

**DEPARTMENT OF THE ARMY  
REGIONAL CORRECTIONS FACILITY  
FORT LEWIS, WASHINGTON 98433**

1 July 2001

**REGIONAL CORRECTIONS FACILITY RULEBOOK**

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**DEPARTMENT OF THE ARMY  
REGIONAL CORRECTIONS FACILITY  
FORT LEWIS, WASHINGTON 98433-9536**

AFZH-MPG

1 May 2001

MEMORANDUM FOR: SEE DISTRIBUTION

SUBJECT: Inmate Rulebook of Procedures and Guidelines

1. This rulebook is issued to you as a set of instructions that have the authority of orders. It covers those actions expected of you that lend themselves to definitive or standardized procedures, thus ensuring the efficient operations of the Regional Corrections Facility (RCF). It also identifies programs available to you that support our goal of providing you an opportunity to return to civilian society as a more productive citizen.
2. You are encouraged to participate in the various educational, treatment, and religious programs available in the RCF. You will be required to work a normal workday and you will have the opportunity to participate in periods of recreation.
3. The RCF staff are professionals who have genuine concern for your well-being and personal development. However, you alone will determine how much you actually benefit from this experience. You are expected to read, understand and comply with this rulebook. If you follow the rules in this rulebook and have a positive attitude, you will be well on the road to reintegration into society. Try to spend your time at the RCF in a positive way so you are better off when you leave.
4. I hold you responsible for your actions.

DISTRIBUTION:  
1 each inmate  
1 each RCF Staff Member

G. JOSEPH MILLAN  
LTC, MP  
Commanding

## CHAPTER 1

### GENERAL

**1-1 PURPOSE.** To outline the requirements, procedures, and opportunities at the Fort Lewis Regional Corrections Facility (RCF). Failure to comply with all rules and requirements set forth in this regulation may result in disciplinary action under the Uniform Code of Military Justice (UCMJ), administrative action before a Discipline and Adjustment (D&A) Board, or a combination thereof.

**1-2 SCOPE.** This regulation is applicable to all persons confined at the RCF.

**1-3 REFERENCES.** Related Publications.

- a. Uniform Code of Military Justice.
- b. DOD Directive 1030.1, Victim and Witness Assistance.
- c. DOD Directive 1030.2, Victim and Witness Assistance Procedures.
- d. DOD Directive 1325.4, Confinement of Military Prisoners and Administration of Military Correctional Programs and Facilities.
- e. DOD Instruction 1325.7, Administration of Military Correctional Facilities and Clemency and Parole Authority.
- f. AR 15-130, Army Clemency and Parole Board.
- g. AR 25-55, The Department of the Army Freedom of Information Act Program.
- h. AR 27-10, Military Justice.
- i. AR 27-174, Accounting for Prisoners' Personal Property and Funds.

- j. AR 190-47, The Army Corrections System.
- k. AR 633-30, Military Sentences to Confinement.
- l. AR 670-1, Wear and Appearance of Army Uniforms/Insignia.

#### **1-4 GENERAL.**

a. Each inmate will study this rulebook carefully and become familiar with its contents. Compliance with this rulebook, and responsible behavior are important considerations for clemency, restoration, parole, custody elevation, detail assignment and/or abatement. Inmates will keep this rulebook in their possession and return it upon release from the RCF. It is the inmate's responsibility to maintain and return this rulebook in good condition; marking, tearing, or otherwise "defacing" this manual is strictly prohibited.

b. Rules cannot be established to govern every situation nor can every institutional rule be included in this rulebook. Basic common sense and compliance with orders are the keys to success. Any inmate who is unsure about the appropriate action to take or does not understand any part of this manual should seek clarification from appropriate RCF cadre.

c. All references to "he" or "his" within this rulebook are not intended to be gender specific.

d. The RCF Commander or his designated representative must approve all exceptions to this rulebook.

**1-5 COMMANDER'S LETTER TO FAMILIES.** Upon arrival, a letter from the RCF Commander is sent to the immediate family of each inmate, advising them of the inmate's safe arrival, correspondence procedures, procedures for depositing funds in prisoner deposit fund, and visiting rules. This correspondence is sent unless the inmate declines this procedure in writing.

**1-6 RCF COMMANDER'S OPEN DOOR POLICY.** Inmates will follow the procedures outlined below when requesting to use the Open Door Policy:

a. Before requesting an appointment with the Commander, ensure the subject of your request is an issue that must be resolved at that level. Prepare for your appointment in advance by developing a specific and detailed written request. Ensure you have attempted to resolve the issue(s) at the lowest level possible.

b. It is the Commander's intention to see everyone who needs to be seen, and help everyone that needs help. Consider the many means of communication you have available before requesting an appointment with the Commander.

c. In all cases, inmates will use the Open Door Policy as a last result, prior to contacting a higher command or an outside agency.

## **CHAPTER 2**

### **INMATE CLASSIFICATION**

#### **2-1 RECEPTION PERIOD.**

a. Personnel entering a correctional facility may experience difficulty adjusting to confinement. Initially, an inmate may feel depressed, angry or confused about being confined. This is a normal reaction because confinement, like any other change, can be stressful. Within 72-94 hours a Mental Health representative will conduct an initial assessment of the inmate's mental status and current adjustment to confinement. After the mental health assessment is completed, findings and/or recommendations will be provided to the RCF Commander on all inmates who are or are not cleared by the Mental Health Section.

b. New arrivals will be in-processed and attend a facility orientation. This orientation is designed to inform you of the RCF rules, procedures, and to introduce services and opportunities available for self-improvement. During this period, initial interviews are conducted by staff personnel to assign work details and design an individual correctional treatment program.

**2-2 INMATE STATUS.** All personnel ordered into confinement will be addressed as "Inmate" regardless of status. Your status will either be pretrial or post-trial.

a. Pretrial Status. Inmates in pretrial status are inmates ordered into confinement awaiting filing of charges, disposition of charges, trial by courts-martial or trial by a foreign court.

b. Post-Trial Status. Inmates in post-trial status are either adjudged or sentenced.

(1) Adjudged. The sentence has been announced in an open court, but has not yet been approved by the convening authority. Also, an approved sentence by the convening authority that includes a pending punitive discharge or a sentence of 12 months or more, but not

yet approved for execution by the appropriate service's military judicial review authority.

(2) Sentenced. An inmate whose sentence to confinement (less than one year without a punitive discharge) has been ordered into execution by the convening authority.

(3) Officer Inmates. Officer inmates are commissioned or warrant officers of the Armed Services of the United States on active duty, confined prior to any courts-martial sentence being ordered into execution.

**2-3 PRETRIAL CONFINEMENT.** Pretrial procedures and standards are set forth in AR 27-10 and Rules for courts-martial (RCM) 305, MCM, or where appropriate, the applicable regulations of other services.

a. Pretrial inmates will be segregated from other inmates in employment and recreational areas. They will be billeted separately from post-trial (adjudged and sentenced) inmates to the greatest extent possible. This segregation may not be waived. Pretrial inmates are prohibited from co-mingling, associating, dining, or engaging in conversation with post-trial prisoners.

(1) Pretrial Officer Inmates may waive the right to be segregated from other pretrial inmates and assigned duties appropriate to their grade by signing a written waiver. When a Pretrial Officer decides to waive this right, they must submit a DD Form 510 to the Administration Section to request the waiver.

(2) Pretrial NCO Inmates may waive the right to be segregated from other pretrial inmates and assigned duties appropriate to their rank by signing a written waiver. When a Pretrial NCO decides to waive this right, they must submit a DD Form 510 to the Administration Section to request the waiver.

b. Pretrial confinement procedures are governed by AR 190-47, AR 27-10 and FL Supplement 1 to AR 190-47. Since facility construction prohibits pretrial inmates from having completely separated areas, modifications must be made to accommodate them. Unless specified below pretrial inmates must adhere to the same rules as post-trial inmates. The following items outline requirements and modifications made to accommodate pretrial inmates:

(1) Pretrial Inmates will be housed in side cells (A & C Blocks) or front cells (B Block) in order to provide segregation from post-trial inmates.

(2) Pretrial Inmates will be allowed to make professional assistance telephone calls, not to exceed 20 minutes each, by submitting a request (DD Form 510). Professional assistance telephone calls are calls to doctors, lawyers, priests, counselors, etc. Additional telephone calls may be made by utilizing the individually assigned pin number system. Incoming phone calls will be handled as follows:

(a) Messages will be taken by cadre answering phone.

(b) Information will be forwarded to the Counselor, then to the intended pretrial inmate.

(c) Return phone call will be authorized at earliest possible time.

(3) Phone calls will not be stacked. Pretrial inmates who do not make a personal call one day, may not make two the following day. The RCF will not accept collect calls and direct access phone calls will be granted on a case-by-case emergency basis.

(4) Pretrial inmates will have recreation call IAW the facility schedule of calls. Inclement weather or other situations may prohibit an outdoor recreation call, however, recreation time will be granted IAW the schedule of calls and access to games (cards, Monopoly, etc.) will be provided.

(5) Pretrial inmates who use the weight room are authorized shower call (limited to ten minutes), and/or personal hygiene activities IAW the facility scheduled of calls.

(6) Pretrial inmates will be afforded TV time IAW the schedule of calls. Weekend time will coincide as closely as possible with scheduled TV time for post-trial inmates in order to maintain proper control procedures. Guard Commanders may cancel TV time or other activities as deemed necessary for control measures, facility rule violations, or interference with normal daily activities (e.g., chow, clean up, etc.). Full privileges will be granted in as much as feasibly possible.

(7) Pretrial inmates will eat meals during normal dining facility hours (normal block rotation). They are required to sit at the first row near the tray turn-in point, filling in the tables closest to the headcount, and will be segregated from post-trial inmates. Segregation may be accomplished by leaving an empty row of tables or seats between pretrial and post-trial inmates, putting up a partition, or placing a guard with the pretrial inmates while eating.

(8) Pretrial inmates will maintain their cell areas in accordance with the RCF Rulebook. This includes authorized items and quantities, bunk displays, cleanliness, and prompt military courtesy and discipline.

(9) Pretrial inmates are subject to the same rules and standards of behavior as post-trial inmates. Violations may result in forfeiture of certain privileges including but are not limited to: TV time, Recreation Call, rations, telephone, games, etc. Serious violations may result in additional courts-martial charges.

**2-4 CUSTODY LEVELS.** At regular intervals, Post-Trial inmates will be reviewed by a

classification board to determine custody level. Inmates may be considered for early classification review as determined by the RCF Commander. All inmates begin as maximum custody.

a. Maximum custody. Maximum (MAX) custody is for inmates who require constant custodial supervision. Inmates are escorted in full restraints (hand & leg irons) by two (2) Correctional Personnel when removed from their cell.

b. Medium custody. Medium (MED) custody is for inmates who require continuous custodial supervision. They are eligible for normal work assignments inside the RCF. When required to leave the facility for any reason, they are escorted in full restraints and remain under constant supervision.

c. Minimum custody. Minimum (MIN) custody is for inmates who require little custodial supervision. They are eligible to work on details outside the RCF. Minimum custody inmates are selected for their trustworthiness, attitude and dependability. Inmates who achieve this custody and earn additional privileges have progressed well through their individual correctional treatment program, maintained appropriate conduct.

d. Trusty. Trusty is the highest and least restrictive of the custody levels. Trusties require very little to no custodial supervision. Trusties as the name implies are "trusted" to always do the right thing, with the least restrictive control measures.

(1) Inmates convicted of minor offenses and recommended for Trusty status will have their packet forwarded to the RCF Commander for approval.

(2) Inmates convicted of major offenses involving crimes against persons or arson, and recommended for Trusty status will have their packets forwarded through the Provost Marshal to the Commanding General (CG), Fort Lewis. In these cases the CG is the final approval authority.

**2-5 TRUSTY.** Trusty is the highest custody level an inmate can attain at the RCF. Trusties are housed outside the main facility and are permitted to work outside the RCF with little or no custodial supervision. The status of "Trusty," when achieved is assumed voluntarily. If an inmate accepts this status, they must sign a pledge, wherein the inmate agrees to comply with all rules and regulations pertaining to this custody level.

a. Trusties must conform to the requirements of the facility rulebook, regulations and the Trusty Agreement, and the schedule of calls except as listed below. Failure to follow a rule or regulatory requirement or keep the pledge can result in a loss of this status. Trusties must continuously display trustworthiness and a willingness to comply with all rules and regulations.

b. Privileges:

(1) Authorized items will be kept inside of the wall locker, that will be in inspection order at all times. No bunk displays are required.

(2) Trustees are authorized to sit or lie on their beds during off-duty times. Each Trusty will ensure that their bunk and personal area is neat and clean prior to departing the area.

(3) Trustees eat first in the order of chow for all meals. Trustees are authorized to go to morning chow without escort and will eat at a designated table in the dining facility.

(4) Trustees are not required to hold up their silverware to be cleared from the table or the dining facility, nor required to hold up their silverware to get up from their table and obtain milk, coffee, etc. Trustees can be cleared from the dining facility without waiting for the minimum status prisoners. Cadre members will notify Post #2 to open the dining facility gate to let Trustees exit.

(5) On weekdays between 0730 and 1700 hours, Trustees will travel without escort between H Block (Building 1448) and Building 1450 (main facility) using the catwalk. Trustees will enter and exit the main facility through the compound sally port near the Temporary Release (TR) section when reporting to and from work. At no time will an inmate enter or exit the facility through Post #1 without escort, except during emergency conditions or as directed by cadre personnel.

(6) Trustees will have free access to the weight room after duty hours, if the room is not scheduled for use as listed in the schedule of calls. Trustees will be under the control of the Post #4 guards while using the weight room. Jogging and/or playing basketball outside after duty hours is also permitted; however, these activities must be supervised by a guard. Trustees are authorized freedom of movement during duty hours IAW their Trusty Agreement.

(7) During lights out, IAW the facility schedule of calls, the Trustees are authorized to utilize the small desk lamps for reading.

(8) Trustees will be first in line for Health and Comfort issues and haircuts. Trustees will be instructed to report for these calls prior to the main population.

(9) Trustees may have their own personal radio/cassette/CD player (small hand held size without recording capabilities) and a TV game station, not to exceed a value of \$200.00. Headsets must be utilized when these items are in use. Personal TVs are authorized, not to exceed a 13" screen. Domicile recreation will consist of, but is not limited to:

- (a) Group discussions of more than two Trustees.
- (b) All table top games (chess, cards, etc.).
- (c) Table tennis
- (d) Listening to music (Trusties are authorized to have 60

commercial/prerecorded tapes or CDs.)

(10) Trustees are authorized to use \$50.00 per month of their personal funds for miscellaneous items. Trustees will be required to coordinate through the Counseling Section to make trips to the PX to make purchases.

### **CHAPTER 3**

## **INSTITUTIONAL OFFENSES**

### **3-1 GENERAL.**

a. The laws, rules and regulations applicable to corrections are too numerous to quote in their entirety. Copies of Army Regulation 190-47 (The Army Corrections System), AR 27-10 (Military Justice), the Uniform Code of Military Justice/Manual for Courts-Martial, and other regulatory guidance applicable to confinement are available upon request. Every inmate is required to become knowledgeable of the rules and procedures of this facility.

b. This chapter lists and describes some of the offenses at the RCF. This is not a complete list of offenses for which inmates may be disciplined. The Uniform Code of Military Justice (UCMJ) among other regulations and lesser-included offenses also apply to RCF inmates.

**3-2 DOMICILE ENTRY.** The Guard Commander maintains a Domicile Entry card on each inmate. The primary use of this form is to record minor violations of institutional rules that do not warrant an Observation/Disciplinary Infraction Report (i.e., failing a bunk inspection; failing to shave; failing to possess the confinement badge or wear it properly; unsecured wall locker/property; and improper wearing of the inmate uniform). The recording of each violation is commonly referred to as a "Domicile Entry" or DE. An inmate who receives three domicile entries in a 30 day period will receive a Disciplinary Report (DR) for Rules Violation, and will normally be required to appear before a one-member disciplinary and adjustment board. The first two domicile entries may be "worked off" within three working days by volunteering to work on special projects, usually in the cell block; two hours for each DE received. Inmates are not provided an opportunity to work off the third DE when no effort has been made to remove the previous two (received within 30 days).

**3-3 PUNISHMENT.** There are two types of disciplinary and adjustment boards: one-member boards and three-member boards. One-member boards are empowered to recommend warning or reprimand, deprivation of one or more privileges for not longer than 60 days, extra duty not to exceed two hours per day for 14 consecutive days and vacation of previously suspended minor administrative disciplinary actions. The three-member board may recommend all of the punishments of a one-member board, and in addition: custody reduction, disciplinary segregation for an indefinite period (normally not to exceed 60 days), forfeiture of all

or part of earned good conduct time, and vacation of any previously suspended disciplinary actions. Listed below is a more comprehensive list of possible punishments that may be imposed.

- a. Inmates recommended for a one-member board are offered the opportunity to request a three-member disciplinary and adjustment board.
- b. Actions taken in connection with a disciplinary and adjustment board do not preclude trial by court-martial or action under Article 15, UCMJ.
- c. Disciplinary and Adjustment Board disciplinary and/or management dispensing levels are as follows:

### **ONE-MEMBER D&A BOARD**

#### **DISCIPLINARY/MANAGEMENT ACTIONS:**

- (1) Reprimand (verbal or written)
- (2) Forfeiture of 14 days recreation privileges
- (3) 14 days Extra Duty (not to exceed 2 hours per day)
- (4) Loss of or suspension from the Earned Good Conduct Time Abatement Program
- (5) Detail Change
- (6) Suspension of any favorable actions not to exceed 180 days
- (7) Vacation of any previously suspended minor actions
- (8) Loss of privileges

### **THREE-MEMBER D&A BOARD**

#### **DISCIPLINARY/MANAGEMENT ACTIONS:**

- (1) Reprimand (verbal or written)
- (2) Forfeiture of 60 days recreation privileges
- (3) 14 days Extra Duty (not to exceed 2 hours per day)
- (4) Loss of or suspension from the Earned Good Conduct Time Abatement Program
- (5) Detail Change
- (6) Suspension of any action imposed not to exceed 180 days
- (7) Vacation of any previously suspended actions
- (8) Loss of privileges
- (9) Reduction in custody level or classification
- (10) Disciplinary Segregation for an indefinite period (normally not to exceed 60 days for any single D&A board hearing)
- (11) Forfeiture of good conduct and/or earned abatement time

- (12) Forfeiture of health & comfort items not to exceed 25% of the monthly allotment, up to amount equal to the depreciated damaged, stolen or lost property value
- (13) Reduced Diet or "Food loaf" (normally not to exceed 7 days and will be evaluated daily by a Medical Officer)
- (14) Other recommendations considering violation and extenuating circumstances
- (15) Trial by court-martial

d. The recommended maximum disciplinary and management actions will not be exceeded unless one of the following conditions are met:

(1) The D&A Board Members believe the maximum level should be exceeded due to unusual circumstances. The D&A Board President will justify in writing to the RCF Commander the reasons for recommending actions that exceed the maximum level.

