

Admission and Orientation Handbook



FCI Seagoville, Texas Satellite Camp

Revised: December 31, 2012

INTRODUCTION

This handbook will provide you with information about the programs, operations, rules, and regulations of the Satellite Camp (SCP) at FCI Seagoville. The handbook is a supplement to the information available to you from the Bureau of Prisons program statements, institution supplements, and memoranda from the local administration, as well as the various departments within the facility. It is your responsibility to seek clarification of any issues which you find unclear. The Inmate Law Library has various policies to adequately explain issues rose regarding programs.

The programs at this institution are structured around the workday, to permit maximum participation which will not conflict with your work. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for community programs.

This is a minimum security satellite camp. You will be treated in a mature and responsible manner and will be expected to act accordingly. Your strict compliance to the rules and regulations of the facility is an essential part in exhibiting the responsible behavior required at the SCP.

Communication plays a vital role in the development of a positive atmosphere within a correctional facility. This inmate handbook is intended to help promote communication as well as eliminate confusion you may have about the Federal Bureau of Prisons and the SCP.

This handbook is subject to change and is intended to be used by staff and inmates of this facility as reference. Federal Bureau of Prisons' policy takes precedence over information contained within this handbook.

Eddy M. Mejia, Warden

INTAKE

Admission and Orientation Program

Whether you are new to the Federal Bureau of Prisons or transferring from another institution, you will participate in a formal Admission and Orientation (A&O) Program. This program will be conducted during the first month of your arrival here at the SCP. Additionally, upon your arrival you will be interviewed by a member of the Unit Team and also by a member of the Health Services Staff.

During the first couple of weeks here, you will be participating in several A&O activities. Check the call-out sheet located next to the Officer's station daily to see if you are scheduled for appointments in various areas of the institution. During your first two weeks here, the Unit Team will conduct a formal A&O lecture. The purpose of this program is to inform you of the institution rules, program opportunities, as well as institution services. This is your opportunity to learn how to get along and live in this environment. You are encouraged to ask questions of the various staff members.

Unit Teams

The SCP is a self-contained inmate living area that includes office space for unit staff. The Unit Team is comprised of a Unit Manager, Case Manager, Correctional Counselor, and Secretary. A Psychologist, Education Advisor, and Unit Officer are also part of the Unit Team.

Generally, the resolution of issues is most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including setting program goals, release planning, personal and family problems, counseling, and court-ordered financial obligations. Ordinarily, a member of the Unit Team will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the day on weekends and federal holidays. The Unit Team work schedule is posted on the bulletin board.

General Functions of Unit Staff

Unit Manager - The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the Unit Team meetings and the Unit Discipline Committee and is the review authority of Unit Team decisions.

Case Manager - The duties of the Case Manager involve all phases of inmate institutional adjustment, such as initial classification, release planning, and assisting inmates with participation in educational, recreational, and counseling programs. The Case Manager provides the necessary services to assist the inmates with their adjustment to the institution environment and preparation for eventual release. The Case Manager works with inmates and staff to develop and evaluate all information on each case. He/she will help plan, monitor and periodically report on an inmate's adjustment and program participation. He/she provides an accurate, informative, and clear picture of each inmate on his/her case load which includes offense, prior record, social background, resources, and individual needs. The Case Manager prepares detailed written reports which include factual and, if necessary, evaluative data (their professional opinion) on the inmate's needs and progress. These reports are prepared for the Parole Commission, courts, BOP, and for institution progress reports. The Case Manager is available to provide counseling to the inmate concerning community, institution, and personal problems. At times, the Case Manager may be called upon to perform other functions in order for the Unit (and the institution) to operate in an orderly and efficient manner. The duties of the Unit Manager, Case Manager, and Correctional Counselor will tend to overlap.

Counselor - The Correctional Counselor works with the inmates as their primary liaison to all other staff members. He/she participates actively in the development of programs suited to the individual needs of inmates. In counseling situations, there is a primary need to establish a climate of empathy, concern, and responsiveness to the needs of the population. The Correctional Counselor obtains and gives accurate information, expedites and improves services, and assists in resolving difficult problems with staff, etc. The basic job of the Correctional Counselor is to be available to help solve day-to-day problems.

Unit Secretary - The Unit Secretary performs clerical and administrative duties.

Unit Officer - The Unit Officer has direct responsibility for the day to day supervision of inmates and the

enforcement of rules and regulations. He/she has safety, security, and sanitation responsibilities in the unit.

Program Reviews (Team Meeting)

Program reviews will be held every 180 days if an inmate's release date is more than one year away, 90 days for each inmate within one year of release. Program Reviews are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc. This is the time to raise any and all questions or concerns you may have. Other issues to be discussed at Program Reviews are: furlough requests, visiting and telephone lists, job changes, Community Corrections Center placements, and requests for participation in special programs.

DAILY INMATE LIFE

Sanitation

Each inmate is responsible for making his bed in accordance with regulations by 7:30 a.m. daily. Each inmate is also responsible for sweeping and mopping his assigned living area and to remove trash to ensure clean and sanitary conditions. Cardboard boxes and other paper containers are not authorized for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. The following list is not all-inclusive, but it is a guide to the kind of items an inmate is authorized:

Storage Space - Storage space consists of an individual locker or cabinet. Locks may be purchased in the institution Commissary. The amount of personal property each inmate is allowed is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing - Civilian clothing of any type (except athletic apparel purchased in the Commissary) is not authorized. All clothing is to be neatly stored in your locker. Individual washcloths and towels are issued to inmates from the Clothing Room. Authorized footwear might include: one pair of steel-toed safety shoes, one pair of shower slippers, and two pairs of leisure shoes. Footwear will be placed in the storage bins under the bed.

Special Purpose Order Items - Special Purpose Order Items are items not sold in the Commissary or issued by the institution that can be purchased with authorization from Unit Team members and/or Chaplain.

Legal Materials - Legal materials must be kept in a neat and orderly manner, and concern current, active cases. Inmates will be permitted 3 cubic feet for storage of legal materials, and must be neatly stored too permit effective searches and inspections with a minimum of staff time expended. Legal material will not be permitted on work details.

Commissary Items - The total value of an inmate's accumulated Commissary items will be limited to the monthly spending limitation of \$290.00. The possession limitations of commissary items are printed on the commissary shopping list. Any items in excess of these limitations are subject to confiscation and treated as contraband.

Food Storage - Food items must be properly sealed to prevent a health hazard. Empty jars may not be used as drinking containers or for any other purpose and are to be thrown away. Food Service items may not be removed from the dining area.

Letters, Books, Photographs, Newspapers, and Magazines - An inmate may store up to 10 reading materials (magazines, newspapers, or books) in the locker. Nothing is to be tacked, stapled, or scotch taped to any surface i.e., locker, walls, floors or ceiling.

Sports and Musical Equipment - Sports and musical equipment are not allowed in the housing

unit.

Radios/MP3 Player and Watches - An inmate may not own or possess more than one approved Radio/MP3 and/or. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder watch and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and registration number. Only walkman-type radios are permitted and headphones are required at all times. Inmates may not give any items of value to another inmate (i.e., radio, watch, sneakers and Commissary items). Warrant repair work may no longer be permitted to be mailed outside of the institution. Only the BOP approved Sansa MP3 player is authorized.

Jewelry - Plain, solid wedding bands having no stones may be retained upon commitment.

Unit Rules

Unit rules are established to assist in maintaining the orderly running and sanitation of the unit, as well as adhering to safety regulations. These rules are enforced to make a more pleasant living environment for all. Every inmate is responsible for reading the unit rules and regulations listed below. They are also posted on the bulletin board.

All inmates designated to the Satellite Camp are required to adhere to the following rules and regulations. Failure to do so may result in disciplinary action and/or re-designation.

