



U. S. Department Of Justice
Federal Prison System
Federal Correctional Complex
High Security Institution
Florence, Colorado 81226

Institution Supplement

OPI: Unit Management

Number: FLP 5290.14C

Date : April 29, 2010

Subject : Admission and Orientation
Program

1. **PURPOSE & SCOPE:** This Institution Supplement establishes procedures and responsibilities for the Institution and Unit Admission and Orientation (A&O) Programs at the High Security Institution, Florence, Colorado. This Institution Supplement must be read in conjunction with the national directive.
2. **DIRECTIVES AFFECTED:**
 - A. Directives Rescinded:

Institution Supplement FLP5290.14B, Admission and Orientation Program, dated September 8, 2008.
 - B. Directives Referenced:

Program Statement 5290.14 Admission and Orientation Program, dated April 3, 2003.
3. **STANDARDS REFERENCED:** American Correctional Association 4th Edition Standards for Adult Correctional Institutions: 4-4228, 4-4285, 4-4286, 4-4287, 4-4288, 4-4289, 4-4290, and 4-4291.
4. **POLICY:** The A&O Program is designed to provide for the needs of newly-designated inmates through a program of orientation intended to maximize their probability of making a successful institutional adjustment. This program will serve to orient new inmates to programs, policies, and procedures of the institution through a series of informative lectures, interviews with staff, and orientation materials. The timely and accurate presentation of those materials may alleviate a significant amount of frustration that could be encountered by inmates serving a period of incarceration at this institution.
5. **RESPONSIBILITIES AND ACTIONS:** Under the direction of the Associate Warden over Unit Management, the Delta/Echo Unit Manager is designated as

the A&O Coordinator. Unit staff will facilitate the Institution and Unit A&O in accordance with the Institutional Supplement. Unit staff are responsible for general monitoring. The Delta/Echo Unit Correctional Counselors are designated as the A&O Facilitators and will ensure all inmates who have arrived at this institution, enroll in and complete the Institution A&O Program. At the end of each A&O session, the A&O Facilitator will ensure the forms are reviewed, and will identify any inmates who may have missed any portion due to an institution incident/emergency or another callout. Once they are identified, they will be rescheduled for the next A&O Program. The assignment WLS-A&O Complt will be loaded by the A&O Facilitator upon completion. Inmates may not receive a detail assignment until they have completed the program. These inmates are available to assist in the general maintenance of the housing units, at the Officer's discretion. The Institution A&O checklist (BP-S518) will be separate from the Unit A&O form (BP-S597). Lesson Plans will be maintained by the A&O Coordinator and copies will be available at all times to allow access by an alternate on the occasion the Department Head cannot attend the lecture. The A&O Coordinator will request updates to the lesson plans and review no later than the 4th quarter. Each Department Head, Assistant Department Head, or designating acting responsible for a segment of the A&O lecture is required to submit a written lesson plan to the respective A&O Coordinator.

- A. Quarters: Each new inmate and those who have been absent from the Institution for more than 180 days, will be assigned a permanent unit during the intake screening process. Unit Managers are responsible for assigning inmates amongst the units based upon certain criteria for balancing the inmate population amongst the units. Inmates placed in the Special Housing Unit will be provided a copy or handout of the Special Housing Unit Safety & Operation procedures.
- B. Process: Upon arrival in Receiving and Discharge (R&D), the newly arrived inmates will be interviewed by a unit staff member for intake screening purposes. In addition to the requirements of the intake screening policy, unit staff will inform the inmate of his rights and responsibilities, and ensure he receives a copy of the Inmate A&O Handbook. Documentation showing receipt of the handbook will be reflected on the Intake Screening Form.
- C. Classes: The A&O Facilitator will ensure all inmates assigned to the Institution A&O Program will report to the designated area in the Chapel. The Institutional A&O Program will ordinarily be completed prior to the inmate's Initial Classification. Each new commitment will attend all phases of the A&O Program. Upon completion of the Institution A&O Program, the A&O Facilitator will enter the inmates as "A&O Complete" in SENTRY.
- D. Findings: At the completion of classes, the A&O Facilitator will provide the A&O checklist to the A&O Coordinator, who will ensure all elements listed on the A&O checklist have been completed and signed by the respective instructor.
- E. Lesson Plans: Each department responsible for presenting information at

the A&O lecture, will develop an outline of material to be covered ensuring the lesson plan is kept current and on file in the A&O Coordinator's Office. In addition, the A&O Coordinator will review and sign each lesson plan. Attachment 1 is a schedule of the program's content, information to be covered, and the department responsible for instructing. Each Department Head is responsible for providing information relevant to their programs or services to include all mandatory information in accordance with the A&O Program Statement.

