

# ADMISSION AND ORIENTATION HANDBOOK



## FEDERAL CORRECTIONAL INSTITUTION FLORENCE, COLORADO

Revised August 2008

**Inmate Information Handbook  
Federal Bureau of Prisons**

**Introduction**

This A&O handbook is made available to you to give you an understanding of the policies and procedures of FCI Florence. Please read the booklet and during the orientation process, ask questions, if needed, when provided lectures by staff from the various institution departments. As always, good communication is necessary to maintain an understanding of policies and procedures at this facility. So please read and become familiar with this handbook.

Thank you.

J. M. Wilner  
Warden

## Orientation

Inmates are given social and medical screenings at the time of arrival and will be screened by the psychology department. While in Admission and Orientation (A&O), you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will receive presentations from various staff regarding their programs and departments. At the end of the A&O Program, you will be assigned to a job as long as you are medically cleared for duty.

## UNIT MANAGEMENT

### Unit Staff

**Unit Manager:** The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, notary, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

**Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a member of the Unit Team. The Counselor is the contact person for telephone issues, visiting procedures and/or administrative remedies and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties for the unit staff. The Secretary may sit as a member of the Unit Team.

**Unit Officer:** The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit Officers are jointly supervised by the Unit Manager and the Shift Supervisor during his/her unit assignment.

**Education Representative:** Responsible for all matters pertaining to your education or vocational training needs.

**Psychologist:** A qualified mental health professional is qualified to determine if emotional or psychological problems may be affecting your individual adjustment. The Psychologist further suggests and monitors your participation in treatment.

### **Attorney Phone Calls**

If an attorney desires to speak to you, the attorney will contact unit staff via written correspondence or telephone and request that the inmate return the call. Legal calls placed on staff phones will not be monitored. Attorney calls will not normally be restricted if legitimacy can be verified and attorney/client procedures listed above are adhered to. You must provide documentation of an imminent court deadline or justify why written correspondence is not sufficient. Attorney calls will be approved in advance by the unit team and it will be the unit team's responsibility to assist you with such calls. Legal calls made on the TRUFONE System are recorded automatically. If an inmate places a legal call on the TRUFONE System, he is authorizing the Bureau of Prisons to monitor the call.

### **Attorney Visits**

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. Attorney visit will be subject to visual monitoring, but not audio monitoring. Contact your Unit Team to arrange an attorney visit. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described below. You are expected to handle the transfer of legal materials through the mail as often as possible.

### **Consular Visits**

Inmates requesting permission to visit with Consular Officials should review the procedures via their Unit bulletin board. In the event, your country is not listed, please see your Case Manager for the respective address.

### **Communications**

Ordinarily, there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

### **Selective Service Program**

Males are exempt from the registration requirement while incarcerated; however, if you are released before the age of 26, you will be required to register. You may contact the Unit Team for registration procedures.

### **Team Meetings**

Initial team meetings are held within 30 days of your arrival to our facility for new commitments, transferring inmates and violators. Thereafter, inmates serving more than a year will appear before their Unit Classification Team every six months, and every ninety days for inmates serving less than a year. In the event any unforeseen circumstances arise such as: request for a bedside visit, etc, you can make a formal request via an Inmate Request to Staff Member to see your Unit Team for an special/unscheduled team meeting.

### **Treaty Transfer**

In December 1977, the United States entered into it's first treaty (with Mexico) for international offender transfer. Since that time, the United States has entered into treaties with a number of other foreign countries. Generally, a treaty provides for a non-citizen, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.) in another country to be transferred to the individual's country of citizenship for sentence completion. While the term "prisoner-exchange" may be used, most actions under this Program Statement will be transfers and not offender for offender exchanges. The Unit Team can inform you if your home country has signed this kind of agreement with the United States and how to apply for transfer.

### **Violent Crime Control Law Enforcement Act**

Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, of prisoners who have been convicted of a drug trafficking crime or a "crime of violence".

### **Work Assignments**

Upon completion of the A&O process, you will be given a work assignment by your Unit Team based on institutional needs and your specialized skills. You will remain at this assignment for a minimum of 90 days. A change in your work assignment must be authorized by the department head releasing you from the old assignment and by the department head accepting you to the new assignment. You may request the appropriate form from your Counselor.

## Health Services Department

### Health Care Rights and Responsibilities

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to honestly cooperate with your health care plans and respect the basic human rights of your health care providers.

RIGHTS	RESPONSIBILITIES
1. You have the <b>right to access</b> health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. <b>You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</b>
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with <b>Advance Directives or a Living Will</b> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. <b>This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</b>	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.

<p>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.</p>	<p>8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.</p>
<p><b>RIGHTS</b></p>	<p><b>RESPONSIBILITIES</b></p>
<p>9. You have the right to report complaints of pain to your health care provider, <b>have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.</b></p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.</p>
<p>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</p>	<p>10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>
<p>13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.</p>	<p>14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.</p>
<p>15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>

## PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

### As a patient you can expect:

- \*Your reports of pain will be believed.
- \*Information about pain and pain relief measures.
- \*A concerned staff committed to pain prevention and management.
- \*Health professionals who responds quickly to reports of pain.

### As Medical Providers we expect:

- \*Ask your doctor or health care staff what to expect regarding to pain management.
- \*Discuss pain relief options with your doctor or health care staff.
- \*Work with your doctor or health care staff to develop a pain management plan.
- \*Ask for pain relief when pain first begins.
- \*Help your doctor or health care staff assess your pain.
- \*Tell your doctor or health care staff if your pain is not relieved.
- \*Tell your doctor or health care staff about any worries you have about taking pain medications.