Bed Assignments

The Correctional Counselor is responsible for all bed assignments. Inmates will remain in their assigned bed and at no time will they switch beds with another inmate without prior approval from the Correctional Counselor. If an inmate is on an upper bunk and prefers to have a lower bunk, he may submit an Inmate Request to Staff Member to the Correctional Counselor and their request will be considered. Requests will be made according to medical need first and then by seniority. Seniority is established by the length of time an inmate has been at the Camp. Inmates who refuse to participate in the Inmate Financial Responsibility Program will be reassigned beds.

Bulletin Boards

Information is often disseminated to the Camp inmate population via a memo. Inmates are expected to read all material on the bulletin boards and adhere to any changes posted.

Camp Property

Inmates will not vandalize, misuse, alter, damage, or destroy walls, floors, ceilings, windows, or any other property at the Camp.

Commissary Card

Inmates are expected to carry their commissary card with them at all times for identification purposes.

Count Procedures

Count is conducted five times daily with the 4:00 p.m. count being a stand up count. **Effective 02/14/2011, the 9:15 p.m. count is a stand up count.** All inmates are expected to be standing on the floor next to their bed facing the staff members conducting the count. On weekends and federal holidays there is an additional stand up count at 10:00 a.m. Inmates are not permitted to wear sunglasses or any headgear during the count (except as authorized for religious purposes). During each count, inmates are expected to be quiet and not to interfere with the staff members conducting the count.

Dress Code / Grooming

All inmates are expected to be properly dressed at all times. Specifically, an inmate should be wearing a shirt and pants at all times. Inmates are expected to maintain good personal hygiene daily and are required to dress in their full green uniform when entering the Staff offices, Food Service and the Visiting Room.

Library

The library is open and available for use at all times. It is available for legal research, the preparation of legal documents, use of the typewriters, and for leisure reading. It is not to be used as a place to draw, for visiting with other inmates, or as a short cut from Camp 1 to Camp 2. Ribbons for the typewriter can be purchased in Commissary.

Lights Out

The lights in each dorm will be turned off at 10:00 p.m. each night. They are to remain on at all times prior to 10:00 p.m. and will only be turned off and on by staff. Visitation between Camp 1 and Camp 2 will cease at 10:00 p.m. and inmates on each side are expected to maintain appropriate noise levels.

Multipurpose Room

The Multipurpose Room is authorized to be used only for approved, scheduled activities. A calendar of events for the Multipurpose Room can be found on the bulletin board. At no time will this room be utilized as a day room and the televisions will not be available for general viewing. The doors to the Multipurpose Room will remain locked. The Unit Officer will be aware of scheduled activities and will unlock the door as necessary.

Noise Level

Inmates are expected to maintain appropriate noise levels at all times while at the Camp. Loud noise, horse play, yelling, or any other disruptive activity is forbidden. If appropriate noise levels are not maintained, privileges are subject to being suspended.

Personal Property

Inmates are expected to keep all personal property inside their assigned locker. Shoes should be stored in the storage bins under the beds. There should not be any items placed on top of the locker or attached to the outside of the locker at any time.

Radios

Headphones must be used with personal radios. Radios may not be altered in any way and must be kept on low volume.

Recreation

The recreation area is open from 8:00 a.m. to 9:00 p.m. every day. Equipment (volleyballs, basketballs, ping pong, etc.) is stored in the recreation storage area. Weight equipment should remain in the designated area and is not authorized to be removed.

Sanitation

Inmates are expected to maintain a high level of sanitation while housed at the Camp. Beds will be made military style. Areas should be inspection ready by 7:30 a.m. each day and remain so until 4:00 p.m. Refer to the specific sanitation guidelines posted on the bulletin board for more information.

Smoking

Smoking is not authorized. All items containing tobacco will be considered contraband and inmates found in possession of tobacco products will be issued an Incident Report.

Telephone Regulations

You must enter your contact list in TRULINCS, unless you are housed in Special Management. This list will be utilized to approve your telephone list. If you are housed in Special Management, you must submit your telephone list via Inmate Request to Staff Member to your Correctional Counselor for approval. The Inmate Telephone System (ITS) is available for your use as a privilege. It is the inmate's responsibility to keep their PAC number confidential. Should your PAC number become compromised, it will no longer work and you must pay \$5.00 in order to have a new one issued. Inmates are permitted to make ITS phone calls only. Third party calls are not permitted. All telephone numbers must be submitted to the Correctional Counselor for approval. Request for unmonitored legal calls should be made to the Correctional Counselor.

All telephone calls are subject to monitoring and recording. Each inmate will be issued 300 telephone minutes per month, unless they are on telephone restriction. The Warden may approve additional telephone minutes due to unforeseen emergencies only. There is a 15 minute time limit on all calls. At the end of the telephone call, the inmate will not be permitted to use the telephone for an additional 30 minutes. You are asked to be considerate of others and not abuse the privilege. Three-way telephone calls are not permitted. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. Telephones may not be used to conduct a business. Inmates who wish to place a non-monitored telephone call to an attorney may do so by submitting an Inmate Request to Staff Member to the Unit Counselor.

Inmate Access to Foreign Consulate

Should you desire to contact your foreign consulate, please contact your assigned Unit Counselor via Inmate request to Staff Member, or during open house hours that are posted on the Unit, and they will provide you with the telephone number and address.

Inmate Savings Accounts

All inmates are encouraged to save funds for their release from federal custody. Should you desire to open a savings account, contact your Unit Counselor, who will assist you with opening a savings account at a local community bank. You must possess a valid driver's license and meet all guidelines established by the local bank to open a savings account. All monies deposited into a community bank savings account will only be accessible to you upon release from federal custody. You or your beneficiary (in case of death) must personally appear at the bank to withdraw your funds.

Use of Electronic Devices

Be advised that the unauthorized possession, manufacture, or introduction of electronic items, and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct Which Disrupts and Interferes with the Security or Orderly Running of a BOP Facility.

Televisions

There are six televisions available for viewing. All televisions will be available from 6:00 a.m. - 11:00 p.m. Sunday through Thursday, and from 6:00 a.m. to 12:00 midnight on Friday and Saturday night. The Correctional Officer has the discretion to terminate television viewing if appropriate noise levels are not maintained. At no time will the televisions in the Multipurpose Room be available for general viewing. These televisions will only be used for scheduled activities.

Town Hall Meetings

Town Hall Meetings will be held to disseminate information to the Camp inmate population regarding issues which pertain to them. The meetings will be conducted in the Multipurpose Room and all inmates are required to attend. These meetings provide the opportunity for inmates to bring concerns to the Unit Manager's attention and ask questions.

Visiting Regulations

Inmates are permitted to visit on Saturdays, Sundays, and Federal Holidays from 8:00 a.m. to 3:00 p.m. Inmates will be given 25 points at the beginning of each month. Visiting points will be deducted on an hourly basis at a rate of two (2) points per hour. Once all the points have been used, the inmate will no longer be authorized to visit. Points are replenished each month and do not carry over. Inmates may have up to five visitors each visit. Inmates are expected to familiarize themselves with the visiting regulations and are responsible for making their visitors aware of these same regulations. For specific information, refer to the visiting regulations which are posted outside of the visiting room.

Washers / Dryers

Washers and dryers are available for use from 6:00 a.m. - 10:00 p.m. each day.

Work Assignments

All inmates who have been medically cleared will be expected to maintain a full-time work assignment.

Inmates are expected to be at work during their specified hours and are not permitted to be inside the Camp. The only exception to this will be for call-outs or to eat in Food Service. Failure to remain in your designated area may result in disciplinary action and/or redesignation. Camp orderlies are expected to be working and are not authorized to watch television and/or utilize the recreation area until the Unit Officer has determined their area has been appropriately cleaned. Orderlies are expected to maintain their area continuously throughout the day.

Any inmate that is sanctioned for a 100 or 200 series incident report will be maintained on \$5.25 maintenance pay for 12 months from the recorded date of the sanction.

FINANCIAL MANAGEMENT

INMATE ACCOUNTS AND SERVICES

Funds Received through the Mail

The Federal Bureau of Prisons has centralized the processing of all incoming inmate funds. All funds being sent to inmates at FCI Seagoville must be mailed 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

You should notify all persons who send you funds that they must send all funds to the National Lockbox mailing address and adhere to the following instructions:

-Do not enclose personal checks, letters, pictures or any other items in the envelope. The national Lockbox cannot forward any items enclosed with the negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to FCI Seagoville, P. O. Box 9000, Seagoville, Texas 75159.

