

**FEDERAL PRISON CAMP ENGLEWOOD**  
**INMATE ADMISSION AND ORIENTATION HANDBOOK**

The Federal Prison Camp Englewood, Colorado is located along the foothills of the Rocky Mountains in the southwestern suburbs of Denver. This facility is a minimum security, satellite camp, located adjacent to the low security Federal Correctional Institution Englewood, in Littleton, Colorado. There are two living units, housing approximately 165 inmates.

The primary goals of the Federal Prison Camp (FPC) are to protect society from those convicted of crimes and to assist you in becoming a more productive citizen upon your return to the community. Academic education courses, health services, and psychological and religious services are all available for you to improve your physical, mental, and emotional well-being.

**I. EXECUTIVE STAFF AT FEDERAL CORRECTIONAL INSTITUTION (FCI), ENGLEWOOD**

There are five executive staff members.

**Warden:** The Warden is responsible for the total operation of FCI Englewood, FPC Englewood, and the Federal Detention Center (FDC); coordinating budgets, institutional transfers, halfway house requests, furloughs and other community activities.

The Warden is interested in the welfare of all inmates at Englewood. Therefore, 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 by submitting an Inmate Request to a Staff Member Form (Cop-Out) through the inmate mailbox to him/her.

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

The Associate Warden Programs (AW-P) oversees the functions of Unit Management, Psychological Services, Case Management, Correctional Services and Inmate Systems.

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

**Executive Assistant/SOA:** The Executive Assistant is responsible to the Warden for accomplishment of a variety of specific duties and serves as the Institution Public Information Officer.

**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 submit an Inmate Request to Staff Member Form to their unit team. You will be placed on a PSC waiting list. Staff in the PSC will notify the team when and where you will be assigned.

**Captain:** The Captain is responsible for the overall security and running of the institution. Any issues of concerns can be addressed to him by submitting a Request to Staff Member (Cop-Out).

## II. ADMISSION & ORIENTATION (A&O)

Your first contact with institution staff was in the Receiving and Discharging area. Any personal property you brought was logged on an Inmate Personal Property Record (commonly referred to as a Form 40). The disposition of each item will be listed, whether it was mailed, kept, donated or you wished it to be destroyed. Any questions about religious items you have in your possession should be directed to the staff Chaplains. Property which is to be mailed will be packaged by the Receiving and Discharge Officer (R&D) and sent to the Mail Room for mailing at government expense. If you are a new commitment, you are not permitted to bring personal clothing, toilet articles or smoking materials into the institution. They will be mailed home or destroyed. If married, you may keep one plain wedding band in your possession.

Magazines and newspaper subscriptions you were receiving at another Federal Institution are normally acceptable here but you should advise the publisher of your new address as follows:

Your Name and Unit, Federal Prison Camp Englewood  
Register Number  
9595 West Quincy Avenue  
Littleton, Colorado 80123

Papers and magazines that are 60 days old will not be allowed in the institution.

During A&O you will be given a presentation by all department heads concerning their areas on a videotape. Also, during the first week you will take tests administered by Education and Psychology Departments. These tests are a very important part of your total program and you should do your best.

The schedule of where you should go and when you should be there is posted next to the Unit Officer's door. This schedule is called a 'Call-out Sheet' and it is issued every day. You are responsible to report and arrive on time for scheduled appointments.

If you are transferring from another institution and your funds have not been received

within 15 days, contact the Business Office by way of an inmate cop-out so they may follow up on the whereabouts of your funds.

### III. **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 of the institution.

Outgoing general correspondence will be sealed by the Camp inmate. All outgoing mail will be deposited in the mail box located by the Unit Officer's Office.

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

- a. If there is a reason to believe it would interfere with the orderly running of the institution or that it would be threatening to the recipient or that 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 at different institutions and is not approved by both the Unit Manager/Warden at the sending and receiving institution.
- d. If the outgoing mail does not indicate a correct return address, committed name, register number, and the wording: Federal Prison Camp Englewood.

You are solely responsible for the content of the letters you mail.

2. **Incoming special mail:** All Special Mail, mail from the President, Vice President, members of the U.S. Congress, Embassies and Consulates, United States Attorneys, the U.S. Department of Justice (including Federal Prison System), other Federal law enforcement offices, State Attorney Generals, prosecuting attorneys, Governors, United States Courts and State Courts will be opened in the presence of the inmate for inspection of contraband and to ensure that it is indeed Special Mail. If the envelope does not bear any identification as Special Mail, such as stating that it is Special Mail on the outside of the envelope, it may be opened and inspected prior to being delivered.

