

ADMISSION AND ORIENTATION HANDBOOK FEDERAL DETENTION CENTER MILAN, MICHIGAN

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INTRODUCTION

This booklet is intended to provide you with information vital to your adjustment at this facility. You are encouraged to read this document in its entirety and consult staff for clarification where you have questions or personal concerns. Although the information contained herein is current as of the date of publication, changes in official Bureau of Prisons or institution policies and procedures will prevail in all instances.

I wish to emphasize one of the most important parts of this booklet, the Rights and Responsibilities of an Inmate in an Institution. You have the right to expect as a human being, you will be treated fairly, impartially, and respectfully. You must accept the responsibility to treat others around you, staff and inmates alike, with the same regard. Most rules and regulations are enforced to promote common decency and good order. It is usually understood that giving others the same consideration you require, you will in turn be treated with respect.

If you have any questions on the areas discussed in this text, direct them to staff. We stress open communication and cooperation between staff and inmates. You will find staff willing to assist you throughout your stay here. In return, we expect all inmates to take responsibility to fulfill their obligations. Particularly, we expect your full cooperation in properly conducting yourself in this correctional setting.

MISSION

The primary mission of the Federal Detention Center (FDC) is to provide a safe, humane, and secure environment for Federal pre-trial and holdover prisoners. As a satellite facility to the Federal Correctional Institution, the Federal Detention Center operates with support from various departments whose management staff include: Associate Warden, Captain, Case Management Coordinator, Chaplain, Controller, Education Supervisor, Facilities Manager, Food Service Administrator, Health Services Administrator, Inmate Systems Manager, Psychology Services Chief and the Safety Manager. The Detention Center Administrator maintains an office on-site, and has overall responsibility for the FDC and its operation.

STAFF

ADMINISTRATOR:

The Detention Center Administrator is responsible for the total operation of the FDC. The Administrator provides direction and supervision of the assigned staff. The FDC Administrator is interested in the welfare of all inmates. Therefore, if you have a problem which you feel cannot be resolved by anyone else, you may discuss those matters with the Administrator.

ADMINISTRATOR'S SECRETARY:

The Administrator's Secretary oversees administrative and clerical duties for the Administrator. You will have minimal contact with the Administrator's Secretary.

OPERATIONS LIEUTENANT:

The Operations Lieutenants are responsible for the direction and supervision of the correctional staff. Lieutenants make decisions concerning security issues, investigate incidents of misconduct, coordinate movement of detainees, ensure enforcement of policy, procedures, and daily sanitation requirements of detainees and the FDC. During other than normal working hours of the FDC Unit Staff, the Lieutenant is responsible for all staff, security issues, and detainee activity of the institution.

CORRECTIONAL OFFICER:

The Correctional Officer is responsible for maintaining the security of the unit, supervision of detainees, and ensuring that detainees live in a safe and sanitary environment. The Correctional Officer will often be your supervisor when you are working in the unit.

CASE MANAGER:

The Case Manager is a professionally trained individual who is the main liaison with people outside of the institution. The Case Manager is responsible for providing initial review to all pre-trial detainees within 21 days and 90 day reviews thereafter. The Case Manager also communicates with the United States Parole Commission, United States Probation Officers, United States Courts, and other government agencies.

CORRECTIONAL COUNSELOR:

The Correctional Counselor may help you with many of the day-to-day questions or problems you may be having. The Counselor will likely be the staff member with whom you have the most contact. Counselors prepare visiting lists, telephone requests, issue postage stamps, coordinate work and room assignments, supervise visits and maintain sanitation. Day-to-day counseling and adjustment issues should be directed to your Counselor.

CASE MANAGEMENT

Freedom of Information

The Privacy Act of 1974 forbids the release of information from agency records without a written request and prior consent of the individual to whom the record pertains, except in specific instances. Such instances are employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc. Freedom of Information Act - The Freedom of Information Act authorizes the release of certain information about an individual to any member of the general public who requests such information. All requests for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operation Memoranda) shall be processed according to the Freedom of Information Act, 28 C F R.

Parole Hearings (Parole Violators)

The U.S. Parole Commission conducts hearings on a case by case basis for violators which are housed at this facility, with movement to a final designation if parole is revoked. The Case Manager will provide necessary forms relative to requests for representation (Federal Public Defender), and all other matters relative to the hearing.

Designations

Following sentencing and receipt of all necessary documents, the Designations Sentence Computation Center in Grand Prairie, Texas, will designate you to an institution for service of your sentence. Factors including residence, security level, and bed space will be utilized in this determination. Movement to the designated institution will be coordinated by the U.S. Marshals Service.

Detainee Request to a Staff Member

You may make requests to specific staff members by completing an Inmate Request to a Staff Member (cop-out) form, which are available through the Unit Officer or your Correctional Counselor. They can be utilized to request appointments with any staff member or to voice any concerns you may have. These forms may be hand delivered by the detainee or sent through institution mail.

Pre-trial Reviews

The Case Manager will coordinate an initial review of all Pre-trial detainees within 21 days of arrival. Thereafter, a review will be conducted once every 90 days as long as you are in pre-trial status. This review will ensure that the Unit Management Team had the most current information about you and your case.

UNIT MANAGEMENT

Unit Management Team

The Unit Management Team consists of the Detention Center Administrator, Case Manager, Counselors, and the DCA/FDC Secretary. The day-to-day operations of the unit are handled by the Unit Counselors.

Town Hall Meetings

Town Hall meetings will be conducted on an as needed basis. This meeting will be used to pass along any new information which may be of interest to the entire population. This meeting will not be used to discuss personal issues, matters of this nature should be handled individually.

Open House Schedule

Each member of the Unit Management Team conducts Open House Hours which is designed to allow you to address your concerns with the appropriate staff. As well, each assigned staff has an open door policy in order to address your concerns. Unit Team are also available during the noon meal and during their evening shift. Please refer to the posted staff schedule.

Counseling Groups

The Correctional Counselors conduct individual counseling and counseling groups in the units.

CORRECTIONAL SERVICES

Accountability

The FDC's primary mission is to provide a safe and secure environment for those confined here, while permitting the individual to retain his right to humane treatment. As a pre-trial detention facility, the FDC was developed from the newest concepts within the Criminal Justice System. In the performance of this mission, there are two very essential elements: the COUNT and the SEARCH (or "shakedown"). It will be more advantages to you if you understand the importance of these procedures.