## HEALTH SERVICES DEPARTMENT

The Health Services Unit at FCC Florence Medium Security Institution functions as an ambulatory outpatient clinic. Some of the services available to inmates are: Medical Sick Call/Chronic Care/Specialty Clinics, X-rays, Lab, Dental, Pharmacy, Medical Records, etc. The Medical Staff consists of physicians, dentists, mid level practitioners and medical / administrative ancillary supporting staff. The clinic is open twenty four hours daily. Regular working hours are Monday thru Friday from 7:30 am to 4:00 pm. A staff member is on emergency call for any problems that develop after 4:00 pm or weekends. To obtain after hours emergency services, notify a staff member of your emergency immediately. Emergency medical or dental care may be administered if an injury or illness requires emergency treatment.

### 1. Sick Call Procedures:

**FCI Florence: Regular Sick call sign-up will be conducted on the days and times specified below.** This arrangement will afford ample time for each inmate to sign up. Each inmate **must** present his identification card to the **Mid-Level Practitioner (MLP)** before signing the sick-call list. Only under special circumstances will an inmate be authorized to sign up after specified hours (e.g., institutional emergencies, lock downs, emergency sick-call, others).

**Monday thru Friday (Except Wednesdays) 6:45 am to 7:15 am**  
**Wednesdays - Administrative tasks/A&O Physical evaluations only**

**Special Housing Unit: Monday thru Sunday Sick Call rounds daily.**

**Emergency care is available 24 hours/7 days a week (you must notify the Detail or Unit Officer )**

You may request to speak with the Assistant Health Systems Administrator personally by obtaining an appointment through Sick Call. You may also send a Inmate Request to Staff Member form to the AHSA for his response.

You may request an appointment with the physician. Your request will be honored if the physician feels its necessary and as his schedule allows or you will be given an appointment for future date.

## **Prevention Periodic Visits**

Periodic visits are used to review the need for and receipt of preventive health care services. Criteria for these visits will be reviewed during your Admission and Orientation Examination. These services are recommended at least:

- every 3 years if you are under 50 years old (with exception of annual PPD testing, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk).
- Annually for inmates 50 years of age and older.

## **2. Medication Prescriptions:**

Request for prescriptions will be done by turning in empty medication containers during Early Morning pill-line 6:00 am - 6:30 am (it is mandatory that you turn in the labeled medication container for use by the pharmacist). Distribution of refill or new prescriptions will be at the noon or afternoon pill-line. Any prescription that is necessary due to a medical appointment will be filled and dispensed to you. To Pick up prescribed medication, you must present your Identification (Inmate ID).

**Controlled Medications Pill Lines:** You need to present your ID and the medication card. You must take and swallow your medication in front of the staff member. You will be asked to open your mouth to show the staff that you consume the medication before leaving the pill line window. Pill Line times are as follow:

### **Pill Line Times**

Monday thru Friday 6:00 am to 6:30 am  
Monday thru Friday 11:00 am to 12:00 (noon), prescription pickup  
Monday thru Sunday 4:30 pm to 4:45 pm, evening medications and insulin  
Saturday and Sunday 7:30 am to 8:00 am, morning pill line and insulin

## **3. Idle and Convalescence:**

You are restricted to your dorm room, unless you are at meals, religious services, or authorized visits. An idle cannot be written for more than 3 days without being reevaluated by the medical staff. You are not allowed recreational activities of any kind while on "IDLE" status. To lay in bed during the work day, you must have a signed medical idle slip indicating that you will be allowed to stay in bed under your covers. If you are allowed to be out and about the unit, you may not participate in any recreational activities other than walking. A convalescence may not be written for more than 7 days without being reevaluated by the medical staff. You will be on sports restrictions if you have been placed on any MEDICAL OFF-DUTY STATUS or WORK RESTRICTIONS.

## **4. Medical / Dental Evaluations:**

Within the first 14 days of your admission into FCI Florence, you will receive a complete medical evaluation. Please watch the call-out sheet posted in the unit for your medical appointment. The following medical procedures will be covered in the medical evaluation, if indicated:

Physical Examination  
Blood Testing  
Vision Screen  
Urinalysis  
Dental Examination

Audiology test (if indicated)  
Stool Blood Screening (for age 50+)  
Electrocardiogram (for age 50+)  
Immunizations (if indicated)  
Chest X-Ray (if indicated)

#### 5. HIV Testing:

You may also request an HIV test by using the sick call routine. Occasionally, the medical staff may determine that an HIV test is clinically indicated and you will be asked to allow us to test you. If you refuse testing, you will be required to sign a refusal form. Results from this test will be discussed with you by the provider, you may not obtain copies of this test while you are incarcerated.

Due to your enclosed housing conditions, it is imperative that you observe strict UNIVERSAL PRECAUTIONS when handling any body fluids (hand washing, hygiene, etc.). While you are in our facility, you are prohibited from getting a tattoo or engaging in body piercing. You are discouraged from using any personal items of toiletry, (such as : combs, razors, tooth brushes, toilet paper, etc.), other than the ones issued to you.

#### 6. DNA Testing:

Public Law 106-546 requires the BOP to obtain DNA samples from inmates convicted of qualifying federal offenses. If you are convicted, you may be notified by your unit team that your are required to provide a sample. The unit team will provide information regarding the qualifying current of past offense, the collection process, consequences of noncompliance and address any concerns regarding the implementation of this law.

#### 7. Other Medical Services:

**Eye Glasses:** You may request an eye examination if you feel you have problems with your eye sight. An eye examination may be ordered by your health care provider based on need or based on your request. If after examination by the contract Optometrist, it is determined you require prescription eye wear, a pair of standard issue eyeglasses will be provided at no expense to you. Inmates may retain their eyeglasses at admission, if they are not of an elaborate design. All such glasses are subject to inspection for contraband. An inmate desiring more than one pair of glasses, or a different style than those provided by the Bureau, may request a copy of his eyeglass prescription and work with unit staff to procure eyeglasses from one of the approved eyeglass vendors. Only eyeglasses received from one of the approved vendors will be allowed in this institution. The value of the eyeglasses cannot exceed \$100.00.

