

ADMISSION
AND
ORIENTATION



UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM FACILITY
FLORENCE, COLORADO

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ADX FLORENCE, COLORADO
ADMISSION AND ORIENTATION HANDBOOK
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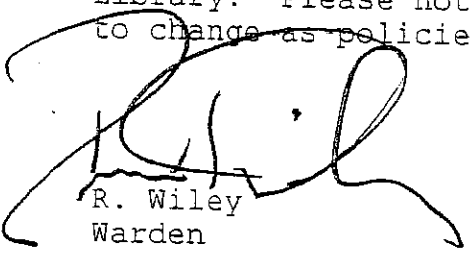
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INTRODUCTION

You have been designated to the U.S. Penitentiary, Administrative Maximum (ADX), Florence, Colorado, for service of your sentence. In order to answer questions you may have and facilitate your adjustment to our facility, we are providing you with a copy of this institution's Admission and Orientation Handbook.

This handbook is designed to provide you with general information regarding your rights and responsibilities, the institution's program opportunities, the institution's disciplinary system, the functions of various departments within the institution, rules and regulations unique to this institution, and the overall day-to-day operation of the institution. If, after reviewing the handbook, you have questions, you are encouraged to contact the appropriate staff member and/or refer to Institution Supplements and Program Statements which are available in the Inmate Law Library. Please note, the contents of this handbook are subject to change as policies and procedures are updated.



R. Wiley
Warden

UNIT MANAGEMENT

The following entries contain information which pertain to Unit Management and Unit Management related functions.

STAFF MEMBER DUTIES AND FUNCTIONS:

- Unit Manager - Unit Managers are responsible for matters relating to the non-custodial, day-to-day, operation of their assigned unit(s); i.e., inmate telephone usage, cell assignments, sanitation, etc. Also, Unit Managers supervise Case Managers, Counselors and Secretaries.
- Case Manager - Case Managers are assigned an inmate caseload and are responsible for matters pertaining to Intake Screening, Classifications/Reviews, Transfers, Inmate Requests, Custody Reviews, Progress Reports, Parole Issues, Release Related Issues, etc.
- Counselor - Counselors provide guidance and counseling to the inmates assigned to their caseloads. They act as primary liaison between inmates and other departmental staff members. They assist inmates in resolving complaints, handling visiting matters, and distributing Legal Mail and property. Your Counselor is a valuable resource person available to assist with problems associated with your confinement.
- Unit Secretary - Occasionally, the Secretary will participate in the classification/review process as a member of the review panel.
- Unit Officer - The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They are also responsible for unit safety, security, and sanitation.

The Unit Manager, Case Manager, and Counselor are the staff members who comprise the Unit Team. The Unit Team assigned to a particular unit is responsible for the inmates housed in that unit. All Unit Team members will make rounds in their assigned units on a regular basis.

HOUSING UNITS:

You will be placed in a housing unit as deemed appropriate for your security needs. The different units, in order from the most secure and restrictive to the least secure and restrictive, are: Control Unit, Special Security Unit, Special Housing Unit (SHU), General Population Units, and Intermediate Unit/Transitional Units. Operations, privileges, and procedures will vary depending upon the unit. Operation of equipment located within the cells; such as, T.V.'s, Toilets, Showers, Lighters, and Lights, have been standardized for all units. Instructions and diagrams are provided as Attachments "A" and "B".

INTER-UNIT TRANSFER:

Upon arrival, inmates will ordinarily be placed in either the Control Unit, Special Security Unit, High Security Unit, SHU, or one of the General Population Units. In order to be transferred to a less restrictive unit you must maintain clear conduct for a specific period of time, participate in the programs recommended by your Unit Team, and demonstrate positive institutional adjustment. Your case history and instant criminal conduct also may be factors in considering you for transfer to a less restrictive unit. At the discretion of the Unit Team, you can be considered for inter-unit transfer. With the exception of inmates being housed in the Control Unit and High Security Unit, the Associate Warden(P) must approve you for transfer to a less restrictive unit. The Regional Director is the approving authority for inmates who are housed in the Control Unit. Specific information relating to the ADX programs can be found in the Institution Supplements provided by the Institution Law Library on General Population and Step-Down Unit Operations.

