

**Federal Correctional Institution
Federal Prison Camp
Miami, Florida**

**ADMISSION & ORIENTATION
HANDBOOK**

English Edition

Revised March 2009

The information contained in this handbook is current, as of the publication. It contains summaries of Bureau of Prisons Program Statements and FCI & FPC Miami, Institution Supplements and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference, but policy always takes precedence over information contained within this document.

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WARDEN'S INTRODUCTION

The Federal Correctional Institution, Miami, Florida is located at 15801 SW 137th Avenue, and was dedicated on March 26, 1976, as a facility under the jurisdiction of the United States Department of Justice, Federal Bureau of Prisons.

Our mission is to provide a safe, humane, and secure facility. While here, you have certain rights and responsibilities, which are explained in this booklet. We expect you to behave appropriately, while following the rules and regulations. You are being provided with this handbook in order to give you a general overview of the Institution's rules, regulations, and programs. Additional information will be provided during the Admission and Orientation (A&O) process. You may also review Bureau of Prisons, Program Statements and FCI Miami, Institution Supplements, available in the law library.

This Institution offers a wide variety of educational and self improvement opportunities. Accordingly, what you gain during your stay here will depend largely on you. Sanitation and personal hygiene are very important in communal living. You are required to maintain a high level of personal cleanliness, and assist in the general cleaning of your housing unit. Staff will make every effort to meet your basic needs while you, on the other hand, will be expected to provide good work habits and a positive attitude. Violations of institution rules and/or regulations will not be tolerated.

Read this booklet carefully and keep it in your possession. If you have any questions, ask your unit team.

Kenny Atkinson
Warden

ADMISSION AND ORIENTATION (A&O)

Each inmate committed or transferred to a Bureau of Prisons institution is required to attend the Institution's A&O Program. This program is intended to familiarize you with the institution and give you an awareness of:

- (1) Inmate's rights and responsibilities;
- (2) Institution's program opportunities;
- (3) Institution disciplinary system; and
- (4) Institution operations

This program consists of presentations from designated representatives of each department within the institution. The program should provide answers to many of the questions you may have about our facility. The A&O program is conducted in the Chapel on alternate Wednesdays.

Until removed from A&O status, each inmate will be accountable to the Unit Officer. Unit Officers will ensure that the inmate:

1. Checks the "CALL-OUT" daily for Medical and Educational Screening appointments.
2. Assigned to work in the unit as needed.
3. Attends Institution A&O Presentation pursuant to call out.

Upon completion of the A&O Program, your medical screening should be completed and you will be assigned to a work detail.

Upon commitment, you were given a Federal Register Number that will be used to identify you while in federal custody. All mail and money orders must be identified with your (committed) name and register number to ensure it is promptly processed and received.

UNIT MANAGEMENT

Unit Management's mission is to determine inmate program needs, and monitor participation to encourage pro-social institution and community behaviors that benefit inmates, staff, victims and society. This is accomplished through functional unit management and effective interaction with inmates.

A Unit Manager, who supervises the other primary unit team members, including Case Managers, Correctional Counselors, and Unit Secretary, heads each team. The team also includes the unit officers, an Education Advisor, and Psychologist, each of whom fulfills a distinct and vital role.

The primary responsibility of the unit staff is to ensure that mandates of the court are implemented. Secondly, they are responsible for providing a safe and humane environment for inmates and staff. The unit team plans, develops, supervises and coordinates individual programs tailored to meet the particular needs of inmates in the unit. Unit staff are available each day of the week and most evenings until 9:00 P.M.

ROLES OF THE UNIT TEAM

Unit Manager:

Responsible for the unit's operation and security, within appropriate policy, as well as for planning, developing, implementing, supervising, and coordinating individual programs tailored to meet the particular needs of inmates in the unit.

Case Manager:

Responsible for all casework services and prepares classification material, progress reports, release plans, transfers, correspondence, and other documentation relating to your commitment. They serve as a liaison with the administration, Community Corrections Center personnel, and criminal justice authorities. The Case Manager provides necessary services to each inmate to help him/her adjust to the institution environment and prepare for eventual release.

Under the provisions of Title 18, U.S. Code, Section 4004, your Case Manager is authorized to notarize documents. However, due to a recent change in the law, notarization is not required if you include a statement to the effect that the papers which you are signing are "true and correct under a penalty of perjury" some states will not accept a government notarization for real state transactions, automobile

sales, power of attorney, etc. In these cases, it will be necessary to arrange for a Florida Notary.

Correctional Counselor:

Provides counseling and guidance for you in areas of institution adjustment and plans for the future. They are responsible for establishing and maintaining visiting lists and phone list. The Counselor is the individual to approach with personal difficulties, such as administrative complaints, visiting, room changes, mail, property, and initial and/or change of work assignments. Counselors conduct individual and group counseling and assists inmates in resolving day to day problems.

Unit Secretary:

Assists the unit team by performing clerical and administrative functions. Including but not limited to the maintenance of inmate central files and paperwork necessary for an inmate release and Unit operations.

Correctional Officers:

Responsible for day-to-day accountability and supervision of inmates. They have direct responsibility for safety, security, and sanitation of the unit. Officers are on duty around the clock.

UNIT PROGRAM, SERVICES AND ACTIVITIES

Your Unit Team 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 depend upon your own desires and

motivation. Informational bulletin boards are located in each housing unit. You are expected to review the information on these boards daily. Schedules of activities, changes in rules and regulations, call outs, and/or special events are posted on the bulletin boards.

Town Hall Meetings:

Are conducted monthly or as deemed necessary by the Unit Manager, attendance is mandatory. These meetings are held to make announcements and to discuss changes in policy and provide needed information. Inmates are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved in private meetings with your unit staff.

Program Reviews:

The Unit Team will meet with you and formally review your program every 90 days, if you are within one year of your release date, and every 180 days for the remaining population. Attendance for your program review is mandatory. You should be prepared to discuss your Institutional progress and any request you have. Consideration for transfers, community corrections center placement, job changes, and similar modifications in your program will normally be handled during these team meeting.

Progress Reports:

When a progress report is prepared, you will be given the opportunity to review it, and you will receive a copy. You will be ask to sign the cover page indicating, you have received a copy. Your signature does not indicate your agreement with the contents of the report.

Central Inmate Monitoring System(CIMS):

Refers to the procedures by which the BOP monitors and controls the transfer and participation in community activities of inmates who pose special management consideration. The designation as a CIMS case does not, in and of itself, preclude an inmate from transfer consideration or participation in community activities. Your Case Manager will notify you if you are placed in (CIMS).

Savings Account:

To establish a savings account, you need to contact:

**Community Bank of Alabama
P.O. Box 9
Union Town, Alabama 36786
Attn: Ms. Vanette B. Caine
Asst. Vice President**

In the event you need assistance, your unit counselor will be able to assist you

Release Gratuities:

Are monies given upon release. This amount is based on individual need. The case Management Coordinator will be responsible for determining the financial needs of the inmate nearing release. Release transportation expenses will be provided to an inmate’s release destination or halfway house location.

COMMISSARY

The Commissary is located next to Food Service and operates for the benefit of the inmates. Inmates who have funds posted in their commissary account will be permitted to spend up to \$290.00 monthly for a variety of articles.

HOWEVER, EVERYTHING THAT YOU BUY MUST FIT NEATLY INSIDE YOUR LOCKER WITH YOUR CLOTHING AND PERSONAL ITEMS.

Stamps and over the counter (OTC) medical items are not discounted from the monthly spending limit.

ALL SALES ARE FINAL AFTER YOU HAVE SIGNED YOUR RECEIPT. NO CHANGES OR RETURNS ARE ALLOWED UNDER ANY CIRCUMSTANCES.

Commissary hours are posted in the housing areas, as well as at the bulletin board in front of the commissary. The commissary schedule is based on the fourth and fifth digit of your Inmate Register Number. For example, if your number is: 12389-004, 89 is the number which will identify your date of purchase.

First time shoppers can shop any day of the week by identifying their list as “First Time Shopper.”

The shopping schedule is rotated on a quarterly basis as follows:

	Tuesday	Wednesday	Thursday	Friday
January-March	00-24	25-49	50-74	75-99
April-June	75-99	00-24	25-49	50-74
July-September	50-74	75-99	00-24	25-49
October-December	24-49	50-74	75-99	00-24
2:00 P.M. - 3:00 P.M.	Conduct sales to unit orderlies, Recreation A.M. Workers and Food Service A.M. workers.			
3:00 P.M. - 3:30 P.M.	Conduct sales to UNICOR overtime workers when needed.			
After 4:00 P.M. Count	Sales will resume for the remainder of the compound. Last call will be at 5:30 P.M., if needed.			

Validation is the renewal of your spending limit each month. The validation schedule is based on the fifth digit of your Inmate Register Number as indicated on the shopping schedule. Validation date is determined by multiplying the 5th digit of the register # by 3 and then adding 1 (If the 5th digit is 3, the validation date would be the 10th, for example: $3 * 3 = 9 + 1 = 10$).

Each inmate must have an identification card to shop. Inmates must carry the I.D. card at all times. Vending credits may be purchased and stored on the identification cards. This makes the card the same as money and should be safeguarded as such.

All Special Housing Unit orders will be delivered to the unit by commissary staff before the 4:00 P.M. count on Friday. If the delivery is not possible, the commissary officer will attempt to deliver on another day. If delivery cannot be completed on either day, the order will be canceled and the inmate account credited.

The purchase receipt must be signed by the inmate prior to taking possession of the items. All sales are final.

No claims will be honored unless it is brought to the attention of the Commissary Clerk at the time of sale.

Checking account balance and notes:

Inmates may check their account balance using the Automated Inquiry Machine (AIM) located at the commissary window by utilizing their PIN number (Type: Register number, PIN number). PIN numbers can be obtained in the Business Office, Inmate's Account Section, on Tuesdays and Thursdays from 11:00 A.M. to noon. Account balances can also be obtained via the ITS-II system (instructions are provided in that section).

Any inmate who is not in line 15 minutes before closing will not be served and any inmate who does not respond when his name is called will lose the shopping privilege for the week. The commissary will be closed the last week of each quarter for inventory.

COMMUNITY CORRECTIONS CENTER PLACEMENT

Inmates nearing release, who need assistance in obtaining a job, residence or other community resources, may be transferred to a Community Corrections Center(CCC).

CCC's provide a suitable residence, job placement, and counseling while monitoring the offender's activities.

They also provide drug/alcohol testing, counseling, and treatment. While in the program, employed offenders are required to pay subsistence to help defray the cost of their confinement. The payment rate is 25% of the inmate's income.

Each CCC now provides two components within one facility a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an Institution setting to the community, or as a resource while under supervision.

The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component, must remain at the CCC where recreation, visiting and other activities are provided in-house.

CULTURAL DIVERSITY

The correctional environment is a multi-cultural environment that may cause some to experience discomfort. Your attitude about diversity, along with respect for others is important if you want to live harmoniously in this setting.

Respect begins with the self and extends to others in our actions, and/or behaviors. You will be exposed to different races, classes, ages, cultures, and religions. While our personal experiences, beliefs, training, education, religion and value systems affect our attitudes through cross-cultural experiences we can become more tolerant.

The Bureau of Prisons has a ZERO TOLERANCE policy on any form or level of discrimination and/or violence. Psychology Services offers programs to minimize the negative impact of intolerance.

EDUCATION DEPARTMENT

FCI Miami Education Department offers a variety of programs to meet the varied needs of the inmate population. All inmates are interviewed to determine their educational and testing needs as part of the A&O process.

Effective May 1, 1991, the Federal Bureau of Prisons increased the literacy requirement to a High School Diploma or equivalence. All inmates who do not have a verified High School Diploma or equivalence are required to attend a GED Preparation class for a period of 240 instructional hours or until successful passing of the GED Exam. You will be given the (TABE) TEST OF ADULT BASIC EDUCATION, interviewed by an Education staff member, and placed in the appropriate class if needed. An inmate will not receive approval to voluntarily withdraw from the literacy program until he completes at least 240 instructional hours in the program. Inmates under VCCLEA¹ and PLRA² could have their Good Conduct Time affected if not enrolled and actively participating in the GED program. An incentive award of Five (5) dollars is given to an inmate who completes the TABE program, while Twenty-Five (25) dollars is awarded to those who pass the GED or ESL examinations.

