

**METROPOLITAN CORRECTIONAL  
CENTER  
CHICAGO, ILLINOIS**



**ADMISSION & ORIENTATION  
INMATE HANDBOOK  
*MANUAL DE ADMISION Y ORIENTACION***

Updated September 6, 2007

## INTRODUCTION/INTRODUCCION

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You are now in the custody and care of Federal Bureau of Prisons staff of the Metropolitan Correctional Center, Chicago, Illinois. This handbook is designed to provide you with an overview of the institution, each department, and their responsibilities. Additionally, this handbook will provide you with your Rights and Responsibilities and acceptable standards of conduct.

*Usted está ahora en la custodia y cuidado del personal del Negociado Federal de Prisiones. Este panfleto está diseñado para proveerle información general de la institución, cada departamento, y sus responsabilidades. Adicionalmente, este panfleto le proveerá con sus Derechos y Responsabilidades y las formas aceptables de conducta.*

This handbook is not designed to answer all of your questions; therefore, you are encouraged to address additional questions with your Unit Officer, Correctional Counselor, Case Manager, Unit Manager, or any staff member. These individuals are available to further explain the policies and procedures of the institution.

*Este manual no está diseñado para contestarle todas sus preguntas, por lo tanto, cualquier pregunta que usted tenga la puede dirigir a su Consejero Correccional, Manejador de Caso, Manejador de la Unidad o cualquier otro miembro del personal. Estos individuos están disponibles para explicarle las reglas y procedimientos de la institución.*

## INMATE ACCOUNTABILITY/CONTABILIDAD DE PRESOS

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Inmate accountability programs are implemented to ensure every inmate is accounted for while in custody of the Federal Bureau of Prisons. You are expected to cooperate with all counts and census checks. During scheduled counts, you are required to remain quietly in your cell, or beside your bed on the open dormitories, until the count is announced as cleared. Failure to comply with institution inmate accountability programs will result in disciplinary action.

*Hemos implementado varios programas de contabilidad para asegurar la contabilidad de cada preso mientras esté bajo la custodia del Negociado Federal de Prisiones. Se espera que usted coopere con el conteo y el conteo de censo. Durante los conteos programados, se requiere que todo preso se mantenga callado en sus celda hasta que se anuncie un conteo bueno. El no cumplir con este requerimiento resultará en acción disciplinaria.*

Due to our unique environment, all movement will be via the elevator. A Separation Plan is established in the institution to separate inmates who should not come in contact with one another. If you have separatees in the building, you may experience minor delays while traveling to and from various departments.

*Debido al ambiente exclusivo de esta institución, todo movimiento se conducirá a través del elevador. Un Plan de Separaciones se ha establecido para separar aquellos presos que no pueden estar en contacto el uno con el otro. Si usted tiene que ser separado de otro individuo en el edificio, espere pequeños retrasos cuando se esté moviendo de un departamento a otro.*

## COUNTS/CONTEOS

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It is necessary for staff to count inmates on a regular basis. Counts are conducted daily at 12:00 a.m. (midnight), 3:00 a.m., 5:00 a.m., 4:00 p.m., and 10:00 p.m.. The 4:00 p.m. count is a stand-up count; no exceptions. On weekends and holidays, there is also a 11:30 a.m. stand-up count. During a count, you are to remain quietly in your cell, or beside your bed on the dormitory, until the count is announced as clear. Interfering with the count will result in disciplinary action.

*Es necesario que el personal conduzca conteos con regularidad. Los conteos son conducidos diariamente a las 12:00 a.m. (medianoche), 3:00 a.m., 5:00 a.m., 4:00 p.m. y 10:00 p.m.. El conteo de las 4:00 p.m. es un conteo de pie; sin excepciones. Durante el fin de semana y días feriados, también habrá un conteo de pie a las 11:30 a.m. Durante el conteo todo preso tiene que mantenerse callado en su celda hasta que se anuncie un conteo bueno. Interrupciones durante el conteo, resultará en acción disciplinaria.*

## CALL-OUTS/PROCEDIMIENTOS PARA CITAS

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The inmate Call-Out system is the official means of scheduling appointments. The daily call-out sheet will be available on the housing unit on the day preceding the appointment. Information on the call-out sheet is entered by staff and lists the reporting time and physical area where the inmate is scheduled to report. It is the inmate's responsibility to check for appointments on a daily basis and to keep all scheduled appointments. Missing call-outs may result in disciplinary action.