3. **Outgoing Special Mail:** All outgoing Special Mail may be sealed and deposited in the Special Outgoing Mail box located next to the regular mail box.

Special Mail may 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 Services, 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, States Attorney Generals, Prosecuting Attorneys, Directors of state Department of corrections, State Police Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, attorneys and representative 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 enclosed correspondence for forwarding to another addressee, please return the enclosures to the above address'**.

If you are an indigent inmate without funds, you may see a member of the Unit Team for assistance to send out legal mail.

4. **FOREIGN CORRESPONDENCE:** The institution will not maintain a supply of foreign stamps for inmates who correspond with people in foreign countries but will maintain supply of greater denomination stamps for correspondence with family or friends in foreign countries.

5. **LEGAL CORRESPONDENCE:** Legal correspondence will be handled in the same manner as other Special Mail, other than documentation required under Program Statement, Correspondence. Inmates housed at the Camp will be called to FDC R&D to receive incoming special mail. **"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"** The incoming special mail will be opened in the inmate's presence and the inmate will sign the special mail log book showing receipt of the special mail. If the envelope does not bear any identification as legal mail or special mail, and does not request that it be opened in the inmate's presence, it will be opened and inspected prior to being delivered, as general correspondence, to the inmate.

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 receipt, you will have to contact the Unit Secretary for proper forms. 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.

6. **CORRESPONDENCE BETWEEN INMATES:** You may correspond with persons

confined in other penal institutions only if they are immediate family members or the correspondent is a co-defendant and you have active litigation.

Request for such correspondence must be approved by staff at both institutions before corresponding. Such correspondence may not be sealed and may always be inspected and read by the staff at the sending and receiving institutions.

7. **PACKAGES:** Only under the following circumstances may packages be authorized: release clothing (authorized by your counselor), religious articles (authorized by the Chaplain), and for educational materials (authorized by Education staff).

8. **POSTAGE:** A postage scale and rate chart are located in the Library.

#### IV. VISITING REGULATIONS

Visiting is encouraged ;however, it is a privilege. As soon as possible, following your arrival, submit a list of potential visitors to the Correctional Counselor. Immediate family members are generally approved upon completion of the Immediate Family Member Visitation List and verification of their relationship has been completed with the Pre-Sentence Investigation report. Other potential visitors must complete a Visitor Information Form and return the form to the Correctional Counselor. A background check will be conducted prior to approval. This form must be completed in its entirety to include a signature from the person requesting to visit. See your Correctional Counselor to obtain the proper forms.

If emergencies or unusual situations occur which require a special visit, you must get advanced approval of the Unit Manager.

Any inmate or visitor who violates the rules and regulations of the visiting room may be denied future visits. Additionally, legal action may be initiated for specific rule and regulation violations taken against inmates and/or visitors.

1. **VISITING HOURS:** Visiting hours are Mondays and Fridays, from 5:30 p.m. to 9:30 p.m. and on Saturdays, Sundays, and Federal Holidays from 8:30 a.m. to 9:45 a.m. and 11:30 a.m. to 3:30 p.m. Please inform your visitors to arrive an hour prior to the conclusion of the visiting hours.
2. **FREQUENCY OF VISITS:** Inmates will be allowed a total of 40 points per month. One point will be charged each hour of visiting during the week. Two points will be charged for each hour on weekend and holiday visits. Any visit exceeding 15 minutes is considered a full hour. Legal and Religious visits will not be counted toward the 40 point total.
3. **RECEIVING ITEMS FROM VISITORS:** You are not allowed to receive

anything from your visitor(s) or give anything to your visitor(s) during a visit.

4. **VISITING ATTIRE FOR INMATES:** Only institution issued clothing (green khaki shirt and pants) are allowed in the visiting room. During inclement weather (defined as snow, rain, high winds, freezing temperatures or extreme cold), a sweater or coat may be worn.
5. **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.
6. **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.

#### **V. COMMISSARY (INMATE FUNDS)**

1. **FUNDS FOR DEPOSIT:** The only funds that are immediately deposited in our account are U.S. Postal Money Orders and U.S. Government checks. They are normally deposited within 2 hours. Checks and commercial money orders received are put on a mandatory 15-day hold and cannot be cleared earlier.