Other classes offered by the Education Department are: (ESL) English as a Second Language, Parenting, Janitorial, Pre-Release Preparation, College and other Correspondence Courses, Drafting VT, Computer-Aided Business Education VT, Apprenticeship programs such as Plumbing, Electrician, Heating and Air Conditioning, Landscape Technician. In the evening, (ACE) Adult Continuing Education courses and some GED remedial classes are available.

The Law, Leisure and Media Lab Libraries are located in the Education Building. They are equipped with books, forms, newspapers, magazine, and typewriters. Audio-visual equipment such as cassette players and TV/VCRS are available for check out to be used within the department. There is also an Interlibrary Loan whereby inmates can borrow up to five books from the Florida Interlibrary Loan Department. All Interlibrary Loan books must be returned by the due date, otherwise charges are assessed. The library hours are Mon-Thur 7:30 A.M.-8:00 P.M., Fri 7:30 A.M.-3:00 P.M. and Sat 7:30 A.M.-3:30 P.M. There is also an “out-

¹ The VCCLEA (Violent Crime Control Act) mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participates in and makes satisfactory progress toward attaining a General Education Development (GED) credential in order to vest earned Good Conduct Time (GCT).

² The PLRA (Prison Litigation Reform Act) provides that, in determining GCT awards, the Bureau will consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

count” available on Saturdays to permit inmates to remain in the Law/Leisure Library during the 10:00 A.M. count. Those wishing to sign up for the out-count must sign up in the “out-count book” located in the Law Library by noon on the Friday before and must be present in Library by 9:00 A.M. on Saturday.

This institution has implemented an Electronic Law Library System (ELL). The ELL is a useful tool enabling you to conduct any legal research you may have. Inmate Law Clerks are available during all ELL hours to assist you with accessing the ELL, as well as to teach you how to use all features of this program.

If you are interested in any of the aforementioned programs, please present a cop-out or inmate request to the Education Department for enrollment or stop by to obtain more information.

FACILITIES

The Facilities Department at FCI Miami is responsible for the management of all construction, repairs, improvements and maintenance to the physical plant. Also included under this operation is all equipment and utilities of all major operating units, along with energy conservation.

The facilities operation offers a variety of work relating to construction and maintenance trades.

Typical trades within this departments are: auto repairs, electronics, carpentry, electric, masonry, paint, plumbing, landscape and general maintenance shops. This operation employs approximately 203 inmates within the FCI and 91 inmates at the Federal Prison Camp.

All inmates interested in obtaining a work assignment in this department may submit an “Inmate Request to Staff Member: (COP-OUT) to the Facilities Manager. Starting pay is generally from \$.12 an hour for grade 4 on a 7 hour work day and may progress up to grade 1 which is \$.40 per hour. Promotions are based on job knowledge, performance, general attitude, cooperation with staff and fellow inmates and compliance with safety and sanitation policies and regulations.

FINANCIAL MANAGEMENT

Inmate funds are retained by the institution in a Deposit Fund account, established in your name, in the Office of Financial Management, which reflects all of your deposits and withdrawals.

You may withdraw money for personal spending in the Commissary, family support, or other approved purposes. Institutional earnings and money sent from the outside are given to you upon release, or may be mailed home.

The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons' national Lockbox. If you wish to have funds sent to you, while incarcerated in the Federal Bureau of Prisons, please have them sent to the following address:

Federal Bureau of Prisons
Insert Inmate Name
Insert Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

In order to ensure that your funds are processed without delay to the inmate's Trust Fund account, you must adhere to the following directions:

The inmate's committed name (no nicknames) and register number must be printed on all envelopes and enclosed allowable instruments (U.S. Postal and Western Union money orders; U.S. Treasury, State, and Local Government checks; any foreign negotiable instruments payable in U.S. currency).

Senders must enclose only the allowable negotiable instrument. DO NOT enclose cash, personal checks, letters, pictures or any other items in the envelope. The national Lockbox cannot forward any items enclosed with the allowable negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons' institution where the inmate is housed. The senders name and return address must appear on 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 the inmate's account

All domestic checks will be held for at least fifteen (15) days before being posted to the inmates's account. All foreign checks will be held for sixty (60) days before being posted. Money earned will be credited to your commissary account when payroll is posted.

Funds can now be sent via Western Union's Quick Collect Program by going to an agent location with cash, by phone using a credit/debit card, or online using a credit/debit card. For each Western Union Quick Collect transaction, the following information must be provided:

Inmate Register Number
Inmate Name
City Code: FBOP
State Code: DC

Western Union will charge the public as little as \$3.95 for US Cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or Internet have higher fees. Non-US transfers also have higher fees.

All funds sent via Western Union's Quick Collect will be posted to the inmate's account within Two (2) to Four (4) hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST. Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning.

Request for Withdrawal of Personal Funds (BP-199.045) shall be prepared using the TRULINCS computer system. After entering necessary information, users must go to Education to print the form and turn it in to a member of appropriate Unit Team. This form is utilized when you wish to purchase a subscription, send funds home, deposit funds in a savings account, etc.

Money is distributed by a U.S. Treasury check from the Regional Disbursing Office, Treasury Department. It takes approximately Twenty (20) days to reach its point of delivery. The Associate Warden must approve any withdrawals exceeding \$ 250.00.

Upon commitment, you will be given an I.D. card with your register number and picture. This card is required for your commissary purchases and for positive visual identification by staff. Your card must be in your possession at all times. You will be charged a \$5.00 replacement fee should you lose or destroy your card. If you change your appearance, (beard/hair shaved) you are required to purchase a replacement card at your expense.

The Commissary offers a variety of products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to complement the Institution Food Service menu. Commissary use is a privilege, not a right.

Empty containers must be discarded and not used for any other purpose.

Shopping in the commissary is limited to once per week except for over the counter (OTC) medical items. The commissary price/order list forms are given out at the Commissary for the next weeks purchases. Out-of-stocks items, new items and price changes are posted at the commissary. Substitution are limited to out-of-stock or new items with like items only.

FINANCIAL RESPONSIBILITY PROGRAM (FRP)

The Bureau of Prisons strongly encourages you to satisfy your legitimate financial obligations (e.g., special assessments, committed fines, non-committed fines, court ordered restitution, fines and court cost, child support, alimony, etc.).

As part of the initial classification process, your Unit Team will provide you with the opportunity to develop a financial plan for satisfying these obligations. You are responsible for making all payments required, either from earnings within the Institution or from outside resources. You must provide documentation of compliance and payment.

Although this is a voluntary program, if you refuse to meet your obligations, you can neither work for **UNICOR** nor receive performance pay above the maintenance pay level (\$5.25 per month). Institution assignments such as the Yard, Recreation, Trash Detail, Orderly or visiting Room needs the Associate Warden of Programs approval if you are in refusal status. You will also be held to a \$25.00 per month spending limit for commissary excluding purchase of stamps, telephone credits and allowable common fare participant entrees. You will not be allowed to participate in the Pre-Release Halfway House Program.

If you have a substantial fine, you may, at the recommendation of the Unit Team, be placed on the UNICOR priority hiring list. Such placement would allow for accelerated payment of monies due.

During subsequent program reviews, your Team will consider your willingness and dedication to addressing your legal Financial Responsibility Program (FRP), this factor will be assessed when considering you for various programs.

The U.S. Parole Commission will also review financial responsibility progress at parole hearings. The lack of institution earnings does not exclude you from developing a financial plan.

NOTE:

Unless otherwise ordered by a court, interest will accrue on the unpaid balance of your fine during your period of incarceration.

For detailed information concerning this program, contact your Unit Team or review the Program Statement in the Law Library.

FOOD SERVICE

The Food Service Department provides meals which are nutritionally adequate, properly prepared, and attractively served. All meals are served cafeteria style which includes features such as a salad bar, heat healthy options and flesh alternative programs. Special diets for religious and/or medical purposes must be approved through the Chaplain or medical staff.

General practices regarding the serving and portioning of menu food items require that meats, desserts, fresh fruits, and assorted dry cereals be rationed. One portion per individual. All other menu items are open.

After you finish eating, remember to leave your area as clean as possible. There is another individual waiting to sit at your table. Take your tray and all utensils to the dish room window. No food service utensils or food items.

Meal Hours:

Monday - Friday:	Breakfast	6:00 A.M. - 7:00 A.M.
	Lunch	10:45 A.M. - 12 Noon
	Dinner	After 4:00 P.M. - Count
Weekends/Holidays:	Breakfast	7:00 A.M. - 7:30 A.M.
	Brunch	After 10:00 A.M. - Count
	Dinner	After 4:00 P.M. - Count

NOTE:

A lieutenant is in charge of releasing inmates for meals. A set schedule is maintained by the Lieutenant’s office using the results of the weekly sanitation inspection. The Inspection Team is appointed by the Warden or other personnel designated. The results of this inspection establishes the feeding order for specific housing units being called to mainline on a weekly basis.

All areas of the housing unit is inspected and scored with a numerical rating from 50 to 00. The unit with the highest rating will be called first, the second highest score called next and so on. A score of 25 or below loses T.V. privileges!

The following rules must be adhered to while you are in the dining area:

1. Do not cut in line.
2. Whistling, and boisterous conduct is not permitted.
3. No personal cup/beverage containers, radios, books, bag, or laundry items are allowed in the dining room.

All inmates assigned to a Food Service Detail must maintain a high level of personal hygiene and wear appropriate clothing. Inmates must also receive medical clearance prior to F/S assignment.

All inmates assigned to the department have the opportunity to acquire skills and abilities that may assist them in obtaining gainful employment after release.

The Food Service Staff are always available to hear your comments and suggestions.

GROOMING

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well being and personal satisfaction. You are expected to maintain a neat and clean personal appearance at all times. It is your responsibility to keep yourself clean and well groomed.

Institution clothing will be worn during the normal workday, except for those inmates going to the recreation yard. The hours of the work day is from 7:30 a.m to 4:00 p.m. You will have your shirts neatly tucked in and pants will be fitted with a belt. Pants will be worn appropriately around the waist. The pant leg will

not be bloused, flared, or altered from issued condition. The T-shirt must be tucked in. If you desire to wear a sweat shirt, the sweat shirt must be tucked in. Safety shoes are required in work areas.

All FCI inmates will wear a black belt with the exception of the inmates in the ICAN program, who will wear a white belt. Relaxed dress will be allowed in the dining room during the evening and weekend meals. Relaxed dress includes shorts or sweat pants with T-shirt or sweat shirts, shoes and socks must be worn.

Head gear, other than religious, is restricted to baseball style caps, without insignia, emblems, or decorations, and will be worn facing forward at all times.

There is no restriction on hair style or length of hair; however, hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Beard masks will be required for persons working around food.

Camp dress code exception is green pants and shirts.

BARBER SERVICES

Hair care services are available to all inmates including Special Housing Unit. The Barber Shop is located in the Recreation building. The hours of operation are Monday through Thursday, from 12:30 P.M. to 3:00 P.M., and 5:30 P.M. to 8:00 P.M. The Barber Shop will be closed on Holidays. Any non-barber caught using barber tools will face disciplinary action.

Camp barber hours are Friday, Saturday and Monday, from 12:30 P.M. to 3:00 P.M., and 5:30 P.M. to 8:00 P.M. Camp barbershop is located in the multipurpose building, across from the commissary area.

HEALTH SERVICES

The Health Services Unit at FCI Miami provides medical coverage to all inmates from 6 A.M. to 10 P.M. The staff consists of a Clinical Director, physicians, dentist, physician assistants, registered nurses, x-ray technician, health information technicians, two assistant health services administrators, pharmacist and Health Services Administrator.

The consultant staff consists of various specialty physicians, a dental assistant, dental hygienist, and allied health technician pharmacist. Local emergency services include various community hospitals and the county fire/rescue squad.

PHYSICAL EXAMINATIONS:

Upon arrival at this facility all new inmates, requiring a physical examination, will be scheduled for admission blood work, x-rays, and a physical examination by placing your name in the “**CALL-OUT.**” This is mandatory for all inmates. Medical duty status will be determined at this time and forwarded to the Unit Team.