Reading glasses are available for purchase in the commissary. The Medical Records staff have sample reading glasses for you to try on to help you determine the proper strength. You may report to Health Services during sick call hours to try on the reading glasses.

Contact lenses are not allowed in this institution unless they are "medically necessary," as determined by the consultant Optometrist and staff physician. If you arrive at this institution with contact lenses, you must first be medically evaluated to determine if the lenses are medically necessary. If they are not determined "medically necessary," you will be scheduled for an examination for eyeglasses. Once the eyeglasses are received, you will be directed to send your contact lenses home. Contact lenses solutions may be made available for purchase in the commissary.

Dinner - 4:30 pm until completion

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**While in the Dining Room inmates are required to wear their shirts and have them tucked in from 7:30 am until 4:00 pm, Monday through Friday, except weekends & holidays. No hats or other form of head gear is allowed in the Dining Room. Exception to the aforementioned is approved religious gear.**

**The following are prohibited items in the Food Service Department, laundry bags, books, magazines, cards or any form of board games. Violators are subject to disciplinary action.**

### **INMATE SYSTEMS MANAGEMENT (ISM)**

The ISM Department consists of the Mail Room, Receiving and Discharge R&D, and the Records Office.

Committed Name/Register Number  
Federal Correctional Complex (Medium)  
Post Office Box 6000  
Florence, Colorado 81226

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at each facility. Correspondence with inmates confined in non-federal institutions, requires prior written approval by the Warden at each facility.

Incoming legal/special mail must be clearly marked "**Special Mail - Open only in the Presence of the Inmate**". This will avoid possible opening and screening as general mail. Mail is treated in accordance with the United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday after the 4 p.m. count in each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. The ISM Department will contact you if you have legal mail and/or accountable mail. You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Paperback book enclosed or Authorized Reading Material:", per BOP policy. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

### **Sentence Computations**

**Sentence Computations:** Sentence Computations are completed at the Designation/Sentence Computation Center, Grande Prairie, TX. The records office is responsible for reviewing the file to determine if there are possibly outstanding charges. Detainer Action Letters will be forwarded to those

agencies that might have outstanding charges and a copy will be forwarded to the inmate as well as the unit team. Any questions concerning computations, i.e. detainers, jail credit, can be addressed in a cop out to the records office or during open house on Wednesday from 10:30 am until the completion of mainline.

### **Mailroom**

Tuesdays/Thursdays - 10:30 am until completion of mainline

Legal Mail Dropoff - Monday through Friday 11:15 am to 12:15 pm

### **Receiving and Discharge (inmate property)**

Tuesdays/Thursdays -10:30 am until completion of mainline

### **Records Office (sentence computation, detainers, etc).**

Wednesdays -10:30 am until completion of mainline

## **TRUST FUND OPERATIONS**

The Trust Fund (Commissary) is located between the Safety Office and the Laundry.

### **Operation of the Sales Unit**

1. Sales are limited to one sale day per week per inmate.
2. Special purpose items and shoes are sold on Wednesdays during the noon meal.
3. The sales unit is closed the last week of each quarter for inventory purposes.
4. You must place a completed Commissary list in the commissary distribution box located in front of the commissary by 10:30 am the day your unit shops. No substitutions or additions will be made at the sales window.
5. Items are sold as is, with no warranty implied. No returns will be accepted after leaving the sales area.
6. Any complaint you may have about your purchase must be settled before you leave the sales area.
7. Your spending limit will be designated as described in Program Statement 4500.4, Trust Fund/Warehouse/Laundry Manual.

**Sale Hours:** The Commissary is open for sales Monday through Thursday evenings. The units will rotate shopping days quarterly. **The Sales Unit is closed on weekends and federal holidays, unless otherwise advised.**

**Spending limit:** The spending limit is \$290.00 per month. Stamps and phone credits are the only items that do not count against your spending limit. Those inmates in FRP refuse status shall only have a \$25.00 spending limit.

**Stamps:** You may purchase up to the equivalent of 60 first class stamps once per week. You may have the equivalent of 60 first class stamps in your possession at any one time. Inmates who are **indigent** can request stamps via Inmate Request To Staff Member from their respective Unit team.

**Inmate Account Cards:** It is the responsibility of the inmate to have his Inmate Account Card with him at all times when conducting business in the commissary.

**Conduct in the Commissary:** No eating, or drinking is allowed in the sales unit. No loitering or soliciting of inmates is allowed. All sales are final and no exchange will be made after leaving the sales unit. Upon completion of the sale, the white receipt must be signed and returned to the commissary staff. **It is the responsibility of the inmate to retain his copy of the sales receipt for proof of purchase.**

**Transfer of Funds from Another Institution:** Normally funds from other bureau institutions will be forwarded within 2 to 3 days of arrival to FCI Florence. If after this time funds have not been received, notify the appropriate counselor for follow-up to be done. Please note that receipts are not issued for transfer of funds between institutions.

**Automated Inquiry Machine (AIM):** An AIM machine is located in the commissary to afford the inmates the opportunity to inquire about their commissary account. This machine may be accessed during any commissary hours. Inmates must have a PIN (Personal Identification Number) along with their register number to use this machine.

**Vending Credit Sales:** To use the copier located in the law library, inmates must purchase copy credits. Copy credits are non-refundable.

