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Counselor: _____
Unit: Dorm _____
Bed Assgn: _____

ADMISSION AND ORIENTATION MANUAL

FEDERAL PRISON CAMP
PENSACOLA, FLORIDA

OCTOBER 2009

**ADMISSION AND ORIENTATION HANDBOOK
REVISED - DECEMBER 2007**

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INTRODUCTION

This handbook was developed to provide inmates with information concerning the rules of this facility during their initial orientation to the institution. More detailed information on the policies and regulations may be obtained by referring to Bureau of Prisons(BOP) Program Statements and Institution Supplements, available in the Law Library or by consulting a member of your Unit Team. In the event any information in this handbook conflicts with BOP Program Statements or Institution Supplements, the policies and regulations set out in the BOP Program Statements will prevail.

You are expected to conduct yourself as a gentleman, to be courteous to other inmates, to respect authority, to obey all institution regulations, and to follow instructions of all staff members, Navy, and Air Force personnel.

ADMISSION & ORIENTATION

Within seven days of your assignment to a Unit, you will complete the Unit portion of the Admission and Orientation (A&O) Program. You will meet with the Unit Manager, Counselor and Case Manager for a review of Unit procedures and expectations. The Unit Rules and Regulations are posted on the unit bulletin boards and should be reviewed immediately upon your arrival in the unit.

Within three weeks of your arrival, you will be placed on callout to attend the Institution portion of the A&O Program. You will hear lectures by the Warden and representatives of all the departments. You will be provided with information concerning the operation of each department at this facility.

COUNT PROCEDURES

During count there will be no talking or noise of any kind in your living area until the count is cleared. Disciplinary action may be taken against you for not being at your assigned area during count or for leaving before the institution count is verbally cleared by a Correctional Officer. Everyone must stay in their rooms/cubes until the count light is turned off. During the 4:00 p.m. and 10:00 a.m. week-end counts, inmates may move about inside the dorm after the count light is extinguished, but must wait until their specific dorm is released via the intercom before exiting the building. Counts are taken daily at the following times: **12:00 a.m.**, **2:00 a.m.**, **4:30 a.m.**, **4:00 p.m.**, and **10:00 p.m.** In addition, count is taken at **10:00 a.m.** on weekends and holidays. You **must stand** beside your bed for the **4:00 p.m.** count and the **10:00 a.m.** count on weekends and holidays.

CHECK OFF

A&O inmates must check-off daily with the Compound Officer. The location will be announced over the Public Address system. This is required at **8:00 a.m.**, **12:00 p.m.**, **2:00 p.m.**, and **6:00 p.m.** Inmates who are on idle, convalescence, vacation, and call-outs must check-off with the Compound Officer at the times listed above along with the A&O inmates.

ADVERSE WEATHER

During adverse weather, an announcement may be made to close the compound. You are to return to your assigned housing unit or assigned work detail, during working hours, until the compound is re-opened.

CALL-OUTS AND DAILY CHANGES

Call-outs and Daily Changes for the following day are posted each evening on the dormitory bulletin boards. It is your responsibility to check these lists daily and report to your call-out assignment at the scheduled time. Failure to comply with this requirement will result in disciplinary action. Daily changes for classification decisions such as bed changes and work detail changes are posted on the unit bulletin boards.

OFF LIMITS / OUT OF BOUNDS

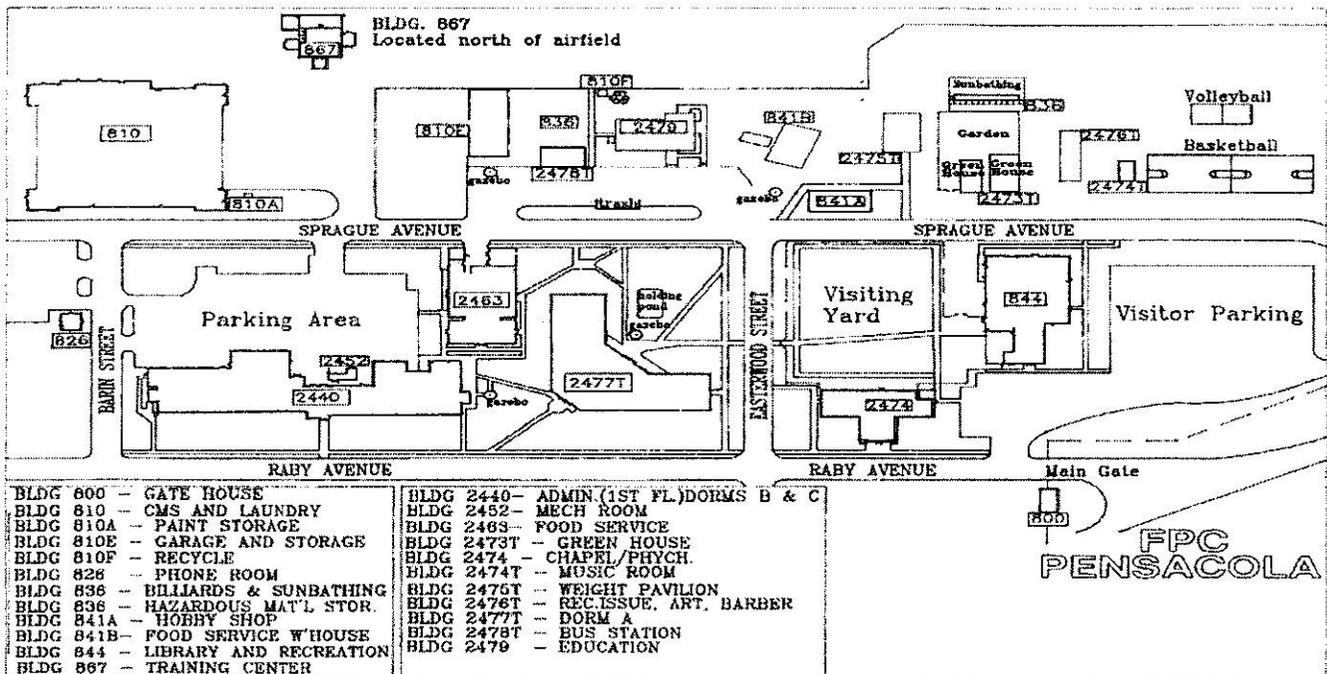
The FPC Map, which can be found in this Manual, shows the out-of-bounds perimeter which an inmate must not cross without specific permission from his Supervisor. At dusk the walking/jogging track, softball, and football/soccer fields are closed to all inmates and

are out of bounds. Other restricted areas include:

1. *Base Theater (Reserve Center Building 845)
2. *Base Gym (Building 830)

*These buildings are West of the FPC compound and are Out of Bounds, with the exception of scheduled events. Inmates are authorized to go to and from those events during the scheduled time and for a brief time before and after each event. Inmates will not travel through the parking lots along Sprague Avenue.

3. Any inmate not in his assigned work area during work hours, on base or off base, is considered out of bounds. This means any time an inmate is anywhere other than where he is supposed to be.
4. The Staff Parking Lot (behind Building 2440, including in front of Food Service and R&D) is out of bounds, with the exception of a call out or official business.
5. The Visitors Parking Lot and access street are out of bounds.
6. The Administrative Offices on the first floor of Building 2440. Inmates must check in at the Control Center for access to these areas.



INMATE SMOKING

FPC Pensacola is a no smoking/no tobacco product institution. All tobacco products are considered contraband. We understand this change will be difficult for newly committed inmates who were tobacco users prior to their arrival. In an effort to ease the transition, we have a smoking cessation program in place which includes counseling, educational programs, and special purchase nicotine replacement patches.

Please be aware that staff are available to assist you during the upcoming months to ensure you receive needed assistance. If you feel you would benefit from the above-mentioned programs and services, you should contact your Unit Team, Health Services, and/or Psychology Services staff.

SEARCHES AND TESTING.

At all times, inmates and their belongings are subject to searches. These searches for, and seizures of, contraband are on a random basis. When stopped for a random personal search, inmates must do as instructed by the Staff Member. Routine and random alcohol and drug tests are administered to inmates. When called to the Control Center or the Lieutenants Office, proceed there immediately and do as instructed. Attempting to evade testing will result in disciplinary action.

CONTRABAND

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

SCHEDULE FOR FPC PENSACOLA DAILY ACTIVITIES

MONDAY THROUGH FRIDAY

Official count	12:00 a.m.
Official count	2:00 a.m.
Official count	4:30 a.m.
Lights on	4:45 a.m. (After count clears)
Breakfast: (After count clears)	5:00 a.m. - 6:00 a.m.
Sick-Call: (None on Wed, Sat, Sun)	5:00 - 5:15 a.m.
Work-Call (base details, then camp details):	5:30, 6:30, and 7:30 a.m.
Lunch:	11:00 - 11:45 a.m.
Workday ends for base details	3:00 to 5:00 p.m.
Evening meal (Early M/T/W/T 3-3:30PM)	4:30 - 5:30 p.m.
(Early F 2:30-3:30 p.m.)	
Mail call as announced at approximately	5:30 p.m. and 8:30 p.m.
Compound closed	3:45 p.m.
Official Count - STAND-UP, bedside count	4:00 p.m.
Preparation for count/compound closed	9:45 p.m.
Official count	10:00 p.m.
Lights out	10:30 p.m.

SATURDAYS, SUNDAYS, AND HOLIDAYS

Official count	12:00 a.m.
Official count	2:00 a.m.
Official count	4:30 a.m.
Showers open	4:45 a.m. (After count clears)
Coffee hour	6:30 - 7:30 a.m.
Visiting hours	Sat/Sun 8:00 a.m. - 3:00 p.m.
	Fri evenings 5:00 pm. - 8:30 p.m.
Recall in preparation for count/compound closed	9:45 a.m.
Official count - STAND-UP, bedside count	10:00 a.m.
Brunch - Is served from when the 10:00 a.m. count clears until all inmates are served.	
Recall in preparation for count/compound closed	3 :45 p.m.
Official count - STAND-UP, bedside count	4:00 p.m.
Evening meal (Early S/S)	2:30 - 3:30 p.m.
	After 4:00 p.m. Count - until last call
Recall in preparation for count/compound closed	9:45 p.m.
Official count	10:00 p.m.
Lights out	10:30 p.m.