A&O's and physical exams are normally conducted on Thursdays. It is your responsibility to watch for your name on the call-out sheet for scheduled appointments in the hospital.

Inmates under 50 years of age shall be offered a complete physical exam every two years. Inmates aged 50 and over are eligible for a complete physical examination annually to include EKG, Tonometry and digital rectal examination.

An inmate being release from the system may request a medical evaluation if he has not had one within 1 year prior to the expected date of release . Such examination should be conducted within two month prior to release. You must request this physical exam via cop-out to medical records.

Inmates are responsible for being present at their scheduled appointments. Violators will be subject to disciplinary action.

HIV (AIDS), TUBERCULOSIS, AND HEPATITIS:

An **HIV** detection program is in place at this facility. Any inmate requesting voluntarily the **HIV** test will be given one. This petition has to be requested through a **COP-OUT** to the Infectious Disease Coordinator. During the year, several **RANDOM TESTING**, will take place among the population and inmates will be selected through a computerized census drawing.

All inmates clinically suspected of having **HIV** will be tested. All inmates designated at this facility will be required to take an **HIV** examination before their release. The results of all test will be treated confidentially and counseling sessions will be available.

All inmates arriving at this facility will receive a **PPD** test. This test is designed to detect exposure to Tuberculosis. A positive test result reveals that the individual was exposed to the disease but does **NOT** indicate that the person has an active

form and presents any risk to others. All inmates that have a positive reaction will be given a Chest X-Ray and will be offered the proper treatment. Make sure the PPD test is read within 36 hours of your arrival by reporting it to the P.A. administering “**SICK CALL.**” Inmates designated at FCI/FPC Miami will require a yearly PPD test if the previous test had been negative.

JOB SAFETY:

Job Safety is everyone’s priority. Familiarize yourself with the safety rules established at your work site. Inmates are required, and instructed how, to use proper eye and ear protection. All injuries must be reported to the Health Services Unit within 24 hours of the incident.

SICK CALL

All inmates will be allowed to attend sick call. Appointments times are determined by the medical staff.

Except for emergencies, sick call will be by appointment only, Mondays, Tuesdays, Wednesdays and Fridays excluding holidays.

Appointments will made from 6:30 to 7:00 A.M. at the FCI Hospital Annex building (behind the Lieutenant’s office), inmates will be given a specific time to be seen by a health care provider.

Those appointments will begin at 8:00 A.M. and extend until 3:00 P.M. with a break for lunch from 11:00 A.M. to 12:00 noon. You are expected to be on time for your appointment.

Inmates are responsible for making and keeping their sick call appointments. Give the appointment slip to the detail officer upon reporting to work. The detail officer is responsible for releasing the inmates in time to make it to the hospital at the designated time. Inmates reporting late for appointments will be required to obtain a sick call appointment the following day unless their medical status dictates immediate treatment. All inmates reporting to sick call at the time of the appointment will be seen by a physician assistant (PA). Individuals who specifically request to see a doctor will be scheduled at the first available appointment.

SPECIAL HOUSING UNIT(SHU):

All SHU inmates will have the opportunity to see a physician assistant every day of the week. Sick Call rounds will be conducted everyday starting at 5:30 A.M. by the physician's assistants. Emergencies will be evaluated and treated as necessary.

EMERGENCY TREATMENT:

All inmates requiring emergency medical treatment, as determined by the medical staff, will be evaluated as soon as possible. If you are injured or require immediate medical care, you should inform your detail officer without delay, who will in turn contact the hospital. Routine complaints of non-emergency nature will not be treated as an emergency basis.

INPATIENT TREATMENT:

The need for outside hospitalization in a community hospital will be determined by the institution medical staff. In the event of life-threatening emergencies, fire/rescue and community hospital emergency rooms will be utilized.

MEDICATION:

All medications are issued by prescription only. When you are issued medication in a labeled container, it is for your use only and you should follow the directions exactly as written.

Controlled medication is issued on a per dose basis at the pill line window (Three times a day: 7:15 A.M. through 7:30 A.M.; 3:10 P.M. through 3:40 P.M. and 7:45 P.M. through 8:30 P.M.). On weekend and holidays, the morning pill line is from 8:00 A.M. through 8:15 A.M.

DENTAL AND EYE CARE:

Any inmate requiring emergency treatment due to severe tooth pain is eligible for dental sick call. Appointments will be obtained by inmates according to procedures outlined in the sick call section. Special Housing Unit inmates who require emergency dental treatment should inform the P.A. conducting sick call rounds.

All inmates with the necessity for eye care are required to attend "Sick Call." The individual will ask to be registered to see the Optometrist. An Optometrist is under contract and visits this facility on a as needed basis. Following a brief eye evaluation the inmate will be placed on a waiting list for the next available appointment.

Check the "Call Out" every day for your appointment.

NOTICE TO INMATES **INMATE CO-PAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCI MIAMI, FLORIDA provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

A. Application:

The Inmate Co-payment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copy fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.
These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copy fee for that visit.
2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;

6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copy fee.

D. Indigence:

An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copy fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copy fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

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 cooperate with your health care plans and respect the basic human rights of your health care providers.

1. **Right:**

You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.

Responsibility:

You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

2. **Right:**

You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.

Responsibility:

You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.

3. **Right:**

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

Responsibility:

You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.

4. **Right:**

You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.

Responsibility:

You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

5. **Right:**
You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.
Responsibility:
You have the responsibility to keep this information confidential.
6. **Right:**
You have the right to obtain copies of certain releasable portions of your health record.
Responsibility:
You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. **Right:**
You have the right to be examined in privacy.
Responsibility:
You have the responsibility to comply with security procedures should security be required during your examination.
8. **Right:**
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 an infectious disease.
9. **Right:**
You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
Responsibility:
You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain.
You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider

informed of both positive and negative changes in your condition to assure timely follow up.

10. **Right:**
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 be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. **Right:**
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. **Right:**
You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
Responsibility:
You have the responsibility to notify medical staff that you wish to have an examination.
- 13. Right:**
You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
Responsibility:
You have the responsibility to maintain your oral hygiene and health.
14. **Right:**
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 of personal and common areas and safety in consideration of others. You have the responsibility to follow the NO smoking regulations. It is occasionally

necessary to restrict an inmate's activities for health reasons, without hospitalizing the inmate. The following are explanations of these types of restrictions.

Idle - An inmate must remain in his quarters except for meals, pill-line, sick-call, religious services, or Health Services Call-outs. The inmate is prohibited from participating in any work assignment or recreational activities. Idle slips should be displayed on the bunk or locker in full view for staff.

Convalescence - An inmate will not participate in any work assignment, but, he is not restricted to his quarters. He may not participate in strenuous recreational activity. He may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in an education program, he must attend class unless specifically excused by written statement on the Convalescent form.

Medical Restriction - If medically indicated, an inmate will be placed on limited duty. Limited duty is prescribed when an inmate does not require an idle or convalescence but, does have medical restrictions which must be monitored on a work assignment.

Examples:

No lifting over (indicated) pounds, no prolonged walking or standing. Work restrictions will be specified on the Medical Duty Status Form.

INMATE DISCIPLINE

Inmates must have respect for the rights and property of others. You are urged to develop and exercise self-discipline. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of the facility. The inmate discipline policy has been developed to deal with those individuals who can not or will not exercise self-discipline.

Violation of regulations may result in an incident report and imposition of sanctions, as outlined later in this manual. In the event misconduct is observed by staff or there is evidence that misconduct has occurred, an incident report may be written by staff. This is the first step in the disciplinary process.

Incident reports are first investigated by a Lieutenant and the results forwarded to your Unit Team. The team meets as the Unit Discipline Committee (UDC) and may impose limited sanctions for most misconduct (for example, suspension of privileges, quarters change, job change, assigning extra duty, etc.).

If charges are more serious, the case will be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions (for example forfeiture of good time, recommendation of transfer to a higher security level institution, or referral of the case to the F.B.I. for criminal action in a U.S. District Court). The internal disciplinary system is outlined in detail in Program Statement # 5270.07, which is available in the Law Library.

FCI Miami in accordance with BOP policy, will be a tobacco-free facility. Effective February 1, 2006, any inmate found to be in possession of any type of tobacco will be charged with possession of Anything Not Authorized, Code 305, and subject to disciplinary action.

Tables 1 and 2 provide a summary of the discipline system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violation of the institutional rules.

SUMMARY OF DISCIPLINARY SYSTEM
TABLE 1

<u>PROCEDURE</u>	<u>DISPOSITION</u>
1. Incident involving possible commission of a prohibited act.	1. Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.
2. Staff prepares Incident Report and forwards it to the Lieutenant.	2. Except for prohibited acts in the greatest or high severity categories, the lieutenant may resolve informally or drop the charges.
3. An investigator will be appointed.	3. The investigator will conduct an investigation and forward the results to the UDC.
4. Initial hearing before the UDC.	4. The UDC may drop or resolve informally, any high, moderate, or low moderate charge, or impose allowable sanctions, or refer to DHO.
5. Hearing before (DHO).	5. The DHO may impose allowable sanctions or drop the charges.
6. Appeals through the Administrative Remedy procedure.	6. The Warden, Regional Director, or General Counsel may approve, modify, reverse, or remand with directions, including ordering a rehearing but, may not increase sanctions imposed.

TIME LIMITS IN DISCIPLINARY PROCESS
TABLE 2

7. Staff becomes aware of inmate's involvement in incident.
 - A. **Ordinarily** maximum of 24 hours.
8. Staff gives inmate notice of charges by delivering Incident Report.
 - A. Maximum ordinarily of 3 work days from the Time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays).
9. Initial Hearing (UDC).
 - A. Minimum of 24 hours. (Unless waived).
10. Discipline Hearing Officer (DHO) Hearing.

NOTE:

These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceeding for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may re-institute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again, at the same point at which they were suspended.

**PROHIBITED ACTS AND
DISCIPLINARY SEVERITY SCALE**

**TABLE 3
GREATEST CATEGORY**

NOTE:

The UDC shall refer all Greatest Severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100 - Killing.		A. Recommend parole date rescission or retardation.
101 - Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).		B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102 - Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>With</u> violence.		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).
		C. Disciplinary Transfer (recommend).
		D. Disciplinary segregation (up to 60 days).
		E. Make monetary restitution.

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
103 - Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, i.e. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).		F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed).
104 - Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.		G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).
105 - Rioting.		
106 - Encouraging others to riot.		
107 - Taking hostage(s).		

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
108 -	Possession, manufacture or introduction of a hazardous tool (tools most likely to be used in a 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; i.e., a hacksaw blade).	Sanctions A-G
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.	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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 nature.) This charge is to be used only when another charge of Greatest Severity is not applicable.	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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.	Sanctions A-G

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted community programs and activities, and open institutions (Minimum) and from outside secure institutions – <u>without</u> violence.	A. Recommend parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good conduct time (up to 50%) or up to 60 days whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person.	
202	(Not to be used).	
203	Threatening another with bodily harm or any other offence.	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.	B.1 Disallow ordinarily between 25 and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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 of mask.	E. Make monetary restitution.
208	Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any locking device (includes keys), or destroying, altering, interfering with, improperly using or damaging any security device, mechanism, or procedure.	F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.. H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
209 -	Alteration of any food or drink.	Sanctions A - M
210 -	(Not to be used).	
211 -	Possessing any officer's or staff clothing.	
212 -	Engaging in, or encouraging a group demonstration.	
213 -	Encouraging others to refuse to work, or to participate in a work stoppage.	
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.	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
218 -	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00; or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.	Sanctions A - M
219 -	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disk, 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 form of physical, or military exercises or drills (except for drill authorized and conducted by staff).	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
221	- Being in an unauthorized area with a person of the opposite sex without staff permission.	Sanctions A - M
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 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).	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
298	- Interfering with a staff member in the performance of duties. <u>(CONDUCT MUST BE OF THE HIGH SEVERITY NATURE)</u> . This charge is to be used only when another charge of the high severity is not applicable.	Sanctions A - M
299	- Conduct which disrupts or Interferes with the security or orderly running of the Bureau of Prisons <u>(CONDUCT MUST BE OF THE HIGH SEVERITY NATURE)</u> . 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 terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303 - Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.		
304 - Loaning of property or anything of value for profit or increased return.		
305 - Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.		B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
306 - Refusing to work, or to accept a program assignment.		C. Disciplinary Transfer (recommend).
		D. Disciplinary segregation (up to 15 days).
		E. Make monetary restitution.
		F. Withhold statutory good time.
		G. Loss of privileges: commissary, movies, recreation, etc..

