

# ADMISSION AND ORIENTATION HANDBOOK



## FEDERAL CORRECTIONAL INSTITUTION MILAN, MICHIGAN

J. S. Walton, Warden  
Updated September 2012

## **Inmate Information Handbook Federal Bureau of Prisons**

### **Introduction**

The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau, its programs, institution rules and regulations. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau of Prisons (BOP) location. That information is available in the Program Statements located in the inmate law library. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

### **Orientation**

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

## **UNIT MANAGEMENT**

### **Unit Staff**

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

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He /she is supervised by the Unit Manager. The Case Manager serves as a liaison between the inmate, the administration, and community. The Case Manager is a frequent member of the Unit Discipline Committee. **See your Case Manager regarding information on Compassionate Release.**

**Counselor:** The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. They play a leading role in all segments of unit programs and is a member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

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

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

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

**Psychologist:** Qualified to determine if emotional or psychological problems may be affecting your individual adjustment. The Psychologist further suggests and monitors your participation in treatment.

### **Attorney Phone Calls**

To make an unmonitored legal telephone call, you must submit an Inmate Request to Staff Member to the Unit Team for approval. Unit staff will make provisions for you to make an unmonitored legal telephone call. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place unmonitored legal calls collect.

### **Attorney Visits**

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

### **Consular Visits**

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

### **Communications**

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

### **Selective Service Program**

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

### **Team Meetings**

Initial team meetings are conducted within 28 days of your arrival to our facility for new commitments, parole, mandatory releases and supervision violators. Thereafter, inmates serving more than a year will appear before their Unit Classification Team every 180 days, and every 90 days for inmates serving less than a year. In the event any unforeseen circumstances arise such as a request for a bedside visit, etc., you can make a formal request via an Inmate Request to Staff Member to see your Unit Team for an special/unscheduled team meeting.

### **Treaty Transfer**

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

## Violent Crime Control Law Enforcement Act

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

### Work Assignments

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

## Sexual Abusive Behavior Prevention and Intervention Program Admission and Orientation Lesson Plan

### I. Introduction

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

### II. What is sexually abusive behavior?

According to federal law (Prison Rape Elimination Act of 2003) and DOJ policy "National Standards To Prevent, Detect, and Respond to Prison Rape," sexually abusive behavior is defined as:

- Rape
- Sexual Assault with an Object
- Sexual Fondling
- Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 101/(A): Sexual Assault
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates.

An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault. However, inmates who knowingly file false reports will face disciplinary measures.

### III. Protecting Yourself and Others from Sexually Abusive Behavior

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach **any** staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

#### IV. What Should You Do if You Are Sexually Assaulted?

If you become a victim of sexually abusive behavior, immediately report the incident to a staff member. Staff will offer you protection from the assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

#### V. Understanding the Investigative Process

Once the sexually abusive behavior is reported, the Bureau and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

## VI. Supportive Services

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you. In the future, services may also be available from community resources.

## VII. Consequences for Assailants

Anyone who sexually abuses/assaults others while in the custody of the Bureau will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will also be referred to Psychology Services for an assessment of risk, treatment, and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

## VIII. How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff. You can:

- Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member (a Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional

Director (BP-10). You can get the forms from your counselor or other unit management staff.

- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General  
P. O. Box 27606  
Washington, D.C. 20530

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

Preventing Sexual Assault in Federal Prison (To report incidents Outside of Milan:  
Office of Inspector General (OIG) 950 Pennsylvania Ave., Washington, D. C.  
20530-0001/(202) 514-3435)

# Health Services Department

## Health Care Rights and Responsibilities

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

RIGHTS	RESPONSIBILITIES
<p>1. You have the <b>right to access</b> health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health services cannot be denied due to lack (verified) of personal funds to pay for your care.</p>	<p>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. <b>You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</b></p>
<p>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p>	<p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.</p>	<p>3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>4. You have the right to provide the Bureau of Prisons with <b>Advance Directives or a Living Will</b> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.</p>	<p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>
<p>5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. <b>This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</b></p>	<p>5. You have the responsibility to keep this information confidential.</p>
<p>6. You have the right to obtain copies of certain releasable portions of your health record.</p>	<p>6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.</p>
<p>7. You have the right to be examined in privacy.</p>	<p>7. You have the responsibility to comply with security procedures should security be required during your examination.</p>
<p>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.</p>	<p>8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.</p>

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

## PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

### As a patient you can expect:

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

### As Medical Providers we expect:

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

## HEALTH SERVICES DEPARTMENT

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

### 1. Sick Call Procedures:

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

**Monday thru Friday (Except Tuesdays)                      6:30 am to 7:00 am**  
**Tuesdays - Administrative tasks / A&O Physical evaluations only**

**Special Housing Unit:**  
**Monday thru Sunday Sick Call rounds starting at 8:00 am.**

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

**Inmate Co-Payment Program:** Effective October 3, 2005, Inmates will be charged a fee for health care services, in connection with a health care request that you, or other non-medical staff, may request on your behalf. **(Review attached memorandum on Inmate Co-payment program).**

You may approach the Health Systems Administrator (HSA) or designee during weekday mainline or send a written request via an Inmate Request to Staff Member form to any Health Services Staff for any medical or administrative questions or concerns. You may request an appointment with the physician (send an Inmate Request to Staff Member form). Your request will be honored if the physician feels it is necessary, and as his schedule allows or you will be given an appointment for a future date.

Health Services Department will also hold an Open House every Thursday from 11:30 a.m. until 12:30 p.m. You can pickup copies, glasses) or bring any request or issues to the Medical Record staff during the aforementioned times.

**Physical Examinations:** Offered every two (2) years for inmates less than 50 years of age. Those over the age of 50 are offered yearly. If you are interested in a physical examination, please send an Inmate Request to Staff Member Form to Medical Records in the Health Services Department.