Count Procedures

The count is one method used to ensure the accountability of all detainees who are committed to this facility. During the course of the day, there are five official count times. They are 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand up) and 9:30 p.m.. A 10:00 a.m. stand up count is conducted on weekends and holidays. It will be your responsibility to be ready for count when the time nears. The Officer will announce "COUNT" when it is time. You MUST:

1. STOP what you are doing and go to your assigned cell.
2. SILENCE must be observed during count.
3. REMAIN in your room until the Officer has announced that the count is clear.
4. The 4:00 p.m. and 10:00 a.m. counts are stand up counts. You must be standing in your cell with your lights on where you are readily visible for this count.

Remember, the count is most important to the security of the institution. Should you delay or disrupt the count, you may be subject to disciplinary action. Delays in the count will also delay your return to normal activities and meals. Also, staff will ensure they are counting a living breathing body. In order to avoid disruptions to your sleep, ensure you expose some portion of your body's skin surface for identification purposes during count. At no time will your head be covered while staff are conducting a count.

Locker doors must be closed during counts, and at no time, will articles of clothing or other items be placed in a manner that will obstruct the Officer's view. Detainees are expected to remain in the cell and bed as assigned. Disciplinary action will result if you move to another cell or bed without proper authorization (all moves will be conducted and approved by the counselor). In addition to regularly scheduled counts, a special or emergency count may be called at any time. Again, the procedures are the same as for the stand-up count.

Searches

Searches are more commonly known as "shakedowns". These searches can be of your person, your possessions, or your living area. The following are the types of searches you may be subject to:

- **Pat Search**

If you are instructed to submit to what is commonly known as a pat search, you will follow the instructions as ordered by the staff member (at no time will you talk unless instructed to by the staff member). You will be instructed to empty all the contents from your pockets, which will be inspected by the staff member. You will be instructed to turn around, extend your arms with palms up and fingers extended. You will be instructed to spread your feet approximately shoulder width. At this time, the staff member will begin the search by placing their hands and checking all extremities of the body. It is your responsibility while the search is being conducted to maintain the position as instructed by the staff member until completed. Any attempt to interfere and/or disrupt while the search is being conducted may be perceived as hostile and/or uncooperative. Any refusal to submit to the search will result in disciplinary action.

Visual search

The next type of body search is the visual search, or commonly known as a strip search. During this search, you will be required to remove all items of clothing, which will be inspected and returned upon completion of the search. Throughout this type of search you will be given specific instructions as to what is expected from you. During this search it is your responsibility to follow the instructions given to you by the staff member conducting the search. You can expect these visual searches to occur at any time and place. However, keep in mind that it is not unusual, for example, for an additional correctional worker to be present due to suspicious behavior displayed by a detainee who may be concealing contraband.

Cell Search

Searches are also conducted in the living areas. You will be directed to leave the immediate area while the search is being conducted. You can expect to have your assigned living area inspected regularly. You may also expect that your personal property will not be abused or damaged. You will be held responsible for the contents of your cell or area. Detainees do not have the right to be present during searches of their cells.

Regular searches of your person, and living areas, are intended to promote the security and safety for detainees and staff. The purpose is to stop the introduction of narcotics, weapons, and other forms of contraband into the institution.

Contraband

Contraband is defined as anything that is not purchased in the institution Commissary, issued by a staff member, or approved through official channels. Items that have been altered or belong to another individual are also considered contraband.

Possession of contraband could result in disciplinary action.

T-shirts are permitted on the recreation yard and in the recreation room while exercising.

Contraband is normally divided into two (2) categories:

1. Hard or Serious Contraband
2. Nuisance Contraband

a. Hard or Serious Contraband - Any item of contraband that poses a serious threat to the security of the institution and is ordinarily never approved for possession or admission into the institution.

b. Nuisance Contraband - Nuisance contraband is any item or article which may be, or has been authorized for possession at one time, but which is prohibited for possession when excessive quantities present a health, fire or security hazard. Examples of nuisance contraband are such items as excessive newspapers, letters or magazines which cannot be stored or placed neatly and safely in the storage area designated by local policy, or food items purchased from the Commissary which are spoiled or retained beyond the point of safe consumption.

Additionally, newspapers and magazines cannot be accumulated in excessive numbers (no more than five of each). Excess numbers of magazines and newspapers are fire safety concerns and will be considered contraband. Detainees are not allowed to buy, trade, loan, or give any personal property to other inmates. Newspapers more than one week old and magazines more than three weeks old will be considered contraband. Purchased items in amounts which exceed the maximum limits as indicated on the FDC Commissary sales slip are also considered contraband. Issued clothing items in excess of the amounts as indicated below are also considered contraband and will be confiscated.

<u>Item</u>	<u>Number allowed</u>	<u>Item</u>	<u>Number Allowed</u>
Pants	3	Shirts	3
Under Shirts	3	Underwear	3
Socks	3	Shoes (blue Deck)	1 pr
Shoes (Shower)	1 pr	Towel	2
Blanket	2	Bed Sheets	1 set
Pillow case	1		

Clothing exchange schedules are posted in each housing unit.

Attire

Institutional clothing will be worn at all times (standard issue khaki shirt and trousers). White coveralls and green aprons will be provided for Food Service workers to wear. Institution clothing cannot be altered. You may be subject to disciplinary action if you destroy government clothing or other property. You are expected to be properly dressed when out of your assigned cell. At no time should headgear “Wave Caps” be worn outside of your assigned cell. **Shirts must be tucked in 7:30 a.m. to 4:00 p.m. Monday through Friday.** No excessive “baggy” and/or “sagging” clothing will be permitted. You must wear proper shoes, and shower shoes are only allowed when moving to and from the shower. **No** shower shoes are to be worn during the serving of meals or in the common areas. T-shirts are permitted on the recreation yard and in the recreation room while exercising.

Grooming

Personal appearance and grooming are considered essential for all inmates. Facilities and services are provided to ensure personal hygiene and grooming meet the acceptable standards. Showers will be allowed from 6:00 a.m. until 7:30 a.m., and from 4:30 p.m., until 9:00 p.m. following the evening meal during the week. On weekends and holidays, showers will be allowed from 6:00 a.m. to 9:00 p.m. A total of three showers are left open from 8:30 a.m. to 3:30 p.m., the remainder (12) are closed at

7:30 a.m. You are to be properly dressed in institution clothing at all times when outside your assigned cell, including trips to and from the showers.