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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).		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.
308 - Violating a condition of a furlough.		N. Extra duty.
309 - Violating a condition of a community program.		
310 - Unexcused absence from work or any assignment.		
311 - Failing to perform work as instructed by a supervisor.		
312 - Insolence toward a staff member.		
313 - Lying or providing a false statement to a staff member.		

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
314 -	Counterfeiting, forging, or unauthorized reproduction of any document, articles of identification, money, security, or official paper (may be categorized in terms of Greatest Severity according to the nature of the item being reproduced, i.e., counterfeiting release papers to affect escape, Code 102 or Code 200).	Sanctions A - N
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 for count.	
321 -	Interfering with the taking of count.	
322 -	(Not to be used).	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
323 -	(Not to be used).	Sanctions A - N
324 -	Gambling.	
325 -	Preparing or conducting a gambling pool.	
326 -	Possession of gambling paraphernalia.	
327 -	Unauthorized contact 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 other quarters in accordance with posted standards.	
331 -	Possession, manufacture, or introduction of a nonhazardous tool or other nonhazardous contraband (a tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harms to others, or not hazardous to institutional	

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400 - Possession of property belonging to another person.	B.1	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate is found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended). (See Chapter 4, Page 16 for VCCLEA violent and PLRA inmates).
401 - Possessing unauthorized amounts of, otherwise, authorized clothing.		
402 - Malingering or feigning illness.		
403 - (Not to be used).		
404 - Using abusive or obscene language.		
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 privilege may often be an appropriate Sanction G).		
408 - Conducting a business.	C.	
409 - Unauthorized physical contact (e.g., kissing, embracing).	D.	
	E.	Loss of privileges: commissary, movies, recreation, etc..
	F.	Confiscate contraband
	G.	Change housing (quarters).
	H.	Remove from program and/or group activity.

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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).	I. Loss of job. J. Impound inmate's personal property. K. Restrict to quarters. L. Extra duty. M. Reprimand. N. Warning.
497 -	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephones calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	

CODE	PROHIBITED ACTS	SANCTIONS
498	Interfering with a staff member in the performance of duties. <u>(CONDUCT MUST BE OF THE LOW MODERATE SEVERITY NATURE)</u> . This charge is to be used only when another charge of low moderate severity is not applicable.	Sanctions B.1 - P
499	Conduct which disrupts or Interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(CONDUCT MUST BE OF THE LOW MODERATE SEVERITY NATURE)</u> . This charge is to be used only when another charge of low moderate severity is not applicable.	

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 offence 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 severity level of the conduct, and a comparison to an offense in that severity level which the DHO pr UDC finds is most comparable.

Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most likely Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

INMATE
RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
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.	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. 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.	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 institutional guidelines through your correspondence.

RIGHTS	RESPONSIBILITIES
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).	6. You have the responsibility to present honestly and fairly, your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	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 as to the use of the materials and assistance.
9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	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 right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interest, needs and abilities.	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.

RIGHTS	RESPONSIBILITIES
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.	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 your release plans, your family needs, and other obligations that you may have.

SPECIAL HOUSING UNIT
INMATE RULES

The following is a list of rules that shall be observed in The Special Housing Unit by all inmates assigned to either Administrative Detention or Disciplinary Segregation.

1. This is a non-smoking unit.
2. You will be allowed three (3) showers per week, normally on Sunday, Tuesday and Thursday.
3. You will be provided the opportunity for a minimum of five (5) hours of recreation/exercise a week. One (1) hour per day, Monday through Friday. All cells will be cleaned and beds made before inmates are allowed to go to recreation. All inmates will be dressed in the assigned uniform before being allowed to receive recreation.
4. (A) While in administrative detention status, you will be afforded the opportunity of one (1) phone call every seven (7) days, beginning from the time of your first call.

(B) While in disciplinary segregation status, you will be afforded the opportunity of one (1) phone call every thirty (30) days, beginning from the time of your first call. All requests for phone calls must be submitted in writing and approved by the Special Housing Lieutenant.
5. Monday through Friday, the lights will be turned on at 6:00 a.m. You will be required to make up your bed and clean your cell prior to 7:30 a.m. Once this is completed, then you may lay on top of your bed.
6. You will not be allowed to hang anything on your cell wall, lights, window or bunks at any time. This includes blankets, sheets, clothing or anything else prohibiting staff from seeing into the cell.
7. Sick call is between 6:00 a.m. and 6:30 a.m., Monday through Friday.
8. The designated quiet hours in the unit are from 11:00 p.m. to 6:00 a.m. During this period, there will be no yelling or any other disruptive behavior which will disturb other inmates.
9. Inmate Request To Staff Member forms (cop-outs) are available from the officers on duty and should be used for all requests for staff.

10. You will be afforded the opportunity for hair cut, twice a month. All requests must be submitted, in writing, and directed to the SHU lieutenant.
11. You will be allowed to exchange unit issued linen, clothing and towels, once a week. Usually conducted on Tuesday.
12. You are only permitted to keep two (1) cups in your cell at any time.
13. All inmates will stand for the 4:00 p.m. and 10:00 a.m. (Weekend/Holiday) count.

NOTE:

Pursuant to Bureau of Prisons' Inmate Telephone Regulations: All conversations on this telephone are subject to monitoring. Your use of this telephone constitutes consent to this monitoring. You must contact your unit team to request an unmonitored Attorney call.

INMATE SYSTEMS MANAGEMENT
(ISM)

Through the Inmate Systems Management Department (ISM), you not only enter on your first day, but you will also depart the facility (release, furlough, transfer, court appearance, etc.). Your mail, property, and, most important, your records are processed here. ISM is divided into three functional areas: Receiving and Discharge (R&D), Mail Room, and Record Office. There is an ISM Open House from 11:30 a.m. to 12:00 p.m. noon on Tuesdays and Thursdays to answer questions regarding your mail, property, prior custody credit, or sentence computation. Open House is held at the G Unit Grill Entrance to R&D.

Camp open house is on Thursdays at 10:30 a.m. until the end of Lunch.

R&D/PROPERTY MANAGEMENT:

Upon your arrival at this facility, you are allowed to keep only that property authorized by this institution.

When departing the facility, your property will be shipped to your destination or to an address of your choice. If property is not claimed and is returned to this facility, it will be considered abandoned and will be disposed of according to Bureau of Prisons procedures. Provisions may be made for the delivery of release clothing or court clothes, if needed. This will be arranged through your Unit Team.

Only one radio (battery operated), with inmate register number engraved as proof of ownership, and one watch, with Inmate Personal Property Record Form 383 and/or a commissary receipt as proof of ownership, may be retained. The radio may not be equipped with taping capability, must be equipped with earphone adaptor and must not exceed \$75.00 in value. The watch may not exceed \$100.00 in value.

A religious medal and chain, inclusive value of not more than \$100.00, may be possessed. All questions regarding religious articles will be referred to the Chaplain.

Any article that is not issued to you, purchased by you from the commissary, or for which you do not have authorization, is contraband. Articles of clothing in excess of allowed limits and articles used for unauthorized purposes are also considered contraband. Possession of contraband is a serious offence and can result in disciplinary action.

MAIL ROOM/CORRESPONDENCE:

INCOMING mail is processed by ISM Staff. All general correspondence is opened and inspected for contraband. Correspondence from attorneys will be treated as Special Mail (delivered by Mail Room Staff, opened and inspected in the presence of the inmate) if it is properly marked. The envelope must be marked with the attorney's name and an indication that he or she is an attorney. The front of the envelope must be marked "**Special Mail - Open Only in the Presence of the Inmate.**" It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Newspapers and magazines may be received on a regular basis by subscription and must be received directly from the publisher.

You may receive hardcover books from a publisher, book club or book store. You are limited to five books, two current magazines and one current newspaper in your possession at any time. Education or Religious materials for ongoing courses are exempt from this requirement.

The following items may not be mailed into the institution:

1. Postage Stamps.
2. Stationery Supplies.
3. Unused Greeting Cards, including the Small Plastic Cards.

4. Musical Greeting Cards.

5. Nude Photographs (Including Magazines).

6. Polaroid Pictures.

First-class mail and publications are distributed Monday through Friday, excluding holidays, after the 4:00 P.M. count. Inmates are required to attend mail call. All mail received from the U.S. Post Office is normally processed for delivery the same day it arrives.

The **ONLY** authorized express service for approved packages and letter receipt is via U.S. Postal Service Express Mail. Express Mail received for inmates is processed as first-class mail upon receipt at the institution. Mail from Federal Express, United Parcel Service, and like companies is not accepted for delivery to inmates.

An authorization must be on file in the Mail Room prior to a package arrival at the institution. If there is no authorization, the package will be refused at the U.S. Post Office and returned to sender. A copy of the signed authorization must be enclosed inside the package. Authorization may be obtained from the appropriate department, the Unit Team, the Chaplain, Education, or Health Services.

OUTGOING:

General correspondence will be deposited in the mailbox located in the housing units. Outgoing mail may be sealed. Special mail (legal mail) for inmates may be dropped off in the Lieutenant's office during the following times:

Monday thru Friday 7:00 a.m. to 7:15 a.m.

Saturday - Sunday and Federal holidays 9:00 a.m to 9:15 a.m., which may be sealed. Express mail and C.O.D. services are not available for inmate outgoing mail.

All mail addressed to or from an inmate must contain the following information:

Committed Name
Register Number
Federal Correctional Institution
P.O. Box 779800
Miami, Florida 33177

All outgoing inmate mail will display an appropriate return address in the upper left-hand corner of the envelope. This will include the full name of the facility as "Federal Correctional Institution" and not the acronym "FCL." Any outgoing mail that does not contain the appropriate return address will be return to the inmate for correction.

Correspondence between confined federal inmates requires the approval of the Unit Manager at each institution. Correspondence between inmates at non-federal facilities requires the approval of the Warden at each institution. An inmate may correspond with family members or co-defendants (ongoing legal action in which both parties are involved) at other penal or correctional institution after this information has been verified by your unit team. To request this communication a cop out should be submitted to your unit team.

RECORD OFFICE:

This office is responsible for the legal commitment and release of offenders. Newly committed offenders will receive a sentence computation with a projected release date once it is completed. This normally occurs within thirty days of your arrival at the institution. For those inmates who transfer in from other institution, a new computation sheet will not necessarily be sent to you if there is no change in your projected release date.

Offenses committed after September 13, 1994 will be subject to the Violent Crime Control and law Enforcement Act and will be determined by Case Management to be either violent or non-violent. Offenses committed after April

26, 1996 will be subject to the Prison Litigation Reform Act. Both of these laws affect the discipline policy and the award, disallowance, and/or forfeiture of good conduct time.

INSTITUTION RELEASE PREPARATION PROGRAM

The Institution Release Preparation Program is a volunteer program for inmates who are within 30 months of release. Inmates will be recommended to participate in a core curriculum of programs that will focus on making the transition from incarceration to the community. Topics included in this core curriculum are organized into six broad categories such as Health and Nutrition, Employment, Personal Finance and Consumer Skills, Personal Growth and Development, Release Requirements and Procedures, and Community Resources (Pre-Release). Each course is outlined in a yearly calendar of classes offered at a minimum quarterly. Inmates may sign up for participation by submitting and "Inmate Request to Staff" to the department responsible for the course, and they will be placed on callout for the initial class. The goal of the program is to assist inmates in preparing for a successful release back into the community. This can be achieved when inmates release with job readiness skills, a resume', and finances saved for release purposes. Your Unit Team will discuss each of these areas during your regularly scheduled programs reviews. You will be referred for Institution Pre-Release when you are within one year of release.