*NOTE - Special holiday schedules may necessitate time changes for some events.

UNIT MANAGEMENT

Problems or complaints should be discussed freely with your Case Manager, Counselor, or, Unit Manager. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally you may file an Administrative Remedy (BP-229). These forms are supplied by your Counselor and must be returned to him/her.

SCHEDULE OF UNIT SERVICES AND ACTIVITIES

A Schedule of Unit Activities and Programs is posted on each unit bulletin board throughout the institution to inform you of the unit based activities and programs developed and implemented by the Unit Manager.

PROVISIONS FOR HOUSING DISABLED INMATES

For those inmates that have disabilities, see your Unit Manager for any housing or other needs you feel are necessary.

ARTICLES FOR HYGIENE

Articles necessary for maintaining proper personal hygiene are available to all offenders and provided to those who are indigent upon request.

INMATE REQUEST TO REVIEW CENTRAL FILE

An inmate seeking to review his inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and he will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record (BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

UNSCHEDULED PROGRAM REVIEWS

Pursuant to CFR §524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

UNMONITORED LEGAL TELEPHONE CALLS

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. The call will take place in the Dorm A office area .

POSTAGE FOR INDIGENT INMATES

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

NOTARY SERVICES

Case Managers may use a certifying stamp for court activities and paperwork. Anything that must be done by a Notary will require outside services at your own expense.

SAVINGS ACCOUNT

If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account.

Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release. Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

FINANCIAL RESPONSIBILITY PROGRAM

The Bureau of Prisons strongly encourages you to satisfy your legitimate financial obligations (e.g., committed fines, non-committed fines, court assessments, child support, etc.). As part of the initial classification process, your unit team will provide you with the opportunity to develop a financial plan for satisfying these obligations. During subsequent program reviews, your unit team will consider your willingness and dedication to addressing your legal financial responsibilities. You should make every effort to satisfy your financial obligations by paying the maximum amount. You may either make a single payment or repetitive payments to satisfy your debt. Participation in the Financial Responsibility Program (FRP) is a factor which will be assessed when considering you for various programs, including furloughs, halfway house placement, preferential housing, and requested job assignments.

CUSTODY LEVEL

All newly committed inmates are assigned to "Out" custody upon arrival at FPC Pensacola. This means that you are classified as appropriate for a minimum security institution. To participate in any community based activity, including furloughs and halfway houses, "Community" custody must be obtained. Initial review of custody will generally be done after an inmate has been at the facility six months, in conjunction with your program review.

FURLOUGHS

A furlough is an authorized absence from the institution by an inmate who is not under the escort of a staff member or other law enforcement official. The Warden is the approving official for all furloughs. To qualify for a furlough, you must meet the eligibility requirements in Program Statement 5280.08, Furloughs. Furloughs, other than emergency or medical, may be requested at your scheduled program review providing you meet eligibility requirements. Consult a member of your unit team for further information on furloughs.

COMMUNITY CORRECTIONS CENTERS

In 1961, the Bureau of Prisons established the first Federal Community Corrections Center or "halfway house" to assist offenders in their transition from prison back into society. At the present time, there are more than 400 halfway houses under contract with the Bureau. For Community Treatment Centers, commonly referred to as Rehabilitation Re-entry Centers (RRC), the placement process for eligible inmates usually begins approximately 17-

19 months prior to the established release date. You can discuss this in detail at your team meetings.

RELEASE PROCEDURES

Inmates departing the institution by release or transfer will normally depart the institution by taxi, or if appropriate, town driver. Bus, privately owned vehicle, or airplane may be utilized to arrive at final destination. If an inmate chooses to use transportation other than that offered by the Bureau, the inmate or the inmate's family must pay the entire transportation cost; no part of that cost will be absorbed by the Bureau. All releases and transfers will normally occur after 8:00 a.m., Monday through Friday. Exceptions are made in unusual cases.

RELEASE GRATUITIES

Inmates being transferred to a halfway house or released may be given a reasonable gratuity, based on individual need to be determined by policy and your Case Manager, with final approval by the CMC and/or Warden. You should save money for your release needs while incarcerated.

RELEASE CLOTHING

Inmates who desire release clothing to be sent in upon release or transfer to a halfway house, should make a request to their Counselor, no earlier than 30 days prior to their departure date from the institution. This clothing will be issued on the day of departure.

ACCESS TO DIPLOMATIC REPRESENTATIVE AND TREATY TRANSFER PROGRAM

Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

CONSULAR VISITS

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors.

GROOMING AND SANITATION

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times. There is no limitation on hair style and length of hair; however, hair will be clean and neatly groomed at all times. Beards and moustaches are permitted.

Issued belts must be worn at work. Green shirts must be tucked into the trousers and buttoned, except for the top button. When authorized for wear in place of the green shirt, the white t-shirt must be tucked into the trousers while on duty. Sleeves on the long-sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must be worn in all areas of the institution.

It is expected for all inmates at this institution to adhere to the dress code. This will be strictly enforced from 6:30 am to 4:00 pm Monday through Friday. Although white T-shirts may be authorized on the Compound and military work sites by the supervisor while working, i.e., cutting grass, or other labor-intensive job assignments, the white T-shirt will be tucked inside of your trousers. The issued green shirt is required in all other circumstances. Inmates off duty between 7:30 am and 4:00 pm may wear personal clothing from the dorm to Recreation only. During visitation, proper attire will be the green long or short sleeved shirt, green trousers, and institution work boots or tennis shoes.

If you need additional guidance, please speak with your detail supervisor.

You will be held responsible for the condition of your living area. Beds are to be made properly, areas cleaned, trash emptied and lights turned off before work call. Nothing is to be taped or nailed to walls or furnishings. Strict adherence to the cubicle/room sanitation illustration located on the bulletin boards is required.

WORK ASSIGNMENTS AND WORK REPORTS

After completion of the A&O Program, you will be assigned to a permanent work detail, a training program, or a combination of both, based primarily on institution needs. Factors considered in determining a specific work assignment are: Your physical condition, educational level, previous work experience, general aptitude, ability to benefit from training, and plans for the future. Job assignments and changes are made by the administration.

OFF BASE WORK DETAILS.

1. All off-base details will report to the bus stop (Building 2478T)
 - Eglin/UNICOR details at 5:30 a.m.
 - Navy details at 6:30 a.m.
2. Wear the proper uniform and the black issued steel-toed safety shoes.
3. Inmates must follow all safety rules and procedures.

No coins or money of any type will be permitted on Base details.
5. The following authorized items may be taken to an off-base detail:
 - Watch
 - Wedding band
 - Prescription glasses/sun glasses
 - I. D. card
 - Work gloves

- One book
 - Three consumable commissary items/snacks which cannot be brought back.
6. Do not bring back anything except what you take to the job site.
 7. Inmates should conduct themselves as gentlemen. Avoid loud talk, noise, profanity and idle time.
 8. Inmates must stay in their designated work area.
 9. Inmates must work as instructed by their supervisor.
 10. There will be no unauthorized civilian contact.
 11. Inmates may not use the telephones or cell phones.
 12. Inmates may not mail packages or letters.
 13. Inmates may not possess contraband at the job site nor attempt to re-enter the camp with any.
 14. Inmates must check with their supervisor at least every hour.
 15. Inmates must report to the return bus site on time.

NOTE: Inmates are prohibited from using any computer or computer related device on base details. Inmates may not repair or modify any computer related equipment.

Reports which evaluate your work performance will be prepared by your supervisor quarterly. These performance reports are also used to help determine your eligibility for participation in community activities (i.e., furloughs). Unsatisfactory work reports may result in restriction from community programs.

PERFORMANCE PAY

Each inmate who satisfactorily performs his work is eligible for pay based on the grade level for the particular job as established by his work supervisor. You may be awarded performance pay, generally at the rate of **\$.12 to \$.40** per hour of satisfactory work performed, depending on the designated grade level. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates receiving performance pay will be paid monthly. The pay period runs from the 1st through the end of the month. Normally, performance pay is posted to your trust fund account within 10 working days after the end of the month.

VISITING

DIRECTIONS: See the visiting supplement attachment "C" at the end of this pamphlet for directions to FPC Pensacola.

LOCAL TRANSPORTATION:

See the visiting supplement attachment "C" at the end of this pamphlet for local transportation information to FPC Pensacola.

INMATE VISITING:

Inmates entering the visiting room may not bring anything with them except the following:
(NOTE: WATCHES ARE NOT PERMITTED TO BE WORN IN TO OR OUT OF VISITS)

1. One comb.
2. One handkerchief.
3. I.D. Card/Commissary Card.
4. During winter months, inmates may wear a hat and coat to visiting, and while in the outside visiting yard.

NOTE: See the institution supplement concerning Visiting Regulations.

HOURS OF VISITING:

Visiting is from 5:00 p.m. to 8:30 p.m. on Fridays, and 8:00 a.m. to 3:00 p.m. on Saturdays, Sundays, and Federal holidays. An unlimited amount of visiting time is granted; however, an inmate may have no more than five adult visitors at one time. Once your visitors leave the visiting room, the visit is terminated. All children under age 16 must be accompanied by an approved adult. A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visit is the only physical contact that will be allowed. Any excessive display of affection between inmate and visitor which may tend to embarrass other visitors will not be permitted and could result in termination of the visit.

APPROVED DRESS CODE:

Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors are required to wear closed toed footwear. All visitors will be properly dressed when coming to visit at the institution. Dresses and skirts must touch the top of the knee in length. Shorts and/or culottes are not permitted to be worn by any visitor (male or female) over the age of 16 years. Visitors will not be allowed to wear see-through clothing, halter tops, tank tops, sleeveless apparel of any kind, or any kind of top that reveals the midriff area of the anatomy (this applies to male and female visitors). Radically low-cut shirts or blouses, revealing front and backless clothing, are prohibited. Skin-tight clothing or Spandex clothing, or any other apparel of a suggestive or revealing nature will NOT be allowed.

