

FBI Englewood A & O Handbook



Federal Correctional Institution Englewood
9595 W. Quincy Avenue
Littleton, CO 80123
303-985-1566

Updated: July 20, 2009

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Inmate Admission and Orientation Handbook

A. INTRODUCTION:

The Federal Correctional Institution (FCI) Englewood, Littleton, Colorado, is located along the foothills of the Rocky Mountains in the southwestern suburbs of Denver. The institution was built in 1938, covers approximately 320 acres, with approximately 40 acres inside the double fence security perimeter.

This institution operates with a functional unit management system. There are two living units housing approximately 700 inmates. Full-time staff number about 370.

The primary goals of the Federal Correctional Institution are:

- Protect society from those convicted of crimes,
- Provide inmates with safe, humane living conditions, and
- Assist inmates in becoming more productive citizens upon returning to the community.

Academic education courses, vocational and on-the-job training courses, health services, psychological services, and counseling are available for inmates to improve their physical, mental, and emotional well-being.

B. EXECUTIVE STAFF:

Warden: The Warden is responsible for the total operation of FCI Englewood, to include budgets, institution maintenance, and providing final approval on institution transfers, halfway

house requests, and other community activities.

The Warden is interested in the welfare of all inmates at FCI Englewood. If you have a problem which you feel cannot be solved by anyone else, and have exhausted all other sources, you may request a review of your complaint by the Warden. Submit an Inmate Request to a Staff Member Form (Cop-Out) through the inmate mailbox to the Warden.

Associate Warden: The two Associate Wardens (Programs and Operations) serve in the capacity of advisors to the Warden. They are responsible for the operation of all departments and work to ensure well-planned and coordinated activities take place in the institution while complying with all relevant policies and laws.

The Associate Warden (Programs) oversees the functions of Unit Management, Psychology Services, Case Management, Religious Services, Education, Recreation, Correctional Systems, Correctional Services, and Volunteer Coordinator.

The Associate Warden (Operations) oversees the activities of Food Service, Business Management, Facilities Operations, Safety and Sanitation, Medical Services, Personnel Services, Staff Training, and Computer Services.

Executive Assistant: The Executive Assistant reports directly to the Warden for a variety of specific duties. The Executive Assistant serves as the institution Public Information Officer and also supervises the assigned legal staff.

Division Manager, Product Support Center (PSC): The Division Manager is responsible for the overall operation of the PSC. Inmates wishing to work in the PSC should contact their Case Manager. The Case Manager is responsible for initiating the application for the Industries Waiting List. You will be placed on a PSC waiting list. Staff in the PSC will notify the team when and where you will be assigned.

C. ADMISSION & ORIENTATION (A40):

Your first contact with institution staff was in the Receiving and Discharge (R&D) area. Any personal property you brought was logged on a Form 383 (old Form 40). The disposition of each item was listed (whether it was mailed, kept, donated, stored). Any questions about religious items you have in your possession should be discussed with the Chaplain. Property which is to be mailed will be packaged by the Receiving and Discharge Officer and sent to the mail room for mailing at government expense. If you are a new commitment, you are not permitted to bring clothing, toilet articles, a watch, or smoking materials into the institution. They will be mailed home or destroyed. If married, you may keep in your possession one plain wedding band with no stones. If you came from another institution with a watch, which has your register number on it and the watch was on your Form 383, you will be allowed to keep it. Battery watches from other federal institutions must be mailed from the institution when they no longer function, if a battery is unavailable in the Commissary.

An inmate photo identification card will be issued in R&D at the time you arrive, and must be carried with you at all times.

The schedule of where you should go and when you should be there is posted on your unit bulletin board. This schedule is called a "Call-Out Sheet," and it is issued every work day. You are responsible to report and arrive on time or receive disciplinary action.

If you are transferring from another institution and your funds have not been received within 30 days, contact the Business Office via a Cop-Out to follow up on the whereabouts of your funds.