You should urge your friends and relatives who are sending you funds to use U.S. Postal Money Orders. Cash should not be sent through the mail. Your institution number must be placed on all checks and money orders sent in.

The current Commissary spending limitation is \$290.00 per month exclusive of items costing in excess of \$25.00 each and hobby craft items. Recreation, religious supplies, ITS Credits, and stamps are not exempt from the \$290.00 spending limitation unless the individual item costs more than \$25.00. The maximum purchase for postage stamps is the present value of 3 books.

Hobby Shop items may be requested by using a Special Purpose Order form. 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 Recreation Supervisor. Commissary Sales Unit hours and procedures are posted in each unit. Price lists of items are updated and distributed weekly. Commissary is completed by submitting a Commissary list no later than Monday and Tuesday nights. Lists are picked up on the morning of sales. On Tuesdays, the inmates having an odd number for the 5<sup>th</sup> digit of their register number will pick up their items, and on Wednesdays, the inmates having an even number for the 5<sup>th</sup> digit of their register numbers, will pick up their items. Commissary will be picked up at approximately 3:00 p.m. by the inmates at the outside Warehouse.

**VI. TELEPHONES**

Telephones are located in each unit and it is imperative the inmates respect this property. The inmate phones work on a debit system where you pay for each call you make. Instructions will be provided. No telephone calls will be allowed during institution counts. Unit telephones available to inmates are monitored. Phone hours are from 6:00 a.m. to 11:00 p.m. Unmonitored legal calls must be approved by your Unit team.

**VII. OFFICIAL COUNTS**

Scheduled counts are held at 12:01 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m. and 10:00 p.m. On weekends and Federal Holidays there is an additional count at 10:00 a.m. The 4:15 p.m. count is a stand-up count. 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 quietly remain in your area until you are told the count has been cleared.

If you are on an 'Out Count', i.e., Food Service, you are responsible to provide your name, number, and unit to the counting official so the Out Count can be reported promptly.

**VIII. FOOD SERVICE**

Meals are served cafeteria style and are in compliance with the national menu. Dining hours are as follows:

Monday-Friday:	Breakfast Lunch Dinner	6:00 a.m. 10:30 a.m. after 4:15 p.m. count
Saturday, Sunday, Federal Holidays:	Coffee Hour Brunch Dinner	7:00 a.m. after 10:30 a.m. count after 4:15 p.m. count

Inmates will be dressed in institution issued clothing during the lunch meal Monday-Friday. Shirts will be tucked in pants and pant legs will be worn outside of boot/shoe tops. Hats will not be worn in the Dining Room when eating. Closed-toe shoes or boots will be worn in the dining Room - no sandals or shower shoes will be allowed.

**IX. PERSONAL ITEMS, HYGIENE, AND LAUNDRY**

Initially, hygiene items including razors, shaving cream, toothpaste, toothpowder, and a

comb are provided by the institution; however, these toiletries and other such items may be purchased from the Commissary.

Initially, you will be issued five t-shirts, five undershirts, five underwear, five pairs of trousers, five shirts, one pair of work shoes, and five pair of socks. (See Institution Supplement, Personal Property, for specific procedures). All items will be stamped with your inmate and register number.

You are responsible for not altering or losing these items. When issued clothing becomes worn, you may exchange item for item at the clothing exchange. The clothing and linen exchange is open Tuesday and Thursday from 6:00 a.m. thru 8:00 a.m.

Any altered institutional clothing is contraband and will be confiscated and you may be subject to disciplinary action, which can result in being charged for altered items. All clothing will be laundered in the units.

Your individual preference as to the type of haircut, moustache, beard, and sideburns are permitted as long as they are kept clean and neatly maintained.

Pillows, blankets, mattress covers, pillow cases, sheets and bedspread will be issued to you by the unit Laundry Room on an exchange basis. Pillow cases and sheets may be washed in the unit laundry facilities; however, all other linens must be exchanged at the Laundry Room on Tuesday or Thursday from 6:00 a.m. to 8:00 a.m.

#### **X. SHAKEDOWN AND CONTRABAND**

Contraband is defined as anything that is:

- A. Not purchased in the Commissary
- B. Altered
- C. Not issued through authorized channels

You and your property may be searched at any time by a staff member. Contraband control is a major concern. You are responsible to ensure you have only authorized property and your property must fit neatly in your assigned locker/closet. Excessive property is a safety hazard and is subject to confiscation.

