

FMC Carswell
Fort Worth, Texas



Admission & Orientation Handbook

Updated: September 2008



UNITED STATES GOVERNMENT
memorandum
FEDERAL BUREAU OF PRISONS
Federal Medical Center, Carswell
Fort Worth, Texas

September 30, 2008

MEMORANDUM FOR ALL INMATES

FROM: W. Elaine Chapman, Warden

SUBJECT: FMC Carswell Admission and Orientation Program

The Admission and Orientation (A&O) Program and Handbook have been developed to provide inmates new to the institution information regarding your rights and responsibilities as an inmate and the institution's disciplinary process, as well as programs available to you while incarcerated at this facility. The Warden, Executive Staff, and representatives from all departments will also provide useful information during today's program concerning the institution's rules and procedures.

If you were committed directly from the Court, you will remain in A&O status for approximately two weeks. If you have been classified at another federal facility, you will probably remain in A&O for one to two weeks. During the A&O process, you will be offered a physical examination, be interviewed by various staff members, and given a series of psychological and scholastic evaluations. Information derived from these sources will assist the Unit Team in reaching a decision regarding a permanent job assignment and institution programming. New inmates will be classified within 28 days of arrival.

The staff at FMC Carswell are dedicated to providing you with a safe, secure, and orderly environment. Many valuable educational, religious, and recreational programs are offered to provide you opportunities to develop life skills and improve your mind, body, and soul in preparation of your release. I encourage you to take advantage of the programs offered at this facility, as they will improve your quality of life and help ensure a smooth transition back into society upon your release.

FEDERAL BUREAU OF PRISONS
INMATE RIGHTS AND RESPONSIBILITIES

Your Rights as an Inmate:

Your Responsibilities as an Inmate:

1. You have the right to expect that, as a human being, you will be treated respectfully and fairly by all personnel.
 2. You have the right to be informed of the rules, procedures, and schedules.
 3. You have the right to freedom of religious affiliation and voluntary religious worship.
 4. You have the right to health care, which includes medical and dental treatment, as well as nutritious meals, regular exercise periods, toilet articles, an opportunity to shower, and proper bedding and clothing (with a laundry schedule to maintain cleanliness of these articles).
 5. You have the right to visit and correspond with friends and family members, and to correspond with members of the news media, within the institutional rules and Bureau of Prisons guidelines.
 6. You have the right to unrestricted and confidential access to the Courts via written correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases, and the conditions of your confinement.
 7. You have the right to legal counsel from an attorney of your choice via verbal and written communication.
 8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help through a legal assistance program, when available.
 9. You have the right to a wide-range of reading material for educational and recreational purposes. These materials include magazines and newspapers sent from the community, with certain restrictions.
1. You have the responsibility to treat others, both employees and inmates, in the same manner.
 2. You have the responsibility to know and abide by them.
 3. You have the responsibility to recognize and respect the rights of others in this regard.
 4. It is your responsibility to seek medical and dental care as needed, to not waste food, to follow the established schedules, to maintain neat and clean living quarters, and to keep your area free of contraband.
 5. It is your responsibility to conduct yourself properly during visits, to not accept nor pass contraband, and to not violate established laws, institutional rules, or Bureau of Prison guidelines through your correspondence.
 6. You have the responsibility to present your petitions, concerns, and questions to the Courts in an honest and fair manner.
 7. It is your responsibility to use the services of an attorney honestly and fairly.
 8. It is your responsibility to use these resources within established procedures and schedules, and to respect the rights of other inmates regarding the use of the materials and the assistance program.
 9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving other inmates of their equal rights to the use of these materials.