**2. Medication Prescriptions:**

The pharmacy is located at the end of the Health Services hallway near the Medical Records window. The pharmacy window is open Monday through Friday during the open moves only: 9:30 a.m., 10:00 a.m., lunch period (~10:30 a.m.-12:10 p.m.), 2:00 p.m., and 2:30 p.m. Exceptions to the hours of operation include observed federal holidays or institution need. Refill prescription requests are made by filling out a clean piece of paper with name (first and last), registration number, and the medication names (s) needed. These refill requests are to be turned into the pharmacy window. Medication pick-up, for either refill or new prescriptions, will be done during those times the pharmacy is open, though the best time is during the lunch period. It is mandatory that you present your identification card to pick up any medication.

**3. Idle and Convalescence:**

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

Without being reevaluated by the medical staff. You will be on sports restrictions if you have been placed on any MEDICAL OFF-DUTY STATUS or WORK RESTRICTIONS.

**4. Medical / Dental Evaluations:**

You will receive a complete medical/dental evaluation within the first 14 days of your admission into FCI Milan. You will not need one if it was performed at another BOP facility or if you were out of BOP custody for less than 30 days.

You may request a medical evaluation if you have not had one within one year prior to the expected date of release. Such an examination can be conducted within two months prior to release. You must request this physical examination via Inmate Request to Staff Member (cop-out). Please watch the call-out sheet posted in the unit for your medical appointment. The following medical procedures will be covered in the medical evaluation, if indicated:

**Physical Examination - Dental Examination - Vision Screen - Immunizations.**

Other tests or procedures will be ordered depending on your health condition and/or age.

**5. HIV Testing:**

Prior to leaving FCI Milan for a halfway house or furlough, you will be tested for the HIV virus. This is a mandatory test. Failure to permit the testing could result in loss of program activities and result in an incident report. You may also be included in a random HIV test group. This again is a mandatory test. You may also request an HIV test once a year by using the sick call routine. Occasionally, the medical staff may determine that an HIV test is clinically indicated and you will be asked to allow us to test you. If you refuse testing, you will be required to sign a refusal form. Results from this test will be discussed with you by the provider, but you may not obtain copies of this test while you are incarcerated.

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

**6. DNA Testing:**

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

**7. Other Medical Services:**

An optometrist makes regular visits to the clinic. You will need to complete an Inmate Request to Staff Member form to be placed on the evaluation list to see the optometrist. (You will be scheduled and placed in the call-out.) You may also be referred to the optometrist by a medical staff member if clinically indicated. The medical staff at FDC Milan will make the necessary referral. The Health Services Department will order your prescribed glasses or you may choose to have your glasses sent from home; in that case, you need to request through your Counselor the package authorization form and a copy of your glasses prescription (BOP Prescription) from Medical Records Dept.

The non-BOP glasses must meet the Optometrist requirements and the institution regulations. Glasses that do not fulfill the criteria will not be accepted and returned to the sender. No inmates will be allowed to order contact lenses from home, nor will they be issued contact lenses through the institution unless medically indicated. Contact lenses care items (unless medically indicated) are not provided by Health Services or Commissary.

**8. Dental Services:**

A dentist is on duty Monday through Friday. If you are designated to our institution, you will receive a complete dental screening during the first 14 days of arrival. Until you are designated, only dental emergencies are treated. If you have a dental care requirement, you need to sign up for sick call. You will be examined and an appointment will be given as required. For routine care such as a dental cleaning, it is necessary to complete an Inmate Request to Staff Member form to Dental. Your name will be placed on a waiting list and the appointment date and time will be notified through the use of a call out system. For urgent dental care, you must see a medical staff member who will notify the dentist of the emergency.

**9. Advance Directive:**

An Advance Directive is a legal document in which competent adults write their decisions concerning medical care, including the right to accept or refuse medical or surgical treatment, or to appoint someone to make these decisions for them if they are no longer able to do so. In Michigan, there are a number of Advance Directives: living wills, nominating a guardian, power of attorney, and mental health directives. If you are interested in completing an Advanced Directive, please see your Counselor for direction.

To summarize, the Health Services staff at FCI Milan is here to serve your medical, dental, and psychiatric needs. Our philosophy is to provide every inmate with professional health care as comparable to the general public. Your cooperation, patience, and most of all, courteous and honest behavior are always expected.

## **FOOD SERVICES DEPARTMENT**

### **Meals**

**Monday thru Friday:**

Breakfast - 6:00 am til 7:00 am  
Lunch - 10:30 am til completion  
Dinner - 4:30 pm til completion

**Weekends and Holidays**

Coffee Hour - 6:00 am - 7:00 am  
Brunch - 10:30 am til completion  
Dinner - 4:30 pm til completion

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

The following are prohibited items in the Food Service Department: personal containers, laundry bags, books, magazines, cards, any form of board games, headphones, radios, and paperwork. Violators are subject to disciplinary action.

# **CORRECTIONAL SYSTEMS DEPARTMENT (CSD)**

The CSD consists of the Mail Room, Movement, Records, Receiving and Discharge (R&D) areas.

Inmate Name  
Federal Correctional Institution  
Inmate Register Number  
Post Office Box 1000  
Milan, Michigan 48160

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at each facility. Correspondence with inmates confined in non-federal institutions, requires prior written approval by the Warden at each facility. **Inmate Merry-Go-Rounds for Final Release are reviewed Monday through Friday, at 1:00 p.m.**

Incoming legal/special mail must be clearly marked "**Special Mail - Open only in the Presence of the Inmate**". **Special legal markings are received in the Mail Room, Monday through Friday, at 3:25 p.m.** This will avoid possible opening and screening as general mail. Mail is treated in accordance with the United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday after the 4 p.m. count in each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. The CSD will contact you if you have legal mail and/or accountable mail. You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Paperback book enclosed or Authorized Reading Material" per BOP policy. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

## **Sentence Computations**

The Designation and Sentence Computation Center (DSCC) is in Grand Prairie, Texas. They are responsible for computing your federal sentence, establishing release dates, keeping track of extra good time, statutory good time, lump sum extra good time awards, and detainers. You should receive a copy of your federal sentence computation within 30 days of arrival. If you have any questions about mail and R&D procedures, they can be answered at open house or by submission of an Inmate Request to Staff Member form. Sentence Computation matters can be addressed to Designation and Sentence Computation Center (DSCC), Grand Prairie Office Complex, U.S. Armed Forces Reserve Complex, 346 Marine Forces Drive, Grand Prairie, Texas 75151. The CSD Open House hours are:

**Open House Hours**  
**Records/Mailroom/Receiving & Discharge (R&D)**  
Wednesday 11:00 a.m. til 12:00 p.m.  
Friday 1:00 p.m. til 2:10 p.m.