D. MAIL REGULATIONS:

1. *General Correspondence:* All incoming general correspondence will be opened and inspected by the Mail Room Officer. Incoming general correspondence will be read, as necessary, to maintain security or monitor a particular problem confronting an inmate. Outgoing general correspondence can be sealed by the inmate and may be inspected by the staff prior to mailing if under the inmate is under investigation. (See paragraphs 2 and 3 below for special mail procedures.)

All outgoing correspondence will be required to have a complete return address (no abbreviations) to include the following information:

Inmate's committed name
Register Number
Federal Correctional Institution
9595 West Quincy Avenue
Littleton, CO 80123

Incoming and outgoing mail may be rejected for the following reasons:

- a. If there is reason to believe it would interfere with the orderly running of the institution, if it would be threatening to the recipient, or if it would facilitate criminal activity.
- b. If the inmate is on a restricted correspondence list as established by the Warden.
- c. If the correspondence is between inmates of different institutions and there is no correspondence approval on file, the respective Unit Manager will be the approving official for inmates who are both housed in federal institutions. The Warden will be the approving official for correspondence privileges with an inmate in state custody.

d. If the outgoing mail does not indicate a complete, correct return address with no abbreviations (see above). You are solely responsible for the content of letters you mail.

2. Incoming Special Mail: All Special Mail (mail from the President and Vice President of the United States, Attorneys, Members of the U. S. Congress, Embassies and Consulates, the U. S. Department of Justice [excluding the Bureau of Prisons, but including U. S. Attorneys], other Federal Law Enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U. S. Courts [including U. S. Probation Officers], and State Courts) will be opened in the presence of the inmate for inspection for contraband and to ensure it is indeed Special Mail. If the envelope does not bear appropriate identification as Special Mail, it will be opened and inspected prior to being delivered.

3. OUTGOING SPECIAL MAIL PROCEDURES: FCI

inmates must deliver their outgoing special mail directly to the mail room staff Monday thru Friday during the open house hours 10:30 a.m. to 11:30 a.m. On Saturday, Sunday, and holidays inmates must deliver this outgoing special mail to the compound officer at 10:30 a.m. to 11:45 a.m. at the compound work station. Inmates housed in the special housing units will deliver this outgoing special mail to the Unit Officers. Inmates housed at the Federal Detention Center and Camp will also deliver their outgoing special mail to the Unit Officers. Staff receiving this special mail will ensure the inmate delivering this mail is the same inmate reflected in the return address section. Inmates must have a return address consisting of the : Inmate's name, register number, name of institution, must be spelled out, street address to include city, state and zip code. Once staff determine the correct identity of the inmate delivering this special mail matches the return address, they will initial the back of the envelope and place it in the secured special mail depository located in front of the AW'S complex for further processing. SHU, FDC and Camp Officers will separate this outgoing special mail from the outgoing general correspondence

mail and place it in the daily outgoing mail bag. Inmates may still seal their outgoing special mail before submitting directly to staff. However, outgoing special mail submitted without an accurate return address will not be further processed, but rather returned immediately to the inmate. Inmates attempting to send outgoing special mail under another inmate's return address should be considered for disciplinary action.

Outgoing special mail weighing 16 ounces or greater will be processed as a package. Outgoing special mail weighing 16 ounces or greater must be processed as a "package" according to Bureau program Statement No. 5800.10, Section 314, Mail Management Manual. Specifically, this requires using Form BP-329, Request - Authorization to Mail Inmate package. Inmates may still seal their outgoing special mail before submitting directly to staff for further processing, and it will not be opened unless contraband is apparent as a result of electronic scanning.

Electronic Scanning of Outgoing Special mail. All outgoing special mail will be scanned by electronic means including, but not limited to, x-ray, metal detector, and ion spectrometry devices. Inspection of sealed outgoing special mail by these methods may occur outside the inmates presence. Electronic scanning is for the sole purpose of identifying harmful materials, and cannot be used to read or review the content of outgoing special mail communications.

In the event suspected harmful materials are identified by electronic scanning, all necessary safety precautions must be taken to further inspect the potentially harmful materials. If the presence of harmful materials is confirmed, appropriate action should follow, e.g., confiscation of the harmful materials and investigation for possible inmate disciplinary or criminal charges.