#### **XI. WORK DAY**

The work day normally begins at 7:30 a.m. and ends at 3:30 p.m. This schedule applies Monday through Friday for the majority of the inmate population. Some inmates work later or earlier depending on their work detail assignments. Saturdays and Sundays are normally days off. Inmates who work weekends will have days off during the week. Holidays are normally a day off unless you are assigned to an essential work detail, i.e., Food Service.

## **XII. UNIT PROGRAMS - THE UNIT TEAM**

During the first few days, you will meet your Unit Team. The team is comprised of the following members: Unit Manager, Case Manager, Counselor, Unit Officer and Secretary. Additionally, an Education Representative, Chaplain, and Staff Psychologist are assigned according to your needs. They 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 case management decisions such as custody changes, educational programs, assignment to work detail, disciplinary actions, and all other program activities.

1. **The Unit Manager:** The Unit Manager oversees the orderly running of the FPC and FDC. He or she supervises all unit staff and is available to you for consultation concerning any issues you may have. .
2. **The Case Manager:** The Case Manager is responsible for the planning, developing and implementation of individual programs designed to meet the particular needs of each inmate in the unit. He or she will assist you with organizing a program during your incarceration and release plan. The Case Manager is responsible for preparing documents to the United States Parole Commission, U.S. Probation Office, U.S. District Courts and for discussing your concerns or problems with the Unit Team.
3. **The Correctional Counselor:** Your Correctional Counselor will help you establish program goals and keeps the Unit Team apprised 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.
4. **The Education Representative:** An Education Representative is assigned to your team. This individual will work with you to enroll and participate in any academic training or adult continuing education your program requires. Mandatory programs of GED and ESL are taught during the evening. Adult continuing education courses are offered in the evening and on weekends. The Education Representative will act as a proctor for any correspondence courses.
5. **The Correctional Officer:** The Correctional Officer is responsible for maintaining the security and custody of the institution and will often provide most of your supervision. Correctional Officers can answer many of your daily questions. 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 reports on your adjustment.
6. **The Unit Secretary:** The Unit Secretary handles the clerical duties of the unit

including the processing of all paperwork related to escorted trips and furloughs, as well as your release to the community. The Secretary can usually direct you to the appropriate person you need in order to manage everyday issues.

7. **The Psychologist:** If needed, the Psychologist will interview you within two weeks of your arrival and provide the Unit Team with a report indicating your need for special programming. The Psychologist also conducts individual and group counseling sessions for inmates who have emotional concern. This person is available to discuss any concern you may have. Submit a cop-out request an appointment. These conversations are confidential within security guidelines explained to you prior to any conversation.

### **XIII. MEDICAL CARE:**

The Health Services Department conducted an intake screening examination when you arrived at this institution. Within fourteen days, you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. You will be scheduled for another physical examination every two years if you are less than 50 years of age or every year if you are 50 years of age or older.

You may request an exit physical examination by submitting a cop-out no earlier than sixty days and no later than thirty days prior to release.

Routine morning sick call and pill line will be held each morning at the FDC. The shuttle to the FDC leaves promptly at 6:45 a.m. Inmates with call outs for medical appointments at the FDC will ride the shuttle to arrive at the time noted on the call out. The shuttle for evening sick call follow-up and pill line leaves promptly at 7:45 p.m. Dental sick call is every Tuesday and Thursday at the FDC. The shuttle leaves promptly at 6:45 a.m. You must bring your commissary card when reporting for sick call and pill line.

### **INMATE RESPONSIBILITIES**

All inmates must assume the following responsibilities when reporting for medical care or evaluation:

1. Provide a chief complaint.
2. Provide an accurate and complete history of past illness.
3. Provide an accurate and complete history of hospitalization.
4. Provide an accurate and complete medication history.
5. To report at scheduled times for appointments and wait patiently to be seen.

6. To follow treatment plans as prescribed, unless you sign a refusal of treatment.
7. Be sure you fully understand consequences prior to refusing treatment.
8. Follow all institution rules and regulations about patient care and conduct.
9. Consider the rights and privacy of other patients and staff.
10. Respect others' property.
11. Conduct self in a respectful manner.
12. Inform the health services staff of any adverse reaction to medication or change in condition.