# TRUST FUND OPERATIONS

Commissary sales hours are as follows:

Monday - Thursday      6:00 a.m. til 10:00 a.m. General Population  
10:30 a.m. til 11:30 a.m. Unicor  
11:30 a.m. til 2:00 p.m. General Population  
02:00 p.m. til 3:30 p.m. Outside details and UNICOR

Photo times are normally as follows:

Thursday - Sunday during Visiting Hours in Visiting Room  
Monday Visits only on federal holiday  
Weekend days in Recreation

**VALIDATION:** The spending limit is re-validated once a month as follows:

5 <sup>th</sup> Digit of Register Number	Re-Validation Day
0	1 <sup>st</sup>
1	4 <sup>th</sup>
2	7 <sup>th</sup>
3	10 <sup>th</sup>
4	13 <sup>th</sup>
5	16 <sup>th</sup>
6	19 <sup>th</sup>
7	22 <sup>nd</sup>
8	25 <sup>th</sup>
9	28 <sup>th</sup>

**Spending limit:** The spending limit is \$320.00 per month. Stamps and phone credits are the only items that do not count against your spending limit. Those inmates in Financial Responsibility Program (FRP) refuse status shall only have a \$25.00 spending limit.

**Stamps:** Inmate may purchase up to the equivalent of 20 first class stamps once per week. Inmate may have the equivalent of 60 first class stamps in his possession at any one time. Inmates who are **indigent** can request stamps via Inmate Request To Staff Member from their respective Unit Team.

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

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

**It is the responsibility of the inmate to retain his copy of the sales receipt for proof of purchase.**

**Transfer of Funds from Another Institution:** Normally funds from other BOP institutions will be forwarded on the day of arrival to FCI Milan. If after this time funds have not been received, notify the appropriate Counselor for follow-up to be conducted. Please note that receipts are not issued for transfer of funds between institutions.

**Funds Received Through the Mail:** Funds are to be sent to the Lockbox or Western Union.

**Copy cards:** To use the copier located in the law library, inmates must purchase pre-coded copy cards. Cards are available for 30 copies. Inmates needing fewer copies should coordinate them through their unit team. Copy cards are non-refundable in whole or part.

**Photo project:** Photo tickets may be purchased in the commissary during any sales period. These tickets may be used in the Visiting Room during visits. Please refer to the rules posted in the commissary window for inappropriate pictures.

**Payroll:** Unicor payroll is no later than the 5<sup>th</sup> of the month and Inmate Performance Pay no later than the 10<sup>th</sup>. FRP payments are deducted from the accounts directly after payrolls are posted.

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

**PAC Numbers:** The ITS is accessed by using your personal access code (PAC) number. This PAC number is sent to you through institution mail the day after your arrival. Instructions on how to use the Trufone system are included with the PAC number. Compromised PAC numbers may be replaced at a cost of \$5.00. Your voice identification must be recorded prior to use of a BOP telephone.

**Telephone Numbers:** You may maintain a list of up to 30 numbers in your Trulincs account. Numbers will be added, changed, or deleted via Trulincs. New numbers will be active 15 minutes after entry. If the called party places a block on your calls and wishes to remove it, they must write a letter to the Trust Fund Supervisor requesting this action and include a copy of a recent telephone bill. An e-mail party block can be removed by submission of a letter requesting correspondence.

**Trufone Conduct:** Calls during official count time and during an inmate's scheduled work period are not permitted.

## **Laundry Operation**

**Clothing Exchange:** Linens may be exchanged every Wednesday between 5:30 a.m. and 7:30 a.m. Clothing to be laundered must be dropped off between 5:30 a.m. and 7:30 a.m., Monday through Friday. These items will be ready for pick up between 10:30 a.m. and 1:00 p.m. the same day. Inmates will be required to have their commissary card when conducting any business with the laundry.

**Alterations:** Alterations are only performed by the laundry upon request. Unauthorized alterations are strictly prohibited.

## **RELIGIOUS SERVICES**

The Chapel and offices of two Chaplains are located in the Education Complex. Another Chaplain (Director of the Life Connections Program) is located in A Unit. The Bureau of Prisons recognizes 22 specific religious categories. Each active religion is allowed at least one obligatory service a week. Schedules for the religious groups and the Chaplains are posted in the Education Complex. Chaplains' pastoral care duties include counseling, assistance in contacting credentialed clergy people and organizations, and allowing critical pastoral and emergency calls from the Chaplain's office.

## **LIFE CONNECTIONS PROGRAM**

Milan has been chosen as a pilot site for the Life Connections Program. This implements the President's faith-based initiative in federal prisons. It is an 18 month program that is held in A Unit. The purpose is to cut down on recidivism by helping you pursue your faith with increased opportunities for study and worship. The program offers a full-time Chaplain, contractors for the specific faith groups, and individual mentors. To qualify you have to have between 24 and 36 months until your projected release date, cannot be FRP refuse status, and must have your GED or equivalent. Please see the Chaplain if you are interested.