Insofar as possible under these circumstances, confiscated outgoing special mail should not be read by staff, and inmates

must be informed as soon as possible of its disposition. Whenever possible, special mail should be returned to the inmate for re-sending.

A complete return address containing the inmate's name, register number, the name of the institution, and 9595 W. Quincy Avenue, Littleton, CO 80123, is necessary for further processing.

Special Mail may only be used for correspondence sent to the following: President and Vice President of the United States, the U. S. Department of Justice (including Federal Prison System), U. S. Attorney's Offices, Surgeon General, U. S. Public Health Service, Secretary of the Army, Navy, and Air Force, U. S. Courts (including U. S. Probation Officers), Members of the U. S. Congress, Embassies and Consulates, Governors, State Attorney General, Prosecuting Attorneys, Directors of State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, and other federal and state law enforcement officers, attorneys, and representatives of the news media.

Outgoing Special Mail will have the following statement stamped on the back of the envelope:

"The enclosed letter was processed through the special mailing procedures for forwarding to you. The letter has been neither opened nor inspected. If the writer raises a question or problem over which this facility has jurisdiction, you may wish to return the material for further information or clarification. If the writer encloses correspondence for forwarding to another addressee, please return the enclosure to the above address."

4. Postage: If you are an indigent inmate, you may be issued stamps on a loan basis. Such requests must be reviewed by your Unit Manager. If you are loaned stamps, you will replace them

(Stamp for stamp) to the Unit Manager at your next commissary posting or within 30 days.

5. Foreign Correspondence: The institution will not maintain a supply of foreign stamps for inmates who correspond with people in foreign countries, but maintains a supply of greater denomination stamps for this correspondence. Normally, the stamps provided to indigent inmates will enable the inmate to receive the same service as those who correspond within the boundaries of the United States.

6. Legal Correspondence: Legal correspondence will be handled in the same manner as other Special Mail, other than the documentation required under Program Statement 5265.11, Correspondence.

Inmates receiving legal mail will be summoned daily to the mail room for distribution. Special Housing Unit inmates will sign for and receive this mail from their Unit Team. Legal mail, which meets the criteria for Special Mail handling procedures, will only be opened in your presence and be inspected for contraband before being given to you.

The institution has no obligation to send correspondence via special handling or certified mail. If you wish to send mail by special handling or certified, you will have to contact the mail room for proper forms and processing. All costs for special handling will be paid for by use of U. S. postage stamps in addition to regular costs of mailing. Inmates wishing to mail a BP-10 or BP-11 (Administrative Remedy Appeals) and related materials will normally pay postage.

7. Correspondence Between Inmates: You may correspond with persons confined in other penal institutions only if they are immediate family members or the correspondence involves legal matters in which both parties are currently involved. Requests for such correspondence are considered valid by the Unit Manager only after securing approval from the other institution,

and will always be inspected and read by the staff at the sending and receiving institutions. Correspondence between inmates from Federal to State or local institutions must be approved by respective Wardens at each institution.

8. Packages: With prior written approval from your Unit Manager, release clothing may be mailed to you from an outside sender providing they contain authorized materials. Religious materials may be sent upon authorization by the Chaplain and education materials by the Supervisor of Education.

9. Subscriptions: Magazine and newspaper subscriptions you were receiving at other federal institutions are normally accepted here; however, you should advise the publisher of your new address as follows:

Federal Correctional Institution

Your name and unit

Register Number

9595 West Quincy Avenue

Littleton, CO 80123

E. VISITING REGULATIONS:

Visiting is encouraged. As soon as possible you should submit a list of potential visitors to your Counselor. Immediate family members are ordinarily approved without question. Relatives and friends may also be approved if the proper forms are completed.

You may request a copy of your approved visiting list at any time from your Counselor. Business may not be conducted during visits. Visits with pastors, attorneys of record, and former business associates will be arranged and approved through the Counselor, but you must provide sufficient notice to allow time for approval.

If emergencies or unusual situations occur which require special

visitors, you must get the advance approval from your Unit Manager. Any effort by an inmate or visitor to evade the rules and regulations of the visiting room may not only result in the denial of future visits, but legal action may be taken against inmates and/or visitors.