- Your committed name (no nicknames) and register number must be printed on all money orders; U.S. treasury, state and local government checks; any foreign negotiable instruments payable in U.S. currency; and envelopes.

- The sender's name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in event that they cannot be posted to the inmate's account.

- The approved types of negotiable instruments are postal money orders, federal, state, and local government checks. All non -postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold.

-The negotiable instruments will be rejected by the National Lockbox in the following circumstances: negotiable instrument is missing the inmate name and/or register number; the register number does not contain 8 digits; a valid date and signature of sender is missing; stale date (older than 6 months); third party negotiable instrument; joint payee instruments; insurance, trust, and other similar types; personal checks; and items other than negotiable instruments. In the event a Lockbox transaction has not been posted to an inmate's account, the inmate's family or friend should initiate a check tracer to locate the negotiable instrument in question.

Inmate Electronic Funds Transfer- Quick Collect

Your family and friends may send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 AM and 9:00 PM EST (seven days per week, including holidays). Funds received after 9:00 PM EST will be posted by 9:00 AM EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

1)At an agent location with cash. Your family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to www.westernunion.com.

2)By phone using a credit/debit card: Your family or friends may simply call 1-800-634-3422 and press option 2.

3)ONLINE using a credit/debit card: Your family of friends may go to www.westernunion.com.

- 1) Select Bill Payment
- 2) Select Quick Collect

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

- 1) Your register number
- 2) Your committed name
- 3) City Code: FBOP
- 4) State Code: DC

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

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

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

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender.

Commissary (Trust Fund) Fund Withdrawals

A BP 199.405 is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Requests for Withdrawal of Inmate Personal Funds are processed every week. Unit Managers approve withdrawals from the Trust Fund account to send funds to dependents and other family members, for payment of telephone bills, postage costs, and local newspaper subscriptions. The Unit Manager also approves withdrawals for the payment of fines, restitution of losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00.

All withdrawals, addressed to foreign countries or that require enclosures, must be submitted with a typed, self-addressed, and stamped envelope. All names of the cities, territories, states, and countries must be spelled out completely in accordance with U.S. Postal Service requirements.

Performance Pay Earnings

Federal Prison Industries payroll and Inmate Performance Pay is posted to your account by the 10th day of each month.

TRUST FUND SALES UNIT (COMMISSARY)

The Trust Fund Sales Unit is located in Building 4. Commissary usage is a privilege, not a right, and may be restricted for disciplinary reasons. A wide variety of items are available for purchase. It is mandatory that you fill out an order list with your name, register number, unit, and items for purchase prior to shopping. The Inmate Account Card is required for identification in order to shop. Prices are subject to change without notice. Items may be stored in your locker in your room, but are limited to reasonable amounts. Inmates may not purchase more than 60 first class stamps at any time or have more than 20 first class stamps in their possession. If you need to mail out a package requiring additional postage, you must consult with your Unit Counselor, who will be able to assist you. Additional postage must be approved by the Associate Warden or designee and affixed immediately to the outgoing package. Your Unit Counselor will accompany you to the Commissary should you need to purchase postage above 60 first class stamps. All sales are final. There are no refunds or exchanges after leaving the window.

Inmates may spend a monthly fixed amount, which is based on the Consumer Price Index and adjusted yearly, for general merchandise. This amount is increased during the Christmas holiday season. Special Purpose Orders for sports equipment, hobby craft items, etc., are limited each month and are also adjusted

yearly. Any item with a unit cost of \$100.00 or more will not be approved for purchase.

SPENDING LIMITS

The spending limit is \$290.00 per month. On the third Monday of each month, inmate accounts are re-validated to the current spending limit. This limit is reset once per month based on the fifth digit of the inmate registration number. The revalidation day is calculated based on the following formula: ((5th digit of registration number X 3) + 1). The spending limit excludes postage stamps and Inmate Telephone System credits.

Commissary sales for the Camp are conducted on Thursdays from 8:30 a.m. - 10:30 a.m. and 12:30 p.m. - 2:30 p.m. Inmates may shop one (1) time per day. Special shopping times and frequencies will be decided by the Trust Fund Supervisor and the requesting department.

Any inmate inquiries concerning items 1-3 below should be submitted to the attention of the Trust Fund on an Inmate Request to Staff Member, BP-148.

1. Tracers on lost or stolen Request for Withdrawal of Inmate Personal Funds.
2. Special Purpose Orders over six weeks past the submission date.
3. Excess money frozen for Special Purpose Orders.

Other inmate concerns as listed below regarding account funds should be addressed to your Unit Counselor:

1. Trust Fund Account Balance
2. Inmate Performance Pay and FPI Pay
3. Financial Responsibility Program payments
4. Check on amounts frozen for Special Purpose Orders
5. Inquiries about funds to be transferred from another institution
6. Inmate Account Cards for which there will be a \$5.00 charge due to change in appearance, loss, or damage.

TRULINCS

Use of the TRULINCS is a privilege. The Warden or an authorized representative may limit or deny the privilege of a particular inmate.

Individual inmates may be excluded from program participation as part of classification procedures. This determination should have taken place during intake screening. If you do not have access to inmate messaging see your Unit Team.

By participating in the TRULINCS program, inmates, and the persons in the community with whom they correspond, voluntarily consent to having all incoming and outgoing electronic messages, including transactional data, message contents, and other activities, monitored and retained by Bureau staff. This authority includes rejecting individual messages sent to or from inmates using TRULINCS.

An inmate's participation in TRULINCS is conditioned on their electronic acknowledgment, and **voluntary consent** to the Warden's authority, as indicated above. As a reminder to inmates, a warning banner appears each time an inmate participant accesses the system, indicating his consent to monitoring.

Community persons' consent to Bureau staff monitoring of all TRULINCS messages and activity is obtained when a community person accepts the initial system-generated message notifying him/her the inmate wants to add him/her to their contact list, and with each subsequent message(s) from inmate participants.

There is a \$.05 per unit charge for Public Messaging. One unit equals one minute. Units may be purchased starting with 40 units and manually selected in larger amounts if desired. Copies of Public Messages and or Electronic Law Library information may be printed via the printers located in the Law Library for a cost of three units (\$.15) per page (one side).

Indigent inmates ARE NOT afforded free usage of any paid service. Inmates are considered indigent if their account balance is \$8.00 or less AND the inmate must not have exceeded \$40.00 of their Commissary spending limit.

Clothing Exchange & Laundry

Admission and Orientation inmates shall report to the Camp Clothing Room at 11:00 a.m. the next working day following their admission. At this time new inmates will receive their regular issue. Clothing exchange is conducted 9:00 a.m. to 11:00 a.m., Monday and Thursday. All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Clothing Room. Hygiene products (toothpaste, toothbrushes, combs, razors, and soap) are available to indigent inmates. Inmates may purchase name brand items through the Commissary.

SECURITY PROCEDURES

Count Procedures

Accountability of all inmates is a priority and all counts are taken seriously at this facility, as well as at all institutions in the Bureau of Prisons.

When a count is announced, each inmate must return to his bed area, and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken daily at 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. (stand up count) and 9:15 p.m. On weekends and federal holidays there is a stand up count at 10:00 a.m. All inmates are expected to be standing on the floor, by their bed facing the counting official. Inmates will not be wearing sunglasses or any headgear (except authorized religious headgear) during the 10:00 a.m. and 4:00 p.m. stand up count. Inmates on out-counts will also be required to stand and face the counting official during counts. Other counts may occur during the day and evening. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared or inmates who delay or interfere with counts. The inmate must actually be seen at all counts, even if the inmate must be awakened. Officers shall not conduct a count based upon movements, sounds, or configurations from a covered bed and shall make a positive identification by observing a breathing human body (flesh) before counting any inmate. **When counting, the Officer shall have no doubt he/she is counting a living human body.** It is necessary for inmates to ensure they are visible for counts so as to create minimal disruption during the night hours when the majority of the inmates are sleeping.