Detainee issued hygiene items include:

Bath Soap	1-bar
Razor	1
Toilet Paper	1-roll
Toothpaste	1-tube
Tooth brush	1
Comb	1

NOTE: Detainees returning from work details may shower within one (1) hour after returning from work in the shower designated by the Unit Officer. You are expected to clean the shower after use. All haircuts will be conducted during the following times: 5:00 p.m. to 9:00 p.m., seven days a week. Only approved barbers are authorized to check out and operate equipment.

Unit Sanitation

Every effort is made to provide a safe sanitary environment at this facility. We must maintain a clean and sanitary environment to live and work in. Only the highest standard of sanitation is acceptable. You have a right to live in a clean environment, and you are responsible for it’s maintenance. Although some detainees are assigned to clean the common areas of the unit, everyone is expected to help with the sanitation. Staff may direct you to perform work at any time. Recreational activities will be suspended until the unit is properly cleaned.

Cell Sanitation

You are expected to maintain a high level of cell sanitation and orderliness. Cleaning kits and materials may be checked out from the Unit Officer and must be returned immediately when you are done cleaning to allow other detainees the opportunity to use the cleaning kits. All issued, purchased, or personal items are to be maintained in assigned lockers. Under no circumstances will clothing items be hung from bed posts or otherwise about the cell. All dirty laundry will be placed in the laundry bag and displayed neatly in the cell either next to the locker or under the bed.

Cells are to be cleaned, beds made, trash emptied, and all personal items properly stored in the locker no later than 8:00 a.m. daily. Cells are to be kept neat, well organized and are subject to daily inspections (8:00 a.m. - 4:00 p.m.). Roommates are expected to share equally in storage areas and sanitation responsibilities.

It is your responsibility to check your living area immediately after being assigned and report any damage. You may be held financially liable for any damage occurring to the walls, lights, furniture, etc., while assigned to the cell. Lights, windows, walls, and vents are not to be covered in any fashion.

The unit cells will be locked down at 7:30 a.m. The Unit Officer will begin room inspections after 8:00 a.m. You will be released from your cells when the officer or unit team is satisfied with the general sanitation of the unit and your cell. Living areas will be ready for inspection at all times. Recreational activities may be limited if the unit sanitation standards are not properly maintained.

The following instructions are the standards by which each individual will maintain his living quarters. Cells should meet these standards at all times.

BED MAKING: Beds will be neatly made, with the blanket folded approximately 18" from the head of the bed. An extra blanket will be folded neatly and placed at the foot of the bed.

BED FRAMES: All bed frames will be dusted daily. Beds will be positioned by staff and will not be moved. Items are not to be hung from bed frames, except a wet towel.

FURNITURE: All furniture is to be cleaned and dusted daily. Inmates are expected to have all items inside the locker. All clothing will be folded neatly and stored in the locker. During normal business hours (8:00 a.m.- 4:00 p.m.) no items will be stored on top of the locker.

LIGHT FIXTURES: Light bulbs or light fixtures are not to be painted or shaded in any form. Nothing will be hung from the light fixtures. The top of light fixtures must be free from dust.

FLOORS AND BASEBOARDS: Cell floors are to be swept and mopped daily. Baseboards will be kept clean and washed regularly.

WALLS: The walls in and around your cell are to be kept scuff and stain free. This includes any fixtures in your area, such as light switch plate, light fixtures, etc. Both occupants of a room are equally responsible for the cleaning of their living area.

TRASH CONTAINERS: You are expected to empty any trash in your container prior to 7:30 a.m. daily. This trash will be deposited in the unit trash containers located throughout the unit. Your trash container is to be kept in a sanitary condition at all times. Paper bags, plastic bags, and boxes are fire hazards and will not be used as trash receptacles.

UNAUTHORIZED ITEMS: You are responsible for the items in your cell. Any unauthorized items are considered contraband and will be confiscated, and you may be subject to disciplinary action.

WINDOWS: All windows, window sills, etc., will be cleaned daily. Nothing will hang in front of the window to obstruct the view inside or outside. Do not use abrasive materials on glass.

OVERALL APPEARANCE: Inmate living areas are to provide a neat and orderly appearance at all times.

TOWELS: Clean towels are to be folded neatly in the locker. A wet towel may be hung neatly at the end of the bed, but not in a position which obstructs a clear view of the cell.

VENTS: Vents are to be cleaned regularly and are not to be obstructed in ANY way.

COMMON AREAS: All inmates are responsible for maintaining the sanitation in common areas, such as showers, TV areas, exercise rooms, library, etc. Recreational activities will be limited until the unit is properly prepared for inspection.

BULLETIN BOARDS: Bulletin boards are to be shared equally by both inmates assigned to the room. All items are to be kept neat and orderly. Pictures from magazines are prohibited from being placed on the bulletin boards. Sexually suggestive and nude photos are prohibited.

Conduct

Loitering on housing unit tiers (upper or lower) and stairs is prohibited. Visiting in individual cells will not exceed a total of four inmates. The cell door will remain fully open at all times when visitors are in the cell. Detainees are strictly prohibited from being in the cell of another inmate after 9:00 p.m., seven days per week.

All radios are to be used with earphones only. No radios are authorized to leave the unit. Radios are not permitted in work areas, including Food Service, Receiving and Discharge, the Hospital, Main Corridor, Commissary, the Visiting Room, and the Law Library. Radios are not allowed during mealtime.

You are expected to conduct yourself in such a manner as to not disturb others. Detainees must be considerate of others, especially during lights out/sleeping hours, (after 9:00 p.m.) and must not speak in loud tones or engage in any other activity which may disturb others. Yelling or whistling is not permitted. Noise must be limited to a level which is not disruptive to staff or other inmates. Running is NOT permitted in housing units.

Incident Report

If you are found in violation of established rules and regulations, you may be subject to an Incident Report. You may be placed in Administrative Detention if your actions are viewed as a security concern. Normally, a Lieutenant will be assigned to investigate the incident report. You will be given notice of the charge(s) by receiving a copy of the incident report, normally within 24 hours, as notification of the charges against you.

Telephones

Note: Telephone use is a privilege; not a right.

