

INMATE
ADMISSION & ORIENTATION
HANDBOOK



FEDERAL DETENTION CENTER

TALLAHASSEE, FLORIDA

FDC TALLAHASSEE

January 2026

PREFACE

The admission and Orientation (A&O) Handbook provides you with general information about the Federal Bureau of Prisons (BOP) and the Federal Detention Center (FDC) in Tallahassee, Florida. This handbook has been prepared with the thought that good communication between staff and inmates is essential in the development of a positive atmosphere within a correctional setting.

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

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

Your confinement at this institution involves a number of obligations on the part of staff and inmates alike. As staff members, our primary responsibility is to ensure that the mandate of the court is carried out. Your personal safety is our utmost concern; one of the most critical obligations of an inmate is to report any appearance of depression, suicide, or hopelessness in another inmate. It is not unusual to experience these feelings while incarcerated in jail or prison. If you notice another inmate struggling with these feelings, it is your obligation to notify any staff member immediately. It is that staff members duty to make the necessary emergency contacts to ensure that the afflicted inmate receive immediate medical/psychological attention to ensure that his personal safety is primary.

It is your responsibility to contribute to a positive institution atmosphere by adhering to the rules and regulations of the institution. It is also your responsibility that you do not discriminate against each other and allow each other that opportunity to be near their loved ones, better themselves, seek better opportunities, and live in a safe environment free from criminal acts against each other.

J. Frith,

Warden

MISSION STATEMENT

Corrections professionals who foster a humane and secure environment and ensure public safety by preparing individuals for successful reentry into our communities.

CORE VALUES

Accountability:

We are responsible and transparent to the public, ourselves, and to those in our custody by the standards we establish, the actions we take, and the duties we perform.

Integrity:

We are true to our ethical standards in all circumstances.

Respect:

We foster an inclusive environment where the viewpoints of employees, the public and those in our care and custody are considered and valued.

Compassion:

We will strive to understand one another's circumstances and act with empathy and by we, we mean each other as colleagues and corrections professionals and also compassion for those in our care and custody.

Correctional Excellence:

We demonstrate leadership in our corrections field through our practices and values.

DEFINITIONS OF PRETRIAL AND HOLDOVER INMATES

PRETRIAL

A person who is legally detained, but for whom the Bureau of Prisons has not received notification of conviction. Includes individuals awaiting trial, being tried, or awaiting a verdict.

A pretrial inmate is a person who is legally detained by law enforcement authorities but has not been convicted of an offense, is awaiting trial, is awaiting a verdict, is currently being tried, or is awaiting a sentence after having pleaded or been found guilty and the Bureau of Prisons has not received notification of a conviction. Additionally, an individual committed by a court for civil contempt, as a deportable alien, or as a material witness is considered a pretrial inmate. Also, an inmate committed for mental evaluation under Title 18, United States Code Sections 4241(b) and (d), 4242(a), and 4243(b) is considered a pretrial inmate. However, if an inmate in one of these statuses, and is serving a state or federal sentence at the same time, he is NOT considered a pretrial inmate.

HOLDOVER

An inmate who has been convicted but not yet sentenced, sentenced but not yet designated, or designated but not yet transferred to the initial designated facility.

Holdover inmates are those who are sentenced and are awaiting designation to a federal institution or transportation to the facility to which they have been designated. A holdover inmate is anyone who has been issued a Judgment and Commitment Order by the Court; a Marshal's Order to Remand; is on a Writ produced by a Court; has a Transfer Order prepared by another federal facility; is currently serving a state or federal sentence (to include probation or parole); or is a parole violator awaiting a revocation hearing before the U.S Parole Commission.

DEFINITION OF UNIT TEAM

Almost all Bureau of Prisons institutions are organized into a unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a unit team directly responsible for those inmates living in that unit. The unit staff for the Jail Unit consists of the Jail Unit Manager, one Case Manager, and two Counselors.

DAILY LIVING

CELL ASSIGNMENTS:

Due to the continual movement of inmates in and out of the unit, you may not choose your cellmates. Rarely, and only under exceptional circumstances, will inmate-requested cell moves be approved. All cell moves and assignments will be coordinated between the Unit Team and the officer.

Upon being assigned a cell, it is the responsibility of each inmate to immediately check their living area for damage and report such damage to the Unit Officer. Inmates may be held financially liable and subject to disciplinary action for any damage to their personal living area. Inmates are only allowed to enter their own assigned cell. Inter-cell visiting is prohibited. Windows to cell doors are to remain unobstructed at all times.

DAILY SANITATION:

Sweep & mop floors, clean ledges & walls, maintain clear air vents, empty trash. Do not write or place anything on walls. All property must be stored in your locker. Tops of lockers will be clear of all items with the exception of a Religious Book. The writing table will be clear when not in use. No items are permitted on the cell floor except shoes. Shoes will be stored under the bed. Laundry bags are to be hung from the end of the bed. While drying, towels may be hung on the bunk bed as long as it does not block staff from observing you in the cell. Dry towels must be placed in the locker. Chairs from common areas may not be brought into cells. Cell should be cleaned and beds made Monday through Friday 7:30 a.m. to 4:00 p.m. and on weekends and holidays, cell cleaned and beds made no later than 10:00 a.m.

CELL LIGHTS:

The cell lights are turned on at 6:30 a.m. Monday-Friday and at 8:00 a.m. on weekends and holidays. The cell lights are turned off every night at 11:00 p.m.

FIRE EVACUATION PROCEDURES:

Information regarding fire evacuation routes; are posted in several locations on the walls of each unit. Routine fire drills will be conducted. Become familiar with all fire exits and evacuation routes. In case of a serious fire, staff will supervise the orderly evacuation of the unit. Remember to remain calm and follow the fire evacuation plan.

DNA TESTING:

The Bureau of Prisons will collect DNA samples from persons in Bureau custody who are convicted of any federal offense, Uniform Code of Military, a qualifying D.C. Code offense, arrested or facing charges, non-U.S. persons who are detained under the authority of the United States, and if requested by state and local law enforcement agencies of persons in the custody of the Bureau of Prisons.

EMERGENCIES:

In the event of an institution emergency (i.e., body alarm, medical emergency, call for assistance, etc.) where staff are responding to the emergency, inmates in the unit will immediately return to their cell, if in another area of the institution, inmates will get on the ground and out of the way of responding staff. Interfering with responding staff could result in disciplinary action.

PERSONAL PROPERTY:

All inmate personal property must be stored in the assigned locker. Personal property is not to be stored under the mattress or placed under the bed. Paper bags, plastic bags, and cardboard boxes are not allowed in an inmate's cell. Personal property may not be exchanged or given to another inmate.