All visitors are also required to wear undergarments to include bras for female visitors. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination

of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be made in concert with the Duty Officer.

IDENTIFICATION REQUIRED:

All visitors must provide appropriate photo identification, (drivers license, passport, etc.) before being allowed to visit. Identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be searched with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

ITEMS AUTHORIZED:

Visitors should refrain from bringing large sums of money into the Visiting Room, as you will be requested to secure it in your vehicle. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring medication into the institution's Visiting Room. Individuals with medical problems which requires them to carry medication into the visiting room must inform the Visiting Room staff of their condition and receive permission to carry the medication into the Visiting Room or to leave it with the Visiting Room Officer.

Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. See visiting supplement attachment at the end of this pamphlet for greater details.

Smoking is prohibited throughout the visiting areas. No cigarettes, cigars, lighters, matches, smokeless tobacco, or other related items will be allowed into the Visiting Room. No cellular telephones, pagers, MP3's, or any other electronic devices are allowed.

SPECIAL RULES FOR CHILDREN:

Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. The children's play area is for children only. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution. Occasionally, children may participate in the activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

ITEMS THAT VISITORS MAY GIVE TO OFFENDER:

Visitors will not be allowed to bring in anything to give to an inmate to include cigarettes, cigars and other tobacco products, mail, or legal materials. Inmates may not receive money through the Visiting Room. All monies for an inmate must be mailed into Lock Box through the U.S. Postal Service.

SPECIAL VISITS FOR FAMILY EMERGENCIES:

Inmates with family emergencies should see the Unit Manager to arrange special visits. These are limited to what is allowable in policy.

FOOD SERVICE

Three well-balanced meals are served each day in Food Service (building 2463). Upon entry, inmates will remove any head coverings (except approved religious head wear) and avoid loud or boisterous conduct. Inmates are required to have on their possession, their I.D. card, when entering. Each inmate is asked to avoid food waste. Take only what you will eat. Be careful not to place eating utensils or cups in the garbage. If something is dropped or spilled, pick it up. Inmates are not allowed to cut in front of other inmates in line. The only food allowed to be removed from the dining hall is one piece of fresh fruit (when it is served). Any inmate taking any other type of food or food related product from the dining room, will be subject to disciplinary action. It is the inmates responsibility to come to the dining hall to eat when his unit is released. Inmates should not rely on a "Last Call" announcement. Inmates may not bring into the dining room, any type of plastic containers or drinking cups/coolers. All books, newspapers and gym bags must remain outside. Inmates may bring in certain type of foods that were purchased from the commissary, these would include: single serving foods like, tuna, sardines, mackerel, soda or seasoning items, salt, pepper, hot sauce, etc. If you are not sure, please ask the Food Service staff. Any concerns about food service should be brought to the attention of a staff member on duty at the meal.

Snacks are available from vending machines in the visiting room. A wide variety of quick serve or ready to eat snacks are available from the Commissary. Follow the sanitation rules for cooking in dormitories that are listed in the Inmate Job Safety Manual. All canned meat, chicken, fish, rice, and pasta must be consumed or disposed of within two hours of opening and prepared for consumption.

Inmates that work at Eglin AFB will receive a box lunch each day they report to work. It is the inmates responsibility to immediately refrigerate his meal when reporting to his job site. All food items should remain under refrigeration until you are released for your lunch break. Any food that is not consumed should be disposed of. No food should be saved or placed back into the refrigerator for a later date.

Food Service Meal Times

Weekdays:

Breakfast: (After count clears) 4:45 a.m.- 6:30 a.m.
Lunch: 11:00 a.m. - 11:45 a.m.
Dinner: **Monday-Thursday**, Short-line 3:00 p.m. - 3:30 p.m., then, after 4:00 p.m. count clears, for all remaining inmates
Friday, Saturday and Sunday, Short-line 2:30 p.m. - 3:30 p.m., then, after 4:00 p.m. count for all remaining inmates

Weekends/Holidays:

Coffee Hour: 6:30 a.m. - 7:30 a.m.
Brunch: After 10:00 a.m. count clears, lasting approximately 1 hour.
Dinner: **Friday, Saturday and Sunday**, Short-Line 2:30 p.m.- 3:30 p.m., then, after 4:00 p.m. count for all remaining inmates 4:15 p.m. (or after count clears)

INMATE TELEPHONES

Twenty long distance telephones plus local and international phones are provided in the inmate phone room (Building 836). The Inmate Telephone System allows direct or collect calls, based upon the phone list supplied to the Counselor. Inmates must have a PAC number to use the phones. Contact the Counselor for this as well. **ALL CALLS ARE RECORDED AND SUBJECT TO MONITORING.** Access to staff phones may be granted for legal calls and extreme emergency purposes. **All phones located on the military bases are off limits at all times!** Phone room rules and procedures are:

1. Telephones are available Monday through Friday 6:00 a.m. to 7:30 a.m., 10:30 a.m. to 12:30 p.m., and 4:00 p.m. to 9:30 p.m. Hours of operation on weekends and holidays are 6:00 a.m. to 9:30 p.m. One phone is available from 6:00 a.m. to 9:30 p.m. for use by off-duty inmate workers only.
2. All calls are recorded and subject to monitoring.
3. Phones are closed during all counts.
4. Be respectful of others avoid talking loud so that others may enjoy their conversations.
5. Damage to the telephones will result in disciplinary action.
6. No food or drinks are permitted in the phone room.
7. A reminder- inmates may not operate or direct businesses while incarcerated.

NOTE: See the institution supplement concerning telephone regulations for Inmates.

MEDICAL AND DENTAL SERVICES

Program Objective: The expected result of this program is that health care will be delivered to inmates in accordance with proven standards of care without compromising public safety concerns inherent to the agency's overall mission.

Availability and Accessibility: The FPC provides primary health care for acute and chronic conditions including diagnosis, treatment, education, and counseling for inmates. Our staff includes: physicians, mid-level practitioners, nurses, dentists, a pharmacist, and administrative support staff. Most radiological procedures are done offsite with the support of a consultant radiologist. All laboratory specimens are sent to referral laboratories for analysis, except for finger sticks for blood glucose and urine dip sticks. Consultants from optometry evaluate patients at the institution on a regularly scheduled basis. Any additional care needs as determined by the Clinical Director will be provided in the local community or by a Federal Medical Center.

Primary Care Provider Teams: Health care is delivered by an assigned team of medical providers. Upon arrival to FPC Pensacola, each inmate is assigned to a team consisting of a primary mid-level provider (PA/ARNP), nurse (RN/LPN), and a physician. Inmates are assigned to a team by their register number. Specifically, the last two digits of the first five numbers of their register number (i.e. 00025-000)

YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.

Inmate Copayment Program : In accordance with Program Statement P6031.02 you must pay a fee of \$2.00 for health care services (includes medical and dental 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 below:

We will not charge a fee for the following:

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

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;

- Wound Care; or
- Patient education.

Requested appointments which qualify for a fee assessment 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 above, you will be charged a \$2.00 co-pay fee for that visit. 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. Your health care provider will determine if the type of appointment scheduled is subject to a co-pay fee. If you are considered indigent at the time of your appointment, you will not have the copay fee deducted from your Inmate Commissary Account. An **indigent inmate** is an inmate who has not had a trust fund account balance of \$5.00 for the past 30 days. 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.

Sick Call Hours: Medical sick call hour appointments are routinely scheduled from 7:30 a.m. until 2:30 p.m. daily with the following exceptions:

Wednesday's are administrative days when only physical examinations, speciality services, and emergencies are seen. All A & O processing is routinely performed on this day.

On week-ends and holidays, only emergency cases will be evaluated.

Appointments: Requests for medical sick call or routine medical care should be written out indicating your sick call/routine care complaint and submitted on an INMATE REQUEST TO A STAFF MEMBER FORM (blank forms are available in the unit). All requests should be placed in the appropriate metal box located next to the Pharmacy window. All requests for sick call or routine medical care received prior to 7:30 a.m. will be processed the same day and returned to you via the evening institutional mail call with your scheduled appointment time/date noted. Those received after 7:30am will be processed the next work day. Appointments will be given in accordance with sick call triage guidelines (i.e. same day, 1-2 days, 3 days, 7-14 days). Patients arriving late for appointments will not be seen and are subject to disciplinary action. It is your responsibility to check the call-outs (appointment system) on a daily basis to include week-ends and report for your appointment at the proper time. Inmates may report to Medical Services from 0500-0515 to request sick call appointments if they feel their problem is urgent and they feel they can not go to work that day and need to be seen. Medical staff will evaluate your complaint and schedule you an appointment.

After-Hour Treatment: Only emergencies will be evaluated.

Normal Duty Hours: 7:30 a.m. until 4:00 p.m., Monday through Friday, with the exception of weekends and holidays. Week-end duty hours are 8:00 a.m. until 6:00 p.m.

Emergencies: The following procedure will be followed in the event of a medical

emergency. First, notify your work supervisor/correctional officer. Then a staff member will notify the medical practitioner on duty who will assess the urgency for treatment.

Medical Personnel: Names and titles are posted in the front lobby of the Health Services Department. When addressing or requesting the attention of a staff member you are to use their title or Mr., Mrs., Dr., etc. followed by their last name. The practice of first name usage is not allowed.

Temporary Medical Classifications:

IDLES: These are generally short-term, not to exceed 72 hours, for acute injuries or illnesses. This is a non-working status. You must remain in your unit with the following exceptions: You may attend meals, religious services and sick call. You will be fully clothed in uniform during the entire work day, whenever leaving the unit.

CONVALESCENCE: These are generally long-term, not to exceed 30 days, for surgical procedures or rehabilitation. This is a non-working status. You may leave the unit after clearance of the Unit Officer. You will not be allowed to participate in any sports unless otherwise indicated by the practitioner. You will be clothed in full uniform during the entire work day, whenever leaving the unit. Appropriate recreation attire will be worn if going to a recreation area.