(2) Adverse findings of two or more offenses that occurred within a 90 day period.

**3-4 OFFENSES.** The following paragraphs define or describe offenses at this facility. They are not a complete list of offenses for which inmates may be disciplined. There are other regulations and the UCMJ applies to every inmate confined in the RCF. However, knowledge of the offenses listed herein will enable any inmate to avoid disciplinary action if they apply that knowledge with some common sense and good judgment. Category I & II offenses are considered general infractions. Category III & IV offenses are considered serious infractions. Serious infractions require the initiation of an Observation/Disciplinary Report. When in doubt - ask a cadre member first! Whereas these rules are not an exact extract from the UCMJ, they are necessary in the orderly operation of this confinement facility.

(1) **Academic/Rehabilitation Program Misconduct (Cat II).** Missing any class through design or misconduct; cheating or assisting another to cheat on an academic, vocational training examinations or during rehabilitation programs; disrupting any academic, vocational training or rehabilitation session.

(2) **Aiding Another (Cat I, II, III, or IV).** Conspiring with, soliciting or aiding another to commit or attempt any prohibited act, to include failing to report a prohibited act. The level of offense is the same as the prohibited act.

(3) **Arson (Cat IV).** Igniting any item that could cause injury or damage to person/personal property.

(4) **Assault (Cat IV).** To attempt or offer to do bodily harm to another, with unlawful force or violence, and with apparent ability to do so.

(5) **Assault Consummated by Battery (Cat IV).** To intentionally and

without consent, strike, touch or apply force to the person of another, either directly or indirectly, resulting in either bodily harm or an offensive touching of any form.

(6) **Attempt (Cat I, II, III, IV)**. Any attempt to do a prohibited act, including any steps or preparation necessary to accomplish the prohibited act. The level of offense is the same as the prohibited act.

(7) **Being Unsanitary or Untidy (Cat IV)**. Failing to keep one's person, clothing or living area sanitary and in accordance with prescribed standards. This offense includes littering of common use areas such as blocks and recreational areas.

(8) **Breach of Peace (Cat III)**. Use of rough, loud, profane or boisterous language or action that disturbs or threatens the peace and good order of the facility.

(9) **Bribery/Solicitation (Cat IV)**. Asking, offering, rendering, accepting or receiving anything of value, to include personal services, with intent to influence another to make a decision or commit an act that is prejudicial to the good order and discipline; including civilian and military personnel in the performance of their official duties.

(10) **Cadre Manipulation (Cat III)**. Involves any manipulative action that gains any unauthorized benefit for an inmate or inmates. This includes, but is not limited to, lying to a cadre member, attempting to ingratiate oneself to a cadre member, attempting to anger a cadre member(s) by passing the chain of command, or any similar activity.

(11) **Cell Alteration (Cat II)**. Making unauthorized changes to living quarters such as, but not limited to, moving furniture, painting walls, hanging items to block the view into the living area or affixing shading devices to lights.

(12) **Communicating a Threat (Cat IV)**. Communicating verbally, in writing, or by physical gesture, a message intended to, or which may reasonably be expected to intimidate or threaten another, either directly or indirectly. This includes conditional threats or intimidation.

(13) **Communication Tampering (Cat III)**. Disassembling or tampering with any part of a public address system, headset, television, telephone, etc.

(14) **Conduct Which Threatens (Cat III)**. Any conduct which is likely to interfere with the orderly running, safety, good order and discipline or security of the institution (i.e., horseplay or cutting in line).

(15) **Counterfeiting/Forgery (Cat IV)**. Falsely making, submitting, reproducing, or altering any signature, writing, document, article of identification, money, security, or official paper without proper authority.

(16) **Damaging or Destroying Property (Cat III)**. Defacing, altering, or destroying property belonging to the government or to an individual. Anything issued to an inmate is government property (i.e., RCF Rulebook, inmate identification badge, cell furnishing, clothing, equipment, and all recreational games). This offense also includes marking, defacing, or destroying posted instructions/orders.

(17) **Disobedience (Cat IV)**. Disobeying an order given by a civilian or military personnel in the performance of their duties to include failure to comply with an order in a timely manner. This includes implied orders. It is not necessary to say, "This is an order."

(18) **Disorderly Conduct (Cat III)**. Conduct of such a nature as to likely affect the peace and quiet of any persons who may witness it or who may thereby be disturbed or provoked to resentment. This charge could encompass all participants in a fight, regardless of who started the fight, or against individuals who engage in disruptive conduct such as trashing a cell or block (i.e., throwing things in the block or flooding the block or cell by any means).

(19) **Disrespect (Cat III)**. Being disrespectful in language or actions towards or about any civilian, military service member, or other person of authority.

(20) **Escape (Cat IV)**. Leaving custodial control, including: departing the facility, detail or job site without proper authority.

(21) **Excessive Domicile Entries (Cat III)**. Accumulation of domicile entries for minor violations of facility rules. Offense is based on the total number of charges an inmate accumulated. Three domicile entries in a 30 day period are considered excessive.

(21) **Extortion (Cat IV)**. Demanding or receiving anything of value, to include personal services, from another under threat of harm, exposure to authorities or disgrace.

(22) **False or Unsubstantiated Complaints (Cat IV)**. Any communication with outside agencies intended to (or which may reasonably be expected to) irritate, demean a staff member or facility by uttering false or unsubstantiated complaints. Communications and/or official complaints made without merit are considered harassment and an abuse of resources designed to address legitimate issues.

(23) **False Statement (Cat IV)**. Deceitful or dishonesty towards a staff member about an official matter either verbal or written. Signing or printing the name of another on any official document without authority of RCF officials; any inmate who, with intent to deceive, signs any false record, return, order or other official document, knowing it to be false, or makes any other false statement knowing it to be false, is guilty of this offense.

(24) **Funds Manipulation (Cat IV)**. Directly or indirectly transferring money

or negotiable instruments (including but not limited to checks, and money orders) to another except as specifically authorized by this regulation. Receiving money or negotiable instruments from a person or persons identified as a prohibited source for fund transfers under this rulebook.

(25) **Gambling (Cat III)**. Participating in games of chance for anything of value to include personal services. Use of authorized recreational equipment for games of chance. Possession of gambling paraphernalia.

(26) **Horseplay (Cat III)**. Rough or boisterous play or conduct of such a nature as to likely affect the peace and quiet of any persons who may witness it or who may thereby be disturbed or provoked to resentment. This includes undisciplined or disruptive behavior, which is contrary to the good order of the facility.

(27) **Incurring a Debt (Cat III)**. Incurring a financial obligation to a person or business while in confinement.

(28) **Indecent Exposure (Cat IV)**. Intentionally exhibiting one's sexual organs, bare buttocks or, in the case of a female, bare breasts, to another or to public view.

(29) **Interfering with Count (Cat III)**. Delaying or interfering with count. Inmates will have two minutes to move to their cell, bunk or areas when count or lock down is ordered. They will position themselves IAW this rulebook so they are readily visible to staff members conducting count. Cellblock lights will remain on during count. Inmates are prohibited from showering during count or lock down.

(30) **Intoxicants (Cat IV)**. Possession, introduction, manufacturing or use of any narcotic, narcotic paraphernalia, drug or intoxicant not prescribed by medical staff.

(31) **Larceny (Cat III)**. Taking the property without authority.

(32) **Lock Tampering (Cat IV)**. Tampering with locking devices or other security equipment to include obstructing doors to prevent their locking.

(33) **Loitering (Cat II)**. Lingered, moving slowly, stopping or pausing in an area of the facility during individual or mass movement. Taking more than 20 minutes to consume a meal.

(34) **Malingering (Cat II)**. Self-inflicted injury or faking an injury or sickness, (to include abuse of sick call) for purposes of avoiding a detail, responsibility, requirement, appointment or order.

(35) **Medication Misuse (Cat IV)**. Use, possession or storing of medicine, to include steroids and stimulants, except as authorized by appropriate Army medical staff.

Willful failure to take medicine as prescribed by medical staff.

(36) **Mutilation (Cat IV)**. Tattooing, piercing, marking or maiming any part of the body or another person's body.

(37) **Non-participation of Required Treatment Program (Cat III)**. Willfully failing to attend, actively participate in, or complete mandatory treatment program(s) as prescribed by the Mental Health section.

(38) **Non-support of Dependents (Cat III)**. Failing to provide the minimum amount of support required. For inmates in a non-pay status, this includes failing to provide support when inmate has assets from which he could draw in order to satisfy, in whole or in part, support obligations. This offense also includes failing to comply with support related requirements of court orders (i.e., requirements to provide copies of tax returns or make property distributions).

(39) **Out of Place (Cat III)**. If an inmate is not at their designated detail, cellblock area, religious activity, recreational activity, or dining area and is not under escort, they are out of place. Simply stated, if an inmate is not where they are supposed to be, they are out of place. This includes inmates who deviate from the most direct authorized route from one authorized location to another. This also includes being out of their bunks after lights out.

(40) **Personal/Institutional Rations Misuse (Cat III)**. Use of any institutional or personal ration in any manner for which it was not intended, such as throwing a rations item; using rations to make intoxicants; using rations in other illegal acts; wasting rations; or adding any foreign substance to rations.

(41) **Possession, Introduction or Use of a Weapon (Cat IV)**. Construction, introduction, possession or use of weapons is expressly forbidden. Weapons include but are not limited to: guns/ammunition, knives, clubs, brass knuckles, saps, blackjacks, and hard objects in a sock or similar container, or any item modified so it could be used as a weapon (i.e., modifying a disposable razor to expose the cutting edge).

(42) **Possession of Stolen Property (Cat II)**. Having on one's person or in one's living area, property belonging to another that has been stolen. While actual knowledge that the property was stolen is required, such knowledge may be inferred and proven by circumstantial evidence. (Example: possession of another inmate's property that has been inscribed.)

(43) **Profiteering/Racketeering (Cat III)**. The loaning, buying, selling, transferring, receiving, or lending of property or anything of value for profit or increased return.

(44) **Prohibited Property (Cat III)**. Anything not specifically authorized by

proper authority to be in an inmate's possession is prohibited. Inmates must obtain and keep written permission (DD Form 510) from the Correctional Supervision Branch (CSB) to possess any item not specifically authorized by this manual. Any item not specifically authorized, found in an inmate's possession is considered prohibited property. Possession of property obtained from trash receptacles or discarded in any other way by other inmates or staff is prohibited.

(45) **Provoking Words or Gestures (Cat IV)**. Verbal or written communications or physical gestures that may anger, irritate or incite another to include a breach of peace under these circumstances.

(46) **Resisting the Force Cell Move Team (FCMT) (Cat IV)**. Any action taken to impede, resist or interfere with the actions of the FCMT, to include, but not limited to, trying to keep the cell door closed, throwing objects at the FCMT, attempting to grab a FCMT member while in the performance of their duties, etc.

(47) **Rules Violation (Cat II)**. Violation of any posted or published facility rule. This includes, but is not limited to rules stated in this manual, and rules or instructions posted on the inmate bulletin board, details and other offices/work areas. This also includes but is not limited to violating the limitations imposed by recreation restriction, sick call, medical profiles, the terms of Minimum Custody or Trusty pledges.

(48) **Running (Cat II)**. Running anywhere inside a facility is prohibited. Running is authorized during appropriate recreation activities within the RCF compound.

(49) **Sexual Misconduct (Cat IV)**. Soliciting, threatening or engaging in sexual or lewd conduct with another.

(50) **Staff Harassment (Cat III)**. Any comment, conversation, question or other communication (verbal or non-verbal expressions or using DD Form 510) intended to (or which may reasonably be expected to) anger, irritate or demean a staff member. Such communications is considered staff harassment when directed to a staff member or to another and overheard by a staff member.

(51) **Suffering Loss of Property (Cat II)**. Loss of property due to carelessness to include loss of property due to unsecured lockers within the living area, whether the inmate is present or not.

(52) **Trafficking (Cat III)**. Selling, buying, trading, giving, receiving or lending any item within the facility is prohibited except as specifically authorized by proper authority.

(53) **Unauthorized Ordering (Cat II)**. Purchasing or ordering goods or services that are not authorized or purchasing or ordering goods or services in a manner that is prohibited.

**(54) Unauthorized Contact with Staff Members or Former Inmates (Cat IV).** Any social, physical, telephonic or other verbal/written contact between inmates and staff members other than during normal course of duty performance is prohibited. Inmates are also prohibited from communicating with, or engaging in, social contact with staff members or former inmates unless specifically authorized in writing in advance by the Facility Commander.

**(55) Unauthorized Contact with Persons Associated with Case (Cat IV).** Contact is prohibited with any personnel involved in the prosecution and disposition of inmate cases, to include lawyers, legal assistants, judges, victims, prosecution witnesses, police officers etc., except for assigned/hired Defense Attorneys.

**(56) Unauthorized Use of a Computer (Cat IV).** Using a computer for any reason other than specifically authorized by cadre for official purposes.

**(57) Unauthorized Use of Mail, Telephone or Office Equipment (Cat IV).** Using the mail or telephone in a manner not authorized in this manual, or office equipment without specific authority. Inmates are prohibited from using any telephone except those that are specifically designated for use by the inmates, unless specific permission from proper authority is obtained first.

**(58) Unauthorized Writing (Cat IV).** Writing, distributing, or possessing with the intent to distribute, any written motto, creed, saying or drawing within the inmate population whose content is designed to disrupt the facility by encouraging strikes, riots, fights, racial or religious hatred, or other prohibited acts. Written correspondence between inmates and other inmate's family and/or friends, is prohibited, to include, correspondence with former inmates and inmates in other institutions, civilian or military, unless authorized in writing by the facility commander. Correspondence with cadre or former cadre, except as authorized by the facility commander, is prohibited. Soliciting for pen pals is also prohibited.

**(59) Violation of Uniform Code of Military Justice (Cat IV).** Regardless of whether the misconduct also violates another facility rule.

## CHAPTER 4

### DISCIPLINE AND CONTROL MEASURES

#### 4-1 DISCIPLINE.

a. Punishable Conduct. Article 2 of the Uniform Code of Military Justice (UCMJ) states that all persons in the custody of the Armed Forces serving a sentence imposed by a court-martial are subject to the UCMJ. While confined at the RCF, all inmates are subject to disciplinary action for violations of the UCMJ, relevant federal laws and institutional rules, even after discharge from the service. This jurisdiction over an inmate continues even after departing the RCF (i.e., parole or excess leave), as long as the inmate remains under the administrative control of the RCF or the Armed Services. Misconduct is normally dealt with through trials by courts-martial, charges brought before a Discipline and Adjustment Board (D&A Board), and other management or administrative actions. Actions taken as a result of a D&A Board proceeding does not preclude punishment under the UCMJ.

b. Investigation and Legal Procedures.

(1) The Rights Warning Waiver Certificate (DA Form 3881) advising the inmate of the offense(s) suspected and his rights is completed prior to questioning. The offense charged is specified, indicating the section of the rulebook or UCMJ Article violated. It also indicates whether or not the inmate desires legal counsel prior to questioning and whether or not he wishes to make a statement or answer questions.

(2) Upon conclusion of the investigation, the investigator reports findings to the Deputy Commander.

(3) The Deputy Commander makes disposition of the case in one or more of the following ways:

(a) Dismiss charge(s).

(b) Direct the report to be filed in the inmate's record as an unfavorable Incident/Observation Report.

(c) Instruct a staff member to counsel the inmate.

(d) Refer the case to a D&A Board.

(e) Initiate courts-martial proceedings.

(f) Recommend an Article 72 Board be convened to vacate previously suspended courts-martial sentence.

(g) Vacate suspended punishment from a previous D&A Board.

(4) An inmate suspected of an offense, which requires an appearance before a D&A Board is notified in writing a minimum of 24 hours prior to the Board convening. The inmate may waive this 24-hour requirement in order to expedite the proceedings. If an inmate is scheduled for release from confinement before the expiration of the 24-hour period, he may be required to appear before a D&A Board sooner than the 24-hour period mentioned above.

(5) The accused has the right to be present during all open sessions of the hearing. The President of the board informs the accused of all charges against him and asks for a plea to each charge. Witnesses called to the D&A Board are sworn in by the Board President. The board need not adhere to formal rules of evidence. Oral, written or factual evidence, which in the minds of reasonable persons is relevant, is admitted into evidence without regard to technical rules of admissibility. Prior to completion of the board, the accused is informed that he has the right to submit any relevant evidence, either in defense, extenuation or mitigation. The accused is informed that he has the right to make a statement to the board but if he does so, anything he says can be used against him by the board or in a court-martial.

c. Report Forms. Incidents, observations, or disciplinary infractions involving inmates are documented on HFL Form 412 (Observation/Disciplinary Infraction Report). As used in this rulebook, any reference to an Incident/Information Report, Observation Report (OR), or Disciplinary Report (DR) indicates use of the same form.

d. Domicile Entry Cards. The primary use of this card is to record minor violations of institutional rules that do not warrant an Observation/Disciplinary Infraction Report. They are commonly referred to as a "Domicile Entry" or DE. DE entries may be "worked off" within three working days by volunteering to work on special projects, usually in the cellblock. Inmates who receive three DE's within a 30-day period (not worked off) will receive a D&A Board for Excessive DE's.

e. Minor Infractions.

(1) Minor rule infractions, which do not require action by a D&A Board, are recorded on an Observation/Disciplinary Infraction Report or Domicile Entry Card. The inmate is informed of the specific charge(s) of misconduct and may rebut a File Unfavorable by

submitting the rebuttal through the counselors, to the Correctional Supervision Branch, explaining any relevant and mitigating circumstances and/or denying the charges within three working days of the incident.

(2) Each minor infraction is reviewed to determine the appropriate action. All actions are then filed in the inmate's Correctional Treatment File (CTF).

f. Administrative Procedures.

(1) When appearance before a D&A Board is required, the inmate suspected of the offense receives written notice stating the following:

(a) Violation(s) charged.

(b) That the inmate has the right to a minimum of 24 hours notice of the charges prior to the board convening to hear the case. (If an inmate is scheduled for release from confinement before the expiration of the 24-hour period, he may be required to appear before the D&A Board prior).

(c) The right to consult with an attorney before the convening of a three-member board, but not the right of representation by an attorney during the board proceedings. Respondents appearing before a one-member board are not afforded the right to consult with an attorney.

(d) The right to present relevant evidence at the hearing, both in defense and in extenuation and mitigation. At three-member boards, an inmate also has the right to request the presence of accusers and merit witnesses as well as examine or cross-examine accusers and witnesses through the Board President.

(e) The right to be present for all open sessions of the D&A Board hearing unless the respondent declines to appear or is removed for misconduct. Any absence will be noted in the summarized record and supported by appropriate documentation to establish the circumstances of declination or removal for cause.

