



Admission & Orientation Handbook  
Presented to Inmates at the  
Memphis Satellite Prison  
Camp  
Millington, Tennessee 38053

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## INTRODUCTION

The purpose of our Admissions and Orientation (A & O) Booklet is to acquaint you with rules, expectations, and opportunities in place at the Memphis Satellite Prison Camp (SPC), Millington, Tennessee. It is very important for you to quickly merge with your new environment, making a smooth transition by thoroughly reading this booklet, fully participating in the A & O Lectures, and keeping well informed of all changes and new announcements.

Incarceration at any security level can be stressful. Therefore, in response, you are encouraged to take advantage of the many positive self-improvement program opportunities, including recreational and educational pursuits. It is important to develop a personal reentry plan that insures a successful return to the community. Keep in mind that although your family, your friends, and Bureau of Prisons staff can be of great assistance, no one can do for you what you fail to do for yourself. The old motto, "IF IT IS TO BE, IT'S UP TO ME," sums up the challenge you face.

In a minimum security level facility, it is expected and necessary for all inmates to demonstrate a high degree of personal responsibility and self-discipline. Behavior that threatens the safety of inmates or staff not only disrupts the orderly running of the institution, but is a display of disrespect for others and an irresponsible desire for self-gratification. Serious misconduct and criminal behavior will be punished and prosecuted.

While at Memphis SPC you will find you can serve your sentence in an environment that provides a safe, humane, and appropriately secure setting, with an emphasis on quality programs and other self-development opportunities designed to assist you in maintaining a pro-social, law-abiding lifestyle after release. Please let us know if you have any questions, concerns, or comments about the A & O process. We are committed to insuring you have the information and assistance necessary to make a successful transition to the Satellite Prison Camp, Millington, Tennessee.

Juan D. Castillo

Warden

### Location

The city of Memphis has a population of approximately 640,000 and is the largest city in Tennessee. Memphis is the 17th largest city by population in the United States and serves as the seat of Shelby County. Shelby County's population exceeds 900,000 people, and the entire metropolitan area encompasses over 1,200,000 people, which is ranked 44th in the nation. Located in the southwest corner of the state, Memphis overlooks the mighty Mississippi River. Arkansas and Mississippi border Memphis on its west and south, respectively.

FCI Memphis and its Satellite Camp in Millington, TN, are located in the Mid-Atlantic Region. The Camp's housing capacity is 352 minimum security male inmates. The Satellite Camp has four single story housing units with open bay cubicles. Showers and TV/recreation rooms are available in each unit.

### Directions from Memphis International Airport

The Memphis Satellite Prison Camp, Millington, Tennessee is located North of the city of Memphis. Accessing the Memphis International Airport by car, Memphis Satellite Prison Camp is approximately a 30 mile or 45 minute drive. Drive South onto Winchester Road with slight left to the signs for Airport exit then turn left. Take the ramp to I-240E and continue on I-40 W. Take exit 8A to merge onto Jackson Ave/TN-14N toward Austin Peay Hwy continue to follow TN-14N. Turn left at Pleasant Ridge Road, Turn right at Sledge Road, Turn Left at Navy Road and onto 6696 Navy Road, Millington, TN, 38053.

### Local Transportation

Checker Cab Co.	(901) 577-7777
City Wide Cab Co.	(901) 722-8294
	(901) 324-4202
Metro Cab Co.	(901) 323-3333

## **ADMISSION AND ORIENTATION**

This booklet was composed to insure that you have an understanding of the rules and regulations as well as overall operations of the Satellite Prison Camp. The Admission and Orientation Program is designed to help you understand your responsibilities, reduce your uncertainties, and outline opportunities available to you. This is a tobacco free environment. ALL TOBACCO PRODUCTS and ACCESSORIES are PROHIBITED!

Each inmate will ordinarily be interviewed by his Case Manager or Correctional Counselor by the first full working day after commitment to the institution. During your orientation, you will also participate in various lectures, examinations, tests, and interviews. This means numerous staff members, at one time or another, will participate directly or indirectly in your program development and institution orientation.

You live in one of four (4) dormitories at the Satellite Prison Camp. During the first week, you will attend several Admission and Orientation lectures. Interviews will be conducted by staff members, either individually or in a group, and you are encouraged to ask questions.

Examinations conducted by our Health Services staff will be used to assess your health status. Educational tests will determine your academic level and job training possibilities. Additionally, this information will serve as an aid in developing an individual education program to meet your needs. Your participation and cooperation are necessary in order to assist you in developing short range and long range goals that are meaningful for you.

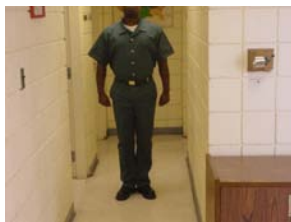
## **ADMISSION AND ORIENTATION RULE**

Shortly after your commitment, it is important that you contact your family to advise them of your safe arrival. In order to accomplish this, you are allowed to place up to two (2), collect telephone calls to your family. This will normally be placed by your Correctional Counselor. The hardship placed on families by incarceration, while not minimized, can be dealt with best by regular communications. Your family needs to hear from you and you are encouraged to correspond with them frequently. In addition, you need to make your family aware of certain institution guidelines regarding the use of telephones, receipt of mail, money, visitation procedures, etc.

Upon assignment to your dormitory, it is important that you learn, and abide by, the Housing Unit Rules. You will receive a copy at your Unit Admission and Orientation, and they are posted on the bulletin boards in the dormitories.

Beds must be made every morning by 7:30 a.m. Beds should be made by stretching the top blanket out full length and tucking it under the sides and bottom of the bed. The blanket should be stretched tight for neat appearance. Should you use your bed at any time during the course of the day, you will be expected to remake it prior to leaving your dorm.

Admission and Orientation inmates will be dressed by 7:00 a.m. each week day and will remain dressed until the 4:00 p.m. count. There are specific dress requirements outlined elsewhere in this booklet (below is a picture of an example), and you are expected to adhere to those standards. You are required to carry your Institution Identification Card (Commissary Card) at all times.



## HOUSEKEEPING

In this institution, sanitation is extremely important. Your bed should be square-cornered with the blanket tucked in on both sides. The extra blanket should be folded in thirds and placed at the foot of the bed or placed in your locker. Whenever you depart the unit, leave the bed smoothly made.



The floors and ledges should be free of dust and dirt. Personal belongings should be arranged neatly in your locker or storage areas. In a dormitory setting, you are responsible for your bed, locker, and the area immediately surrounding them.

Trash must be placed in the receptacles provided. Only standard issue picture frames will be permitted on top of your desk. The hanging of pictures or pin-ups on walls are not authorized. Pictures of family members and friends may be displayed on the bulletin boards. No pin-ups, nude, or seminude pictures are permitted. Marking chairs, walls, beds, or any other government-furnished item with graffiti, nicknames, numbers, or any other similar marking is prohibited. Violators will be subject to reimbursing the institution for destroying, altering, or damaging government property.

Check daily before leaving your unit to make certain the area assigned to you is clean and orderly. Remember that satisfactory institutional adjustment includes compliance with rules to include safety and sanitation.

You are responsible for your own living areas being free of contraband. This includes adhering to the retention limits for personal property. Keep empty lockers, beds, and drawers' debris free. Beds may not be moved from their designated position. Outer wear such as coats, jackets, etc., may be hung neatly from the clothing hooks provided. No clothes lines are permitted within cubicles. Disciplinary action will be taken against inmates who refuse to comply with institution rules.



Two microwave ovens are installed in each housing unit. The microwaves are provided for warming of food items purchased from the Commissary or vending machines only. No additional cooking is permitted. Use of the microwave ovens is restricted beginning with the 12:00a.m. count and continuing until the 5:00a.m. count has cleared, Monday through Friday.

Televisions in the housing units will be turned off at 11:45 p.m., Sunday - Thursday. Inmates must report promptly to their rooms for preparation of the 12:00 a.m. count. Excessive noise or disruption by TV viewing participants, affects the ability for others in the housing unit to rest or sleep, will result in suspension of TV viewing privileges.

You are encouraged to read the Housing Unit Rules, and if you have a question, please consult the Officer or a member of your Unit Team.

## **UNIT MANAGEMENT**

The functions of the unit staff are to assist you with program goal formulation, release matters, and personal problems, and to provide you with a quiet, clean place to reside while you are incarcerated at the Memphis Satellite Prison Camp. To complete these functions, each inmate must contribute to his own individual and unit progress and make every effort to treat others with respect. Violations of institution rules or regulations will not be tolerated.

There are four housing dorms: A, B, C, and D, all of which have an assigned correctional counselor, case manager, and unit manager. You will have the opportunity to meet at least three members of the unit team members during the Unit A & O Program. Unit-based issues will be addressed at that time.

**Case Manager Role:** The case manager is responsible for all case management matters for all inmates assigned to him/her by the unit manager. He or she will be responsive to inquiries and manage unit classification, including inmate needs assessments and program recommendations.

**Correctional Counselor Role:** The correctional counselor assists in resolving personal and day to day problems. He or she serves as a member of the Unit Discipline Committee. He or she approves visiting list requests and processes telephone lists. He or she approves personal property packages and completes forms for withdrawals from inmates' commissary accounts. The counselor completes unit sanitation inspections and checks on inmates' work performance with detail supervisors.

**Unit Manager Role:** The unit manager is the department head, supervisor, and coordinator of all unit programs. This also includes the overall supervisory responsibility of the case managers, correctional counselor and secretary.

Become acquainted with your unit team. Each member is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team, and your accomplishments here depend upon your own desires and motivation.

The "inmate Request to Staff Member" form, commonly called the "cop out," is available in the dormitories and through your counselor. It is used to request appointments, assistance or to address concerns. Staff members who receive these forms will reply on the bottom portion of the form within a reasonable time.

Problems or complaints should be discussed freely with your unit team. All problems should be resolved informally through direct communication and staff intervention. Inmates who cannot resolve complaints informally may file an Administrative Remedy (BP-9) to the Warden. This form is supplied by your Unit Counselor and must be returned to your Counselor, if the informal resolution process does not adequately address your concern.

Inmates are expected to attend unit town hall meetings which are held as needed to keep everyone informed regarding programs and activities within the camp as well as policy changes. These meetings will ordinarily be held in the visiting room in two separate sessions to accommodate the total inmate population. Items of importance are also posted on the Unit Management door and bulletin boards.

All housing units have the Housing Unit Rules posted on the Bulletin boards.