## **EDUCATION DEPARTMENT SERVICES**

For those individuals enrolled in GED/Spanish GED, and ESL Programs, attendance is mandatory. Unless you have a verified medical excuse in writing or are on call-out, you must be in class during your assigned period.

**Pay Restrictions:** An inmate cannot earn above pay grade four (4) until he has a verified GED or high school diploma if he entered the Federal Prison System after May 1, 1991. If he was in the system prior to May 1, 1991, and has passed all six (6) sections of the ABLE test at 8.0 or higher, he may be promoted to pay grade two (2).

FCI Milan is the only Federal Bureau of Prisons facility with a high school diploma program. Enrollment in the high school program is only with the approval of Education Staff. The institution's extensive Vocational Tech programs are ordinarily only available to those inmates that have satisfied the minimal GED education requirement and are within three (3) years of release.

### **Violent Crime Control and Enforcement Act (VCCLEA) and Prison Litigation Reform Act (PLRA) Requirements:**

Effective November 3, 1997, all inmates whose offenses took place on or after September 13, 1994, but before April 26, 1996 (VCCLEA) and those inmates whose offense dates occurred after April 26, 1996 (PLRA) who lack a high school credential must participate in and make satisfactory progress toward obtaining a GED credential in order to be eligible to earn and vest the maximum amount of Good Conduct Time.

### **Beginning General Education Development (Beg-GED):**

The Beginning GED program provides instructions in the basic skills of mathematics, reading, and language to those inmates who score below 8.0 on any single part of the ABLE test. Students learn through a combination of instructor-guidance, self-study, tutoring, lectures, and use of a variety of audio-visual programs. All students will be enrolled for 240 instructional hours and attendance is mandatory. VCCLEA and PLRA inmates must continue to make satisfactory progress or complete the GED program in order to earn and vest the maximum amount of Good Conduct Time. By completing this program, a student will have a basic knowledge of mathematics, reading, writing, and grammar to the eighth grade level, as well as the ability to solve problems using whole numbers, fractions, decimals, and percentages. Completion of the Beginning GED class will lead to enrollment in the General Educational Development (GED) class.

### **Advanced General Educational Development/Spanish (ADV GED):**

The ADV GED class is a continuation of the BEG-GED class; however, the ADV GED class teaches more advanced skills in mathematics, reading, writing, grammar, and includes instruction in science and social studies. All students will be enrolled for 240 instructional hours and attendance is mandatory. VCCLEA and PLRA inmates must continue to make satisfactory progress or complete the GED program in order to earn and vest the maximum amount of Good Conduct Time. The primary objective of this class is to prepare each student to pass the GED examination. This is accomplished by increasing the student's skills in the aforementioned subjects to the level required to pass the GED test.

An inmate must have a GED or high school diploma to be eligible to receive Inmate Performance Pay above grade 4 pay level. VCCLEA and PLRA inmates must continue to make satisfactory progress in the GED program in order to earn and vest the maximum amount of Good Conduct Time. Failure to attend these classes and participate satisfactorily may result in disciplinary action and have VCCLEA and PLRA implications. A GED credential and certificate will be issued upon successful completion of this program.

### **English as a Second Language (ESL):**

The ESL program is designed to help teach the non-English speaking inmate how to speak, read and write in English. Students learn by utilizing verbal drills, guided self-study, and tutoring. Inmates who score below 225 on the Comprehensive Adult Student Assessment System (CASAS) test will be enrolled in the English as a Second Language (ESL) program. Once an inmate has completed the ESL program by passing the CASAS certification exam, the inmate may enroll in the GED program.

All newly committed inmates who do not have a GED or high school diploma must take the Adult Basic Learning Examination (ABLE) and be assigned to the Literacy Program for a minimum of 240 hours.

## **Recreation**

**Gymnasium winter hours, Monday through Sunday are:**

6:15 am – 9:30 am  
10:35 am – 3:30 pm  
4:30 pm – 8:30 pm

### **Outside Recreation on the Yard in the Winter**

Monday thru Sunday  
11:30 am - 3:00 pm

### **Outside Recreation on the Yard in the Summer**

6:15 am – 9:30 am  
10:35 am – 3:30 pm  
4:30 pm – 8:30 pm

### **Gymnasium is CLOSED in the Summer**

## **BARBER SHOP**

Monday through Friday

7:30 a.m. - 10:30 a.m.  
11:30 a.m.- 3:30 p.m.  
4:30 p.m. - 9:30 p.m.

The Barber Shop is closed during all official counts. There will be no hair cutting anywhere other than the Barber Shop. An Incident Report will be given for cutting hair in any other location.

## **CORRECTIONAL SERVICES**

### **Call-Out**

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

### **Restricted Areas**

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

### **Drug Surveillance**

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

### **Alcohol Detection**

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

### Contraband

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

### Searches

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

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

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

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

#### **Types of searches:**

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

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

#### **Electronic Communication Device Prohibited Act Notice**

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 like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

### Count

Count times are as follows:

Monday - Friday	12:00 am, 3:00 am, 5:00 am, 4:00 pm and 9:00 pm
Weekends & Holidays	10:00 am (stand-up count)

**Official Stand Up Count** 4:00 pm and 9:00 pm - Daily

Your registration number should be engraved on your radio, tennis shoes, headphones, fans, etc. (indelible ink on tennis shoes). Items with registration numbers that are scratched or altered will be confiscated.

Head scarfs (do-rags/wave caps) are permitted in the housing unit only.

You must be in the proper uniform, Monday through Friday, 7:30 a.m. until 4:00 p.m.. A proper uniform consists of khaki shirts and pants. All shirts will be tucked in. Work shoes are required on all work sites. No sagging or excessively tight clothing. Belts will be buckled, if worn. Headgear will be allowed, with the exception of inside of the housing units (except during the winter months). When winter jackets are turned in to the laundry department, t-shirts will be authorized in lieu of khaki shirts. Personal or institutional clothing which has been altered in any manner (cut, sewn, written on, etc) will be confiscated and disciplinary action may result.