(2) Inmates charged with an institutional violation may seek legal counsel when scheduled to appear before a three-member D&A Board. Legal counsel is limited to assisting the inmate prepare to represent himself at the D&A Board since legal counsel is not authorized at a D&A Board. Trial Defense Service (TDS) can assist inmates in preparing a request to review the investigative file prior to a D&A Board. Inmates may request a delay in the hearing by submitting a written request to the D&A Board President. Reasons for the request must be explained and fully warranted before being granted.

g. Disposition of adverse reports is accomplished by taking any of the following actions:

- (1) Filing the Disciplinary Report without action in the appropriate CTF.
- (2) Filing the Disciplinary Report as an Unfavorable Incident or Observation Report in the Inmate's Correctional Treatment File.
- (3) A hearing under Article 72, UCMJ, to vacate a previously suspended courts-martial sentence.
- (4) Referral to a D&A Board for either a one-member or a three-member board.
- (5) Non-Judicial Punishment.
- (6) Recommend trial by courts-martial.

**4-2 DISCIPLINE AND ADJUSTMENT BOARD.** The Discipline and Adjustment (D&A) Board evaluates the facts and circumstances surrounding alleged violations of institutional rules.

a. The D&A Board makes recommendations to the RCF Commander, as applicable. Each case is considered individually and on its own merits, based on a thorough and impartial evaluation of all relevant facts and circumstances. The RCF Commander is not bound by the recommendations or findings of the board, and may reduce or reverse the D&A Board findings and decrease recommended punishment as appropriate.

b. A D&A Board is composed of either one or three members.

(1) One Member D&A Board. The Commander, or designated representative, may elect to refer less serious violations to a one member D&A Board. The board consists of a commissioned officer or senior NCO (E-8 or above) as the D&A Board President.

(2) Three Member D&A Board. The three member D&A Board will be composed of any combination of officer(s) and/or NCO(s) (E-7 or above). A civilian in the grade of GS-7 or above may be substituted for either the officer or the NCO member, except for the board president, that will be E-8 or above. If appropriate, and requested by the Service, one member of the respective Service will sit on the board. Prisoners who have been discharged or dismissed from the Service are not guaranteed a Service representative as a board member. The board President ensures each member is impartial and disqualifies any member not impartial.

(a) A mental health representative, whose function is to advise the

board on matters relative to the state of the inmate's mental health, family background, social history, and other matters, will be present at the board when reasonably available.

(b) A recorder will be present to record the proceedings and prepare a summarized record of new testimony presented. The use of a tape recorder for this purpose is authorized.

c. When an inmate is having difficulty comprehending the English language or the complexity of the issues requires special assistance, a request may be made through the RCF Counselors, to the D&A Board President, to have a staff member (not an attorney) act as an interpreter, or spokesperson for the inmate.

d. Witnesses. At the time the inmate is notified of his anticipated D&A Board appearance date, he must provide his final list of merit witnesses. Merit witnesses are those the inmate(s) want to appear at his board and who can provide relevant testimony.

e. Notice. When an inmate receives written notice or at any time thereafter, up to 24 hours prior to the hearing, the inmate may request to review the investigative file.

f. Formal Reply to Charges. After rights advisement against self-incrimination and the reading of the alleged violation(s), the Board President will ask the inmate if he understands each charge. All questions are resolved before continuing. The inmate must either:

(1) Plead GUILTY to any or all violations.

(2) Plead NOT GUILTY to any or all violations.

**NOTE:** If the inmate fails to enter a plea to a charge, the Board President will enter a plea of "NOT GUILTY" on behalf of the inmate.

g. Board Findings. Once all relevant and available evidence has been presented, the board reconvenes in a closed session to consider all facts, reasonable inferences, deductions and conclusions. The Board may enter one of the following findings per charge:

(1) GUILTY--A majority (2 to 1) of the board members must be convinced the inmate committed the charged violation or a lesser-included offense of the charged violation.

(2) NOT GUILTY--Is entered when the board unanimously finds that the inmate did not commit a violation of the RCF Rulebook, UCMJ or regulation.

(3) ACQUITTED--If the board members cannot obtain a majority (2 to 1)

vote to convict on any specific charge, the finding will be entered as "Acquitted."

(4) DISMISSED--Is entered when the board unanimously finds that the charge is not a violation of the RCF Rulebook, UCMJ or the charge is a duplicate of other violations for which the inmate was found "Guilty."

(a) In the case of a "Guilty" finding, violations may be considered individually or together in determining the Board's recommendations.

(b) If an inmate is found not guilty of all charges at a D&A Board, all reference to that board is extracted from his Correctional Treatment File.

(c) The board considers, but is not bound to give credit for, time spent in Administrative Segregation Pending Investigation (ASPI).

h. Formal rules of evidence do not apply. All testimonies will be received under oath or affirmation. Relevant evidence will be admitted without regard to technical rules of admissibility.

(1) The inmate's rights to confront the accuser or complainant, to cross-examine the witness, to call witnesses, and to present documentary evidence is not absolute and may be denied when the disciplinary and adjustment board specifically finds:

(a) The correctional facility's security would be jeopardized.

(b) The safety of inmate informers would otherwise be jeopardized. Informants may be called by the board president to present testimony without the presence of the accused. The accused will not be afforded the opportunity to identify or question the informant. Investigators may be called to testify in place of confidential sources.

(c) A witness or document is not reasonably available, is irrelevant, or would be unneeded duplication. If a witness is not reasonably available, a telephonic sworn statement may be taken during board proceedings, provided the identity of the witness has been verified and a speaker amplifier is used.

(2) When all evidence has been presented, the board will enter closed session to consider its findings and recommendations.

i. Board Recommendations. One and three-member boards may impose or recommend the following punishments or any combination thereof.

(1) Administrative disciplinary actions:

- (a) Reprimand or warning (minor).
- (b) Extra duty, not to exceed 2 hours per day and for not more than 14 consecutive days (minor).
- (c) Deprivation of one or more privileges for a specified period of time not to exceed 60 days (minor).
- (d) A detail change, domicile change or other correctional treatment programs that are deemed warranted considering the circumstances of the inmate's violation (minor).
- (e) Disciplinary Segregation (DS) for an indefinite period, normally not exceeding 60 days for any single discipline and adjustment hearing (major).
- (f) Forfeiture of all or part of earned good conduct time, extra good conduct time and abatement time presently earned (major).
- (g) Vacation of previously suspended disciplinary actions. A one-member board may only vacate minor suspended disciplinary actions equivalent to those that may be imposed by such a board.
- (h) Forfeiture of health and comfort items (H&Cs). Should an inmate lose or damage Government and or private property temporarily entrusted to the Government, he or she will be held financially accountable. If the loss resulted from misconduct, the affected inmate will forfeit his or her monthly health and comfort allotment up to the amount of the depreciated value of the loss but no more than 25 percent of his or her monthly allotment for four months.

(2) Management actions:

- (a) Reduction in custody grade (major).
- (b) Recommend an Article 72 board be convened to determine whether a suspended courts-martial sentence or punitive discharge should be vacated (major).
- (c) Suspension of visitation privileges (only if the offense involves a violation of the visitation policy).
- (d) Recommend suspension of any action imposed for not more than 180 days.

(e) Termination of Extra Good Conduct Time or abatement programs (major).

**4-3 APPEALS.** Approved disciplinary and adjustment board major administrative disciplinary actions may be appealed. Board recommendations of Disciplinary Segregation, Custody Reduction or forfeitures of Good Conduct Time (GCT) or Extra Good Conduct Time (EGCT) may be appealed to the Appeal Authority. Such appeals must have substantive merit and will not be acted upon by the appeal authority if the appeal is submitted pro forma without any substantive merit. Board cases not resulting in the above are final and not subject to appeal. Appeals, which do not provide justification or substantive merit, will be returned without action. An appeal must be based upon a showing that findings of the board were in error; the hearing did not comply with applicable requirements, or the corrective actions are too severe. The appeal is not used as a device for merely retrying the case.

a. Approved disciplinary recommendations are ordered into immediate execution without regard to appeal action.

b. Appeals must be submitted through the command channels within 15 days after notification of approved action. Appeals are submitted to the RCF Counseling Section attached to DD Form 510, and will be promptly forwarded through command channels to the appeal authority (Commander, 1st Military Police Brigade).

c. Appeals will be acted upon and results communicated to the inmate within 30 days of the appeal submission. Failure to process an appeal within this period is not grounds for reversing approved disciplinary and management actions.

d. Appeal action that results in modification or disapproval of disciplinary action taken will cause all records and correctional treatment files to be corrected and modified as appropriate.

## CHAPTER 5

### STANDARDS OF CONDUCT AND APPEARANCE

#### 5-1 STANDARDS OF CONDUCT.

a. During duty hours, inmates are expected to be at work. Those inmates excused from work are expected to be in their cells waiting for their appointments or for their detail to be called. During this time, sitting on the bunk or lying down is not authorized nor will the televisions be turned on.

b. All interaction and conversation with cadre, work detail supervisors and members of the Fort Lewis community will be of a professional nature. Any other conversation or interaction outside the scope of a professional nature will be considered fraternization.

**Fraternization is strictly prohibited.**

c. Inmates are strictly prohibited from accepting anything from any person outside the facility without proper approval. While outside the facility, inmates will only associate with detail supervisors and coworkers as necessary.

d. Other than sack meals obtained from the RCF Dining Facility and appropriate clothing for seasonal weather changes, inmates are prohibited from bringing items to or from their work sites. This conduct constitutes trafficking. All materials or equipment stored at the work site for inmates require the written approval from Chief, CSB.

**5-2 ORDERS.** RCF military and civilian staff members will address inmates by the inmate's last name. Inmates will obey promptly and fully all instructions or orders given by military or civilian personnel. If orders conflict, the last order given will be followed. If, after having obeyed the order an inmate feels that they have just cause for a complaint, the inmate should explain the nature of the complaint on a DD Form 510. Each inmate is responsible for informing a staff member if such a conflict occurs.

a. Inmates are required to maintain an impersonal attitude and military bearing toward all custodial personnel. Familiarity between cadre and inmate is prohibited.

b. Inmates will not argue with custodial personnel.

c. Male inmates will not converse with female inmates.

d. An information bulletin board is located adjacent to Post #2 and in each block. Posted on these boards are fire plans, schedule of calls, complaint & grievance procedures as well as other announcements. Inmates are required to read the bulletin board daily.

**5-3 SEARCHES.** All persons, places and property are subject to search at any time, by any staff member in the performance of their duties. All property may be searched for contraband. Each inmate is responsible for all items within their assigned bunk, work area, or on their person. All suspicious items will be confiscated for evaluation, as evidence and the RCF Commander will determine final disposition of confiscated property. When a search is conducted of any area under the control of the RCF, inside or outside the facility, inmate(s) will not observe, view, stand or pass by the search area.

**5-4 MOVEMENT WITHIN THE FACILITY.** Movement within the facility is strictly controlled. Inmates will be escorted by a cadre member at all times unless authorized by cadre. Inmates must have their picture identification badge visible at all times. All movement is controlled by cadre. Inmates will not exit their respective domicile without authorization from the block guard. Inmates in any area without authorization will be considered “Out of Place.”

a. Additionally, the following apply:

(1) All inmates must announce themselves prior to gaining access to a controlled area/gate/door. For example: “Inmate/Detainee \_\_\_\_\_ going to \_\_\_\_\_ (location).”

(2) Inmates stand at the position of “Parade Rest,” in a single file line while awaiting access to a controlled area/gate/door. There is no talking in line. Inmates will not touch any gates.

(3) Inmates move down the right side of the hallway. Talking is not permitted during movement or while waiting in line, throughout the facility. No talking is permitted while waiting on any bench.

(4) Movement to or from your domicile to a designated place or formation is by the most direct route available. Stopping at other locations is unauthorized.

(5) While waiting for formations, work calls and any other announcements, inmates will wait inside their immediate domicile. All other locations are considered “Out of Place.”

**5-5 BENCH/REDLINE PROCEDURES.** Inmates may be instructed by staff to report

to the bench located in front of Control, or stand at parade rest on the redline of tiles located in front of Gate 7, for operational reasons. When instructed to do so, the inmate will report directly and promptly to Control, turn in his badge, and await further instructions.

## **5-6 INMATE UNIFORM.**

### **a. Badges.**

(1) All inmates will be issued a picture identification badge during initial in processing. The badge will be worn attached to the left breast pocket of the outer garment. If the outer garment does not have a left breast pocket (i.e., a T-shirt), the badge will be attached to the location where the left breast pocket would be. When a shirt is not worn, the badge will be affixed to the belt or waistband, halfway between the front-center of the belt or waistband and the left hip, so that the badge remains visible. Inmate identification badges are not authorized for wear in any other manner. Inmates will exercise reasonable care to protect their badge from damage, loss and theft. Inmate identification badges will only be secured in the inmate's locked footlocker, or in Control. This identification badge is part of the inmate uniform and will be worn at all times except:

- (a) When in bed.
- (b) When showering, to include going to and from the showers.
- (c) When engaged in vigorous athletic/recreational activities outside in the compound.
- (d) When on the hospital ward.
- (e) When on Temporary Home Parole (THP)\*.
- (f) When on Temporary Release (TR)\*.
- (g) When a cadre member requests your badge. The cadre member will maintain control of the badge until it is returned.
- (h) When in segregation (badge will be attached to the clipboard maintaining the DD Form 509).

\*Badges are maintained in Control.

(2) Identification badges will not be switched, defaced, altered or tampered with in any manner. Whenever the identification badge is not worn (as authorized above), the inmate will exercise care to protect it from damage, loss or theft. Badges are only secured in the inmate's footlocker. Whenever the identification badge is lost or damaged, the inmate will immediately report it to his Detail Supervisor, Cellblock Guard or Guard Commander.

### **b. Uniform and Dress Rules.**

(1) Duty uniform. All inmates will be in the same uniform as set by the Guard Commander. The duty uniform will be worn during duty hours: 0500-1800 (duty days); 0600- until inspection is complete (weekends and holidays). Athletic uniforms may be worn during non-duty hours, and during weekends/holidays.

(a) The outer shirt is worn **tucked**. All buttons must be buttoned (Including the cuffs and pockets), except for the top button (located at the collar area of the uniform). The wearing of sleeves rolled up or worn down is determined by on duty Guard Commander, however, if rolled up, the sleeves will be rolled to the outside and approximately two inches above the elbow.

(b) Pockets. Displaying any items outside the uniform pockets is prohibited (e.g., handkerchief, papers). Inmates may not keep their hands in their pockets.

(c) Trousers will be the proper length and worn properly (waistband at the waist; not on the hips or buttocks, and no sagging). The trousers will be cuffed, if needed, with the pants legs rolled to a point between the third and fourth eyelet from the bottom of the boot and not extend past the top edge of the heel. Cuffs will not exceed two inches in width and no more than one break in the fall of the pant leg.

(d) A belt and buckle will be worn with the trousers of the duty/work uniform. It will be correctly fastened, with the buckle centered on the front of the trouser waistband, and the loose end of the belt to the wearer's left, with excess of no more than **two** inches.

(e) If an inmate uniform is damaged or does not fit properly, the inmate must notify the RCF Counseling Section immediately.

(f) Name tags. It is the inmate's responsibility to ensure that their uniforms have their proper name tags.

(2) Mutilation or unauthorized alteration of clothing (i.e., tapering of trousers and cutting/tearing of T-shirts), or making unauthorized markings or lettering on any part of the uniform is strictly prohibited. Clothing will be worn in the manner for which it was designed. There will be no additional creases in the uniform and starching is prohibited.

(3) The winter coat will be worn during periods of "cold weather." The decision to wear the winter coat is made by the Guard Commander prior to Work Call each morning. When worn outside, it will be kept **buttoned/zipped**, except during searches. When worn inside, or upon entry to any building (unless otherwise directed), the winter coat will be unbuttoned/unzipped.

(4) T-shirts will be worn by all inmates as part of the daily uniform. When worn inside the domicile, with trousers or athletic shorts, (if not wearing the brown shirt) the T-shirt need not be tucked. When worn outside the cellblock, **all** T-shirts will be tucked into the waistband at all times, regardless of the uniform. When trousers are worn, a belt with buckle will be worn. The buckle will be centered to front and fastened.

(5) Thermal clothing. Thermal clothing is not authorized for wear as an outer garment outside the cellblock. If thermal undershirts are worn, they will be worn under the brown or white T-shirts. If thermal pants are worn, they will be worn under the uniform pants or sweatpants, and will not be visible when worn.

(6) Minimum authorized attire.

(a) At a minimum, inmates will be dressed in PT shorts, T-shirt, socks and shower shoes during waking hours.

(b) Uniform for visitation is full duty uniform.

(c) Uniform for recreation call is PT uniform including shorts, T-shirt, athletic shoes and socks or full duty uniform with T-shirt as the outer garment and athletic shoes.

(d) Uniform for sleeping is shorts and T-shirt.

(7) Jewelry. Articles of jewelry (i.e. necklaces, wristbands, headbands, decorative beads, earrings, thread, symbols, tongue/body piercing, eccentric religious medallions, etc.) or decorative clothing are **NOT** authorized for wear. For married inmates, wedding bands, without stones, are authorized (exceptions subject to approval by CSB). Wristwatches are authorized for minimum and trusty inmates only.

(8) Religious medallion/necklace. When worn, religious medallion/necklace will be neat and conservative, approved by the RCF Chaplain, and concealed inside of the T-shirt at all times. For operational or safety reasons, the Chief, Correctional Supervision Branch (CSB) may place reasonable limits on the wear of items of religious medallion/necklace.

(9) Footgear. Inmates will wear boots with the duty uniform unless precluded for medical reason. Boots will be clean, shined and in good repair. Shower shoes will only be worn inside the blocks after breakdown or when moving to or from the shower. Athletic shoes (rubber soled) may be worn on weekends, holidays, and on duty days, from 1800 hours until 0500 the next morning. Athletic shoes will not be worn to Visitation Call. A matching pair of white socks will be worn with all footgear inside or outside the cellblock. Bare feet are prohibited. Socks must be worn when outside the domicile cell.

(10) Sunglasses. Sunglasses will not be worn inside any building or housing unit or outside, unless the inmate has a medical profile which specifically states that he may wear sunglasses at all times (even with prescription lenses). At any rate, sunglasses will not be worn in formation.

(11) Headgear. The wearing of other than issued headgear is prohibited. Inmates are required to wear safety and sanitation headgear on some details; the headgear will be stored at the detail (i.e., inmates assigned to the dining facility will not take their paper hats to their cellblock). Headgear for outside wear will be removed upon entering any building. Headgear required for religious observance may be worn during the services and in the Chapel area only.

(12) Females will wear bras unless sleeping or bathing.