TELEVISION SYSTEM:

With the exception of the Special Housing Unit and Disciplinary Segregation in the Control Unit, all cells are equipped with Television Sets. The purpose of the T.V. system is to provide the inmate population with information and to provide entertainment. The Institutional Channel 4 will broadcast information which will assist you in your day-to-day functioning. Channel 14 will broadcast videos from the Religious Services and Psychology Services Departments. Other Channels will broadcast a variety of educational and entertainment type programs. As part of the Admission & Orientation process, all new inmates are required to watch the entire A & O Program broadcast on the Institutional Channel. Times and dates for broadcasts of the A & O Program will be provided.

INMATE FINANCIAL RESPONSIBILITY PROGRAM (IFRP):

Inmates are expected to make a good-faith effort to satisfy outstanding debts during incarceration. The I.F.R.P. is a means by which inmates are afforded the opportunity to pay collectable debts. Participants in the program are encouraged to make payments by authorizing regular withdrawals from individual

commissary accounts. Those inmates in FRP Refuse status are limited in their commissary spending. Additionally, they may face additional consequences as noted in Program Statement 5380.08, Financial Responsibility Program, Inmate.

CORRESPONDENCE:

Inmates are permitted to send and receive correspondence. All outgoing correspondence should be given to the appropriate staff member unsealed. It will be inspected, sealed, and then mailed. Incoming correspondence will be opened and inspected prior to being given to you. Inmates wishing to correspond with other inmates must submit a request to their Case Manager and approval must be granted by the Wardens of both facilities.

NARCOTICS DETECTION PROGRAM:

Inmates will be tested for narcotics use on a random and suspect basis. The method of testing will be urine analysis. Participation is mandatory. Inmates refusing to provide urine samples will be subject to disciplinary action.

SANITATION:

Inmates will be expected to maintain a clean and orderly cell at all times. The floor will be kept free of debris and will be scrubbed as needed. The sink, toilet, and shower will be cleaned regularly. Sanitation supplies will be provided on a regular basis by the Unit Correctional Officers. The bed will be made military style immediately after you are awake and dressed. Inmates are required to wash themselves regularly with soap and water. You are not permitted to hang anything on the walls or front grill of your cell.

INMATE PROPERTY:

Inmates will be allowed to retain only the personal property listed in the Institution Supplement on Inmate Personal Property. You may retain legal materials and supplies not to exceed three cubic feet in volume. All legal materials must pertain to active cases. All property must be stored in the space provided beneath your bunk.

INMATE TELEPHONE SYSTEM:

You will be allowed to make collect calls and/or debit calls. Upon arrival, inmates will complete and submit a Telephone Number Request Form to their Unit Team. You may request approval of up to thirty (30) numbers. Each inmate will receive a Phone Access Code Number (PAC #). The PAC Number must be entered prior to dialing the phone number. You must transfer funds from your Trust Fund Account to your Phone Account in order to use the ITS or you may call collect, once your Telephone Number Request has been approved and entered in the ITS. If you lose or compromise your PAC number due to your negligence, submit an "Inmate Request

to Staff Member" to ISM for a replacement card.

Phone Account Funds will be depleted at a rate depending upon the location of the person called and duration of the call. For specific instructions on placing calls through the ITS, consult Attachment C.

INMATE DISCIPLINE SYSTEM:

All inmates have certain rights; such as, the right to be treated humanely. By the same token, inmates are expected to act responsibly. To ensure inmates act responsibly and exhibit proper conduct, the Bureau of Prisons utilizes an Inmate Discipline System. Under this system, inmates are disciplined when they are found to have committed a prohibited act. Your rights and responsibilities and a summary of the Inmate Discipline System is included as attachments D-1 through D-16.

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 Bureau of Prisons' staff, United States Attorneys, Assistant United States Attorney, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco and 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 remedy process to challenge the confiscation of or rejection of such documents.

CENTRAL INMATE MONITORING SYSTEM:

The Central Inmate Monitoring System is a method by which the Bureau of Prisons monitors the transfer, temporary release, and participation in community-based activities of inmates who require special management consideration. Classification as a CIMS Case does not, in and of itself, preclude an inmate from specific programming consideration.