SEARCHES & CONTRABAND:

Contraband is defined as any item not authorized or issued by the institution and received through approved channels or purchased in the Commissary. All staff are responsible to make an effort to locate, confiscate and report contraband. Your property and person may be searched at any time by a staff member. Each inmate is responsible for all items found in his assigned living area.

CELL INSPECTIONS:

Inspections will be conducted daily by the unit officer. Television privileges may be restricted for poor unit sanitation.

DRESS CODE:

You must be in your jumpsuit and completely buttoned from 7:30 a.m. to 4:00 p.m. Monday through Friday, while in all areas of the institution, including your cell, entering and leaving the shower, television rooms, etc. The only exception will be during recreation in which clothing may consist of orange shorts and T shirt. You must always be dressed in your jumpsuit and completely buttoned whenever you are leaving the housing unit and entering the corridor. Weekends, holidays and after 4:00 p.m. inmates are to be dressed at all times in no less than t-shirt and shorts in all areas of the housing unit, including your cell, entering and leaving the shower, television rooms, etc..

SHOWERS:

Showers are open daily from 10:00 a.m. to 3:30 p.m. and again after 4:30 p.m. count until 8:30 p.m. You are required to clean up your shower area after usage.

COMMON AREAS:

Common areas are closed between 8:00 a.m. and 10:00 a.m.; with the exception of Unit Counselor consultations or legal work in the computer room. Although inmates are assigned to clean common areas, everyone is expected to help keep common areas clean and neat in appearance and to clean following each use.

TV /CHAPEL/COMPUTER ROOMS:

TVs are located in the common area and will come on at 7:30 a.m. and will remain on until 10:00 p.m. Should the unit not pass inspection, TV's will be turned off and the unit locked down. Food and drinks can be consumed in the Common area where the TVs are located; however, food and drinks are prohibited in the Computer Rooms. Loud talking and excessive noise is prohibited in these areas. The doors to the computer rooms are to be kept closed and lights will remain on at all times. Inmates may not reserve chairs for future use. You are required to clean following each use.

NOISE:

Each individual is to conduct himself in a manner that creates an atmosphere of order and respect for the rights of others. Loud voices, horseplay, etc..., will not be tolerated and is not permitted in the unit.

Additionally, playing of table games in the unit is a privilege which is conditional upon orderly conduct and reasonably quiet behavior. Loud outbursts and banging of game pieces will result in a restriction of the privilege for the entire unit.

DRUG SURVEILLANCE/ALCOHOL TESTING:

The Bureau of Prisons operates a Drug Surveillance/Alcohol Testing Program that includes mandatory random testing. If you are told to provide a urine sample for this program and you do not, you will be subject to disciplinary action.

OFFICIAL COUNTS:

Inmates are counted on a regular basis. During a count, inmates are expected to stay quietly in their cells until the count is announced as clear. Radio playing is prohibited during counts. The 4:00 p.m. and 9:00 p.m. counts and the 10:00 a.m. (Weekends and Holidays) count are standing counts. Inmates are to stand beside their bed until the unit officer announces the count is clear. During all other counts, inmates may sit or lie on their beds. During sleeping hours, inmates

must leave their head exposed. Inmates must be seen during all counts, even if an inmate must be awakened. Counts are as follows:

<u>Weekdays</u>	<u>Weekends & Holidays</u>
12:01 Midnight	12:01 Midnight
3:00 a.m.	3:00 a.m.
5:00 a.m.	5:00 a.m.
4:00 p.m. (standing)	10:00 a.m. (standing)
9:00 p.m. (standing)	4:00 p.m. (standing)
	9:00 p.m. (standing)

Unscheduled counts are called periodically. When count is called, inmates will immediately return to their cell.

MOVEMENT

General wake up for all inmates is at 6:30 a.m. The breakfast meal will be served at approximately 6:30 a.m. After breakfast is completed and all of the cells and common areas have been cleaned, the unit is considered open and inmates may be in the common area.

Inmates who do not maintain their cell sanitation at acceptable standards are subject to disciplinary action. During open movement, all cell doors are to remain open. When the officer calls for inmates to return to their cells, you are to pull your door to - just short of locking - leaving it slightly open.

Departmental Functions

FOOD SERVICE

Meals are served by segmenting the Unit in accordance with the number of available seats. When your section is released to receive meal trays, inmates will line up at the designated area in a quiet and orderly manner. Inmates who require or request special meals (Common Fare or Diabetic) need to submit an "Inmate Request to Staff Member" the appropriate department, Health Services for Diabetic or Religious Services for Common Fare, indicating your reasons for your request. All meals served by food service will be consumed while seated in the common area only. No food items, including fruit, are authorized to be taken into any cell (or other locations) at any time. All food served during the meal will be eaten at the time allotted for that particular meal. The meals are ordinarily served in accordance with the following schedule:

<u>Weekdays</u>	<u>Weekends & Holidays</u>
Breakfast 6:30 a.m.	Coffee Hour 7:00 a.m.
Lunch 10:30 a.m.	Brunch 10:30 a.m.
*Dinner 4:30 p.m.	*Dinner 4:30 p.m.
<i>*upon completion of the 4:00 p.m. count</i>	

UNIT TEAM

Almost all Bureau of Prisons institutions have a Unit Management Department, in which inmates are assigned to a Unit Team comprised of a Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. Units are self-contained inmate living areas that include both inmate housing and unit staff offices. The Unit Team is responsible for various issues to include; work assignments, visiting requests, release preparation, and program participation. Since FDC, Tallahassee is a holdover facility; services are greatly limited due to the nature and length of an inmate's stay.

Jail Unit Team consists of:

Unit Manager
Case Manager
Counselor
Counselor

INMATE SERVICES

TRULINCS

The following services are available for the inmate population on TURLINCS:

- Purchase TRU-Units
- Public Messaging
- View Account Transaction
- Send Funds (BP-199)
- Contact List Management (email list, telephone list, postal mailing labels)
- Print Services: Print Stations are located in the Law Library and Recreation
- Electronic Law Library
- Staff Messaging (email request to staff, one per day)

To login, you will need the following: **All three numbers must be entered within 45 seconds**

- Register number without the hyphen (-)
- Access Code (PAC)
- Personal Identification Number (Commissary Pin)

Trulincs is the computer system which allows an inmate access to their inmate account to delete or add telephone numbers, check account balances, make labels for correspondence, and send out money via (BP-199) form. This system also allows an inmate to contact family and friends via email. Inmates who arrive at FDC Tallahassee having been screened and approved fore-mail will retain those privileges while at Tallahassee. Inmates who have not been evaluated and

approved will not have access to the email portion of the system until they reach their designated institution.