### **HOUSING UNIT RULES**

1. Each inmate will sleep in his assigned bed.
2. No furnishings will be moved in the housing cubicles, other than for cleaning purposes.
3. Each inmate is allowed to display two picture frames, available from the commissary, in his cubicle. Maximum frame size is 8' X 10". Each frame may contain multiple photographs.
4. Each inmate is to maintain his personal property according to the limits outlined in the Institution Supplement on Inmate Personal Property.

5. Nothing will be placed on top of or attached (taped, etc.) to the cubicle walls, except for towels which may be hung on the provided hooks.
6. No clothing will be stored outside the lockers except outerwear such as jackets and hats which can also be stored on the provided hooks.
7. Folding chairs will be stored in the corner of the cubicle, beside the metal locker, while inmates are at their assigned jobs.
8. No folding chairs will be left in the TV rooms.
9. No magazine/newspaper clippings will be displayed anywhere inside the cubicle including inside lockers.
10. Beds will be made and cubicles cleaned prior to the inmate reporting for work call.
11. Inmates who have week days off from their job assignments must have their beds made and their cubicles clean by 7:30a.m. These inmates will then be allowed to sleep on top of their made beds.
12. Washing machines and dryers are provided for inmate use. These machines may be used between the hours of 6:00a.m. to 7:30a.m. and noon to 12:00a.m. daily. Clothing found in the machines during no use hours will be considered contraband.
13. Showers are OFF LIMITS between the hours of 7:30a.m. to 9:30a.m. , Monday through Friday and from 10:00p.m. to 5:30a.m. daily. Showers are permissible for inmates who are not scheduled to report to their work details. On weekends and holidays, all facilities may be utilized.
14. TV viewing time is unlimited.
15. Possession of chewing gum is prohibited.

16. To honor those inmates who wish to sleep, ALL game playing and noise must end after LIGHTS OUT.
17. All game playing will be conducted in the open living area/television room. No game playing is allowed in the dormitory area.
18. LIGHTS OUT will be at 10:00 p.m. Monday - Friday and 11:00p.m., Saturday, Sunday and holidays. This includes all overhead dormitory lights except in the TV room, bathroom, and desk/hutch lights.
19. No inmate is allowed in another inmate's cubicle.
20. An inmate may enter only his assigned housing unit. All other units are OUT OF BOUNDS. An inmate may enter the unit to see his Case Manager or Counselor if they are located in another housing unit; however, they may not go beyond the TV room.
21. No inmate is to lend or borrow from another inmate.
22. Smoking is not permitted in this facility.
23. Sanitation shall be maintained at a level conducive to good health, safety, appearance, and morale for both inmates and staff. Floors will be clean and maintained with a high gloss shine. All units shall be cleaned and ready for inspection by 7:30a.m. Monday through Friday. On weekends and federal holidays, inspection-ready time is 10:00a.m. All beds and general living areas MUST be in order prior to your leaving the area for any reason.
24. Safety shoes will be worn at all times on work details unless you have an idle slip from Health Services. Shower shoes may not be worn outside the housing unit.
25. All supplies/equipment will be properly cleaned and stored after use.
26. All containers will be properly labeled to identify the contents within.

27. Information concerning the inmate population shall be posted on the Unit Bulletin Board. It is your responsibility to read the bulletin board.
28. Gambling is strictly prohibited.
29. No horseplay or loud noise is permitted in the unit at any time.

## **CLASSIFICATION**

Within four (4) weeks after your arrival at this institution, you will formally meet with your Unit Team. The Unit Team considers such factors as sentence data, testing, evaluation results, prior work records, medical problems, special skills, individual preferences, institutional needs, inmate financial responsibility, and any other information needed to determine your custody level, work assignment, transfer needs, duty status, or program recommendations. Each inmate will receive a work assignment upon completion of A&O.

If you question a decision rendered by the Unit Team, it is recommended that you consult your Case Manager for clarification. Unit staff will review the program of each inmate every 90 or 180 days, depending on your projected release date.

## **FOREIGN TREATY TRANSFER INMATES**

If you are a citizen of another country, or if you have dual citizenship, you might be eligible to serve your sentence in your country. To check your eligibility, and if so, what the procedure is, you will need to discuss this with your Case Manager.

## **FOREIGN NATIONALS**

If you are a citizen of another country and wish to contact a Consular Representative of your country or their services, or if you wish to seek assistance and/or information, please contact your Counselor, Case Manager or Unit Manager for any Consular Access.

## **INMATE CLOTHING AND LAUNDRY OPERATING PROCEDURES**

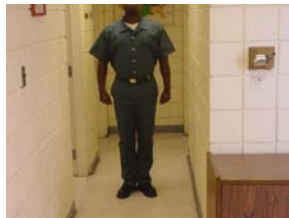
When you first arrive at SPC Memphis, you will be issued temporary clothing. The next workday you will be given your regular standard clothing issue. Refer to Institution Supplement MEM 4500.05, Trust Fund/Deposit Fund for details. Items of clothing will not be considered proper issue unless properly marked by authorized clothing personnel. Clothing marked by any other means will be considered contraband and will be confiscated. Articles of clothing that are worn out, unusually soiled, damaged, or otherwise unserviceable, will be replaced or repaired if they are brought to the Clothing Room. All replacements will be on a one-for-one basis. Restitution will be required for articles of clothing that are willfully destroyed, lost, or altered by an inmate.

Any issued item altered by an inmate without authorization becomes contraband and will be confiscated along with disciplinary action taken. The inmate is responsible for the replacement cost of the item. All clothing alterations must be done by the clothing room.

You are not permitted to mix institutional clothing with your personal clothing at any time (cap, windbreaker, and winter coat are excluded).

Sweatshirts or gym-type clothing is permitted on the recreation field during the day if the inmate is off duty at the time. All inmates must wear their uniforms during their assigned working hours and to the morning and noon meals, Monday through Friday, even if they are off duty.

All inmates are issued institutional clothing (green or white uniforms). Sweatshirts will be worn on under the institutional uniform. Belts must be worn. T-shirts must be worn, shirts must be tucked into the trousers and buttoned, except for the top button. Sleeves on long-sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must always be worn in all areas of the prison and Navy Base. Pants shall be worn belted at the waist. Pants pulled or hanging down below or on the buttock is inappropriate and not authorized. No sagging or bagging.



White clothing issued to food service work detail and painting crew inmates may not be worn outside of the Camp or on any non-duty activity, such as athletics. Headgear will be removed inside buildings. House shoes may be worn only in the dormitories. Safety shoes (steel toe) must be worn during all work details and in the “free weight” outdoor recreational area.

## **TELEPHONE PRIVILEGES**

Though the following is offered to help further clarify telephone rules and regulations, by no means is it complete. Therefore, any additional information pertaining to telephone regulations can be accessed by referencing Program Statement 5264.07, Telephone Regulations for Inmates, dated January 31, 2002.

Inmates may not receive personal calls. Emergency telephone messages will be forwarded to individuals from staff.

Telephones are located in all the housing units. All calls are subject to monitoring. Using the Inmate Telephone System to conduct business is strictly prohibited. Local and long-distance calls may be placed through this system. Phones are open daily at 6:00a.m. to 11:30p.m. The Inmate Telephone System (ITS) is a direct and collect dial system.

Each newly arrived inmate will be authorized 2-15 minute (maximum) collect telephone calls, when requested to Unit Staff for the first thirty days of their stay in order to notify their family members of their arrival at Memphis Satellite Prison Camp. It is the responsibility of the inmate to contact his Unit Team (Unit Manager, Case Manager, or Counselor). Emergency situations will be handled on a case-by-case basis through the Unit Team.

Each inmate shall be provided a unique nine-digit Phone Access Code (PAC) number to access his Inmate Telephone System (ITS-II) account and instructions on using the telephones. The PAC number and approved telephone numbers will remain the same even if transferred to another institution.

NOTE: 800, 900, 976 numbers are not authorized.

Changes to an established telephone list may be submitted any day, up to three times per month, through your Unit Counselor as described above. Inmates may obtain permission to submit additional changes when the Unit Counselor finds that there is a demonstrated need for prompt communication.

An inmate may not give his PAC to another inmate or use another inmate's PAC. A lost or stolen PAC should be reported immediately to Unit Staff. To obtain a new PAC number, the inmate will have to pay a fee of \$5.00.

Every inmate may place up to 300 minutes of either collect, direct, or any combination telephone calls per calendar month. The ITS-II automatically resets each inmate account monthly regardless of inmate usage. Unused minutes are not carried into the next month. Only the Warden may authorize the government to bear the expense of an inmate telephone call or allow a call to be made collect to a number not on the inmate's telephone list. Inmates transferring from an ITS-II institution will be capable of making collect calls upon arrival only if there is a balance of unused minutes from the previous institution.

In order for an inmate to place direct dial calls, it will be necessary to transfer funds from his account to the ITS. The amount of this transfer will serve as a credit limit in the individual inmate's ITS account. This will be done by the inmate via the telephone teller system.

You can transfer money from your commissary account to your telephone account via the telephone by dialing 118. Credits must be purchased in whole dollar amounts. It is the inmate's responsibility to track the telephone credits transferred by reviewing their telephone account via the Automated Inquiry Machine (AIM) and the telephone teller system. Once telephone credits have been transferred, the credits may not be transferred back into the commissary account.

All telephone calls will be limited to fifteen (15) minute intervals. At the end of fourteen (14) minutes, a tone will warn the caller there is only one (1) minute remaining in the call. At the end of fifteen (15) minutes, the call will automatically disconnect. After each call that a successful connection is made, a 15 minute delay will automatically start upon that call's disconnection. Only after the 15 minutes has passed, will you be able to place another call. This will allow all eligible inmates an opportunity to use the phone on a frequent basis.

To place a local call: Listen for the dial tone. Enter the seven digit telephone number. Wait for the new dial tone. Enter your PAC; example: 555-1234-357926819

To place a long distance call: Listen for the dial tone. Enter 1, area code, and telephone number. Wait for the new dial tone. Enter your PAC; example: 1-202-555-1234-357926819.

To place an international call: Listen for the dial tone. Enter 011, country code, city code and telephone number. Wait for the new dial tone. Enter your PAC; example: 011-35-24-426973-357926819.

To obtain your ITS account balance and the cost of your last call: Listen for the dial tone. Enter 118, and then enter your PAC; example: 118-357926819

Each inmate is responsible for the content of the telephone calls he makes. You are expected to conduct yourself in a responsible manner and respect other inmates. Restriction of telephone privileges may be imposed for violation of any rule regarding the use of the telephone. The loss of commissary privileges does not include the loss of telephone privileges. The loss of telephone privileges will be listed as a specific sanction.