1. Visiting Hours: Visiting hours are from 8:30 a.m. to 3:30 p.m. on Saturday, Sunday, and federal holidays. Weekday visiting is conducted on Monday and Friday between the hours of 5:00 p.m. and 9:00 p.m.

2. Receiving Items from Visitors: You are not allowed to receive letters, packages, chewing gum, tobacco products, gifts, etc., during a visit. Visitors should not attempt to bring the above items into the institution. You may share only food and drink items your visitor purchases from the vending machines in the visiting room.

3. Proper Attire for Inmates During Visits: You must wear a khaki shirt, khaki pants, and institution issued shoes and belt.

4. Physical Contact: Physical contact between inmates and visitors will be limited to an embrace and kiss at the beginning and end of each visit and holding hands during the visit. No other contact is permitted. Violations will cause the visit to be terminated and/or disciplinary action.

5. Visitor's Children: Visiting parents have the responsibility of providing proper supervision and control of visiting children. Unsupervised children may result in termination of the visit.

6. Ion Drug Detection Unit: An ion drug detection unit is located in the front lobby of the FCI. Staff members trained to operate the equipment will randomly test visitors for traces of having come in contact with narcotics. Those visitors who test positive for narcotics will not be allowed to visit for that day. Visitors who continue to test positive could lose visiting access. A notice is placed in the front lobby to notify all

visitors of the possibility of being tested (Program currently suspended).

7. Transportation Assistance for the FCI: The Federal Correctional Institution is located southwest of Denver in Littleton, Colorado. The exact address of the institution is 9595 West Quincy Avenue, Littleton, Colorado 80123 (303-985-1566). The institution is located south of Hampden Avenue (also known as Highway 285), approximately 1 mile. Exit south off Hampden onto Wadsworth Blvd. or Kipling Street to get to the institution. At the intersection of Wadsworth Blvd. and Quincy Avenue, turn west (towards the mountains) and drive approximately 1½ miles. The institution will be on the north side of Quincy. At the Kipling and Quincy Avenue intersection, the institution can be seen just to the east (away from the mountains).

Denver International Airport (DIA) is located on the northeast side of Denver and FCI Englewood is approximately 50 miles from the airport. Directions from the airport are: Take Pena Blvd. south to I-70 west, to Wadsworth Blvd. south, to Quincy Avenue west.

F. COMMISSARY (INMATE FUNDS)

The Federal Bureau of Prisons centralized the processing of all incoming inmate funds. This required the establishment of a National Lockbox location. Funds being sent to inmates, must be sent to the National Lockbox location in Des Moines, Iowa or through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p., EST (seven days per week, including holidays). Funds sent through Western Union Quick Collect may be sent via an agent location with cash, by phone using a credit/debit card or Online using a credit/debit card.

The current spending limitation is \$290 per month. The

maximum purchase for postage stamps is 60 postage stamps (for first class, domestic, one ounce mailing) or the equivalent per commissary visit.

Hobby Shop items may be requested by using CMS Form 22. Items purchased in this manner are included in the spending limitation within the guidelines outlined above. Final approval for the purchase of Hobby Shop items lies with the Captain, Recreation Supervisor, and your Counselor. Commissary Sales Unit hours and procedures are posted in each unit. Price lists of items are updated and distributed approximately every 3 months. Any price changes which occur during the 3 months will be posted in the Commissary Sales Unit.

Commissary hours are posted on the unit bulletin boards and are updated on an as needed basis.

G. INMATE TELEPHONE SYSTEM:

FCI Englewood utilizes an Inmate Telephone System (ITS). During Admission and Orientation, you should prepare a proposed telephone list for approval. You may submit up to 30 telephone numbers of people who are agreeable to receiving your calls. Once your list is completed, forward it to your assigned Counselor for approval. Your initial list should be processed within 3 to 5 working days. Specific instructions for use of the ITS are posted on bulletin boards located in your housing unit.

To use the ITS a phone access code (PAC) is required. Do not allow other inmates to know your PAC. Report a compromised PAC immediately to unit staff. All PACs will be delivered in a confidential manner.