Telephones are available between the hours of 6:00 a.m. and 9:00 p.m. daily, except during lock down, meals, inspections, and counts. On scheduled late nights approved by the FDC Administrator, telephones will be available until 11:00 p.m.. All telephone calls are subject to monitoring and recording. There is a fifteen (15) minute limit on all calls and a 300 minute monthly limit including collect and direct dialing. You are asked to be considerate of others and not abuse this privilege. Detainees may not be released from any program or assignment for the purpose of placing telephone calls. Third party telephone calls are not permitted. For example, a detainee calls an individual and instructs that individual to call someone else on a cell phone or residential phone. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. Telephones may not be used to conduct a business. (Note: Please refer to the following prohibited act codes pertaining to telephone violations). Un-monitored (legal) phone calls can be arranged through a member of the Unit Team, ordinarily the Counselor. Cop-outs should be addressed to the Detention Center Administrator. Legal phone calls will be authorized when a detainee can demonstrate, through official documentation, that written communication cannot be accomplished because of a pending court deadline resulting in the correspondence reaching its destination after the established deadline. Your primary method of contact with legal counsel is through visitation, written correspondence, and the inmate telephones.

Telephone calls can be placed through the Inmate Telephone System (ITS) by calling collect or paying for the call from funds which you have placed into your I.T.S. account. In either case, you will need a nine digit Phone Access Code (PAC). The PAC is your confidential code and must be used to process a telephone call. Distribution of this PAC to other inmates is prohibited and subject to disciplinary action. If you elect to use the ITS system, you must submit the telephone numbers, limited to thirty (30) numbers, on an "Inmate Telephone Request Form". This form must be submitted to, and approved by, Unit Staff. ALL numbers called MUST be listed and approved before access will be allowed. You MUST provide complete, accurate information regarding name, relationship, and addresses for all numbers submitted.

Changes to the approved telephone list may be made at any time, but you are restricted to making changes not more than three times in any month. The only exception to this will be the addition of newly retained or appointed attorneys and law enforcement officials. Failure to provide complete and accurate information, or information which is unreadable on the Inmate Telephone Request Form will result in the request being returned, which will delay your request.

Detainees may purchase telephone credits via the ITS system. Credits must be purchased in "whole" dollar amounts only. Enough credits to place a three minute telephone call are required to place a call. If a block is placed on your telephone account by the party that you called, that party must submit a letter and copy of a recent phone bill to the Inmate Telephone Systems staff requesting that the block be removed. The letter should be addressed to:

Federal Correctional Institution
Inmate Telephone System
P.O. Box 9999
Milan, Michigan 48160

Visiting Note: Visiting is a privilege; not a right.

As soon as possible, you should make your request for visitors to your Counselor. Only immediate family members (mother, father, brothers, sisters, step-parents, foster parents, spouse, and children) will be placed on your approved visiting list once you provided proof of the relationship. A common-law-wife may be considered as immediate family upon verification. This relationship must have been established in a state or common wealth which recognizes such a relationship. The burden of proof of the relationship rests with the requesting detainee. The State of Michigan does not recognize common-law relationships.

When there is no immediate family to bring the detainee's children for a social visit, the mother of the children or the child's legal guardian may be allowed to bring the child with prior approval. This is an exception only applied when there is no approved immediate family member. Each requesting detainee is responsible for providing proof of relationship (example: a birth certificate) and any other documentation as requested by the Correctional Counselor. It is the responsibility of each detainee to mail the Visitor Information Form to each of his prospective visitors. Any questions should be addressed to your assigned Counselor.

All visitors will be subject to criminal history background checks prior to being approved. Detainees will have to provide proof of relationship for requested visitors. The burden of proof of relationship rests with the inmate requesting the visitor. The detainee's children under 16 years of age may not visit unless accompanied by a responsible adult who is on the detainee's approved visiting list. If the child comes with someone other than a parent or Legal Guardian, notarized, written authorization must be on file prior to visiting. It is the responsibility of the detainee to notify the family member once the family member has been placed on the visiting list. The detainee should instruct the family member not to call the institution regarding visiting, as staff are not authorized to release this information. Visitors are to be instructed to complete the form honestly and in its entirety or visitors will be denied access.

Visiting is conducted as follows:

East Unit: Fridays and Sundays 8:30 a.m. through 3:00 p.m., and Federal holidays 8:30 a.m. through 11:30 a.m.

West Unit: Thursdays and Saturdays 8:30 a.m. through 3:00 p.m., and Federal holidays from 12:00 p.m. to 3:00 p.m.

NOTE: Weekend visits will be limited to two (2) hours to avoid overcrowding. Ensure that your visitors are aware of this prior to visiting.

Special Housing: Detainees housed in special housing will be housed in SHU at the Federal Correctional Institution. Visiting will be scheduled on Thursday's from 12:30 p.m. to 3:30 p.m. Visiting must be pre-scheduled.

No visitor may enter the Visiting Room after 2:00 p.m.. On weekends and holidays, visiting processing will cease at 9:30 a.m. and will resume after the clearing of the 10:00 a.m. count. All visits will be conducted in the designated visiting area. Visitors may not bring food or beverages purchased elsewhere into the visiting area. Additionally, food items purchased in the visiting room are not to be removed from the Visiting Room by the visitor or detainee. Visitors are expected to wear appropriate attire. It is the detainees responsibility to ensure that all visitors are notified of visiting regulations which are outlined in this handbook. As stated in Institutional Supplement 5267.06a Visiting Regulations, "**Approved adult visitor (sixteen years or older) will be required to provide a valid State and or government photo identification (preferably a driver's license).** When a visitor cannot produce valid identification, the request to visit will be denied unless authorized by the Institution Duty Officer or Operations Lieutenant." (Institutional Supplement 5267.06a Visiting Regulations).

Detainees entering the Visiting Room may only bring a religious medal on a chain, eyeglasses, a comb, and a plain wedding band. Detainees are required to bring their commissary/identification card to the Visiting Room for accountability purposes. A search will be conducted prior to entering the Visiting Room. All detainees will be subject to a visual search upon completion of the visit. Only institution clothing and shoes (blue deck) are to be worn while on a visit. Detainees are not allowed to wear personal athletic shoes or steel toed work shoes into the Visiting Room.

Due to limited space, only three (3) visitors (adult or children beyond infancy) are allowed at a time. Furthermore, you are only authorized ONE visit per day. This is particularly important when visits are terminated due to overcrowding. In these cases, other visitors will be given the opportunity to visit.