Smoking **is not** authorized at this facility. Disciplinary actions will be taken toward individuals who violate the aforementioned.

Jackets are permitted during the winter months only. You cannot wear the brown liners to the jackets. During winter months, you cannot cover your face with a scarf or any other item which would conceal your features. The scarf must

be worn around the neck only.

You must show proof of ownership for any item confiscated within seven (7) days of the confiscation.

Visiting in the housing unit that you do not live in is forbidden; however, you can visit your Unit Team, in the event they (Unit Team) are in a housing unit other than the one you are assigned. This will only happen when a staff member authorizes your entrance into a housing unit other than your assigned housing unit.

You cannot purchase commissary items or property from another inmate. Giving commissary to another inmate is not authorized.

Inmates cannot display any type of martial arts, kick boxing or any type of action viewed as aggressive.

You must have your commissary card on your person at all time. Failure to do can result in disciplinary action.

Inmates cannot display photos or cut outs of nude or partially nude persons.

Additional information/changes may be are presented during A&O by the Captain or his representative. These rules are available to the inmate population by requesting them through your unit team. The Correctional Services A&O lecture guidelines will supersede this handbook.

### **LOCK DOWN CENSUS**

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

### **CONTROLLED MOVEMENTS**

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

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

### **Visiting Information**

#### **Facility address/phone number - directions to the facility and information about local transportation**

The directions to the Federal Correctional Institution, Milan, are as follows: Take U.S. 23 north from Toledo or south from Ann Arbor to Milan, exit at Carpenter Road, Exit 27; turn onto Arkona Road; follow the signs to the correctional institution parking area.

Telephone Number: (734) 439-1511.

### **TRANSPORTATION ASSISTANCE:**

Unit staff will provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. It will be the responsibility of the inmate to forward these to approved visitors.

#### **Days and hours of visitation**

Inmates assigned to General Population will have visiting on Fridays, Saturdays, Sundays, and Federal holidays, 8:30 a.m. - 3:00 p.m. On Thursdays, inmates assigned to the Special Housing Unit (SHU) will have visiting from 12:45 pm - 3:30 pm, and general population inmates visits are from 4:30 pm - 8:00 pm, on Thursdays only. Visitors will not be processed after 2:00 p.m.

**Visitors are not allowed entrance into the Front Lobby area until one half hour before the visiting time.**

**Three (3) adults are allowed to visit and no more than five total visitors are allowed to visit at one time.**

### **Detention Center Inmates**

East Unit inmates will visit Friday, Sunday and National Holidays from 8:30 a.m. to 11:30 a.m.

West Unit inmates will visit Thursdays, Saturdays, and National Holidays from 12:00 p.m. to 3:00 p.m.

### **Visiting Restrictions:**

Visiting may be restricted to controlled situations or to more closely supervised visits when: there is any suspicion a visitor is introducing or attempting to introduce contraband; when there has been a prior incident of such introduction or attempted introduction; or when there is any concern, based upon sound correctional judgment, about the visitor presenting a risk to the orderly running of the visiting room or area. These restrictions must be approved by the Operations Lieutenant or Institution Duty Officer (when on duty).

Visiting privileges may be denied when a controlled or closely supervised visit is not possible. This denial must be approved by the Operations Lieutenant or Institution Duty Officer (when on duty).

The Operations Lieutenant and/or the Institution Duty Officer will be notified prior to the termination of a visit. The staff member terminating the visit will prepare a written memorandum describing the basis for this action. The required documentation will include the date, time visit began, time of termination, persons involved, and the reasons for the termination.

The maximum amount of money a visitor is allowed to bring in, per person more than 16 years of age, is \$20.00. This money is for use in the vending machines only and may not be given to the inmate. Visitors may not leave money with the inmate or the visiting room officer for deposit into an inmate's account.

### **DRESS CODES**

#### **Inmate - approved dress code:**

Institution issued clothing.

Collared shirts only. The shirt must be tucked into the pants.

Institution shoes. (This includes brown suede steel toe shoes, purchased in the commissary)

Institution-issued belt.

T-shirt, underwear, and socks.

Approved religious head wear.

#### **Visitor – approved dress code:**

Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following visiting attire will not be allowed:

- \* Tight clothing
- \* Transparent clothing
- \* Spandex clothing
- \* Tank tops
- \* Halter tops/sleeveless shirts
- \* Holes in clothing
- \* Plunging necklines
- \* Wrap-around skirts
- \* Hooded shirts/sweatshirts
- \* Khaki colored pants or shirts
- \* Camouflage, or Athletic Wear
- \* Hats or caps (May 1 thru October 31)
- \* Opened toed shoes (i.e. sandals for both male & female)

**It is necessary for all visitors to wear shoes.**

\* Shorts that are more than one inch above the knee.

\* Skirts that are not touching the top of knee when standing.

\* **No attire with questionable wording, i.e., gang affiliation, profanity, etc**

\* **No shirts that hang less than 3 inches below the belt line.**

\* **Jackets, coats, or sweaters will only be allowed during the months of November 1 through April 30.**

**Any questionable clothing will be cleared through the Institution Duty Officer or the Operations Lieutenant before being allowed into the Visiting Room.**

#### **Identification requirements for visitors**

All adult visitors 16 or older must have with them a valid picture identification, (i.e., Passport, State Driver's License, or State ID Card), which are to be presented to the front lobby officer at the time of processing into the institution. Children less than 16 years of age are not required to have ID with them, but must be accompanied by an adult who has been approved to visit.

#### **Items authorized in the visiting room**

Visitors are not allowed to bring into the visiting room any type of weapon, ammunition, food item, chewing gum, newspaper, magazine, photo album, photo, luggage, package, tape player, tape recorder, camera, pager, cellular phone, or cosmetics. Prescription medications must be secured in your vehicle.