All ITS placed phone calls are monitored and recorded. Contact your Counselor should you require an unmonitored attorney telephone call. Three-way calls are not authorized and will

result in disciplinary action. Inmates are limited to 300 minutes per month in any combination, i.e., collect or direct calls. Once the recipient blocks a telephone number, the recipient can unblock the number only when he or she sends in a written request for reinstatement. To ensure the called party's identity, the request for reinstatement must include a copy of a recent telephone bill. Trust fund staff will process this request expeditiously.

H. OFFICIAL COUNTS:

Our official counts are timed to minimize interference with institution activities. Scheduled counts are held at 12:00 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m., 10:00 p.m., and 10:00 a.m. on weekends and holidays. Other counts are held on an unscheduled basis to ensure institution security. Violations of the count procedures are treated as serious misconduct.

When count is called, you must be in your assigned area. You should remain in your area until you are told the count has been cleared. The 4:15 p.m. and 10:00 a.m. weekend counts are "stand-up" counts.

If you are on "Out Count," e.g., Food Service, please provide your name and unit to the counting official so the "Out Count" may be reported promptly.

I. FOOD SERVICE:

Meals are served cafeteria style. Every attempt is made to ensure that each meal is tasty, attractive, and nutritious. Dining hours are as follows:

Breakfast: 6:00 a.m. to 7:00 a.m. - open to all inmates
Lunch: All departments will be dismissed when called by the Operations Lieutenant, starting at 10:30 a.m., Monday through Friday.

Dinner: Immediately following the cleared 4:15 p.m. count.

UNICOR East will be called first on even months followed by UNICOR West. On odd months UNICOR West will be called first followed by UNICOR East. Then Education and Recreation is called followed by Facilities, Laundry, and Inside Landscape. The units will be called last. The units will rotate in the same order as UNICOR, East Unit on even months and West Unit on odd months.

The evening, weekend brunch, and dinner rotations are based on unit weekly sanitation inspections and are conducted by the Institution Duty Officer.

Weekend and Holiday Schedule

Coffee House: 7:00 a.m. - 8:00 a.m.
Saturday Brunch 10:30 a.m. - 11:30 a.m.

Brunch in accordance with dinner schedule as listed above.

No one will be permitted to wear tank top shirts, open-toed sandals, or shoes without socks in Food Service.

J. PERSONAL ITEMS AND HYGIENE:

Toiletries including razors, shaving cream, toothpaste, toothbrush, hand soap, shampoo, and a comb are provided by the institution. These and other such items may also be purchased from the commissary. Personal hygiene items may be picked up at the laundry. The procedures for picking up personal hygiene items are as follows:

Personal hygiene items will be picked up on Fridays from 6:15 a.m. to 7:30 a.m. For a.m. food service workers, hygiene items can be picked up at 11:45 a.m. to 12:15 p.m.
Inmates assigned to the East Unit will be issued (2) orange

laundry bags upon arrival. They will be able to turn in their laundry bags for washing every Monday and Wednesday between 6:15 a.m. to 7:30 a.m. and pick up their bags the following day at the same time. West Unit inmates will be issued white laundry bags (2) and will be allowed to turn in their laundry bags for washing every Tuesday and Thursday between the hours of 6:15 a.m. to 7:30 a.m. and pick them up the next day at the same time. All inmates will be able to wash their clothes twice weekly. Inmates will turn their bags in at the food service foyer and pick them up at the main laundry. Linen exchange will be held at the main laundry every Friday between 6:15 a.m. to 7:30 a.m. for all inmates. Inmates will be able to exchange (2) sheets, (1) pillow case (one for one exchange). On the last Friday of every month, both linen and blankets will be exchanged on a one for one exchange.

Any altered clothing is contraband and will be confiscated.

Your individual preferences as to the type of haircut as well as mustaches, beards, and sideburns are permitted as long as they are kept clean and neatly trimmed.

K. SHAKEDOWNS AND CONTRABAND:

Contraband is defined as anything that is:

1. Not purchased in the commissary.
2. Altered.
3. Not authorized or issued by a department head or staff member.
4. Not issued through Receiving and Discharge.