Physical contact between inmates and visitors will be limited to an embrace and kiss, or handshake at the beginning and end of each visit. **NO OTHER PHYSICAL CONTACT IS PERMITTED.** Strictest standards of appropriate behavior are expected. Visitors may be asked to change seating should any appearance of unauthorized contact be detected.

All visitors MUST dress appropriately. Clothing which is sexually suggestive WILL NOT be permitted. Visitors wearing see-through or strapless garments, sleeveless shirts, garments exposing the midriff or other private body parts, military clothing (i.e.; camouflage, khaki, green fatigues) will not be permitted into the visiting room. Additionally, clothing with profane, sexually suggestive, or illegal materials will not be allowed. All visitors must wear undergarments. Stretch pants or any form fitting clothing is prohibited. All visitors must wear shoes. Chewing gum is not allowed in the visiting room. It is the inmate's responsibility to notify their visitors of these rules.

NOTE: INAPPROPRIATE BEHAVIOR OR CONTACT MAY RESULT IN THE TERMINATION OF THE VISIT AND/OR DISCIPLINARY ACTION. Visiting parents have the responsibility of providing proper supervision and control of children. Inappropriate behavior of your children may result in termination of the visit.

Under certain circumstances, Special Visits may be authorized by the Detention Center Administrator. All special visit requests must be submitted to your Counselor at least a week prior to the requested visit. You must send a Visitor Information Form to the prospective visitor, who must undergo a Criminal History background check prior to being approved for any visit. Keep in mind, this process takes time to complete. You must provide a specific date for the visit. You will be required to provide proof of relationship prior to being approved for a Special Visit. Special visits are intended for family members, and will be considered on a case-by-case basis.

Legal visits are visits to detainees by their attorney(s), or when vouchered, visits by paralegals, investigators, legal recorders, etc. Legal visits will take place in the Visiting Room on weekdays from 8:30 a.m. to 3:00 p.m.. Attorneys must make special arrangements in advance with your assigned Counselor to visit on any day or times other than the detainee's scheduled visiting days. When social visits are in progress, the Legal Visiting Rooms may be used. The only items a detainee may take on legal visits are legal papers concerning the detainee's current case and his Commissary Identification Card. Detainees are not permitted to receive anything from their legal visitor.

Facility Location

The directions to the Federal Detention Center, Milan are as follows: Follow U.S. 23 north from Toledo or south from Ann Arbor to Milan, and exit at Carpenter Road (Exit 27). Follow the signs to the Detention Center parking area.

Drug and Alcohol Surveillance

The Bureau of Prisons operates a drug surveillance program that includes mandatory random testing. If you are instructed to provide a urine sample or alcohol test for this program, and you do not, you will be subject to disciplinary action.

Detainee Discipline

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of sanctions as outlined later in this handbook.

The incident report will be forwarded to the Operations Lieutenant. You may be placed in Administrative Detention if your actions are viewed as a security concern. A Lieutenant will be assigned to investigate the incident. You will be given a copy of the report as notification of the charges against you.

The Investigating Officer may elect to resolve the matter informally or refer the report to the Unit Discipline Committee (UDC). The UDC may make disposition for most reports of misconduct, such as: restricting privileges, assigning extra duty, etc. At this hearing, if it is determined you committed a prohibited act, the UDC has two options. They may impose one or more sanctions, or they may refer the incident report, to the Discipline Hearing Officer (DHO).

If charges are more serious, the case will be referred to the Discipline Hearing Officer (DHO), who can impose more serious penalties, such as: forfeiture of good time, recommendation for transfer to a more secure institution, or placement in Disciplinary Segregation. Sanctioned incident reports become a part of your permanent disciplinary record. Any unserved sanction will be served at the designated facility should you be transferred.

You may also be prosecuted for actions which constitute criminal activity. This practice is not considered "Double Jeopardy". One action is classified as administrative for institutional operations, while the other is considered judicial and punitive action for criminal accountability.

The internal disciplinary system is outlined, in detail, in Program Statement 5270.07, available for Inmate Discipline and Special Housing Units for reading in the Law Library.

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

When the prohibited act is Interfering With a Staff Member in the Performance of Duties (Code 198, 298, 398, 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the appropriate committee finds is most comparable. For example, "We find the act of _____ to be of High Severity, most comparable to prohibited act 212, Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA (Violent Crime Control Act) inmate rated as violent or a PLRA (Prison Litigation Reform Act) inmate. Inmates falling in these categories will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at a DHO hearing consistent with the following guidelines:

Greatest Category Offenses:	Minimum of 75% of available good time for each act.
High Category Offenses:	Minimum of 50% of available good time for each act.
Moderate Category Offenses:	Minimum of 25% of available good time for each act.
Low Moderate Category Offenses:	Minimum of 12.5% of available good time for each act.

Detainee Grievance Procedure

You are encouraged to solve problems on an informal basis whenever possible; however, when this is not possible, the Administrative Remedy process is available to assist in resolving inmate grievances. You must seek assistance from the Counselor, obtain the proper form (BP-8) and write your complaint briefly and clearly. You must return the completed form to your Counselor within 20 days of the problem and attempt an informal resolution. If informal resolution is unacceptable, you may request a "BP-9" from the Counselor, which once completed, will be forwarded to the Legal Department through the Counselor. The Warden's office will provide a written response within 20 calendar days. If you are not satisfied with the answer, you may appeal, via BP-230 (BP-10), to the Regional Director. From this point, you may continue your appeal to the Director of the Bureau of Prisons, via BP-231 (BP-11).

EDUCATION DEPARTMENT

Education Programming

Specific education programming is not available; however, GED, ACE, Parenting and Reading is Fundamental program material and is available for self study.

Law Library Services

This facility provides inmates reasonable access to legal materials. The library is maintained by the Education Department, and requests for materials not available there should be made to that department. Reference material is available in the Law Library, as well as typewriters and a copy machine. Copy machine cards may be purchased through the Commissary. In order to prevent theft of those funds, you must safeguard your copy account cards. The cost of copies is .15 cents per copy. You must request to make copies when entering or departing the library. The Law Library will be open seven (7) days a week during the following hours:

ODD DAYS

Special Housing Unit	8:30 a.m. - 10:30 a.m.
East Unit	12:30 p.m. - 3:30 p.m.
West Unit	5:30 p.m. - 8:30 p.m.