You may not give **anything** to the inmate. This includes money, jewelry, pictures, papers, etc. Any item the inmate departs the Visiting Room with that he did not enter the Visiting Room with will be declared contraband and taken from the inmate. Medications of a necessary or emergency nature, such as asthma inhalants or nitroglycerine, are allowed to be brought in; however, these medications **MUST BE DECLARED** to the front lobby officer.

Visitors are not allowed to take any unapproved items into the visiting room. **A visitor may take into the visiting room a wallet, keys, coat, life-sustaining equipment, and identification.**

**Visitors with infants may carry in one small transparent diaper bag, one change of infant clothing, extra diapers, baby wipes, two clear plastic bottles with formula, and infant food which will be placed into a plastic container in front of the front lobby officer. Glass containers are not allowed in the visiting room. These items must be opened and inspected prior to being allowed inside.**

Visitors must bring enough diapers for their visit. They are not allowed to exit the visiting room retrieve items from their vehicles and then re-enter for that visit. Infant carrying seats are not authorized. No other items will be permitted inside unless approved by the Operations Lieutenant. All carry-in items such as hats and coats **WILL** be searched before you enter the visiting room. Hats are not to be worn in the visiting room.

**All authorized items entering the visiting room must be carried in a clear plastic container.**

**REJECTION OF VISITOR(S)** will occur when the security of the institution is in jeopardy such as suspicion of a visitor attempting to introduce of contraband; when there has been a prior incident of such introduction or attempted introduction; or when there is any concern, based on sound correctional judgment, about the visitor presenting a risk to the orderly running of the visiting room or area. These restrictions must be approved by the Operations Lieutenant or Institution Duty Officer (when on duty).

#### **SPECIAL RULES FOR CHILDREN:**

Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult or a children's program. Exceptions in unusual circumstances may be made by special approval of the Warden.

The signature of a parent or legal guardian on the Visitor Information form (BP-629) is necessary to process a request for an applicant under 18 years of age. Ordinarily, completing the questionnaire portion of this form (items 1 through 14) is not required if such an applicant is a verified immediate family member of the requesting inmate. In unusual circumstances, the Warden, after consultation with Regional Counsel, may make exceptions to the requirement for acknowledgment by parent or legal guardian.

The Visiting Room Officer will ensure all visits are conducted in a quiet, orderly, and dignified manner. It is the responsibility of the inmate to ensure children are properly supervised by his approved visitor. The visiting room is equipped with a children's area and may be utilized in an appropriate manner. The visit may be terminated if the children become unruly and disrupt the

orderly running of the Visiting Room. Only the approved visitor may enter the children's area at any given time. (No inmate is authorized in the children's area at any time)

There will be no running or horse playing;

When the child(ren) jeopardizes the safety of others such as child, visitors, and/or staff visiting maybe terminated;

Parent/Guardian are required to escort the child(ren) to the bathroom;

The dress code for children will mirror the adult requirement;

Each inmate is responsible for the conduct of their visitors to include children. Visitors will be expected to comply with the rules and regulations of the institution.

### **SPECIAL VISIT REQUIREMENTS:**

**Special Visits:** The following are considered special visits:

a. **Non-Visiting Days:** Attorney visits during non-visiting days and hours are authorized, (i.e., weddings, attorney visits, etc.), upon approval of the Detention Center Administrator, Unit Manager, or Legal Office. When this occurs, the Unit Manager shall be responsible for providing the staff to process and supervise the visit.

b. **Attorney Visits for FCI:** Attorney visits should take place on regularly scheduled visiting days. No appointment is necessary, although the attorney must have his/her Bar Card for identification purposes.

There may be occasions where a special visit on a non-visiting day may be requested. Unit Team will coordinate and supervise these visits. Attorneys shall normally visit only one inmate at a time unless prior written approval has been obtained from the Unit Manager through the Legal Department. Attorneys will be processed as they arrive. They will not be required to wait until all social visitors have been processed. The Warden must authorize the use of tape-recording devices by Attorneys during the course of the visit. Inmates and attorneys are permitted to bring papers, or legal material in the Visiting Room for attorney visits. Staff will allow the exchange of legal materials.

### **Legal**

#### **Federal Tort Claims**

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

#### **Law Library Hours**

Monday - Friday

7:30 am til 11:25 am  
12:05 pm til 3:50 pm  
5:00 pm til 8:30 pm

Saturday, Sunday, and Holidays:

7:30 am til 11:00 am  
12:00 pm til 3:00 pm  
5:00 pm til 8:30 pm

### **Safety**

#### **Fire Prevention and Control**

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

### **Psychology Services**

Psychology Services offers a range of options for inmates here at FCI Milan. Initially all inmates arriving at the FCI will be provided a brief clinical interview. They will be made aware of available treatment opportunities and the process involved in requesting services from the department.

It is not unusual for newly incarcerated individuals to experience anxiety or situational depression when they arrive at an institution. This is particularly true when they first are made aware of very lengthy sentences or experience family problems related to initial incarceration. Our staff are trained to monitor inmates who may be experiencing unusually difficult times adjusting to these events. The Psychology Department also trains other institution staff to be aware of when individuals are having trouble adapting to this new environment. However, staff do not always see what other inmates observe. If you are personally experiencing any significant issues as outlined above, or if you are aware of another inmate who is showing significant problems in coping with their incarceration, please bring this information to the attention of the staff.

## **UNICOR**

Unicor employs approximately 411 inmates in the Metal Specialty Plant. We have a pre-industrial training program for inmates awaiting hire in the plant. Individuals interested in employment in the plant should see the Superintendent of Industries.