Call-Outs

Call-outs are a scheduling system for appointments (which include health services, dental, education, team meetings, and other activities) and are available each day outside the officer's station on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept.

Contraband

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Inmates may not purchase radios or any other items from another inmate. Items in your possession for which you cannot prove ownership are considered contraband and will be confiscated. Any altered item is considered contraband. Altering or damaging government property is a violation of institution rules and subject to disciplinary action (including restitution for the cost of the damaged item).

Shakedowns

Any staff member may search an inmate's living area to retrieve contraband or stolen property. It is not necessary for the inmate to be present when his living area is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

Drug Surveillance

The Bureau of Prisons operates a drug surveillance program which includes mandatory and random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not comply, that inmate will be subject to disciplinary action. A positive test will result in disciplinary action.

Alcohol Detection

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are

tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in disciplinary action. Refusal to submit to the test will also result in disciplinary action.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made in each institution by qualified professionals. Fire drills are conducted frequently to acquaint you with the fire exit routes and procedures. Information regarding fire education routes is posted. Become familiar with all fire exits and evacuation routes. In case of a fire, remember to remain calm and follow the fire evacuation plan.

PROGRAMS AND SERVICES

Work Assignments

Your permanent work assignment will be made by your Unit Team. If you have a special request or skill, this will be considered by your Unit Team. You will be given a work assignment based upon the information gathered during your orientation period and also upon the needs of the institution.

All inmates are expected to maintain a full time job assignment. Job assignments are monitored through the Inmate Performance Pay System, which provides monetary payment for actual work performed.

Food Service

The following is the serving schedule for all meals in the Food Service Department:

Monday through Friday

Breakfast	6:30 a.m. until 7:00 a.m.
Lunch:	11:15 a.m. until 12:00 noon
Dinner:	4:30 p.m. (Or immediately after clearing of count)

Saturday, Sunday, and Holidays

Coffee Hour:	7:00 a.m. until 7:30 a.m.
Brunch:	10:30 a.m. (or immediately after clearing of count)
Dinner:	4:30 p.m. (or immediately after clearing of count)

During all meals, inmates will eat in the dining room. When you finish your meal you are required to carry your tray to the dish room window.

Rules and Regulations to be followed in the Dining Room are:

- No sunglasses are to be worn inside
- No hats or head coverings, except those approved for religious purposes
- Shoes and socks must be worn at all times
- No tank tops will be permitted
- Neat and presentable shorts may be worn into the Food Service Department during the evening meal, weekends and federal holidays
- Sweat suits may only be worn on weekends, federal holidays, and the evening meal
- No items are to be taken from the Food Service area
- Inmates should eat all they take to avoid waste

Education Programs

The Bureau of Prisons provides inmates who haven't obtained a GED or equivalent the opportunity to do so through the inmate education programs. This education will benefit you in obtaining a higher inmate job assignment and a higher paying job upon release from the institution. A high school diploma is the basic academic requirement for almost all entry-level jobs and will assist you in competing for available jobs in the community upon release.

Each inmate who does not have a GED or a high school diploma is required to complete one mandatory period of literacy program participation during his confinement. This mandatory period shall be for at least 240 instructional hours or until the inmate has achieved a GED. This involvement shall be scheduled to begin within four months after arrival at this institution. An incentive award program has been established to encourage active participation and to reward student progress. Students who achieve the eighth grade functional literacy level will receive a certificate. Students who achieve the State standards for GED will receive a State of Texas diploma and a cash award up to \$25, if funds are available.

The English-as-a-Second Language (ESL) program offers limited English proficient inmates, with a need, the opportunity to improve their English skills. An ESL completion shall be the achievement of at least a score of 225 on the Comprehensive Adult Student Assessment System (CASAS) Reading Certification Test and a score of 215 on the Listening Comprehension Test. Need is defined as a score of less than 225 and 215 on the CASAS Reading Certification Test and Listening Comprehension Test.

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a General Education Development (GED) credential in order to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential.

Both laws mandate inmates who do not possess a GED credential or a high school diploma to satisfactorily participate in the literacy program until attainment of a GED credential; failure to do so will affect the inmate's Good Conduct Time (GCT). Congress mandated the Bureau of Prisons to implement the provisions of both VCCLEA and PLRA.

During your initial interview with education staff, you will be counseled if these laws affect you.

Education, Training and Leisure Time Programs

In consideration of inmate education, occupation, and leisure time needs, the Bureau of Prisons affords inmates the opportunity to improve their knowledge and skills through academic, occupation, and leisure-time activities.

Post-secondary education programs are available through correspondence courses. A post-secondary education program completion shall be the receipt of a passing grade in a course approved for post-secondary credit by an accredited post-secondary education institution.

RELEASE PORTFOLIO

Inmates that enroll in Education Programs, will be required to compile an employment release portfolio folder prior to completing the program(s). These folders will consist of resume(s), educational and/or vocational certificates, employment leads, employment application, and one-stop community assistance in your area of release. Inmates will also be expected to enroll and complete his RPP classes prior to exiting the program as well.

NOTE: Release portfolios will be required no matter what your release date is. It doesn't cost to be prepared.

Law Library

The Bureau of Prisons affords an inmate reasonable access to legal materials and reasonable opportunity to prepare legal documents. Since legal materials are expensive, supervision of law library areas must be provided, as necessary, to protect materials. An inmate may not maintain materials as personal property. Institution copying equipment is available to reproduce materials needed for research outside the library area. Unauthorized possession and/or destruction of library materials by an inmate constitute a prohibited act, generally warranting disciplinary action.

The inmate law library remains open during the day, weekend, and evening hours. Inmates utilizing the library are expected to remain quiet so others working in the library are not disturbed.

An inmate may assist another inmate in the same institution during his leisure time with legal research and the preparation of legal documents for submission to a court or other judicial body. Any assistance offered by one inmate to another is voluntary. Because no inmate may conduct a business, the assisting inmate may not receive compensation. The assisting inmate may not remove another inmate's legal materials including copies of the legal materials, from the law library. Legal materials left unattended in the law library may be disposed of as nuisance contraband.

Legal Copies

Inmates needing copies of legal material need to request copies from their Correctional Counselor. The cost of copies will be deducted from your Commissary account. Inmates who demonstrate lack of funds for copies of legal materials, may request to have the cost waived.

Recreation Programs

The Recreation Department's main focus is to give inmates avenues to use their leisure time more effectively with constructive activities. Recreation programs are aimed at reducing idleness and stress. It affords inmates the

opportunity to adopt a healthier lifestyle. There is a wide range of diverse sporting equipment and games available to virtually everyone regardless of size, weight, ethnic origin, and athletic ability. The recreation area is open from 8:00 a.m. - 9:00 p.m. every day.

Institution Release Preparation Program

Unit Management coordinates the Institution Release Preparation Program, which consists of six core classes that inmates are encouraged to attend. When sessions are conducted, each Case Manager provides a list of inmates from their caseload that are within 30 months of release from custody.

A schedule of current Release Preparation classes is available to the inmate population on each unit bulletin board. Inmates should review the schedule prior to their unit team meeting and be prepared to advise their assigned Unit Team which classes they are interested in completing. It is the responsibility of the inmate to participate in the recommended classes. All eligible inmates that are within 30 months of release are expected to participate in the Release Preparation Program, but may do so earlier if recommended by their Unit Team.

The Community Resources Release Preparation class consists of a panel of outside guest speakers, normally to include a United States Probation Officer, a Community Programs Manager, a Community Corrections Coordinator, or any other appropriate community resources. The panel format is a brief general overview by each panel member concerning their individual area of expertise, followed by an informal question and answer session.

Additionally, each inmate is expected to compile an employment folder prior to his release from custody. The folder will consist of educational and/or vocational certificates, employment leads, employment application, and one-stop community assistance in your area of release.