*El sistema de "Call-Out" es el medio oficial de establecer citas con miembros del personal. La hoja de "Call Out" estará disponible en el escritorio del oficial el día antes de la cita. La información en la hoja de "Call-Out" es preparada por el personal e incluye la hora de reportarse y el área a donde el preso debe reportarse. Es su responsabilidad leer la hoja de "Call Out" diariamente y de reportarse a la cita.*

## MONEY/DINERO

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Upon commitment to MCC Chicago, all money in your possession will be forwarded to the National Lockbox and will be credited to your inmate trust fund account. Money from your correspondents should be mailed to the BOP Lockbox in the form of a U.S. Postal money order to: Federal

Bureau of Prisons, (Inmate Committed Name), (Inmate Register Number), Post Office Box 474701, Des Moines, Iowa 50947-0001. Ensure your complete committed name and register number are clearly written on the face of all money orders. Additionally, your correspondents may send you funds through Western Union's Quick Collect Program. The following information must be provided for each Western Union Quick Collect transaction: Inmate's Register Number, Inmate's Committed Name, City Code **FBOP**, State Code **DC**. Money received at the institution through the mail will be returned to the sender. Cash should not be mailed through the U.S. Postal System.

*Todo dinero en su posesión al llegar a MCC Chicago, es acreditado a su cuenta de comisaría. Todo dinero recibido por el correo es depositado y acreditado a su cuenta por el personal en el correo de la institución. La mejor manera de recibir dinero es en forma de un giro postal a la siguiente dirección Federal Bureau of Prisons, (Inmate Committed Name), (Inmate Register Number), Post Office Box 474701, Des Moines, Iowa 50947-0001. Estos giros postales se acreditan inmediatamente. Cheques personales y otros tipos de giros postales necesitan por lo menos quince (15) días después de fecha de recibo, para estar disponibles para su uso. Cualquier cheque o giro extranjero, tomará (30) días para ser verificado y estar disponible para su uso. En adición puede recibir fondos a través de "Western Union Quick Collect Program". La siguiente información deber ser incluida en la transacción; Nombre completo del confinado, número de registro, en el espacio de código de ciudad escriba FBOP y en el espacio de estado escriba DC. No debe enviar dinero en efectivo a través del correo.*

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#### LAW LIBRARY/LEISURE LIBRARY/BIBLIOTECA

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MCC Chicago provides you with reasonable access to legal and leisure materials. While at MCC Chicago, you will have opportunity to conduct legal research and prepare legal documents. The law/leisure library is maintained by the Education Department. Should you desire to reproduce legal material, a member of the Education Department can arrange for you to use a debit card operated copy machine. Excess legal materials kept in your possession must be stored in an authorized storage container. See your Unit Counselor for details about a legal box.

*MCC Chicago le provee a los presos acceso razonable a materiales legales. Mientras esté en MCC Chicago, usted tendrá la oportunidad para investigar y preparar documentos legales. La biblioteca legal principal es mantenida por el Departamento de Educación. Materiales de referencia, papeles legales, y muchas de las formas legales necesarias estarán disponibles en la biblioteca legal. Las maquinillas están localizadas en las unidades. Si usted desea reproducir material legal, tiene que hacerlo por escrito (copout) al Departamento de Educación.*

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#### MAIL REGULATIONS/REGULACIONES DEL CORREO

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You are encouraged to maintain relationships with family members, friends, and other community members through correspondence. You **can not** receive Polaroid pictures through the mail. You are not allowed to seal outgoing general correspondence. You are held exclusively responsible for the content of your mail. You are **NOT** authorized to request merchandise or materials, or to order anything for which you are to be billed. Correspondence with inmates at other correctional/rehabilitation institutions is **NOT** authorized without the written permission of your Unit Manager (other Federal institutions) or the Warden (state and local facilities). If you have a question concerning correspondence, address it to your Unit Counselor via an *Inmate Request To Staff Member*.