### **PATIENT'S RIGHTS AND PRIVACY**

The patients of this facility have the following rights and the utmost will be done to protect these rights:

1. No person shall be denied impartial access to treatment or accommodations that are available and medically indicated on the basis of such considerations as race, color, creed or national origin.
2. Every individual who enters this hospital for care retains the rights to privacy and these rights shall be protected, in accordance with the Privacy Act of 1974 and the Freedom of Information Act.
3. The individual's dignity is reflected in the respect accorded by others to his need to maintain the privacy of his body. To the extent possible, given the inescapable exposure entailed in the provision of needed care, the patient shall be aided in maintaining this privacy.
4. The patient has a right to confidentiality of his disclosures and shall be afforded the opportunity to communicate with the physician in confidence. However, institutional staff may have access to the Medical Record on a need to know basis.
5. The patient has the right to communicate with those responsible for his care and to receive from them adequate information concerning the nature and extent of his medical problem, the planned course of treatment and the prognosis. In addition, he has a right to expect adequate instruction in self-care in the interim between visits to the hospital.

6. In the case of language or culture differences, all care will be taken to see that communication between the patient and those responsible for his care is adequate.

7. The inmate has the right to refuse being seen by a student or trainee.

8. The inmate has a right not to be used for medical, pharmaceutical or cosmetic experiments.

#### **XIV. SELF IMPROVEMENT PROGRAMS:**

All self-improvement programs have the goal of helping you to help yourself. Whether they are to teach you vocational skills, academic skills or show you ways to deal with anger, fear, drugs, sex, or authority. They can help if you are open to new opportunities.

1. **Religious Activities:** A staff Chaplain coordinates 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 religious groups such as: Jews, Muslims, Mormons, Buddhists, Native Americans, Jehovah's Witnesses and others 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, along with 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 the religious setting. Personal religious items must be approved by the Chaplain.

2. **Drug Education:** The Drug Education Program is designed to provide information regarding the physical and psychological consequences of using psychoactive drugs. The program is not considered as a treatment or therapy session, although it allows one to reflect on past experiences involving drugs and alcohol. The course attempts to motivate those in need to apply and participate in one of the BOP's Residential Drug Abuse Treatment programs while incarcerated and upon release. The program places emphasis on the individual assuming personal responsibility for their behavior despite social, economic and environmental conditions.

3. **Recreation/Leisure Time Activities:** The Camp has a walking track with fitness trail, softball field, soccer field, volleyball court, horseshoe pit, basketball area, boccie ball court, weight room, and hobby shop. Special events, tournaments, and entertainment are sponsored by the Recreation Department on each holiday.

4. **Law/Leisure Library:** The library is open every day of the week. Legal and leisure materials can be checked out.

Inmate library clerks are available to help you with legal research. Books can also be checked out through the Denver Public Library. Educational videotapes can be checked out to be viewed in the education classroom when classes are not in session. A copy machine is available. Cards for the machine may be purchased in the Commissary.

6. **Alcoholics Anonymous/Narcotics Anonymous:** Alcoholics/Narcotics Anonymous is a non-profit fellowship society of men and women for whom drugs and alcohol has become a major problem. They are recovering addicts who meet regularly to help each other "stay clean". There are no dues or fees. The only requirement for membership is the desire to stop using.

XVI. **BOUNDARIES:** The following boundaries are in effect:

5:30 a.m.- Dusk      Walking Track on the East side  
Walking Track on the South side  
North Weight Room  
Food Service/Visiting Room on the West

Dusk-10:00 p.m.      Remain in Center courtyard area and  
authorized institution buildings

10:00 p.m.-5:30 a.m.      Remain in living unit. Smoking is permitted  
on the unit deck until 11 p.m..

Sunday through Thursday and until 1:30 a.m. on Friday and Saturday.

XVII. **SANITATION INSPECTIONS:**

The Unit Team will conduct a weekly living unit inspection. Each inmate is expected to maintain his living area to an acceptable sanitation standard. Two or more demerits in one inspection may result in an incident report being written for being unsanitary.

XVIII. **UNIT RULES AND REGULATIONS:**

1. **During all counts you shall remain silent and in your assigned room until the officer announces the count is clear.** Restroom and showers are off limits during count. All radios and televisions are to remain off during all counts. Doors will be propped open. The 4:15 p.m. count is a stand-up count. All inmates will