Rules to follow in the Telephone Room:

1. Only one inmate per phone will be allowed at any time.
2. Inmates not making telephone calls will not be permitted to congregate near the telephone area.
3. The use of another inmate's phone access code is prohibited.
4. No third party telephone calls are permitted.
5. No conference or speaker phone calls
6. The following type of phone calls are not allowed; 800, 888, 900, 976, or credit card access numbers.
7. It is prohibited to intentionally call someone on your phone list to talk to another individual at that number.
8. No more than two people on the phone at any time (inmate and person on other end of line).

When a count or census is conducted, or during an institutional emergency, all inmate telephone calls will be terminated immediately.

The ITS does not affect the way in which legal calls are placed. Inmates wishing to place a unmonitored legal call must contact a member of their Unit Team. These telephone calls will not be made at the government's expense, without the written authorization of the Warden.

Staff-assisted calls shall be arranged for inmates who have a demonstrated need and who have no means of obtaining funds necessary to finance normal phone calls at least once each month. The Warden shall provide at least one collect call each month for an inmate who is without funds.

Inmates confined in Administrative Detention and Disciplinary Segregation will be allowed limited access to telephone privileges. Administrative Detention inmates will be allowed one phone call every seven days, and Disciplinary Segregation inmates will receive phone privileges once every thirty (30) days. If an inmate requests an unmonitored legal call, the inmate's Correctional Counselor will coordinate and supervise the telephone call.

Violation of any of the rules regarding the use of telephones will be cause for disciplinary action and possible revocation or restriction of telephone privileges. Conversation about illegal activities either inside or outside the institution may lead to criminal prosecution and/or processing under Program Statement 5270.07, Inmate Discipline and Special Housing Units.

## **NATIONAL LOCKBOX PROCESS TO RECEIVE FUNDS**

All funds being sent to inmates at Memphis Satellite Prison Camp, Millington, Tennessee, must be sent to the National LockBox location at the following address:

Federal Bureau of Prisons  
Inmate Name  
Register Number  
Post Office Box 474701  
Des Moines, Iowa 50947-001

Notify all persons who send you funds that it should be sent to the national Lock Box mailing address (above) and adhere to the following instructions. Inform them NOT to enclose personal checks letters, pictures or any other items in the envelope. Enclose only the allowable negotiable instrument. The national Lock Box cannot forward any items enclosed with the negotiable instrument to you. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where you are designated.

Your committed name (no nicknames) and register number has to be printed on all money orders; U.S. Treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency, and envelopes. The senders name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to your account.

## **ELECTRONIC FUNDS TRANSFER - QUICK COLLECT**

Families and friends may send funds through Western Union's Quick Collect Program. All funds sent via this program will be posted to your account within two to four hours when purchased between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following day. Funds sent to you through Western Union Quick Collect may be sent via one of the following ways:

- 1) At an agent location with cash: Your family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com)
- 2) By phone using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: Your family and friends may go to [www.westernunion.com](http://www.westernunion.com)
  - a) Select Bill Payment
  - b) Select quick Collect

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Name
- 2) Register Number
- 3) City code: FBOP
- 4) State code: DC

Please note that your name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. The City Code will always be: DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

\*Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Non-U.S. money transfers also have higher fees.

For more information, please have your families or friends contact a Western Union office.

## **COMMISSARY OPERATING PROCEDURES**

The commissary is open Tuesday and Wednesday from 3:00p.m. until the 4:00p.m. recall and again immediately after the 4:00p.m. count clears until the last inmate is served. Inmates' shopping days are determined by the last two digits of the first five digits of their inmate numbers (disregard the digits after the dash sign). Inmate numbers are broken down into two groups ending as follows: 00-49 and 50-99. Each group will shop on a specific night, which changes quarterly. To discourage borrowing, which is prohibited, inmates may shop for the first time on any night, but still not more than once per week. See the memorandum issued each quarter to be sure of the current sales schedule.

The monthly validation (spending) limitation is adjusted annually by the Bureau of Prisons and is currently \$290.00 per month. The monthly validation is conducted based on the fifth digit of your register number times (x) three (3) plus (+) one (1), ie, your fifth digit is 0, validation would be on the 1<sup>st</sup>, if your fifth digit is 1 = 4<sup>th</sup>, 2-7<sup>th</sup>, 3-10<sup>th</sup>, etc. All purchases will count against the monthly spending limit, except stamps.

**Special Purpose Orders (SPO's)** are available to allow you to purchase items that you are permitted to have but which are not sold through the commissary. Examples include hobby craft supplies, religious items, and correspondence courses. Watch batteries, other than for the watch sold in the commissary, are also a SPO item. To order something via a SPO, see a staff member in the appropriate department, e.g., the recreation department for hobby craft items or the chaplain for a religious article. Allow up to six (6) weeks for delivery of your SPO.

You are required to have your picture ID card in order to purchase items from the commissary. If you are a new commitment, a picture ID card will be issued to you when you are processed through R&D. If you transferred from another institution, your ID card will be given to you from your records or a new one will be made. You must have your ID card with you in order to shop. The commissary sells a variety of standard items. Limited space permits stocking only those brands of items desired by the majority of the population. Lists of available merchandise for sale are located in the commissary and are updated weekly. The Commissary sales slip indicates the maximum quantity of individual items that may be purchased during a single sales transaction. The maximum quantity indicated on the sales slip corresponds to the quantity allowed for retention as stated in Program Statement 5580.06, Inmate Personal Property. This procedure will ensure institutional practices do not cause an inmate to be in violation of Bureau of Prisons' policy by selling an inmate a greater quantity of a particular item than allowed by policy for retention. Price and time changes are posted on the bulletin board located in the commissary. The Warden has the final approval of all items on the commissary list. Fill out your order prior to going to the commissary to avoid unnecessary delays at the time of purchase. **Nothing can be added to your list after you have turned it in to be filled.** Take the time to check your items as they come out of the window. Your signature on the sales receipt acknowledges that you received what you paid for, and all sales are final.

## RADIOS

Radios with earphones and batteries are sold in the commissary. Except for radios purchased at another institution, which meet our criteria, radios may not be received from any outside sources. Your registration number will be etched on your radio. **Each inmate is permitted one radio in his possession. Radios will not be played without the use of earphones.** Any violation of these rules could result in disciplinary action and/or confiscation of the radio.

No radios are allowed in the commissary at any time. Orderly conduct is expected when in the commissary line. The commissary is a privilege, not a right. Once you have turned in your commissary list to be filled, **DO NOT LEAVE THE LINE.** If you leave and your name is called, you will not be allowed to shop until the following week. Your name will only be called three times, so stay in line. Trading or giving commissary items to someone else is strictly prohibited.

## CORRESPONDENCE

An open mail policy exist at Memphis SPC. You may generally correspond with whomever you please. Open mail privileges may be withdrawn from individuals who abuse this privilege through obscene, threatening, or otherwise illegal correspondence. Letters to other correctional institutions are restricted and such correspondence must be approved or processed by Unit Management. Appropriate Unit Managers at each institution must approve of the correspondence if both inmates are housed in federal institutions and both inmates are members of the same immediate family or are a party or witnesses in a legal action in which both inmates are involved. Wardens of both institutions must approve of correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

Outgoing mail may be sealed prior to dropping it into the mail depository. However, if staff reasonably believes that the mail system is being used as a vehicle for prohibited actions, it is subject to opening. There are two exceptions to sealing of outgoing mail, (1) any item more than 16 ounces must be hand delivered/unsealed to mail room staff during "open house" hours, on Tuesdays and Thursdays between 2:30 p.m. and 3:30 p.m. for inspection and mailing, (2) approved "inmate to inmate" correspondence and special/legal mail must be hand delivered by the inmate to mail room staff. Mail room staff will accept special/legal mail each morning, Monday through Friday, excluding holidays, beginning at

7:30 a.m. until 8:00 a.m. Inmates will be required to have their inmate account card as verification of their identity when they drop off their special mail. Mail room staff will properly identify the inmate and verify the outgoing mail meets all the necessary criteria to be treated as special mail.

All outgoing mail **must have** a proper institutional return address, which includes the sender's committed name and register number. Otherwise, it will be returned to the sender. In addition, it is helpful to include your dormitory and room numbers beneath the address. The proper address is:

Inmate Name, Reg. Number  
Federal Prison Camp  
P.O. Box 2000  
Millington, TN 38083-2000

**Special and Legal Correspondence:** Incoming mail which meets the Special Mail requirements of the Program Statement on Correspondence will be handled accordingly.

**Legal/Special Correspondence:**

Incoming mail which meets the Special Mail requirements of the Program Statement on Correspondence will be handled accordingly. Special mail is identified as legal or certified mail.

Mail from an inmate's attorney will be handled as Special Mail only when the sender is adequately identified by giving the sender's name, identifying the sender as an attorney, and the front of the envelope is marked with similar markings to include "Attorney-Client -- Open only in the presence of the inmate," "Legal Mail -- Open only in the presence of the inmate, Special Mail - Open only in the presence of the inmate." The mail will be mark and clearly identify the law firm for which the inmate's attorney is employed, will also be handled as "Special Mail." Special/legal mail will be delivered during open house hours. A unit team member will make daily rounds to the Special Housing Unit each Monday through Friday, excluding holidays for the purpose of delivering any legal/special mail for the inmates who are assigned at the Satellite Prison Camp.

All other mail will be opened and inspected for contraband. Mail which is found to contain contraband (i.e., stamps, nude photographs, pins, code, unapproved (inmate to inmate) correspondence etc., or items which cannot be searched or examined without destruction or alteration (i.e., electronic greeting cards, padded cards, and double-faced photographs)

will be rejected. Notification for rejections will be provided. This notification will include the reasons for rejection and the sender. Inmates have the right to appeal the rejection through the Administrative Remedy Program.

Incoming inmate packages must be authorized in advance unless otherwise approved under another Bureau policy. Some packages are authorized such as magazines, special mail, paperback books, educational, or legal materials. Be advised that these packages are not required to be pre-approved. However, these packages must be marked with words such as "Authorized by Bureau of Prisons Policy." This is intended to alert the Mail Room staff that enclosed materials contain matter which does not require prior approval and avoid erroneous returns.

There are only three acceptable sources from which hardbound books and newspapers may be received. They are bookstores, publishers, and book clubs.

The Mail Management Manual, Program Statement 5800.10, is not available in the Inmate Law Library. However, you may view Program Statements and Institution Supplements pertaining to the Mail Management Manual, Correspondence, and Incoming Publications in the mail room during "open house" hours.

The Program Statement and Institution Supplement on Inmate Personal Property is available in the Inmate Law Library and may also be viewed in Receiving and Discharge (R&D) during "open house" hours.