EVEN DAYS

Special Housing Unit	8:30 a.m. - 10:30 a.m.
East Unit	5:30 p.m. - 8:30 p.m.
West Unit	12:30 p.m. - 3:30 p.m.

This schedule is based upon the day of the month, either odd or even (i.e., the 1st, 3rd, and 5th are odd days of the month; the 2nd, 4th, and 6th are even days). At no time will inmates from other units be allowed in the Law Library at the same time. Nothing (except your copies) is to be removed from the library. Any destruction of legal material or other institutional property will result in disciplinary action.

Leisure Library

General reading and educational material is provided in the housing units. This material will be rotated and added to regularly by Education Department staff.

Recreation Notes

The goal of the Recreation Department is to provide and promote the constructive use of leisure time activities. In order for us to provide this service inmates must maintain respect for the equipment and supplies that are available. Exercise caution and care while using the equipment. Staffing and/or weather permitting, inmates will normally receive one hour of outdoor recreation or 2 hours of leisure time activity daily. Recreation may be postponed for individuals whose cells do not meet sanitation standards.

Leisure Activities

A schedule identifying recreational programs will be posted in each housing unit for your convenience. Recreational activities are available seven (7) days a week.

Outside Activities

Outside recreation is available for basketball, handball, and other outside activities as weather permits. These events will be scheduled by the recreation department.

Television Viewing

Television viewing is a privilege and may be suspended for unit violations, poor sanitation, and/or disturbances. Changing of the channels is at the discretion of the Unit Officer. Any attempt to manipulate the televisions by a detainee will result in disciplinary action. There are assigned televisions in each unit designated for Sports, General viewing, and Spanish viewing. They are located in the common area of the unit and require the use of an FM personal radio. Closed captioning has been activated for those who do not have a radio. Viewing is available seven (7) days a week from 6:00 a.m., until lock down. Televisions will be turned off during count times, lock down and meals.

Loud talking and excessive noise is prohibited. Each individual is responsible for cleaning up after himself. Inmates must be fully dressed while out of their cells. An overall inspection/evaluation will be conducted by the FDC Lieutenant, DCA and/or other Unit Team Staff prior to the end of the week. Any late TV viewing must have the written approval from the DCA, and cleanliness of the unit and of individual cells will be a major factor when considering this privilege.

FINANCIAL MANAGEMENT

Trust Fund Accounts

Deposits to your trust fund account include monies received through Lockbox, Western Union deposits and Inmate Performance Pay. Funds may not be received through the Visiting Room. U.S. currency, **postal** money orders, and government checks are posted to your account upon receipt. Your committed name and register number must appear on all money orders and checks. Domestic checks **and non postal money orders** are held for 15 days and foreign checks are held for 60 days. Withdrawals from your account include commissary purchases and fund withdrawals through the use of Form BP-199. This form is used to send funds home, for subscriptions, savings accounts, etc... This form is available from your Counselor and must be completed in the presence of a staff member.

Commissary

The Commissary offers a variety of products. The purpose is to provide detainee's with merchandise not provided by the Bureau of Prisons and food items to complement the institution Food Service menu. Personal identification is required to shop at the Commissary. The following schedule will be used for the Commissary:

Monday: **West Unit from 8:30 a.m. until completion**
Tuesday: **No Sales**
Wednesday: **East Unit from 8:30 a.m. until completion**
Thursday: **SHU Sales**
Friday: **No sales**

(NOTE: THE DAYS CHANGE EVERY SIX MONTHS)

Postage stamps and over the counter medications, are exempt from the spending limit. All items purchased shall not exceed the limits posted on the commissary list. If a detainee is found to be in possession of excessive amounts of commissary, it will be considered contraband and disposed of appropriately.

If you are departing FDC Milan and wish to have your Commissary and ITS funds transferred to you, submit a cop-out addressed to: P.O. Box 9999, Milan, MI. 48160 ATTN: Detainee Accounts. Ensure to include a correct forwarding address.

NOTE: Commissary use is a privilege, not a right.

A spending limit of \$290.00 a month will be posted to the detainee's account once per month, **validation will be based on the fifth digit of your register number:**

5 th digit of register number	Re-validation day
0	1 st
1	4 th
2	7 th
3	10 th
4	13 th
5	16 th
6	19 th
7	22 nd
8	25 th
9	28 th

Telephones

All telephone numbers are entered into TRUFONE using the BP-505S Form. This form needs to be filled out completely and legible to ensure that the numbers are entered into the system correctly. The phone numbers need to be filled out without missing a space, and do not place one or zero in front of the number you are trying to call. Unit team shall review and approve all numbers added or deleted from your phone list. You can have up to 30 numbers on your phone list at one time. You are allowed to add or delete to your phone list once during the month. Transferring of funds from your commissary account to your phone account can be done when the phones are on in the units. Phone calls are limited to 15 minutes per call and a total of 300 minutes per month, collect, debit or a combination of both. Inmates must wait one hour between calls before being allowed to make another call. Calls are

monitored at all times. Please notify a trust fund staff member if you have any problems making a phone call. Make sure you give the time, location and the phone number you are attempting to call so we are able to research the problem. A nine digit phone access code (PAC) is given to each inmate. Make sure you keep your PAC number confidential or you will have to pay \$5.00 to replace it. When making a phone call for the first time, you will be asked to give your name, at this time state your name that you want everyone to know you as, because the recorded name will be used for all of your phone calls.

Laundry

When you arrive you will be processed through Receiving and Discharge. You will be given one set of institution clothes, one set of underwear (undershirt and undershorts), a pair of socks, and a pair of shoes. When you arrive in your unit, you will be given two additional sets of clothes. You will also be given two bed sheets, one pillowcase, and two blankets.

All sheets, pillowcases, and blankets may be exchanged in the units. All items will be exchanged on a one-for-one basis only. Ironing boards and irons are available for daily use and must be checked out with your Commissary Card from the Unit Officer.

FOOD SERVICE

Meal Hours

All meals must be eaten in the unit dining area. The only items allowed to be taken to your cell are items prescribed on a medical diet to be consumed after meal hours. No personal dishes will be allowed in the serving line. Detainees are to use the trays provided. There is a lock down prior to all meals. Meals are served on the following schedule:

- Breakfast... 6:00 a.m. - completion
 - Lunch..... 11:00 a.m. - completion
 - Dinner..... 4:15 p.m. - completion
 - Weekend/Holiday Schedule
 - Coffee Hour... 6:00 a.m. - completion
 - Brunch..... 10:30 a.m. - completion
 - Dinner..... 4:15 p.m. - completion
- Note: Times may vary slightly

Note: meals will be served to one floor at a time. The other floor will be secured in the cells and rotated upon completion. Detainees in hold-over status who are assigned to food service shall remain assigned for a minimum of (90) days without interruption or until that detainee is reassigned to a new location. Detainees in pretrial status who sign a waiver to work in food service shall remain assigned to food service for a minimum of (90) days.