Pharmacy Services: Prescriptions written for you during sick call visits or follow-up appointments are to be picked up by you no later than 72 hours after your appointment. Refills are to be turned in during the first pill-line of the day. Pill line hours are clearly posted at the pharmacy window. Over the counter medications such as aspirin, Tylenol and common cold preparations are available at the commissary for your purchase. An evaluation is required for all medications dispensed at the pharmacy that require a prescription.

Physical Examinations: All newly committed inmates, halfway house failures and parole violators will have a physical examination in accordance to criteria set forth in Program Statement 6031.01. As an inmate in this category you may not refuse any part of the initial physical or testing. Routine medical assessments will be completed following the Medical Director's established criteria for Preventive Health Care. Inmates preparing to be released may have an exiting physical upon written request to the Health Information Department. The request cannot be more than six months prior to release or less than one month prior to release.

Immunizations: Unless otherwise documented, all inmates are required to receive a tetanus and PPD upon arrival at the institution. Yearly influenza vaccine is offered to the population with emphasis placed on those "at risk". Hepatitis B vaccine series will be offered to those inmates working in potentially hazardous areas, and Pneumococcal vaccine is offered when clinically indicated only.

Health Promotion/Disease Prevention Program: This facility fully supports patient education, disease prevention programs and your active participation in your health care. In order to facilitate these programs your unit team, psychology department, recreation

department and health services unit has joined efforts to provide you with a variety of written material, videos, audio tapes, oral presentations, workshops, and exercises to assist and guide you in your total body care.

Medical Record Copies: Requests for copies of your medical file should be submitted on an INMATE REQUEST TO A STAFF MEMBER FORM and sent via the institutional unit mail to the Health Services Department, specifically addressed to the Medical Records Department. The cop-out should provide the specific items that you are requesting copies of from your file. You will then be placed on institution call out when your copies are ready.

Health Care Rights and Responsibilities: While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to respect the basic human rights of your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of the Health Services Department and is provided for your review with this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

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

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

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

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

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

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

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

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

5. **Right** - You have the right to be provided with information regarding your diagnosis, treatment and prognosis. **This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**

Responsibility - You have the responsibility to treat the staff in the same manner.

6. **Right** - You have the right to obtain copies of certain releasable portions of your health record.

Responsibility - You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

7. **Right** - You have the right to be examined in privacy.

Responsibility - You have the responsibility to comply with security procedures should security be required during your examination.

8. **Right** - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

9. **Right** - You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**

Responsibility - You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

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

Responsibility - You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. **Right** -You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
Responsibility -You have the responsibility to eat healthy and not abuse or waste food or drink.
12. **Right** - You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).
Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.
13. **Right** - You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.
Responsibility - You have the responsibility to maintain your oral hygiene and health.
14. **Right** - You have the right to a safe, clean and healthy environment, including smoke-free living areas.
Responsibility - You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations..
15. **Right** - You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic test for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.
Responsibility - You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

Dental Services

Dental Mission Statement: The mission of Dental Services is to stabilize and maintain the inmate population's oral health by providing oral health education, requiring acceptable oral hygiene practices, and providing controlled access to essential urgent or treatment planned dental care, consistent with professional standards, to the greatest number of patients within available resources.

There are two basic classifications of dental need, emergencies and non-emergencies. Therefore, there are two ways to get treatment. Please read carefully and learn the difference between these two. It will eliminate any misunderstanding and answer important concerns.

Emergencies: Dental sick call is for emergencies only. Emergencies are defined as

conditions that occur suddenly and/or develop rather quickly. At dental sick call for example, we treat pain, infection, and broken dentures. If you develop an emergency you can sign up for dental sick call on Monday, Tuesday, or Thursday, from 5:00 a.m. - 5:15 a.m. On all other days and after normal working hours, inmates are to contact the shift lieutenant or physician assistant who will notify the necessary providers. Abuse of these appointments, i.e; using them for non-emergencies is subject to disciplinary action.

Non-emergencies: The routine care waiting list is for treatment of non-emergencies. This includes fillings, extractions, full and partial dentures and teeth cleaning. To be put on the list you must send an Inmate To Staff Member Request (cop-out).

Important Points:

1. At dental sick call we treat only emergencies.
2. You may not sign up for both medical and dental sick call on the same day.
3. You do not have to send a cop-out to get emergency care. Simply sign up for dental sick call.
4. You do have to send a cop-out to receive non-emergency care, and you must specifically request routine dental care, cleaning, or both. Your request will be answered and a copy returned to you indicating you have been placed on a list and the approximate wait. Retain this copy in case of any problems.
5. Dental emergencies that occur during the day are to be reported to your work supervisor or unit staff if you are off. They will contact Health Services, and advise you of their findings.
6. Do not show up at Health Services without first notifying Health Services through your supervisor or other staff.

PSYCHOLOGY SERVICES

The Psychology Department is available to care for inmates' problems including disorders of mood (depression, anxiety, etc.), substance abuse, dependence, stress management, personal and/or family problems, institutional adjustment, or other issues which may cause concern.

Individual consultation is available by submitting an "Inmate Request to Staff Member" (cop-out) to the Psychologist. Therapeutic groups will be offered periodically; announcements will be posted on the bulletin boards.

Reading material on a variety of psychological/motivational topics is available for check-out from the Psychology Media Center. The Media Center also has audio and video tapes for personal enrichment which may be used in the Chapel Building, which houses the Psychology Department. Materials are available on self-help topics such as relaxation, stress management, relationships, motivation, substance abuse, and smoking cessation.

Drug Abuse Education consists of approximately 12-15 classroom hours of drug awareness with an emphasis on the personal, social and physical impact of drug usage. Drug abuse education is required for some inmates; those not required to take it may enroll voluntarily.

Nonresidential drug abuse treatment is available to any inmate seeking assistance with a

substance abuse problem. It may consist of individual and/or group therapy. Nonresidential treatment is appropriate for inmates with alcohol or other drug problems who do not qualify or are not interested in residential treatment. Participation is voluntary. Inmates may apply for these programs by submitting an "Inmate Request to Staff Member."

Residential drug abuse treatment consists of 500 hours of individual and group therapy provided by a team of drug abuse treatment specialists under the supervision of a doctoral-level Drug Abuse Program Coordinator. To qualify for residential treatment, inmates must have a documented history of substance abuse or dependence within 12 months prior to arrest. Inmates may apply for this program by submitting an "Inmate Request to Staff Member."

Institution followup services for residential program graduates are offered for any inmate with time remaining to serve after completing the unit-based phase. Refusal to participate in this program is considered a program failure and disqualifies the inmate for any incentive consideration.

Alcoholics Anonymous meets Tuesdays at 6:00 p.m. and/or Saturdays at 7:30 a.m. in the Chapel annex. Narcotics anonymous meets Mondays at 6:00 p.m. in the chapel annex.

A smoking cessation program is offered to assist inmates in becoming and/or remaining tobacco-free. Inmates may apply for this program by submitting an "Inmate Request to Staff Member."

Weekend personal growth seminars may be held throughout the year. Sign up in the Psychology Department. Those inmates who have signed up will be notified of the exact dates when established. The department also sponsors L.I.F.E. Talks (Learned Insights From Experience), a community outreach program in which inmate speakers make presentations to various community organizations concerning choices they have made in their lives and the consequences which have resulted from those choices.

It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicide, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member right away. Your input can save a life.

EDUCATION

The Education Department offers a wide variety of programs for inmate self improvement and enrichment including academic training, social education, vocational training, hobby crafts and recreation. While on A&O status all inmates are placed on call out to the Education Department for an interview. Each inmate's academic achievement will be

verified. Any required courses or placement tests will be explained. Inmates are encouraged to inquire about courses and programs of interest to them.

GED

Inmates arriving without a verified high school/GED diploma will be enrolled in evening GED classes. Attendance is mandatory for 240 instructional hours or until completion. The Violent Crime Control and Law Enforcement Act (VCCLEA) mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, participate in and make satisfactory progress toward attaining a General Educational Development (GED) credential to vest earned Good Conduct Time (GCT). The Prison Litigation Reform Act (PLRA) provides that, in determining GCT awards, the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED credential, in order to be eligible to earn the maximum amount of GCT.

English As A Second Language (ESL)

ESL classes are provided to enable non-English-speaking inmates to learn English during their incarceration. The class is mandatory and policy states that inmates should remain in the program until they complete it.

Apprenticeship programs are on the job training programs which allow an inmate to receive certification for the skills that are learned on the various inmate work details. Apprenticeship programs are available for the following occupations: Cook, Baker, Greenskeeper, Landscape Technician, Horticulturist, Maintenance Electrician, Plumber, Bricklayer, HVAC, Painter, Small Engine Mechanic, Welder, Carpenter, Cabinetmaker, and Outboard Motor Mechanic. See Education Staff for details.

A variety of general interest courses and continuing education courses are offered. See Education bulletin boards for current offerings.

The library hours are 6:00 a.m. to 9:00 p.m., Sunday through Saturday.

The Law Library adjoins the Leisure Library in building 844. Legal books and materials may not be removed or checked out of the Law Library. An inmate clerk is available for assistance with legal reference materials. Typewriters, paper and supplies are available. The Law and Leisure Libraries are not used as a lounge or congregation area. Headphones, radios, food, and beverages are prohibited in the library areas.

NOTE: Inmate access computers are for use by authorized inmate clerks ONLY. There will be no personal work or inmate organization work produced on the inmate clerk computers or the inmate access education computers. Outside of the education department inmates may not have in their possession any electronic media.

RECREATION

The Recreation Department offers a wide variety of active and passive leisure time activities: Intramural sports (softball, basketball, flag football, soccer, volleyball), weight training, fitness (abs/stretching, step aerobics, Presidential Sports Award Program, wellness), music, hobby craft (art, leather, wood), racquetball, boccie ball, and horseshoes. Please check the Monthly Recreation Schedule for times when programs are offered.