You will find this information will be an invaluable tool to help you successfully reintegrate into the community.

Psychology and Psychiatry Programs

Inmates have access to a Psychologist who provides counseling and other mental health services. Each Psychologist has an office inside the institution where he or she can be easily reached by inmates to help develop ongoing counseling programs, or for personal crisis intervention. Individual and group therapy is available.

Psychology Services also offers three drug treatment programs. These are: 1) drug education, 2) non-residential drug abuse counseling, and 3) follow-up counseling for RDAP graduates. The Drug Education Program is a classroom-type instructional program and is required for many inmates as defined in Program Statement 5330.10, Drug Abuse Programs Manual. Within the first month of arrival, inmates who are required to participate in the Drug Education Program will be placed on call-out and asked to sign an agreement to participate. There are sanctions for refusing to participate. Inmates who are not required to do so, but are interested in participating in the Drug Education Program, may enroll by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

The non-residential drug counseling program is available to all inmates by request. This program is for inmates who have short sentences, need a less intensive program, or have already completed the residential program. Non-residential drug counseling groups are begun throughout the year. The groups typically meet once a week for 6 to 10 weeks. Course topics include motivational issues around job seeking, values exploration, smoking cessation, anger management, and stress management. Flyers are placed on the residential units notifying inmates when a course is going to start. Enrollment in non-residential drug counseling is accomplished by submitting an Inmate Request to Staff Member form to the Drug Abuse Program Coordinator(s).

The third program, follow-up counseling for RDAP graduates, is conducted on a monthly basis. RDAP graduates meet for one session per month with their assigned Drug Treatment Specialist. This program is available only to those inmates who have successfully completed the RDAP 9-month residential component.

Although not offered at the Seagoville camp, the Residential Drug Abuse Program (RDAP) is available for qualified inmates. RDAP is a voluntary program for inmates with a history of drug and/or alcohol abuse. All participants reside in the same housing unit and attend daily group treatment activities. Inmates who complete RDAP may be eligible for early release by a period not to exceed 12 months. An inmate will not be eligible for early release if he is an INS detainee, a pretrial inmate, a contractual boarder (i.e., a D.C., State, or military inmate), an "old law" inmate, if the inmate's current offense is determined to be an excluding offense, or if he has a prior federal and/or state conviction for homicide, forcible rape, robbery, aggravated assault, or a sexual offense committed against a child. To complete RDAP, participants must successfully complete all three phases of the program. These are: 1) the 9-month residential treatment program, 2) the RDAP follow-up program, and 3) the transitional services requirements while in RRC placement. The criteria for participation and the early release qualifications are outlined in Program Statement 5330.10, Drug Abuse Programs Manual. Inmates interested in RDAP should submit an Inmate Request to Staff

Member form to the Drug Abuse Program Coordinator(s). If found qualified for the program, inmates will be submitted for a transfer to a location that offers the program.

SEXUAL ASSAULT PREVENTION/INTERVENTION

What are Sexually Abusive Behaviors?

Inmate on Inmate Sexual Abuse/Assault: As defined by the Federal Bureau of Prisons (BOP), sexual assault is one or more inmates engaging in or attempting to engage in a sexual act with another inmate or the use of threats, intimidation, inappropriate touching, or other actions and communications by one or more inmates aimed at coercing and/or pressuring another inmate to engage in a sexual act.

Staff on Inmate Sexual Abuse/Assault: Engaging in or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, or gratify the sexual desire of any person.

Your Right To Be Safe From Sexually Abusive Behaviors: While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of your age, size, race, or ethnicity. Whether you are straight, gay, lesbian, or bisexual, you have the right to be safe from unwanted sexual advances and acts.

About Your Safety: If you feel that your right to be left alone sexually is being violated, staff is available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any Staff member. If you are in an emergency situation, approach any Staff member. Any inmate being threatened with sexual abuse or sexual assault will be taken seriously and should report all threats. It is part of our job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for Staff to help you.

If you are sexually assaulted, you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important 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 and gather any physical evidence of assault.

It is important to get help to deal with the assault. There are highly trained Staff available for your assistance. Sexual assault victims will be given sensitive, supportive, and non-judgmental consideration. Due to the sensitive nature of these types of incidents, only Staff with a "need to know" will be informed of the situation. All precautions will be taken to protect the confidentiality of the victim.

Avoiding Sexually Abusive Behaviors: Here are some suggestions to protect yourself against sexually abusive behaviors:

1. Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached.
2. Be alert. Do not use contraband substances such as drugs or alcohol. They can weaken your ability to stay alert and use good judgment.
3. Be direct and firm if other inmates ask you to do something you do not want to do. Do not give mixed messages to other inmates regarding your wish for sexual activity.
4. Avoid out of the way or poorly lit areas of the institution.
5. Choose your associates wisely. Look for people who are involved in "safe," positive institutional activities like education programs, psychology groups, or religious services. Get involved in these activities yourself.
6. Trust your instincts. If you sense that a situation may be dangerous, it probably is.

Counseling Services Related to Sexually Abusive Behaviors: Most people need help to recover from the emotional effects of sexually abusive behaviors. If you are the victim of a sexually abusive behavior, whether it is recent or in the past, psychology Staff is available to counsel you. If you feel that you need help to keep from

sexually assaulting someone else, psychology services are available to help you gain control over these impulses.

Before You Attack Another Inmate, Remember... Sexual assault is a serious crime. All reported assaults will be investigated. You will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

INMATE SUICIDE PREVENTION PROGRAM

It is not uncommon for people to experience feelings of 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 suicidality, and are trained to refer all concerns to the Psychology Department. However, staff does 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.

Escorted Trips

Beside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two correctional staff will provide escort for the inmate. All expenses will be the responsibility of the inmate. A request for an escorted trip should be submitted to your Unit Team and will be reviewed on an individual basis by the Warden for final approval/disapproval.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U. S. Marshal, or other federal or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs.

The Bureau of Prisons has a furlough program for inmates who have community custody and are two years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- * Visits to dying relatives.
- * Attendance at a funeral of immediate family.
- * Obtaining medical services not otherwise available.
- * Contacting prospective employers.
- * Transferring directly to another institution.
- * Participating in selected educational, social, civic, religious and recreational activities which facilitates release transition.
- * Any other significant reason consistent with the public interest.

Pre-release programming will be emphasized and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and community corrections center (halfway house) placements will be considered according to governing policies.

Marriages

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must:

- Have a letter from the intended spouse which verifies his or her intention to marry
- Demonstrate legal eligibility to marry
- Be mentally competent

All requests for marriages will be in accordance with the current Institutional Supplement, "Marriage of Inmates." Staff chaplains will be guided by their personal and ecclesiastical precepts if requested to perform a wedding ceremony. The Chaplain shall verify the credentials of outside clergy before he/she performs a marriage.

Religious Programs

Institution Chaplains provide pastoral care to inmates. Chaplains are available to assist the inmate with any pastoral concern he may have. This is usually thought to be with reference to the beliefs and practices of the inmate's religion. Chaplains are available to assist inmates in any way that they are able to do within their limits of jurisdiction. Because of this, Chaplains would like inmates to feel free to approach them at any time. All religious activities are open to any inmate in the general population. A schedule of religious services is posted on the Unit bulletin board.

Pastoral care consists of assisting inmates in the following areas: religious apparel and diets; religious literature and materials (audio tapes, video tapes, etc.); and pastoral counseling.

Inmate Financial Responsibility Program (FRP)

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed financial obligations. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

You are responsible for making all payments required, either from earnings within the institution, or from outside resources. You must provide documentation of compliance and payment. Refusal to meet your financial obligations will adversely affect your performance pay, housing assignment, custody/security level and other items as provided in Program Statement 5380.07, Inmate Financial Responsibility Program.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institution program changes. If applicable, the U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Safety Department

The Safety Department is located inside the Federal Correctional Institution. The Safety Department issues sanitation supplies, conducts pest control operations, and runs a recycling program. During your A&O lecture, the following information will be shared with you:

- Uniform Basic Safety Regulations
- Fire Drills
- Inmate Accident Compensation
- Reporting Hazards
- Recycling
- Lead Based Paint
- Hazardous Chemical Communication
- Smoking
- Monthly fire, safety, and sanitation inspections
- Sanitation
- Lock Out/Tag Out

HEALTH SERVICES

It is the policy of the Bureau of Prisons to provide health care and medical treatment during incarceration necessary to maintain the health status of the individual. The opportunity to seek medical attention is an undeniable inmate right. The decision regarding appointment time and treatment lies solely with the Health Services Staff.