*Se recomienda que usted mantenga comunicación con sus familiares, amigos, y otros miembros de la comunidad a través de correspondencia. Usted no esta autorizado a recibir fotografías instantáneas a través del correo. No se le permite a los presos sellar su correspondencia de salida. Usted es responsable por el contenido de su correspondencia. Usted **NO** esta autorizado a pedir mercancía o materiales, u ordenar mercancía que usted tenga que pagar por ella. Correspondencia con otros presos en otra instituciones **NO** es permitido sin permiso del Gerente de su Unidad o el Director. Si usted tiene alguna pregunta con respecto a su correspondencia, favor de ver a su Consejero con un copout.*

The inmate mailing address at MCC Chicago is/La dirección correcta para envío de su correspondencia es:

Your Full Name, Registration Number/Su nombre completo, Su Número Federal  
Metropolitan Correctional Center  
71 West Van Buren Street  
Chicago, Illinois 60605

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#### SPECIAL MAIL/CORREO ESPECIAL

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Mail sent to (or received from) elected government officials, the judiciary, law enforcement officials, or your attorney is considered special mail. For incoming correspondence to be processed under the special mail procedures, the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate." Adequately identified, means the individual person who sent the mail must be identified in the return address by name. If correspondence mailed or delivered to you by your attorney meets the above criteria, it will be treated as "Special Mail." If it is marked correctly, the "Special Mail" will be opened and inspected in your presence. If the sender is not adequately identified on the envelope, it will be treated as "General Correspondence" and will be opened. You are responsible for advising your attorney or other legal correspondents regarding the "Special Mail" labeling requirement. Outgoing special mail may only be sealed in the presence of the staff member when they collect the mail for delivery to the mailroom.

*Correspondencia enviada o recibida de oficiales del gobierno, judiciales, agencias criminales o su abogado, son considerados como correo especial. Este tipo de correspondencia será sellada sin ser revisada. No obstante, correspondencia que es recibida, tiene que ser identificada como "Special Mail - Open Only In The Presence Of The Inmate" en el sobre. La correspondencia legal debe incluir el nombre y la dirección del abogado en el sobre. Este tipo de carta se abrirá e inspeccionará en su presencia si esta marcada correctamente. De lo contrario se tratara como correspondencia general. Es su responsabilidad comunicarle a su abogado de este requerimiento.*

## MEDICAL CARE/SERVICIOS MEDICOS

Routine health care is provided through sick call and chronic care clinics. Most of you will have a physical examination if you are here at least 10 days. The possible exception to this rule is for those inmates who are being transferred here from another BOP facility. If you have any chronic medical condition(s) you will be enrolled in a clinic to see a Primary Care Practitioner (PCP) and the supervising physician. **You should check the housing unit call out sheets daily** to see if you have been scheduled for an appointment at Health Services (7<sup>th</sup> floor). Note: it is possible that you might be scheduled for an evening clinic. Again, read the call out sheet, all of it.

*Usted recibira servicios medicos rutinariamente a traves del "sick call" y clinicas cronicas. La mayor parte de los confinados sera sujetos a un examen fisico, si estan encarcelado al menos 10 dias. Confinados transferidos de otra institucion son la excepcion a esta norma. Si usted padece de una condicion cronica de salud se le citara para que lo atienda un medico. Asegurese de verificar la hoja del "callout" diariamente para que no pierda su cita. La citas puede ser coordinadas para la tarde.*

Sick Call triage is held on Monday, Tuesday, Thursday, and Friday on your housing unit. Your Correctional Officer has the sick slips. Most sick call visits occur within one or two days of the request. (Do not submit a cop-out when requesting a sick call appointment. Doing so will only delay you seeing your PCP.)

*Los dias de "sick call" son los siguientes: lunes, martes, jueves y viernes de su unidad. El oficial tiene las hojas. La mayor parte de los "sick call" ocurren de uno a dos dias de su pedido.*

When you have pain you will be asked to describe pain that may be present including rating the severity from one (1) to ten (10) and a series of questions to help the provider decide the correct treatment for the pain.

*Cuando tenga dolor se le pedira que describa la severidad usando la escala para dolor del 1 al 10. Adicionalmente se le haran otras preguntas para determinar el tratamiento correcto.*

Each inmate is assigned a care level designation from one (1) to four (4). Several medical and mental health factors are considered when assigning a care level. Contact your PCP if you have any questions regarding your care level assignment.

*Cada confinado sera asignado un nivel de cuidado del 1 and 4. Varios factores medicos son considerados al asignar el nivel de cuidado. Si tiene preguntas sobre su nivel de cuidado favor de dirigirlas al medico.*

Referral to a specialist requires a request from your PCP and review by the Utilization Review Committee (URC). The decision by the URC will be communicated to you in writing.