- (1) Movies. The Recreation Department sponsors movies each week. Movie schedules are posted on bulletin boards. Movies will be broadcast in either the Base Theater, the Visiting Room, or via the institutional channel.
- (2) Current Recreation Schedule and Hours of Operation. Schedules and hours are subject to change. Recreation schedules and notices are posted on the dorm and Recreation bulletin boards.

INMATE SYSTEMS

CORRESPONDENCE

Mail is distributed Monday through Friday (excluding holidays) at 5:30 p.m. and 8:30 p.m. at the Officers' Station in each dormitory. **YOU ARE REQUIRED TO ATTEND MAIL CALL EVERY DAY.** Outgoing general correspondence will be deposited in the blue mailbox located outside the mail room. All outgoing mail will be sealed and is subject to be opened prior to dispatch from the institution.

All outgoing special mail will be delivered to Inmate Systems during open house hours, or presented nights and weekends to the Control Room Officer for positive identification and marking. It may then be placed in the box marked "Special Mail", located across from the Control Center. Outgoing mail will be picked up the following business day for dispatch to the U. S. Postal Service. General mail may not be placed in the box marked "Special Mail." Conversely, special mail must be presented as special mail, and not deposited with general mail.

Incoming mail will be opened and searched for contraband and unauthorized material. Unauthorized material (e.g., body hair, plant shavings, small artifacts, sexually explicit personal photographs, musical cards, cassette tapes, stamps, stationery, lottery tickets, plastic cards, collector/trading cards, etc.) will be returned to the sender.

The institution mail room at FPC Pensacola does not accept funds received from outside the institution. All funds being sent to inmates must be sent to the National Lockbox location at the following address:

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

An inmate may not receive stamps or stamped items through the mail (i.e., envelopes embossed with stamps or postal cards with postage affixed).

Inmates are prohibited from receiving computer media, and computer hacker related books or publications.

Mail Room staff shall return to the sender or publisher all publications found to be non-distributable under the "Ensign Amendment". Inmates shall be notified via use of

"Notification to Inmate of Return of Publication or Materials;" however, statutory restrictions on making the material available preclude any inmate review of the material. All newspapers must be received directly from the publisher. A newspaper is a publication that is printed on newspaper (pulp-like paper stock) and/or sectioned and folded.

Hard-covered books must also be received directly from the publisher, a book club, or a bookstore. Soft-cover materials (paperback books and magazines) may be received from any source. Subscription to magazines may be made by submitting a Form 24 to your Counselor.

Inmate-to-inmate correspondence is prohibited unless approved in advance by the Unit Managers of each respective federal institution, or Warden to Warden approval for state and local facilities.

All incoming packages must have an authorization form on file in the mailroom, prior to the arrival of a package. The authorizations will be taken to the mail handling facility and compared to the packages received. Authorizations may be obtained from your unit team, the Education Department, the Chaplain, or the Medical Department. A copy of the signed authorization must be enclosed inside the package. Only the items authorized may be enclosed in the package. Any items found that are not authorized will result in the entire package being returned to the sender. Should no authorization be on file, the package will be rejected at the mail handling facility and returned, unopened, to the sender. The package will be distributed by the department issuing the authorization.

Packages authorized by the unit team for release clothing will be distributed through R&D during the inmate's last day when he is on his "unit run".

"LEGAL MAIL" AND "SPECIAL MAIL"

For this type of mail to be considered as such, the actual sender must be adequately identified by name, and the firm identified as a law firm on the envelope. Also, the envelope must be marked "Special Mail - Open only in the presence of the inmate." Any mail received, which does not meet these requirements, will be treated as general correspondence.

The unit team members will distribute accountable and special mail to the inmates in their dormitory. A list of names is posted each day on the respective dorm bulletin board of those inmates receiving legal mail. It is your responsibility to check this list daily. Inmates who are notified they have legal or special mail must report to their team on the same day to receive their mail between 3:00 p.m. and 3:30 p.m. Inmate workers from Eglin must report to the late night unit staff to obtain their special mail. Failure to report as directed may result in disciplinary action.

The Mail Room has "Open House," Monday 7:00 p.m. - 7:30 p.m. and Tue-Fri 3:15 p.m.- 3:45 p.m. (excluding holidays). Express mail and C. O. D. services are not available for inmate use. Express mail received for inmates is processed as First Class mail upon receipt at this facility. The only special services for use are certified, insured, and registered mail.

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

Committed Name
Register Number
Federal Prison Camp
110 Raby Avenue
Pensacola, FL 32509

RECEIVING AND DISCHARGE

Open house is Monday 7:00 p.m. - 7:30 p.m. and Tue-Fri 3:15 p.m. - 3:45 p.m. (excluding holidays). This area is off-limits to all inmates unless a staff member requests your presence in this area.

If your commissary identification card is lost or destroyed, you must see your Counselor to have \$5.00 removed from your inmate account for the cost of a replacement card. If you alter your appearance drastically, you will be required to obtain a new card at your expense. Cards that will not work due to a faulty magnetic strip will require a receipt from the Commissary before a replacement card will be issued. You are required to have this card in your possession at all times.

RECORD OFFICE

The Record Office is responsible for the legal commitment and release of offenders. Newly committed offenders will normally receive a sentence computation within 30 days after arrival at the institution. Inmates who are transferred from other federal institutions will not normally receive a new copy unless their release date is changed. In the event you believe there is a mistake in your computation, you should complete an "Inmate Request to Staff Member" form or attend "Open House" on Monday 7:00 p.m. - 7:30 p.m. and Tue - Fri 3:15 p.m. - 3:45 p.m. (excluding holidays).

SAFETY

Every effort will be made to provide a safe living and working environment for each inmate. You should familiarize yourself with the camp's safety regulations. Informative booklets covering vital institution safety policy and procedures are available in the Safety Office upon request. Work related injuries should be reported to your supervisor immediately.

You should familiarize yourself with the fire evacuation diagrams and procedures posted in each dormitory. You should know where the nearest emergency 'pull station' is located in case you are the first person to discover a fire, see or smell smoke. You may use a fire extinguisher if you are trained and know how and when they are beneficial. Regularly scheduled and unscheduled fire drills are held in the institution. It is important for anyone hearing a fire alarm to calmly and quickly vacate the building.

While you are working, it is your responsibility to use the appropriate safety equipment issued to protect yourself against physical injury and/or health hazards. Your supervisor is tasked with providing you with such equipment when a work assignment calls for protective gear. A few primary examples include; wearing safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operation. You must wear hearing protection on all work stations designated as high-noise level areas. All inmates shall wear

steel toe shoes.

You should report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager. You will perform work that is only assigned to you. Operating machines or equipment, or performing any operation that has not been specifically assigned, is strictly prohibited and will result in a disciplinary report.

Operating any equipment without using the safety guards provided, or removing the safety guards, is prohibited and will subject you to disciplinary action. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. The use of lockout devices will be required (ask your supervisor).

Hazardous Communication Training will be conducted by the supervisor. Material Safety Data Sheets (MSDS) on hazardous chemicals will be available at the work site for staff and inmates. Do not lift weights at the recreation area until you are authorized by medical staff. Do not operate any motorized machine, equipment, or vehicle prior to obtaining the necessary authorization, i.e., motor vehicle permit, forklift permit. Do not stand up in moving vehicles. Sit on the seats provided and wear your seat belt. Do not attempt to dismount until the vehicle has come to a complete stop.

If you are injured while performing your assigned duties, immediately report such an injury to your work supervisor or a staff member. Failure to report a work injury to your supervisor or a staff member, within a maximum of 48 hours, may disqualify you for eligibility for lost time, wages, or compensation. It is your responsibility to exercise care, cooperation, and common sense in conducting your assigned work. Horseplay on the job will not be tolerated at any time and will result in disciplinary action against you.

If you sustain a work injury, and you believe you will still have some degree of impairment when you are released, you should contact the Safety Manager, not less than 45 days prior to release or transfer to a halfway house, for the purpose of submitting a claim for compensation. All inmate compensation claims must include a medical evaluation before any compensation can be considered.

CLOTHING

Appropriate clothing must always be worn, including during leisure activity and in the living area. Mixing of institution clothing with personal clothing is prohibited, with the exception of sweatshirts, sweat pants, and shorts purchased from the commissary. Underwear must be worn when sleeping. The authorized uniform for inmates is green trousers with green long or short sleeved shirts, white socks, and authorized black issued steel-toed shoes/boots. Inmates assigned to base details must wear green shirts and trousers when on duty, except when an institution white T-shirt is authorized in place of the green shirt. During winter months, heavier green jackets are authorized.

Issued belts must be worn at work. Green shirts must be tucked into the trousers and

buttoned, except for the top button. When authorized for wear in place of the green shirt, the T shirt must be tucked into the trousers while on duty. Sleeves on the long-sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must be worn in all areas of the institution.

White clothing issued to food service workers may not be worn outside of the camp, or for any other purpose other than work performed in Food service Department. Headgear will be removed inside buildings. Shower shoes may be worn only in the dormitories.

Institution issued clothing items must have a laundry label pressed on them showing the inmates last name, first name, register number, and laundry number. No alteration of clothing or laundry labels is allowed. Soiled clothes must be deposited in the clothing slots located outside the Laundry.

Institutional issued undershorts, T-shirts, and socks are exchanged on a one-for-one basis inside the clothing room during exchange hours. Exchange/issue hours are from 2:00 p.m. to 3:30 p.m., and 5:30 p.m. to 6:30 p.m., Tuesday and Thursday.

The following items will be issued to each inmate upon his arrival at this institution and will be recorded on his clothing record. All clothing will be stamped with the inmate's clothing bin number, assigned by the Clothing Room Supervisor. Inmates that enter the institution by way of self commitment or transfer from another institution that bring in the amount of items allowed by this institution supplement will not be issued any items until exchanges are needed. All issued clothing will be signed for by the receiving inmate. The Clothing Room will not be responsible for an inmate exceeding his allowable issue. The quantities listed below are the total authorized of both institution issue and non-institution authorized items.

