M. Restrict quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

TABLE 5

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2d offense	Low Moderate Sanctions, plus 1. Disciplinary segregation, up to 7 days.  2. Forfeit earned SGT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3d offense, or more	Any sanctions available in Moderate (300) and Low Moderate (400) series.
Moderate (300 Series)	12 months	2d offense	Moderate Sanctions (A,C,E-N), plus 1. Disciplinary segregation, up to 21 days.  2. Forfeit earned SGT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense, or more	Any sanctions available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2d offense	High Sanctions (A,C,E-M), plus 1. Disciplinary segregation, up to 45 days.  2. Forfeit earned SGT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3d offense, or more	Any sanction available in High (200) and Greatest (100) series.

[TABLE 6

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION  
OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act</u>	<u>Sanctions</u>	<u>Max. Amt. Forf. SGT<sup>1</sup></u>	<u>Max. Amt. W/hd SGT</u>	<u>Elig. Restoration Forf. SGT</u>	<u>Elig. Restoration W/hd/SGT</u>	<u>Max. Dis Seg<sup>1</sup></u>
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 60 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Moderate	E-P	N/A		N/A(1st offense)	3 mos	N/A (1st offense)
				* 6 mos. (2nd or 3rd offense in same category within six months)		7 days (2nd offense) 15 days (3rd offense)] *

See Table 5, SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY, on Page 8 of this Chapter

[NOTE: Restoration will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.]

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the case is to be reviewed for eligibility requirements in accordance with

[TABLE 6 (Cont'd)]

the time frames established by P.S. 5322.6, Classification and Program Review of Inmates. A recommendation of the unit team, whether for or against restoration, is to be forwarded (on BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO. An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

[An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date who also has forfeited good time may be placed in a Community Treatment Center only if that inmate is otherwise eligible under Bureau policy, and if there exists a legitimate documented need for such placement. The length of stay at the Community Treatment Center is to be held to the time necessary to establish residence and employment.]

DISALLOWANCE OF GOOD CONDUCT TIME

Sanctions B and F of the Prohibited Acts and Disciplinary Severity Scale, pertain to statutory good time and do not apply to inmates committed under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987 and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days per year of good conduct time credit (18 U.S.C. §3624(b)). This credit is given at the end of each year of time served and, once given, is vested. Also, once disallowed it may not be restored (except for procedural error, corrected on immediate administrative review, or by appeal through the Administrative Remedy procedures). Disallowance of good conduct time is to be accomplished in accordance with the following procedures.

- A. Only the DHO can take action to disallow good conduct time. A UDC may recommend a disallowance to the DHO, but a UDC may not independently disallow good conduct time.
- B. In determining the amount of good conduct time to be disallowed, the DHO should assess the seriousness of the particular prohibited act. Code violations of the greatest severity ordinarily should have the greatest amount of lost good conduct time credit. However, even within the same severity level, the DHO is to assess the severity of the offense and impose lost good conduct time credit based on an assessment of the particular violation. For example, it is expected that the amount of lost good conduct time would be greater for an inmate found to have committed a serious violation of Code 101 (Assault) than for an inmate found to have committed a violation of Code 109 (Possession of Marijuana).

(1) Except as indicated in paragraph (2) below, the DHO should effect the loss of good conduct time pursuant to the following table.

100 Code (Greatest Category)	Disallow ordinarily between 50 and 75% of good conduct time credit (27-41 days) available for year.
200 Code (High Category)	Disallow ordinarily between 25 and 50% of good conduct time credit (14-27 days) available for year.
300 Code (Moderate Category)	Disallow ordinarily up to 25% of good conduct time credit (1-14 days) available for year.
400 Code (Low Moderate Category)	May disallow only for repetitive acts. For a second violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 12.5% of the good conduct time credit (1-7 days) available for year; for a third violation of the same prohibited act committed within 6 months, the DHO may disallow ordinarily up to 25% of the good conduct time credit (1-14 days) available for year.

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The DHO should also ascertain whether good conduct time has already been disallowed for the year. If it has, the DHO is limited to a disallowance of the remaining number of days, that is, a total disallowance of 54 days for the year. It is permissible, however, for the DHO to indicate, in addition to the number of days disallowed for the immediate action, that the DHO, because of the seriousness of the offense, would have disallowed a total of (---) days for this misconduct, if that amount had been available. (This action in the record will allow the increased amount to be implemented, in case the earlier amount of disallowance during the year is reduced on review or appeal.)

- (2) The DHO may impose a sanction greater than or less than the guidelines indicated in paragraph (1) of this section when the available information clearly indicates such action is warranted. The DHO is to indicate in the record of the hearing the specific reasons for varying from the established guidelines. Going above the guidelines is warranted for a greatly aggravated offense or for repeated violations of the same prohibited act that occurs within a relatively short time frame (e.g., within an 18-month period for the same greatest severity prohibited act, within a 12-month period for the same high severity prohibited act, and within a 6-month period for the same moderate severity prohibited act). Going below the guidelines is also warranted for strong mitigating factors.
- C. The decision of the DHO is final, and is subject only to procedural review by the Warden and by appeal through the Administrative Remedy procedures. The DHO is to ensure that the inmate is notified of the information contained in this paragraph C.
- D. The DHO is to provide the Inmate Systems Manager (ISM) with documentation of each good conduct time disallowance. (BP-448, Good Conduct Time Action Notice)
- (1) At the end of each year of an inmate's confinement, and within the 15-day window provided by the statute for a determination of an award of good conduct time, the ISM is to determine the number of days disallowed by the DHO and, where necessary, is to recalculate the inmate's sentence. This recalculation is based on the total amount of time disallowed, as reported by DHO actions on offenses (prohibited acts) occurring during the year. The calculation should be made on DHO actions near the end of the year, even if they are under administrative review or appeal. The records will be corrected (disallowance reduced, for example) if ordered by the reviewing official. Until any such order, the action of the DHO is final and may be implemented in the inmate's sentence computation and all official records.
  - (2) Community Programs Managers (CPMs) will perform the above computation for inmates in contract facilities.

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- E. Questions concerning the disallowance of good conduct time credits are to be directed to the Regional Inmate Systems Administrator or to the Regional Counsel.

### Conclusion

We trust this information will be beneficial to you during your confinement at the ICC. If you have any questions or problems, consult your unit staff. We urge you to make your confinement as beneficial as possible by utilizing the numerous programs which are available to you.