- A. **Hours of Operation:** The Health Services Unit shall be staffed by medical personnel seven days a week. There are established procedures for emergency care at other times.
- B. **Sick Call Procedures:** Routine medical Sick Call shall be offered Monday, Tuesday, Thursday, and Friday on an appointment basis. Inmates desiring treatment are responsible for making their appointments at the reception desk

in the Health Services Unit, on the second floor of Building 9. These appointments may be obtained between 6:00-6:30 AM **ONLY**. A clinical staff member shall screen all appointment requests and schedule an appointment time based upon the needs of the patient. If it is determined that an inmate is too ill to report to work, he will remain at the clinic until treatment is completed. The Health Services Staff shall notify the Detail Supervisor of the inmate's location and maintain accountability of the inmate. A qualified health care practitioner will provide Sick Call at least four work days per week.

(1) Inmates will be scheduled for a future Sick Call appointment based upon the needs of the patient.

- C. **Dental Care/Dental Emergency Care:** Requests for routine dental care (i.e., prophylactic cleaning, routine dental care, etc.) shall be through written request on an Inmate Request to Staff Member (Cop-out). When the request is received, the inmate will be placed on the waiting list for treatment. Treatment will be provided on a first come, first serve basis. The waiting list entry date will determine priority. During normal working hours, emergency dental care will be provided during sick call sign up from 6:00 - 6:30 AM, Monday, Tuesday, Thursday, and Friday. The inmate will receive a dental appointment to be evaluated by one of the dentists between the hours of 8:00 - 9:00 AM. If an emergency occurs after sick call appointment hours, the inmate's detail foreman or Unit Officer must contact the dental clinic to set up an appointment. Emergency dental care includes those procedures directed toward the immediate relief of pain, treatment of traumatic injuries, acute infections, and the repair of prosthetic appliances. After normal working hours, 7:30 AM - 4:00 PM, weekends, and holidays, the Physician Assistant on duty will provide emergency dental care. When the emergency situation is beyond the scope of the PA's expertise, the on-call dentist will be consulted to determine the emergency treatment needed, will return to the institution, and/or refer to the appropriate dental facility for care.
- D. **Administrative Detention and Disciplinary Segregation:** Sick call rounds are held by the medical staff on a daily basis, during the day shift. All medications with restricted issue will be delivered to each individual at the time specified by the prescriber.
- E. **Emergency Care:** Inmates becoming ill or receiving an injury requiring immediate medical or dental care should be sent to the outpatient clinic by the Unit Officer or Detail Supervisor, who will alert the medical staff of the emergency. In cases of serious emergencies (i.e., heart attack, serious bleeding, etc.) the Operations Lieutenant is authorized to transport the inmate to the local contract hospital. If ambulance transfer is required, the Seagoville Fire Department/Central Ambulance Service will be used. The Health Services Administrator or Assistant Health Services Administrator shall be notified as soon as possible of any emergency admission to an outside hospital.

*** All care is delivered through the use of Primary Care Provider Team's. This means that each inmate is assigned a team consisting of doctors, mid-level practitioners ("PA's"), nurses, and medical records staff. Patients are assigned to teams by their 4th and 5th register number. The team members and patient caseload are as follows:**

Team I

Clinical Director - FCI-Reg No 00-99; FPC- Reg No 00-99

Mid-Level Practitioner I - FPC - Reg No 00-99

Staff Nurse II - FPC- Reg No 00-99; FCI - Reg No 00-99

Health Information Technician (FCI/Camp) FCI- Reg No 00-49; FPC - Reg No 00-99

Team II

Staff Physician - FCI Reg No 50-99

Health Information Technician (FCI/FDC) - FCI-Reg No 50-99

Alternate staff members may provide care during the absence of a team member.

Pill Line Medications

Controlled medications are dispensed at the Health Services Office each morning and afternoon.

Each inmate will be given a pill line card which will have the appropriate times to report. All inmates reporting to the pill line will also be required to show their inmate account card for identification prior to receiving any medications.

- L. **Eyeglasses:** Any inmate in need of eyeglasses must submit an Inmate Request to Staff Member form to the Health Services Department requesting an eye examination for glasses. After the eye examination, the institution will purchase your eyeglasses. We do not accept eyeglasses from outside vendors.
- M. **Chronic Care Clinic:** Chronic Care Clinics are for the treatment and follow-up of chronic diseases, i.e.,

hypertension (high blood pressure), diabetes, asthma. It is important that each inmate watch the call-out for when and where he will be seen.

- N. **Call-outs:** Call-outs are the method to get the inmate population to specific areas of the institution for specific reasons, i.e. medical appointments. It is the inmate's responsibility to watch the call-out daily and obtain an institution pass from a Unit Officer or Detail Supervisor to attend a scheduled appointment. The inmate must report to his assigned call-out no sooner than fifteen (15) minutes prior, and no later than ten (10) minutes past his scheduled appointment. If the inmate arrives ten (10) minutes late for his scheduled appointment time, he will be canceled and may or may not be rescheduled, depending on the reason for the appointment.
- O. **Consultants/Specialists:** The need for an inmate to be seen by a specialist or consultant will be determined by the Health Services Staff only. The diagnosis of the consultants or specialists is only a recommendation and the Health Services Staff reserve the right to agree or disagree with their recommendation.
- P. **Infectious Disease:** Inmates with HIV, Hepatitis B and/or C are not restricted from working Food Service based on this status alone. The care provider will determine the inmate's suitability for Food Service. Inmates with skin sores with or without drainage or if Acute Hepatitis A is suspected or diagnosed working in food service will be restricted until medically cleared.

There will be no exceptions to this policy. Lab work will be required to diagnose these diseases.

All inmates will be tested for Tuberculosis. Any inmate that tests negative will be tested every year thereafter. Inmates with a positive TB test and no prior treatment will be placed on medication according to the guidelines of the Center for Disease Center.

No inmate will be transferred to another facility or Community Corrections Center without a current PPD test or chest x-ray.

- Q. **A&O Physical Examinations:** All new commitments will be given **MANDATORY** physical examinations within 14 days after their arrival. This physical will include the following:

- Complete Blood Count (CBC)
- Skin test for Tuberculosis (PPD) will be initiated within two (2) days after your arrival
- HIV test if indicated
- Hearing Screening Test
- Vision Screening
- Physical Examination
- Dental Screening
- Blood tests as indicated

Failure to comply with the physical examination will result in an incident report for Refusing Programs. The inmate will be placed in Special Housing Unit under medical isolation until the Clinical Director has determined that the individual is free of all infectious diseases.

- R. **Periodic Health Examinations.** The Clinical Director will ensure that the availability of age-specific preventative health examinations (e.g., cancer screening) for the inmate population.
- S. **Release examinations.** Inmates being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release. The examination should be conducted within two months prior to release.
- T. **Food Service Physical:** This physical is performed during the A&O physical. Another physical is only necessary when you are removed from Food Service because of a medical condition.
- U. **Patient Satisfaction Survey:** Patient Satisfaction Surveys are conducted every 3 months. The survey form is passed out to the inmate population through sick call and call-outs. This survey is used to gather feedback concerning the quality of care you receive and the responsiveness of the department.
- V. **Patient Education:** Located in the Health Services Department, there are numerous pamphlets available to you concerning health care issues. Patient education videos are also played in the Health Services waiting room.
- W. **Inmate Living Wills; Advanced Directives; Do Not Resuscitate:** Please refer to the Institution Supplement SEA 6000.05, Inmate Living Wills; Advanced Directives; Do Not Resuscitate. **Advanced Directives are available by request through Health Services.**

X. **Special Shoes or Orthopedic shoes:** All shoes issued by this institution meet the requirement for "soft soled shoes" The definition of "Special shoes" is a "non-steel toed" shoes only.

