

**FCI OTISVILLE
SATELLITE CAMP
ADMISSION &
ORIENTATION
INSERT
FOR
INMATE HANDBOOK**

This insert and the FCI Otisville Inmate Handbook must be read in conjunction and in their entirety.

We have published a number of expectations and examples that must be followed. Your quarters at the Camp will be home during your stay at Otisville, therefore, we expect you to take pride in it. If you have any questions, feel free to ask any of the unit staff at the Camp.

INMATE COUNTS AT THE SATELLITE CAMP

One of the most important responsibilities of the staff is inmate accountability. It is essential, all inmates cooperate in the count by being in the right place at the right time.

Ordinarily, there are five counts during the week, and six counts on weekends and holidays. During the week, counts are held at 12 midnight, 3 AM, and 5 AM, 4 PM, 10 PM. On weekends and holidays, a 10 AM count is added. Notwithstanding this schedule, additional counts may occur at any time.

The 4 PM count, the 10 AM weekend/holiday count, and the Adverse Weather Count are "STAND-UP" counts. If you live in the dorm, you need to stand in the middle hallway, and wait for staff to count you and clear you. If you live in the main building, you need to stand inside your individual cube until the unit officer announces "CLEAR" or "GOOD" count.

An "ADVERSE WEATHER" count occurs when the weather (usually fog) is bad, and a yellow "ADVERSE WEATHER" sign is posted in the window of the unit officers office. Work call is normally suspended until the officers do a count, to confirm all inmates are present.

If there is a problem because the actual count does not match the number of inmates that are listed in the camp records, staff will announce a "RECOUNT." In effect, this is why inmates should wait in their cube until staff announces Clear or Good count. Those in the main building should stay in their cube, and not get in line for dinner or go to a different location until the count is cleared. Those in the dorm normally wait by the front door of the building until they see others leaving the main building.

PERSONAL HYGIENE

All inmates are expected to shower daily. It is important a high degree of personal hygiene be maintained by everyone in order to prevent sickness and staff infections. Personal hygiene items may be obtained through the Unit Officer or Correctional Counselor. The Barber Shop will be opened daily.

WORK HOURS

Normal working hours are from 7:30am to 10:30am and 11:45am to 3:00pm. You are expected to have your room ready for inspection prior to reporting for work. You are to be at your work assignment unless you are given written permission to leave by your work supervisor.

FOOD SERVICE

Meals are served at the following times:

Monday - Friday	Breakfast	6:00 am
	Lunch	11:00 am
	Dinner	4:15 pm

Saturday, Sunday, and Holidays

Breakfast	7:00 am
Lunch	11:00 am
Dinner	4:15 pm

All food service meals must be consumed in the dining room. You are not allowed to take any portion of the main line meals to your living quarter. Most importantly, you are not permitted to store food (unless commissary items) in your cube or the dorm. Food is not to be consumed in any of the television viewing or recreation areas. Due to a limited amount of space, please depart the dining room after you have eaten, to make room for everyone else.

You must be dressed in your uniform during the noon meal, and during work hours. No shower shoes, no athletic shirts, no hats, and no shorts will be allowed in the dining room, Monday thru Friday, between 8:00 am and 2:30 pm. After you eat or utilize the food service area you need to clean up after yourself. If you use the microwaves ensure you clean them after each use.

The refrigerators are not to be used to store any personal items. Inmates are not authorized to use (cook in) the kitchen after the dinner meal. This area is considered out of bounds, particularly if you are not assigned to work in food service.

OPEN HOUSE

Members of your unit team will be available during their working hours. A staff schedule and open house hours are posted in the unit. You may not return to the unit during work hours without written permission from your supervisor.

HOSPITAL

All inmates who wish to be seen on sick call should report to the common area at 8:00am on Monday, Tuesday, Thursday, and Friday. If you have an emergency situation, let the unit officer, unit team or any other staff know. Dental sick call is Wednesdays at 7:00am.

PSYCHOLOGY

Psychologists are available for individual or group psychotherapy. Inmates interested in services may submit an Inmate Request to Staff Member to Psychology Services. Mental Health services are offered in areas of drug and alcohol abuse, as well as other behavioral or emotional problems.

BUSINESS OFFICE

If you have a concern with the Business Office, an Inmate Request to Staff Member (cop-out) must be submitted to the attention of the Business Administrator.

COMMISSARY

The commissary sheets must be turned in by Monday night and commissary orders are delivered on Wednesdays during the noon meal. Commissary will ONLY be delivered to the purchaser. Only the inmate who is purchasing items may sign for himself. You MUST have your identification card. Further, funds MUST be available in your account on the day the order is placed. Any concerns with the commissary must be submitted with an Inmate Request to a Staff Member to the Trust Fund Supervisor.