5 green shirts	1 pr. steel toe shoes	1 pillow
5 green trousers	1 sheet set	1 pillowcase
4 undershorts	3 wash-cloths	2 blankets
4 t-shirts	3 white towels	1 ball cap
4 pr. white socks	1 web belt	1 net laundry bag
1 work jacket	1 raincoat/poncho	1 small laundry bag

All institution clothing is provided for the duration of an inmate's sentence unless it becomes worn or in need of replacement. Any issued item altered by an inmate, without authorization, becomes contraband. The item(s) will be confiscated and disciplinary action will be taken. All alterations must be done by the Clothing Room.

Tailor Shop - Open weekdays mainly for the repair of tears, zippers, etc. Thread and needles for sewing on buttons will be provided to you upon request.

Inmate Laundry - Washers and dryers are available in each dorm for the laundering of personal clothes ONLY. No bleach products are to go into these machines. Never leave your clothes unattended in the inmate laundry rooms.

Clothing Problems - You should use an "Inmate Request to Staff Member" form to request exchanges or replace damaged clothing at the clothing room.

PERSONAL PROPERTY

Personal property will be limited to those items that can be stored neatly and safely in the designated space. All toilet articles and issued medication will be stored in lockers. One pair of shower slippers and two pair of athletic shoes are authorized personal footwear. Materials for any active legal action will be allowed, but must be maintained in the locker. Your unit team must be consulted about possessing excessive legal materials. No boxes of materials are allowed anywhere outside the lockers.

Value of accumulated commissary items may not exceed the monthly spending limitation. Food items will be properly sealed and stored in lockers. Inmates may only retain in their possession the amount of magazines, newspapers, letters, and books currently allowable in policy.

Surplus correspondence and reading materials must either be destroyed or mailed from the institution at the inmate's expense. Materials pertaining to current educational classes are permitted; however, they must be kept in a neat and orderly manner, and must be removed from the living quarters upon completion of the course. No photographs, calendars, or other items will be taped or hung on lockers or cubicle walls. No nude or suggestive photos are allowed.

Personal property items may not exceed a declared value of \$100.00 per item.

Only one radio and one watch may be possessed, with a Form BP-383 (form 40; property inventory) and/or a commissary receipt as proof of ownership. The radio may not contain tape recording devices and must be equipped with an earphone adapter. The radio must have the inmate's register number engraved on the case.

Other permitted items are:

- 3 books of postage stamps (60 1st class stamps)
- 1 religious medallion and chain with no stones, non-metallic
- 1 wrist watch
- 2 pair athletic shoes, black and/or white
- 1 pair shower shoes
- 1 set of dentures and cleaner
- 2 pair prescription eye glasses with cases
- 1 pair of slippers
- 1 plain wedding ring (no raised metal or stones)
- 1 pair sunglasses
- 2 jogging/sweat suits (gray only, no logos or hoods)
- 2 pair shorts (white or gray only, no logos)
- 5 Pairs of Socks
- 5 T-Shirts
- 7 pairs underwear

COMMISSARY

Upon entrance to the institution, you will be given a commissary identification card with your register number and picture on it. This card is to be used for commissary purchases, vending machines, and identification purposes and must be in your possession at all times. You are personally responsible for this card and will be charged a \$5.00 replacement fee should you lose or destroy it. An inmate who changes his appearance (i.e., beard, hair) will be required to purchase a replacement commissary card at his own expense.

The Commissary acts as a banking facility for all inmate funds, with deposits coming from performance pay, funds mailed in, withdrawals consisting of commissary sales slips (or Form 24's) used for furlough money, organizational memberships, special purchases, etc.

Stamps and photo tickets may be purchased from the Commissary on your scheduled shopping day and times listed. You may not possess more than the equivalent of 3 books of stamps (60 1st. class) at any time. Radios may be purchased from the Commissary. They must be inscribed with your register number at the time of purchase.

UNIT RULES AND REGULATIONS

Inmates assigned to the Unit are required to know and abide by the rules and regulations set forth by the Unit Manager. All persons will be expected to maintain their personal and room sanitation. Sanitation is strictly enforced. Violations of the following rules and regulations can/will be met with appropriate disciplinary action. Each inmate must prioritize their possessions and decide what to keep and have so that what they do retain will fit into the allowed areas. Storing possessions under the mattresses, inside laundry bags, or behind lockers because you have exceeded your allowed space is prohibited.

SANITATION

All Rooms/Cubes:

All beds will be made by 6:30 a.m. each day. Each bed is to be made military style with a white blanket, white sheet, and pillow with a white pillowcase. The bed is to be made smoothly and TIGHTLY and the sheet is to be turned down from the head of the bed to provide a six (6) inch collar. There will be no other items such as towels, prayer rugs, or sheets draped or spread over the made up bed. Rooms are to be dusted daily including walls, corners, floors, and locker tops. Rooms should always be inspection ready Mon-Fri, 7:30 a.m. - 4:00 p.m. All rooms/cubes are to be mopped and buffed to a high gloss every day.

Trash is to be removed from all trash receptacles in rooms daily by 6:30 a.m. Clutter of any kind is to be avoided. Shoes are to be lined up neatly under the bed on the shoe racks, with the toes of the shoes facing inward. No items are allowed to remain out on the locker tops or desk tops. Inmates may keep one white laundry bag for dirty laundry and it is to be hung from your bed post at the end of the bed. Inmates in A/D Dorm may have one white towel and face cloth neatly folded at the end of the bed rail. Inmates in B & C Dorms may have one white towel and face cloth hung on the towel hook attached to the front of their locker. All others items must be stored inside the lockers provided. Sanitation supplies may be obtained through the Chemical Supply Store (Building 2440/2nd Floor) or the Unit Officer. If it is the inmate's day off or a late shift, inmates may lie on top of a made bed as long as the room is neat, clean. Do not keep anything on the window sills or ledges of rooms or common areas. All inmates are expected to shower daily. With the number of inmates housed in this facility, it is important that a high degree of personal hygiene be maintained by all inmates.

A copy of the Room/Cubicle Standard is posted in each room/cube.

Common Areas:

All mops, mop buckets, brooms, etc., must be stored in the utility closets (Gear Rooms) when not in use. Rinse the mops, empty the mop buckets, and leave the utility closets neat and clean. Do not sit on the window sills and **DO NOT PUT FEET ON THE FURNITURE**. Trash cans, paper recycling containers, etc., are not to be used as seats. Inmates are not permitted to be in rooms/cubes of any other dorms.

- Inspection: Beds in assigned living areas are to be ready for inspection at 7:30 a.m. each day.
- Lights: All corridor lights will be turned on at 5:30 a.m. on weekdays (6:00 a.m. for D-Dorm) and after 9:00 a.m. on weekends and holidays.
- Lights Off: All overhead lights in rooms and corridors are to be off at 10:30 p.m.

ROOM ASSIGNMENTS

All room assignments are the responsibility of team Counselors, and all inmates will be placed in a multi-man room or cubicle. Room/cube assignments will be based on available space and medical needs. Seniority (for available bottom bunks) begins the day a person is assigned to FPC Pensacola. Parole violator and CCC (halfway house) failures will start over from the day they return. Those returning from the local hospital will maintain their established seniority. Any inmate who goes to court on writ will pack all of his property and take it to R&D for storage. The Unit Manager reserves the right to move anyone for administrative and/or management reasons. On occasion, inmates with bottom bunks must be moved to upper bunks due to other inmates requiring bottom bunks for medical reasons or other administrative reasons.

MOVING

When moving from one room to another, no furniture is to be moved for any reason. **THIS INCLUDES BEDS, LOCKERS AND DESK.** There will be no exceptions to this rule without approval of the Unit Manager. Inmates are not to change bunks, exchange mattresses or lockers unless authorized by staff. Inmates are authorized one locker only.

INCIDENT REPORTS

Incident reports are written when it is determined by staff that an infraction of the rules and regulations of the institution has been committed.

CUSTODY

This institution has two (2) basic custody levels. Newly admitted inmates are classified as "OUT". Reduction to "Community " is a Unit Team decision guided by offense type, behavior and time served in the institution. There are other factors in considering custody level. Inmates should see the Case Manager for further information which will be discussed during team reviews.

FURLOUGHS

Furloughs are to be requested through the Unit Team at scheduled program reviews. Inmates should talk with their Counselor about what information you will need to provide to the Unit Team for furlough consideration. Consult a member of the Unit Team for further information on furloughs.

CONTRABAND

Any item(s) that an individual has in his possession that has not been issued through proper channels is known as contraband. These items are subject to confiscation. Possession of contraband can result in an incident report. Inmates are not allowed to give, borrow, trade, sell or purchase any item or service from another inmate.

TOWN HALL MEETINGS

Town Hall meetings are held on an as needed basis as announced. It is mandatory that all persons attend. Some Town Hall meetings will be broadcast upon notification in the TV rooms.

URINE TESTING

Inmates will receive a urine test upon return from community programs, furloughs, town trips, etc. Selection from the random sample list or suspected illegal activity may also result in the taking of a urine sample.

MISCELLANEOUS

This document is for the safe and orderly running of the institution and this unit. It is in no way intended to answer every question or state every program. The Law Library has complete policy statements and you should review them and/or consult with a staff member for further information and clarification.

WORK ASSIGNMENTS AND WORK REPORTS

Upon completion of the orientation period, the Case Management Coordinator will assign each inmate to a permanent work detail. Inmates will be assigned to a job primarily based on institution needs. Among factors considered in determining a specific work assignment are physical condition, education level, previous work experience, general aptitude, ability to benefit from training, and plans for the future.

Reports evaluating work performance will be prepared by the inmate's supervisor quarterly for consideration of performance pay and participation in community activities. Unsatisfactory work reports may result in restriction from community programs. Some of the Jobs available are:

Food Service: Cooks, bakers, vegetable/salad preparers and servers, orderlies, and dishwasher operators.