## VISITING

**The Bureau of Prisons has included new policy regarding Random Pat Searches. Effective February 19, 2008, Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and facilities, dated January 15, 2008, required that staff conduct random pat searches on inmate visitors entering the institution grounds and facilities, in order to maintain the safety, security and orderly operation of the facilities, and protect the public.**

It is the policy of this institution to provide visiting facilities and procedures that will encourage meaningful visits with relatives and friends. Visits by approved visitors are stressed as an important factor in maintaining the morale of each inmate and motivating him toward positive behavior. It is the responsibility of each visitor/inmate to adhere to the visiting regulations as summarized in the following paragraphs:

1. Social visits are permitted from 8:00 a.m. to 3:30 p.m. Saturdays, Sundays, and federal holidays, and from 5:00 p.m. to 8:30 p.m. on Fridays. Inmates will be limited to eight visits per month. Each time an inmate is called to the Visiting Room constitutes a visit, and will count against the maximum eight visits a month. However, visiting on federal holidays will not count toward an inmate's monthly visiting total. Program Statement 5267.08, Visiting Regulations, requires an inmate to have known a proposed visitor(s) prior to incarceration in order for the proposed visitor to be added to the inmate's visiting list. This requirement applies to all security levels. The Warden must approve any exception to this requirement. An inmate's immediate family: mother, father, stepparent, brothers, sisters, wife, and children, are routinely approved as visitors; however, the inmate must make the necessary request. Each inmate is responsible for obtaining Unit Team approval for prospective visitors. The number of visitors on an inmate's approved list will be limited to twenty-four (24). You will have an opportunity to mail a questionnaire form to each of your proposed visitors, other than immediate family listed in your PSR, unless deemed necessary. Requests for additions to the visiting list should be made a minimum of three (3) weeks in advance of the planned visit. No inmate will get a routine visit until he has an established visiting list. Special visit requests should be made at least seven consecutive days in advance. Special visits are defined as approved visitors requesting to visit at a time other than regular visiting hours due to special circumstances. **The**

**Unit Team will accommodate special visits on an as needed basis relative to family emergencies. Ordinarily, only approved visitors will be considered for emergency visits. The Warden is the final approving authority for special visits.**

2. A search of all inmates is required at the beginning of a visit. All inmates entering and leaving the visiting room will be identified by use of the inmate approved commissary card which will be maintained at the officer's station. All SCP inmates will be pat searched prior to entering the visiting room. Random visual (stripped) searches will be conducted on SCP inmates at the end of their visit. These practices are designed to reduce the possibility of the introduction of contraband into the institution through the visiting room. Searches will be conducted out of other visitor's view to ensure privacy. The only items that an inmate may take into the visiting room are a comb, handkerchief, wedding band, eyeglasses, and religious medallion and/or approved religious head gear. Your commissary card must be carried with you to your visit. You are not authorized to handle currency during visitations.
3. Up to four adult visitors per inmate are allowed at any time. Children less than 16 years old must be accompanied by a parent or legal guardian. All visits will begin and end in the visiting room.
4. Random pat searches will be conducted on inmate visitors entering the institution grounds and facilities, in order to maintain the safety, security, and orderly operation of the facilities, and protect the public. Visitors such as law enforcement personnel, inmate attorneys, contractors, volunteers, and other official visitors should not ordinarily be subjected to routine random pat searches. Additionally, they may also be searched according to policy as necessary if reasonable suspicion indicates they may be involved with prohibited activities. Inmate Visitors under the age of 18 years should not be randomly pat searched as part of the daily routine and should not be counted as part of the daily random selection method. Visitors under the age of 18 may be searched according to policy as necessary if reasonable suspicion indicates they may be involved with prohibited activities. All visitors must sign a BP Form 224, Notification To Visitors, indicating that they understand that visitors entering the institution may be subject to search. Anyone refusing the search or refusing to sign the aforementioned statement will be refused entry into the facility. A search may also be made of all hand carried items in the possession of a visitor. Visitors will be allowed to bring keys, i.e., car and/or

house keys into the visiting room. Required medications should be taken either prior to entering the visiting room or at the conclusion of the visit. Items needed for health reasons will only be allowed at the discretion of the Operations Lieutenant. Items for infant needs (i.e., diapers, baby food, baby bottles) are allowed. All permissible items must be inspected for contraband prior to permitting them in the Visiting Room. Visitors refusing to have these items inspected must return them to their automobiles. There are no storage areas located within the front entrance, all items prohibited in the visiting room, must be stored in the visitor's automobile.

5. Upon visitor arrival and departure, a brief embrace and/or kiss, as a greeting or farewell, is permitted within the limits of acceptable conduct for a public place. Socially acceptable gestures of communication and affection, such as shaking hands or holding hands, kissing, and embracing, are allowed within the limits of good taste and then only at the beginning and at the end of a visit. Indecent, annoying or excessive contact (i.e., legs intertwined, arm wrapped around back massaging) will not be tolerated. When, in the opinion of the Visiting Room Officer, conduct exceeds acceptable limits, termination of the visit may result. When the visit is terminated due to unacceptable conduct, the inmate may receive an incident report. Inmates who repeatedly violate visiting regulations may be required to terminate the visit or be placed under closer supervision at the discretion of the Operations Lieutenant. All areas of the visiting room may be monitored to prevent the passage of contraband and ensure the security and welfare of all concerned.
6. The Visiting Room Officers will not call an inmate for a visit after 9:30 a.m. on weekends and holidays. In these instances, inmates will be called for their visit once the 10:00 a.m. (weekend and holiday) institution count has cleared.
7. Our visiting facilities are limited; therefore, it may become necessary to limit visits due to overcrowding. When overcrowding conditions exist, visits will be terminated first by those who have visited for the longest period of time. Consideration will be given to out of town/state visitors. Visiting may also be terminated because of institutional emergencies and improper conduct by the inmate or his visitor.
8. All monies, packages, gifts, and pictures must be received by the inmate through the institution mail service. Inmates are authorized to bring their

commissary card to the Visiting Room to purchase items from the vending machines.

9. Prospective visitors under the age of 16 must be accompanied by a parent or legal guardian. by a responsible adult unless prior approval has been obtained. Each adult visitor will be required to provide proof of their identity to the Visiting Room Officer, (i.e., valid Driver's License, Government Identification (I.D.)(State or Federal), or a United States Passport prior to their admission into the institution. Each adult visitor will be required to sign an information form (BP Form 224, Notification to Visitor Form, Title 18, indicating their name, relationship to the inmate, complete address, the name of the inmate being visited, and an acknowledgment of their awareness and understanding of possible penalties for violation of visiting regulations and/or introduction of contraband. Any attempt to bring unauthorized items into the institution is a serious violation of federal law (U.S. Code, Title 18, Section 7291) and is punishable by imprisonment and/or a fine. Following identification, each visitor must sign the Inmate Visiting Log. A record of every inmate visit, detailing the visitor's name, time of arrival and departure, name and number of inmate. The Visiting Room Officers will pay strict attention to ensure articles are not being passed between the inmate and visitor(s).
  
10. All visitors' apparel garments must have sleeves. See-through garments, skin-tight clothing, wraparound skirts and shorts of any kind are not permitted. Skirts and dresses must be longer than two inches above the knee. Slits will not extend higher than two inches above the knee. Tee shirts, Jogging/Sweat suits, camouflage clothing and open toe shoes are not permitted. Articles of clothing displaying any wording or pictures deemed vulgar or offensive are not permitted. For more detailed listing of what will or will not be allowed in the institution, refer to **Institution Supplement MEM5267.08F, titled "Visiting Regulations."**
  
11. Visitors must maintain complete supervision of their children while in the Visiting Room or on institutional property. For the convenience of visitors, a room for children has been established. Inmates must either be currently enrolled in the parenting program or have completed the education component of the program in order to utilize the parenting room. Inmates interested in utilizing this component of the parenting program will inquire as to their eligibility with the Parenting Coordinator in the Education Department.

Education staff will submit the list of authorized parenting room users to visiting room staff each week, along with a blank sign-in sheet. Inmates will reserve one-hour time slots upon arrival to the visiting room. The available times would be first come, first serve. This room houses a television, VCR, and various toys. The operation of the television and VCR will be controlled by the Visiting Room Officer. If a problem arises with either, the Visiting Room Officer should be notified immediately. Any misuse of the television, VCR, or materials in the children's room could result in the termination of the visit. **Inmates** are responsible for the conduct and supervision of their children.

12. An outdoor playground area has been provided for your convenience and your children's enjoyment. Children must be directly supervised by an adult while on the playground or surrounding area.
13. It is permissible for the visitor to give an inmate any item from the vending machines to be consumed while on a visit. **NO INMATE WILL BE ALLOWED TO HANDLE ANY PAPER MONEY, FOR ANY REASON.**
14. The use of cameras, cell phones, computers or recording equipment are strictly prohibited. Documents or papers will not be examined or signed in the Visiting Room without the prior approval of a member of the inmate's Unit Team. Visitors are encouraged to store all of their parcels, handbags, etc., in their vehicles or in their motel room prior to coming to the institution. These items will not be allowed into the Visiting Room. Any effort to evade the visiting regulations may result in disciplinary action for the inmate, termination of the visit, restricted visiting privileges, and possible legal proceedings against the visitor.
15. Any visitor who departs the Visiting Room prior to the official conclusion of a visit, will not be authorized re-entry. **ONCE A VISITOR LEAVES, THE VISIT IS TERMINATED FOR THAT PARTICULAR DAY.** Exceptions to this would be a visitor with an urgent situation with their children; however, the Visiting Room Officer must give permission for any exceptional situation.
16. All visitors are required to lock their cars. Additionally, no one is permitted to wait in the parking lot or remain on the grounds for persons visiting an inmate. Visitors are responsible for any items left in their vehicles.

17. Allowable Items in the Visiting Center:

Small, clear coin purses

Baby rattle or teething ring

Eight to ten baby diapers

Bottles of formula or liquid for infants

Approximately 16" X 16" clear plastic bag (for baby article storage)

Emergency medication (i.e., heart medication)

Non-Allowable Items in the Visiting Center:

Playing cards

Chewing Gum

Food Items

Toys

Diaper Bags

Small, hand-carried infant seat

Newspapers

Strollers

Cigarettes or tobacco products

Magazines

Baby Carriages

This list is not all inclusive, contact the Visiting Room or call the institution in advance if you have questions.

Inmates' visitors are not allowed to bring pets onto the institution grounds. The only exception is a trained and certified canine, as a seeing eye dog. The visitor must show proof of the need for assistance of a canine and the certification of successful training for the canine and the handler. In emergency situations, the Institution Duty Officer (IDO) has the authority to allow the visit. Special visits are defined as approved visitors requesting to visit at a time other than regular visiting hours due to special circumstances. No inmate will get a routine visit until he has an established visiting list. The Unit Team will accommodate emergency visits of previously approved visitors based on necessity and Warden's approval.