This will allow you to ask questions of the U.S. Probation Office, Community Corrections Manager and Halfway House staff as well as, Social Security. Each inmate should develop a release folder during the last 24 months of incarceration to include a resume' and cover letter, all certificates of achievement, your education transcript, and sample applications for employment, and a copy of your social security card or appropriate photo ID.

Your Participation will be evaluated by your unit team during regularly scheduled program reviews. As with any program, you are held responsible to sign up and participate.

This concept is somewhat new to the Bureau of Prisons but it is ultimately aimed at increasing your chance of securing stable employment upon release as well as developing healthy relationships with your family.

LAUNDRY

It is the policy of this institution to provide each inmate with an adequate issuance of clothing items, linens and bedding material, and to maintain an effective procedure for the laundering and exchange of those items. The hours for the Laundry are from 6:00 A.M. until 2:30 P.M., Monday thru Friday, (except Federal Holidays).

LAUNDERING PROCEDURES:

Clothing requiring laundering (except the Special Housing Unit) is accepted at the laundry window from 6:30 until 7:30 A.M., Monday, Wednesday and Friday. Inmates will drop off dirty institutional clothing only (khaki pants and shirts, T-shirts, underwear and socks) at the above mentioned times and days. All clothing must be inside the issued laundry bag identified with the bin number. It will be picked up the same day during the lunch hour. Non-institutional (personal) clothing will not be laundered.

Note:

Personal clothing is to be washed in the machines located in the housing units, NOT in the institution laundry. More detailed information can be found in the Institution Supplement on Inmate Personal Property.

Newly committed inmates will report to the laundry on their first day, from 6:30 to 7:30 A.M., to request their initial issuance of clothing. At that time, an order form will be completed by laundry staff. Clothes will be issued during the lunch hour of the same day.

REPLACEMENT PROCEDURES:

Inmates needing assistance with laundry issues should contact the laundry staff via "Inmate Request to Staff," stating their problem. Don't forget to include your laundry **BIN** number on the "Inmate Request to Staff."

Work clothing will be issued to those inmates who require special clothing for work details. Food Service clothing shall be delivered, for cleaning, on Tuesdays and Thursdays between 6:30 and 7:00 A.M. and picked up the same day during the lunch hour.

Washers and Dryers are available in each unit for those inmates who prefer to launder their clothes, at the cost of \$0.50 to wash and \$0.50 to dry. Those washers and dryers are **not** intended to be used to wash linens.

Linen exchange is the responsibility of each inmate. Each inmate must bring dirty linen to the laundry during clothing exchange hours at the laundry window (Mondays, Wednesdays and Fridays from 6:30 to 7:30 AM). Linen (blanket, sheets and pillow cases) **must** be exchanged regularly. Partial linen exchanges will not be allowed. All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis.

CAMP LAUNDRY:

Camp inmates are responsible for washing their own linen while at the camp. There are no exchanges at the camp.

Camp laundry hours:

Tuesdays and Thursdays from 1:00 p.m. to 3:00 p.m.

Clothing issues to new commits, SHU releases and Writ returns to the Camp will be Monday through Friday, 6:30 am to 1:30 pm, if Laundry staff are available.

The first week of each month laundry detergent and hygiene packs are issued to the Camp population from 6:00 am to 1:00 pm.

The use of laundry issued items for cleaning/sanitation purposes will not be tolerated. Violators will be subject to disciplinary action.

PARALEGAL ISSUES

Attorney Representatives

28 C.F.R. 543.16 et seq.

Program Statement 1315.07

Institution Supplement MIA-1315.6-1A

These are individuals who are employed by duly licensed attorneys to perform specific task concerning your case. Investigators, interns, paralegals, and legal assistants fall into this category. The attorney for whom they work must authorize them to correspond, visit, and interview clients on their behalf. This authorization includes completion of an Application to Enter an Institution as Representative of an Attorney form. This application can be obtained by the attorney through a request to the institution's Management Analyst. Once completed, the attorney by whom the representative is employed, will verify the application and returned to the institution's Management Analyst for further processing.

The application must be accompanied with a pledge to supervise the representative's activities, and acceptance of personal and professional responsibility for all acts of the representative which may affect the institution, its inmates, and staff.

At least one (1) week, from the time the application and documentation is received, must be given for the processing of the application. When the application is cleared, the originals will remain on file. The representative will be allowed to correspond, visit and interview clients of the attorney for whom he/she works, however, at least 24 hours notice must be provided before each requested visit.

ADMINISTRATIVE REMEDIES

**28 C.F.R. 542.10
Program Statement 1330.13
Institution Supplement MIA-1330.13B**

If you cannot resolve a complaint through normal contact with staff, or through an "Inmate Request to Staff Member" form and wish to file a formal complain for administrative remedy, you must first attempt informal resolution through your unit Counselor. Documentation of your attempt must be attached to the formal "Request for Administrative Remedy" form when you return it for acceptance.

The "Request for Administrative Remedy" form is also obtain from a member of your unit team. The formal complain must be filed within twenty (20) calendar days on which the basis of the complaint occurred. You may only submit one complaint per form and the Warden has twenty (20) calendar days from receipt of the complaint to act upon the matter and provide a written response. A member of your unit team will provide you with a received which indicates the date your request was received and when the Warden's response is due.

If you are not satisfied with the Warden's response, you may file an appeal within twenty (20) calendar days to the Southeast Regional Director. This should be done on the proper "Request for Administrative Remedy Appeal" form and include a copy of the Warden's response as well as the "Request for Administrative Remedy" form you originally submitted.

This form can be obtain from a member of your unit team. The Regional Director has thirty (30) days upon receipt of your appeal to respond. Again, your

unit Counselor will provide you with a receipt which indicates the date your request was received at the Regional level and when the Regional Director's response is due.

If you are not satisfied with this reply, you may file a final appeal to the Bureau of Prisons, Assistant Director, Office of General Counsel, within thirty (30) calendar days of receipt of the Regional Director's response. This must be done on the proper "Central Office Request for Administrative Appeal" form and must include a copy of the previous request and appeal with the responses. Within forty (40) calendar days, written response will be made.

As the procedures above note, your unit Counselor will provide you with a receipt which indicates the date your appeal was received at the Central Office level and the date the response is due.

The Management Analyst is the Administrative Remedy Coordinator at this institution. Should you have any questions, or experience difficulty with your Administrative Remedies, direct an "Inmate Request to Staff Member" form to the Management Analyst's attention.

Federal Tort Claims Act

**28 U.S.C. 2671
28 C.F.R. 543.30
Program Statement 1320.03
Institution Supplement 1320.3C**

The above mentioned statues and policies govern this type of claim where an inmate's personal property is lost or destroyed or an inmate receives personal injury caused by wrongful or negligent acts or failure of a government employee to act within the scope of his/her employment. The claim must be presented in writing with the supporting documentation to the Regional Office where the incident occurred.

In case of property loss, a copy of all documentation including proof of ownership, purchase, etc., must be included with the claim. This form can be obtained from the Business Office or through your Unit Team.

The statute of limitations requires the filing of an administrative claim within (2) years of the incident and requires the filing of a civil suit within six (6) months from the denial of the administrative claim (see your Unit Team or write an "Inmate Request to Staff Member" to the institution's Management Analyst for more details).

PERSONAL PROPERTY

Inmates are authorized to possess items, which are purchased in the Commissary, approved by the Warden, or authorized to be received by the inmate. The amount of property allowed (civilian or institution issue) will be limited to those items which can be neatly and safely stored inside their individual locker. Property that cannot be properly stored will be considered excess property, confiscated and disposed of according to current policy.

No inmate may be in possession of or authorize to retain dark blue, black, red, or camouflage clothing with the exception of American Indians as authorized by the Chaplain. No logos or slogans are permitted on inmates personal clothing.

Inmates will be held accountable for all property found in their lockers. You must maintain only authorized limits. Altered clothing will be considered contraband and disciplinary action may result.

For the **Authorized List and Limits** of personal property refer to the most recent copy of the Institution Supplement on Inmate Personal Property.

PRIVACY ACT

PRIVACY ACT OF 1974:

Forbids the release of information from agency records without a written request by, or prior written consent of, the individual to whom the record pertains, except in specific instances. Such specific instances are requests from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc..

ACCESS TO CENTRAL FILES

An inmate at any time may request to review all “disclosure portions” of his central files by submitting a request to his Unit Team. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of his file. The Freedom of Information Act (FOIA) Exempt section contains information that is not disclosable to you by Institution staff. You may request disclosure through writing Freedom of Information/Privacy Act (FOIA) Section, 320 First Street, NW, NALC Building, Room 401, Washington, D.C. 20534.

An inmate may request personal copies of central file documents. Institution staff will arrange for copies of disclosable materials and summaries. Fees are charged in accordance with 28 CFR 16.46. Fees collected will be forwarded to the Office of General Counsel

PSYCHOLOGY SERVICES

The Department of Psychology at FCI-Miami identifies and treats inmates with mental health problems. As part of their functions, the department helps inmates cope with difficulties that surface as a result of incarceration and separation from home, family, and friends. The psychology and medical staff work closely together to provide a coordinated approach to treatment. The psychology department also conducts psychological evaluations, provides crisis consultation, makes referrals to Medical Services, and offers individual and group counseling. Services in English and Spanish.

The Psychology Department provides a 40-hour comprehensive, voluntary, treatment program for individuals with a history of drug or alcohol use. Groups are available to educate the inmate population on the effects of drug use, as well as to provide support for those recovering from their drug use. Details of these meetings are available from the Drug Abuse Program Coordinator and/or the Drug Treatment Specialist, Monday through Friday (excluding holidays). Inmates requiring individual counseling sessions can request these by submitting a cop-out.

The Residential Drug Abuse Treatment Program consists of 500 intensive treatment hours during which the inmate explores the factors that contributed to his use of drugs and alcohol, and the effect of such decision on his life. To apply for this program the inmate needs to prove a history of drug/alcohol abuse, cannot have a history of violence in his background, and needs to be an American citizen (or Cuban national).

Incentives of the RDAP: Certain inmates may be eligible for six-month CCC placement and a sentence reduction of up to 12 months upon successful completion of RDAP and community transitional services. In order to be eligible for these incentives, the inmate must first be deemed qualified to participate in RDAP. Inmates will be notified in writing regarding their eligibility for early release. If you are interested in participating in this program or obtaining additional information to determine if you are eligible, please submit a cop-out.

The “I CAN” is a residential program for inmates interested in changing those behaviors, thoughts, attitudes, that are conducive to criminal behavior and recidivism. Each participant is required to take a set of core courses (7 Habits of Highly Effective People, Living Free, Errors in Criminal Thinking, Goal Setting, Empowering Your Thinking) along with numerous classes offered throughout the institution and on the Unit.

Inmates interested in receiving psycho-educational material over the radio can do so by tuning in to station 107.9. While on this channel, inmates will be exposed to a diverse series of lectures that include topics such as principles for success, self-awareness, a balanced life, basic financial principles, among others.

D.C Inmates: DC Code offenders may possibly be eligible for early release consideration who become involved in the RDAP. This effects only D.C. Code felony offenders sentenced under § 24-403.01, for an offense committed on or after August 5, 2000. Please contact psychology staff for further information.

The Suicide Watch Companion Program is a component of the Suicide Prevention Program. Participants in this program observe suicidal inmates placed who have been placed on Suicide Watch. Furthermore, The Inmate Speakers Program involves a select group of inmates who speak to high school students on the perils of a life of crime

The Psychology Department recognizes that some inmates would like to discontinue employing products containing tobacco. The Psychology Department offers a Smoking Cessation Program which emphasizes healthy living, including nutrition, exercise, and stress management. Nicotine replacement patches are available for purchase through the institution commissary once an inmate has been cleared by Health Services to receive this intervention. For information about nicotine replacement therapy, please submit an Inmate Request to Staff to the Health Services Department. For all other information about smoking cessation, please submit and Inmate Request to Staff form to the Psychology Department

Psychology Services, along with medical, unit, and correctional staff are here to ensure your safety from sexual abuse. Any inmate who is the victim of a sexual abuse and/or assault is advised to notify any staff member immediately. Sexual abusive behavior is defined as any of the following behaviors:

sexual fondling - the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

sexual assault with an object - the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person

rape - the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person forcibly or against the person's will; the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity

Several prevention strategies inmates can take to minimize his risk of sexual victimization include: awareness of others who cross inappropriate boundaries; reinforcing personal boundaries; avoiding individuals who offer excessive favors, avoiding sexual acting out (e.g., swatting someone on the buttocks).