**Photo Tickets:** Photo tickets may be purchased in the commissary during any sales period. These tickets may be used in the Visiting Room during visits. An Inmate Request To Staff Member form may be submitted to the Trust Fund Supervisor for photos on non-visiting days. Please refer to the rules posted in the commissary window for inappropriate pictures.

**Payroll:** Unicor payroll is normally posted on the 5<sup>th</sup> of the month and Inmate Performance pay is normally posted on the 10<sup>th</sup> of the month. FRP payments are deducted from the accounts directly after payrolls are posted.

**TRUFONE:** The TRUFONE System is a debit/collect system. Credits for debit calls may be purchased via the inmate telephone after 4:00 pm on weekdays and all day on weekends.

**PAC Numbers:** TRUFONE is accessed by using your personal access code (PAC) number. This PAC number is sent to you through the institutional mail the day after your arrival. Instructions on how to use the phone system are included with the PAC number. Compromised PAC numbers may be replaced at a cost of \$5.00.

**Telephone Numbers:** You may submit a list of up to 30 numbers to be included on your telephone list using a Telephone Request Form. No numbers will be added, changed, or deleted from an Inmate Request To Staff Member form sent to the ITS office. The form must be submitted to your unit counselor for approval. Three changes per month will be allowed. If the called party places a block on your calls and wishes to remove it, they must write a letter to the Trust Fund Supervisor requesting this action and include a copy of a recent telephone bill.

**ITS Conduct:** Calls during official count time and during an inmates scheduled work period are not permitted.

## **Laundry Operation**

### **Clothing Issue and Laundry**

#### **1. Clothing/Linen:**

Clothing issued: 3-shirts; 5-pair of boxers; 3-pair of trousers; 5-pair of socks; 1-coat; 5-t-shirts, 1-pair of safety shoes; 1-belt

Linen issued: 2-sheets; 3-towels; 1-pillowcase; 2-washcloths; 2-blankets

Laundry staff will supervise the operation of the FCI Laundry from 6:15 am to 7:15 am, Monday through Friday. Linen items will be issued by Laundry upon release from the Special Housing Unit.

#### **2. Laundry Bags:**

Each inmate will be issued one laundry bag for washing and drying their institutional issued clothing. Inmates may turn their laundry bags into the Laundry from 6:15 am to 7:15 am, Monday, Tuesday, and Thursday. Laundry will be ready for pick up the next work day.

#### **3. Clothing Exchanges:**

You may exchange clothing items Monday, Tuesday, Thursday, and Friday. Clothing exchange will be between 6:15 am and 7:15 am. There will be no clothing exchanges on Federal holidays. Work shoes will be exchanged between 6:15 am and 7:15 am on Monday, Tuesday, Thursday and Friday.

#### **4. Hemming of Pants:**

Altering clothing in the unit is prohibited and may lead to disciplinary action.

#### **5. Linen Exchanges:**

Linen and blanket exchange will be conducted from 6:15 am to 7:15 am, Monday, Tuesday, Thursday and Friday.

#### **6. Inmate Releases:**

When an inmate is released from this facility, he must return all clothing and linens that were issued to him. The items must be brought to the clothing room before leaving the institution. Each inmate will be responsible for each article of clothing and linen issued to him. Any destruction, mutilation, negligence or unauthorized use of institution clothing, bedding or towels, on an inmate's part, may result in disciplinary action. This includes the possession of such items as cut-off khaki pants, use of towels as rags, sleeveless shirts, etc.

#### **7. Hygiene Supplies:**

Hygiene supplies will be issued from 6:15 am to 7:15 am on Wednesday.

#### **8. Writing Pad and Envelopes:**

Writing pads and envelopes are issued the first Wednesday of each month.

## **RELIGIOUS SERVICES**

Religion can be a significant influence in a person's life, especially during incarceration when more time for thought and reflection is available. The Chaplains are available to assist you to facilitate your spiritual needs as well as providing pastoral counseling on an individual basis. Participation in religious programs and activities is voluntary. There are regularly scheduled religious activities for most faith groups. Schedules are posted in the education complex and housing units. Approved volunteers and religious contractors assist the Chaplains in providing a quality program.

## **EDUCATION DEPARTMENT SERVICES**

The Philosophy of the Education Department at FCI Florence is to provide a flexible education program curriculum in the belief that a coherent pattern of courses will help the inmate attain a perspective education that will enhance effectiveness, success and productivity as a person and a citizen. Inmates can and do change their behaviors only when they themselves are motivated to do so. It is with these principles in mind that the education staff is personally committed, through education, to assist each inmate in attaining personal, educational, occupational and life skill goals. The Education Department supports these principles as well as those governing the occupational, recreational, and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas:

General Equivalency Diploma; English as a Second Language; Post-Secondary Education; Advanced Occupational Training-College; Vocational Education; Social Education-Life Skills; Parenting; Adult Continuing Education; Career Counseling/Release Preparation; Recreation/Leisure Activities; Library Services. FCI Florence Education Department is state accredited by the North Central Association of Schools and Colleges.

### **Recreation**

Sat-Sun & Federal Holidays      6:15 am - 9:45 am - No Passes Required  
After Count Approx.              10:30 am - 3:45 pm - No Passes Required  
After Count Approx.              4:30 pm - 8:45 pm - No Passes Required  
Recreation Yard open Dawn to Dusk - No Passes Required

Weekdays                              6:15 am - 7:30 am - No Passes Required  
    8:00 am - 10:15 am - Pass Required  
During Meal Approx.              10:30 am - 12:30 pm - No Passes Required  
    1:00 pm - 3:45 pm - Passes Required  
After Count and during meal 4:30 pm - 8:45 pm - No Passes Required  
Recreation Yard open Dawn to Dusk.