**5-7 COURTESY.** Courtesy reflects attitude and adjustment. It is an important sign of progress in correctional treatment. Inmates are required to give proper military courtesy to all RCF cadre (military & civilian), and extend normal everyday courtesy to fellow inmates. The following rules apply:

a. When addressing an officer, the term "sir" or "ma'am" will be used as appropriate. Noncommissioned officers or other enlisted personnel will be addressed by their rank and last name. Sergeant to Master Sergeant is addressed as "Sergeant," followed by their last name. Civilians will be addressed as "sir" or "ma'am" as appropriate.

b. When conversing with a commissioned or warrant officer, inmates will stand at attention unless directed otherwise. When conversing with a non-commissioned officer or any cadre, inmates will stand at parade rest.

c. When being inspected, inmates will stand at attention until the inspector directs otherwise or departs.

d. When an officer enters a cellblock area, the cadre will give the command "Cellblock, Attention." Inmates will stand at attention until instructed otherwise.

e. When a cadre member (civilian or enlisted military) enters a common area of the RCF where inmates are standing; i.e., Post 1, Post 2, the hallway between Post 1 and Post 2, the Library, etc.; inmates will face towards the center of the hallway, assume the position of at ease, remaining there until given the command "Carry on" or "As you were." In the same manner, when a commissioned or warrant officer enters one of these areas, inmates will face the center of the hallway and assume the position of attention in the same manner as outlined above.

f. Inmates will **not** render the hand salute. Inmates outside during reveille or retreat

will face the flag (or music when the flag is not visible) and stand silently at attention until the conclusion of the ceremony.

g. Reporting procedures.

(1) When instructed to report to an officer, civilian, non-commissioned officer, or section, inmates will report in the following manner:

(a) Stop at the doorway.

(b) Knock on the door and wait to be acknowledged.

(c) Enter the office and stand at the position of attention (at ease for enlisted), three paces away from and centered on the desk of the person to be seen.

(d) Sound off with "Sir/Ma'am" (officer or civilian as gender appropriate), "Sergeant/First Sergeant/Sergeant Major/etc.," (E-1 through E-4 address by rank), "Inmate ((state your last name) reports."

(e) Remain at the position of attention or at ease until directed otherwise.

## **5-8 PERSONAL HYGIENE AND APPEARANCE.**

a. General. Inmates are required to maintain good daily hygiene and a clean and well-groomed appearance at all times. **Inmates will shower daily.** Prior to departing their cellblock area, inmates are responsible for ensuring that their clothing is clean, neat, and in good repair, to include the presence of all buttons; hair is combed; haircut, sideburns and mustache are within standards of AR 670-1 (Wearing and Appearance of Army Uniform and Insignia), and footgear is clean and brush-shined **daily.**

(1) Deodorant will be used on underarms daily.

(2) Bathing with soap is required daily.

(3) Teeth will be brushed and cleaned daily

(4) Fingernails will be kept cleaned and neatly trimmed to fingertip length at all times (not extending past the end of the fingertips). All inmates are required to purchase their own fingernail clippers.

(5) Clean underwear will be worn daily.

b. Shaving. Male inmates are required to shave daily unless excused by a medical profile. Shaving will be accomplished at the beginning of each day. The face will be clean-shaven (except for mustaches), to include under the lower lip and the front of the neck, to below the "Adam's apple."

c. Mustaches. If a mustache is worn when initially confined, it will be kept neatly trimmed and tapered and will **not** present a "chopped-off" appearance. No portion of a mustache will cover the upper lip line or extend beyond or below the corner points of the mouth where the upper and lower lips join. The mustache will not extend sideways beyond a vertical line drawn upward from the corner of the mouth. Handlebar mustaches, goatees and beards are not authorized. Inmates are not authorized to significantly alter their appearance while in confinement.

d. Shaving Profiles. Medical profiles for shaving will be in accordance with AR 670-1. This profile will be carried by the inmate at all times. Cellblock Guards will ensure that inmates with shaving profiles receive the necessary attention, as specified in the profile, during the Shave Call at the inmate barbershop. Inmates with illegible profiles will report to the Dispensary on Sick Call for a new profile. Inmates are responsible for reporting to the Dispensary prior to the expiration date on the current profile. Inmates desiring an examination for a shaving profile will sign up for regular Sick Call and indicate in the remarks section of a DD Form 689 (Sick Call Slip), "Examination for Shaving Profile." There will be no styling of facial hair while on profile.

e. Haircuts and Hairstyles. Inmates' hair will be clean and neatly groomed at all times. Extreme or fad style haircuts or hairstyles are not authorized.

(1) All male inmates are required to receive haircuts at least every two weeks. Cellblock Guards will ensure that their inmates receive haircuts on their appointed days. Hair will be fully combed and clean when cut. Cellblock Guards will ensure that inmates receive haircuts as necessary. Inmates will not cut or trim their own hair or the hair of other inmates except by authorized inmate barbers performing their assigned duties.

(2) Male inmate hair will be in accordance with AR 670-1 and present a tapered appearance, and when combed down, it will not fall over the ears, eyebrows, or touch the collar, except for the closely cut hair on the back of the neck. Fullness in back is permitted in a moderate degree as long as the tapered appearance is maintained. Inmates' hair may not be cut shorter than 1/8 inch in length (the length of a #1-barber blade) and will not be worn so that it exceeds two inches in height.

(3) Male inmate hair will be neatly groomed and will not present a ragged or unkempt appearance. Hair must be fully combed prior to departure from the cellblock. Hair will not be plaited, rolled or braided.

(4) Sideburns will be neatly trimmed and will not extend below the lowest part of the exterior ear opening. The base will not be flared and will have a clean-shaven, horizontal line.

(5) Prohibited hairstyles. Unusual, faddish, or eccentric hairstyles are prohibited. Shags, Mohawks, cutting designs, "new wave" hairdos, and more than one hair part (i.e., a line cut in the hair) are prohibited hairstyles. Inmates are not allowed to color their hair. Shaving of the head is strictly prohibited.

(6) Inmates are strictly prohibited from cutting in lines, shaving eyebrows or other acts considered to alter their natural appearance.

(7) Female inmates will be scheduled for haircuts on an as needed basis. Female inmates' hair will be neatly groomed and in accordance with AR 670-1 at all times. The length and bulk of the hair will not be excessive or present a ragged, unkempt or extreme appearance. Hair will not fall over the eyebrows or extend below the bottom edge of the collar. Hair will not be cut so short as to appear unfeminine. Hair may be secured in an appropriate fashion to meet this standard, however, hair holding ornaments (such as, barrettes and bands), if used, must be plain and must be transparent or a similar color to the hair, and inconspicuously placed. Female inmates may wear their hair "plaited, braided" or in "cornrows," if the hair meets all the requirements for the wearing of hair set forth in this paragraph. In addition, no ornaments (e.g., beads) may be worn in the plaits, braids or cornrows.

f. Cosmetics. Female inmates are authorized to wear cosmetics as reflected in this rulebook. If worn, cosmetics will be applied conservatively. Exaggerated or faddish cosmetic styles will not be worn.

g. Spitting. Spitting is prohibited on any pavement, in the recreational yard, floor or gravel area.

## **5-9 CELLBLOCKS/DOMICILES.**

a. Living areas will be kept neat and clean at all times. Figure A-1 shows how a bunk will be arranged. Sinks and toilets will be cleaned daily. Trash will not be placed in toilets. Trash will be removed from living area/cell prior to work call daily and placed in the receptacles provided. Anything that blocks the view of the living area/cell is prohibited (i.e., hanging of any item or object on the front portion of the cell is prohibited).

b. Inmates will not enter any cell or block other than the one to which they are assigned, except when escorted or directed to do so by RCF staff. Loitering or visiting is not authorized. After each Work Recall, or when directed to do so, inmates will move to their cellblock and "lock down." Except for an emergency or as directed by RCF staff, the back of the tiers and all fire escapes are off-limits.

c. When an announcement is made over the public address system, inmates will follow the instructions given.

d. When a commissioned officer enters the cellblock, "Attention," will be called by the first staff member who observes the officer enter the area, when an enlisted member enters the cellblock, "At Ease" will be called. When the command is given, inmates will stop all conversation and stand at the position of attention or at ease and face the front of the cell. (In a bay area, the inmates will face the aisle).

e. Cells and Cellblocks will be ready for inspection Monday through Friday from morning work call through 1630 hours. Inmates leaving their living area will ensure that it is prepared for inspection prior to their departure. No item will be used for a rug, floor, mat or curtain. Off-duty inmates will prepare their living areas for inspection, except for the bed if they are sleeping. When bedding is turned in, linen, blankets and pillow will be stockade at the foot of the mattress. On weekends, holidays and scheduled time off, living areas will be kept neat and clean; beds will be made unless occupied.

f. Headphones will not be used as speakers. Inmates must wear their headphones over their ears when listening to the TV. Walking around with headphones on, or leaving the domicile with them is strictly prohibited. Inmates will secure headphones in their footlocker when not in use. Headphones will not be altered or repaired by inmates.

**5-10 COUNT PROCEDURES.** Standards for count - television off, headphones off, proper uniform. When an inmate's last name is called, the inmate will perform an about face and sound off with his first name and middle initial. All inmates will stand by until instructed to "carry on." Inmates are prohibited from moving from place to place during any count, unless directed to do so by an authorized cadre member.

a. Inmates are required to be in full duty uniform for counts. The only exceptions are:

(1) First morning count, when they are required to be in a minimum of boots (laced and tied properly), trousers (buttoned, zipped and belt secured), T-shirt (tucked in) and badge.

(2) The evening count, when they are required to be in a minimum of the recreation uniform with badge. Athletic shoes may be worn on weekends and holidays.

b. Cells. At the command "Stand by for Count," inmates will stand at attention and will remain standing, approximately one arm's length from the cell door, facing the cell door.

c. Cellblocks/Dormitories. At the command, "Stand by for Count," all inmates will stand by the end of their assigned bunk, nearest to the aisle, facing the guard as he conducts

count. The badge will be worn. Inmates will stand at the position directed by the guard conducting count.

d. Details. If the inmate is a member of a work detail that is required to "stand by for count" at the place of work, all work will cease and a count formation will be held, as directed by the supervisor of the detail.

e. Special Count. When a special count is called, the inmate will go to his bunk and stand by until instructed otherwise.

f. Outside count. On the command "fall in," all inmates will come to the position of attention. When the command "about face" is given and all inmates will execute this movement in unison. As the inmate's last name is called, the inmate will execute an about face and sound off, in a loud and clear voice, with his first name and middle initial.

## **5-11 DINING FACILITY.**

a. All prisoners are authorized three meals per day. You are required to go to the dining hall and go through the mess line whether or not you intend to eat. The only exceptions are those prisoners in segregation. Declining the opportunity to eat, however, constitutes a voluntary forfeiture of that meal. Therefore, no food will be provided to you until it is time for the next meal to be served.

b. You will be checked for personal hygiene prior to entering the dining facility. If you do not practice good personal hygiene, you will be escorted back to your cell to take care of your personal hygiene. You will then be escorted back to the dining facility where you will be provided a meal.

c. All prisoners will form a single file line in their respective block hallway. When instructed to do so, you will be marched into the dining facility. Upon entering, you will make an immediate right face and proceed along the wall. The first person in line will stop and come to the position of parade rest about ten feet before the silverware rack. Remaining prisoners in line will also halt and come to the position of parade rest. There will be no talking while in line, unless addressed by cadre members.

d. You will be instructed to move forward in groups of four or other quantity, as designated by cadre members.

e. You will pick up one each of the following items:

(1) Knife, fork and spoon (silverware will be carried in the right hand).

(2) Tray

(3) Coffee mug

(4) Drinking cup

**NOTE: You must take one of each item listed above (1-4) whether you intend to use it or not.**

f. As you move to and through the serving line, speak only to indicate your preference. No idle conversation will be allowed. To avoid waste, take only what you intend to consume. If you have a problem with your food, you will bring the issue to the attention of your block guard. You will not engage in conversation/or harass cadre or prisoner cooks on the serving line. Your block guard will address the problem with the Dining Facility Manager.

g. Once through the serving line, you may go through the salad bar, pastry bar, and condiment table. You will not talk to prisoner KP's. You are authorized only one pastry, and fruit etc.

h. When you have received all your food entitlements, proceed to your assigned table to place your tray and food down. Retaining your silverware in your right hand, pick up your coffee mug and drinking cup, and proceed to the beverage bar to receive your beverage entitlements.

i. After obtaining your beverages, carry them to your assigned table and begin your meal.

j. No prisoner will leave his/her table when seated except if you wish to get up for the purpose of refilling your drink or obtaining additional condiments. You will raise your hand to receive permission from guard personnel prior to getting up. Upon leaving the table for any reason, you will carry your silverware with you in your right hand.

k. Food will not be traded with, or given to another prisoner.

l. Talking at your table is permitted in a low conversational voice. Talking to inmates seated at other tables is prohibited.

m. Prisoners will be afforded **approximately** 20 minutes to eat their meals.

n. Once you have completed your meal, guard personnel will clear the tables of the prisoners assigned to their block.

(1) The command "clear" will be given.

(2) When told to clear, your tray will be set up in the following manner.

(a) Bowl will be placed at the left corner of the tray, with coffee cup in the bowl and drinking cup in the coffee cup.

(b) Paper products will be at the right corner of the tray.

(3) Silverware will be held above your head in your right hand.

(4) You will proceed to the dishwashing window. Once there, you will place paper products and bones in the receptacle provided, trays in the dish washing window, and silverware in the appropriate pan of disinfectant.

o. You will then proceed approximately 15 feet from the silverware table, form a single file line, and stand at parade rest. When called by guard personnel, remove all items from pockets, place the items in headgear, holding the hat in the left hand, then assume the frisk search position (stand with your feet spread shoulder width apart, arms outstretched, parallel to the ground and palms facing skyward).

p. After you have been frisk searched, proceed through the metal detector and assume the position of parade rest at the end of the line for your block. If the detector goes off, that inmate will be searched with the handheld detector to determine where metal might be on his body. That area will then be patted down more thoroughly.

q. Current dining facility meal hours are listed on the Schedule of Calls. Thanksgiving and Christmas meal hours will be posted well in advance.

r. Priority for meals is based on custody grade. Trusty inmates will eat first followed by the minimums, and then mediums. Medium custody domiciles will alternate the order they go through the line at each meal.

s. KPs will be kept in the dining facility for the duration of their shift of duty with the exception of using the latrine. Those KPs using the latrine will be frisk searched and pass through the metal detector when exiting to go to the latrine and will go directly to the latrine and directly back to the dining facility when complete. All KPs will be strip-searched upon completion of duty.

t. Other inmates who enter the dining facility for purposes other than dining during the duty day will also be frisk searched and pass through the metal detector prior to exiting the dining facility.

u. Close confinement, feeding requirements (B Block and E Block Segregation Cells).

(1) Inmates placed in administrative segregation (AS) will be given the opportunity to eat the same meal as inmates using the dining facility. This will be accomplished by a representative of the dining facility taking meal orders from all AS inmates.

(2) Inmates in disciplinary segregation (DS) will receive a meal tray of a “main line” item. (DS inmates will not be given a choice), but will receive a starch, vegetables, salad, and dessert. Inmates in DS will not receive candy or soft drinks. The only beverages available to DS inmates are milk and water.

(3) While in segregation, inmates will receive their meals in their cells. Inmates will not be let out of their cells to retrieve their trays.

**5-12 EMERGENCIES.** In the event of fire or other emergencies, inmates outside their cellblock will remain in place until ordered to do otherwise. Inmates located inside their cellblock will quietly await instructions. Once instructions are given, they will be followed without delay. In the event of a fire, drill or other emergency, inmates will immediately (by the most direct route) move to their designated assembly area when instructed to do so or the alarm is sounded.

**5-13 SMOKING.** Smoking is strictly prohibited for all military inmates assigned or attached to the RCF. Inmates are not authorized possession or use of tobacco products or flame producing items.

## CHAPTER 6

### INFORMATION AND GUIDANCE FOR INMATES

**6-1 COUNSELING SECTION.** The RCF Counselors are the inmate's most valuable resource for resolving any problems or situations. The counselors are responsible for processing all DD Form 510's.

**6-2 INMATE REQUEST FORMS/COMPLAINTS.**

a. An Inmate Request for Interview Form (DD Form 510) is submitted to ask questions, make requests for information, submit information, request phone calls to a unit or attorney, or register a grievance. Before submitting the Inmate Request for Interview Form, consult with this rulebook. Forms filled out illegibly or improperly will not be processed.

b. If you still have a problem or you do not understand the contents of this rulebook, consult the RCF Counseling Section or knowledgeable staff member. If it is necessary to submit a DD Form 510, it will be submitted through the Counseling Section. They will research and respond to the Inmate's request or forward it to the proper authority. Request forms are addressed to and answered at the lowest level capable of handling the matter.

c. Submit requests in sufficient time to allow for staff action. Each DD Form 510 is logged in to ensure that each request or concern receives a response. Inmates will sign the request form acknowledging the answer. Inmates may retain a copy for their records, as the original is filed in their correctional treatment file.

d. DD Form 510s must clearly state the problem and must **not** be used to register frivolous or repetitive complaints or inquiries. Check with your counselor if you are unsure where, or to whom to direct the request. Inmate Request Forms will not be submitted that contains any of the following:

(1) Profanity, obscenity or sarcasm.

(2) Demands, threats, or language, which a reasonable person would find offensive or harassing.

(3) Collective protest, complaint or petition.

(4) Improperly addressed.

(5) Submitted consecutively without waiting five working days for response to the previous request.

c. Request forms addressed to the Senior Corrections NCO or Commander are routed through the counselor, Chief, CSB/PSB for review. If warranted, the forms are forwarded to the Senior Corrections NCO or Commander for possible action.

**6-3 INSPECTOR GENERAL.** Inmates may register complaints with the Inspector General (IG) in writing. Grievances may be mailed to the Inspector General using DA Form 1559 (Inspector General Action Request).

a. RCF Counselors will provide inmates with DA Form 1559 upon request on a DD Form 510. It is advised that the inmates attempt to resolve problems that concern activities of the RCF within facility channels prior to writing to other agencies.

b. All inmates requesting to see the IG are required to see the RCF Senior Corrections NCO prior.

c. Inmates who make a false statement, oral or written, under oath, believing the statement to be untrue may be subject to disciplinary action.

**6-4 MEDICAL & DENTAL.** Medical and Dental Sick Calls are held at the same time daily. The time for Sick Call is posted on the inmate bulletin board located in each cellblock. Inmates are required to sign up for regular Sick Call prior to lights out the night before the day of the requested Sick Call visit.

a. Emergency Treatment.

(1) Inmates who have a medical emergency will bring their condition to the attention of any RCF staff member.

(2) During duty hours, all medical/dental problems deemed possible “emergencies” are referred to the RCF Dispensary for evaluation. After duty hours, reports of illness will be reported to the Guard Commander immediately by any staff member having such knowledge.

(3) Emergency treatment is monitored by the RCF Dispensary to determine abuses of the system by inmates (e.g., repeatedly requesting emergency treatment for non-emergencies). A failure to sign up for regular Sick Call and/or missing a medical appointment is not an acceptable reason for requesting Emergency Sick Call.