INMATE TELEPHONE SYSTEM

In order to access the telephone system and Trulincs, inmates must obtain their personal PAC and PIN numbers from Unit Staff. These numbers are to remain confidential. The first time you try to access the telephones, key 1 1 1 into the keypad and follow the voice prompts to establish your Voice Identification. You also must load approved telephone numbers into the system through the Trulincs system described above. Telephones are available between the hours of 6:30 a.m. and 8:45 p.m. seven days a week. All telephone calls are subject to recording and monitoring. Telephone calls have a fifteen (15) minute time limit. Each inmate is asked to be considerate of others and not abuse this privilege. Telephones are to be used for lawful purposes only and are not to be used to conduct a business. Threats, extortion, etc., may result in federal prosecution.

Misconduct using the telephones is serious and will result in disciplinary action. Three-way calls and sharing pin numbers are prohibited. A first offense will incur 6 to 18 months loss of phone privileges.

Direct Call Rates:

Direct Dial - Local Calls	\$.06
Direct Dial - Long	\$.23
Distance	\$.35
Direct Dial - Canada	\$.55
Direct Dial - Mexico	\$.99 Direct
- International	

Inmates are allowed telephone use for 300 minutes per month. A re-validation date will be issued to each inmate. The inmate telephone account will be accessible with 300 minutes on the business day following the re-validation date. This re-validation date is available on the front page of the inmates Trulincs account.

INMATE ACCOUNTS

Inmate funds in the form of money orders, government checks, foreign negotiable instruments, and U.S. currency (not recommended) are the acceptable forms of funds. They are to be mailed to the centralized inmate collection program (Lock Box) at the following address:

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

Inmate families and friends may also have money deposited to an inmate's account through Western Union's Quick Collect Program. There are (3) ways to access Western Union Quick Collect:

- I. At an agent location with cash with use of Blue quick collect send form.
2. By Phone using a credit card/debit card. Simply call 1-800-634-3422
3. *Online using credit/debit cards. www.westernunion.com
**Western Union charges a fee of \$9.95/or each US. cash transfers up to \$5000.00.*

The following information must be provided for all Western Union Transactions:

Inmate Register Number
Inmate Committed Name/No Alias
City Code FBOP
State Code: DC

All negotiable instruments must have the inmate's register number and committed name on the negotiable instruments. Personal checks are no longer accepted.

ELECTRONIC LAW LIBRARY

There is an **Electronic Law Library (ELL)** in each housing unit for inmate use. Step by step guideline is provided at the workstation.

COMMISSARY

Inmates are permitted to spend up to \$360 per month on regular commissary purchases, on the business day following the re-validation date. A re-validation date will be issued to each inmate. Postage stamps and medication do not count against the spending limit. A listing of items for sale in the commissary is posted on the bulletin board. You may obtain the commissary list from the unit officer the day prior to your unit's posted shopping day. The list must be turned into the officer no later than 7:00 a.m. on the unit's designated shopping day. If you fail to turn the completed commissary form, you will have to wait until the following week to place an order. Your cell number must be marked on the order form. All items purchased must fit in the locker provided.

Ordinarily, the shopping schedule is as follows:

Tuesday	B unit
Wednesday	A unit
Thursday	D Unit/SHU

In the event a shopping day falls on a holiday, an amended schedule will be posted. The commissary will be closed on the last month of the quarter for inventory. The inmate population will be notified of the date and time the Commissary will reopen. Borrowing commissary items from other inmates is prohibited. The week of your departure from FDC Tallahassee you will not be able to purchase commissary.

The last number of the first five digits of your register number will be utilized to determine your validation date for the month.

#0	1st day of	
	month	
#1	4th	**
#2	7th	**
#3	10th	**
#4	13th	**
#5	16th	**
#6	19th	**
#7	22nd	**
#8	25th	**
#9	28th	**

LAUNDRY

Laundry staff will visit the units on Monday and Friday of each week, for laundry exchange (t-shirts, jumpsuits, boxers, and socks) on a one for one exchange basis. On Thursday, inmates may exchange sheets, blankets, towels, and wash cloths, on a one- for one exchange basis. Inmates with wool allergies need to seek a blanket permit from the physician's assistant during daily sick call.

Upon arrival inmates are issued the following:

Jump-suits (X3 ea.)	T shirts (X4 ea.)	Socks (X4 pr.)
Boxer shorts	Bath towels	Wash Cloth
(X4pr.)	(X2ea.)	(XI ea.)
Sheets (X2 ea.)	Blanket (XI ea.)	

In the event that an exchange day falls on a holiday, an alternate schedule will be issued. Each inmate will be complemented with the following items:

Jump-suits (X3 ea.)	T shirts (X4 ea.)	Socks (X4 pr.)
Boxer shorts	Bath towels	Wash Cloth
(X4 pr.)	(X2 ea.)	(XI ea.)

Sheets (X2 ea.)	Blanket (XI ea.)
*Canvas tennis shoes	*Gym Shorts
(XI pr.)	(XIpr.)

Laundry Bag (Xl ea.)

** These Items Must Be Requested From Laundry By Submitting An Inmate Request To Staff Member (Cop-Out) **

NOTARY

Unit staff are not available to notarize legal documents. If something needs to be notarized inmates must complete an Inmate Request to Staff Member and address it to the Unit Manager's office. The institution notary will be utilized to perform this function.

HEALTH SERVICES

MEDICAL/DENTAL

Chronic Medical and Dental care at the Federal Detention Center is primarily offered on an emergency basis. Comprehensive medical care will be available once you reach your designated institution.

1. **Sick Call Procedures:** Routine Sick call appointments are scheduled by electronic cop-out only; submit your electronic request to staff by e-mail to the Health Services mailbox. The Health Services staff should be notified immediately of any Urgent/Emergent cases so urgent/emergent procedures can be initiated.
2. **Co-Pay:** \$2.00 co-pay is assessed for medical services that you request; medical and dental sick call, non-emergency after hours visits, for example. Any medical visit that is initiated by staff will not be assessed a co-pay (chronic care, TB testing, etc.). Injuries that are evaluated at the time it happens will not be assessed a co-pay. If you report 2-3 days after an injury, there will be co-pay assessed. You will not be denied medical care if you do not have funds to cover the co-pay. If you are considered indigent (less than \$6.00 in your commissary account in the last 30 days), co-pay will not be assessed.
3. **Over-the-Counter Medications:** The commissary carries many different over the counter items (Tylenol, ibuprofen, anti-fungal cream, cough syrup, etc.) that you are expected to purchase for self-care for minor ailments. If you are indigent, the pharmacy can issue a limited selection of over-the-counter items.
4. **Medication Refills:** Medication refills are to be requested through Trulincs. Advise medical staff of the need for a medication refill at least one week before you will be out of medication to allow time for the pharmacy to fill your medication.
5. **Emergency medical services:** Emergency services are available at all times. A physician is on call each night for any emergencies that occur during times that medical staff are not physically present.