- F. Staff Presentation: Staff presenting information for the A&O Program must adhere to the schedule outlined. A&O lectures will be conducted by the respective Department Head, unless specifically authorized by the Associate Warden. Each Department Head is required to initial and date all respective areas on the checklist for each inmate (Attachment 1). Any conflict in scheduling should be brought to the attention of the A&O Coordinator. Department Heads may switch lecture times with one another if there are legitimate scheduling conflicts; however, they must inform the A&O Coordinator in a timely manner.
- G. Translator: There is a Spanish A&O Handbook available for those inmates who do not speak English. If the inmate is illiterate or has a language barrier (other than Spanish), the A&O Coordinator will provide a staff member or inmate translator from the institution who will assist the inmate in understanding the A&O information.
- H. Unit A&O: The Unit A&O Program will be initiated by unit staff. Upon the inmate's arrival on the respective shift, the Unit Officer will receive the Unit A&O Form from the respective unit staff member (Attachment 2). This program will include information regarding specific unit programs, the unit case management process, unit operations, introduction of staff, explanation of unit staff duties, unit rules and regulations, as well as fire and safety instructions.
- I. Location: The Institution A&O Program will be conducted in the institution Chapel.
- J. Development of A&O Handbook Information and Handouts: The A&O Handbook is to provide inmates confined within the institution with general information regarding the Bureau, its programs, institutions, their rights and responsibilities, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. The material contained in the handbook should help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life. Ordinarily, the handbook will contain a brief overview of each department detailing their area(s) of operation, hours of operation/programs, location, and procedures for contacting staff within the department. In addition, handouts should be developed to provide information not covered during the lecture,

provide current schedules not reflected in the handbook, and to further clarify or define information disseminated during the lecture.

Attendance in the Unit A&O Program will be documented by all staff on the Unit Orientation checklist of Attachment 2. The checklist will be filed in Section 3 of the inmate's Central File. It is the responsibility of Unit Managers to ensure complete adherence to the provisions of this supplement.

6. **PROGRAM EVALUATION:** The A&O Coordinator shall ensure program objectives are stated in measurable terms and reviewed at least annually to ensure that the goals of the program are being met. The A&O Program will be evaluated at least annually.

7. **OFFICE OF PRIMARY RESPONSIBILITY:** Unit Management

//signed//
Charles A. Daniels, Warden

04-29-2010
Date

Distribution: Warden
Executive Staff
Inmate Law Library

NCRO
Department Heads

BP-S518.052 ADMISSION AND ORIENTATION PROGRAM CHECKLIST CDFRM

May 07

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

HIGH SECURITY INSTITUTION, FLORENCE, COLORADO		AUTHORIZED	DATE LECTURE/
PROGRAM CONTENT PHASE		STAFF INITIALS	DISCUSSION GIVEN
1.	Intake Screening (CMC)		
2.	Medical/Dental Examination (H/S)		
3.	Medical Services/AIDS Film & Lecture (H/S)		
4.	Inmate Systems (Records Office/R & D/Mail Room) (ISM)		
5.	Rights and Responsibilities (U/M)		
6.	Visiting (CCC)		
7.	Telephone Regulations/Procedures (including provisions for inmate attorney calls) (
8.	Food Service (F/S)		
9.	Commissary Services (BUS OFC)		
10.	Psychology Services/Drug Abuse Program (PSYCH)		
11.	Chaplaincy Services (CHAPLAIN)		
12.	Mechanical Services (CMS)		
13.	Safety and Sanitation (Cell and Unit) (SAFETY)		
14.	Education/Vocational Interview (EDU)		
15.	Educational, Vocational, Leisure Time Activities, Library Services, GED: VCCLEA/PLRA (EDU)		
16.	Veterans/Social Security Benefits (CMC)		
17.	Treaty Agreement for Transfer of Offenders to Foreign Countries (CSW)		
18.	Inmate Accident Compensation (SAFETY)		
19.	Financial Responsibility Program/Inmate Accounts (CMC)		
20.	Community-Based Activities (Furloughs/CCC Program/Escorted Trips) (CMC)		
21.	Unit Management (Roles and Responsibilities of Unit Staff) (U/M)		
22.	Selective Service System/BOP Registration Program (CMC)		
23.	Administrative Remedy Program (EXEC ASST)		
24.	Clothing Requests/Laundry Procedures (BUS OFC)		
25.	Correctional Services (Contraband, Courts, Searches, Accountability, UDC/DHO/VCCLEA/PLRA) (CUSTODY)		
26.	Release Preparation Program (CMC)		
27.	Sexual Abuse/Assault Prevention and Intervention (PSYCH)		
28.	Diversity in the Criminal Justice System (CCC)		
29.	Recreational Programs (REC)		
30.	Warden		
31.			