(4) Inmates who do not receive prescribed medications should direct the issue to cadre personnel for assistance.

(5) Inmates may not refuse required medical treatment to include immunization.

b. Dental Sick Call. Dental Sick Call is for crisis-intervention cases when dental work is needed at once to alleviate pain or treat emergency dental conditions. During routine annual examination, inmates found to have a potential emergency condition will be given priority for appointments.

c. Quarters. Inmates may be placed on “Quarters” when the Medical or Dental Officer has, for medical reasons, restricted the inmate’s activities. Inmates on bed rest will be moved to the segregation area on administrative segregation, and will be placed back in their cellblock upon termination of this medical requirement. Inmates placed on quarters are restricted to their immediate quarters (i.e., bunk) except for Sick Call, Medical or Dental appointments, and Showers.

d. Controlled Medication. Inmates are not authorized to have any controlled medication in their possession at any time. A prescription for this medication is considered a lawful order. Inmates who fail to take medication as prescribed are in violation of that order and subject to disciplinary action. Inmates will report to control when Medication Call is announced and will sign for and take the prescribed medication in the presence of the appropriate RCF staff member. The inmate will be required to open his mouth to ensure that the medication was consumed.

e. May Keep in Cell Medication (MKIC) is prescribed medication that may be kept in the inmates' footlocker. This medication is good for ONLY six (6) months after issued date and must remain in original packaging (i.e. creams, lotions or foot powder). To refill or obtain new MKIC the inmate must go back on Sick Call. MKIC amounts that are retained an inmate is subject to limitations imposed by RCF Operations and medication type/usage.

f. Medical Profiles. Will be issued by appropriate Fort Lewis medical personnel. The Fort Lewis medical staff will validate medical profiles obtained at other locations. Profiles will be carried by inmates at all times and available upon request of the cadre.

**6-5 CONTACT OR COMMUNICATION WITH VICTIMS/WITNESSES.** Inmates

are prohibited from contacting any victim or prosecution witness of their confining offense either directly or through a third party. This prohibition includes contact via telephone calls, visits or writing letters. Inmates desiring to communicate with a victim or witness may submit a DD Form 510 through the facility Victim/Witness Coordinator to the RCF Commander requesting permission. This request must state "Victim/Witness Action" at the top of the request form, and identify the victim/witness. All requests must include the inmate's reason for desiring communication with his victim/witness. Requests may be approved, disapproved for cause, or conditional upon the Regional Corrections Facility's regulatory and statutory obligations to protect victims and witnesses of crime.

**6-6 USE OF LANGUAGES OTHER THAN ENGLISH.** English is the only authorized language at the RCF. Incoming and outgoing mail will be written in English except when prior approval has been obtained to accommodate language limitations.

**6-7 TELEPHONE CALLS.** The telephones are available for inmate use during recreation call and other times when authorized by Chief, CSB. Only collect calls can be made from these telephones, no other type of calls will go through. The system is designed to terminate the call if attempts to override security setting are made (i.e. three-way).

a. All telephone calls are subject to monitoring and recording.

b. Inmates' use of the telephone is a privilege, *not a right*. Any abuse of the telephone or its use, may result in the loss of this privilege.

c. Each inmate receives a Personal Identification Number (PIN) at the time of in processing. The security of an inmate' PIN rests with the inmate. It must remain confidential and will not be shared with fellow inmates.

d. All telephone calls are for the purpose of maintaining contact with family or friends.

e. Telephone calls are limited to 20-minutes. Inmates are not permitted to congregate around or near the telephones. Correctional staff will supervise telephone areas and will terminate calls when necessary.

f. Inmates are prohibited from using any telephone except those specifically designated for their use. Calls to Directory Information or public pay phones are not permitted.

g. Inmates required to telephone their Appellate Defense Counsel regarding their criminal cases might do so through the RCF Counselors by submitting a request.

**6-8 CHAPLAIN.** Worship services will be held in accordance with the published schedule of calls. Education classes (group study or individual study) in religion and related

subjects will be conducted at appropriate times and will be announced. The Chaplain's Office will provide religious literature upon request, and within limits of stock availability.

a. An initial interview with the Staff Chaplain can be requested by submitting a DD Form 510. Inmates are encouraged to consult with the Chaplain concerning religious matters and personal issues.

b. The Chaplain is concerned with moral and spiritual welfare and character development. Red Cross matters and home welfare cases are taken up with the Chaplain when circumstances warrant his assistance in getting such matters before the proper authorities.

c. The Chaplain is prepared to help better understand and cope with problems. He can provide counsel and assistance in relation to beliefs, to the surrounding world and to the inmate. The Chaplain's Office can be a valuable aid in personal adjustment while at the RCF and in preparing for return to civilian life or restoration to duty.

d. Inmates are not authorized to get married while in confinement.

e. Use of the chapel requires approval from the Chaplain. Inmates are not permitted unescorted access to the chapel.

**6-9 CONTACT WITH NEWS MEDIA REPRESENTATIVES.** Inmate communication with the news media: Face-to-face and telephonic communications between military inmates and members of the news media (print and broadcast) are not authorized. Written communications are permitted subject to the provisions of AR 190-47.

a. Release of material prepared by inmates for publication. Written material prepared by inmates for publication, in whole or in part, in print or through broadcast media, other than clearly identified expressions of personal opinion, must be submitted for review prior to release under the criteria outlined in AR 190-47. In addition, such material may be subject to national security and policy review under the provisions of applicable regulations.

b. Tours of the RCF: Tours of the Regional Corrections Facility are conducted frequently. It is not the intent that inmates be put on display. These tours are designed to depict the various programs and treatment activities at this facility.

**6-10 PERSONAL PROPERTY & FUNDS.**

a. In addition to issued clothing and equipment, inmates are permitted to possess personal property based on their custody level. Personal property must be secured when not in

use.

b. Inmates physically moved to segregation pending charges before a D&A Board, may store personal property in the RCF Supply for safekeeping pending the results of their board. If the Board reduces the inmate in custody level, all unauthorized items for their new custody must be mailed to a designated person within seven (7) days after final disposition of all appeals at the inmate's expense, or the unauthorized property must be destroyed.

c. Personal property not authorized to be retained by the inmate or held in safekeeping will be disposed of, with the inmate's written consent, selecting one of the authorized methods of disposal listed below. If the inmate refuses to make a selection, the Chief, CSB will make a record of the refusal and properly dispose of the item in the following manner:

(1) Ship property to a person designated by the inmate, at the inmate's expense. Such property will be assembled, carefully identified and securely packaged before shipment.

(2) Destroy the property through the RCF Supply. Property will be destroyed in the presence of the inmate and will require the inmate's signature authorizing destruction.

(3) Turn over to official property disposal channels as abandoned property.

d. PSB personnel screen all inmates' records of trial for objectionable material. Any objectionable material will be removed. An inmate may then elect to have the material destroyed; or shipped to a third party at the inmate's expense.

e. Financial transactions will be handled as follows:

(1) Prohibitions. Inmates may not purchase any goods or services nor transfer any funds except as authorized by the CSB. Purchases by credit card or with savings account funds are prohibited. Checking accounts are prohibited. No inmate will enter into a contract without the written permission of RCF Commander.

(2) Inmates are prohibited from transferring funds to or purchasing goods or services for another inmate, relatives or friends of another inmate (whether the inmate is confined at the RCF or another facility, military or civilian), a former inmate, relative or friend of a former inmate, or past or present members of the RCF staff. Inmates are likewise prohibited from receiving funds from another inmate, from relatives or friends of another inmate, or from members, relatives or friends of the RCF staff. Inmates will not incur a debt while confined at the RCF.

(3) A Trust Fund is set up in accordance with AR 210-174 (Accounting Procedures for Inmates Personal Property and Funds) at a local institution in a non-interest bearing account. An individual PDF account is established for each inmate and remains open

until the inmate is released. Funds in excess of the inmates anticipated needs may be invested within the guidelines of AR 210-174. Inmates may withdraw excess moneys from their account in the personal deposit fund for investment in US Savings Bonds or transfer to a personal savings account in banks insured by the Federal Insurance Corporation, or in banks or branches which are eligible to be designated a US depository under provisions of 12 USC 265. Savings Bonds purchased after confinement to the RCF will not be retained in Personal Property envelopes or in the inmate's possession, but must be mailed out to an approved address. Inmates needing to open a savings account will submit a request form to the Property & Funds Section, indicating the name and address of the institution where they wish to establish an account at the RCF.

(4) All inmates receiving any portion of military pay will, upon arrival at the RCF, execute a pay option to deposit all incoming military pay and allowances into the Prisoner Deposit Fund (PDF). All military pay and allowances will then be deposited into the individual's account. Refund checks from businesses, money orders (other than postal) and other negotiable instruments will be encumbered according to local banking policy. The negotiable instrument must clear the bank before the inmate's account can be credited; as a result, the encumbered period may be extended. Personal checks will not be accepted. Postal money orders are strongly recommended when time is important since these funds may be released immediately. Monetary instruments must include the inmate's name and social security number.

(5) Withdrawals from PDF accounts will be accomplished by completing a DD Form 510, in two copies. The original copy, accompanied with an addressed stamped envelope (or government envelope), and a completed order form or letter explaining each transaction (except those for postage stamps or payment to the RCF Fund), will be forwarded through the RCF Counselors. The copy, once approved by an RCF Counselor, is returned to the inmate for his personal records.

(6) Funds may be withdrawn for the following purposes:

- (a) Remittance to dependents and the immediate family.
- (b) Remittance to others, if the purpose designated on the DA Form 1130 is for a personal debt incurred prior to confinement, family support, approved bank deposit, or payment of attorney's fees.
- (c) For subscriptions to periodicals, newspapers, and books ordered directly from a publisher.
- (d) For expenses associated with Temporary Home Parole.
- (e) Payment for copyrights, birth certificates and license renewals.

(f) Purchase of US Savings Bonds, Certificates of Deposit, Mutual Funds and/or making other investments.

(g) Deposit of money in approved savings accounts.

(h) Payment of income tax and levies by the Internal Revenue Service.

(i) Postage required shipping personal property.

(j) Purchase of postage stamps.

(k) Purchase of approved educational materials.

(l) Payments for government property lost or destroyed.

(m) Purchase of Bibles or other religious literature ordered directly from a commercial source.

(n) Repair of authorized personal property (i.e. boots).

(o) Payment for copies of official documents or reports if required, to include typing or copying of documents in support of pending litigation before a court.

(p) Payment for Health and Comfort supplies.

(7) Purchase of personal property. The following restrictions apply to the purchase of personal property:

(a) All requests for withdrawals of funds to purchase items will be for the full amount of purchase to include shipping and handling charges. Inmates may receive books, and tapes/CDs from publishers and book clubs provided no debt is incurred (IAW custody grade limitations). Inmates are prohibited from joining membership clubs that ship merchandise on credit.

(b) For items being purchased for someone else, the DA Form 1130 must state the name and address of the person the article is to be sent to, the relationship of that person to the inmate and the reason for expenditure.

(c) Trustees may be allowed to make purchases at the Post Exchange.

(8) If an inmate suspects an error in an account, he/she will submit a request form, explaining the error to the Property & Funds Clerk.

## **6-11 INMATE MILITARY PAY.**

a. Questions concerning pay should be directed to the Property & Funds Section. Upon arrival, all inmate pay is placed in accrual until the convening authority takes action. Once complete or after review by the Defense Accounting Office (DAO), all entitlements, if any, are automatically placed in the PDF account.

b. Support of Dependents. Inmates having dependents are expected to provide timely financial support in accordance with standards and policies found in applicable service regulations. The RCF will respond to complaints of non-support of dependents by enforcing those requirements. Failure to provide support in at least the minimum amounts outlined in respective service regulations is punishable as a rules violation under the RCF Rule Book and/or a violation of a lawful general regulation under Article 92, UCMJ.

## **6-12 FREEDOM OF INFORMATION/PRIVACY ACT (FOIA/PA).**

a. The FOIA and PA apply only to records in the possession of the government. These laws do not require the government to create or compile records upon request. Requests may require a monetary fee to offset government cost of compiling, reviewing and reproducing requested documentation.

b. FOIA/PA requests are routed through PSB. The RCF staff must review all requests. This review may result in the RCF Commander deleting information or denying records based on the exceptions and exemptions authorized by the FOIA and PA.

(1) Items in the Military Personnel Records Jacket (201 File) are releasable to inmates on request (no FOIA/PA request is necessary). If not discharged, inmates should submit requests directly to PSB (who will forward the request to the appropriate service liaison office). If discharged, the inmate may request this information through FOIA.

(2) Public records which are published such as court opinions, statutes, and regulations, are available in the RCF Law Library. If the items requested are not available on site every effort will be made to obtain the requested material.

(3) Only one copy of documents will be provided. When subsequent requests for the same file are submitted only copies of documents added to the file after the most recent prior request will be provided.

c. Inmates should send their request for information concerning criminal investigative files directly to that agency. Agency addresses may be obtained from your Counselor. Army inmates may direct their request to: Director, U.S. Army Crime Records Center, Bldg. #1465, ATTN: FOIA/PA Division, 6010 Sixth Street, Fort Belvoir, VA 22060-5585.

### **6-13 AMERICAN RED CROSS.**

a. An inmate may request an interview with the American Red Cross representative concerning the health and welfare of his family and personal affairs.

b. If an inmate desires an interview, they must submit a DD Form 510 stating the nature of the problem to be discussed with the Fort Lewis Red Cross Director.

c. Requests requiring communications with other Red Cross chapters are handled as rapidly as possible.

**6-14 PRE-RELEASE PROGRAM.** A Pre-Release Program is conducted to help inmates adjust from institutional to civilian life; anticipate problems facing them upon returning to the civilian community; and, assist them in making individual plans for release and employment.

a. Eligibility. All inmates released from confinement will attend pre-release classes prior to release, except for those inmates considered custodial risks, disciplinary problems, or those who have received short release notices.

b. Classes. Attendance is mandatory for all pre-release classes except for those inmates mentioned in the previous paragraph.

c. Release Clothing. Inmates may obtain release clothing through either institutional or commercial sources.

d. Inmates will attend pre-release classes 90 - 180 days prior to being released. Counselors will thoroughly brief each inmate prior to release from the RCF.

e. Additional information concerning property and funds is provided during the pre-release briefing.

f. Sex Offender Registration. Anyone convicted of a sexual offense will be required to report to registration authorities upon release from the RCF, as prescribed by federal law. Those with the sexual related offenses will be contacted prior to release and advised of registration requirements by the RCF Sexual Offender Registration Coordinator. Inmates will be required to provide a post-release address and telephone number – a post office box is not sufficient. Specific registration information will be provided to correspond with the post-release address.

### **6-15 FINANCIAL TRANSACTIONS.**

a. Personal Deposit Funds (PDF). This is not designed to be a debt paying service. Inmates are encouraged to have an agent outside the facility to pay any debts incurred before confinement.

(1) The PDF is a trust maintained IAW AR 210-174. Funds are deposited in a local financial institution in a non-interest bearing account. When an inmate arrives, a PDF account is automatically opened, and remains open until their departure. Inmates are not required to maintain a minimum amount in this account. Inmates are authorized to open savings accounts. The inmate will submit a DD Form 510 indicating the name of the institution they wish to bank with and a justification. All transactions with a commercial savings account are conducted by mail.

(2) All deposits to the PDF account are recorded on an Individual Receipt Voucher Personal Deposit Fund (DA Form 1124). All incoming military pay is deposited in the PDF. Inmates receiving money from home for transportation expenses in conjunction with temporary home parole or released should ensure personal checks or cash are not sent. Only money orders will be accepted. Funds may be withdrawn for the purposes stated paragraph 6-10, subparagraph e (6).

b. All requests for withdrawal of funds to purchase items are for the full amount of purchase. Inmates are prohibited from incurring debts of any kind to include COD purchases, “free trials” subscriptions or offers, “special” memberships and “bill-me-later” arrangements.

c. All items must be purchased from (and mailed from) commercial vendors. Whenever possible, order blanks are used to order items from mail order companies.

d. All requests for withdrawal of funds require approval of the RCF Commander or his designated representative.

e. All inmates receive a quarterly statement from the PDF showing their accounts’ current balance. Inquiries on your PDF account are accomplished by submitting a DD Form 510. Suspected errors on your PDF account should be brought to the attention of the Chief, PSB as soon as possible.

f. Funds. Money orders sent to inmates are deposited in the PDF account. Cash and personal checks are prohibited.

g. Prohibitions. Purchases by credit cards are strictly prohibited. Checking accounts are also prohibited. No inmates will enter into any contract. Inmates are prohibited from transferring funds or purchasing goods or services for another inmate or relative of another inmate (either in the RCF or other military or civilian institutions), for a former inmate or for a former or present staff member likewise, inmates are prohibited from receiving funds from another inmate, relatives or friends of another inmate, or from members, relative or friends of the Fort Lewis RCF cadre. Inmates will not incur a debt while confined at the Fort Lewis RCF.

## **6-16 TRANSFERS.**

a. Under the provisions of applicable service regulations, an inmate may be permanently or temporarily transferred to another military facility or the Federal Bureau of Prisons.

b. Inmates may not request transfers to other facilities.

## **6-17 CORRECTIONAL TREATMENT.**

a. All inmates at the RCF are required to attend the following treatment classes: Stress Management, Personal Stress Management, Anger Control, Family Anger Control Training, Financial Management and Change Management. **Failure and/or refusal to attend these classes will adversely affect your clemency and parole status, type of work assignment, and may result in a Disciplinary Infraction Report initiated for rules and/or policy violation.**

b. Additionally, inmates who are confined for sex offenses and/or drug and alcohol offenses will be referred for the following treatment.

(1) **SEX OFFENDERS TREATMENT.** A pre-enrollment interview will be conducted by Mental Health Services Branch to establish appropriateness for sex offenders group and/or individual therapy. Enrollment is scheduled based on the inmate's Minimum Release Date (MRD).

(2) Inmates confined for drug or alcohol offenses will be referred to Alcohol and Drug Abuse Prevention and Control Program (ADAPCP). Inmates not confined for drug or alcohol offenses may still self-refer to ADAPCP. During an inmate's initial intake, Mental Health will screen to determine if an ADAPCP referral may be warranted.

c. Progress in Confinement Reports. The Mental Health Branch provides a Progress in Confinement Report to several sections within the RCF. These reports are forwarded to the following: JAG, Parole Board, EGTA Board, Discipline and Adjustment Board and Command/Cadre consultations. Periodically, Mental Health will follow-up with inmates to assess their adjustment to confinement and compliance with treatment. If an inmate is scheduled to appear before any boards such as parole or EGTA, Mental Health will prepare a Progress in Confinement Report.

d. Requests to See Mental Health Services Personnel. Inmates may request to see a Mental Health counselor by submitting a DD Form 510. The inmate must state specifically why the request is being made, in the space provided on the DD Form 510. Mental Health will make every effort to respond as soon as possible.