6. **Injuries:** All injuries, no matter how minor, must be reported to your detail supervisor, unit officer, recreation staff, etc. (depending on where you are at the time of the injury) and must be evaluated and documented by medical staff at the time of the injury.
7. **Clinics and Specialists:** If you have a chronic medical condition, you will be seen by a physician within two weeks of arrival, and every 6 months while you are here. Evaluations by specialists are scheduled after referral from the physician and a review by the Utilization Review Committee. Only medically necessary procedures will be performed while you are here.
8. **Physical Exams:** All inmates will have an initial physical examination within your first two weeks at the institution. If you transferred from another federal facility and already had a physical, it will not be repeated. If you are here for over a year, periodic health screenings will be offered by medical staff for preventive health (cancer screening, cardiac risk, etc.). If you are going to be released from this facility, you can request a release physical. Please make the request 10 - 12 weeks prior to your release date.
9. **Infectious Diseases:** Tuberculosis screening (TB skin test, PPD) is mandatory for all inmates upon arrival and each year thereafter. If you have previously tested positive, you will receive an initial chest x-ray and then repeated as clinically indicated. As these exams are mandatory, any refusal on your part will result in an incident report being written.
 - a. HIV and hepatitis testing is required for any inmate with risk factors or clinical indication. Risk factors include multiple sex partners, IV drug use, homosexual activity, history of other sexually transmitted diseases. Your primary care provider will order an HIV test if it is necessary.
10. **Medical Records:** If you desire to have a copy of any information from your medical record, you must submit a written request via cop-out to the medical records office.
 - a. We ask that when you request your records that you ask for specific information so that your request may be processed in a timely manner.
 - b. If your attorney or other outside parties request a electronic copy of your medical record, they must submit a request through the Central Office. Medical records staff can advise you of the address for this request.
11. **Dental Services:** All new inmates will receive a dental screening exam within 30 days of their arrival. Only emergency dental treatment is provided while you are here.
12. **Living Wills:** You may request, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. You may appoint, in advance, proxy decision makers (Health Care Surrogate) who will make critical health care decisions for you if you cannot do it for yourself. This is governed by the state of Florida. Another inmate or a staff member cannot be appointed as a proxy decision maker.
 - a. If you wish to have a Living Will or to assign a proxy decision maker, please request assistance from the Health Services Administrator. You may also seek private legal counsel, at your expense, for assistance with a living will. The state of Florida

statutes must be followed. A living will cannot be implemented at the institution - only if you are in a community hospital or a federal medical center.

PSYCHOLOGY SERVICES

Psychology services are available to assist you in adjusting to this temporary environment. The assistance is provided by short-term supportive counseling for those who are identified by themselves, or staff as having difficulty handling their current circumstances. The occasion may arise where you believe that you need to speak to a Psychologist. Under such circumstances you may make a written request using an Inmate Request to Staff Member form. If you think your problem deserves more immediate action, you need only speak with a staff member who will relay the request to a Psychologist.

Suicide Prevention: It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider suicide due to the pressure that incarceration can bring to the forefront. Staff members are trained to monitor inmates for signs of suicidal contemplation and are trained to refer all concerns to members of the Psychology Department.

However, staff members do not always see what it may be. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment and usual activities), withdrawal (staying away from others, reducing phone calls and or visits), or hopelessness (giving away possessions, stating there is nothing to live for), PLEASE alert staff right away. Your alertness can save a life.

RELIGIOUS SERVICES

Religious programs are voluntary and open to all inmates. The chaplains visit each unit once per week. If you wish to speak to a chaplain you may do so via an Inmate Request to Staff Member or contact the Unit Officer or Counselor.

RECREATION

The Recreation staff encourages each inmate to participate in the leisure activities offered through this department. The recreation schedule for the general population runs five days per week between the hours of 12:30 p.m. - 3:30 p.m. weather permitting. Recreation lasts one hour for each unit once it has begun.

EDUCATION

Due to the short-term nature of the Federal Detention Center, educational opportunities are limited at this facility. You will be able to enroll in more comprehensive programs once you reach your designated facility. Leisure reading materials are available in each unit. A staff member from the Education Department restocks books and magazines once per week. Inmates may request specific materials by submitting an Inmate Request to Staff Member form to the Education Department. The education department will restock books once a month. ACE classes will be offered every six weeks. The classes will consist of a pre/posttest and must be completed in its entirety to receive hours. It is a self-study course that each inmate will receive credit hours for programming. The TABB and GED test will be offered to non-pretrial inmates. If a non-pre-trial inmate scores a nine or higher that inmate will be given the opportunity to take the official GED test. The GED testing inmate must score a 145 on the following subtest. Math, Science, Social Studies, and Reading/Language Arts. Once the inmate passes all four subjects with the score of 145 on each test, an official GED certificate will be issued. The literacy coordinator will provide the inmate with the certificate.

VISITING

The Federal Detention Center is an administrative facility with limited availability for visiting. Social visiting has been established to help you maintain ties with your immediate family. Immediate family members are: mother, father, brother, sister, grandmother/ grandfather, wife, son, daughter, and the mother of your child with the child *(after it has been established by the Counselor that valid copy of the child's birth certificate contains your name and the mother's name on it. Original birth certificate must be presented at the front lobby.) Your attorney may visit you for legal purposes only.

To receive a visit, from immediate family members who were not previously approved, you must follow this procedure:

1. Obtain a visiting request form from the Unit Officer, or have family members download a form at www.bop.gov
2. Send the form through the mail to each adult immediate family member who wishes to visit. Allow 3 days for your family member to receive the document, processing time and three days for the document to return.
3. Each immediate family member that is 16 years of age or older must complete the form in its entirety and return the form through the mail to your unit Counselor.
4. Communicate with your family to ensure that they have sent the documentation. Once you are confident that the documentation has been sent and time has been allowed for the mail, you should verify receipt with your Counselor.
5. Once a Counselor receives the documentation, he/she will review the documentation, do the appropriate NCIC clearance for each applicant, and if appropriate, place the visitor on your approved visiting list in the Front Lobby.
6. Once you have verified with your Counselor that the process has been completed, your visitor will be able to enter the front lobby and be processed in for visiting as often as the visiting schedule allows.

If you have questions concerning visiting, address them to your unit Counselor.