Comments:

I have attended all classes of the A&O Program as listed above.

Signature of Inmate	Register No.	Date	Unit
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(This form may be replicated via WP)

Replaces BP-S518.052 of OCT 98

BP-S597.052
 CDEPM
 AUG 2002

UNIT ADMISSION AND ORIENTATION PROGRAM CHECKLIST

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Inmate's Name	Register No.	Institution
<p>Unit Officer(s): Discussion of topics is to be completed no later than on the day the inmate arrives in the unit. The Unit Officer will sign and date this form in the appropriate section(s) for each applicable housing unit.</p> <p>Topics: Counts/Accountability/Searches/Pass System/Controlled Movement/Clothing and Laundry/Wake-up/Lights Out/TV Policy/Fire Escape Procedures/Unit Visitation/Sanitation/Smoking Rules</p>		
Indicate DATE(s) inmate arrived in ALL applicable unit(s)		Unit Officer Signature
Assigned Unit		
A&O Unit		
Temporary Unit		
<p>Unit Management Staff: Discussions of topics are to be completed within 7 calendar days after the inmate's arrival in the assigned unit. Unit staff will sign and date this form upon completion of their section. The inmate will sign and date this form upon completion of all sections.</p>		
U Sanitation/Security/Safety N Rights and Responsibilities I Unit Organization and Staff Roles/ T Staff Responsibility M _____ G _____ R _____		Signature/Date (Assigned Unit) Comments:
C Classification/Reviews - Unit Team A Sentence Data and Detainers S Custody/Security Level E Programs - ED/VT/DAP/Recreation Law Library/Administrative Remedy M Release Preparation G _____ R _____		Signature/Date (Assigned Unit) Comments:
C Personal Appearance/Personal Property O Counseling/Problem Solving U Medical Services/Religious Services N Commissary/Withdrawal of Funds/FRP S Mail Regulations (Special and General) E Work Assignments/Performance Pay L Visiting and Telephone Privileges O Unit Bulletin Board/Change Sheet R _____ _____ _____		Signature/Date (Assigned Unit) Comments:
<p>I have been oriented in all of the applicable areas listed above and have had an opportunity to discuss same with unit staff.</p>		
Inmate's Signature		Date Signed

**USP FLORENCE
A&O LECTURE STAFF SIGN-IN**

DEPARTMENT	LECTURE TIME	DEPARTMENT HEAD/PRINTED NAME	SIGNATURE
A&O Counselor	7:30-8:00am		
Warden	8:00-8:20am		
Executive Assistant	8:20-8:40am		
Chaplain	8:40-9:00am		
Chief Psychologist	9:00-9:20am		
Supervisor of Education	9:20-9:40am		
Food Service	9:40-10:00am		
Safety	10:00-10:30am		
Supervisor of Recreation	12:30-12:50pm		
Captain	12:50-1:10pm		
Facilities Manager	1:10-1:30pm		
HSA	1:30-1:50pm		
CMC/ISM	1:50-2:10pm		
Trust Fund Supervisor	2:10-2:30pm		

cc: Associate Wardens

LECTURE DATE: _____