While you and your property may be searched at any time by a staff member, staff will respect your person and property. Contraband control is a major concern and you must help to

control it by not having unauthorized property, property which may become a sanitation problem, or considered a fire hazard. Such property will be confiscated.

L. WORK DAY:

The work day varies from detail-to-detail; however, the majority of inmate work assignments are between the hours of 6:30 a.m. and 3:00 p.m. This schedule applies Monday through Friday for the majority of the inmate population. Some inmates work later or earlier depending on their detail assignments. Saturdays and Sundays are the normal days off. Some individuals who work on weekends will have days off during the week. Holidays are spent as you wish, unless you are assigned to a work detail.

M. UNIT PROGRAMS:

During your first few days here, you will meet your Unit team. The team is normally composed of the following staff members: Unit Manager, Case Manager, Education Representative, Counselor, Unit Officer, and Secretary. The goal of your team is to classify you according to your needs. The Unit team will aid you in planning a program which will help you to help yourself successfully return to the community. The Unit team is also responsible for your case management decisions, custody changes, education programs, assignment to work details, and all other program activities.

1. **Unit Manager:** The Unit Manager is the unit administrator and is responsible for the supervision of the unit programs as well as the coordination of planning, developing, and implementing individual programs designed to meet the particular needs of each inmate in the unit. The Unit Manager supervises all unit staff and is available to you for consultation concerning any problems.

2. Case Management Coordinator: Although the Case Management Coordinator (CMC) is not a member of the unit team, the CMC is regarded as an expert in the area of Correctional Programs. Should you have questions or concerns regarding specific issues relevant to your case, you may contact the CMC for guidance and information, after speaking to your unit team members. The CMC does not have office hours, but you may contact the CMC on a daily basis at mainline or send an Inmate Request to Staff Member Form (Cop-Out) to the CMC's office.

3. Case Manager: The Case Manager is a professionally trained individual who can assist you with problems which arise from day-to-day, as well as assisting you in organizing a program and release plan. The Case Manager is responsible for discussing your concerns or problems with the Unit team.

4. Education Representative: An Education Representative is assigned part-time to your team. This individual will work with you in planning, enrolling, and participating in any academic and vocational training courses your program requires. All Education Representatives are located in the Education Department.

5. Correctional Counselor: Your Correctional Counselor helps you establish program goals and keeps the Unit team advised of your progress. Talking with your Counselor, either in group or individual counseling sessions, may help answer many questions and solve problems you may be having. The Counselor will likely be the staff member with whom you have the most contact.

6. Correctional Officer: The Correctional Officer is responsible for maintaining the security and custody of the institution and will often be your supervisor. Correctional Officers are interested in your welfare and you should feel free to discuss problems with them. If they cannot be of assistance, they will direct you to a staff member who may help. As a member of the Unit team, the Correctional Officer also

submits periodic reports on your institutional adjustment.

7. Unit Secretary: The Unit Secretary handles the clerical duties of the unit. Do not contact the secretary unless you have been instructed to do so by staff or you may receive disciplinary action.

N. SELF IMPROVEMENT PROGRAMS:

All self-improvement programs have the goal of helping you help yourself. Whether they are to teach you vocational skills, academic skills, or show you ways to deal with anger, fear, drugs, sexual issues, or authority, they can help if you care enough.

1. Religious Activities: Staff Chaplains coordinate the resources to meet your spiritual needs. Protestant and Catholic services are held on a regular basis. Community clergy and volunteers meet with those individuals belonging to various religions as represented by the needs of the inmate population. Group and individual religious counseling, instruction classes, correspondence courses, music programs, and fellowship groups are held to provide religious study and knowledge, and to instill religious principles which deal with daily living. In all, over 100 volunteers work with the Pastoral Care Department in providing you service.

The Chaplains serve as the coordinators for community-based programs which provide services and support to inmates and their families. Religious release programs involve contact with religious families or religious organizations for the purpose of developing on-going relationships in a religious setting. Personal religious items must be approved by the Chaplain.

For specific hours and services available, schedules are posted in the housing units as well as at the chapel.

2. Psychology Services: A Psychologist will interview you upon arrival and provide the Unit team with a report indicating