- Brief displays of affection (embrace/kiss) are only permitted at the beginning and end of a visit. All other contact is strictly prohibited.
- No personal property items may be taken into the Visiting Room by the inmate except for a plain wedding band, religious medallion, and eyeglasses.
- Smoking is not permitted in the Visiting Room.
- A visual search will be conducted for all inmates entering and leaving the Visiting Room.
- Institution issued shoes must be worn by all inmates in the visiting room.
- Visitors are not permitted to wear flip-flops, slippers, or house shoes.
- Footwear must be worn by all visitors; no bare-feet will be permitted excluding babies and smaller children.
- Visitors must be properly dressed.
- Shorts, halter tops, see through clothing of a suggestive or revealing nature will not be permitted in the Visiting Room.
- Skirts and dresses must be no shorter than three inches above the knee.
- Adult visitors are responsible for the conduct of their children during visiting.
- Poor behavior by children will result in termination of a visit.
- Due to the limited seating of the visiting room, a maximum of 3 visitors (including children) will be allowed to visit each inmate at a time.
- All visitors 16 years of age and older, including attorneys are required to have proper government issued identification such as: state driver's license, state I.D., military I.D. or valid passport.
- Visitors will submit to a metal detector search, a search of their personal articles, and an ion spectrometer drug detector.
- Occasionally, termination of visits will occur due to overcrowding in the Visiting Room.
- Local visits will be terminated first in accordance with the number of visits the individual has had for the month.
- Persons utilizing public transportation will be allowed to utilize the lockers in the front lobby to store personal items for the duration of their visit.

Information about public transportation can be obtained from the following website
www.tal.gov

Legal visits are authorized seven days a week from 8:30 a.m.-3:00 p.m.

TAKING LEGAL DOCUMENTS TO THE VISITING ROOM: Legal paperwork may be taken from your cell to your attorney or U.S. Probation Officer by a member of the unit team. If a member of the unit team cannot be contacted, the unit officer may carry the documents to the Visiting Room Officer. Under no circumstances are inmates permitted to carry any documents into the Visiting Room. The documents delivery/transfer must be performed by staff.

If your attorney wishes to give legal documents to you during the visit, the attorney may leave them with the Visiting Room Officer. The Visiting Room Officer will contact the unit counselor for distribution of the legal materials at the conclusion of your legal visit- normally within one hour.

SPECIAL VISITS

Special visits for emergencies may be requested from the inmate by submitting a request to the Unit Manager thru TRULINCS. Details of the reason/need for the visit must be contained in your request.

SOCIAL VISITING SCHEDULE: FDC, Tallahassee social visiting is conducted weekly, on Friday, Saturday, Sunday and all Federal Holidays from 8:30 am until 3:00 pm. Social visiting days will be rotated weekly among each unit, with SHU inmates visiting on Friday. All inmates will be afforded visits on Federal Holidays (space permitting) with the exception of SHU inmates. Inmates will be permitted two hours of social visiting on each visiting day and may only have one social visit on a single day (no more than 3 visitors per visit). Special visits (i.e., extended hours or different days) may be approved only under extenuating circumstances by the Unit Manager. If approved, additional requests will not be considered for a minimum of 90 days. (See Visiting Schedule)

SPECIAL HOUSING STATUS (SHU) VISITS: Inmates in Administrative Detention and Disciplinary Segregation visitation is Friday only; all other visits for inmates in SHU must be approved by the Captain. Additional visiting hours for SHU inmates must have prior approval. All SHU inmates who enter the visiting room will be pat-searched, restraints removed, and scanned with a metal detector prior to entering the Visiting Room. When inmates housed in SHU have a visit, they will be escorted to the visiting room. The visiting room officers must be able to have direct visual supervision of these inmates at all times. While in the visiting room, inmates housed in SHU will not be allowed to leave their seats, except to be escorted to the restroom. At the conclusion of the visit, SHU inmates will be visually searched, scanned with a metal detector, restrained and escorted back to SHU. During the escort to and from the visiting room, restraints (handcuffs and Martin chain) will be utilized. Restraints will not be worn by the inmate during the visit. The Warden has the authority to deny visiting privileges in the visiting room to an inmate housed in SHU.

MAIL ROOM

Incoming mail should be addressed as follows:

Your committed name & Inmate number
Federal Detention Center Tallahassee
P.O. Box 5000
Tallahassee, FL 32314

Incoming mail is distributed Monday thru Friday following the 4:00 p.m. count. Incoming legal mail must be marked "Special/Legal mail (To be opened in the presence of the Inmate) and the return address must clearly identify the sender as an Attorney. Legal mail is distributed by the Counselor and will be opened and inspected in your presence. You must sign for the receipt of legal mail. You may receive Overnight or Express mail but there is no access to outgoing

overnight or express mail. All incoming mail, except legal mail, is opened and inspected by the mail room. Postage stamps are available through the Commissary.

Outgoing mail is given to the Unit Officer and will be picked up by 6:00 A.M. daily, except weekends and holidays, for delivery to the U.S. Post Office. Outgoing mail must have the return address section completed EXACTLY as follows:

Your committed name & Inmate number
Federal Detention Center Tallahassee
P.O. Box 5000
Tallahassee, FL 32314

You may obtain certified and return receipts from the mail room staff at this time. You may also obtain assistance through the use of an Inmate Request to Staff Member.

Inmate Personal Property

FDC Tallahassee is a holdover institution, therefore all personal property will be maintained at an inmates' primary designated facility. Consumable property shall not be removed from original packaging until consumed. Other items (purchased or issued) may not be altered in any way. For more detailed info P.S 5580.08 is located on the Electronic Law Library. Personal property purchased in the institution commissary can be sent on to an inmate's designated institution according to the following schedule.

No consumable commissary items will be shipped to another institution. Only personal items such as shoes, radios w/ headphones, are authorized for transfer to another federal institution. Proof of purchase via commissary receipt is required.

Authorized for Retention & Transfer Between Institutions:

National Limit (Males) W=White G=Grey C=Commissary Only B=Black BW=Combination
Cap, Baseball, WG (no large) (C) (1)
Shoes, Athletic, W (\$100 max/no pockets) (C) (1 pr.)
Shoes, Shower, WG (C), (1 pr.)
Shoes, Slippers (colors) (C) (1 pr.)
Shoes, Work (C)
Shorts, Gym, WG (C) (2)
Socks, Tube, W (C) (5)
Sweatshirt, G (pullover/no hoods/cotton) (C) (2) (no logos)
Sweatpants, G (cotton) (C) (2) (no logos)
T-Shirts/Sleeveless Undershirts, WG (no pocket/no logo) (C) (5)
Underwear (boxer or brief) (C) (7)
Handkerchief, (white only), (5)

PERSONALLY OWNED ITEMS:

Address Book (C) (1) Batteries (C) (4)
Bowls (plastic/24oz. or less) (C) (1)
Comb/Pick (plastic) (C) (2)
Combination Lock (C) (1)
Cup (plastic) (C) (1)
Dentures (1 set)
Envelopes (C) (1 box)
Eyeglasses (no stones) (2 pr.)
Eyeglass Case (2)
Letters (25)
Mirror (small/plastic)(C) (1)
Pencils (C) (2)
Photo Album/Scrapbook (C) (1)
Photos (single-faced) (25)
Playing Cards (C) (2 decks)
Radio W/Earplugs (walk-man) (C) (1)
Stamps(C) total value (40,1st Class)
Sunglasses (non-reflective) (C) (1)
Thermos (plastic liner) (to64oz) (C) (1)
Towel (white/large) (C) (1)
Watch (\$100 max value, no stones, electronically unsophisticated, i.e. inability to send signals) (C)(1)
Watchband (C) (1)
*Wedding Band (no stones/white/yellow metal) (1)
(must be in your possession during initial admission to FDC Tallahassee and cannot be mailed in.)*

HYGIENE ITEMS:

Dental Floss and/or Pick (un-waxed) (C) (1 container)
Denture Adhesive (C) (1)
Denture Brush (C) (1)
Denture Cleaner/Powder (C) (1)
Denture Cup (C) (1)
Deodorant (C) (2)
Lens Cloth (C) (1)
Nail Clippers (no file) (C) (1)
Razor (C) (1)
Scissor, Mustache (blunt tip) (C) (1)
Soap, Bar (C) (3)
Soap Dish (C) (1)
Toothbrush (C) (1)
Toothbrush Holder (C) (1)
Toothpaste (C) (2 tubes)
Tweezers (blunt tip) (C) (1)

OTHER ITEMS:

APPROVED RELIGIOUS ITEMS: APPROVED MEDICAL DEVICES:

Problem Resolution

INMATE REQUEST TO STAFF:

The form BP-70, commonly known as an Inmate Request to Staff is used to make a written request to a staff member. Any type of request can be made with this form. The forms may be obtained from the unit officer or unit team member. It is reasonable to expect a written response from the department directly affected within five working days of receipt. Inmate Request to Staff submitted to the Warden will require additional time for review.

Please address copouts as needed to the following departments:

Commissary	Law Library
Dental	Mail Room
DHO	Medical
Education	Paralegal
Laundry	Psychology
Facilities	R&D
Food Service	Religious Services
Inmate Accounts	Unit Team
ITS	

Gang Disassociation

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

ADMINISTRATIVE REMEDY PROCESS:

The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve problems informally by contacting staff members or

submitting a "Cop Out." When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy: BP 9 form. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Requests and complaints on behalf of other inmates are not accepted BP-9, under the Administrative Remedy Process. The first step of the Administrative Remedy process is addressing your Counselor to obtain a BP-8 form for informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-9.

The BP-9 must be filed within 20 calendar days from the date the incident occurred. Institution staff has 20 calendar days to provide a written response to the inmate. This time limit may be extended but the inmate must be notified.

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

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. This Appeal is written on a BP-11 form and must have a copy of the other appeals and responses attached. The National Appeal must be answered within 40 calendar days.

INMATE VOTING RIGHTS

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote. District of Columbia: You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address. Maine: You must have an established residence. Residence for the purpose of elections refers to "that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return." Meaning, you must intend to return to that address, and you will need to attest to that on the forms. Vermont: Inmates vote by absentee ballot by using their last known address in Vermont. Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library. Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights. The BOP will update information materials regarding changes in voting rights for relevant states as needed. Incoming and Outgoing Voter Mail Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence. All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

RESTORATION OF VOTING RIGHTS

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by state policy choice. Below is a summary. In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated. In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release. In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well. In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

Inmate Discipline

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

PROGRAM STATEMENT: 5270.09 effective 11/18/2020 can be accessed on the Law Library Computer.

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

❖ *Ordinarily, maximum of 24 hours.*

2. Staff gives inmate notice of charges by delivering Incident Report.

❖ Maximum ordinarily of 5 workdays from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, and holidays.)

3. Initial review (UDC)

❖ Minimum of 24 hours
(Unless waived)

4. Discipline Hearing Officer (OHO) Hearing

NOTE: 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 undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Appendix C

Inmate Rights and Responsibilities

Rights

1. You have the right to expect that you will be treated in respectful impartial and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious and respect the rights.
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, medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends and correspond with members of the news media in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence on conditions of your imprisonment, pending criminal cases, your conviction and civil matters.
7. You have the right to legal counsel from an attorney of your choice and correspondence.
8. You have the right to participate in the use of the law library reference materials to assist with procedures in resolving legal problems. You have the right to receive assistance from other inmates in the legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes with certain restrictions. These may include newspapers, magazines for your own enjoyment sent from the community.
10. You have the right to participate in educational, vocational training Take advantage of activities, counseling, and employment programs in the community.
11. You have the right to use your to funds for commissary and other accordance with Bureau rules, security and good order, for opening bank and/or savings accounts and for assisting your family, in purchases, consistent with institution rules.

Responsibilities

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by the rules.
3. You have the responsibility to recognize and respect the rights of others.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility during visits; to conduct yourself properly.
6. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband.
7. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
8. It is your responsibility to use the services of an attorney honestly.
9. 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.
10. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights.
11. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution.
12. You will be expected to abide by the regulations governing the participation in such activities.
13. You have the responsibility to meet your financial and legal obligations, including, but not limited to, OHO and court- imposed assessments, fines, and restitution.
14. You are also responsible for using your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Prohibited Acts

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.*, in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a greatest category prohibited act.

- 197 Use of the telephone for an illegal purpose or to commit or further a greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting **with** another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized

- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole dated rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS (cont'd.)

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.**
- 301 (Not to be used).**
- 302 Misuse of authorized medication.**
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.**
- 304 Loaning of property or anything of value for profit or increased return.**

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

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

- B1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).**
- 401 (Not to be used).**
- 402 Malingering, feigning illness.**
- 403 (Not to be used).**
- 404 Using abusive or obscene language.**
- 405 (Not to be used).**
- 406 (Not to be used).**
- 407 Conduct with a visitor in violation of Bureau regulations.**
- 408 (Not to be used).**
- 409 Unauthorized physical contact (e.g., kissing, embracing).**

- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited act.**
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.**

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- A. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- B. Make monetary restitution.
- C. Monetary fine.
- D. Loss of privileges (e.g. visiting, telephone, commissary, movies, recreation).
- E. Change housing (quarters).

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS
{cont'd}.

- F. Remove from program and/or group activity.
- G. Loss of job.
- H. Impound inmate's personal property.
- I. Confiscate contraband.
- J. Restrict to quarters.
- K. Extra duty.

DISCIPLINE SEVERITY SCALE

Additional available sanctions for repeated prohibited acts within the same severity level.

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

**U.S. Department of Justice
Federal Bureau of Prisons**

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



An Overview for Individuals in BOP Custody

FDC Tallahassee
Tallahassee, Florida

FEBRUARY 2025

PREA AT A GLANCE

Everyone in BOP custody has the right to be safe from sexual abuse and harassment.