*Referidos a especialistas deben ser pedidos a traves de su medico. Nuestro comite del (URC) lo evaluara y se le notificara por escrito la decision.*

You may retain non metal, non tinted, prescription glasses in your possession at the time of arrival. If you want to obtain prescription glasses from someone on the outside submit an "Authorization to Receive Package or Property" to the Health Systems Administrator (HSA). Your counselor has these forms. DO NOT have someone send a pair of prescription glasses to you without first having completed this form. Repairs for non Bureau of Prisons supplied glasses are at the inmate's expense. The Health Systems Administrator will approve contact lenses only when one of our providers documents that standard prescription glasses will not address your visual deficit.

*Al llegar a la institucion se le permitira quedarse con sus espejuelos siempre y cuando no sean de metal or esten tinteados. Si desea que alguien afuera le envíen sus espejuelos debe de someter la forma "Authorization to Receive Package or Property" a traves de su consejero al Director de Servicios Medicos. Su consejero tiene estas formas. No le indique a nadie de afuera a enviarle sus espejuelos sin antes completar esa forma. De lo contrario seran devueltas. Se le cobrara al conmfinado espejuelos rotos que no hayan sido emitidos por el Negociado Federal de Prisiones. Lentes de contacto solo seran aprobados cuando uno de nuestros proveedores documente que espejuelos estandares no le funcionan.*

### CO-PAY PROGRAM

Effective October 3, 2005, the BOP implemented the provisions of the Federal Prisoner Health Care Co-Payment Program (P. L. 106-294). Under the Provisions of this Law you must pay a fee of \$2.00 for health care services, charged to your inmate commissary account, when you received services under the following circumstances:

- for each sick call health care visit
- for after hours treatment for a condition which is not an emergency (as determined by a Health Services staff member).
- If you are found responsible through the Disciplinary Hearing Process to have injured an inmate you will pay for their health care visit as well as your own.

*Comenzando el 3 de octubre del 2005, el Negociado Federal de Prisiones implemento provisiones para el Pago por Servicio Medicos de Prisionero Federales. Bajo las provisiones de esta ley usted debera pagar un deducible de \$2.00 que sera automaticamente deducido de su cuenta de comisaria, cuando los siguientes servicios medicos sean rendidos*

- *por cada visita medica voluntaria (sick call).*

- *por tratamiento de una condicion no emergente, despues de horas laborables.*
- *Si a usted se le encuentra culpable atraves del proceso disciplinario de haber herido a otro confinaduo, usted sera responsable por el pago de servicios medicos rendidos.*

The following visit circumstances do not require a co-payment:

- Services based on Health Services staff referrals
- Follow-up treatment of a chronic condition
- Preventive health care services
- Emergency services (emergency status is will be determined by Health Services personnel after they have examined you)
- Prenatal services
- Mental health care
- Substance abuse treatment

*Las siguientes circunstancia por visitas no requiere pago:*

- *Servicios basado por referido atraves del Departament de Servicios Medicos.*
- *Seguimiento de una condicion cronica*
- *Servicios preventivo*
- *Servicios de emergencia*
- *Servicios prenatales*
- *Servicios de salud mental*

You will not be charged the co-pay fee if you meet the definition of "indigent". An indigent inmate is an inmate who has had a trust fund account balance of \$6.00 for the past 30 days (this includes any monies on your telephone account). Treatment will not be withheld for lack of a funds. For a more complete explanation of all aspects of the Co-pay program, including more detailed information on "indigent" rules, see the handout sheet titled, "Frequently Asked Questions-Inmates". That handout is available on each housing unit.

*No se le cobrara deducible si usted cumple con Iso requisitos de indigente. Es considerado indigente si ha tenido \$6.00 en su cuenta por 30 dias o mas incluyendo dinero en su cuenta de telefono. No se le negara tratamiento por falta de fondos.*

## MEDICATIONS

To pick up medications we prescribe for you to keep in your possession we will call you to come to the 7<sup>th</sup> Floor Health Services Unit after 8 PM in the evening. Prescribed medications should be taken as directed.

*Para recojer sus medicamentos, se le llamara al septimo (7) piso despues de las 8pm. Debe tomar sus medicamentos segun recetados.*

Some medications will be prescribed to be taken under direct supervision on the pill line, which will be either on your housing unit or at the 7<sup>th</sup> Floor Health Services Unit. Daily pill line is conducted at approximately 6:30 a.m. and after 8:00 p.m. Insulin is administered in the Health Services Unit at approximately 6:30 a.m. and 4:30 p.m. You will be given a schedule for blood sugar checks. These will be at 6:30 a.m. and 4:30 p.m. You **must** report to the pill line when so scheduled. You may refuse medication or blood sugar testing by signing a refusal form when you show up at your scheduled appointment or when requested to do so. If you fail to show up at the pill line when you are scheduled, this will result in an incident report.