Special Diet Procedures

Special medical diets will be approved and monitored by the Health Services Department. The Common Fare program is offered for religious diets. In order to take part in Common Fare, you must request approval through the Religious Services Department by addressing a cop-out to the Chaplain's Office.

Health Services Unit

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
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.	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. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. 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.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
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.	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> .

4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	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.
RIGHTS	RESPONSIBILITIES
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	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.
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.	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.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
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).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	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.
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.	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.

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 FDC Milan functions as an ambulatory outpatient clinic. Some of the services available to inmates are: Medical Sick call / Chronic Care, X-rays, Lab, Dental, Pharmacy, Medical Records, etc. The Medical Staff consists of physician, dentist, mid level practitioners , register nurses 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 the case, (injury or illness), requires emergency treatment.

1. Sick Call Procedures:

F.D.C. Milan : Routine regular Sick call sign-up will be conducted per unit on the days and times specified below. The arrangement will afford enough time for each inmate to sign up. On the scheduled day, each inmate **must** sign his name on the sick-call sheet located at the Officer Station between 6:30 am and 7:00 am. The **The Clinical Provider** will return to escort those inmates to the Health Services Department at approximately 8:00 am. The inmate must be dressed according to regulations, (Canvas Blue shoes are the only shoes authorized to leave the unit) and be ready to be escorted when the clinical provider arrives.

Inmates who signed for Sick-Call and are not ready at departure time, will lose the Sick-Call appointment for that day and will need to sign for another day.

West & North Unit : Mondays and Thursdays: Sign-Up : 6:30 am to 7:00 am

East Unit: Tuesdays and Fridays: Sign-Up : 6:30 am to 7:00 am

Wednesdays: Administrative tasks / A&O Physical evaluations only

Medical / Dental Emergency care is available 24 hours /7 days a week. (You must notify the Detail 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 in your behalf, with some exceptions. **(Review attached memo on Inmate Co-payment Program).**
- Physical Examinations:** You will receive a complete medical/dental evaluation within the first 14 days of your admission into FDC Milan. A physical examination is required prior to being assigned to work. Chronic Care Clinics will be conducted by the Clinician at least every six months or as often as the Physician may indicate. Medical Specialty consultation or special procedures will be only ordered as per the Clinical Director discretion. Optometry examinations will not be provided at the Detention Center, (these services will be addressed/provided at your designated institution). Any detainee may request authorization from the Health Services Department to have his personal eyeglasses sent from home (a package authorization slip will be required).
Dental evaluations will be usually available every two weeks, normally on Fridays. Any detainee who signed for dental sick call will be seen then. Routine dental procedures or treatment will not be provided at the FDC, (these services will be addressed/provided at your designated institution). Only emergency dental care or other procedures as per the Dentist discretion.
- Medication Prescriptions:**
All detainees who wish to renew a Prescription must go through sick-call procedures as described. Medication re-fills will be collected by the Clinical Provider in the morning. Distribution of prescriptions will be at the Evening medication time.

Controlled Medications Times: You will be taken the medication and/or Insulin, check blood sugar (if indicated) in your Unit (room, if lockdown). You need to present your ID card. You must take and swallow your medication in front of the staff member. You will be asked to open your mouth to show the staff that you have drunk the medication. Medication times are as follow:

Early Morning AM Line	Daily from 6:30 am to 8:00 am (Estimated usual time)
Midday Noon Line	Daily from 11:30 am to 12:45 am (If needed)
Afternoon Line	Daily from 3:00 pm to 3:15 pm (Estimated usual time)
Evening Line	Daily from 9:00 pm to 9:30 pm (Estimated usual time)

5. Other Topics:

Personal Medical Equipment will be only reviewed and authorized by the Clinical Director in a case by case basis. No special diets, no bed boards, extra blankets / pillows or special shoes, will be supplied at the FDC Milan. Medical restrictions will be considered and abided by the work or bunk assignments. You may send an Inmate Request to Staff Member Form to the Clinical Director , the HSA or Medical Records for medical/administrative issues.

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

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

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

B. Health Care Visits with a Fee:

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

C. Health Care Visits with no Fee:

We will not charge a fee for:

1. Health care services based on health care staff referrals;
2. Health care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care; (N/A)
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

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

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

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

D. Indigency: An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

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

CORRECTIONAL SYSTEMS DEPARTMENT

Mail

Mail service is available for pick up and delivery, Monday through Friday, with the exception of holidays. Mail call will be accomplished by the unit officer after the evening meal. Legal/Special mail will be distributed by the unit counselor. General correspondence and Special mail depositories are located in the East and West Units. All mail must be mailed unsealed with the exception of special mail. A Special Mail depository is located in the front lobby for detainees attorney's. Mail gathered from this depository is located in the front lobby for detainee attorneys'. Mail gathered from this depository will not go through the Institution Mail Room. Return address envelopes are available for inmate use and can be obtained from the unit officer. Certified and return receipts are available from the unit counselor. Detainees are required to place their committed name, registration number and the return address of the institution on the upper left hand portion of the outgoing correspondence, i.e., Joe Smith, 12345-039, Federal Detention Center P.O. Box 1000, Milan Michigan 48160. Outgoing correspondence that does not have an appropriate return address will be returned to the detainee.

All detainees are responsible for their mail and are subject to prosecution for any violation of federal postal laws. Detainees are also subject to institutional discipline for violation of mail regulations. Detainees who abuse the unrestricted correspondence privilege may be placed on restricted status. Any correspondence between confined inmates in cases where both offenders are housed in federal institutions and are both members of the immediate family or are a party or witness in a legal action, the Detention Center Administrator must provide written approval. The Warden's or Administrator of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution. Detainees must provide proof of ongoing litigation with a co-defendant, in order to correspond with that co-defendant.