Anyone who reports sexual abuse and harassment (staff or those in BOP care and custody) has the right to be free from retaliation for reporting.

There are multiple ways to report sexual abuse or harassment:

- Email Office of Inspector General (OIG) directly. When you email OIG from TruLincs, this is not traceable at your institution. Staff and other individuals in BOP custody will not know you made this report. You can request for your report to remain confidential. OIG is completely separate from the BOP. OIG staff do not work for the BOP.
- Tell any staff member about the sexual abuse or harassment.
- Write a “cop-out” to any staff member you are comfortable with.
- Write directly to the Regional or Central Office PREA Coordinator.
- Write directly to OIG (information is included later in this handbook).
- File an administrative remedy.
- Have someone you trust report the allegations online (the web address is included later in this handbook).

ALL allegations of sexual abuse or harassment are taken seriously and investigated accordingly.

You can always ask a staff member if you have questions about the information provided in this handbook.

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

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

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

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. Those who sexually abuse or assault individuals in BOP custody can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is another individual in BOP custody or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

It is helpful for the investigation if you include as many details as possible about the allegation(s). This can include the date, time, location, any witnesses, any evidence you may have, if you have heard of other potential victims, any previous incidents, etc.

After you make your report, you will be asked to make a statement to an investigator about the allegation. While it is helpful for the investigation to cooperate with this interview, it is always your choice how much information to share and with whom. You will also have an opportunity to speak with a Psychologist and a medical provider.

How Do You Report an Incident of Sexually Abusive Behavior?

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

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an *Inmate Request to Staff Member* (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component

of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. The address is:

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

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

These e-mails:

- are untraceable at the local institution,
 - are forwarded directly to OIG
 - will not be saved in your e-mail 'Sent' list
 - do not allow for a reply from OIG,
 - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
-
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP's public website, specifically https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Confidential Reporting

As noted above, you can send reports of sexual abuse to a dedicated email address managed by OIG, and you can request the report remain confidential. OIG is completely independent of the BOP. OIG protects the identity of victims and other individuals who report allegations to the greatest extent possible, while still thoroughly vetting and investigating the allegations. As an incarcerated person, you can make third-party reports to OIG regarding about other individuals in BOP custody and you are encouraged to do so.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

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

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services. **Rape Crisis Services, Another Way, Inc. provides advocacy services only; therefore, the Refuge House is not a way to report allegations of sexual abuse or sexual harassment.**

Your Local Rape Crisis Center:

Another Way, Inc.

Attention: Ms. Sara Marsteller

PO Box 1028

Lake City, Florida, 32056

Contact Information: (866)875-7983 or (386) 719-2700

Confidential Counseling:

FCI/FDC Tallahassee has established partnerships with local rape crisis and counseling services to provide support for inmates who are victims of sexual abuse or sexually abusive behavior. Inmates may contact the above information for support services. Inmates may also request confidential rape crisis counseling through the Ps. Contract Psychology Services to arrange a confidential call. For rape crisis counseling assistance, you may utilize the FCI Tallahassee Psychology Services Department and/or Counseling Programs for Victims of Sexually Abusive Behavior.

Management Program for Inmate Assailants

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

Prohibited Acts: Individuals in BOP custody who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the *Inmate Discipline Program* policy:

Code 114/ (A): Sexual Assault By Force Code

205/ (A): Engaging in a Sex Act Code 206/ (A):

Making a Sexual Proposal

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

229/ (A): Sexual Assault Without Force

Code 300/ (A): Indecent Exposure

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

Policy Definitions per 28 CFR 115.6

Sexual abuse includes—

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

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

violence, or is unable to consent or refuse:

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

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

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

Sexual harassment includes—

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

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

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

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

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

Contact Offices:

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

**Federal Bureau of Prisons
Central Office
National PREA Coordinator**
400 First Street, NW, 4th Floor
Washington, D.C. 20534

**Federal Bureau of Prisons
Mid-Atlantic Regional Office
Regional PREA Coordinator**
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701
State Avenue Kansas City, KS 66101-2492

**Federal Bureau of Prisons
North Central Regional Office
Regional PREA Coordinator**
Gateway Complex Tower II
8th Floor 400

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

**Federal Bureau of Prisons
South Central Regional Office
Regional PREA Coordinator**
U.S. Armed Forces Reserve

344 Marine Forces Drive
Grand Prairie, Texas 75051

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

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

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

PREA Video Script

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

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

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

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

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

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

FIRST STEP ACT ADMISSION AND ORIENTATION A&O ADDENDUM

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

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

What is the PATTERN Risk Assessment?

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

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

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

What is the SPARC-13 Needs Assessment?

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

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

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

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

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

What if I'm back in prison (violator or new criminal conviction), do I have to redo the self-assessment surveys that I completed last time?

YES. When you release from BOP custody, everything related to FSA is closed out. If you return to custody, everything starts over.

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

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

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

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

An EBRR Program is a group or individual activity found in the FSA Approved Programs Guide where

research has shown that participation reduces, or is likely to reduce, recidivism. Some examples of EBRR Programs are:

- GED
- Residential Drug Abuse Program (RDAP)
- Anger Management
- Life Connections
- UNICOR Employment

What is a Productive Activity (PA)?

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

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

What is a non-FSA Program?

These are the other programs and activities offered which are for the purposes of reducing idleness and contribute to an inmate's overall positive institutional adjustment and help maintain clear institution conduct. Some examples include:

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

What is an FSA Assessment and when does it occur?

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

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

institution, or if your case manager is out sick.

Who is NOT eligible to earn FTCs?

- U. S. Code Inmates convicted of offenses excluded by the FSA
- U. S. Code Inmates with prior state or federal convictions excluded by the FSA
- U. S. Code, Old Law Inmates
- U. S. Code Inmates in state custody
- State boarders
- Treaty Transfers Inmates
- Military Inmates
- D. C. Code Inmates*

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

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

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

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

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

When do I start earning FTCs?

You will earn your first FTCs once you complete 30 programming days. You can start earning programming days AFTER you arrive at your designated institution, your PATTERN Risk Assessment and SPARC-13 Needs Assessment are completed, and you agree to participate in recommended

programming. This means you cannot begin earning programming days and time credits while in pretrial or holdover status, even if you are being held in one of the Bureau's Detention Centers or Jail Units. The reason is simple, the FSA Assessment process begins after you arrive at your designated facility and begin the intake and Initial Classification process.

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

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

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

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

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

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

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

How many FTC days can I earn?