## HEALTH SERVICES UNIT

The Health Services Unit (HSU) at Memphis SPC functions as an ambulatory outpatient clinic. Some services available to inmates are: sick call, x-rays, lab, dental, pharmacy, etc. The Health Services staff consists of a Physician, Physician Assistants/Nurse Practitioners, Dentist, Pharmacist, and Health Information Technician. The delivery of health care at Memphis SPC is supplemented by the use of outside health care providers who come to the institution as well as a wide array of medical specialists and health care facilities in the civilian community. The laboratory and x-ray functions are provided by contract providers from the civilian community.

The HSU is open from 6:00 a.m. to 4:00 p.m. Monday through Friday. A staff member is always on call for any problems that develop after normal operational hours. To obtain after hours urgent care services, due to an injury or an illness that requires immediate treatment, notify a staff member of your urgency, immediately. NOTE: When you come to the Health Services Unit, for any reason, you must have in your possession your inmate commissary card.

It is mandatory that you use the SICK CALL PROCEDURES to obtain a medical appointment. When you are signing up for routine sick call you will be seen by a Physicians Assistant (PA) or a Nurse Practitioner (NP). The PA or NP will evaluate the urgency of the complaint and use medical judgement in having urgent or emergency cases seen the same day. However, if you want to be seen by the staff physician, you are required to submit an "Inmate Request to Staff Member" (commonly referred to as a Cop-Out) to the doctor who will schedule you to be seen or will instruct you on what to do. You may include a brief statement as to the nature of your problem. The schedule for routine medical care at Memphis SPC, is subject to change to meet the changing needs of the inmate population. During Admission and Orientation (A&O), you are provided further information regarding the current schedule. Areas covered in the schedule are: routine sick call, appointment sign-up, prescription refill requests, prescription pick-up, and restricted pill lines.

Any prescription that is necessary due to a medical appointment will be dispensed to you within 24 hours, if possible. When requesting a prescription refill, report to HSU and

complete a medication refill form. When reporting to any appointment, it is suggested you bring all of your medication bottles with you, including the medications you purchased in the commissary, for screening. Although infrequent, for new therapy, an occasional delay in filling your prescription may occur. You may request an appointment with the Pharmacist to discuss your medications via sick call sign up.

For any concern you may have regarding health care at Memphis SPC, you may send an "Inmate Request to Staff Member" form to the Health Services Administrator (HSA) who will provide you a written response.

Consider yourself "OUT OF BOUNDS" and subject to disciplinary action if you do not have an appointment in the clinic, or permission to be in the clinic. You must have your work supervisor or dorm officer call the clinic, if you feel the need for urgent medical care after routine sick call.

**DO NOT LEAVE YOUR ASSIGNED WORK AREA  
WITHOUT PERMISSION FROM YOUR SUPERVISOR**

**It is your responsibility to check the CALL OUT roster on a daily basis.** The rosters are posted in all dormitories and work sites. If you have any questions, ask any staff member. Missing a medical call out may result in disciplinary action, as stated by policy.

Within the first 14 days of your admission into Memphis SPC, you will receive a mandatory complete medical evaluation. You are entitled to a physical evaluation every 2 years, if you are under 50 yrs old or, annually if you are 50 yrs and older. Also, if you have not had a physical examination twelve months prior to your release date, you may request a physical examination.

Prior to leaving Memphis SPC for a Community Corrections Center or release from incarceration, you will administered a DNA test, as required by BOP policies. This is a mandatory test. Failure to permit the testing could result in loss of community corrections eligibility admission into the Special Housing Unit (SHU), along with an incident report which may result in loss of Good Conduct Time. HIV testing may also be done at your request.

All inmates are given the opportunity to initiate a "**living will**" and "**advanced directives**" while at Memphis SPC. A living will is a legal document allowing a person to state in advance how they want to be treated if their medical condition is bad enough to require life

support. Life support here refers to the only thing keeping the body alive is a machine. Without a living will, the Bureau of Prisons will ensure life-sustaining measures are followed which includes the usage of life support machines. To have a person removed from these machines, it will require court action either by the Bureau of Prisons or the inmate's family. The procedure to follow should you want to have a living will prepared is as follows:

1. Obtain a copy of the Tennessee statute pertaining to living wills from the Health Service Administrator.
2. Contact your family and/or legal counsel to have the document prepared.
3. When you have received a copy of the legal finished document, make an appointment with the Clinical Director for a review of the document and discussion of your legal request. A copy will be placed as in your medical record.
4. Any time an inmate who has a living will is sent out to a local hospital, a copy of the living will is included for the hospital's records.

At no time will any Bureau of Prisons staff assist an inmate in preparing a living will. If you have any questions concerning a living will, direct them to the Health Services Administrator.

All inmates are urged to participate in the institution's Health Promotion and Disease Prevention Program (HPDP) that is offered. Areas covered include, but not limited to: fitness, nutrition, weight loss, stress management, smoking cessation, chronic disease support, etc. If interested, please contact a member of the Health Services Unit staff.

## **PATIENT 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 respect the basic human rights of your health care providers.

1. Rights: You have the right to health care services, in accordance with the procedures of this facility. Health services include: medical sick call, dental sick call, and all support services. **Normal sick call sign up** at this facility is held on Monday, Tuesday, Thursday, and Friday from **6:00 a.m. to 6:30 a.m.** Emergency health care services are available twenty-four hours each day, and are assessed by contacting the correctional worker responsible for you.  
Responsibility: You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.
2. Rights: You have the right to be offered the chance to obtain a **Living Will** (at your own expense), or to provide the Bureau of Prisons with **Advance Directives** that would provide the Bureau of Prisons with instructions if you are admitted as the inpatient of a hospital.  
Responsibility: You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. Rights: You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.  
Responsibility: 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 of an infectious disease.
4. Rights: You have the right to know the name and professional status of your health care providers.  
Responsibility: You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. Rights: You have the right to be treated with respect, consideration, and dignity.  
Responsibility: You have the responsibility to treat staff in the same manner.
6. Rights: You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.  
Responsibility: You have the responsibility to keep this information confidential.
7. Rights: You have the right to be examined in privacy.  
Responsibility: You have the responsibility to comply with security procedures.
8. Rights: You have the right to obtain copies of certain releasable portions of your health records.

Responsibility: You have the responsibility of being familiar with the current policy to obtain these records.

9. Rights: You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the members of your Unit Team, and the Warden.

Responsibility: You have the responsibility to address your concerns in the accepted forms, such as the **Inmate Request to Staff** form, open house, or the accepted Inmate Grievance Procedures.

10. Rights: You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

Responsibility: You have the responsibility 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.

11. Rights: You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility: You have the responsibility to eat healthy and not abuse or waste food or drink.

12. Rights: You have the right to request a routine physical examination, as defined by BOP's policy. (If the age of 50, once a year.)

Responsibility: You have the responsibility to notify medical staff that you wish to have an examination.

13. Rights: You have the right to dental care, as defined in BOP policy to include preventative services, emergency care, and routine care.

Responsibility: You have the responsibility to maintain your oral hygiene and health.

14. Rights: You have the right to a safe, clean, and healthy environment, including smoke-free living areas.

Responsibility: You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow the no smoking regulations.

15. Rights: You have the right to refuse medical treatment in accordance with BOP 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.

Responsibility: 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.

## DENTAL SERVICES

The dentist is normally on duty from 6:00 a.m. to 2:00 p.m., Thursdays. Dental sick call is from 7:00 a.m. to 7:30 a.m. weekdays. You will receive a complete dental screening during the first 14 days after admission to the camp. A written request is necessary for services other than emergency sick call: x-ray, scaling, cleaning, etc. You must watch the callout for your appointment time. For urgent dental care after hours, you must see a medical staff member who will notify the dentist if necessary. The dental sick call is for emergency dental care needs only.

The Health Services staff at Memphis SPC are here to provide for your medical, dental, and mental health needs. Our philosophy, as practiced by the Bureau of Prisons, is to provide every inmate with professional health care, as comparable to the general civilian population. Your cooperation, patience, and most of all, courteous behavior is always expected.

## PSYCHOLOGY AND DRUG ABUSE PROGRAM

All inmates must complete a psychology questionnaire upon arrival for screening for placement at Satellite Prison Camp Memphis. The psychology questionnaire will be reviewed by a physician's assistant (P.A) who will determine if an appointment with a psychologist is warranted. The P.A. will subsequently contact a Psychology Services staff member in order to schedule the appointment for inmates who require evaluation by a staff psychologist.

you may contact the psychologist by placing a cop-out in the inmate mail box. You will be called or placed on a call-out at the first available time. Usual issues appropriate for discussing with a psychologist include family concerns, depression, addiction to chemicals, gambling, or other self-destructive behavior, and stress. **Inmates are also encouraged to notify staff of any behavior or situation that may suggest that an inmate is distressed and potentially suicidal.**

Psychology Services are provided by a Mental Health Professional. Services that are available include individual and group counseling, drug and alcohol treatment programs, SHARE classes, psychological testing, individual and group short term psychotherapy, individual A&O screening, and psychological evaluations for purposes of: medical consults, custody classification reductions, and placement in Community Corrections Centers. Information about the services and the current hours are listed on the bulletin boards in your unit.

The Drug Abuse Program is offered through the Psychology Department. The drug abuse programming involves three (3) levels:

1. Drug Education Program
2. Non-residential drug counseling which can involve individuals as well as group programming.
3. Residential Drug Abuse Program. This is available upon completion of the basic education program and upon screening and referral to a program institution.

The 40-hour Drug Education Program is offered at Memphis SPC. Participation will be required if: (1) our sentencing judge recommended institutional drug treatment, (2) alcohol or drug use was one of the reasons for a violation resulting in the current term of confinement, or (3) substance use contributed to the commission of the instant offense. Failure to fulfill the requirements of this course by a mandatory participant will result in restricted pay (lowest pay grade) and loss of eligibility for community participation, e.g., furloughs, CCC placement. Voluntary participant should indicate their interest by submitting a cop-out form to the Drug Treatment Specialist (DTS). Inmates interested in participating in the Residential Drug Abuse Program (RDAP) should submit a cop-out form to the DTS. The DTS will determine eligibility and recommend qualified inmates for re-designation to an institution that offers the residential program. Ordinarily inmates will be placed on a waiting list for the residential program when they are within 36 months of their projected release date.

Follow-up transitional services will be provided to inmates who have completed RDAP at another institution. Non-residential treatment is available for voluntary participants who are ineligible for RDAP.

If you have any questions, you should contact the Drug Treatment Specialists.