## CHAPTER 7

### VISITING PROCEDURES

#### 7-1 INMATE VISITING PROCEDURES.

a. Inmates are responsible for requesting visitation sufficiently in advance to allow for processing, for the Counseling Section to respond to the inmate, and for the inmate to notify their visitors of the decision. Requests for visitation will only be accepted from inmates and must be submitted in time for approved visitations to be annotated in the Visitation Log (at least five working days prior to the requested visitation date). Unscheduled visitors arriving at the facility will **not** be allowed to visit.

b. Inmates are responsible for informing their visitors of these requirements and policies. Inmates are instructed on security, proper conduct and rules affecting visitation and will inform their visitors of those requirements. Inmates are not authorized to speak with or have contact with visitors or other persons at the facility by a means other than those authorized in this rulebook.

c. Authorized visitors include the inmate's immediate family (spouse, children, parents, brothers, sisters or guardians). Married inmates are not permitted visits by individuals of the opposite sex, unless the visitor is accompanied by the inmate's spouse and is an authorized visitor. An exception to this paragraph is when the visitor is a relative of the inmate or a member of the inmate's Chain of Command.

d. Friends, Fiancés or Fiancées are **not** recognized by this facility and will therefore be denied visitation. Inmates are also prohibited from getting married while confined at the RCF.

e. Inmates are responsible for their conduct and that of their visitors (including children). Only conduct that is in good taste in public view is permitted. This requirement is not intended to preclude a brief embrace/closed mouth kiss or handshake at the beginning and end

of the visit, or holding hands, in plain view during the visit. An inmate/visitor placing their arms around each other is strictly prohibited. An inmate/visitor placing their hands on each other's legs or other parts of the body is strictly prohibited.

f. During the visitation period, inmates will not accept any type of gifts, money, checks, food items, rings, pictures, cigarettes, letters, comfort items, etc. from their visitors. This includes any items from the vending machines in the facility. An inmate confronted with this situation will immediately report the incident to the visitation guard.

g. Visitors under the age of 18 must be an immediate family member of the inmate being visited. All visitors 18 years of age and older are required to present valid photo identification.

h. The Guard Commander has the authority to deny anyone visitation whether inmate or visitor. The following rules apply:

(1) Visitor's attire must be in good taste.

(2) Visitors will not be under the influence of alcohol or drugs, or appear to be under the influence of alcohol or drugs.

(3) An inmate's visitor(s) is/are not allowed to visit any other inmate or their family member, to include children.

(4) All visitors and items are subject to search. Visitors are searched with a metal detector or a frisk search (when deemed necessary by the Guard Commander). Refusal of searches is refusal to visit.

(5) If a visitor leaves the building, after visitation has begun, this will terminate their visitation for that visit. They will not be allowed to return to continue the visit.

i. Inmates who do not desire to visit with friends or family members are not required to do so. However, inmates are required to meet with members of their Chain of Command during official visits.

j. Upon announcement that the visiting period has ended, all inmates will remain seated until all visitors have departed, all inmates will be strip-searched.

k. Early termination of visitation. Inmates will inform the visitation guard of early termination. Visitation guard will ensure the inmate is escorted and strip-searched prior to returning to the domicile.

1. The area used for regular visitation is the main Visitors Room. Limitations on the number of persons permitted to visit will be governed by space available.

(1) A current or former inmate's visitor may not visit another inmate nor will visits be authorized which are contrary to good order and discipline or are likely to bring discredit upon the Armed Forces.

(2) Former staff members or volunteers/interns who marry an inmate currently confined at the RCF, will not be allowed to visit.

(3) Former inmates and former staff members or volunteers/ interns are not allowed to visit inmates currently confined at the RCF.

(4) Pastoral visits are coordinated through the RCF Chaplain.

m. Inmates in administrative segregation pending investigation, disciplinary segregation, intractable status, and suicide risk, are denied visiting privileges. Visitation of Maximum Custody Inmates is subject to the following:

(1) Maximum Custody inmates are authorized to visit with immediate family to include members under the age of 18. Immediate family members under the ages of 18 include the following: children, brothers, or sisters. Inmates requesting visitation for immediate family under the age of 18 are limited to one visitation period per month, and an authorized adult family member must accompany immediate family members under the age of 18.

(2) Maximum Custody inmates are responsible for requesting visitation in advance to the RCF Counselors. Advance notification will enable counselors to process the visitation request, respond to the inmate, and allow time for the inmate to notify their visitors. Unscheduled visits are not permitted for maximum custody inmates.

n. Visitation while hospitalized requires prior RCF authorization, and the visitors must be on the inmate's approved authorized visitation list.

o. Visits will not be scheduled more than 30-days in advance.

p. Inmates must cancel scheduled visits upon notification. Inmates who fail to cancel a scheduled visit may lose their visitation privilege. Visits may be canceled in advance by submitting a DD Form 510 through the RCF Counselors. Scheduled visitors, who arrive late and are unable to visit, because visitation is full, will not be considered a "no show."

**7-2 NOTIFICATION OF INMATES.** Inmates expecting visitors (visits that have

already been approved and scheduled) will report to the block guard within their domicile when visitation call is announced.

**NOTE:** Inmates are not authorized to have any item in their possession (i.e., no watch, pen, pencil, religious book, and nonspecific books) when reporting to visitation. The only exceptions are items necessary to improve physical impairment (i.e. eyeglasses, hearing-aids, etc.).

### **7-3 VISITOR PROCESSING.**

a. To change the visitor's list, the inmate must initiate an Inmate Visitor Request, completing all applicable parts for each individual the inmate adds to his visitor list. This includes providing the visitor's entire name, current address, telephone number, and relationship. When completed, this request will be forwarded to PSB. If any portion of the request is incomplete, it will be returned unprocessed.

b. Scheduled visits will be processed in the following manner:

(1) An inmate will notify the RCF Counseling Section of the exact date(s) of the expected visit by completing an Inmate Visitor Request form for each visitor. The request must be completed in the same manner as described in paragraph "a" above.

(2) Visitors will be admitted after proper identification and registration at Post #1. All visitors 18 years of age or older must present two forms of identification. Each must contain the visitor's name and one must have a current picture of the visitor. Visitors' 5-17 years of age must have one form of identification that contains the visitor's name and be accompanied by an adult family member, guardian or sponsor. The form of identification must be a birth certificate, social security card, school identification card, military dependent identification card, or a driver's license. Visitors under five years of age need not have identification, but must be accompanied by an adult family member, guardian or sponsor.

c. Visitors not on an inmate's approved visitor list will not be admitted.

d. Visitation is held IAW the published schedule of calls, and is offered Saturday, Sunday and recognized Federal holidays.

e. Visitors may be physically searched or checked with metal detection devices by authorized cadre. Anyone refusing a search or suspected of carrying unauthorized items due to metal detector alarm will be denied entry. Handbags and valuables will be placed in the lockers provided before visitation begins. Hats may not be worn while visiting. Outer garments will not be worn while visiting unless specifically authorized by the Guard Commander.

f. Individuals who are inappropriately clothed or whose personal appearance or conduct would otherwise detract from the atmosphere in visitation will not be permitted to visit.

Included in this category are: transparent or very low cut blouses; very low riding or extremely short pants, dresses or skirts; hair curlers; those visibly intoxicated or with an odor of an alcoholic beverage on their breath; or those who are unclean or in bare feet. Only the Guard Commander may prohibit a visit for the above reasons. His word is final and is not subject to debate. In the event of an unruly or uncooperative visitor, the Military Police Desk will be contacted for assistance.

g. Small plastic spoons for feeding infants are permitted. Parents with infants may bring a baby care products (minimal amount) into Visitation after the bag is thoroughly searched by RCF cadre. Parents may bring in a reasonable amount of baby food (no more than three jars per infant). Breast-feeding is not permitted in the Visitation Room. Mothers who leave the Visitation Room to breast feed their children will then be permitted to reenter the room to continue visitation. They will be required to leave the building during feeding.

h. Christmas, birthday, anniversary, and greeting cards are not permitted. Photo albums and/or photographs are not permitted.

i. Inmates are prohibited from accepting articles or containers of any kind from visitors without obtaining prior authorization.

## CHAPTER 8

### MAIL PROCEDURES

**8-1 MAIL PROCEDURES.** IAW AR 190-47, no restrictions are placed on the number of letters an inmate may receive from authorized correspondents except as is reasonably necessary for security, safety and control, the prevention of individual excesses or prevention of delays in processing mail. Inmates are not allowed to write or receive letters or publications in a foreign language unless they have received prior approval. To request approval, inmates must submit DD Form 510 to Chief, CSB; including the name, relationship, address and language in which inmate's wishes to correspond.

a. During initial processing, inmates will complete DD Form 499, Inmate's Mail and Correspondence Record. This form indicates your correspondents, their relationship to you, and authorizes the inspection of incoming and outgoing mail. All mail entering or leaving the facility must be inspected, and is subject to censorship and removal of contraband. To receive or send mail you must approve the inspection of your mail on DD Form 499.

b. The sample return addresses below are the only addresses to be used. An improper or incomplete address may cause mail to be delayed or rejected. Inmates should notify correspondents of your correct address.

#### **Regular Correspondence**

INMATE'S FULL NAME  
RCF  
Box 339536  
Fort Lewis, Washington 98433-9536

#### **Privileged Correspondence**

PRIVILEGED  
INMATE'S FULL NAME  
RCF  
BOX 339536  
Fort Lewis, Washington 98433-9536

## NOTES:

1. The word "**PRIVILEGED**" must be in the same hand/print as the other lines of the address.

### 2. Privileged Correspondence.

(1) Correspondence between a privileged correspondent and inmate may be opened and inspected if it is believed to contain contraband, or the authenticity of the addressee is questionable. Opening of privileged mail will be by the Confinement Officer or Operations NCO, and in the presence of the inmate.

(2) In order for inmates to correspond with their civilian or individual military counsel; and, for this correspondence to be treated as privileged, inmates must initiate a DA Form 2569-R (Attorney of Record Designation). The named attorney must complete the form and agree in writing to be the inmate's Attorney of Record. Attorneys may not solicit inmates for representation.

(3) Inmates are responsible for notifying their privileged correspondents of the address to be used for this purpose. The annotating of "privileged", "privilege correspondence" or "personal" on the envelope does not alone constitute privileged mail. The following is a complete list of all privileged correspondents recognized by the RCF:

(a) President or Vice President of the United States.

(b) Members of Congress of the United States.

(c) The Attorney General of the United States and Regional Offices of the Attorney General.

(d) The inmate's military trial defense counsel and military appellate defense counsel. (DA Form 2569-R required)

(e) Judge Advocate General of each military service.

(f) Civilian counsel who completed DA Form 2569-R (Attorney of Record Designation).

(g) A recognized attorney to whom the inmate writes for the purpose of establishing an attorney-client relationship; Bar Association Correspondence is not privileged. The inmate must list their civilian or individual military counsel with the RCF mailroom on DA Form 2569-R.

(4) Initial correspondence to the below personnel is considered privileged correspondence. Afterwards, inmates must request adding below personnel to privileged correspondence list.

(a) Inspector General.

(b) Clergymen.

(c) All mail received from State or Federal Courts.

c. To send out excess mail or other items inmates are required to contact the Mail Clerk. The Mail Clerk is readily available only between the hours of 1300 to 1500 hours on Tuesday through Friday. No DD Form 510 is required to see the Mail Clerk during this time. The Mail Clerk may also be contacted between 1600 to 1700 hours; however, you must sign up on the Mail Room Call Sheet a day prior to seeing the Mail Clerk. (This roster is located next to the compound entrance/exit door at Post #2.) You will be notified when to report to the Mail Clerk via the public address system or the Mail Room Call Roster, located at Post #2 across from the dining hall entrance. Check this roster daily. Inmates who fail to show up two days in a row who were on the Mail Room Call Roster will receive a negative HFL Form 412 (Disciplinary Report).

d. Health and Comfort will only stock regular postage stamps in books as sold by the U.S. Post Office. Inmates in pay status will be required to pay for their postage and affix stamps on outgoing letters. All mail to commercial suppliers/vendors will be at the inmate's expense regardless of pay status. Stamps may be purchased by submitting a DA Form 1130 (Statement of Prisoners' Personal Deposit Fund Account and Request for Withdrawal of Personal Funds). Allow at least one week for receiving stamps after funds have been deducted from your account. Inmates will be notified when stamps are ready for pickup. A maximum of 40 stamps may be purchased with any one-month rations, not to exceed 80 stamps on hand. Inmates are not authorized to receive stamps from outside the facility.

(1) First Class letter mail will not exceed 1 ounce or approximately four pages per envelope.

(2) Postage paid envelopes are for inmate use only. Such envelopes will not be sent to correspondents for their use. Letters mailed in postage paid envelopes to foreign countries will not exceed one-half ounce or approximately two pages per envelope. Letters being sent to foreign addresses must be addressed in accordance with the United States Postal System guidelines.

e. Outgoing Mail. Addresses should be printed or typed in all capital letters; no punctuation marks (i.e., commas, periods etc.) will be used. A State should be written in its two-letter abbreviation.

f. Inspection of Mail. Non-privileged mail (envelopes/packages both incoming and outgoing) will be opened and inspected. The RCF Commander may direct that all incoming and outgoing mail of a particular inmate be opened and read.

g. Inmate's envelopes will be marked with their last name and first initial under the flap of the envelope. This will be adhered to at all times. Failure to obey this policy will result in confiscation of the envelopes and possible disciplinary action.

h. Inmates are permitted to retain 20 letters; privileged correspondence will not be included in the total number. All letters in excess of 20, other than official correspondence, will be disposed of either by mailing the excess letters to an address of the inmate's choice (at the inmate's expense) or destroying it.

i. It is the responsibility of the inmate to inform authorized correspondents of the articles that are not authorized to be received through the mail. All stamps and stickers will be removed; lipstick "kisses" may be cause for rejection. Mail will be rejected for any of the following reasons:

- (1) Obscenity, blackmail, contraband or a threat.
- (2) Plans for criminal activities or plots to escape.
- (3) Any material pertaining to gambling, sweepstakes, or lottery (games of chance).
- (4) Codes or plans for activities in violation of the facility rules and regulations.
- (5) Solicitation of prohibited gifts or money.
- (6) The ordering of merchandise from magazines, catalogs, newspapers, or periodicals, when item(s) are being sent from manufacturers to a third party (other than the addressee).
- (7) Passing valuables or other articles of value.
- (8) Food items.

(9) Health and comfort items.

(10) Unauthorized use of postage paid envelopes (pay status inmates).

(a) Postage paid envelopes can be used at a rate of two per day, not to exceed 10 per month.

(b) Postage paid envelopes cannot exceed one ounce in weight for stateside mail and one-half ounce for overseas mail.

(c) Writing anything other than addresses on postage paid envelopes.

(d) Sending greeting cards in postage paid envelopes.

(11) Correspondence with clubs, newspapers or magazine publications with the intent to solicit "pen pals."

(12) Improper return address.

(13) Correspondence with inmates in other institutions, military or civilian (unless approved by the Commander, RCF).

(14) All newspapers, magazines, periodicals, books and other publications must be received directly from the publisher. Receiving any such publication or extract thereof from any other source is prohibited. All newspapers, magazines, periodicals, books and other publications are subject to inspection.

(15) Pornography: Pornographic material is defined as:

(a) Photographs that depict explicit views of genitals or sexual acts; any nudity involving children; or any sexual activity involving animals.

(b) Reading materials involving sexual actions involving children or animals, or explicit sexual activity.

(16) Correspondence in pursuit of operating a business while in confinement.

(17) Material apparently intended for distribution to the general public.

(18) "Bill me later" or "trial basis" subscriptions. These are not authorized even if the offer allows for free magazines or merchandise before you receive the bill. Money must accompany all requests for books, as well as newspaper and magazine subscriptions.

(19) Inmates will not solicit for unauthorized gifts or money.

(20) The use of video, cassette tapes, CD's or other recording devices as a means of communication is prohibited.

(21) Correspondence will not be allowed with minors (under 18 years old), whose parents or guardians have objected, in writing, to the RCF Commander.

(22) Musical/Electronic cards are not authorized.

j. Any item that is not correspondence must have a pre-approved DD Form 510 from RCF Operations before an inmate can receive the item. The Counseling Section will provide a copy of the approved DD Form 510 to the mail clerk. Upon receipt of items not authorized for retention or storage in Personal Property Section (e.g., foodstuffs, hygiene items, photographs, etc.), the inmate receiving such items will destroy them or return the articles at his/her own expense to an authorized correspondent.

k. Special permission from the RCF Commander must be obtained in order to correspond or send mail in a foreign language. All correspondence will be written in English unless the RCF Commander authorizes an exception. A copy of the written authorization will be maintained with the individual's DD Form 499.

l. All outgoing mail will be deposited unsealed in the facility mailbox. Privileged correspondence will be sealed before being deposited in the mailbox. **It is forbidden to send mail out in any manner other than through the RCF mailroom.**

m. Postage for inmates in a non-pay status will be furnished at government expense, and will be furnished no more than 10 official envelopes per month. Inmates in a pay status will be required to purchase stamps from the Health and Comfort Section.

o. No packages will be left in the mailroom more than 72 hours. After 72 hours, packages will be disposed of IAW AR 190-47, Chap 10, paragraph 10-8b, subparagraph (3) (c) and (e).

(1) Packages from commercial sources are accepted if approved by Chief, CSB on DD Form 510.

(2) All DD Form 510's must be on file in the mailroom prior to the packages arrival.

(3) Packages not adhering to the guidelines in this rulebook will be returned.

p. Religious materials are authorized in the facility but are restricted to the following criteria:

(1) The material may not depict or describe acts of violence against persons or animals.

(2) The material may not describe or depict any racial or religious group as being inferior/superior.

q. Personal/civilian clothing items should not be received more than 30 days prior to release date.

**8-2 REJECTION OF MAIL.** Delivery of incoming or outgoing mail may be withheld if such mail is determined to be detrimental to security, order, or the rehabilitation of the inmate. It is the responsibility of each inmate to inform his correspondents of what he can/cannot receive. Unauthorized mail is subject to being rejected and returned to sender. This applies to all mail, including packages. Inmates are notified in writing when any mail is rejected.

**8-3 ACCOUNTABLE MAIL/PACKAGES.**

a. Accountable mail (i.e., Certified, Insured, Registered and Return Receipt for Merchandise). Questionable privileged correspondence will be opened by Confinement Officer or Operations in the presence of the inmate and checked for contraband or unauthorized items.

b. Packages from commercial sources will be accepted if the contents are authorized for the inmate's possession on DD Form 510.

c. Items that may be purchased through the normal Health and Comfort (H&C) supply system may not be received from any other source.

d. All packages being shipped out of the facility must meet the following criteria:

(1) Items must be brought to the mailroom in an open, unsealed container.