Recreation Yard will be closed occasionally due to inclement weather which poses a threat to life and/or a security risk.

### **BARBER SHOP**

You are expected to keep your hair neat and clean. You may not wear an artificial hairpiece. Mustaches and beards are permitted. The Barber Shop is located in the Recreation Department. The Barber Shop hours are posted in the unit as they are made available. The Barber Shop is closed during all official counts. There will be no hair cutting anywhere other than the Barber Shop.

### **CORRECTIONAL SERVICES**

#### **Call-Out:**

"Call-Out" rosters of appointments are prepared and distributed to all housing units for posting on a daily basis. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily. After determining that you have an appointment at a specific place and time, **BE PROMPT**. Notify your immediate supervisor prior to departing for an appointment. Failure to keep appointments may result in disciplinary action.

#### **Restricted Areas:**

Restricted areas are those areas which you will not have access to when not on an unassigned work detail. Being found in a restricted area may result in disciplinary action.

#### **Drug Surveillance:**

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to disciplinary action. Positive test results will be subject to disciplinary action.

#### **Alcohol Detection:**

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

#### **Contraband:**

Contraband is anything that is not issued to you by a staff member, purchased by you in the commissary, purchased through approved channels, approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action. Commissary purchased at another institution will be considered contraband if it is not sold at FCI Florence.

#### **Searches:**

It is the policy of the BOP that you and your property can be searched at any time by a staff member. You do not have the right to be present during any search of your living area.

**Shakedowns:**

NOTE - All inmates must carry their commissary card, on their person, at all times. Failure to comply with this order can result in disciplinary action. Lost commissary cards are replaced, through the Unit Team by R&D.

Searches or shakedowns, are an important part of the total institution security program. Control of contraband which has potential use in disturbances, riots, escape attempts, or violent acts against staff or other inmates is essential in ensuring the safety of both staff and inmates, as well as ensuring the orderly running of this institution.

Staff can search any inmate, his property, living or work area, at any time.

**Types of searches:**

- A. Pat Searches (simple & on the wall)
- B. Visual (Strip) Searches (ordinarily same gender/private area)
- C. Digital Searches - medical only (authorized by the Warden)

Searches are designed and conducted to detect and or prevent the entrance and distribution of contraband.

**Visits:**

It is the policy of the BOP to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook; however, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. Upon your arrival, you will receive a form on which to list the persons you wish to visit you. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list. The Visiting Room is located in the "B" Building.

**Visiting Schedule:**

Saturday, Sunday, and Federal Holidays: 8:00 am to 3:00 pm

Friday: 5:00 pm to 8:00 pm

The number of persons allowed while visiting one inmate is limited to five. The Visiting Room Officer will not allow more than five visitors to visit one inmate at any given time without prior approval of the Associate Warden.

**Visiting Regulations:**

1. Visitors will not be processed until 8:00 am on weekends or federal holidays, nor will they be processed in after 2:00 pm. For visiting during the evening on Fridays, visitors will be processed in starting at 5:00 pm. On Friday, visitors will not be processed after 7:00 pm. Visitors will not be allowed into the Administration Building prior to these times.

2. Children less than 16 years of age must be accompanied by an adult family member. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated.
3. Anyone wishing to visit an inmate at this institution must be on an inmate's approved visiting list.
4. For identification purposes, visitors will be required to present a picture identification card, i.e., valid driver's license, passports, etc. Inmates will be required to possess their inmate commissary card for identification purposes while in the Visiting Room.
5. Visiting is an extremely important family function, and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Visitors are prohibited from wearing short shorts, low cut, or see-through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, opened shoes, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing,, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearers leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. No hats may be worn during visits, except religious headgear. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Institution Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room.
7. Inmates are required to be in appropriate uniform (Khaki shirts, Khaki pants, belt, black work shoes) before they will be processed into the Visiting Room. When an inmate possesses a soft shoe permit from the Health Services Department, institution transportation shoe "bus shoes" will be given to the inmate prior to him being allowed to visit.
8. A kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.
9. Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the rest rooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.
10. Inmates are responsible for the behavior of their visitors, including visiting children. Children should be supervised to ensure they do not disrupt other inmates and their visitors.
11. Coin purses (clear) are allowed. Business transactions and written messages may not be exchanged during a visit. Visitors are allowed to bring no more than \$25 into the Visiting Room.
12. Smoking is strictly prohibited.

13. Visits for Special Housing Unit Inmates: Visitors will be processed through the front lobby officer. The front lobby officer will contact the Special Housing Unit and the visit will take place via non-contact video visiting. This will be a two hour visit per inmate. The visit is limited to two adults and two children at a time.

14. Special visits may be granted and must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours. Inmates should contact their Unit Team in writing to request any such visit.

Note: There has been a statutory change that now allows a woman to breast-feed her child in any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location. If, however, in a particular instance the breast feeding is conducted in a manner that is disruptive to the other inmates or is facilitating conduct prohibited under the BOP's disciplinary code, the visit is to be terminated and further actions may be considered pursuant to discussions with legal staff. Baby diapers, food, and bottles, etc., will be allowed, but only the amount that will be consumed or used during the visit. A baby car seat will be allowed if it can be thoroughly searched. Additionally, there will be no items left in the lobby area to include strollers, baby carriers, hats, makeup, etc.

**ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.**

**Count:**

Five official counts of the inmate population are made during each 24 hour period. On weekends and holidays, a sixth official count will be conducted.