If you wish to report an incident of sexually abusive behavior, or wish to report allegations of sexually abusive behavior involving other inmates, all you need to do is bring the behavior to the attention of staff.

Lastly, to access psychology staff submit a cop-out or come by the department to ask for an appointment.

RECREATION DEPARTMENT

Our Recreation Department offers a large variety of programs and activities designed to meet the needs and demands of all inmates, varying in age, physical abilities and cultural backgrounds.

It is our goal to create a more active and healthier inmate population through regular participation in our programs and activities. The Recreation Department strongly encourages participation in its available structured, unstructured and/or spectator programs and activities. Operating hours for the recreation yard are listed below. Recreation personnel are available to provide assistance in planning and coordinating holiday programming and special events.

STRUCTURED PROGRAMS:

These include all types of cultural, social, recreational and creative activities that enrich life and stimulate development.

They are designated to enhance day to day activities of individual inmates and to serve various needs.

UNSTRUCTURED & SPECTATOR ACTIVITIES:

Includes social interaction and constructive leisure-time programs. These activities accommodate diverse needs and a wide range of age groups.

They encourage special interest, develop leadership and self-reliance, influence individual skills and communication capability.

RECREATION YARD SCHEDULE

Hours of operation and recreation programs are subject to change based on: security, staffing, inclement weather, lighting, etc.

WEEKDAYS

6:00 A.M. — Recreation Yard Opens (Weather Permitting)
10:00 A.M. — Rec. Yard closes (Except Wednesday 9:00 a.m.)
10:40 A.M. — Rec. Yard opens
3:30 P.M. — Rec. Yard\Bldg. Closes
4:30 P.M. — Rec. Yard\Bldg. Opens
DUSK — Outer Rec. Yard
8:30 P.M. — Inner Rec. Yard\Bldg. Closes

WEEKENDS AND HOLIDAYS

7:00A.M. — Recreation Yard Opens (Weather Permitting)
9:30A.M. — Rec. Yard closes
10:30A.M. — Rec. Yard opens (Pending Count)
3:30P.M. — Rec. Yard\Bldg. Closes
4:30P.M. — Rec. Yard\Bldg. Opens
DUSK — Outer Rec. Yard
8:30P.M. — Inner Rec. Yard\Bldg. Closes

CAMP RECREATION YARD HOURS

From Sunrise to Sundown (Year round)

RELIGIOUS SERVICES

A full program of Religious Services and meetings for inmates of all religious faiths is provided. Please check bulletin boards in the Chapel and in the units for a weekly schedule of religious activities. The schedule will indicate the duty hours that the Chaplain is available to provide pastoral care, counseling, and assist with emergency notices. Worship Services are also posted. A full-time Chaplain is on duty to care for the spiritual needs of inmates, regardless of religious or denominational affiliation. Worship opportunities and educational experiences are available to a variety of faith groups are available to provide assistance to inmates. Attendance at all religious functions is voluntary.

The Chaplain is available for consultation on common fare religious diet, religious property, marriage application, and emergency notifications of serious illness or death, attendance at religious holy days.

SAFETY

The Safety Office is responsible for the Safety and Occupational Health Program here at FCI Miami. It is the mission of the Safety Department to maintain a clean and safe living environment. The following regulations and procedures will be strictly enforced. Any questions concerning these regulations and procedures will be directed immediately to the attention of the Safety Manager.

FIRE SAFETY:

Is a critical area of concern to all persons staff and/or inmate, therefore the Safety Department continually monitors the entire facility for areas which may pose a fire threat. Daily, weekly and monthly inspections are conducted of all living and work areas for fire hazards.

Fire protection equipment consists of portable fire extinguishers, heat and smoke detectors with audible alarms and automatic sprinkler systems. Any person or persons responsible for tampering or damaging fire protection equipment will be subject to disciplinary action as well as possible criminal prosecution.

All fire and evacuation plans are posted in English and Spanish. Upon assignment to a housing unit and work detail, you should become familiar with each plan, emergency exits and assembly area for each location.

To ensure that both, staff and inmates know exactly what to do in case of a fire, quarterly fire drills are conducted in all areas of the institution.

FIRE DRILL AND EMERGENCY EVACUATION PROCEDURES:

All departments conduct a fire drill once a quarter. Housing units conduct a fire drill on each shift once a year. When a fire drill is announced, you must:

1. Stop what you are doing.
2. Turn off machinery or equipment; set down your tools.
3. Quietly leave the building in the direction instructed.
If a specific exit or direction is not identified, evacuate to the closest exit.
4. Assemble in a safe location and wait for further instructions.

During an emergency, cooperate with staff instructions and promptly evacuate the area. Avoid heavy smoke that rises to the ceiling by staying low; crawl to the nearest exit if necessary.

HAZARDOUS COMMUNICATION PLAN:

Chemicals are used for cleaning and maintenance at this facility. You will receive training on chemicals if you are assigned to a detail where chemicals are used. This training is called chemical hazard communication and will cover necessary precautions to prevent injury.

If you have any questions or concerns about chemical products in this facility, please refer to the product label or direct your concerns to a supervisor. Using or disposing of a product contrary to the label is prohibited and could result in disciplinary action.

This facility is registered under the United States Environmental Protection Agency (EPA), as a small generator of hazardous waste. This institution as a whole does not generate more than 80 kilograms of hazardous waste per month. Currently, this waste is limited to paint thinner, lacquer thinner, motor oil and solvent from the print shop. All hazardous wastes are legally and safely stored for disposal in the hazardous waste storage site located at the institution garage.

We meet all requirements by Federal Law under the Environmental Protection Agency, State of Florida and Dade County Environmental Resource Management (DERM). Weekly and monthly inspections are conducted and maintained and all reporting requirements are met.

In addition, as a worker assigned to a particular detail, you may be subject to using, mixing or applying chemical substances as part of your daily work functions. In such cases, all inmates must be familiar with all materials that may be used in their work site. Accordingly, you are to be familiar with the Material Safety Data Sheet (MSDS) for every substance that you work with.

The MSDS provides a detailed printout of all pertinent information of any chemical product which you may use in the course of your work. It will also provide you with what type of Personal Protective Equipment is needed if any. Should you become aware of, or believe that a specific hazardous condition exists, contact the Safety Department immediately via your supervisor or any staff member.

HAZARDOUS REPORTING PROCEDURES:

Notify the Safety Department by use of an "Inmate Request to Staff Member" (COP-OUT) form if you have any questions or concerns. You may also obtain a pass from your detail supervisor to visit our office. The Safety Department is located directly behind the Commissary Building.

INJURIES AND INMATE ACCIDENT COMPENSATION

Unless you are medically unassigned, you will be assigned to a work detail. Regardless of where you are assigned you are required and held accountable to follow basic safety regulations.

BP169:

Inmate Accident Compensation Handbook. You are required to sign a receipt (form **BP169**) stating you have read this form and received a copy of the Inmate Accident Compensation Handbook. This form is an acknowledgment that you have been advised of your right to file for compensation should you sustain a work related injury while incarcerated.

A work related injury is defined as an injury sustained while in the performance of maintaining a Federal Correctional Institution. Horseplay, fighting or recreational activities are not covered.

Under Part 301, Chapter III, of Title 28CFR, you must report any work related injury immediately to your work supervisor or any staff member. Upon notification, your supervisor or staff member will direct you to the Health Services Department for examination and/or treatment. An injury accident report will be filed and maintained in the Safety Department.

Should your injury result in you being unable to work for more than three working days, you are entitled to be paid for those days at 75% of the amount of pay held prior to the injury.

If you received a permanent injury, a claim for compensation cannot be filed until 45 days from your official release from federal custody, regardless of the type of release or your INS deportation status. To file your claim you must do so with the Safety Department. You must complete BP S658.016 and a final examination will be scheduled to determine the extent of your disability. All forms will be sent to the Central Office, Washington, D.C. for review and final adjudication.

SANITATION

There are several reasons why each Federal Correctional Facility requires a high level of sanitation, and the mandatory cooperation of each individual inmate in maintaining this level.

However, the most important factors include maintaining a level of sanitation which affords a clean and safe atmosphere in order to assist in the reduction or elimination of unnecessary accidents, decrease occurrences of pest infestation,

control the spread of communicable diseases and provide an overall atmosphere in which work and living areas are environmentally safe and free of hazards.

It is the responsibility of each inmate in a room to maintain a high standard of sanitation at all times. All rooms will have a daily sanitation inspection. Failure to attain a satisfactory sanitation rating may result in disciplinary action. The following instructions are a guide to assist inmates in maintaining their individual room areas on a daily basis. The requirements will be met for room sanitation on a daily basis:

Common Areas:

Each individual inmate has a responsibility for the maintenance and sanitation of all common areas, such as, outside area, showers, dormitory bathrooms and TV viewing areas. Each inmate should leave these areas as they would like to find them.

At no time will any changes be made in any inmate living area to any physical plant structure or fixtures that may cause harm or injury to themselves or others. Inmates should inspect their own living areas and follow all stated guidelines listed. If there are any problems which need to be corrected, report these to the appropriate staff member.

Personal Property:

All personal property will be maintained in amounts permitted by policy and will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items:

Sanitation is a major area of concern in the Bureau of Prisons and will be strictly enforce at this institution. A clean living area reflects positively on the inmate population. Each unit will have orderlies assigned who are expected to keep the common areas of the unit clean.

Overall Room Appearance:

You must maintain your assigned area in an overall appearance that is clean and orderly at all times. At other times, inmates may lay in beds on top of the bedding, as long as the bed maintains a neat and a well-made appearance.

Bedding:

Will be washed frequently as to maintain good sanitation and hygiene in inmate living areas.

Furniture:

In rooms will be free of all stains, dirt, and are to be dusted daily.

Walls:

The walls in the room areas are to be kept clean and stain free on a daily basis, this includes any fixtures in this area. No items will be placed, taped or otherwise affixed to any wall surface or fixture in any cubicle area.

Light Fixtures:

Light bulbs or fixtures are not to be painted or covered in any way. Nothing will be hung from any electrical fixture or appliance.

Floors and Baseboards:

Are to be free of dust and dirt. Daily sweeping and mopping to maintain a clean surface is required.

Trash Containers:

Are to be emptied and cleaned on a daily basis. No plastic bags or liners are permitted.

Air Vents:

Must be cleaned on a daily basis.

Regardless of work assignment, you are responsible for keeping your living quarters clean at all times. Sanitation supplies are available in each unit. Those individuals who refuse or neglect to maintain an acceptable level of sanitation will be subject to disciplinary action.

PEST CONTROL OPERATION

The Pest Control operation of this institution is maintained by the Safety Department. Report all pest problems to the unit officer. A high level of sanitation will avoid pest problems. If you have problems with any pest or insects a Pest Control form must be filed with Safety Department.

ENVIRONMENTAL REGULATIONS AND PROCEDURES

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect themselves against physical injury and/or health hazards. Make certain you have all required personal protective equipment on properly, such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators, before you begin working.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operations.
3. Safety Shoes are required by every inmate who works in the following areas: Food Service (All Areas), Unicor (All Areas), Commissary, Safety, Correctional Services Detail, Trash Detail and Recreation. Toe Caps and Foot Guards are Prohibited in the BOP.
4. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager.
5. Inmate employees will only perform work that is assigned to their operating machines. Performing any operation that has not been specifically assigned is strictly forbidden and may result in disciplinary action.
6. Operating the equipment without the safety guards provided or removal of the safety guards is forbidden and subject to disciplinary action.