MARRIAGES:

While incarcerated, inmates may be permitted to marry persons from the community. If you wish to get married, submit a written request to your Case Manager.

WORK ASSIGNMENTS:

Inmates housed in the Pre-transfer Unit may be eligible for job assignments to include UNICOR. Inmates housed in all other units will be eligible for stamping or unit orderly jobs only depending upon your housing unit.

ADMINISTRATIVE REMEDY PROCEDURE:

Administrative Remedy is the procedure by which inmates may resolve their grievances without resorting to legal action. The first step in the Administrative Remedy procedure is the inmate's attempt to informally resolve the complaint. The inmate should demonstrate that he has attempted to use informal means to resolve his problem by documenting said attempt(s) on the standard form. Only one(1) Informal Resolution Form will be issued by the Counselor at a time and only one(1) issue should be addressed per Informal Resolution Form. The second step of the

Administrative Remedy Procedure is the filing of a formal complaint, Institution Administrative Remedy (BP-9). The inmate must file the BP-9 within twenty calendar days. If the response to the BP-9 is unacceptable to the inmate, he may file a Regional Administrative Remedy (BP-10); thereby, appealing to the Regional Director. The BP-10 must be filed within twenty (20) calendar days of the date of the Warden's response. New issues may not be raised on the BP-10. Normally, the Regional Director will respond to the BP-10 within thirty (30) calendar days. If the BP-10 response is unacceptable, the inmate may file a Central Office Administrative Remedy (BP-11), which is directed to the General Counsel. The General Counsel has thirty (30) calendar days to respond. In order to acquire application forms for Administrative Remedy, you must contact your assigned Counselor.

TREATY TRANSFER:

Inmates who are citizens of a foreign country may be eligible to serve their sentence in their home country. Treaty transfer is only possible for inmates without an unpaid Committed fine, and from a country having a formal Prisoner Exchange Treaty with the U.S. All foreign inmates are encouraged to contact their nearest consulate for more information on this program.

FEDERAL TORT CLAIMS:

If your personal property is lost or damaged, and informal resolution of the problem has not been successful, you may wish to file a Tort Claim in order to recover damages. Your counselor can provide you with the necessary forms.

INMATE ACCESS TO CENTRAL FILES:

Inmates are permitted to review their central files prior to parole hearings and for other legitimate purposes. You are only permitted to review the disclosable portions of the file. Requests should be forwarded to your Unit Case Manager.

The DNA Analysis Backlog Elimination Act, Public Law 106-546

requires the Bureau of Prisons to examine each inmate's record to determine if they must submit a DNA sample. Your Case Manager will discuss this issue with you at your Initial Classification.

CORRECTIONAL SERVICES

CALL OUTS:

Call-out sheets 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. The Call-out sheet will be delivered to the housing unit Officer-in-Charge(OIC). If you have a call-out you will be notified.

COUNTS:

12:01 a.m.	Counted in your assigned cell.
3:00 a.m.	Counted in your assigned cell.
5:00 a.m.	Counted in your assigned cell.
11:00 a.m.	Stand-up count in your cell. (Weekends & Holidays Only)
4:00 p.m.	Stand-up count in your cell.
8:00 p.m.	Counted in your assigned cell.
9:45 p.m.	Counted in your assigned cell.

Requests for special visits must be submitted in writing to the Unit Manager for review. Attorneys must forward a request for a legal visit in writing to the Unit Manager for review. Any special religious visits will be reviewed by an Institution Chaplain. Final approval of any special visit, including legal and religious visits, must be given by the Warden.

CONTROLLED MOVEMENT:

All movement in the institution is controlled and under escort.

RESTRICTED AREAS:

Restricted areas are those areas which you will not have access to when not on an assigned work detail.

VISITATION:

It is the policy of the Bureau of Prisons to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, consulting with your counselor and other Unit Team members is recommended.

Attorney visits will be conducted on the same days and during the same hours as social visits. Also, attorneys must notify the Unit Manager at least three work days prior to the requested

visiting time. Rules and regulations are provided as Attachment E.

VISITING TIMES:

Thursday, Friday, Saturday, Sunday, and Federal Holidays
(8:00 a.m. - 3:00 p.m.)

