

FMC Carswell
Satellite Camp
Fort Worth, Texas



Admission & Orientation Handbook

Updated: August 2008

ADMISSION AND ORIENTATION

Welcome to the Admission and Orientation (A&O) Program at the Satellite Camp of the Federal Medical Center, Carswell. If you were committed directly from the Court, you will remain in A&O status for approximately two weeks. You will receive lectures from the Warden, Executive Staff, and representatives of all the departments. 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.

If you have been classified at another federal facility, you will probably remain in A&O for one to two weeks. New inmates will be classified within 28 days of arrival. **Call-outs and change-of-status decisions are posted on the bulletin boards, which must be checked by each inmate daily.**

GENERAL INFORMATION

There are bulletin boards located in the Multi-Purpose Rooms on each Housing Unit, the Recreation Department, and the Religious Services area. You are expected to review the bulletin boards daily for pertinent information, change sheets and call-out appointments. Schedules of activities and events will be posted there. Times and places for religious services are posted on the bulletin board in the Religious Services area.

Once received at the institution, you will be given a Commissary I.D. card with your register number and picture on it. This card is to be used for Commissary purchases and identification purposes, and must be in your possession at all times. Your I.D. card is mandatory if you are required to enter the main facility through the rear gate.

The "Inmate Request to Staff Member" form, commonly called the "Cop-Out," can be obtained from your Unit Team. They are used, for example, to request appointments and to seek information from staff members. Staff will usually respond within five working days following receipt of the cop-outs. You are expected to conduct yourself appropriately, to be courteous to other inmates and to respect authority, to obey all institution regulations, and to follow instructions of all staff members and contract personnel.

All inmates are required to attend Camp Town Hall Meetings which are held regularly and Mail Call which is held daily, Monday through Friday (excluding federal holidays).

A "Camp" badge will be issued to you by the Rear Gate Officer any time you are required to enter the security perimeter. The badge must be worn at all times on your outer garment and visible to staff. You will be subject to disciplinary action if the badge is lost or destroyed.

UNIT MANAGEMENT

The functions of the Unit Staff are to assist with program goals, release matters, personal problems, and to provide you with a clean, quiet environment to reside while you are incarcerated at FMC Carswell. To accomplish this, each inmate must contribute to her own individual progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated. Inmates are expected to attend Unit Town Hall Meetings and Mail Call, which are held regularly.

You will become acquainted with your Unit Team. Caseloads are divided alphabetically, A-K and L-Z. Each member is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team, and your accomplishments depend on your own desires and motivations.

Your Unit Team consists of the following staff:

Camp Administrator: The Camp Administrator has the overall responsibility for internal security, safety, sanitation, planning, implementing, and evaluating Unit programs. The Camp Administrator serves as the Chairperson for the Unit Disciplinary Committee.

Case Manager: The Case Manager is responsible for Classification and Program Review procedures, preparation for parole hearings and release programs, and incoming telephone calls and letters relating to an inmate.

The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager frequently serves as a member of the Unit Disciplinary Committee.

Correctional Counselor: The Counselor is responsible for room and job assignments, and for insuring that sanitation is maintained throughout the Camp living areas. In addition, a Counselor conducts formal and informal groups, and serves as a liaison with other staff members, particularly work supervisors. A Counselor is responsible for setting up inmate telephone calls to other institutions and for processing visiting requests. The Counselor discusses grievances and assists with the Administrative Remedy procedures. He/she also serves a member of the Unit Disciplinary Committee and assists in the coordination of the A&O Program. Counselors are responsible for the Financial Responsibility Program. The Counselors also coordinate unmonitored inmate/attorney calls. The Unit Team, normally the Counselor, is responsible for ordering and issuing inmate supplies.

Secretary: The Unit Secretary is responsible for clerical functions in the Unit. This includes maintaining Central Files, typing various reports, correspondence, and paperwork necessary for inmate releases.

Correctional Officer: Correctional Officers are responsible for the day-to-day operation of the Unit. Officers are on duty around the clock to assist you. They rotate quarterly to cover various posts and shifts. Officers inspect all areas of the unit, promote sanitation, and report discrepancies. Unit Officers are supervised by the Camp Administrator and the Chief Correctional Supervisor (Captain).

Problems, complaints, or complements should be discussed freely with your Case Manager, Counselor,