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

- 1. RIGHT: You have the right to expect to be treated respectfully, impartially, and fairly by all personnel. RESPONSIBILITY: You have the responsibility to treat others, both employees and inmates, in the same manner.**
- 2. RIGHT: You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. RESPONSIBILITY: You have the responsibility to know and abide by them.**
- 3. RIGHT: You have the right to freedom of religious affiliation, and voluntary religious worship. RESPONSIBILITY: You have the responsibility to recognize and respect the rights of others in this regard.**
- 4. RIGHT: You have the right to healthcare, 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. RESPONSIBILITY: It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area, free of contraband, and to seek medical and dental care.**
- 5. RIGHT: You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau of Prisons rules and institution guidelines. RESPONSIBILITY: It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau of Prisons rules or institution guidelines through your correspondence.**
- 6. RIGHT: 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). RESPONSIBILITY: You have the responsibility to present honestly and fairly your petitions, questions, problems to the court.**
- 7. RIGHT: You have the right to legal counsel from an attorney of your choice by interviews and correspondence. RESPONSIBILITY: It is your responsibility to use the services of an attorney honestly and fairly.**
- 8. RIGHT: 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. RESPONSIBILITY: It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use the materials and assistance.**
- 9. RIGHT: You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions. RESPONSIBILITY: It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use these materials.**

**10. RIGHT:** You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities. **RESPONSIBILITY:** You have the responsibility to take advantage of activities which may help you live a successful law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

**11. RIGHT:** You have the right to use your funds for commissary or other purchases, consistent with institution security and good order, for opening bank and/or saving accounts, and for assisting your family. **RESPONSIBILITY:** 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.

## **PROHIBITED ACTS AND SANCTIONS**

### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

**100 Killing.**

**101** Assaulting any person, 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 accomplished).

**102** Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

**103** Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

**104** Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

**105** Rioting.

**106** Encouraging others to riot.

**107** Taking hostage(s).

**108** Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

**109** (Not to be used).

**110** Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

**111** Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff. P5270.09 7/8/2011 Federal Regulations are shown in this type.

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

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

**114** Sexual assault of any person, involving non-consensual touching by force or threat of force.

**115** Destroying and/or disposing of any item during a search or attempt to search.

**196** Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

**197** Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

- 198** Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

#### **AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- A.** Recommend parole date rescission or retardation.
- B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1.** Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C.** Disciplinary segregation (up to 12 months). P5270.09 7/8/2011 Federal Regulations are shown in this type.
- D.** Make monetary restitution.
- E.** Monetary fine.
- F.** Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G.** Change housing (quarters).
- H.** Remove from program and/or group activity.
- I.** Loss of job.
- J.** Impound inmates personal property.
- K.** Confiscate contraband.
- L.** Restrict to quarters.
- M.** Extra duty.

#### **HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200** Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201** Fighting with another person.
- 202** (Not to be used).
- 203** Threatening another with bodily harm or any other offense.
- 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.
- 205** Engaging in sexual acts.
- 206** Making sexual proposals or threats to another.
- 207** Wearing a disguise or a mask. P5270.09 7/8/2011 Federal Regulations are shown in this type.
- 208** Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209** Adulteration of any food or drink.
- 210** (Not to be used).
- 211** Possessing any officers 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** (Not to be used).
- 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 the purpose of introducing contraband or any other illegal or prohibited purpose.
- 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.
- 219** Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220** Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221** Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222** (Not to be used).
- 223** (Not to be used).
- 224** Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225** Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226** Possession of stolen property.
- 227** Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228** Tattooing or self-mutilation.
- 229** Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296** Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297** Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298** Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts. P5270.09 7/8/2011 Federal Regulations are shown in this type.

## **AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS**

- A.** Recommend parole date rescission or retardation.
- B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1** Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C.** Disciplinary segregation (up to 6 months).
- D.** Make monetary restitution.
- E.** Monetary fine.
- F.** Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G.** Change housing (quarters).
- H.** Remove from program and/or group activity.
- I.** Loss of job.

- J.** Impound inmates personal property.
- K.** Confiscate contraband.
- L.** Restrict to quarters.
- M.** Extra duty.

### **MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- 300** Indecent Exposure.
- 301** (Not to be used).
- 302** Misuse of authorized medication.
- 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.
- 306** Refusing to work or to accept a program assignment.
- 307** Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308** Violating a condition of a furlough.
- 309** Violating a condition of a community program.
- 310** Unexcused absence from work or any program assignment.
- 311** Failing to perform work as instructed by the supervisor.
- 312** Insolence towards a staff member.
- 313** Lying or providing a false statement to a staff member.
- 314** Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315** Participating in an unauthorized meeting or gathering.
- 316** Being in an unauthorized area without staff authorization.
- 317** Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318** Using any equipment or machinery without staff authorization.
- 319** Using any equipment or machinery contrary to instructions or posted safety standards.
- 320** Failing to stand count.
- 321** Interfering with the taking of count.
- 322** (Not to be used).
- 323** (Not to be used).
- 324** Gambling.
- 325** Preparing or conducting a gambling pool.
- 326** Possession of gambling paraphernalia.
- 327** Unauthorized contacts with the public.
- 328** Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329** Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330** Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331** Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning

supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

**332** Smoking where prohibited.

**333** Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).

**334** Conducting a business; conducting or directing an investment transaction without staff authorization.

**335** Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

**336** Circulating a petition.

**396** Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

**397** Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

**398** Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

**399** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

## **AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

**A.** Recommend parole date rescission or retardation.

**B.** Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

**B.1** Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

**C.** Disciplinary segregation (up to 3 months).

**D.** Make monetary restitution.

**E.** Monetary fine.

**F.** Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).

**G.** Change housing (quarters).

**H.** Remove from program and/or group activity.

**I.** Loss of job.

**J.** Impound inmate's personal property.

**K.** Confiscate contraband.

**L.** Restrict to quarters.

**M.** Extra duty.

## **LOW SEVERITY LEVEL PROHIBITED ACTS**

**400** (Not to be used).

**401** (Not to be used).

**402** Malingering, feigning illness.

**403** (Not to be used).

**404** Using abusive or obscene language.

**405** (Not to be used).

**406** (Not to be used).

**407** Conduct with a visitor in violation of Bureau regulations.

**408** (Not to be used).

**409** Unauthorized physical contact (e.g., kissing, embracing).

**498** Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**499** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS**

**B.1** Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

**D.** Make monetary restitution.

**E.** Monetary fine.

**F.** Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

**G.** Change housing (quarters).

**H.** Remove from program and/or group activity.

**I.** Loss of job.

**J.** Impound inmate’s personal property.

**K.** Confiscate contraband

**L.** Restrict to quarters.

**M.** Extra duty.

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL**

<b>Prohibited Act Severity Level</b>	<b>Time Period for Prior Offense (same code)</b>	<b>Frequency of Repeated Offense</b>	<b>Additional Available Sanctions</b>
Low Severity (400 level)	6 months	2 <sup>nd</sup> offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3 <sup>rd</sup> or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2 <sup>nd</sup> offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).