(2) Items can be shipped through the United Parcel Service (UPS) or the post office. Each offers a 1 or 2 day service. C.O.D. is not authorized.

(3) Shipping Restrictions: Health and Comfort items may not be shipped.

## CHAPTER 9

### PROPERTY & EQUIPMENT

**9-1 GENERAL.** Inmates will neither loan clothing to, nor purchase clothing from other inmates. Clothing in excess of the authorized amounts is prohibited and will be considered contraband. Inmates are responsible for the cleanliness and maintenance of their clothing. Altering, damaging, or disposing of clothing or equipment for any reason is prohibited. When an item becomes unserviceable the inmate will submit a DD Form 510 to the Supply Section. Lost or destroyed clothing will result in the replacement cost being charged to the inmate's military pay record or a reduction in Health and Comfort items issued to recoup losses to the Government.

- a. All post-trial inmates are required to wear the RCF uniform as the duty uniform.
- b. Pretrial inmates will wear the uniform as prescribed by the RCF Commander. Pretrial inmates are prohibited from wearing rank or grade insignia inside the RCF.
- c. The Supply Section is responsible for the accountability of all inmates' initial RCF issue and personal clothing storage while in confinement. The inmate's dress green uniform and duffel bag will be stored in the Supply Section, as well as military awards and decorations. Only authorized military items and other selected items will be stored in the duffel bag. Inmates are not authorized to store other items (e.g., excess newspapers, magazines) in Supply. Only clothing items will be stored in supply.
- d. Inmates are authorized to carry the following items on their person while on RCF

grounds:

(1) One approved religious medallion or crucifix with approved chain (chain will be long enough so as not to be seen above the T-shirt).

(2) One pair of prescription eyeglasses with case (or tinted glasses if prescribed)

(3) One wedding band/ring

(4) One comb (no handles)

(5) Four tampons or panty shields (females)

(6) Current Profile statement(s)

(7) Bible, pocket-sized (or equivalent religious material)

## **9-2 CLOTHING/EQUIPMENT.**

a. Authorized articles and supplies that can be maintained in each inmate's duffel bag for retention by Supply are:

(1) Duffel bag.

(2) Dress greens with appropriate shirts.

(3) Military tie.

(4) Awards & decorations.

(5) Initial issue clothing.

(6) Two sets of civilian clothing for only adjudged/sentenced inmates with sentences of 12 months or more, or who have a punitive discharge. This clothing is for when an inmate in this status departs confinement either by parole, or by having reached their minimum release date, and are discharged or placed on excess leave awaiting execution of their discharge. In either case, the inmate will only maintain non-recoverable uniform items upon leaving confinement. Supply will accept and retain civilian clothing only 30 days prior to an inmate's MRD.

(a) Prisoners may buy or have sent to them no more than the number and types of items listed below:

Males

2 trousers  
2 shirts  
2 socks (pair)  
1 shoes (pair)  
2 underwear  
1 jacket  
1 gym bag (not luggage)

Females

2 slacks or skirts  
2 blouses  
2 nylons or socks (pair)  
1 shoes (pair)  
2 underwear  
2 bras  
1 jacket  
1 gym bag (not luggage)

(b) Inmates will **not** have the following sent to them as part of their release clothing:

Health and comfort items  
Sunglasses and jewelry  
Perfume or cologne  
Luggage (except gym bags)  
Tapes, compact discs, tape decks, or CD players  
Slip, full or half (female)  
Nylons, stockings, or panty hose (female)  
Other military clothing not needed immediately (i.e. BDUs, etc.)

b. Authorized articles in domicile area:

(1) Issue Items:

All Prisoners

1 H&C supplies  
1 Prisoner Rulebook  
1 Footlocker  
1 Steel cot  
1 Mattress  
1 Mattress cover  
2 Sheets  
1 Pillow  
1 Pillow case  
2 Blankets (additional blanket issued in winter)

Females only

24 hair rollers  
4 barrettes/small hair combs, plastic  
1 hair dryer

(2) Prisoner Clothing:

2 RCF caps, orange (seasonal)  
10 Undershirts, brown  
1 Pair shower shoes  
1 Pair athletic shoes

6 Bath towels, brown	2 Laundry bags
6 Wash clothes	2 Pair glove inserts
4 Under shorts, thermal	1 Pair gloves, black shells
1 Belt, black with buckle, subdued	2 Pair combat boots
10 Under shorts, white or brown (males only)	1 Field jacket
10 Underwear, white (females only)	4 RCF Uniforms
10 Pair socks, white calf length	10 Pair socks, black or green
8 Brassieres, white (females only)	4 Undershirt, thermal

(3) Any items not listed as an authorized article, or items in excess of the authorized amount will be considered contraband. Inmates may submit a DD Form 510 for approval of a particular item. If approved, a DA Form 1135 (Personal Property Permit) is signed by the RCF Commander or their representative, authorizing issued and receipt for that particular item(s). Items that are found without approving DD 510 and DA Form 1135 will be confiscated.

**9-3 PERSONAL PROPERTY.** In addition to issued clothing and equipment, inmates are permitted to possess varying amounts and types of personal property, depending on custody level. Inmates must have an approved DD Form 510 before ordering property. Inmates, except maximum custody, are authorized the following property:

- 10 Books, education materials, or magazines or religious books or pamphlets
- 20 Letters (canceled, received), does not include privileged correspondence
  - 1 Religious medal, rosary or crucifix w/chain
  - 1 Pair eyeglasses w/case
  - 1 Pair tinted glasses (if prescribed)
  - 1 Bible (approved religious literature)
- 20 Photographs or pictures (Wallet-size or Polaroid instant size)
  - 1 Photograph 4" x 5" photograph
  - 1 Record of Trial
  - 1 Pair ear plugs (if authorized by medical authority)
- 24 Hair rollers (females only)
  - 4 Barrettes/small hair combs, plastic (females only)
  - 1 Hair dryer (females only)

**9-4 HEALTH AND COMFORT SUPPLIES.** During confinement, inmates are issued Health and Comfort (H&C) supplies necessary for personal hygiene. Inmates are not authorized to receive these items from outside sources.

a. Inmates in a non-pay status receive their supplies gratuitously. Inmates in a pay status are required to reimburse the government for the value of the supplies issued. Payment is accomplished by deduction from their military pay account or withdrawn from their Personal Deposit Fund Account.

b. Inmates will be provided with an initial issue of Health & Comfort items as part of their in processing. After this issue, inmates will receive a personalized Request and Receipt for Health & Comfort Supplies (DD Form 504) from their block guard on the last Thursday of each month. The request forms will be returned to the H&C Section by the following Monday. Until turned-in, request forms will be stored between the back page and rear cover of this rulebook. The H&C issue date will normally be the first Thursday of the month. Complete the request form carefully; changes will not be made during issue unless an item is out of stock. A list of available items, current prices and the quantity limits of each item can be obtained from the block guard. Failure to properly complete DD Form 504 will result in delay of your H&C issue.

c. Inmates may not possess more than the issue limit plus one of any item. For example, the shampoo issue limit is one; therefore, a prisoner may have two. It is each inmate's responsibility to order the amount needed, but not more than what can be neatly stored. Excess items will be confiscated as contraband and the inmate will be subject to disciplinary action. Excess Health & Comfort items will not be stored by the facility.

d. Razors and batteries are issued on a one for one basis. Do not throw razors or batteries away. When inmates report for issue at the Health & Comfort Section, they are required to turn in the same quantity of used razors and batteries that they are purchasing this issue.

e. All items that are required to be marked, IAW this rulebook, will be marked by 2100 hours on the day of issue. All envelopes and stamps will be neatly marked with the inmate's last name and first initial. Each postage stamp will be marked on the backside, and each envelope on the inside flap. Marking should be done immediately. Unmarked items may be confiscated as contraband after 2100 hours on the day of issue.

f. Medicinal Items. In addition to the above items listed, the RCF Medical Officer may authorize the following items to be stored in footlockers without a waiver. These items will be issued from the RCF Dispensary:

- Foot powder
- Ben Gay
- Fostex Medicated Soap
- Earplugs

## **CHAPTER 10**

### **EDUCATION AND EMPLOYMENT**

#### **10-1 EDUCATION.**

a. Purpose. It is the goal of the Army Correctional System to return military prisoners either to continued military service or to the civilian community as productive individuals. Increased Knowledge helps by increasing your ability to compete for better jobs.

b. Prisoner education programs offered at the RCF consist of GED, CLEP General, CLEP Subject Tests, DSST, college courses, college admission tests, various U.S. Army correspondence courses, foreign languages, high interest tests, and use of a computer for various education courses. Education Call hours are IAW the Schedule of Calls. Prisoners will be enrolled in a course of study and assigned an education session using the following rate:

(1) GED – twice weekly

(2) CLEP General, CLEP Subject, DSST, or foreign language, one education call session per week.

(3) Correspondence – These are self-study courses, which are completed during the inmate’s free time.

(4) Any request for exception concerning the number of Education Call sessions afforded to the inmate (i.e., additional Education Call sessions, correspondence courses, or other courses of study, etc.) will be considered on a case-by-case basis. Such requests are approved only upon the favorable recommendation of the NCOIC Learning Resource Center (LRC). Requests for exception must be submitted by the inmate, on DD Form 510.

c. Program enrollment. Inmates completing DD Form 510 for enrollment in the RCF educational program are to report to the library on Thursdays at 1830 for counseling and in-processing. Inmates in a casual or detained status may not attend Education Call (except by permission of the RCF Commander). Casual or detained inmates may request study material to continue a course started prior to confinement. Inmates who do not successfully complete a given course (correspondence, college, etc.) in the required time frame will lose their education call privileges for six months. These inmates can use the library, but cannot sign up any education classes or tests.

d. Any inmate assigned to attend Education Call on a weekly basis will remain at their assigned place of duty, Learning Resource Center (LRC), until termination of the session (i.e., if inmate John Doe is enrolled in a CLEP program and scheduled for education call on Tuesday from 1800-2030, he will report for class at 1800 and will not depart until 2030). If you have completed your study assignment before it is time to leave, you will use the remaining time for self-study.

e. Involvement in any of the following may result in an immediate removal of an inmate from the Education Program and possible disciplinary action being taken:

(1) Sleeping.

(2) Any form of misbehavior.

(3) Missing scheduled Education Call unless approved by the NCOIC, LRC.

(4) Leaving assigned place of duty prior to termination of a session (class) without proper authority.

(5) Loitering: Using class time for other than its intended purpose, to include writing

personal letters, preparing legal correspondence, etc.

(6) Non-progression in the assigned course of study.

(7) Failure to meet progression suspense of the NCOIC, LRC.

f. Conflict in Scheduling. Inmates having a scheduling conflict must contact the NCOIC, LRC prior to the conflict in order to retain their enrollment.

## **10-2 EMPLOYMENT.**

a. All inmates, regardless of status, are required to work and/or train as would normal duty personnel.

(1) Pre-trial inmates will be required to perform useful work to the same extent as soldiers available for general troop duty. However, they will not be placed on details such as police call, janitorial duties, land management or kitchen police within unit areas

(2) Pre-trial inmates will work on the maintenance and upkeep of the RCF and other useful duties. They do not work with, nor are they housed with post-trial inmates.

b. Work details.

(1) Normally inmates in an adjudged/sentenced status who are not assigned to an EGTA position, or are not on trusty status will be assigned to the Employment Area (Big Red) work detail.

(2) Inmate details are assigned based on requests from activities located at Fort Lewis and McChord AFB. Inmates are assigned to these details based on the inmate's ability to complete the assigned work and custody grade.

(3) Inmates assigned to outside work details will be picked up at the Temporary Release (T/R) Section at 0800 by the work detail supervisor, and will return at 1530 hours. The RCF Dining Facility will provide sack lunches. Those inmates who have not been assigned to outside work details will be escorted to the RCF Big Red Area.

(4) Inmates assigned to permanent details under the Extra Good Conduct Abatement Program who are held back because of various appointments will not be allowed to lounge in the cell block, they will be assigned work by the correctional staff based on daily mission requirements.

(5) Lunches will be consumed between 1130-1230 hours, or at the discretion of the detail supervisor. Inmates consuming meals prior to or after the designated time will be

subject to disciplinary action. Inmates are not authorized to consume any items or food or drinks, which have not been issued by the RCF Dining Facility, unless approved by the RCF Commander. Swapping or consuming any portion of another's lunch is prohibited. Inmates will not return portions of their sack lunch to the facility, but will properly dispose of leftovers at the work site.

(6) Work UNIFORM/appearance. Inmates on detail will at all times conduct themselves in a military manner. Uniform standards will be IAW facility uniform SOP, i.e., boots polished, clean-shaven, hands out of pockets, headgear worn. Identification badges will be worn at all times. You will follow all orders without question. Detail supervisors will determine when inmates are authorized to remove their uniform shirts. During the fall and winter months, long underwear may be worn underneath the RCF uniform. Long underwear must be brown or white and approved through TCF Operations. If white long underwear is worn, the shirt will be underneath an Army brown undershirt. Only clear/non-tinted eyeglasses are authorized for wear unless an inmate has an approved medical prescription/profile requiring the inmate to wear tinted lenses.

(7) Inmates will report to the T/R Section sally port (entrance/exit) after work call formation for transportation to their assigned detail. During cold or wet weather conditions, inmates will have in their possession appropriate cold and/or wet weather clothing.

(8) Random unannounced searches of inmate lockers and work centers will be conducted periodically. Inmate work center lockers will only contain the following items:

- (a) 1 pair coveralls
- (b) 1 pair work boots
- (c) 1 pair work gloves
- (d) 1 tube of toothpaste
- (e) 1 toothbrush

(9) Inmates will be frisk searched prior to departure for detail site and stripped searched upon return to the RCF.

(10) Safety rules and regulations will be obeyed at all times. **THERE ARE NO EXCEPTIONS!** Inmates will follow all safety instructions and guidance given by cadre and/or

detail supervisors. Inmates witnessing any unsafe act will immediately report it to the cadre or detail supervisor. Inmates asked to perform prohibited acts as outlined in this Handbook will report it immediately to the Employment NCOIC upon their return to the facility.

(11) Participating in any of the following prohibited activities will result in immediate removal from the employment/EGTA program, and possible disciplinary action:

- (a) Sleeping at the job site.
- (b) Accepting food, gifts, or gratuities of any kind.
- (c) Taking baths or showers at work sites.
- (d) Initiating or receiving telephone calls, or other use of telephones at the work site.
- (e) Entering a privately owned vehicle
- (f) Entering into conversation with civilians or other military members, unless the conversation is job related. At no time will you communicate with ex-inmates. Inmates will maintain an impersonal and professional relationship with detail supervisors and work site employees at all times.
- (g) Having unauthorized visitors on detail sites. **NO EXCEPTIONS!**

(12) Any complaints in regards to working conditions, detail supervisors, or escorts will be brought to the attention of the Employment Branch, NCOIC upon return from the detail, or submitted on a DD Form 510.

c. Weekend Details.

(1) Saturday mornings are treated as a normal duty day and inmates may be required to perform both interior and exterior maintenance of the RCF as deemed necessary by the Guard Commander and/or Operations. Otherwise, weekend details are supported on a volunteer basis. Inmates must submit a DD Form 510 to the Temporary Release (T/R) Section to be added to the Weekend Work Program/Roster. Once an inmate is added to the weekend roster, he will remain on the roster until another DD Form 510 is submitted requesting removal. Should the inmate refuse to go to work on a weekend, he will receive a HFL Form 412. No inmate will be threatened or forced to volunteer for the Weekend Work Program. Legal federal holidays, training holidays, and Sundays are considered off days, and with the exception of RCF maintenance, inmates are not required to work.

(2) Inmates will receive extra good days for voluntarily working four consecutive weekend days or training/legal federal holidays. If an inmate refuses to go to work after

volunteering, he will lose weekend credit for the month. If an inmate is identified as abusing the volunteer system, that inmate could be removed from the EGTA program and not allowed to reenter the weekend work program.

d. Appointments/Temporary Release.

(1) All inmates will submit a DD Form 510 to the T/R Section when requesting to leave the RCF for any reason (i.e., dental, medical or legal appointments). Except for medical/dental appointments, RCF Operations must approve temporary release. This includes, but is not limited to notarizations, PX purchases, name changes, hair appointments, etc.

(2) Inmates needing medical appointments must go on sick call first. Do not submit a DD Form 510 unless previously seen by the P.A., Medical Officer or Nurse Clinician and a consult form has been completed.

(3) Regular dental examinations will be conducted quarterly at the RCF by DENTAC when available. When not available, inmates are required to submit DD Form 510, NLT the 15<sup>th</sup> day of their birth month. This is to ensure inmates are seen annually.

(4) Appointments will be scheduled promptly; therefore requests should not be resubmitted for the same purpose.

(a) Post-trial inmates will be escorted to scheduled appointments by the RCF's T/R Section.

(b) Pre-trial inmates will be escorted to scheduled appointments by their individual units.

(c) In the event of an emergency, the on-duty Guard Shift or T/R Section will act as escorts for all inmates.

(5) While on appointments you must conduct yourself in a military manner. Uniform standards will be commensurate with RCF SOP or your respective service's uniform regulation. You will follow all orders without question.

(6) RCF staff personnel who need to see prisoners will submit a list to the T/R Section by 1400 the day prior. This will ensure the inmate is available and doesn't go to work.

**10-3 Actions and Other Behavior That Is Expressly Forbidden While On Detail.**

a. Accepting gratuities from anyone at your detail. Gratuities include, but are not limited to: gifts, food, snacks, soft drinks, alcoholic beverages or drugs, cigarettes, sexually explicit or pornographic books, pictures or other pornographic materials, books, magazines, or any other items which you are not authorized to have.

b. Utilizing the telephone in any way, except in the event of a life-threatening situation where medical or other emergency services personnel must be summoned. Accepting or making personal telephone calls at the detail site is expressly forbidden.

c. Utilizing equipment at the detail site in any way to accomplish personal correspondence is prohibited. This includes using typewriters, computer equipment, or other word processors to accomplish personal correspondence, parole considerations, EGTA appeals, or other typed/written communications. **NOTE: A detail supervisor cannot waive or amend this rule or any other rule outlined in this Handbook.**

NOTE: Using detail equipment or materials to accomplish RCF work projects for special functions relating to the Regional Corrections Facility is forbidden unless, your detail supervisor approves the work. This type of work may be accomplished only at times specified as appropriate by the detail supervisor, such as lunch breaks, authorized work breaks, or other down time as determined by the detail supervisor.

d. Personal photographs taken of you at detail work sites.

e. Accepting gifts or mail, whether addressed to you or not.

f. Visitation with family, friends, or members of your military unit at the detail site.

g. Engaging in any type of sexual contact is forbidden.

h. Transporting any type of work detail materials, tools, equipment, etc., from any work detail site to the RCF, or from the RCF to a work site, unless cleared in advance by the Operations Section and authorized in writing.

i. Not reporting any incident whereby inmates are encouraged by a detail supervisor to disregard the established standards. Such incidents must be reported to the NCOIC, Employment Section.

j. Operating equipment at work sites without being properly trained and, if applicable, licensed. This includes lawn mowers, weed eaters, computers, forklifts, graphic aids, etc. Inmates are forbidden to operate vehicles of any nature that exceeds 20 miles per hour. This includes all makes and models of cars and trucks.