- a. 12:00 am
- b. 3:00 am
- c. 5:00 am
- d. 10:00 am (Saturday, Sunday, and Holidays - Stand-up Count)
- e. 4:00 pm (stand-up count)
- f. 10:00 pm

All inmate movement will cease when count begins and will not resume until the count is correct and cleared by the Control Center. In the inmate living quarters, inmates are required to be in their cells for all counts. Inmates will not be counted in the showers. The 4:00 pm count and the 10:00 am count (on Saturday, Sunday and Holidays) are lockdown stand-up counts. All inmates will be secured in their cells and required to **STAND** by their beds facing the staff members during the count. Inmates not standing for the designated counts are interfering with an official count and will be subject to disciplinary action. Correctional Services will conduct Picture Card count at infrequent times. Do not distract those counting by talking or moving about. All radios and television sets will be turned off during count.

1. Head scarfs (do-rags/wave caps) are permitted in the housing unit only.
2. You must be in the proper uniform, Monday through Friday, 7:30 am until 4:00 pm. Khaki shirts and pants. All shirts will be tucked in and at a minimum, will be buttoned to within the one button of the collar. Work shoes are required on all work sites. No sagging or excessively tight clothing.

Belts will be buckled. Headgear will be allowed, with the exception of inside of the housing units (except during the winter months). When winter jackets are turned in to the laundry department, t-shirts will be authorized in lieu of Khaki shirts. Personal or institutional clothing which has been altered in any manner (cut, sewn, written on, etc), will be confiscated and disciplinary action may result.

3. You must show proof of ownership for any item confiscated within seven (7) days of the confiscation.
4. Your registration number should be engraved on your radio, tennis shoes, headphones, etc. (indelible ink on tennis shoes). Registration numbers scratched or altered will be confiscated.
5. Visiting in the housing unit that you do not live in is forbidden; however, you can visit your Unit Team, in the event they (Unit Team) are in a housing unit other than the one you are assigned. This will only happen when a staff member authorizes your entrance into a housing unit other than your assigned housing unit.
6. You cannot purchase commissary items or property from another inmate. Giving commissary to another inmate is not authorized.
7. Inmates cannot display any type of martial arts, kick boxing or any type of action viewed as aggressive.
8. You must have your commissary card on your person at all time. Failure to do can result in disciplinary action.
9. Nude or partially nude pictures, sexually suggestive or pornographic materials will not be displayed in any manner in the housing unit. Gang-related materials (or materials depicting gang insignias) may never be displayed in any manner in the unit.
10. **Emergency Duress Call:** Each room is equipped with an emergency/duress button to alert the Unit Officer of an emergency. **These buttons are to be used for emergency purposes only.**
11. **Emergency Alarm System:** During institutional emergencies, an audible alarm will inform all inmates to lay on the ground face down. You are to remain there until staff indicate you can return to your feet. Failure to comply with this order will result in disciplinary action.
12. Additional information/changes will be presented during A&O, by the Captain or his/her representative. These rules are available to the inmate population, by requesting them through your unit team. The Correctional Services A&O lecture guidelines will supercede this handbook.

#### LOCK DOWN CENSUS

**Lockdown Accountability Checks** are informal checks made by the institution. The purpose is to determine if inmates assigned to their details are absent without authorization and if any inmate(s) are in any unauthorized areas. This check will be conducted at least once per month. If an inmate is found to be unauthorized absent or present from their detail, they will receive an incident report.

## **CONTROLLED MOVEMENTS**

Controlled movements have been implemented to assist in inmate accountability procedures as well as the safety and security of the facility. You are given ten (10) minutes to move from point A to point B. An announcement will be made over the P.A. system, when controlled movements begin and end. Inmates must clear the compound when Control makes the announcement, that the movement is over. In the event, an inmate does not make the controlled movement, he must wait for the next move.

**It is your responsibility to check your respective unit bulletin boards for controlled movement times.**

## **Legal**

### **Federal Tort Claims**

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, such actions can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. This form can be obtained from your Unit Team.

### **Law Library**

Law Library and materials in the law library may not be removed from the building. Electric typewriters are available in the law library for legal use only, on a first come first served basis. Typewriter ribbons and correction ribbons are sold through the Commissary. Procedures for check-out of books with the inmate law clerk are as follows: Fill out required information on the form provided and submit it to the inmate Law Clerk. The books will be issued after notation of the books condition has been made. Your completing and signing the sheet, acknowledges that it will be returned in good condition. Typewriters are checked out from the inmate Law Clerk as well. Once again, the condition of the typewriters are noted, and it will be returned in the same working order. A photo-copy machine is available and requires a vending card, with funds, in order to operate. This machine is for inmate use only, and if damaged may result in unwanted down time.

### **Liens**

**Liens**: You are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Financing Statement (lien) and attendant forms, documents, and materials. You are further prohibited from possessing any documents, letters, papers, etc., that contain personal information, including but not limited to home addresses, home telephone numbers, social security numbers, financial information, deed information, etc., of any federal or state government official, including but not limited to Bureau of Prisons' staff, United States Attorneys, Assistant United States Attorneys, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco & Firearms. If you are found to be in possession of these types of documents or information, the materials will be confiscated as hard contraband, the correct law enforcement agency will be notified as appropriate, and incident reports will be written as appropriate.

As always, you may utilize the administrative remedy process to challenge the confiscation of or rejection of such documents.

## **Safety**

### **Fire Prevention and Control**

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so that property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not acceptable. Regular fire inspections are made in each unit by qualified professionals. Each inmate is responsible for reviewing the fire evacuation plans posted in the housing units, recreation, food service, work sites and all general areas, for the nearest escape route.

### **Psychology Services**

The Staff Psychologist is responsible for performing diagnostic, therapeutic, research, educational and evaluation functions related to psychology. The Psychologist plans, organizes, participates, and provides professional expertise for counseling programs. This includes assessing your needs and designing corresponding programs for you. The Psychologist is available by submitting an Inmate Request to Staff Member, or in an emergency, by alerting a staff member. Psychology services perform a variety of functions for the inmate population. Some of these functions include presenting psycho-educational classes on Anger & Stress Management, Drug Education, Sexual Abuse/Assault Prevention and Intervention, and programming related to the Comprehensive Residential Drug Treatment Program.