		3 <sup>rd</sup> or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2 <sup>nd</sup> offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3 <sup>rd</sup> or more offense	Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> or more offense	Disciplinary Segregation (up to 18 months).

### Directions to Milan

FCI Milan is located in Southeastern Michigan, just 30 miles north of Toledo, OH; 15 miles south of Ann Arbor, MI; and approximately 30 miles south of Detroit, MI.

**From Ann Arbor/Detroit**

Take US 23 South to Carpenter Road. Exit at Carpenter Road (exit 27) and turn left. Turn right on Arkona Road and stop at the stop sign to avoid hitting oncoming traffic. Continue on Arkona Road and the prison will be on your right.

**From Toledo**

Take US 23 North to Carpenter Road and turn right onto Arkona Road. The prison will be on your right.

**Amtrak and major bus lines are available in Ann Arbor, Detroit, and Toledo.**

**ADDRESS FOR GENERAL CORRESPONDENCE AND LETTERS IS:**

Full Name, Register Number  
FCI Milan, Post Office Box 1000, Milan, MI 48160

**ADDRESS TO RECEIVE MONEY ORDERS AND/OR ANY OTHER FINANCIAL MONIES:**

Your Last Name, First Name, and Register Number  
Post Office 474701  
Des Moines, Iowa 50947-0001

**GENERAL ADDRESSES:**

**Central Office**

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

**Regional Office**

Federal Bureau of Prisons  
North Central Regional Office  
Gateway Complex, Tower II,  
8<sup>th</sup> Floor  
4<sup>th</sup> & 5<sup>th</sup> Avenue  
Kansas City, KS 66101

**US Parole Commission**

90 K. Street, N.E. 3<sup>rd</sup> Floor  
Washington, DC 20530

**US Pardon Attorney**

950 Pennsylvania, NW  
Washington, DC 20530-0001

**Preventing Sexual Assault in Federal Prisons  
(to report incidents outside of Milan):**

Office of Inspector General (OIG)  
950 Pennsylvania Ave  
Washington, D.C. 20530-0001  
(202) 514-3435

**INMATE MAILING ADDRESS**

**LAST NAME, FIRST NAME, REGISTER NUMBER  
FEDERAL CORRECTIONAL INSTITUTION  
P.O. BOX 1000**

**TRANSFER OF INMATE FUNDS**

**MAIL:  
FEDERAL BUREAU OF PRISONS  
LAST NAME, FIRST NAME  
REGISTER NUMBER  
P.O. BOX 474701  
DES MOINES, IOWA 50847-0001**

*Will take 5-7 days, no personal checks  
Postal money orders are quicker*

**WESTERN UNION**

**QUICK COLLECT (USE BLUE FORM)  
LAST NAME, FIRST NAME  
REGISTER NUMBER  
CITY CODE: FBOP  
STATE CODE: DC**

*Cost \$9.95 will take 4-5 hours*

## **LITERACY PROGRAM**

The literacy program is designed to help inmates develop foundational knowledge and skill in reading, math, and written expression, and to prepare inmates to get a General Educational Development (GED) credential. A high school diploma is the basic academic requirement for most entry-level jobs. People who function below this level often find it very difficult to get a job and carry out daily activities.

The completion of the literacy program is often only the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are increasingly needed in today's technical world. Our literacy standard reflects those in communities where we will release Federal inmates.

Through our literacy program, we help inmates develop the skills needed to compete for available jobs and cope with post-release community, family, and other responsibilities.

This Literacy Program Statement requires inmates who do not have a GED credential or a high school diploma to complete one period (240 instructional hours) of literacy program participation during their confinement.

This also applies to:

- non-English speaking inmates without a verified high school diploma or equivalent.

- state and District of Columbia (DC) prisoners in Bureau correctional facilities.

Inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential or high school diploma, whichever comes first. Currently, statutory treatment provisions are included in the Youth Corrections Act (repealed October 12, 1984, for conduct occurring after that date) and the Narcotics Addict Rehabilitation Act (repealed November 1, 1987). Education programs fall within these treatment provisions. Therefore, inmates sentenced under these two acts cannot opt out of the literacy program after 240 instructional hours.

## Information on Compassionate Release

A request for a motion under 18 U.S.C. 4205(g) or 3582(c)(1)(A) shall be submitted to the Warden. Ordinarily, the request shall be in writing, and submitted by the inmate. An inmate may initiate a request for consideration under 18 U.S.C. 4205(g) or 3582(c)(1)(A) only when there are particularly extraordinary or compelling circumstances which could not reasonably have been foreseen by the court at the time of sentencing. The inmate's request shall at a minimum contain the following information:

(1) The extraordinary or compelling circumstances that the inmate believes warrant consideration.

(2) Proposed release plans, including where the inmate will reside, how the inmate will support himself/herself, and, if the basis for the request involves the inmate's health, information on where the inmate will receive medical treatment, and how the inmate will pay for such treatment.

b. The Bureau of Prisons processes a request made by another person on behalf of an inmate in the same manner as an inmate's request. Staff shall refer a request received at the Central Office or at a Regional Office to the Warden of the institution where the inmate is confined.]

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J.S Walton, Warden