REPAIRS

If you see any item or areas in the unit requiring repair, please notify any unit staff member so a work request can be completed. Do not attempt to make any repairs yourself without notifying staff.

ROOM INSPECTIONS

Day watch officer and unit staff may inspect cubes and dorm Monday through Friday. If there is a problem in the cube, both inmates living in the cube will immediately be notified so they may correct the discrepancies. Failure to comply with any safety or sanitation problems will result in disciplinary action. Sanitation reports will be reviewed at team (program review) meetings. Personal sanitation will be considered in all furlough applications. All rooms must be ready for inspection and beds made by 7:30 a.m. Monday through Friday even if you don't have to report to work that day. Only inmates who work Morning Watch (12 am to 7am), will be exempt from making their bed or be in uniform by 7:30am.

QUARTER CHANGES

Counselors are responsible for all quarter changes. An Inmate Request to Staff Member should be submitted to the counselor if an inmate wants to change quarters. An inmate may not change living quarters without permission. This will throw off our accountability.

PERSONAL PROPERTY

A locker is provided for each inmate. Inmates are responsible for all items contained in these lockers. Any item an inmate has in his possession which has not been issued through proper channels is considered contraband. Inmates may not give, accept, borrow, trade, sell or purchase any item from another inmate. Personal property should be kept to a minimum. Excess items which cannot fit in your locker should be mailed home. Storage of property must meet the limits which are provided in the program statement, concerning personal property.

QUIET HOURS

Quiet hours are from the 10:00 p.m. count until 6:00 a.m. Washers and dryers are not to be used during such times. In the interest and respect for others within the Camp, please refrain from making excessive noise during these hours. Staff will monitor this issue and action will be taken to ensure compliance.

LAUNDRY

All clothing, linens, towels, shoes, etc., are issued by the Outside Warehouse. Laundry exchanges will be posted on the unit bulletin boards. Washers and dryers are located on both side of the housing unit. The washers and dryers will not be used after 10:00pm. Clothing and bedding should be washed at least once a week. Washers and dryers may be used during the following hours; Monday through Friday, 12:30pm completed by 10:00pm and weekends and holidays, 8:00 am completed by 10:00 pm. The last load of laundry should begin no later than 9:00 so the entire cycle can finish by 10:00.

ICE MACHINES\MICROWAVES

There is one ice machine at the Camp. Nothing is allowed to be stored in the ice machine. You must utilize the ice scoop. Do NOT put your cup into the ice machine. Do not unplug the machine as it will cause it to break. Microwave ovens are also provided for your use. They MUST be cleaned after each use.

TOWN HALL MEETINGS

Town Hall Meetings will take place monthly or as necessary. These meetings are to discuss and disseminate information and to receive feedback from the unit population.

SIDEWALKS

Sidewalks should remain clear and free of garbage. When it snows, there is an orderly crew assigned to ensure the sidewalks are cleared. Remember, your visitors will be walking on the sidewalks.

BULLETIN BOARDS

The Bulletin Boards must be read daily. They are located in the Main Housing Unit near the officer's station and in the Administration Building near staff offices, and in the TRULINCS room. These Bulletin Boards post new information and unit regulations. Do not remove or place any items on the Bulletin Boards without staff authorization.

CLASSIFICATION TEAM

The unit team conducts classification and program reviews (team) for inmates assigned to the Camp. An inmate newly assigned to the camp will initially be seen within 28 days of his arrival. The schedules and inmates required to attend are posted on the unit Bulletin Board near the Case Manager's Office.

WORK ASSIGNMENT

After you attend Admissions and Orientation and are medically cleared, you will be given a work assignment. Once you are given a work assignment you are expected to be at your assignment during duty hours. You are not to come back to the Camp during duty hours without written permission from your supervisor.

EDUCATION ROOM

This room can be utilized as a common area, if there are no programs, or classes going on. TVs are to be turned off if there is a group meeting, or classes in session.

DORMS

The dorms are a transitory housing area. Inmates are rotated to the main housing unit as space becomes available by seniority of arrival. If you receive an incident report, there is a possibility you will be sanctioned to loss of quarters and be assigned to live in the dorm again. You will go to the bottom of the seniority list.

The dorm area is to be utilized by inmates who are housed in the dorm. This is an unauthorized area to all other inmates. **The dorm bathroom may be used by inmates on a visit with permission from the Visiting Room Officer.** At NO other time can this bathroom be used by inmates not assigned to the dorm. If you are not assigned to live in the dorm, it is out of bounds to you.