7. The fabrication or repair of personal items on government equipment (except when authorized in the hobby shop) is against safety regulations and prohibited. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine if safe to do so and notify a staff member immediately. At no time will an inmate work on any type of energized equipment or circuits.
8. Do not participate in weight lifting activities until authorized by the medical department. Safety shoes are recommended when participating in weight lifting.
9. Do not ride on the draw bars of vehicles. The operator is the only person authorized to ride on a tractor, forklift, or tow vehicle.
10. Do not stand up on moving vehicles. Sit on seats provided and where applicable, keep chains across the back in place. Do not attempt to dismount until the vehicle has completely stopped. Seat belts must be worn at all times when operating or riding in a government vehicle. Seat belts must also be worn when operating a forklift.
11. Inmate(s) who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time, wages and compensation.
12. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting assigned work. Horseplay on the job will not be tolerated. Any injury resulting from willful violation of rules and regulations may prevent an award of compensation.
13. Any inmate who sustains a work injury and still retains some degree of impairment at the same time of release should contact the Safety Manager not less than thirty (30) days prior to release or transfer to a CCC, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
14. All fire alarms/fire drills are to be adhered to at this facility. Failure to follow these rules, could result in disciplinary action against you.
15. Radios are forbidden on job sites and when operating any type of equipment or vehicle.

RECYCLING PROGRAM

The recycling program at FCI Miami at the present time includes: Cardboard, Aluminum Cans and White Paper. In the near future we plan on recycling Newspaper. This program can only work with the cooperation of all inmates. This will help in keeping the environment a cleaner and safer place to live.

SECURITY PROCEDURES CONTRABAND

Contraband is defined as any item that is **NOT**:

1. Purchased through the commissary.
2. Authorized or issued by the institution, received through approved channels.
3. Permitted for retention.
4. Within the authorized limits.

Any staff member may search an inmate, property or living area at any time. It is not necessary for the inmate to be present during a cell search. Each inmate is responsible for all items found in their assigned living area. Keep records of the receipt of the items for proof authorization.

Radios will be marked with the inmate's register number at the time of purchase and/or approval for possession. You are **NOT** authorized to purchase radios or any other items from another inmate; items of this nature are considered contraband and will be confiscated. It is a violation of the institution's rules to lend or give your property to another inmate. Altered items, even if approved or issued is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

CONTROLLED MOVEMENTS

Controlled Movement means that inmates are allowed a specific time (10 minutes) to move, from one point to another, within the institution.

The times for movement are as follows:

WEEK DAYS

6:00 - 7:00 A.M. — Breakfast
7:30 - 7:40 A.M. — Work Call
7:55 - 8:05 A.M. — Movement
8:55 - 9:05 A.M. — Movement
9:55 - 10:05 A.M. — Movement
10:45 A.M. — Noon meal starts *
12:30 P.M. — Detail count (Approx.)
12:55 - 1:05 P.M. — Movement
1:55 - 2:05 P.M. — Movement
2:55 - 3:05 P.M. — Movement
3:30 P.M. — Pill Line/CMS release
4:00 P.M. — Official count
4:30 P.M. — Evening Meal starts
4:30-8:30 P.M. — Open Movement
8:30 P.M. — Pill line starts
8:45 P.M. — Close compound
9:00 P.M. — Institutional Count Starts

WEEKENDS AND HOLIDAYS

7:00 A.M. — Coffee and Doughnuts
(**Open Movement on Weekends & Holidays**)
7:55 - 8:05 A.M. — Movement
8:55 - 9:05 A.M. — Rec. Move
9:45-10:00 A.M. — Close Compound
10:00 A.M. — Official count
12:55 - 1:05 P.M. — Movement
1:55 - 2:05 P.M. — Movement
2:55 - 3:05 P.M. — Movement
3:30 P.M. — Pill line start
4:00 P.M. — Official count
4:30 P.M. — Same
4:30 -8:30 P.M. — Same
8:30 P.M. — Same
8:45 P.M. — Same
9:00 P.M. — Same

There is no controlled movement at the camp.

Noon Meal Rotation:

Inmates are afforded thirty (30) minutes to eat and return to their assigned detail area. Inmates will be allowed to enter their assigned unit during lunch break if the unit was released for lunch, only. The compound will remain open for use during all meals.

COUNTS

To ensure accountability of all inmates, it is necessary for the staff to count inmates on a regular basis. The institution has a system of regularly scheduled and unscheduled counts. There are five (5) official counts during each twenty four (24) hour period. Six on Weekends and Holidays.

OFFICIAL COUNTS

MONDAY THROUGH FRIDAY:

- | | |
|--------------|-------------------------------|
| 1. Midnight | 4. 4:00 P.M. (stand up count) |
| 2. 3:00 A.M. | 5. 9:00 P.M. |
| 3. 5:00 A.M. | |

On Saturdays, Sundays and Holidays there is an additional 10:00 A.M. count.

The following rules will be observed during count time:

1. Inmates must be in their assigned area.
2. 4:00 P.M. and 10:00 A.M. (weekend and holiday)
Counts are **stand up counts**. Inmates must be standing next to their bed assignment.
3. There will be **NO MOVING ABOUT OR TALKING** during counts.
4. Staff must see flesh for a proper count, do not cover yourself completely when sleeping.

Detail Census:

1. 7:30 A.M. work days
2. 12:30 P.M. work days

NOTE:

During Detail Census (unofficial counts) you must be at your assigned detail area and make your presence known to your detail supervisor. All unassigned and A&O inmates must be at their assigned unit and make their presence known to the unit officer.

CALL-OUTS:

Are defined as scheduled appointments. A list is posted in each unit every day after 6:00 P.M. for the next working day. It is your responsibility to read and **COMPLY** with any scheduled **CALL-OUT**.

Drug/alcohol Testing:

The Bureau operates a surveillance program that includes random testing, as well as testing of other categories of inmates. Refusal to provide a sample will be considered the same as a positive test, either will result in an incident report.

Loitering/littering:

Inmates are not to loiter around any building entrance area or the Officer's station. DO NOT put hands, feet, or any part of the body on the walls or windows. Disciplinary action will be taken when inmates are caught littering.

TELEPHONE PROCEDURES

Telephones are available for inmate use daily as posted. A thirty minute limit is imposed for each call. Third party calls are strictly prohibited.

ALL INMATE TELEPHONES ARE MONITORED.

Use of an unmonitored telephone for consultation with your attorney may be arranged by contracting your Unit Team.

Inmates may not ordinarily be released from any program assignment for the purpose of making a call. Institutional telephones may not be used without permission of a staff member. The Chaplain can assist inmates with phone calls in cases of a death or serious family emergency.

The Inmate Telephone System-II (ITS-II) is used at FCI Miami. This is a direct dial and collect call system.

You must enter your phone numbers using the TRULINCS computer system. You may input up to thirty (30) active telephone numbers.

NOTE:

800, 900, 976 numbers will not be allowed!

A Personal Access Code (PAC) will be given by Unit Team staff or at the Business Office Open House on Tuesday and Thursday between the hours of 11:00 am and 12:00 noon. Telephone credits can be transferred over the phone lines. Follow instructions as they are given over the phone.

PHONE ACCESS CODE (PAC):

1. You will be assigned a nine (9) digit Phone Access Code (PAC). The PAC is your confidential code.
2. The PAC must be used to process all telephone activities.
3. Distribution of this PAC to other inmates is prohibited.
4. If you believe your PAC has been compromised, contact your Unit Manager immediately.

TO PLACE A LOCAL CALL:

1. Listen for the dial tone.
2. Enter the ten digit telephone number.
3. Wait for the new dial tone.

4. Enter your Phone Access Code (PAC).
Example:(305)555-1234/357926819

TO PLACE A LONG DISTANCE CALL:

1. Listen for the dial tone.
2. Enter1, area code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC).
Example: 1-202-555-1234/357926819

TO PLACE AN INTERNATIONAL CALL:

1. Listen for the dial tone.
2. Enter 011, country code, city code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC).
Example: 011-35-24-426973/357926819

TO OBTAIN YOUR ITS ACCOUNT BALANCE AND THE COST OF YOUR LAST CALL:

1. Listen for the dial tone.
2. Enter 118 and then enter your Phone Access Code (PAC).
Example: 118/357926819

Additional guidelines have been received at BOP facilities nationwide regarding telephone use.

1. Only one telephone will be available for use in each housing unit from 7:15 A.M. to 10:30 A.M. and from 12:00 P.M. until the 4:00 P.M. count clears. This telephone is for those on day off, or who work early morning, or late shift hours.

NOTE: Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an allusion to criminal activity, etc.).

2. Inmates will be authorized to place a maximum of 300 minutes of phone calls per month.
3. The following sanctions will be considered for telephone abuse:

1st offense: loss of telephone privileges for 6 to 18 months.

2nd offense: loss of telephone privileges for 16 to 36 months.

Repetitive violations will be met with increased sanctions.
4. If you receive an incident report and loss of telephone privileges for abuse of telephones, your Unit team may recommend to the Warden additional telephone restriction pursuant to 28 CFR & 540.100 after the UDC/DHO sanction has expired. This classification could result in you being limited to one telephone call per month. If so classified you will receive written notice from the Warden and instructions on appeals rights.

5. Inmates transferring to Miami, may be subject to the limitation of one telephone call per month, pursuant to 28 CFR & 540.100. Specifically, a criminal conviction involving use of a prison telephone will be scrutinized. Factors such as: recency of the conviction and behavior in prison will also be taken into consideration. If so classified you, will receive written notice from the Warden with instructions on appeal rights.

When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action:

- ☞ Use the telephone during your work hours without prior authorization of your unit team.
- ☞ Make a 3-way telephone call.
- ☞ Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.
- ☞ Discuss or engage in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.
- ☞ Use the telephone to convey or pass messages from another inmate to a third party.
- ☞ Make or imply any threat or speak in code to another Person over the telephone.
- ☞ Use another inmate's PAC number.
- ☞ Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.
- ☞ Participate in conference calling. Attempt to use the telephone while on telephone restriction.
- ☞ Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.
- ☞ Arrange to have anything of value sent to another inmate or inmate's family without staff authorization.
- ☞ Finally, you must not engage in any other activity or conduct over the telephone which staff interpret as an effort to circumvent our policies and regulations.

UNIT RULES AND REGULATIONS

In order to provide/maintain a safe and sanitary environment for everyone, the following rules will apply to all inmates.

The highest standard of sanitation throughout the institution is expected at all times. You will be held responsible for the condition of your living area.

Respect the rights and property of others. All areas will be ready for inspection at any time between 7:30 A.M. and 4:00 P.M. Monday through Friday, and after 10:00 A.M. on Saturday, Sunday and Holidays. This means; beds will be made properly, areas cleaned, floor, swept and mopped; and trash emptied.

Beds will be neatly made military style. A pillow with a pillow case will be at the head of the bed. A blanket will be on (tucked in) or folded at the foot of the bed. Nothing is to be stored under the mattress. Nothing other than the pillow will be left on top of the bed. Nothing is to be hung or taped to the bed or bed ladder. Shoes only will be lined up evenly and neatly under the bed. No other items are allowed under the bed. Inmates on day off, vacation, or late shift may lie on their bed after it has been made.

Nothing is to be taped, nailed, screwed or glued to walls, doors, or furnishings. Nothing is to be placed on the door window that blocks the full or partial view of the room. Nothing is to be stored on the top of or attached to the locker. No nude or suggestive pictures, calendars, or magazine cut outs will be openly displayed. They must be inside your locker.

Blankets, towels, altered linens or any kind of material will not be placed on the floor as rugs. Personal hygiene items will be provided as needed by either the Unit Officer or Unit Staff.

Room assignments changes will be made by Unit Teams Only.

Television Viewing:

The selection of programs to be viewed will be determined by a majority vote of the inmates actually watching T.V. The television designated for sports will have only sports programs. The television designated for general viewing will have only non-sports programs.

Loud talking, yelling, and/or loud noise-making actions will not be tolerated in the T.V. areas. Chairs may be taken to T.V. areas however must be returned to the room when not in use.

NOTE:

There is a weekly sanitation inspection conducted at the Warden's discretion with the Associate Warden, Captain, and Safety Manager. The results of this inspection determines the meal rotation.

Unit Staff will also inspect all areas regularly to include daily room inspections. Randomly, the Unit Manager will conduct official inspections of their unit. The Safety Manager will conduct the required monthly safety and sanitation inspections.