*Algunos medicamentos seran recetados con instrucciones de administrar directamente durante "Pill line" o en el piso 7. Las rondas de "Pill line" se hacen a las siguientes horas 6:30am y 8:00 pm. Insulina sera administrada en el Departamento de Servicios Medicos, aproximadamente a las 6:30am y a las 4:30pm. Se le dara un itinerario para examen de sangre. Los exámenes de sangre se haran a las 6:30am y a las 4:30 pm. Usted tiene que reportarse al "pill line" cuando su itinerario indique. Usted puede reusarse al examen pero lo debe hacer en persona con el medico de "pill line". Si no sigue el procedimiento correcto puede ser sujeto a accion diciplinaria.*

To obtain medication refills, you fill out a refill request and place it in Health Services blue folder on your housing unit two days before you run out of the medication . You do not turn in medication containers in order to request a medication refill.

Para obtener su relleno de medicamento deber completar la forma apropiada pidiendo el relleno con dos dias de anticipacion. No se rellenan medicamentos en base a envases vacio.

Over the counter (OTC) medications are available for purchase from the Commissary. Consult the Commissary shopping list for those OTC medications that are available. Note: inmates may request OTC medications based on an urgent medical need. In such circumstances, inmates will be allowed access to the Commissary on a day other than their regularly scheduled Commissary shop day.

*Medicamentos que no requieren recetas pueden ser comprados atraves de la comisaria. Para mas informacion consulte con la lista de comisaria. Nota: Usted puede pedirlos al departamento de servicios medicos si es de urgencia. Bajo esas circunstancias puede comprarlos en la comisaria en cualquier dia de la semana.*

## RELIGIOUS SERVICES/SERVICIOS RELIGIOSOS

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If you choose to continue your spirituality, you will be assisted by the department chaplain. Religious services and/or personal counseling are available by request. If you wish to be placed on the list for services, or would like to speak with the clergy personally, submit a Request To Staff Member form through the institutional mail system. The same procedure will apply if you wish to seek approval to participate in the Religious Diet Program.

*Si usted decide continuar cultivando su espiritualidad, usted será asistido por un capellán. Servicios religiosos y/o consejería personal están disponible cuando se solicite. Si usted desea estar incluido en la lista de servicios o le gustaría hablar con el capellán personalmente, complete un copout y envíelo a través del correo interno de la institución. Siga el mismo procedimiento si desea participar en el Programa de Alimento Común.*

## TELEPHONES/TELEFONOS

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MCC Chicago is equipped with the ITS-2 telephone system. You will have access to collect and ITS calls. All inmate telephone calls will be monitored. If you have a need for an unmonitored legal call, it is your responsibility to request this call via an Inmate Request To Staff Member form to your unit counselor. These requests will be honored in the order they are received, when staff compliment allows. In addition, a direct access telephone to the Northern District of Illinois, Federal Defender Program, is located in a black box near the existing phones in section four of the housing units.

The telephone system currently in place at MCC Chicago is the same ITS-2 system used throughout the Bureau of Prisons, with a maximum of 300 minutes to talk per month. New inmates are generally assigned "pac numbers" within 24 hours of their arrival (excluding weekends & holidays). Inmates who arrive with existing pac numbers are ordinarily activated on the next business day.

All inmates must submit a list of telephone numbers to be added to your account, with a maximum of 30 numbers per inmate. You must take care in completing the form. Errors may result in a delay of placing the number on your account. You should print clearly, fill in all required areas, and be sure to list both the name and relationship of the person. You will be allowed to change your phones numbers only once per quarter. Newly committed inmates have fourteen days from arrival to submit list of telephone numbers.

Be advised that three-way telephone calls are prohibited and violators will face disciplinary action. Any use of an additional resource (conference call, patching through a call, utilization of a third party to relay information, or a third party communication device) in making a call constitutes a three-way call. Additionally, you are not authorized to use another inmate's PIN number or speak on another inmates' telephone time. All telephone regulations and telephone usage schedules are posted in each unit.

Abuse of the policies and procedures establishing telephone use will result in disciplinary action. Generally, most incident reports are written for the high severity offense and a first offense will carry a six month loss of telephone privilege sanction, with repeat offenses increasing the loss of privileges.