## **SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION**

Sexual behavior between inmates and between staff and inmates is prohibited by BOP policy and the law. During the A&O lectures, you will be given a complete definition of sexual abuse/assault. Additionally, you will be given information on how to help avoid becoming a victim. You will also be instructed on how to report any allegation of sexual abuse/assault and what services are available to any alleged victim. The Chief Psychologist is the coordinator for the Prevention and Intervention Program. You may contact the coordinator, the assistant (institution HSA), or research the Law Library for any questions that you may have.

## **PASTORAL CARE**

The Chapel Building contains a sanctuary used by all faith groups as a place of worship, meditation, and prayer. Meeting rooms provide a place for bible study, discussion groups, and a variety of self-help programs. A weekly schedule of religious activities is published and posted in the Chapel and the units.

Check the religious activities schedule posted in the All Faiths Chapel for location of programs. Special programs are scheduled from time to time. Check the bulletin board regularly to stay abreast of special programs. Every faith group is allotted time and space to worship and study. The Inmate Chapel Council meets on an "as needed" basis.

*Total Pastoral Care: Ministering to the whole person.*

## **SENTENCES AND GOOD TIME**

Inmate Systems Management (ISM) personnel will assist you with interpretation of the court orders(s) establishing your sentence and parole eligibility date (if applicable). In addition, they record good conduct time, statutory, and extra good time to determine discharge

dates. Any questions regarding these calculations or sentencing matters (including detainers) should be discussed with Records Office personnel via cop-out.

## **SENTENCE STRUCTURE AND GOOD TIME**

Inmate Systems Management staff are responsible for sentence computations, issues regarding sentences, good time actions, detainers, and Interstate Agreement on Detainers (IAD's). They will assist you with interpretations of the court order(s) establishing your sentence and parole eligibility date (if applicable). In addition, they record good conduct time, statutory, and extra good time to determine discharge dates.

The sentences for new commitments will be computed within 30 days after arrival. A copy of the computation will be forwarded to you via inmate mail. Questions regarding computations should be addressed with your Unit Team or the Records Office via cop out.

The sentence computations for inmates being transferred to Memphis SPC will be audited to ensure accuracy. We will provide you with a courtesy copy of any computation that has been changed.

“Old Law” sentences are those being served for crimes committed prior to November 1, 1987, these sentences accrue Statutory Good Time - dependent upon the length of sentence. These sentences also are eligible to earn Extra Good Time (EGT). For example, EGT earned at Memphis SPC (Camp Good Time) is acquired at a rate of three days each month for the first twelve months of earning status. Five days are earned for each month after one full year of earning status, provided earning status is maintained.

**Sentence Reform Act** - For offenses committed on or after November 1, 1987, but prior to September 13, 1994. These sentences earn good time credit at a rate of 54 days for each year served except for:

- Sentences of imprisonment less than or equal to one year &
- Sentences of imprisonment for the duration of one's life.

For each year served, 54 days (minus disallowances, if any) will be deducted from your tentative full term date. Credit earned during the last year, if it is a portion of a full year,

shall be prorated. Unlike "Old Law" good time, credit which has been vested may not be withdrawn. Likewise, credit which has not been earned may not be granted later.

**Violent Crime Control and Law Enforcement Act (VCCLEA)** - For offenses committed on or after September 13, 1994, but prior to April 26, 1996. Provisions impacting sentence computations: 18 U.S.C. Section 3624(b) - mandates violent offenders display exemplary compliance with institution rules, requires high school diploma, GED, or be making satisfactory progress toward either, or Good Conduct Time (GCT) will not be vested. It will be awarded at the appropriate time, but not vested.

**Prison Litigation Reform Act (PLRA)** - For offenses committed on or after April 26, 1996. Provisions impacting sentence computations: All prisoners held to the exemplary compliance standards, no GCT vests until release from custody. It is possible that non-vested GCT may be forfeited. The Bureau may take into consideration the progress toward earning a high school diploma or GED in awarding GCT. If not making progress, GCT will be earned at a reduced number of days (42) for each year. Courts may order disallowance of unvested GCT for filing of harassing or frivolous law suits.

Executive Clemency: Executive Clemency is another means by which you may seek reduction of your sentence and reduction of committed fines. The forms for this purpose are available from your Case Manager, who will advise you regarding this procedure. The Executive Clemency request is normally utilized after all other methods are exhausted.

## **EDUCATION DEPARTMENT**

The Education Department offers a wide variety of programs for the general population. All newly incarcerated inmates must present proof of having a high school diploma or GED to the Education Department within sixty (60) days of their arrival. If proof is not presented, you will automatically be enrolled in GED classes, which meet daily during the work week. You will be enrolled in GED for a mandatory 240 hours. Attendance does not include weekends, holidays, lay ins, idles, etc., or until you receive your GED.

It should be noted, that with the Violent Crime Control Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA), inmates who are not making satisfactory progress toward their GED could lose Earned Good Time Credit of twelve (12) days per year. For additional information regarding these laws, contact the Education Department.

In addition, anyone needing help with their English skills, both oral and written, will automatically be enrolled in the English as a Second Language (ESL) Program. Need for ESL will be determined during Admission and Orientation. This program is designed for inmates whose primary language is not English. Enrollment in the ESL Program will continue until achieving English skills of the 8th grade level, or upon release from this facility. There is staff interpreter available for those who do not speak/understand English. For those inmates whose primary language is English and need assistance in reading, contact the Education Department for enrollment in the Reading Literacy Program.

All GED graduates receive a departmental gift and their GED certificate. All ESL graduates receive an ESL certificate. These are incentives that are added to honor the completion of the program along with a graduation ceremony.

## **ADDITIONAL EDUCATION PROGRAMS**

In addition to the GED and ESL, a number of staff and inmate taught classes are offered. These classes are known as the Adult Continuing Education (ACE) Program. These classes are held during the evening hours, and consist of classes in the areas of foreign languages, math, business, real estate etc. The ACE Program varies in classes from quarter to quarter. Each quarter last ten weeks, with four quarters per year.

The Education Department has many resources concerning post release job placement, career development, and correspondence course availability. Pamphlets and brochures are among the resources found in the leisure library.

The leisure/Law Library is located near the chow hall is open daily (see posting in library for hours). This library provides a check-out system for hardbound and paperback books. Checkout procedures are similar to the public library system. A wide range of daily newspapers, magazines, periodicals, and reference books are available for your use. Additionally, books are available for check-out from the Memphis City Library system through an inter-library loan agreement. This is an excellent way to borrow books on special topics or by specific authors. The costs incurred due to lost or damaged books will be paid by the inmate. The law library is located in the education department next to the chapel. The hours of operation are posted. Available in the law library are Bureau of Prisons Program Statements, Institution Supplements, Parole Guidelines and procedures, Various court forms, Various law books (required by BOP policy). All policy required legal reference material is available for your use at this site. You are not allowed to remove legal materials from the Law Library. Typewriters and supplies are available in the library for

legal work only. A debit card operated copier is located near the Lieutenant's office for inmate use. Personal radios and headphones are not permitted in the library.

## RECREATION

The Recreation Department provides a variety of recreational activities designed to meet the diversified needs of the inmate population. The weight benches and equipments have available cleaners for after use. Institution Supplement, MEM5370.10C, Recreation Programs, Inmate, states inmates are authorized to remove their shirts while participating in programs on the outside Recreation Yard only.

1. **Fitness Pavilion:** The fitness pavilion is an inmate exercise and recreation area. Recreation activities provided include basketball, volleyball, racquetball, handball, and cardiovascular conditioning equipment. The pavilion has a weight station area and offers an array of health and fitness programs. Located near the chapel is the Pool Room. The recreation building located directly behind the dormitories consist of pool tables and tables for table top games. Various tournaments are held on federal holidays. Information regarding tournaments can be obtained in the activity flyers distributed prior to the holiday. Additionally, there is a music room (located next to the pool room) where inmates may play the piano, drums, horned instruments, and acoustic guitars.
2. **Movies:** Movies are shown on weekly basis in addition to the movies form basic cable which are shown on a nightly basis.
3. **Hobbycraft Area:** This area offers painting, drawing, and leathercraft. In order to participate in this program, an inmate must sign up with the hobbycraft instructor and must purchase his own supplies. For further clarification of rules and regulations of the Hobbycraft Program, refer your questions to a Recreation Specialist and review Institution Supplement, Inmate Recreation Programs, 5370.10.
4. **Outside Areas:** Many outside activities are available for inmate use: softball field, soccer field, boccie courts, horseshoes, handball, walking track and weight pile.

## RELEASE PREPARATION PROGRAM

All inmates at Memphis SPC will be informed of the Release Preparation Program (RPP) at both Admission & Orientation and at your initial team classification. The RPP Program is designed to prepare all inmates for release. Six core areas make up the RPP Program and involve inmates taking a class or classes in each of the areas. All RPP classes are held after normal work hours. For additional questions regarding this program, see Unit or Education staff.

## **LEGAL ACTIVITY**

As noted above, the Law Library is open daily. Meetings with attorneys are normally held in the legal room in the Visiting Center during regular visiting hours. Your Case Manager should be advised of the name and address of your attorney. Upon arrival at the institution, your attorney should have adequate identification including a Bar Association identification card and proof that they have been retained by you/your family. Unmonitored telephone calls may be made to your attorney, if the need for such calls is documented. Any questions pertaining to legal activity should be directed to your Unit Team.

## **PERSONAL APPEARANCE**

Appearance is an important factor in making a good impression on others and maintaining high self-esteem. Personal hygiene articles and supplies will be made available to you and you will be expected to present a neat appearance at all time. You may shower in your unit at the posted times, seven (7) days a week. The institution Supplement on Grooming states that hair length may not be restricted, provided the hair is kept neat and clean. An inmate may have a shaved head or long hair. Long hair requires more attention than a shorter style; but regardless of style, everyone is expected to keep his appearance neat. Artificial hair pieces are not permitted. Mustaches and beards are permitted as long as they are kept neat and clean. No designs or numbers, etc., may be cut into the hair.

Upon arrival, you will be issued a bedroll and a kit containing a razor, toothbrush, and comb. These items can be replaced by the Clothing Room staff who keep a supply on hand.