QUIET TIME:

From 9:00 P.M. until 6:00 A.M. (Sunday-Thursday), (9:00 P.M. to 9:00 A.M., weekends and Holidays), all inmates will observe **Quiet Time**. No loud noises (talking, singing, whistling, playing music, card games, etc.) are allowed. **Be considerate of Others**. Smoking is **Prohibited** through out the institution.

VISITING REGULATIONS

Legal visits:

All attorneys must have proper credentials which are, a valid driver's license or identification with a picture and a current bar card. Attorneys or their approved representatives must make prior appointments through the Warden's office to meet with their clients. Legal visits are encouraged during regular visiting days and times (8:00 A.M. to 3:00 P.M., Friday through Mondays). Visitors must be at the processing center before 1:00 P.M. An appointment can be arranged by contacting the Warden's office, 24 hours in advance, by calling (305) 259-2100.

Attorneys with the necessity to review audio or video material concerning the case must contact the Camp Administrator/Executive Assistant this facility to obtain approval to bring the material before coming into the facility. Audio and viewing equipment will be provided.

Social Visits:

The program is based on a **POINT SYSTEM: EVEN & ODD** numbers visiting on separate days. Inmates are identified based on the last digit of the first five numbers of their Register Number. For example, for register number 12389-004, the number 9 will be the identifier number which is an ODD number. All inmates receive six (6) Visiting Point per month.

- | | | |
|----------------------|---|-------------------------------------|
| Weekdays | - | Visits will count as one (1) point. |
| Weekend and Holidays | - | Visit will count as two (2) points. |

NOTE:

During any period of unusual high volume visiting, visits may be limited to 2 hours. Sundays and holidays visiting is a normal high volume visiting day and is subject to 2 hours visits.

NOTE:

Only one group of visitors will be processed for any given inmate for each day. Every visitor is required to provide the Inmate's Last Name, Vehicle Tag Number, Model, Year and Color of car driven to the facility.

Visiting hours are: 8:00 A.M. to 3:00 P.M.. Thursday through Monday. Visitors must be at the processing area (Front Sally Port) by 1:00 P.M. or will not be allowed entrance. The visitors parking lot is open at 7:30 A.M.. All visitors must have a picture identification card in the form of a driver's license, state ID card, or passport. Visitors are permitted to bring a maximum of \$25.00 into the visiting room. No credit cards, personal checkbooks, beepers, sun glasses, candies, toys, letters, books, newspapers, makeup, etc.; will be allowed.

Upon commitment, the inmate will submit a list of visitors to his Unit Team. This visiting list will be final upon submission, for ninety (90) days. All changes and/or additions to the visiting list must be submitted as scheduled on a three (3) month basis through your Unit Team. Special visits for other visitors are not encouraged. Special visits must be requested to the Unit Team at least one (1) week in advance. The Unit Manager or his designee has the authority to approve special visits.

The visiting list is limited to eighteen (18) visitors consisting of immediate family members and friends. A Visitors information Questionnaire (BP 309(52) and Authorization for Release Information (Visitor) (BP 310(52) must be completed prior to the approval of any non-immediate family member. Immediate family members are defined as: parents, step parents and/or foster parents, sisters, brothers, children, and spouse.

Immediate family members with last names different from the inmate's last name, who are not able to verify the relationship through proper documentation, will be treated as non-immediate family members. See your Unit Team for details.

Consular Visits:

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. Your Unit Team will be able to assist you with phone calls to, or visitation with your consular representative.

Number of Visitors:

Due to space limitation, guidelines are necessary to establish the maximum number of visitors allowed to visit an inmate at one time. During all visitation hours only five adult visitors per inmate will be allowed access to the visiting room. Children small enough to be held at all times, and therefore not requiring a chair, will be the only exception to this policy. A maximum of six visitors are the total allowance for a single visit.

No additional social visitors will be allowed access to the visiting room once a social visit has been initiated. One set of social visitors, up to the maximum allowance, will be allowed access to the visiting room on a single day. At the conclusion of this visit, the inmate's visitation privilege is fulfilled for the single day.

The visiting procedures for Thanksgiving and Christmas Day will be both odd and even with no points being charged for that visiting day. Due to the high volume of expected visits, the visiting period will be limited to a two hour period on a first come/first served basis.

Parents with children (infants) are allowed only the following items: two pampers, one set of clothes, one feeding bottle (milk or juice), a sealed travel packed wipes, and a single layered baby blanket.

All visits will take place in the Visiting Room, located in the Administration Building. Refreshments are sold to make your visits as enjoyable as possible.

Inmates and their visitors are expected to conduct themselves in a quiet and orderly manner. Handshaking, kissing and embracing may take place at the beginning and at the end of the visit only.

Children must be controlled by their parents during the visit. There will be no exchange of packages, letters, or articles in the visiting room. All items brought in the institution by a visitor will be taken back out as he/she departs the facility. The Operation Lieutenant or Staff Duty Officer will be consulted prior to denying a visitor's entry into the institution because of their attire.

Visitor's Dress Code:

The following attire will be prohibited:

- (a) Sleeveless blouses
- (b) Skirts not meeting the knee
- (c) Tight fitting shorts or shorts above the knee
- (d) Absence of undergarments
- (e) See-through clothing
- (f) Halter tops
- (g) Jeans with holes

Inmate's Dress Code:

Inmates will be dressed in khaki trousers and shirts with approved visiting shoes. No tennis shoes will be permitted. Inmates may carry into Visiting Room area the following items:

- (a) One comb
- (b) One handkerchief
- (c) One wedding band (no stone)
- (d) Legal materials (if legal visit only, pre-approved by Unit Team)
- (e) One religious medallion (with chain)

All items taken into the Visiting Room will be inventoried and the same items must leave the Visiting Room. Inmates will be strip searched prior to entering and departing the visiting room. Inmates will not be permitted to carry out any items other than those listed above.

Inmates will not be allowed to bring legal materials into the Visiting Room for legal visits unless previously approved by the Unit Team. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read. Legal material may be transferred between the inmate and his visit.

LIST:

Only those visitors who have been authorized will be permitted to visit. Visits will not be permitted for any person(s) who have not been approved before hand.

Upon commitment you may submit a visiting list to your Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list automatically.

A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status.

All other relations and friends will be required to submit a form authorizing a background investigation before being approved to visit. This form may be obtained from your Counselor. A maximum of eighteen (18) visitors will be authorized on your visiting list.

Children less than 16 years of age must be accompanied by an adult member of the family which is on the approved visiting list.

Adult visitors will not be permitted to leave the visiting room and leave small children in the care of the inmate. Parents are to maintain control of their children at all times.

Visitor Identification:

A driver's license, passport, state identification card, or two other forms of identification with full name and signature will be required. Birth Certificates are not considered proper identification. Visitors will not be permitted entry without proper identification.

A handshake, kiss, or embrace, within reason and good taste, is permitted upon arrival and departure only. The Visiting Room is a public place and children are usually present. You are expected to conduct yourself accordingly.

Visitors are not permitted to bring food into the visiting area. Sandwiches, soft drinks, snacks and candies are available from vending machines in the Visiting Room.

The Federal Correctional Institution is located at 15801 SW 137th Avenue, Miami, Florida 33177, and was dedicated on March 26, 1976 as a facility under the jurisdiction of the United States Department Of Justice, Federal Bureau Of Prisons. The facility is located next to the old Richmond Naval Air Station and the Metro Zoo, just south of the Country Walk Shopping Center, in Southern Dade County, Florida.

WORK ASSIGNMENTS

During the A & O period you will be assigned to various duties by the Unit Officer. Upon completion of A & O program and medical clearance you will be assigned to a work detail. The needs of the institution will be given first consideration when assigning you to a job. Other factors considered in determining your work assignment are, your physical condition, previous work experience, educational level, general attitude, ability to benefit from training, and plans for the future.

JOBS:	Examples of jobs available include:
Business Office -	Laundry workers, Commissary workers
Education -	Tutors, Law Clerk, Orderlies
Facilities -	Electric Shop, Landscape, Communication, Plumbing, Painters, and Construction
Food Service -	Cooks, Bakers, Butchers, Salad preparation workers, Dishwashers, Orderlies and Clerks
Health Service -	Medical and Dental Orderlies
Recreation -	Orderlies
Safety -	Clerks
Units -	Orderlies
Unicor -	Cutting, Sewing, Packing, Shipping, Business Office and Quality Assurance
Visiting Room -	Orderlies

Job changes are made by the Unit Manager when there is a justifiable need. Ordinary, you will be on a job 6 months before being considered for a job change. Job changes will be requested by filling out and turning in a Cop-Out to your Counselor. Your request must contain; job being requested, reason for the request, a signature of current supervisor indicating approval, an approval signature of supervisor for job being requested.

Safety devices (goggles, gloves, and safety shoes, etc.). Steel-toed shoes must be worn to work, including positions on the unit.

Inmates must remain on their job assignments during the regular working hours. If there is a reason to leave a work detail, the supervisor must be notified immediately. All inmates are responsible for checking the call-out and change sheet daily. Missing a call-out could result in receiving an incident report. Detail supervisors must be notified of an inmate's call-out.

Performance Pay:

If you are assigned to a paid work assignment (not including UNICOR), you will be awarded a Performance Pay if your Work Supervisor recommends you for it.

Presently, pay rates are as follows:

Grade 4	\$0.12/hr.
Grade 3	\$0.17/hr.
Grade 2	\$0.29/hr.
Grade 1	\$0.40/hr.
Maintenance Pay	\$5.25/month

These rates are subject to change according to Federal Bureau of Prisons Policy. You may receive Performance Pay for a maximum of seven (7) hours per work day, and a maximum of thirty-five (35) hours per week. You will be paid only for the number of hours you worked in a satisfactory manner. Each work detail has a specific number of positions allotted which are utilized to receive performance pay. If you are in FRP (Financial Responsibility Program) Refuse status, you cannot earn above Maintenance Pay.

If you are having a problem concerning your job pay, you should report these problems immediately to your Detail Supervisor.

Job payments are deposited in your Commissary account no later than the twenty-ninth of the month.

FEDERAL PRISON INDUSTRIES UNICOR

Federal Prison Industries (UNICOR) is a self sustained, government owned, corporation that was established by an act of Congress in 1934. All products manufactured by UNICOR are sold only to government agencies, i.e., Veterans Affairs, Department of Defense, GSA, Armed Forces and Justice Department, including the Bureau of Prisons. UNICOR's primary objective is to train and employ inmates confined within the Bureau of Prisons. Long term studies have shown that participation in UNICOR work program provide skills and work ethics that will enhance the probability of inmates not returning to prison upon release.

Here at FCI-Miami, the UNICOR operation consists of a Textile Cut & Sew Factory which manufactures jackets and linens. The factory employs approximately 280 inmates within it's Cutting, Sewing, Folding, Packing, Shipping, Business Office and Quality Assurance departments. Any inmate is eligible to work in UNICOR providing he has completing the medical and educational requirements. The factory hires handicapped inmates when positions are available.

All individuals interested in obtaining a work assignment in UNICOR may submit an Inmate Request to Staff Member (COPOUT) to the factory Manager who will place names on a waiting list. Inmates with prior UNICOR experience will be given priority in hiring. Their names will be placed in the top 10% of the waiting list. Inmates participating in the Inmate Financial Responsibility Program having fines of over \$2,000.00 will also be placed on the priority list.

Starting pay is \$.23 cents per hour (grade 5) based on a 7 1/2 hour work day, which begins at 7:20 A.M. and ends at 3:35 P.M., and may progress to grade 1 which is \$1.15 per hour. Promotions are based on positions available, production, job performance, and general attitude, i.e. cooperation with supervisors, adherence to the dress codes and rules within UNICOR as well as those of the institution. All inmate workers must comply with safety and sanitation policies and regulations. In addition, promotions in UNICOR are contingent upon educational requirements that must be achieved by the inmate.

CONCLUSION

Hopefully this information will assist you in your first days in federal custody and/or the Federal Correctional Institution Miami. This booklet is intended to be a guide. Changes in procedures may occur that effect procedures outlined in this booklet. Every effort will be made to inform the inmate population of these changes, any significant changes will be posted on your Unit Bulletin Board. Changes will not be made to this booklet until reprint. Feel free to ask any staff member for assistance, particularly your unit team (Counselors, Case Managers and Unit Manager).