Mechanical Services: Electricians, roofers, plumbers, cement finishers, masons, mechanics, welders, painters, carpenters, motor repairmen, laborers, and clerks.

Business Office: Clerks, warehousemen, and orderlies.

Health Services: Orderlies, clerks and town driver.

<u>Education/Recreation:</u>	Librarians, clerks, teacher aides, recreation orderlies/clerks, and gardeners.
<u>Laundry Services:</u>	Clerks, clothing dispensers, tailor, and laundry workers.
<u>Sanitation:</u>	Sanitation workers.
<u>Camp Maintenance:</u>	Landscape workers, building orderlies and captain detail.
<u>Base Details:</u>	Grounds maintenance, MWR. Our mission is to supply a grounds keeping force to the Navy, so our main priority is to keep the base work details filled, first and foremost.

PERFORMANCE PAY

Each inmate is eligible for pay for satisfactory work performed, based on the grade level for the particular job as established by his work supervisor. Details may be awarded Performance Pay, generally at the rate of 12¢ to 40¢ per hour of satisfactory work performed, depending on the designed grade level, and/or supervisor's recommendation. Any pay problems should be discussed with the Unit Counselor.

Inmate performance pay funds are posted to inmate trust fund accounts after the payroll is approved by the Warden. Usually, these postings are accomplished not later than the fifth (5th) working day of each month.

COUNT PROCEDURES

Count is taken daily Monday thru Friday 12:00 a.m., 2:00 a.m.; 4:30 a.m.; 4:00 a.m. and 10:00 p.m. In addition, count is taken on weekends and holidays at 10 a.m. No movement is allowed out of the rooms or cubes until the red count light is turned off. *Inmates must stand beside their beds for the daily 4:00 p.m. count and the weekend/holiday counts at 10:00 a.m. During these two count times, inmates may move around inside the dorm when the light is extinguished, but must not leave the building until their specific dorm is released via the intercom.*

At dusk, the walking/jogging track, softball, and football/soccer fields are closed to all inmates and are out of bounds until after full daylight the following morning.

INMATE ACCOUNTABILITY

During the hours of 7:30 a.m. - 4:00 p.m., Monday thru Friday, census checks will be conducted at 8:30 a.m. and 12:30 p.m. Additionally, inmates are required to make periodic checks with their supervisor. The only exception is movement to or from the unit or detail to go to food services for meals or sign-outs. Inmates are not allowed to be in the dormitories during their work hours unless their specific job calls for them to be working there (such as a painter painting walls, an electrician working on wiring, etc.). Bathrooms are provided on the outside of the library area and inside the warehouse hanger for all outside details. Inmates may **not** come back to get things from lockers, or put things into

them, to watch TV, or for any other reason without expressed permission from the detail supervisor.

TELEVISION / RECREATION RULES

All televisions are silenced. Staff may close any television room whenever they perceive that the occupants of the room have become too loud and boisterous and have become unmanageable. All inmates are expected to pick up after themselves in all common areas of the dorms. No seats are saved in the absence of an inmate. Empty (reserved) folding chairs may not be left in the room taking up space.

INMATE DRESS CODE

All inmates will be dressed decently any time they are anywhere but the showers. Inmates will wear shirts and a minimum of sports shorts when inside the dormitories. Inmates departing the dorms will be fully dressed in their uniforms or appropriate sweat suit gear. There are pictures on the bulletin boards depicting proper wear of the uniform.

Issued belts must be worn at work. Green shirts must be tucked into the trousers and buttoned, except for the top button. When authorized for wear in place of the green shirt, the T-shirt must be tucked into the trousers while on duty. Sleeves on the long-sleeved shirts may be rolled neatly above the wrist or worn all the way down and buttoned. A shirt must be worn in all areas of the institution."

It is expected for all inmates at this institution to adhere to the dress code. This will be strictly enforced from 6:30 am to 4:00 pm Monday through Friday. Although T-shirts may be authorized on the compound and military work sites by the supervisor while working, i.e., cutting grass, or other labor-intensive job assignments, the T-shirt will be tucked inside of your trousers. The issued green shirt is required in all other circumstances. Inmates off duty between 7:30 am and 4:00 pm may wear personal clothing from the dorm to Recreation only. During visitation, proper attire will be the green long or short sleeved shirt, green trousers, and institution work boots or tennis shoes.

If you need additional guidance, please speak with your detail supervisor.

[INMATE RIGHTS AND RESPONSIBILITIES §541.12

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use the services of an attorney honestly and fairly.]

RIGHTS

RESPONSIBILITIES

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

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

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.

11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.]

INMATE DISCIPLINE

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of this facility. Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of sanctions, as outlined later in this handbook. In the event of misconduct, an incident report may be written by staff. Reports are first investigated by the lieutenant on duty and the results forwarded to your unit team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct; for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc. For minor prohibited acts, staff may suspend disciplinary proceedings for a period of time not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended. If charges are more serious, the case may be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions among which include: disallowance of good conduct time, forfeiture of good time, or recommendation of transfer to a higher level institution. Additionally, it should also be noted that at any stage of the disciplinary process, policy provides referrals to other outside law enforcement agencies (i.e., FBI, DEA, ATF, etc.) for further investigation and/or prosecution of any criminal activity if warranted. The internal disciplinary system is outlined in detail in Program Statement 5270.07, Inmate Discipline & Special Housing Units, which is available in the Law Library.

Investigating Officer. The term Investigating Officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The Investigating Officer may not be the employee reporting the incident, or one who was involved in the incident in question.] The Investigating Officer is ordinarily a Lieutenant, but the Warden at each institution may appoint another staff member to perform this function.

Unit Discipline Committee (UDC). The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s).]

In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated to the staff members of the inmate's unit team. Wardens shall delegate two or more staff members the authority to hold initial hearings and impose minor sanctions. In emergency situations the Warden may delegate one staff member the authority to hold initial hearings and impose minor sanctions.

Discipline Hearing Officer (DHO). This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.]

[TIME LIMITS IN DISCIPLINARY PROCESS

TABLE 2

1.	<u>Staff becomes aware of inmate's involvement in incident.</u>	
	ordinarily maximum of 24 hours	
2.	<u>Staff gives inmate notice of charges by delivering Incident Report.</u>	
	maximum ordinarily of 3 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)	
		3. <u>Initial hearing (UDC)</u>
	minimum of 24 hours (unless waived)	
4.	<u>Discipline Hearing Officer (DHO) Hearing</u>	

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

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

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended). C. Disciplinary Transfer (recommend).
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)	D. Disciplinary segregation (up to 60 days). E. Make monetary restitution. F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E - cannot be the only sanction executed).]

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	Sanctions A-G]
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of the telephone to further criminal activity.	

[TABLE 3 (Cont'd)
GREATEST CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
198	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	Sanctions A-G]
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	

[TABLE 3 (Cont'd)
HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	
202	(Note 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	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 Transfer (recommend).
205	Engaging in sexual acts	D. Disciplinary segregation (up to 30 days).
206	Making sexual proposals or threats to another	E. Make monetary restitution.
207	Wearing a disguise or a mask	F. Withhold statutory good time]
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 officer's or staff clothing	

[TABLE 3 (Cont'd)
HIGH CATEGORY (Cont'd)]

CODE	PROHIBITED ACTS	SANCTIONS
212	Engaging in, or encouraging a group demonstration	G. Loss of privileges: commissary, movies, recreation, etc.
213	Encouraging others to refuse to work, or to participate in a work stoppage	H. Change housing (quarters)
214	(Not to be used)	I. Remove from program and/or group activity
215	Introduction of alcohol into BOP facility	J. Loss of job
216	Giving or offering an official or staff member a bribe, or anything of value	K. Impound inmate's personal property
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	L. Confiscate contraband
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	M. Restrict to quarters]
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.)	

[TABLE 3 (Cont'd)]
HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
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 and conducted by staff)	Sanctions A-M]
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	
298	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of the high severity is not applicable.	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity nature.)</u> This charge is to be used only when another charge of high severity is not applicable.	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	B.
302	Misuse of authorized medication	Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	
304	Loaning of property or anything of value for profit or increased return	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E. Make monetary restitution.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110)	F. Withhold statutory good time.]
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	

[TABLE 3 (Cont'd)]
MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
313	Lying or providing a false statement to a staff member.	G. Loss of privileges: commissary, movies, recreation, etc.
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	H. Change housing (quarters). I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband.
315	Participating in an unauthorized meeting or gathering	M. Restrict to quarters. N. Extra duty.]
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(Not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

[TABLE 3 (Cont'd)]
 MODERATE CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	Sanctions A-N]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	

[TABLE 3 (Cont'd)]
LOW MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	[E. Make monetary restitution. F. Withhold statutory good time. G. Loss of privileges: commissary, movies, recreation, etc.
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	H. Change housing (quarters). I. Remove from program and/or group activity.]
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	

[TABLE 3 (Cont'd)]

LOW MODERATE CATEGORY (Cont'd)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list). *	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u> This charge is to be used only when another charge of low moderate severity is not applicable.	O. Reprimand. P. Warning.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.	

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

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

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

Sanction B.1 may be imposed on the Low Moderate category **only** where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).

[TABLE 4 - SANCTIONS

1. Sanctions of the Discipline Hearing Officer: (upon finding the inmate committed the prohibited act)

A. Recommend Parole Date Rescission or Retardation. The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-findings hearings upon request of or for the use of the Commission.

B. Forfeit Earned Statutory Good Time, Non-vested Good Conduct Time, and/or Terminate or Disallow Extra Good Time. The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. § 4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale. (See Table 6)]

See Page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Good time (statutory and good conduct time) percentages may be combined when separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, when an inmate is charged, and found to have committed, both a 200 and 300 Code violation by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violation). Good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See the Sentence Computation Manual (Old Law, Pre-CCCA-1984) for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act for crimes

[TABLE 4 - SANCTIONS (Cont'd)]

committed on or after November 1, 1987 and prior to passage of the Violent Crime Control and Law Enforcement Act of 1994 (September 23, 1994). For those inmates, the applicable sanction is B.1.