## **CHAPTER 11**

### **RECREATION**

**11-1 GENERAL.** The RCF provides opportunities for participation in sports and other types of recreation. Inmates with a visit scheduled during a recreation period will not participate in that recreation period. Many recreational programs are custody specific.

a. Recreational activities may consist of one or more of the following types of recreation: indoor, outdoor, library, and weight room.

b. Special events are held periodically and announced in advance.

**11-2 RECREATION ATTIRE.** The authorized attire for all Recreation Calls is:

a. Post-trial Inmates: RCF PT Uniform including shorts, T-shirt, white socks, athletic shoes or full duty uniform with a T-shirt as the outer garment and athletic shoes. Pre-trial

Inmates: Appropriate Branch PT Uniform including shorts, T-shirt, white socks, athletic shoes or full duty uniform with a T-shirt as the outer garment and athletic shoes.

b. Outdoor Recreation Field. The issued uniform shirt or T-shirt, with trousers or athletic shorts, boots, shoes, or athletic shoes (rubber soled), with white socks, are authorized. Bare feet and shower shoes are prohibited. Thermal clothing may be worn, but only under the authorized outer garments.

c. Gymnasium and Weight Room. The issued brown shirt or T-shirt with trousers or athletic shorts, with socks and towel are authorized. Headgear is not authorized (i.e., winter cap).

**NOTE:** The Guard Commander will specify authorized recreational attire and headgear prior to recreational call.

### **11-3 RECREATION.**

a. The following rules govern conduct in the outside recreation area or during athletic events, and similar activities.

(1) Remain orderly and maintain an attitude of good sportsmanship toward participants. Spectators and players must be considerate of other players, referees, performers and others present, and refrain from the use of profanity. Loud and boisterous noise or profanity will not be tolerated.

(2) Horseplay is prohibited at all times.

(3) Inmates may bring radios/CD or tape players w/headphones (Minimum and Trusty), and weight lifting gloves. Inmates must bring a towel with them to inside recreation.

(4) All inmates lifting weights will have a spotter and ensure all safety guidelines are followed. Deliberate unsafe acts will result in removal from the weight room, loss of recreation privileges and/or disciplinary action.

(5) All equipment, including weights, will be placed in, or returned to, their appropriate place prior to the termination of Recreation Call or when directed by cadre personnel.

(6) Inmates will move from recreation areas, only when recall is announced or when directed otherwise.

(7) At least five minutes prior to the termination of each recreation period, or as directed by cadre personnel, inmates will turn in and/or put back all equipment promptly and wait for permission to leave the recreation area and return to their domiciles.

(8) Injuries will be reported immediately to a cadre member.

b. During outside recreation, inmates will stay away from the perimeter fence.

c. The following rules will govern conduct in the cellblocks during recreation periods:

(1) Domicile recreation is limited to designated areas.

(2) Prior to lock-down or count, all games are terminated, and all equipment is returned to the appropriate recreation locker.

**11-4 RECREATIONAL/LAW LIBRARY.** The Recreational and Law libraries run simultaneously during recreation time, with separate calls for male and female inmates. Other rules may apply in addition to those listed below. Inmates should check with the Counseling Section for additional details.

a. Recreational Library Rules. The individual inmate is responsible for maintaining all library books, newspapers and magazines in good condition and obeying the following rules:

(1) Upon entering the library, inmates will surrender their badge to library staff.

(2) Loud talking, congregating in groups, horseplay or other conduct of a nature, which is disturbing to library patrons or RCF staff, is prohibited.

(3) Seating areas are for quiet study or reading only.

(4) Furniture or chairs will not be moved. Step stools are not to be used as seating.

(5) An inmate is authorized to checkout a maximum of two library books (hardbound and softbound combined).

(6) Inmates who fail to return books on time are subject to disciplinary action. Inmates will not be allowed to check out library books until one working day after overdue books have been returned. Inmates are required to reimburse the government for damaged or lost books. Lost books will be reported promptly to the librarian, either in person or by using a request form.

(7) Library newspapers and magazines will not be removed from the library.

(8) Inmates in need of reference/educational material from the Post Library will complete DD Form 510 addressed to the Counseling Section. Only 2 books may be requested

at a time and will be returned on time.

b. Law Library Rules. In addition to the rules outlined in paragraph “a” above, the following apply:

(1) Books and other reference materials will not be removed from the law library.

(2) If additional time is required for research purposes, an inmate will submit a request for (DD Form 510) to the Counseling Section.

## CHAPTER 12

### GOOD CONDUCT TIME/ABATEMENT

**12-1 GOOD CONDUCT TIME.** Good conduct time is granted IAW AR 633-30 (Military Sentences to Confinement) to all inmates except those sentenced to death, serving a life sentence or serving a sentence in lieu of a fine. Good conduct time is calculated and used to establish a minimum release date (MRD) for each inmate. The MRD will change if any inmate's sentence to confinement is changed or if good conduct time/extra good conduct/abatement time is forfeited as a result of misconduct.

a. The PSB Section is responsible for tracking and crediting inmate's good conduct time.

### GCT EARNING RATES

SENTENCE LENGTH	RATE OF EARNINGS
1 year or less	earns 5 days per month

1 year > 3 years	earns 6 days per month
3 years > 5 years	earns 7 days per month
5 years > 10 years	earns 8 days per month
10 years (excluding life)	earns 10 days per month

Table 12-1

**NOTE:** If an inmate receives a reduction in his sentence, or an additional sentence, his good conduct time is re-computed at the rate applicable to the new term of confinement, effective the date of the action. Any portion of the sentence previously served is computed at the old earning rate up until the effective date of the change.

d. Parole violators do not receive credit for previously earned good conduct time and abatement time. This loss of credit cannot be restored.

**12-2 EXTRA GOOD CONDUCT TIME (ABATEMENT).**

a. Most inmates are authorized work abatement. Inmates in activities where work abatement time is authorized are credited at the following rate:

**EGCT EARNING RATES**

LEVEL	EMPLOYMENT LENGTH	RATE OF EARNINGS
1	1 to 5 months	1 day per month
2	6 to 10 months	2 days per month
3	11 to 15 months	3 days per month
4	16 to 20 months	4 days per month
5	21 or more months	5 days per month

Table 12-2

b. Level Six abatement is reserved for assistant instructors/supervisor's assistants, and following attainment of level 5.

c. Inmates not assigned to details are not authorized work abatement. Work abatement is not authorized for inmates while absent for a court-martial, rehearing or trial by civil authorities in which they are a defendant or co-conspirator. To receive EGCT for a particular month, inmates must work at least 85 percent of the possible duty days. Inmates who are absent for more than five workdays may receive a prorated share of EGCT for that month, at their current level of earning.

d. Work abatement is awarded for acceptable work and may be lost or downgraded

to a lower level as a result of poor duty performance.

### **12-3 SPECIAL ABATEMENT.**

- a. All special abatement work or activities must be pre-approved by the Commander.
- b. Special abatement will not exceed three days for any one event or more than five days in any one-month.
- c. Inmates not assigned to a detail or in Maximum Custody are not authorized special abatement.
- d. Inmates who receive reduced or no EGCT as the result of a poor detail performance rating are not authorized to receive special abatement during the same rating period.
- e. Special abatement may not be awarded within 60 days of scheduled release date from confinement. This provides sufficient time for close out of records and final calculation of the MRD.

## **CHAPTER 13**

### **ADMINISTRATIVE BOARDS**

**13-1 CLASSIFICATION BOARDS.** The Initial Classification Board (ICB) will consider and make decisions regarding custody grade, quarters, work, and special treatment needs. This board is convened within 60 days from the date of admission of an inmate. It is not required for inmates to appear before the ICB. Custody classification will be reviewed three months after initial classification and every 6 months thereafter.

a. **Composition.** Classification review boards will be chaired by an officer with two enlisted members (staff sergeant and above). A civilian employee in the grade of GS-7 may be substituted for one of the noncommissioned officer members.

b. **Custody Grades.** There are four custody grades at the RCF. These are: Maximum Custody (MAX), Medium Custody (MED), Minimum Custody (MIN), and Trusty. The board considers information it receives and develops an overall risk assessment for each inmate. The assessed level of risk determines the appropriate custody, housing, work detail, etc.

(1) Assessed level of risk as it relates to the amount of control or supervision

that must be provided.

(2) Recently arrived inmates, including parole violators, are usually assigned to work details that support the RCF or the Fort Lewis Installation.

(3) Inmate misconduct, lack of initiative, or unsatisfactory productivity, may result in removal from an assigned detail and/or appropriate disciplinary and/or administrative actions.

(4) At any Classification Board, a prisoner's custody grade may be recommended for upgrade or downgrade. The Classification Board may also recommend a prisoner be re-boarded at any time.

### **13-2 DISPOSITION BOARDS (Restoration, Clemency and Parole).**

a. Composition and Procedures. The Disposition Board will consist of not less than three members: the chairperson (officer), a sergeant first class or above and a staff sergeant or above. A civilian GS-7 or above may be assigned in lieu of the noncommissioned officer. The board will consider and make recommendations to the Commander, RCF, with regard to:

(1) Restoration. Return to duty of an inmate with a court martial sentence that does not include a punitive discharge, whether suspended or not.

(2) Reenlistment. Return to duty of a prisoner whose court-martial sentence includes an executed discharge.

(3) Clemency. Reduction in a prisoner's sentence to confinement, change in type of discharge, remission of a sentence to confinement, or reduction of any fines or forfeitures. Clemency is normally associated with significant changes which have occurred since a prisoner's confinement that are so severe as to warrant early release in the best interests of the prisoner and the military service.

(4) Parole (if eligible). A form of conditional release from confinement during which the prisoner's conduct is monitored by a federal parole officer.

b. The Board carefully reviews the prisoner's progress in confinement, as well as any matters that the prisoner wishes to be considered, before making recommendations to the Commander. The Commander then forwards both his/her and the Disposition Board's recommendation to the Department of the Army. The final decision regarding clemency, parole, and restoration rests with the Secretary of the Army.

c. Members of the prisoner's family, or any other interested parties, may submit in writing any information they desire the RCF Board to consider. They may not physically appear

at the board. All supporting documents are considered by the board.

d. An orientation briefing will be conducted for newly arrived prisoners with a sentence of 12 months or more. At that time, prisoners will receive a Fact Sheet. Those prisoners scheduled to appear before a disposition board will receive a clemency/parole application worksheet. The worksheet is to be filled out completely and returned to the Parole Office as soon as possible. Proposed release plans should include, at a minimum, the reason for requesting an early release, intended residence, employment, attendance in college or a vocational/trade school, and/or means of support.

### **13-3 PAROLE & CLEMENCY**

a. Time frame for Clemency and Restoration considerations:

(1) Prisoners with a term of confinement less than a year are not entitled to consideration for clemency and restoration beyond that of their initial consideration following their court-martial. These prisoners may request special clemency consideration after the convening authority has taken action on their case. The request will be submitted in writing through the Parole Officer to the Commander, RCF. The request must contain specific, verifiable justification, to support the requested clemency. Prisoners with sentences less than a year who desire restoration to duty may submit a written request through the Parole Officer to the Commander, RCF. Special Clemency requests are forwarded to the Army Clemency Parole Board for a decision.

(2) Prisoners whose sentence to confinement is more than 12 months but less than 10 years, will be considered for clemency and restoration not later than 9 months from the date confinement began, and at least annually thereafter (AR 15-130, Chapter 3, para 3-1,b (2)).

(3) Prisoners who are not parole eligible (no punitive discharge) with sentences of 12 months to 10 years will be considered for clemency and restoration, normally not later than the end of the 8th month of their confinement.

b. The Disposition Board packet is considered privileged information. Recommendations from the Disposition Board, Parole Officer, and Commander, RCF, are exempt from disclosure based upon Title 5 US Code, 555(b)(6) & (7)(c) of the Freedom of Information Act, and Title 5 US Code A, (2) of the Privacy Act. The only documents the prisoner may review are documents the prisoner submitted.

c. Parole Eligibility Requirements.

(1) Eligibility for parole consideration is based on total sentence to confinement before deducting Good Conduct Time. Parole is a form of conditional release, granted by the

Secretary of the Army, to carefully selected prisoners. Military parolees are under the supervision of a United States Probation Officer and the prisoner's parole status will continue for the full term of his/her sentence without credit for good conduct time. While on parole, the parolee will receive annual consideration for clemency and restoration.

(2) Parole eligibility dates. A prisoner with an unsuspended punitive discharge, dismissal, or an approved administrative discharge who is confined pursuant to a sentence or aggregate sentence of:

(a) More than one year and not more than three years who has served one-third of the term in confinement, but in no case less than six months, will be eligible for parole at that time.

(b) More than three years to include a life sentence, and has served one year or more will become eligible for parole consideration on a date established by the Secretary of the Army. That time shall not be longer than one third of the sentence, aggregate sentence to confinement, or ten years, whichever is less. Death sentences preclude parole consideration.

(3) Approximately three to four weeks before the prisoner's disposition board, the prisoner will have an interview with the RCF Parole Officer. The Parole Officer will review and discuss the prisoner's proposed parole plan, confinement records, program participation and any other information the parole officer feels is pertinent to the request for parole. Once the interview is completed, the parole officer will make an evaluation of the prisoner. It is essential that a prisoner have his/her parole plan completed prior to the Parole Officer's interview.

(4) Release on parole requires completion of a parole plan considered to be satisfactory by the RCF Commander and acceptable by the U.S. Probation Service. During the prisoner's period of confinement, it is important to maintain contact with family, friends, and former employers. These people can provide immense support when constructing a specific parole plan for living and working in the outside community.

(5) A proper parole plan consists of the following:

(a) Residence requirements. A letter stating where and with whom the prisoner will live (spouse, family, reputable friends/organizations, or parents). This does not include a girl/boyfriend. This letter must be forwarded to the Parole Officer, Regional Corrections Facility, Box 339536, Fort Lewis, WA 98433-9536.

(b) Employment. Unless waived by the Parole Board for convincing reasons, no prisoner will be released on parole until satisfactory evidence has been furnished that he/she will have a reputable occupation. These requirements are deemed to have been met when:

1. A perspective employer has forwarded a letter to the Parole Officer guaranteeing employment upon release.

2. A recognized trade union or association, hiring hall or headquarters, has stated in writing that the prisoner was (prior to military service) and is now (or will be) reinstated as a member of that organization in good standing, and through the normal functions of that organization, he or she will be afforded employment rights and assistance equal to that furnished other members in good standing. This statement will be forwarded to the RCF Parole Section.

(c) **Schooling.** Prisoners who intend to continue their education must be accepted to a school and provide verification that they can finance their education and personal living expenses.

(6) Prisoners who are denied parole will be provided written notification of the reason their request was denied by the Clemency and Parole Board, Washington, D.C., through the Commander, RCF, within 15 working days of the Board's determination.

(7) The Commander, RCF, will ensure that prisoners are informed of denial and given the opportunity to appeal the decision within 30 days after receipt of written notification. Once requested by the prisoner, the Parole Officer will lend assistance in preparing an appeal.

(8) Misconduct after receipt of parole approval may delay or preclude release on parole. The RCF Commander may delay the normally scheduled parole release. Furthermore, he/she may recommend to the appropriate Clemency and Parole Board that the approved parole be further delayed or rescinded in the event of a major violation of institutional rules.

**NOTE:** Letters do not need to be notarized, as they will be checked by a probation officer once the prisoner is approved for parole. All letters should be typed on standard 8 1/2 x 11 paper to speed up the printing process. Letters will be submitted not later than three days prior to the disposition board.

**13-4 SPECIAL BOARDS.** A Special Board may be convened to consider selected prisoners for early custody level upgrades based on work performance and conduct while in confinement. Eligibility for a Special Board is subjective and not all prisoners will be selected for consideration. Only those prisoners recommended for a special board by their detail supervision or a RCF staff member and approved by the RCF Commander will be continued for special custody upgrade.

## GLOSSARY

### Acronyms

BDU	Battle Dress Uniform
CHD	Correctional Holding Detachment
CLEP	College Level Examination Program
CPL	Corporal (E-4)
CSB	Correctional Supervision Branch (Operations)
CTF	Correctional Treatment File
D&A	Discipline and Adjustment Board
DANTES	Defense Activities for Non-Traditional Education Support
DD	Defense Department
DE	Domicile Entry
DSST	DANTES Subject Standardized Test
EGTA	Extra Good Time Abatement
GED	Graduate Equivalency Diploma (high school)
H&Cs	Health and Comfort items
IAW	In Accordance With
IG	Inspector General

JAG	Judge Advocate General
KP	Kitchen Personnel
LES	Leave Earning Statement (pay stub)
MAMC	Madigan Army Medical Center (Ft. Lewis Hospital)
MHSB	Mental Health Services Branch
MRD	Minimum Release Date
MSG	Master Sergeant (E-8/Army)
NCO	Non-Commissioned Officer
NCOIC	Non-Commissioned Officer In Charge
NET	Not Earlier Than
NLT	Not Later Than
OIC	Officer In Charge
PFC	Private First Class (E-3)
PSB	Prisoner Services Branch
PVT	Private (E-1 & E-2)
PX	Post Exchange
RCF	Regional Corrections Facility
SAT	Scholastic Aptitude Test
SFC	Sergeant First Class (E-7/Army)
SGM	Sergeant Major (E-9)
SGT	Sergeant (E-5/Army)
SSG	Staff Sergeant (E-6/Army)
TDS	Trial Defense Service
THP	Temporary Home Parole
TR	Temporary Release (Section)
UCMJ	Uniform Code of Military Justice
UMT	Unit Ministry Team
USDB	United States Disciplinary Barracks (Ft. Leavenworth, Kansas)

## Definitions

Abatement:	Reduction, elimination or annulment.
Aggregate:	Gathered together in sum to make a total.
Big Red:	The Regional Corrections Facility's fenced in area where prisoners perform manual labor such as chopping wood and filling sandbags.
Catwalk:	A narrow platform or pathway.
Extenuation:	Lessening the magnitude or seriousness of an offense by providing partial excuses.
Imminent:	About to occur
Intractable:	Difficult to manage or govern: stubborn
Mitigation:	making less severe or intense
Prurient:	characterized by improper matters, especially those of a sexual nature
Remission:	release, as from an obligation. A lessening of intensity or degree, abatement, acquittal, absolution or forgiveness

Sally Port: A gate in a fortification designed for exit/entry.  
Tract: A distributed paper or pamphlet containing a religious message.  
Vacate: (*law*) To make void; countermand; annul.