There are many counseling alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, People In Prison Entering Sobriety, Anger Management, self image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit staff are available for informal counseling sessions and they also conduct formal group counseling activities.

## **UNICOR**

UNICOR Federal Prison Industries is a wholly owned Federal Government Agency which was established by the U.S. Congress in 1934. Today, UNICOR is divided into five different lines or divisions. Electronics, Plastics and Optics Division; Graphics and Data Services Division; Furniture Division; Clothing and Textile Division; Metal Products Division. UNICOR was established in 1934 under Acts of Congress and an Executive Order which are now incorporated in Chapter 307 of Title 18 of the United States Codes, Section 4121-4128, which enables the corporation to operate industries in the federal penal and correctional institutions. In 1977, Federal Prison Industries, Inc. adopted the trade name of UNICOR, under which it now does most of its business. UNICOR was

developed to teach responsibility and to provide a means for inmates to learn various skills which may assist in their transition back into the civilian job market. UNICOR at FCI Florence is part of the furniture division. Its assignment is to produce many different upholstery products. Manufacturing is done at the FCI. There are approximately 154 inmate worker positions at the FCI. Application for employment by an inmate is made through the Unit Team at which time their name will be entered on a UNICOR waiting list. (Institution Supplement FLF 8000.103) There are two separate hiring lists. The lists are Priority and Regular.

1. **Priority List:** For inmates who have prior experience with UNICOR. These inmates have eligibility status for priority hiring unless the inmate was transferred from another institution because of disciplinary action or was classified as released from institutional custody. This list is also for inmates who are assessed court penalties or fines as a part of their sentence or who possess outstanding civil debts which the Unit Team classifies under the term "Financial Responsibility."
2. **Regular List:** For inmates who have no UNICOR experience. All inmates are required to submit an Application for UNICOR Employment form to UNICOR staff. Positions on the hiring lists are determined by the inmate's date of application and the date the inmate was entered into the Computer System by the UNICOR Staff. Individuals who refuse to participate in the Inmate Financial Responsibility Program and deportable aliens are not permitted to work in UNICOR.

#### **[INMATE RIGHTS AND RESPONSIBILITIES §541.12**

1. **You have the right to expect to be treated respectfully, impartially, and fairly by all personnel. Responsibility to treat others, both employees and inmates, in the same manner.**
2. **You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. You have the responsibility to know and abide by them.**
3. **You have the right to freedom of religious affiliation and voluntary religious worship. You have the responsibility to recognize and respect the rights of others in this regard.**
4. **You have the right to health, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental care. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living, to keep your area, free of contraband, and to seek medical and dental care as you may need it.**
5. **You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines. It is your responsibility to conduct yourself properly during visits,**

**not to accept or pass contraband, and not to violate the law or Bureau of Prisons rules or institution guidelines through your correspondence.**

- 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases and conditions of your imprisonment). You have the responsibility to present honestly and fairly your petitions, questions, problems to the court.**
- 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. It is your responsibility to use the services of an attorney honestly.**
- 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 when it is available through a legal assistance program. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials.**
- 9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. It is your responsibility to seek and use such materials for your personal benefit without depriving others of their equal right to uses of this material.**
- 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities. You have the responsibility to take advantage of activities which may help you live a successful law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.**
- 11. You have the right to use your funds for Commissary or other purchases consistent with institution security and good order - for opening bank and/or saving accounts and for assisting your family. You also have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed fines, assessments and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and other obligations that you may have.**

## DISCIPLINE CODES AND SANCTIONS

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).] 8
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	106 Encouraging others to riot 107 Taking hostage(s)
105	Rioting	108 Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons

capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)

109 (Not to be used)

**Sanctions A-G]**

110 Refusing to provide a urine sample or to take part in other drug-abuse testing

charge of greatest severity is not applicable.

111 Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

112 Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

113 Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff

197 Use of the telephone to further criminal activity.

198 Interfering with a staff member in the performance of duties. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature.) This charge is to be used only when another

## Sanctions A-G]

## HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	212 Engaging in, or encouraging a group demonstration
		213 Encouraging others to refuse to work, or to participate in a work stoppage
201	Fighting with another person	214 (Not to be used)
202	(Note to be used)	215 Introduction of alcohol into BOP facility
203	Threatening another with bodily harm or any other offense	216 Giving or offering an official or staff member a bribe, or anything of value
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer's or staff clothing	

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
- B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer recommend).
- D. Disciplinary segregation (up to 30 days).
- E. Make monetary restitution.
- F. Withhold statutory good time]
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters)
- I. Remove from program and/or group activity
- J. Loss of job
- K. Impound inmate's personal property
- L. Confiscate contraband
- M. Restrict to quarters]

**HIGH CATEGORY (Cont'd)**

- |     |   |     |  |
|-----|---|-----|--|
| 218 | Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value | 220 | unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)<br>Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, |
| 219 | Stealing (theft; this includes data obtained through the  |     |  |

or military exercises or drill  
(except for drill authorized  
and conducted by staff)

**SANCTIONS A-M**

- 221** Being in an unauthorized area with a person of the opposite sex without staff permission
- 222** Making, possessing, or using intoxicants
- 223** Refusing to breathe into a breathalyser or take part in other testing for use of alcohol
- 224** Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)
- 297** Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).
- 298** Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of the high severity is not applicable.
- 299** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.)

This charge is to be used only when another charge of high severity is not applicable.