During the assigned work hours, normally 7:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays, inmates are required to wear the approved work uniform; that is, a green/white shirt (or burgundy smock), t-shirt and belted pants; work shoes/boots or other specifically approved footwear. Shirts need to be worn at all times, including when engaging in recreational activities, or when leaving the gym after engaging in activities that

cause excessive perspiration. No mixed uniforms are allowed and all shirt fronts must be buttoned and worn tucked inside the belted trousers at all times. **Institution issued belts are required as part of the proper uniform.** Food Service uniform clothing will only be worn on the job and to and from work. During the winter/cold weather, any sweat shirts worn will be on the inside of the green/white shirts. Inmates must be in the required work uniform to attend the breakfast and lunch meals, as well as any time they are outside of their assigned housing unit, 7:00 a.m. to 4:00 p.m., Monday through Friday, with one noted exception: Athletic clothing that is clean and in good general appearance, may be worn by inmates in off-duty status, to proceed directly to a recreational area (**limited to the outdoor recreation areas, Activity Center, Law/Leisure Library and Hobbycraft building**) for participation.

Washers and dryers are provided in each housing unit to launder personal items. Laundry services are also available through the Clothing Room, for your convenience. Check with the Clothing Room staff for the current procedures.

## PERSONAL PHOTOGRAPHS

You may receive personal photographs through the mail. However, there are restrictions on the size, decorum of subject, and amount authorized to be retained. If you have any questions, you are encouraged to contact the Mail Room staff or a staff member of your Unit Team. Polaroid (double-faced photos) are not allowed.

## INMATE RIGHTS AND RESPONSIBILITIES

### RIGHTS

### RESPONSIBILITIES

- |   |    |   |
|---|----|---|
| <p>1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel</p> | 1. | <p>You have the responsibility to treat others, both employees and inmates, in the same manner.</p> |
| <p>2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.</p>        | 2. | <p>You have the responsibility to know and abide by them.</p>                                       |

3. You have the right to freedom of religious affiliation, and religious worship.
4. You have the right to health care, 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 treatment.
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 rules and institution guidelines.
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.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
3. You have the responsibility to recognize and respect the voluntary rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to the use of an attorney honestly and fairly.

8. You have the right to participate in the use of 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.
  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.
  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.
  11. You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.
8. 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 and assistance.
  9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
  10. You have the responsibility to take advantage of activities, which may help you live a successful and 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 responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with release plans, your family needs, and

for other obligations that you may have.

## CONDUCT

Rules and regulations are necessary to maintain a healthy and safe prison environment. Your conduct is to be guided by the Rights and Responsibilities presented on previous pages from the Bureau of Prisons policy, Inmate Discipline and Special Housing Unit in the library.

In accordance with the new Program Statement 5251.06, Inmate Work and Performance Pay, inmates who have been found to have committed a 100 or 200 series drug or alcohol-related prohibited act will automatically have performance pay reduced to maintenance pay level. This is not a sanction issued by the Unit Disciplinary Committee (UDC) or the Discipline Hearing Officer (DHO), but rather an automatic consequence once an inmate is found to have committed the prohibited acts outlined in the policy identified above. The pay reduction will go into effect once the disciplinary action is entered into SENTRY. This provision will apply to all inmates receiving incident reports on or after October 1, 2008.

Following are the Prohibited Acts and sanctions that may be imposed (from the Inmate Discipline Policy). It is your responsibility to understand the prohibited acts and the necessary steps that may be taken to insure that the institution remains safe and secured.

## PROHIBITED ACTS AND SANCTIONS

### GREATEST CATEGORY

The Unit Disciplinary Committee (UDC) shall refer all Greatest Severity Prohibited Acts to the Disciplinary Hearing Officer (DHO) with recommendations as to an appropriate disposition.

### CODE PROHIBITED ACTS

### SANCTIONS

100	Killing	A. Recommend parole date rescision or retardation.
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101	<p>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)</p>	<p>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)</p>
102	<p>Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum security level institution <u>with</u> violence.</p> <p>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)</p> <p>Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition</p>	<p>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).</p> <p>C. Disciplinary Transfer (recommend).</p> <p>D. Disciplinary segregation (up to 60 103 days).</p> <p>E. Make monetary restitution.</p> <p>F. Withhold statutory good time (Note- can be in addition to A through E - cannot be the only sanction executed).</p> <p>G. Loss of privileges (Note - can be in 104 addition to A through E - cannot be the only sanction executed).</p>
105	Rioting	
106	Encouraging others to riot	

- 107 Taking hostage(s)
- 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)
- 110 Refusing to provide a urine sample or to take part in other drug-abuse testing
- 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 Sanctions A-G
- 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 mature.) 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 charge of greatest severity is not applicable.

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.	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,
201	Fighting with another person	whichever is less, and/or terminate or disallow extra good time (an
202	(Not to be used)	extra good time or good conduct time sanction may not be
203	Threatening another with bodily harm or any other offense	suspended)
204	Extortion, blackmail, protection:	B1. Disallow ordinarily between 25 and and 50% (14-27 days) of good

	Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	conduct time credit available for year (a good conduct time sanction may not be suspended)
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend)
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 30 days)
207	Wearing a disguise or a mask	E. Make monetary restitution
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	F. Withhold statutory good time
209	Adulteration of any food or drink	G. Loss of privileges: commissary, movies, recreation, etc.
210	(Not to be used)	H. Change housing (quarters)
211	Possessing any officer's or staff clothing	I. Remove from program and/or group activity
212	Engaging in, or encouraging a group demonstration	J. Loss of job
213	Encouraging others to refuse to work, or to participate in a work stoppage	K. Impound inmate's personal property
		L. Confiscate contraband
		M. Restrict to quarters

- 214 (Not to be used)
- 215 Introduction of alcohol into a BOP facility
- 216 Giving or offering an official or staff member a bribe, or anything of value
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value
- 219 Stealing (theft; this includes data obtained through the 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.)
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or
- Sanctions A-M

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

- 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 a 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 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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent exposure	A. Recommend parole date rescission or retardation
301	(Not to be used)	
302	Misuse of authorized medication	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
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	terminate or disallow extra good (an extra good time or good conduct time sanction may not be
304	Loaning of property or anything of value for profit or increased return	suspended)
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	*B.1 Disallow ordinarily up to 25%(1-14 days) of good conduct time credit available for a year (a good conduct time sanction may not be suspended)
306	Refusing to work, or to accept a program assignment	C. Disciplinary Transfer (recommend)  D. Disciplinary segregation (up to 15

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)	<p>days)</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> <p>I. Remove from program and/or group activity</p>
308	Violating a condition of a furlough	
309	Violating a condition of a community program	<p>J. Loss of job</p> <p>K. Impound inmate's personal</p>
310	Unexcused absence from work or any assignment	<p>L. Confiscate contraband</p>
311	Failing to perform work as instructed by the supervisor	<p>M. Restrict to quarters</p> <p>N. Extra duty</p>
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member.	<p>Sanctions A-N</p>
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)

- 315 Participating in an unauthorized meeting or gathering
- 316 Being in an unauthorized area
- 317 Failure to follow safety or sanitation regulations
- 318 Using any equipment or machinery which is not specifically authorized
- 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 Sanctions A-N
- 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)
- 332 Smoking where prohibited
- 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)

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

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 Moderate Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

#### LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	*B1.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
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	

404	Using abusive or obscene language	<p>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>
405	Tattooing or self-mutilation	
406	Not to be used	
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)	
408	Conducting a business	E. Make monetary restitution
409	Unauthorized physical contact (e.g., kissing, embracing)	F. Withhold statutory good time
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)	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
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	N. Extra duty
		O. Reprimand

unauthorized individual on the telephone list).

P. Warning

498 Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.

NOTE: Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of \_\_\_\_\_ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month

period except for a VCCLEA inmate rated as violent or a PLRA inmate. (See Chapter 4, page 16).

## **DISCIPLINARY PROCEDURES**

While informal resolution for incidents involving violation of institutional rules is encouraged, an employee may, in cases where this appears unwarranted due to the seriousness or repetitiveness of the infraction(s), prepare an Incident Report for submission to a Correctional Supervisor. This official may then dispose of the matter informally or forward the report to the Unit Discipline Committee for further disposition consistent with the Bureau of Prisons Program Statement on Inmate Discipline, 5270.07.

The UDC shall review the Incident Report and evidence making one of the following findings:

1. The inmate committed the prohibited act as charged or a similar one.
2. The inmate did not commit the prohibited act or a similar act.
3. Refer the Incident Report to the Discipline Hearing Officer for final disposition.

The Discipline Hearing Officer shall review the Incident Report and evidence, and may do any of the following:

1. Dismiss the charge(s) and find the inmate did not commit the prohibited act(s).
2. Find the inmate did commit the prohibited act(s) and impose one or more of the sanctions.
3. Suspend execution of a sanction.

If you have any questions concerning inmate discipline, you should refer to the Program Statement on Inmate Discipline, or contact a member of your Unit Team.

## **ADMINISTRATIVE REMEDY**

When inmates have complaints which they believe cannot be resolved informally, then the Administrative Remedy procedure is available. A complaint must be filed within twenty (20) days of the date on which the basis for the complaint occurred.

To file a Request for Administrative Remedy, see your Correctional Counselor, who will issue you the form and instruct you in the procedures to be followed. The Warden, or their designee, will have twenty (20) days in which to respond. In emergency situations, such as those jeopardizing an inmate's health or welfare, a response would be forthcoming as soon as possible and within 48 hours of receipt of the complaint.

Should you wish to appeal an institutional level decision, a similar request may be submitted to the Regional Director (contact your Correctional Counselor for procedures). If still unresolved, the final step in the Administrative Remedy procedure is to appeal to the Office of the General Counsel in the Central Office in Washington, D.C. Each of these administrative appeals also have time limits associated with them. You will receive a written response. For further information about the Administrative Remedy procedure, consult the current Program Statement on Administrative Remedies. Generally, you must exhaust your administrative appeals before filing a suit in court.

## **MEALS AND DINING ROOM PROCEDURES**

The Food Service Department offers three (3) balanced and nutritious meals per day. The Food Service Department is set up much like a cafeteria, in that some of the items that we serve on the serving line are rationed items. This means that you are only allowed a specific serving size of those particular items. You may get as much as you would like of un-rationed items, we just ask that you eat what you take.

We have a limited seating area in the dining room, so we ask that as soon as you consume your meal you leave the dining area so we can continue to serve and seat the remaining population in a timely manner. With the high number of inmates we have eating in the dining room, we ask that you keep your conversation at a low volume and directed to the people seated at your table. Also, as you leave the seating area, it is expected that you will remove all waste items and deposit them in the designated receptacle.