RECREATION

There are plenty of recreational activities available: Weights, cardio equipment, bocce ball, horse shoes, basketball court, handball court, tennis area, baseball field, running and walking. Outdoor activities will NOT be conducted after sundown or prior to dusk. Inmates MAY walk to the Gym, Quiet Room, and Administration Building after sundown.

CHAPEL

Times for religious services are posted. Personal items may not be stored in the chapel.

PARKING LOT

During visiting hours inmates may participate in outdoor recreation activity, but should not engage in conversation with the public (incoming and outgoing visitors). Any inmates found speaking to the public in this area at any time may receive an incident report for Unauthorized Contact with the Public, Code 327.

SANITATION

All persons will be expected to maintain their own personal and room sanitation. Each inmate in the unit is expected to demonstrate the necessary responsibility to maintain his living area in an acceptable manner.

1. All beds will be made by 7:30 a.m. Monday through Friday, unless the inmate works morning watch.
2. Rooms are to be dust free, including walls, corners, floors, lockers and light fixtures.
3. All rooms are to be mopped, and buffed when needed. Towels, sheets, and other institutional items are not permitted on the floor to be used as floor mats.
4. Clutter of any kind is a sanitation and safety issue. If your property is in excess and it does not fit into your locker you must dispose of it, or send it home.
5. Only authorized items are to be left on the top of the lockers (one picture in frame).
6. Do not nail, screw or tape any items to the wall of your room. Do not have any wire hanging from bed frame to shield light with sheets, towels, blankets, etc.

7. Uniforms must be on hangers on wall clothing racks. Personal clothing items must be stored in your locker. Shoes should be stored neatly under the bed. You are to have only one locker.
8. Sanitation supplies may be obtained through the Unit Officer or Correctional Counselor. Supplies are ordered/picked up by unit staff bi-weekly.
9. All inmates are expected to shower daily. It is important a high degree of personal hygiene be maintained by all.

INMATE SUPPLIES

The Correctional Counselor and Unit Officer have access to sanitation and personal supplies. Toothbrushes, toothpaste, comb, soap, writing paper, and envelopes may be requested from the above staff.

VENDING MACHINES

Inmates are not allowed in the visiting room when the vendor is stocking the vending machines. The visiting room will be considered out of bounds. Inmates are not allowed to speak to the vendors. Inmates are not allowed to walk up to vending machines with their visitors.

VISITING

Visiting is Monday, Thursday and Friday 1:00 pm - 8:00 pm and Saturday, Sunday and holidays (on Monday, Thursday or Friday) 8:00 am - 3:00 pm.

Inmates will receive 12 visiting points per month. One point for weekdays and two points for weekends and holidays. Points do not carry over to the following month. You need to keep track of your points. Additional points will NOT be authorized.

The Satellite Camp uses the ODD/EVEN NUMBER method on weekends to alleviate overcrowding. The 5th digit of the inmate's register number will determine your Even/Odd status and the weekend you will be allowed visits. For example, if your register number is 87654-321, the 5th digit is "4." Since "4" is an Even number, you will receive weekend visits on the weekend designated as "Even." The schedule will continue in the same manner, alternating between Even and Odd status. A calendar for Odd/Even is attached to the Otisville supplement for Inmate Visiting.

One visit is described as up to 4 adults and up to 4 children. If you want a visit with more adults, you must submit an Inmate Request to Staff Member to the Camp Administrator for approval. Policy states children shall be kept under the supervision of an adult. Therefore, it is your responsibility to supervise your children while on a visit. Children may not be allowed in the patio unsupervised.

During visiting hours you cannot talk to your incoming visitors until they are in the visiting room and have been processed. Inmates are not to leave the visiting room without the permission of the Visiting Room Officer. Inmates cannot accept anything from his visitors and cannot give anything to his visitors to take out. All food purchased during a visit must be consumed in the visiting room. Unfinished Open food cannot be taken out of the visiting room, by anyone.

Electronic devices will NOT be allowed in the visiting room. This includes cell phones, cameras, palm pilots, etc. If items cannot be stored in personal vehicles, they must be placed in the lockers provided for visitors for the entirety of the visit. Only lifesaving medication (Nitroglycerin, inhalers, oxygen) is authorized in the visiting room. These medications must be brought to the officer's attention. Have your visitors bring single dollar bills for use in the vending machines.

Any concerns with Visiting Regulations, please refer to Program Statement 5267.08 and/or Institution Supplement 5267.08.

ANIMALS:

DO NOT FEED THE ANIMALS. These animals are wild animals and carry germs. They should not be fed.

All Federal Bureau of Prisons are smoke free. Inmates are not authorized to smoke or be in possession of smoking products\paraphernalia.