CONTRABAND:

Contraband is anything that is not:

1. Issued by an institution staff member.
2. Purchased in the commissary.
3. Purchased through approved channels.
4. 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.

SHAKEDOWNS:

BOP policy dictates that you and your property can be searched at any time by any staff member.

ALCOHOL DETECTION:

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in an incident report. Refusal to submit to the test will also result in an incident report.

FOOD SERVICE DEPARTMENT

All meals in the Food Service Department are prepared under the direct supervision of a Cook Supervisor in the main kitchen area. This Supervisor has the responsibility to ensure the food tray is clean, all items are on the tray, portions are equal, and temperatures are in accordance with the Food Service Sanitation Manual.

Each individual will receive two trays; one tray will be for hot food items, and the other for cold food items.

In order to meet individual dietary requirements, the following menu choices are provided: 1) regular menu; 2) no pork; 3)

religious diet; 4) no meat; and 5) low fat/low sodium.
The third menu option must be approved by the Chaplain.

If you have any questions or concerns regarding the Food Service

operations, an Inmate Request to Staff Member may be submitted to the Food Service Administrator. Periodically, a Food Preference Survey will be taken to determine the likes and dislikes of the population and to update the 35-day cycle menu. The menu is subject to change at the discretion of the Food Service Administrator.

INMATE SYSTEMS DEPARTMENT

The Inmate Systems Department consists of three different areas: The Records Office, Receiving and Discharge, and the Mail Room. Each area will be discussed individually.

RECORDS OFFICE:

The Records Office maintains your Judgment and Commitment File. The Records Office computes your sentence and makes all adjustments in your sentence computation. If you are a new commitment to the BOP, you will receive your sentence computation in the mail, normally within 30 days of your commitment to this facility. Transfers will not receive a new computation unless there are changes in the computation, but your computation will

be re-audited for accuracy. If you want a copy of your sentence computation, request a copy via an "Inmate Request to Staff Member" through your Unit Team. They will be able to provide you a copy from your Central File.

Should you have questions or concerns about your sentence computation, which cannot be answered by you Unit Team, address an "Inmate Request to Staff Member" to the Records Office and be as specific as possible. All questions about jail credits, the Interstate Agreement on Detainers Act (IADA), prior violations, etc., require research and a response is dependent upon the results of the research before a response can be made.

COMMITTED NAME:

The name listed on your Judgment and Commitment Order is your official committed name. All legal transactions during your commitment period will be handled with the use of the name on the Judgment and Commitment Order, even if incorrect. Should you wish to correct your committed name, you must involve the court and have them issue a name change. This action must be initiated by you.

A change to your committed name can only be ordered by the court which sentenced you to your current federal sentence.

DETAINDER PROCESSING:

A detainer is notification you are wanted by other authorities for additional prosecution, commitment or other criminal proceedings. Detainers may be received either with or without

solicitation by the Bureau of Prisons. You will receive a copy of the Detainer Action Letter notifying you of the placement or removal of a detainer. Information concerning the detainer must be obtained by you from the agency lodging the detainer.

GOOD CONDUCT TIME AWARDS:

This applies to inmates sentenced for an offense committed on or after November 1, 1987. The Comprehensive Crime Control Act became effective on November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues.

There are no provisions under the new law for parole. The only good time available will be fifty-four days per year for each year of incarceration that you complete, including pre-sentence jail time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is usually vested and may or

may not be forfeited, depending on the date of the offense for each count you are found guilty. There is no statutory good time or extra good time for crimes committed on or after November 1, 1987.

As a result of the passage of the Prison Litigation Reform Act (PLRA) and the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA), several changes to Bureau of Prisons policies were required.

- The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) provisions discussed below apply to inmates with an offense date on or after September 13, 1994, but before April 26, 1996.
- The Prison Litigation Reform Act (PLRA) provisions discussed below apply to inmates with an offense date on or after April 29, 1996.

Inmates with an offense date prior to September 13, 1994, are not affected by the changes discussed below.

INMATE DISCIPLINE AND EARNING GOOD CONDUCT TIME:

VCCLEA inmates convicted of violent offenses must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All PLRA inmates must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All other "new law" offenders continue to be subject to the "satisfactory behavior" standard.