Y. **Co-Pay:** Patients will be charged \$2.00 co-pay if you (a) receive health care services in connection with a health care visit that you requested and (b) are found responsible through the Disciplinary Hearing Process to have injured an inmate, who, as a result of the injury, require a health care visit. You will not be charged for health care visits that are initiated by the Health Services Department and for emergency visits.

Indigent inmates will not be charged a co-pay to receive health care services. Inmates are considered indigent if their account balance is \$8.00 or less AND have not exceeded \$40.00 of their Commissary spending limit.

According to "The DNA Analysis Backlog Elimination Act of 2000" (Public Law 106-546), the USA PATRIOT Act (Public Law 107-56), and the Justice For All Act of 2004 (Public Law 108-405), all inmates convicted of any felony federal offense, qualifying misdemeanor federal offenses, qualifying D.C. Code offenses, and qualifying military offenses must submit a DNA blood sample prior to release from federal custody. Each inmate will be advised by their assigned Unit Team, at their scheduled team meetings whether DNA sampling is required. Health Services staff are responsible for collecting the DNA sample.

Consequences for refusing to provide a sample include incident reports, progressive administrative sanctions, and possible criminal prosecution. (see Title 42 U.S.C. 14135a). If an inmate continues to refuse to submit to DNA sampling and progressive sanctions fail or the inmate is approaching his release date, the legislation provides for the sample to be collected involuntarily by use of force.

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. You also accept the responsibility to respect the basic human rights of your health care providers.

1. **Right** - You have the right to health care services, in accordance with the procedures of this facility. Health services include medical sick call, dental sick call and all support services. Normal Sick-call is held on Monday, Tuesday, Thursday, and Friday between 6:00 - 6:30 AM. Emergency health care services are available 24 hours each day.

Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care Staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

2. **Right** - You have the right to be offered the chance to obtain a *Living Will* (at your own expense) or to provide *Advance Directives* that would provide the Bureau of Prisons with instructions if you are admitted as the inpatient hospital.

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

3. **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 an activity that could result in the spreading or catching of an infectious disease.

4. **Right** - You have the right to know the name and professional status of your health care providers.

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

5. **Right** - You have the right to be treated with respect, consideration, and dignity.

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

6. **Right** - You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.

Responsibility - You have the responsibility to keep this information confidential.

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

Responsibility - You have the responsibility to comply with security procedures.

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

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

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

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

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 comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person with 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.

On-The-Job Injuries

If you are injured while performing an assigned duty, you must immediately report this injury to your work supervisor. The work supervisor will then report the injury to the institution Safety Manager. You may be disqualified from eligibility for lost-time wages or compensation if you fail to report a work injury promptly to the supervisor.

If an inmate is injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

RECEIVING AND DISCHARGE

R&D does not have an Open House due to the unpredictable nature of its operations. If you have transferred from another federal institution, your property will usually arrive within two or three weeks. Within 48 hours after it arrives, the R&D Technician will place your name on the call-out to receive all authorized property. Incoming authorized packages that are received through the mail will be issued through R&D upon arrival. Release clothing will be issued the day of your release.

**INMATE PERSONAL PROPERTY LIST
AUTHORIZED FOR RETENTION AND TRANSFER BETWEEN INSTITUTIONS
NATIONAL LIMIT (MALES)**

C=Commissary Item W=White

CLOTHING

Shoes, Athletic (W) (\$100 maximum value/no pumps/no pockets) © (1 pair)
Shoes, Shower (1 pair)

PERSONALLY OWNED ITEMS

Address Book, (1)	Batteries, (2) (Not in use)
Books, (hard) (5)	Bowl, (plastic/4 oz. or less) © (1)
Comb/Pick, (plastic) (1)	Combination Lock, © (1)
Contact Lens (1 pair) (clear/prescription)	Contact Lens Solution, (1)
Cup, (plastic mug) (1)	Dentures, (1 set)
Envelopes, (1 box) (5 large)	Eyeglasses, (no stones) (1)
Headphones, (1)	Letters, (25)
Pencils, (2)	Photos, (single-faced) (25)
Playing Cards, (2)	Radio w/Earplugs, (Walkman-type) (1)
Stamps (20 first class stamps)	Watch, © (1) (\$100.00 maximum value, no stones, electronically unsophisticated, i.e., inability to send signals) (1)
Watchband, (1)	Writing Tablet, (2)

HYGIENE ITEMS

Denture adhesive, (1)	Denture Cleaner/Powder, (1)
Deodorant, (1)	Nail Clippers, (no file) (1)
Soap Bar, (2)	Soap Dish, (1)
Toothbrush, (1)	Toothbrush Holder, (1)
Toothpaste, (2)	

RECREATIONAL ITEMS (SHIPPED AT INMATE'S EXPENSE)

Racquetballs, (3 pk.) (2)

APPROVED RELIGIOUS ITEMS

Religious medal, (less than \$100.00 value) (1)

OTHER ITEMS

Chocolate, (instant) (1 bag)
Coffee, (instant) (1)
Coffee Creamer, (1) Tea, (1 box)

Non-perishable Commissary items sealed in unopened, original containers may also be transported or shipped.

**GOVERNMENT ISSUED ITEMS
MAY NOT BE TRANSFERRED FROM INSTITUTION TO INSTITUTION**

Bath towel, (1)	Blanket, (2)
Jacket, (1)	Shirt/Pants, (Orange) (2)
Pillowcase, (1)	Sheets, (2)
Shoes, Canvas (1 pair)	Socks, White (2 pair)
Underwear, (2 Shirts, 2 Boxers)	Washcloth, (1)

**ITEMS FOR POSSESSION AT THE DISCRETION OF THE LOCAL WARDEN
MAY NOT BE TRANSFERRED BETWEEN INSTITUTIONS
MAY BE MAILED HOME (INMATES TO BEAR THE COST OF MAILING OR DONATE)**

PERSONALLY OWNED ITEMS

Books (10)
Magazines
Newspapers
Plastic Eating Utensils, (1)

HYGIENE ITEMS

Conditioner/Hair, (1)
Fragrance Oil, (2)
Hair oil/gel non-flammable, non-alcohol) (1)
Lotion, Skin (moisturizing) (1)
Mouthwash, (non-alcohol) (1)
Powder, (Body/Foot) (1)
Shampoo, (1)

If you believe your property has been lost or damaged by Bureau of Prisons staff you may file a claim under 31 U.S.C. 3723 by completing Form BP-A0493, Small Claims for Property Damage or Loss, within one year after the claim accrues. This form is available in the inmate law library or from a member of your unit team. The amount of money you may recover is limited and the Bureau of Prisons' decision whether or not to grant your claim is not appealable to the courts (Ali v. Fed. Bureau of Prisons, 128 S. Ct. 831 (2008)).

CONTACT WITH THE COMMUNITY AND PUBLIC CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located on the front patio of the Camp. The outgoing envelope must have the inmate's name, register number, and return address in the upper left hand corner.

Inmates assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., will result in disciplinary action and/or prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond. There is no mail service on weekends and federal holidays.

Outgoing Inmate Mail

Program Statement 5265.11, Correspondence, states each inmate is responsible for the return address on envelopes provided by the institution.

Below is an example of what the return address should contain:

John Doe #12345-001
Satellite Camp
P. O. Box 9000
Seagoville, Texas 75159

All outgoing mail must have the TRULINCS label with the addressee's full name and address to be processed, otherwise it will be returned to sender. If you are housed in Special Management, you may write out the addressee's name and address, and submit to your Correctional Counselor for approval and processing.

Incoming Correspondence

First class mail is distributed Monday through Friday (except federal holidays) and ordinarily by the evening watch Correctional Officer. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Case Manager or Counselor as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

All inmate packages received at the institution must have prior authorization.