*MCC Chicago está equipado con el sistema de teléfono de ITS-2. Todo preso tendrá acceso a llamadas de cobro y por débito. Todas las llamadas son escuchadas. Si algún preso tiene necesidad de una llamada legal privada, es su responsabilidad de pedirla a través de un copout. Estos pedidos se honran en el orden que se reciben, siempre que sea posible. Se le avisa que toda llamada conectada a una tercera persona son prohibidas y si usted viola esta regla recibirá acción disciplinaria. Las regulaciones y itinerarios de uso están colocados en el boletín de la unidad. Los confinados tienen un limite de 300 minutos al mes.*

## VISITING/VISITAS

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Pretrial male inmates: You will be permitted to visit with a maximum of five immediate family members and one "other" only. You may switch out a maximum of three visitors each quarter, for a total of six visitors per year. See your Unit Counselor for specific dates and procedures. Upon arrival to MCC Chicago, you have thirty days to mail the Visitor Information form to any prospective visitors and for them to return the form, with proof of relationship, to your Unit Counselor. Due to limited space in the visiting room, a maximum of three visitors (including children/infants) are permitted during each inmate visit.

*Confinados de Antejuiço y Confinados en Transito: Serán permitidos a visita con miembros de familia inmediata solamente y pueden recibir hasta 10 miembros de familia inmediata aprobados en las listas de visita. A su llegada al MCC, cada recluso completará una forma para pedir aprobación de visita en la lista y la someterá al consejero de su unidad. Además, es su responsabilidad de enviar por correo la forma donde se pide información al visitante. Una vez completada y devuelta al consejero la forma sobre la información del visitante, empleados solicitarán un historial criminal sobre cada visitante e iformarán al recluso dentro de tres días de haber sometido la forma, si su visitante ha sido aprobado en su lista de visita. Luego el recluso es responsable de informar a su visitante si ha sido aprobado en su lista de visita. Durante este periodo de tiempo, el manejador de unidad tiene a su discreción permitir una visita con un miembro de familia inmediata la cual esté pendiente el recibo de la forma sobre la información del visitante. Pedidos para una sola visita con un miembro de familia inmediata deben de hacerse por escrito dirigidas al consejero. Además, confinados de antejuiço o confinados en transito que no tengan familia inmediata pueden solicitar por escrito una visita especial al manejador de unidad. Visitas especiales van hacer consideradas en caso por caso y no seran usadas en forma que vaya afectar la seguridad de la institución.*

**Cadre Inmates:** You will be permitted to visit with immediate family, other relatives, friends and associates. You may have up to ten (10)

individuals on your approved visiting list., however, you may only visit with a maximum of five visitors (including children/infants) during each inmate visit. You may switch out a maximum of three visitors each quarter, for a total of six visitors per year. See your Unit Counselor for specific dates and procedures. Cadre inmates housed on floors other than the Cadre Housing Unit (I), will visit with the unit in which they are housed.

**Holdover Inmates (Inmates on Writ Status):** You will be permitted to visit with immediate family, other relatives, friends, and associates. You may have up to ten (10) individuals on your approved visiting list, however, you may only visit with a maximum of three visitors (including children/infants) during each inmate visit. You may switch out a maximum of three visitors each quarter, for a total of six visitors per year. See your Unit Counselor for specific dates and procedures.

**Female Inmates:** Pretrial female inmates will be permitted to visit with a maximum of five immediate family members and one "other" only. Holdover Inmates (Inmates on Writ Status), will be permitted to visit with immediate family, other relatives, and associates. You may have up to ten (10) individuals on your approved visiting list. All female inmates will be allowed a maximum of five visitors (including children/infants) during each inmate visit. You may switch out a maximum of three visitors each quarter, for a total of six visitors per year. See your Unit Counselor for specific dates and procedures.

Once a completed Visitor Information form is returned to your Correctional Counselor, staff will complete background checks on your proposed visitors and inform you of their approval or denial. It is then your responsibility to inform your prospective visitors of their inclusion on your visiting list. Any individual who attempts to visit you and is not on your approved visiting list, will be denied entrance to the institution. You should advise your visitors of your visitation time as listed in the activity schedule posted on each housing unit and to arrive with proper photo identification and in proper attire. Attire which is considered inappropriate may result in the denial of a visit. Advise your visitors to review the visitor information attached to the visitor application prior to visiting to prevent unnecessary delays. The only authorized items into the visiting area is money for the vending machines (a reasonable amount and no bills larger than a five dollar bill), authorized baby comfort items, and life supporting medications (to be held at the officer's station). Please be sure children do not bring toys or candies/gum. Items purchased from the vending machines may not leave the visiting area. Visiting is a privilege which may be revoked if the rules are violated. Cooperation makes everything easier!