The sanctions for failure to meet "exemplary compliance" are as follows:

For 100 level violations, the Disciplinary Hearing Officer (DHO) must disallow at least 41 days;

For 200 level violations, the DHO must disallow at least 27 days;

For 300 level violations, ordinarily, on the second act of this level (within the anniversary year) the DHO will disallow 14 days (Unit Disciplinary Committee (UDC) can justify not forwarding the matter to the DHO); and

For 400 level violations, ordinarily on the third act of this level (within the anniversary year) the DHO will disallow seven days (the UDC can justify not forwarding the matter to the DHO).

VESTING AND FORFEITURE OF GOOD TIME:

VCCLEA inmates' good time will only vest if they have earned a General Education Diploma (GED) or a high school diploma or are "making satisfactory progress" toward earning a GED (discussed below). PLRA inmate's good time will not vest until the end of their sentences.

These changes mean that some VCCLEA and all PLRA inmates will have "unvested" good time (as do "old law" inmates). In light of this fact, a schedule for "forfeiture" of good time has been added as a sanction for disciplinary misconduct. The forfeiture schedule is summarized below.

For 100 level violations, the DHO may forfeit up to 100% of unvested good time.

For 200 level violations, the DHO may forfeit the lesser of up to 50% or 60 days; and
For 300 level violations, the DHO may forfeit the lesser of up to 25% or 30 days; and

For 400 level violations, no good time will be forfeited for the first violation, and up to seven days for a second act of this level.

The PLRA also provides that Federal judges may order the forfeiture of good conduct time upon finding an inmate filed a malicious lawsuit, filed a lawsuit in order to harass the

opposing party, or presented false evidence to the court.

EDUCATION AND "MAKING SATISFACTORY PROGRESS":

The standard for "making satisfactory progress" is as follows:

An inmate will be deemed to be making satisfactory progress unless and until an inmate refuses to enroll in school, withdraws, or is found guilty of a prohibited act that occurs in the literacy program.

Once an inmate becomes "unsatisfactory" by doing one of the above, he or she will have to enroll in the program and receive a "satisfactory" rating after 240 hours of instruction in order to regain "satisfactory progress" status.

PLRA inmates who are not in "satisfactory progress" status on their anniversary date will only potentially be awarded a maximum of 42 days good time per year.

Inmates placed in special housing, transferred to a community corrections center, or unable to attend school due to a medical condition will maintain their progress rating (of either satisfactory or unsatisfactory) until some action occurs to make a change (such as their return to school and dropping out, or their return to school and completing 240 instructional hours).

THE BELOW GOOD TIME DISCUSSION DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES (Effective 11/01/87).

STATUTORY GOOD TIME:

Under 18 U.S.C. § 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- ▶ Six months or more to one year or less-five days for each month served.
- ▶ More than one year to less than three years-six days for each month served.
- ▶ At least three years to less than five years-seven days for each month served.
- ▶ At least five years to less than 10 years-eight days for each month served.
- ▶ 10 years or more-10 days for each month served.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. Statutory Good Time does not apply to life sentences or to those inmates who were sentenced under the Youth Corrections Act.

EXTRA GOOD TIME:

The Bureau of Prison awards extra good time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp.

An inmate may earn only one type of extra good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except a lump sum award may be given in addition to another extra good time award.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation by staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction.

RECEIVING AND DISCHARGE:

The Receiving and Discharge section will be receiving and/or mailing your personal property upon commitment or discharge from this facility. All personal property will be inventoried, searched for contraband and issued to you in the order it is received. The Program Statement and Institution Supplement on Inmate Personal Property will govern what you are allowed to retain as personal property at this facility.

Inmate I.D. cards are issued from the Receiving and Discharge section. You will need to see your Unit Team regarding a replacement card.

Any questions or concerns about your personal property should be accomplished via an "Inmate Request to Staff Member" to the Inmate Systems Department. Please be as specific as possible so responses may be accomplished expeditiously.

MAIL ROOM:

The Mail Room operates Monday through Friday, excluding all federal holidays. All First Class mail and publications received by the mail room, from the U.S. Postal Service, will be delivered during the evening watch by the unit officers to the addressee, Monday through Friday, excluding all federal holidays.