The number of FTCs earned is based on the length of your incarceration and your total number of programming days. The statute limits the number of earned time credits to "an amount that is equal to the remainder of the prisoner's imposed term of imprisonment." What does this mean? You can only apply

time credit up to the amount of time remaining to serve. If for example, you have earned 310 days of time credits toward early release and then receive a sentence reduction which creates a new statutory release date which is only 9 months away (approximately 270 days), your FTCs will be applied to the new date; you will be an immediate release, and the 40 days left over will just disappear with your release.

What is “Opting Out?”

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

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

Can I earn FTCs while waiting for a program?

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

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

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

How do I earn my credit?

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

FTCs are auto-calculated based on 30-day periods in earning status – meaning for every 30 days you are in earning status, you will earn either 10 or 15 days based on your PATTERN risk level at the time of your FSA Assessment. FTCs will be posted on a monthly basis, agency-wide, based on a completed 30-day period. There is no partial or prorated credit for either programming days or FTCs. No FTCs will

post if you have not accumulated 30 days in earning status. Rather, those days in FTC earning status will carry over to the next monthly cycle, and you will receive your FTCs at the end of the next cycle.

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

Along with other enhancements to the FSA Assessment process, beginning later in 2024, your Time Credit status will also be reviewed during regularly scheduled Program Review meetings which will allow you additional opportunities to catch up the “carried over” programming days and post Time Credits to your record sooner.

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

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

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

In 2024, the FSA Time Credit Worksheet will be enhanced to provide additional information as well as improving the clarity of the information provided.

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

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

Can I lose FTCs?

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Are FTCs applied to my percentage of time served?

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

What is an FSA Conditional Release Date?

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

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

What is the maximum number of FTCs that I can earn?

The maximum number of credits an individual can earn varies from person-to-person, but it is being driven by the number of programming days and if/when you drop to low or minimum risk level. But, in all case, the number of FTCs applied cannot be greater than the numbers of days remaining to serve at any point in your incarceration.

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

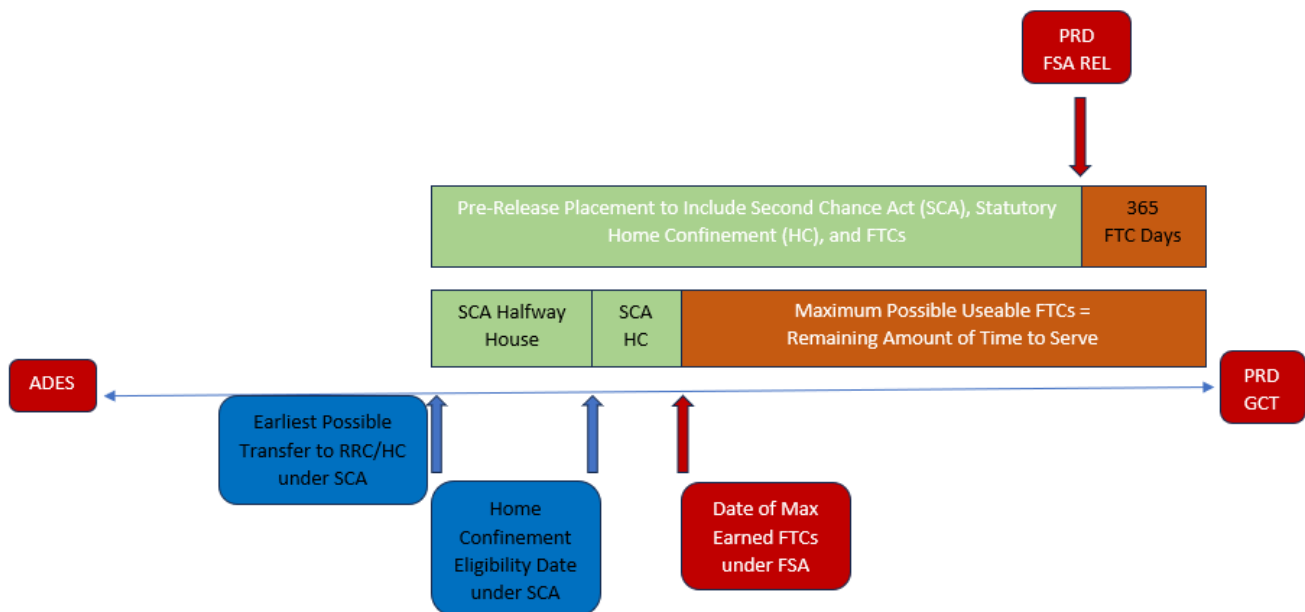
Yes. As long as you continue to successfully program. Remember incident reports can result in a change in your PATTERN Risk Level. If this happens while in Halfway House and/or Home Confinement, it can also impact both your earning status and your ability to apply FTCs toward your release. If your PATTERN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

How does FTCs work with Pre-Release Placement?

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

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

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



For example, if you had 60 months followed by a term of supervised release. You would be eligible for about six months of Home Confinement under the Second Chance Act. After you've earned the 365 FTC days toward early transfer to Supervised Release (i.e., early release from custody), you will have enough time remaining to serve to accumulate FTCs toward pre-release placement. If your Unit Team were to also recommend and approved you for a Second Chance Act placement of nine months in addition to your pre-release FTCs, you will have to stay in the halfway house for the first three months as the six-month home confinement eligibility requirement still applies regardless of the number of additional FTCs.

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

As long as you are eligible to earn time credits, an unresolved pending charge and/or detainer has no impact. With the exception of inmates with final orders of deportation or removal – determinations made based on documentation provided by Immigration and Custom Enforcement (ICE), unresolved pending

charges and/or detainers will not impact your ability to apply credit toward early release or pre-release placement.

However, it is important to understand that while you are eligible for halfway house and/or home confinement, placement in the community does NOT eliminate the outstanding detainers and/or pending charges. **Meaning - if you are in halfway house and/or home confinement and have detainers and/or pending charges, you are at significantly higher risk to be arrested due to active warrants, and an arrest will result in a technical escape for you and an interruption in your federal sentence as the Bureau will have lost primary jurisdiction.**

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

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

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

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

What about if I have an unresolved pending charge and/or detainer and am eligible for the RDAP early release benefit? How will that impact my time credits?

Because of the unresolved pending charges and/or detainer, your RRC/HC placement will be strictly based on your FTCs. Accordingly, you must have at least 120 FTC days for placement in the RRC/HC. The auto-calculation application is designed to limit the number of FTC days applied toward early release to ensure the 120-day RRC/HC requirement, and then will make all the remaining FTC days available toward RRC/HC placement. This limitation will be based on your expected institution RDAP completion date. Once you have an RRC/HC placement date, your Unit Team will submit updated documentation to DSCC so that your sentence comp can be updated. Remember - the amount of time remaining to serve once you complete RDAP will determine how many of your FTC days you will be able to apply. This information can be found on your FTC Worksheet.

Questions?

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