## MODERATE CATEGORY

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
300	Indecent Exposure	311 Failing to perform work as instructed by the supervisor
301	(Not to be used)	
302	Misuse of authorized medication	312 Insolence towards a staff member
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	313 Lying or providing a false statement to a staff member.
304	Loaning of property or anything of value for profit or increased return	
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	
306	Refusing to work, or to accept a program assignment	
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	

- A. Recommend parole date rescission or retardation.
- B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer (recommend).
- D. Disciplinary segregation (up to 15 days).
- E. Make monetary restitution.
- F. Withhold statutory good time.]
- G. Loss of privileges: commissary, movies, recreation, etc.
- H. Change housing (quarters).
- I. Remove from program and/or group activity.
- J. Loss of job.
- K. Impound inmate's personal property.
- L. Confiscate contraband.
- M. Restrict to quarters.
- N. Extra duty.]

**MODERATE CATEGORY (Cont'd)**

- |   |   |
|---|---|
| <p><b>314 Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)</b></p> | <p><b>315 Participating in an unauthorized meeting or gathering</b></p>                 |
|   | <p><b>316 Being in an unauthorized area</b></p>   |
|   | <p><b>317 Failure to follow safety or sanitation regulations</b></p>                    |
|   | <p><b>318 Using any equipment or machinery which is not specifically authorized</b></p> |

- 319 Using any equipment or machinery contrary to instructions or posted safety standards**
- 320 Failing to stand count**
- 321 Interfering with the taking of count**
- 322 (Not to be used)**
- 323 (Not to be used)**
- 324 Gambling**
- 325 Preparing or conducting a gambling pool**
- 326 Possession of gambling paraphernalia**
- 327 Unauthorized contacts with the public**
- 328 Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization**
- 329 Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less**
- 330 Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards**

**MODERATE CATEGORY (Cont'd)**

- |   | <b>Sanctions A-N]</b> |
|---|-----------------------|
| <b>331 Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)</b> |                       |
| <b>332 Smoking where prohibited</b>   |                       |
| <b>397 Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).</b>   |                       |
| <b>398 Interfering with a staff member in the performance of duties. (Conduct must be of the <u>Moderate Severity nature</u>.) This charge is to be used only when another charge of moderate severity is not applicable.</b>   |                       |
| <b>399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the <u>Moderate Severity nature</u>). This charge is to be used only when another charge of moderate severity is not applicable.</b>  |                       |

**LOW MODERATE CATEGORY**

**CODE PROHIBITED ACTS**

**SANCTIONS**

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| <p>400 Possession of property belonging to another person</p> <p>401 Possessing unauthorized amount of otherwise authorized clothing</p> <p>402 Malingering, feigning illness</p> <p>403 Not to be used</p> <p>404 Using abusive or obscene language</p> <p>405 Tattooing or self-mutilation</p> <p>406 Not to be Used</p> <p>407 Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)</p> <p>408 Conducting a business</p> <p>409 Unauthorized physical contact (e.g., kissing, embracing)</p> <p>410 Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)(May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)</p> <p>497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).</p> | <p>498 Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Mode-rate Severity nature.</u>) This charge is to be used only when another charge of low moderate severity if not applicable.</p> <p>499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.</p> <p>B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time.</p> <p>G. Loss of privileges: commissary, movies, recreation, etc.</p> <p>H. Change housing (quarters).</p> |
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- I. **Remove from program and/or group activity.]**
- J. **Loss of job.**
- K. **Impound inmate's personal property.**
- L. **Confiscate contraband.**
- M. **Restrict to quarters.**
- N. **Extra duty.**
- O. **Reprimand.**
- P. **Warning.**

**Directions to Florence:**

The Federal Correctional Complex is located approximately 2 miles south of Florence, Colorado, on the east side of Highway 67. It is approximately 40 miles south from Colorado Springs, 50 miles west of Pueblo and 13 miles southeast of Canon City. When traveling from Colorado Springs, take Highway 115 south to Florence. Take Highway 67 south to the Correctional Complex. When traveling from Pueblo, take Highway 50 west toward Canon City. Highway 115 south can be accessed in Penrose, leading toward Florence. Continue on Highway 115 south to Highway 67 south in Florence. There are two routes from Canon City that would provide you access to the Complex. One route is Highway 50 east to Highway 67 south. Continue to Highway 67 south through Florence until you arrive at the Complex. A second route would be Highway 115 south in Canon City to Highway 67 south in Florence.

**Local Public Transportation:**

There are several options for public transportation available including: Fremont County Cab in Florence at (719) 784-2222, City Cab Co. in Pueblo at (719) 543-2525, and also Yellow Cab in Colorado Springs at (719) 634-5000.

**Addresses:**

Full Name, Register Number  
 FCI Florence, Post Office Box 6000, Florence, CO 81226

**The only way an inmate can receive money is through the mail and through Western Union.**

**Send money to:**

**Western Union information:**

**Federal Bureau of Prisons**

**Inmate Register Number**

**Inmate Name**  
**Inmate Register Number**  
**Post Office Box 474701**  
**Des Moines, Iowa 50947-0001**

**Inmate Name**  
**City Code: FBOP**  
**State Code: DC**

**Central Office**  
Federal Bureau of Prisons  
Office of the Director  
320 First Street, N.W.  
Washington, DC 20534

**Regional Office**  
Federal Bureau of Prisons  
North Central Regional Office  
Gateway Complex, Tower II, 8<sup>th</sup> Floor  
Kansas City, KS 66101

**U.S. Parole Commission**  
550 Federal Building  
Suite 420  
Chevy Chase, MI 20701

**U.S. Pardon Attorney**  
1 N. Park Building  
440 Friendship Blvd  
Bethesda, MI 20014