Inmates are required to wear neat/clean clothing (including underclothing) and the issued blue canvas shoe (unless medically authorized to wear other shoes, which must include documentation), and bring their inmate identification card. You will be subject to a search and only authorized to enter with a religious medallion/chain, plain wedding band, and eyeglasses. Inmates are not authorized to take anything to/from the visiting room.

Inmate and visitor contact will be minimal. A kiss and an embrace are permitted upon greeting the visitor and at the conclusion of the visit. You are not permitted to hold hands, embrace/touch during the visit or visit with other inmates and their visitors. An exception to this would be if two inmates are immediate family members and wish to visit with a visitor who is on both inmate's approved visiting list. Excessive contact during a visit is a violation of the disciplinary code and subject to disciplinary action to include removal of an approved visitor from a visiting list.

*Confinados del Cadre van hacer permitidos hacer visitados por sus familiares, y familiares lejanos, amistades y asociados. Pueden tener hasta diez individuos, excluyendo familiares inmediato, visitas tienen que ser permitidos con permiso. Al ser recibido en MCC, confinados de Cadre tienen que conseguir a su consejero para visitas específicamente. Es necesario recordar que las visitas tienen que ser permitidas. Toda persona que trate de visitar a un confinado y no tiene permiso o no esta en la lista de visita sera rechazado en la sala de visita.*

**Legal Visits:** Legal visits are to be conducted during regular visiting hours. If your attorney needs to schedule a legal visit at another time other than normal visiting hours, it is their responsibility to contact the institution's attorney advisor, at least twenty four (24) hours in advance, for approval.

*Visitas legales: Visitas legales son durante horas de visitas regulares. Si el abogado de usted tiene que ser un horario legal para la visita en otra hora que no son horas de visitas el la responsabilidad de su abogado en notificar la institucion en 24 horas antes para ser aprobado. El contacto para la visita. El unico contacto fisico que el permitido durante visita son un beso a la llegada y otro para despedida y agarrandose de manos durante la visita. Contacto excesiva durante la visita sera una violacion y sera sujeto a una accion diciplnaria incluyendo la visita ser terminada y la persona no ser permitida visitar.*

## **DISCIPLINARY PROCESS/PROCESO DISCIPLINARIO**

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Included in this A & O booklet is information on Inmate Discipline. There are four categories of prohibited acts: Greatest Severity, High Severity, Moderate Severity, and Low Moderate Severity. In the event you are charged with a violation of one of the prohibited acts, several things can occur. The staff member involved may resolve the problem informally by some mutual agreement or the staff member may elect to write an incident report in lieu of the informal resolution. Depending on the seriousness of the offense, you may be permitted to remain on your housing unit, or you may be placed in Administrative Detention. If an incident report is written, a Correctional Supervisor will be assigned to investigate the incident and you will be given a copy of the report. The Investigating Officer may elect to resolve the matter informally or refer the report to the Unit Discipline Committee (UDC). Charges for Greatest Severity and High Severity prohibited acts cannot be informally resolved.

*Incluida en est A&O libreto esta la informacion en la Diciplina del confinado. Hay cuatro categorias que se prohíben actos: Gran severidad, alta severidad, Media Severidad y poco severidad. En la ocasion que usted sea acusado en violacion de una de estos actos prohibidos cosas severas le pueden suceder. El miembro del personal puede decidir en resolver el problema con un acuerdo mutual o puede decidir en escribir un reporte del incidente. Dependiendo en la severidad de la ofensa usted puede que se le permita en su unidad o puede que sea llevado a la unidad de detencion. Un supervisor oficial se encargara de enstiguar el incidente y se le entregara una copia del reporte a usted.*

Inmates identified as PLRA or rated as violent under VCCLEA and alleged to have committed a Greatest or High severity prohibited act will be referred to the Discipline Hearing Officer (DHO) for disposition and possible sanction. If the DHO finds you committed the prohibited act, he/she will be required to disallow Good Conduct Time.