The following dress code (Institution Supplement MEM 5230.05C) will be required of all inmates during meal time or entering the dining area:

1. Green shirts, white shirts, t-shirts and belted trousers will be worn during the breakfast and lunch meals, Monday through Friday, during a normal workweek. All shirts will be tucked in. Shoes and socks will be worn at all meals. No head covering of an kind (sweatbands, hats, do rags, etc.) except authorized religious headwear will be worn in the dining room.
2. Unaltered walking shorts or athletic shorts and t-shirts may only be worn in the dining room from April 1 to October 1, during evening, weekend, and holiday meals. Shorts and t-shirts will not be permitted at any other time of the year. Cutoffs are not allowed in Food Service at any time. All shorts and t-shirts will be neat in appearance.
3. Sweat suits and jogging suits that are clean and neat may be worn during the evening meal and at all meals on weekends and holidays.
4. Food Service uniforms "whites" are to be worn only while an inmate is on duty in the Food Service Department.
5. Inmates assigned to the Food Service Department are required to wear white food service clothing, safety shoes, and appropriate head/beard covering. Kitchen white uniforms will not be worn for any purpose other than working in the kitchen or travel to and from the kitchen. Food Service workers may wear whites to church services if their Food Service duty immediately precedes or follows the service. They may also be worn to Education classes or call-outs when these occur during the working day.
6. Long underwear tops are not allowed with white Food Service short sleeve shirts.
6. You are not permitted to bring any personal items with you into the Food Service Department, such as, but not limited to:

Newspapers	Radios
Books	Magazines
Homework	Food Items
Mugs/Cups/Other containers	

The sole exceptions are one shelf-stable entree purchased from the Commissary and your own kosher eating utensil, hot pepper, artificial sweetener, salt substitute.

You are not allowed to take any food items out of the Food Service Department.

Following is the current serving schedule for the Food Service Department (Institutional Supplement 4700.04, Dining Room Meal Schedule and Rotation):

**Weekdays:**

- Breakfast 6:00 a.m. - 6:45 a.m.
- Lunch 10:00 a.m.- 10:15 Short line. The Food Service and Commissary Workers eat at this time.  
10:30 a.m. - 11:15 a.m. Mainline for Lunch.
- Dinner Commencing after the 4:00 p.m. count officially clears and remaining open for one hour. The four housing units will be released one at a time with the order determined by a weekly sanitation score minus non-compliance of posted expectations to include but not limited to: failure to follow inmate dress attire, using of fire escapes to enter or exit a housing unit during a non emergency, sunbathing, failure to carry your Inmate Account Card, possessing institution plastic ware outside of Food Service, and feeding birds, dogs, cats or any other animal.

**Weekends and Holidays**

- Coffee Hour 7:00 a.m. - 7:45 a.m.
- Brunch Commencing after the 10:00 a.m. count officially clears and remaining open for one hour.
- Dinner Same as weekday operations.

If you have any questions about the meals or about the Food Service Department, contact a Food Service Department staff member.

**COUNTS**

Counts will be conducted at the times listed below. Please note, that an emergency count or an impromptu census can be conducted at any time with a moment's notice.

Normal Count Schedule:

Monday through Friday (except federal holidays):

12:00 a.m.	7:30 a.m.*	4:00 p.m.***
3:00 a.m.	12:00 noon*	10:15 p.m.
5:00 a.m.		

Saturday, Sunday, and Federal Holidays:

12:00 a.m.	10:30 a.m.**	4:00 p.m.***
3:00 a.m.		10:15 p.m.
5:00 a.m.		

\* Monday through Friday, the 7:30 a.m. and 12:00 Noon counts are conducted as a work detail census.

\*\* On Saturday, Sunday, and federal holidays, the 10:00 a.m. count will be an official stand-up count conducted in the dorms.

\*\*\* The daily 4:00 p.m. count is an official stand-up count to be conducted in the dorms.

## WORK ASSIGNMENTS

After you have received medical clearance, you will be assigned to a job based on institution need. It is important that you report to work promptly, remain on the job until dismissed, and take proper care of tools and equipment.

On a monthly basis, your detail supervisor will complete a written evaluation of your work. This report is reviewed by you and placed in your central file. It is an important document as your Unit Team reviews this document as part of their decision making process.

## SAFETY

It is the policy of the Bureau of Prisons to provide safe working conditions for everyone in the institution. Sound safety practices are the shared responsibility of staff and inmates.

You must maintain a clean and orderly work and living area and properly use tools and equipment on the job.

The Safety Officer is available for consultation regarding potential hazards on your job or in other areas of the institution. Always consult your unit officer or work supervisor about unsafe conditions and appropriate action will be taken.

In the event of an accident resulting in injury, you may be eligible for compensation. Inmate Compensation Regulations apply to inmate injuries sustained while engaged in work which serves to maintain the operation of the institution.

If you are injured while performing your work assignment, no matter how minor it may seem, report the injury to your work supervisor. Failure to report a work injury within a maximum of 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation.

If you suffer a work injury, and feel your injury has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, you should contact the institution's Safety Manager approximately 45 days prior to your release or transfer to a Community Corrections Center. The Safety Manager will assist you in completing your claim and will arrange a medical evaluation which must be performed with regard to your claimed injury.

You are reminded to always exercise care and use common sense when engaging in any type of activity. These precautions will help prevent an accident which could jeopardize your health, and the well being of others.

1. Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.
2. An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment, or performance of work in an area not specifically assigned, is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.
3. Operating machinery without the use of safety guard(s) as provided is prohibited. Violators are subject to disciplinary action.
4. Do not adjust, oil, clean, repair, or perform any other maintenance to any machinery while it is in motion. See your supervisor for proper procedures.

5. To protect against physical injury and/or health hazard, each inmate worker is required to use all safety equipment provided. Personal protective equipment such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and safety shoes are to be used in designated areas and must be worn in the proper manner.
6. Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operation. Landscape operations involving the operation of: weed eaters or edgers also require the use of safety goggles.
7. Vehicle drivers must obey all institutional driving rules, and seat belts will be worn at all times.
8. Do not ride on tractors, forklifts, or any other tow vehicle. The operator is the only person authorized in the use of such machinery.
9. Do not stand up in a moving vehicle or attempt to dismount before the vehicle has come to a complete stop. Sit on seats provided with seat belts on.
10. Smoking is prohibited. This is a smoke free environment.
11. Safety hazards are to be reported to your work supervisor immediately. If the work supervisor does not agree that an unsafe condition exists, you are to report the unsafe condition to the institution's Safety Manager for further consideration.
12. The feeding of birds (ducks) and other animals is strictly prohibited. Any inmate observed by staff feeding birds or any other animal will face disciplinary action.

In addition to the above, local weather conditions dictate care and prudence when walking or running for exercise purposes as well as general compound travel. Hazards such as snow and ice may be present, therefore exercise caution at all times.

**Restricted Areas:**

The west side of D Dorm is considered and restricted and out of bounds unless you are working in that area, i.e. warehouse, facilities, etc.

During non-duty hours, weekends, and holidays, the area west of D Dorm, Northside of the Chapel, and East side of the Walking track are OUT OF BOUNDS.

Inmates en route to participate in a visit are restricted from using the center hallway. This area is not a thorough fare. Inmates must utilize the opened shakedown area.

At no time are inmates allowed beyond the Chapel area. The Northeast area in the back of the institution is OUT OF BOUNDS. Anyone seen walking to the west of the Walking Track is considered OUT OF BOUNDS. If you do not have a visitor and was not called to be in the visiting room, you are OUT OF BOUNDS, during visiting times.

The garden area is out of bounds to anyone who is not assigned to that specific duty.

Inmates are restricted from the area to the north of the sidewalk leading from the Chapel to the Visiting Center.

Running on the compound and cutting corners by stepping off sidewalks to cross grass is prohibited. Inmates are expected to stay on the provided sidewalks.

Unless otherwise authorized by staff, the use of fire escapes, except during an emergency is prohibited.

## GENERAL INFORMATION

**Announcements:** A public address (PA) system will be used to announce the arrival of inmate visits, religious congregations, entertainment, special group meetings, emergency call-outs, recall, census, etc. You are urged to pay close attention to all PA messages.

**Call-outs:** If you are on a call-out, you must report to the designated place at the time listed. It is your responsibility to check the call-out sheet daily.

**Bulletin Boards:** Posted on the dorm bulletin boards are call-outs, transfer sheets, Unit Team notices, recent policy issuances, recreation schedules, weekly Chapel activities, and general announcements. It is recommended that you check the bulletin board daily to be kept informed.

**Locks:** Combination locks for your personal use may be purchased in the commissary. Institution policy permits periodic inspection of any locker and plugging the keyhole will result in the lock being cut off.

**Contraband:** The introduction of any unauthorized item into the institution, including lighters, will be dealt with severely. Any item not issued to you or authorized by a staff

member, sold in the commissary, or purchased through special order, is considered contraband. Only articles obtained by you may be in your possession. Inmates are not permitted to borrow, lend, or sell anything or to receive anything of value from another individual. Any container purchased in the commissary that does not contain the original contents, will be considered contraband and will be confiscated. You are responsible for any contraband found in your property.

**Performance Pay:** Inmates who are detailed to duties in connection with the operation or maintenance of the institution may be monetarily compensated, should they perform their duties in a satisfactory manner. The specific rates of pay will be based upon the skill required by the assignment and quantity/quality of work performed. Poor performance or neglecting assigned duties may result in no pay and/or disciplinary action. Vacations may be granted, but this privilege is not mandatory and may only be recommended by the inmate workers detail supervisor.

**Pre-Sentence Reports (PSR) and Statement of Reasons (SOR):** Inmates are not authorized to have in their possession a copy of either their Pre-Sentence Report or a copy of the Statement of Reasons. Inmates found with a copy of either of these documents will receive an incident report for Possession of Anything not Authorized.

Inmates can review their PSR and/or SOR by submitting an Inmate Request to Staff (cop-out) to their Case Manager. You can then review the document, and make notes, but you are not allowed to have a hard copy of these documents. For further information regarding this, contact your Case Manager.

**Inmate Financial Responsibility Program:** The Inmate Financial Responsibility Program (IFRP) is a program which provides a means for inmates to show responsibility by paying their financial obligation. These obligations include special assessments, restitutions, fines, court costs, cost of confinement, child support, alimony, tax liabilities, loans, etc.

A payment plan will be developed at your initial classification with your Unit Team. The minimum payment is \$25.00 per quarter. It is your responsibility to ensure that funds are available for these payments. If outside payments are made, it is your responsibility to get copies of the receipts to your Unit Team so that you are given proper credit.

If you refuse to participate in the IFRP, or you do not make meaningful payments toward your obligations, you will not receive performance pay above maintenance level. This will also be taken into account when considering custody, furlough, work details, commissary limitations, Community Corrections Center placement, etc.

Your status in the IFRP will be reviewed at each program review and reflected in your progress reports.

## **CONCLUSION**

We are here to assist you in preparing for a positive and productive return to your families and communities. In order to achieve this goal, you must be willing to work hard and take advantage of the opportunities which will assist you to be successful.

We expect you to spend your time while confined here in a positive and constructive manner.