Legal/Special Mail

Legal mail is defined as mail that is being received from the following: President and Vice President of the United States, Members of the United States Congress, Embassies and consulates, the United States Department of Justice, excluding the Bureau of Prison, United States Attorneys and United States Probation Officers. For correspondence to be processed as special mail, the sender must be adequately identified as an attorney, and must be marked "Special Mail", open in the presence of the detainee or similar language. Providing your incoming correspondence meets the requirements established for Special Mail your correspondence will not be copied or read and will only be opened and inspected for contraband in your presence. It is your responsibility to advise your attorney of the requirements for Special/Legal mail.

Incoming Publications

All incoming publications i.e., hardcover, soft cover books, magazines and newspapers may only be received from a publisher or a book of the month club. Newspapers must be current and be no more than 15 days old. Magazines must be current and be no more than 4 months old.

Personal Property

If worn at time of commitment, the following items may be retained by the detainee: one (1) plain (no stones) wedding band (max \$100 value) and one (1) pair prescription glasses. When you release to court, your property will be inventoried on an Inmate Personal Property Form, (BP-383), and held for 30 days. If you do not return after 30 days, the property will be forwarded to the address provided by the detainee.

Court Clothes

Pre-trial detainees may request one set of court clothes. Arrangements must be made with the Unit Counselor. The clothes will be stored in the Receiving and Discharge area.

Authorized items will be limited to not more than one of the following items:

- Jacket/sport or suit coat
- Shirt
- Pants/slacks
- Shoes (1 pair/no laces)
- Tie (Clip-on)

PSYCHOLOGY SERVICES

The Psychology Services Department is available to assist you in adjusting to this temporary environment. This assistance is provided by short-term supportive counseling for those identified by themselves or staff as having difficulty adjusting to their current circumstances. If you believe you need to speak with a Psychologist, submit a cop-out requesting an appointment. If you feel that you need to see a Psychologist immediately, you may contact any staff member for assistance.

Preventing Sexual Assault in Prison ***What is Sexual Assault?***

According to the Federal Bureau of Prisons (BOP), sexual assault is any forceful or threatening sexual behavior forced on you by one or more individuals. This includes pressure, threats, or other actions and communications to force you to engage in a partial or complete sexual act.

Your right to be safe from Sexual Assault

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. No matter what your sexual origin/preference, you have the right to be safe from unwanted sexual advances and acts.

About your Safety

If you feel that your right to be left alone sexually is being violated, BOP staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like psychologists, are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It is part of their job to ensure your safety. You do not have to name the other individuals detainees to receive assistance, but specific information will make it easier for staff to help you. If you are sexually assaulted, you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important that you see medical staff before you shower, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may not be readily apparent to you. They can also check you for sexually transmitted diseases (STD) and gather any physical evidence of the assault.

Avoiding Sexual Assault

Here are some things you can do to protect yourself against sexual assault:

- * Do not accept gifts of favors from other inmates. Most gifts and favors from other inmates come with strings attached to them.
- * Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgements.
- * Be direct and firm if other inmates ask you to do something you do not want to do. Do not give mixed messages to other detainees regarding your wishes for sexual activity.
- * Avoid out of the way or poorly lit areas of the institution.
- * Choose your associates wisely. Look for people who are involved in "safe", positive institutional 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.

Counseling Services related to Sexual Assault

Most people need help to recover from the emotional affects of sexual assault. If you are the victim of a sexual assault, whether it's recent or in the past, psychology staff are available to counsel you. If you feel you need help to keep from sexually assaulting someone else, psychology services are available to help you gain control over these impulses. Before you attack another inmate, REMEMBER...Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. If you are found guilty of sexual assault, you will be subjected to disciplinary sanctions and possible criminal prosecution.

Suicide Prevention

It is not uncommon for people to experience depression or hopelessness while in jail, particularly if newly incarcerated, serving long sentences, experiencing family problems, or receiving bad news. When under pressure or suffering losses, inmates/detainees may consider suicide. While staff are trained to monitor and intervene under these types of circumstances, it is important to make timely referrals to Psychology Services. If you personally experience problems which seem overwhelming, or are aware of another individual showing signs of depression, PLEASE ALERT STAFF. Your input may save a life.

RELIGIOUS SERVICES

The Department of Pastoral Care extends to you the greatest amount of freedom in pursuing individual religious beliefs and practices that are harmonious with the requirements of maintaining security, safety, and the orderly running of the institution. This includes distribution of available resources among the various faith groups for services and religious activities. No one will disparage your religious beliefs, nor attempt to persuade you to change religious affiliation. You may designate any or no religious preference.

SAFETY DEPARTMENT

Occupational Safety

The Safety Department provides a safe and healthful environment for all detainees. The Safety Office is responsible for investigating and coordinating all pertinent reports/forms relative to detainee injuries, conduct monthly safety inspections throughout the facility, ensuring appropriate personal protective equipment is used to carry out a safe operation, and ensuring job efficiency safety training sessions are conducted.

The Safety Office is also responsible for the inspection of institution fire protection and suppression equipment and ensuring required maintenance is performed on those systems.

Fire Evacuation Procedures

Quarterly fire drills are conducted to acquaint you with fire exit routes and procedures. Information regarding fire evacuation routes are posted, in both English and Spanish, in several locations on the walls of the units. Become familiar with all fire exits and evacuation routes. In case of fire, remember to remain calm and follow the instructions of the Officer-in-Charge.

Smoking Policy

FDC Milan is a non-smoking facility, which means there is no smoking allowed anywhere within the enclosed facility. Tobacco products are not sold in the commissary.

WORK ASSIGNMENTS

Institution Assignments/Performance Pay

At any time, you may be assigned various duties by the Officer, Lieutenant or Unit Team for housekeeping tasks in common areas and your assigned cell. You may be assigned a job in another area. If you receive a specific job assignment, you will receive performance pay. Radios are not to be worn on any work detail. Detainees performing satisfactorily on an institution work assignment are eligible for Performance Pay at pay grade four. Performance pay is deposited to the Commissary Accounts on or about the 10th day of each month for work performed the previous month.

Notice: The information contained in the hand book was correct and accurate at the time of printing. However, Bureau of Prisons policies and local procedures are subject to change. Current policies will take precedence at all times.

CORRECTIONAL PROGRAMS

The Rights and Responsibilities pamphlet includes the chargeable offenses. The document is posted in the units and is provided to the inmates during Intake Screening. The visiting procedures are in the Admission and Orientation Handbook which is posted in the units.