*Los confinados identificados como PLRA o violentos bajo VCCLEA y se le acusa de haber cometido un acto de gran or alta severidad sera referido al official diciplinario para la darle posiblemente su diciplina. Si el DHO encuentra que usted es culpable sobre el acto cometido el o ella le suspendera su tiempo de buen conducta.*

The Unit Discipline Committee (UDC) will consist of two staff members from the Unit Team. At this hearing, the UDC may impose one or several minor sanctions or may refer the charges to the Discipline Hearing Officer (DHO).

*El comite de Diciplina (UDC) consiste de dos miembros de personal del equipo de la unidad. En este juicio the UDC se le menciona una o mas diciplinas que tambien pueden ser usadas en el DHO.*

If the incident report is referred to the DHO by the UDC, the DHO will hold another hearing. Only the DHO may forfeit or withhold Statutory Good Time, disallow Good Conduct Time, place you in Disciplinary Segregation, recommend a Disciplinary Transfer to another institution, or recommend the rescission or retardation of a parole date, in addition to the imposition of minor sanctions as well. You have the right to appeal the actions of both the UDC and DHO through the Administrative Remedy Procedure; the UDC by a BP-9 (15 days to appeal) and the DHO by a BP-10 (20 days to appeal upon receipt of the DHO report).

*Si el reporte del incidente es referido por el UDC, el DHO tendra otro juicio. Solamente el DHO puede suspender buena conducta, mandarlo a usted para la unidad de detencion, recomendar transfer por diciplina a otra institucion, recomendar revision o afectar el dia de parole y tambien pueden sujetar a usted a diciplina. Usted tiene derecho en apelar estas acciones de los dos UDC y DHO por un proceso administrativo; el UDC con un BP-9 y el DHO con un BP-10.*

Social Visiting, Recreation, and Commissary privileges may be suspended or revoked for conduct in violation of written policy. You may also be prosecuted for actions which constitute new criminal activity. This practice is not "Double Jeopardy." One action is classified administrative for institutional operations, while the other is judicial and punitive action for criminal accountability.

*Visitas sociales, recreacion, compras estos son privilegios que pueden ser suspendidas o quitadas si su conducta esta en violacion con las reglas. Usted tambien puede ser culpable en actividad criminal. Estas acciones son clasificadas administrativas y para la operacion de la institucion pero tambien son judiciales y pueden ser encontrado actos criminales.*

For Pretrial inmates who have been found to have committed prohibited acts by the DHO, the Unit Team will send that information to the sentencing judge, Assistant U.S. Attorney's Office, the U.S. Probation Office and the Designator, to be included in your Presentence Report which can affect your sentencing and designation.

*Para los confinados que son pretrial y el confinado es encontrado cometiendo un acto prohibido se le requier al DHO, el equipo de unidad, mandar esta informacion a la oficina del U.S. attorney y a la oficina de probatoria para ser incluida en el reporte del confinado. Esto afectara la sentencia del confinado y su designacion.*

**SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION**  
AN OVERVIEW FOR OFFENDERS - October, 1998  
*Abuso/Agresión Sexual Prevencion e Intervención*  
*Un Repaso Para Reos - Octubre, 1998*

**What is sexual abuse/assault?** According to the Federal Bureau of Prisons (BOP) Program Statement on Sexual Abuse/Assault Prevention and Intervention Programs,

**Qué es Abuso/Agresión Sexual?** *Según la Declaración de Programas de la Agencia Federal de Prisiones (BOP), sobre los Programas de Prevención e Intervención de Abuso Sexual.*

**Inmate-on-Inmate Sexual Abuse/Assault is:** one or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and/or communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

**Abuso/Agresión sexual de Reo a Reo es:** *cuando uno a más reos participan o intentan participar en un acto sexual con otro reo, o el uso de amenazas, intimidación, toques impropios u otras acciones y/o comunicaciones por uno o más reos guiadas a coercer y/o presionar a otra reo para participar en un acto sexual.*

**Staff-on-Inmate Sexual Abuse/Assault is:** engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

**Abuso/Agresión Sexual de un miembro del Personal a un Reo es:** *participar o intentar participar en un acto sexual con cualquier reo o tocar intencionalmente las áreas genitales de un reo, el ano senos, muslos o nalgas con intento de abusar, humillar, atormentar, degradar, insitar o satisfacer los deseos sexuales de cualquier persona.*

Sexual abuse/assault of inmates by staff or other inmates is an inappropriate use of power and is prohibited by BOP policy and the law. (See