[B.1 Disallowance of Good Conduct Time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. § 3624(b)). Once awarded, the credit is vested, and may not be disallowed. However for crimes committed on or after September 13, 1994 and prior to April 26, 1996, credit toward an inmate's service of sentence shall not be vested unless the inmate has earned or is making satisfactory progress toward a high school diploma or an equivalent degree, or has been exempted from participation because of a learning disability. For crimes committed on or after April 26, 1996, credit toward an inmate's service of sentence shall vest on the date the inmate is released from custody. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report.

VCCLEA inmates rated as violent and PLRA inmates 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;

(1) Greatest Category Offenses. A minimum of 40 days (or, if less than 54 days are available for the prorated period, a minimum of 75% of available good time conduct) for each act committed;

(2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a **minimum of 50% of available good conduct time**) for each act committed.

(3) Moderate Category Offenses. A minimum of 13 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses. A minimum of 6 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

VISITING REGULATIONS

To: All Visitors

From: Warden, FPC Pensacola, FL

The Federal Prison Camp Pensacola is located on the Saufley Field Naval facility at 110 Raby Avenue, Pensacola, Florida 32509, phone: 850-457-1911. Saufley Field is located on the west side of Pensacola by taking exit #7 south from I-10 onto Pine Forest Road, right on Blue Angel Parkway, right on Saufley Field Road, into Saufley Field. Visiting Regulations may also be found at http://www.bop.gov/locations/institutions/pen/PEN_visit_hours.pdf. The Pensacola area is serviced by the following transportation: Air; Rental Car; Tour & Bus Service; and Cab and Limo services. Pensacola also offers numerous hotels; vacation homes; Bed & Breakfasts; and RV Sites. Access to this information may be obtained at www.visitpensacola.com or www.pensacolachamber.org.

FPC Pensacola's Visiting Schedule: Visiting will be permitted on Fridays - 5:00 p.m. to 8:30 p.m., Saturdays, Sundays, and holidays from 8:00 a.m. until 3:00 p.m. Holidays are as follows: New Year's Day, Martin Luther King's Birthday, Presidents' Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

FPC Pensacola's Visitor's Dress Code: All visitors will be dressed appropriately for a correctional setting. The Visiting Room Officers will ensure that all visitors are dressed appropriately. For example, halter tops, tube tops, sleeveless shirts, tank tops, clothing revealing the midriff area of the anatomy, radically low-cut shirts/blouses, revealing (front), backless clothing, see-through or low-cut blouses, miniskirts, tank tops, military fatigues, muscle shirts, short shorts, spandex, and form fitting clothes are not considered appropriate apparel. Shorts and dresses must be knee length or longer. All clothing must be free of obscene, inappropriate or offensive messages. Visitors wearing clothing considered to be too revealing, provocative, indiscreet or closely resembling an inmate's uniform will not be allowed into the Visiting Room until a change to appropriate clothing is made. Visitors over the age of 12 years old will not be allowed into the institution in skirts, shorts, or dresses above the top of the kneecap in length. All visitors are required to wear closed toe shoes and undergarments, to include bras for female visitors.

Inmates are responsible for advising their visitors of the dress requirements for visitation. Visits may be denied for noncompliance or inappropriate dress by the Visiting Room Officer, following his/her consultation with the Operations Lieutenant and/or Institution Duty Officer.

Visitor Processing: All visitors must sign the "Notification to Visitor" form (in English or Spanish) which acknowledges the visitor's understanding of the visiting regulations and notification they may be subject to be searched. Anyone refusing this search or refusing to sign the aforementioned statement will not be permitted entry into the camp. A search may also be made of all hand-carried items in the possession of a visitor. The visitor will be present during the time all items are being searched. The Visiting Room Officer will not store any items for a visitor or inmate and will not be responsible for items lost or left in the Visiting Room.

Section 1001, Title 18, U. S. Criminal Code states, "the penalty for making a false statement is a fine of no more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U. S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

Only five adult visitors are allowed to visit at one time. The Lieutenant and/or the Duty Officer have the authority to terminate/deny any visit due to improper conduct, or for overcrowded conditions (See Attachment D, Inmate Visitor Denial). Reasons for denial or terminal may include but are not limited to: An institution emergency; Improper conduct; Overcrowding. Visiting room capacity, frequency of visits, once the visitor has exited the visiting room, he/she will not be allowed back into the visiting room, and distance traveled will be determining factors when a decision to terminate a visit is made. The order of termination during overcrowding: Volunteers; Persons who visit two (2) or more times per week and live within a 50-mile radius; Persons who live outside of the 50-mile radius.

Visitors will enter the visiting room at the front entrance located on the south side of building 844. All visitors must provide a valid governmental photo ID (i.e., drivers license, passport, etc.) before being allowed to visit. Persons not permitted to visit may not remain in the visiting room, institution, Saufley Field, or in the parking lot. All vehicles will be locked.

All children under the age of 16 must be accompanied by an adult on the visiting list. Inmates and their visitors will be responsible for keeping their children respectful of others within the bounds of the visiting area.

Only the following items are allowed into the visiting room: [1] clear plastic make-up type bag not to exceed 5 inches by 8 inches for carrying personal items, valid photo ID, vehicle keys, feminine hygiene items, money [no denomination larger than \$10.00], and life-sustaining medication which will remain with the visiting room officer. In addition to those items listed on the Notification to Visitor form, visitors may not bring such items as: pictures, documents, personal papers, toys, suitcases, attache cases, large oversized handbags, packages, newspapers, coolers, or any electronic device (i.e., cellular phone, tape recorder, cameras, radio, MP3, television, or other such electronic device). **Only the following infant care items are permitted in the visiting room:** clear baby bottles, baby food [factory sealed - enough for visit], one small spoon, child hygiene care, one set of baby clothes, one baby blanket, one collapsible stroller, and a clear bag no larger than sixteen inches by sixteen inches to carry infant care items.

The use of tobacco products is prohibited throughout all Bureau of Prisons facilities. No cigarettes, cigars, smokeless tobacco, lighters, matches, or other related items will be allowed into the visiting room.

No money will be collected by the visiting room officer for deposit into the inmate's account. Inmates receive their money through postal money orders sent in the mail, with their correct name and register number indicated. Food and beverages may not be brought into the institution; various vending machines are provided for use by visitors. A change machine is available in the visiting room. Inmates are not allowed to handle currency and will not be allowed to leave the visiting room with money.

All unauthorized visitor items must be locked in their vehicle. Inmates are not allowed to receive food from outside sources. No items are allowed to be exchanged between the inmate and a visitor. Rearrangement of visiting room furniture is not authorized due to fire and safety regulations.

All visits will begin and end in the visiting room. A short embrace and kiss at the beginning/conclusion of the visit and holding hands during the visits are the only physical contact allowed. Any other displays of affection between the inmate and visitor will not be permitted and could result in termination of the visit. Once a visit begins, the inmate and his visitor(s) may not leave the designated visiting area.

The following is a synopsis of important rules for visitors to remember:

1. Park only in the designated parking area and do not interact with any inmate prior to entering the visiting room. Contact with any inmate is not permitted when leaving after a visit.
2. Lock/secure your vehicle prior to entering the visiting room.
3. Have valid photo identification.
4. Be on inmate's approved visiting list or on authorized special visit form.
5. Complete Title 18 (Notification to Visitor) in the officer's presence.
6. Sign in and out in a log book at the officer's desk.
7. All unauthorized items must be secured in a vehicle.

Navy Requirements for Federal Prison Camp, Pensacola, Florida, Inmate Visitors:

The following information is provided to assist when visiting FPC Pensacola at Saufley Field. Please read this form along with the Visitor Information Form.

The following documents must be made available for examination upon the request of Base Security Guards.

1. Valid Drivers License
2. Proof of Valid Insurance
3. Valid Vehicle Registration
4. Valid License Plate

The following requirements must be adhered to while on Saufley Field.

1. Compliance with posted speed limits.
2. Seat belts will be worn by all occupants of the vehicle. All children under the age of four, weighing less than 40 pounds, will use an approved infant or child car seat.
3. Anyone suspected of driving while under the influence of alcohol will not be allowed to enter the base.
4. Parking will be authorized in designated areas only.
5. Motorcycle operators will ensure headlights are on at all times while the motorcycle is being operated. Persons riding the motorcycle will wear/use the following protective equipment.
 - A. A properly fastened (under the chin) protective helmet that meets Department of Transportation (DOT) standards.
 - B. Impact resistant eye protection devices, which include goggles or a face shield attached to the helmet. A windshield or faring alone is not considered to be proper eye protection.
 - C. Hard sole shoes with heels, long sleeved shirt or jacket and full finger gloves. Passengers are encouraged to wear a retro-reflective vest.
6. Visitors are authorized to enter the base only for the purpose of visitation. Visitors are authorized in the designated parking lot only. Visitors are not authorized to drive around the base. Upon entering FPC Pensacola visitors are consenting to having

their vehicles subject to inspection/search by members of the Saufley Field security force. Persons found with illegal contraband (such as firearms, drugs, explosive devices, etc.) will be apprehended and turned over to the Escambia County Sheriff's Department.

U. S. Department of Justice

Federal Bureau of Prisons



Sexually Abusive Behavior Prevention and Intervention

An Overview for Offenders

May 2005

Your Right to be Safe from Sexually Abusive Behavior

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 regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- 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.

What to do if you are Afraid or Feel Threatened

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.

What to do if you are Sexually Assaulted

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant 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).

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. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to 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, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (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 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**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP 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.

Counseling Programs for Victims of Sexually Abusive Behavior

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.

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP 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 be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

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

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

What is sexually abusive behavior? According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

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

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be 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.

Contact Offices

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office
Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office
10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office
4211 Cedar Springs Road, Suite 300
Dallas, Texas 75219

Southeast Regional Office
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