Incoming Publications

The Bureau of Prisons permits inmates to subscribe to and receive publications without prior approval with the exception of any type of pornographic subscriptions. The term publication means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to five magazines (not to be more than three months old) and to the amount which can be neatly stored in the locker, and in accordance with sanitation and fire safety rules. The Unit Manager may allow more space for legal publications upon request.

Special Mail

Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media. Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal law enforcement officers, U.S. Attorneys, State Attorney Generals, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.

Special/Legal Mail should be picked up by the inmate on the same day his name is posted on unit bulletin boards. A designated staff member opens incoming Special Mail in the presence of the inmate. This is usually done by the Counselor or Case Manager. These items will be checked for physical contraband and to ensure it qualifies as special mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Any outgoing mail that you wish to be treated as Special Mail must be clearly marked as such to avoid possible opening and screening as general mail. Mail is treated in accordance with United States Postal Service Regulations, the Bureau of Prisons Program Statement on Correspondence and the Mail Management Manual which are on file in the Law Library. All special/legal mail may be sealed by the inmate, but must have a return address placed on the outgoing special/legal mail which includes your committed name, register number, name of the institution, quarters, P.O. Box, city, state, and zip code. You must personally deliver outgoing Special/Legal Mail to the institution mail room Tuesday - Friday, 11:30 AM- 12:30 PM, excluding federal holidays, and present your prisoner identification card for the mail room staff to verify your identity. You will not be allowed to mail any outgoing special/legal mail without proper identification.

Mail room staff will x-ray all outgoing special/legal mail daily during normal business hours, prior to delivery to the United States Post office. The special/legal mail under suspicion may be opened outside the presence of the inmate. Mail room staff will advise the inmate of the disposition of the mail as soon as the investigation is complete if no harmful materials are confirmed, and the special/legal mail will be returned to the inmate for re-sending. If harmful material is confirmed, an investigation for inmate disciplinary and/or criminal sanctions should be initiated by the SIS Department and/or FBI.

All postage requirements are your responsibility. Postage stamps will be purchased through the Commissary and cannot be received through the mail.

Outgoing mail should be sealed and ready for delivery.

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in an active legal action in which both parties are involved. The following additional limitations apply:

- Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate)
- The Unit Managers at both institutions must approve the correspondence (federal only)
Warden to Warden approval is required for non-federal facilities

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mail able under law or postal regulations
- Information on escape plots, plans to commit illegal activities, or to violate institution rules
- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined

This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Incoming Packages

The only packages an inmate may receive from home are those containing release clothing. An inmate releasing to a Community Corrections Center or the community, may have clothing mailed in prior to his release. To receive release clothing, an inmate can obtain authorization from the Inmate Systems Department six (6) weeks prior to his release. However, it must not be received prior to 30 days from release. This clothing shall be stored in R&D until release.

The Health Services Administrator is responsible for approving medical devices such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/prescription shoes and artificial limbs. Once the medically approved package has been received, Health Services will issue the item.

Change of Address/Forwarding of Mail

The mail room staff will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address. Correspondence will be forwarded for a period of 30 days to the address the inmate provides. Special Mail will be forwarded indefinitely.

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so, subject to established handling methods. An inmate may not be provided services such as express mail, private carrier services or COD.

Telephones

There are telephones in each unit for inmate use. Only one inmate is allowed on any phone conversation. Telephones are to be used for lawful purposes only. Threats, extortion, etc. will result in disciplinary action and/or prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Counselor to arrange an unmonitored attorney call. Use of the telephone for abuse of or 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, conducting a business, or use of the telephone to further criminal activity is prohibited and subject to disciplinary action and/or prosecution.

Any inmate who wishes to use the inmate telephone system shall complete an **Inmate Telephone Number Request** form and forward it to their Counselor for processing. Ordinarily an inmate may request up to thirty telephone numbers at any given time. Inmates may change (add or delete) numbers a maximum of three times per month.

Every inmate will be allotted 300 telephone minutes per month to maintain contact with his family and friends, unless he is under telephone restriction. It is expected each inmate will handle his calls in such a manner which

will allow the equal use of the phones by all inmates. Calls are limited to 15 minutes, with 30 minute time intervals between each completed call. This should provide an opportunity for more inmates to have access to the inmate telephone system. Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account.

Institution phones may not be used without permission of a staff member and if approved, only in the presence of a staff member.

Visiting

Visiting has been established to allow you to maintain ties with your family and friends. Immediate family members include mother, father, wife, son, daughter, brother, and sister. Your attorney may also visit you for legal purposes.

A background check will be required prior to a visitor being placed on an inmate's Approved Visiting List, with the exception of immediate family members listed in the Presentence Report. The Visitor Information Form is available at the Officer's Station and from the Correctional Counselor. This form must be completed on all visitors age of 18 and over. Individual inmates are responsible for mailing this form to each proposed visitor. This form must be signed by each proposed visitor and returned to the Correctional Counselor.

Upon receipt of the Visitor Information Form, staff will complete a background investigation to determine if the visitor is appropriate to be placed on the inmate's Approved Visiting List. The Correctional Counselor will ensure approved visitors are entered into the Visiting Program and will provide each inmate with a copy of their Approved Visiting List. You are then responsible for notifying your visitor they have been approved.

Social visits are limited to ensure equitable access to the Visiting Room. You may receive visits during the scheduled visiting periods. You are limited to a total of thirty-six (36) visiting points per month, unless you are enrolled in the Suicide Companion Program, at which time, you will receive fifty (50) visiting points per month. Visiting points are assigned as follows: 2 points per hour for Saturday, Sunday, or Federal Holiday.

Visitation at the Satellite Camp will be held during the following times: Visiting hours is from 8:00 a.m. - 3:00 p.m. Saturdays, Sundays, and Federal holidays. Inmates may have up to five (5) visitors each visit.

To be admitted into the Visiting Room you are required to be dressed in your full green uniform. Your clothing must be neat and clean. T-shirts, socks, and underwear must be worn during all visits (legal and/or personal). No personal property items may be taken into the Visiting Room except for a plain wedding band and eye glasses. Smoking is not permitted in the Visiting Room. No items may be brought back into the Camp from the Visiting Room. All inmates may be subject to a visual search upon completion of the visit.

Inmates are expected to familiarize themselves with the visiting regulations and are responsible for making their visitors aware of these same regulations. Information pertaining to visiting list and/or the number of visiting points an inmate has is not public information and will not be released. It is the responsibility of each inmate to inform their visitors as to this information.

VISITING REGULATIONS

Anyone visiting the institution must be on an inmate's Approved Visiting List.

Proper Identification

Picture identification is required from all visitors, including attorneys. Persons without proper official identification are not permitted to visit. Proper identification is a State Driver's License, State I.D. Card, or a passport with photo for non-U.S. citizens or resident aliens. A Mexican Consulate Identification card will not be accepted as a valid form of identification. Also, attorneys are required to present their Bar Card. The name and address you put on your visiting list must **EXACTLY** coincide with that shown on the visitor's identification. In the event it does not, the visit will not be allowed.

All visitors are subject to a search with a metal detector upon entrance into this facility. Additionally, visitors may be randomly pat searched by staff. All pat searches will be conducted by same gender staff. Visitors are also subject to random vehicular searches upon entering the federal reservation. No vehicles will be permitted on the institution grounds if they contain contraband.

Termination of Visits Due to Overcrowding

If the Visiting Room becomes overcrowded, visitors will be asked to volunteer to terminate their visit to allow additional room for other visitors. If this does not provide sufficient room, visits will be terminated for those inmates who are from the local Dallas-Fort Worth area first. If this still does not allow enough room,

additional visits will be terminated for those inmates who have been visiting for the longest period of time. Visits will be terminated by the Institution Duty Officer or Operations Lieutenant.

Dress Code

Appropriate dress will be worn by all visitors. Due to the diverse types of visitors and the fact that the Visiting Room is not a public facility, certain restrictions must be placed on visitors' clothing. The following restrictions will be used as guidelines for appropriate dress:

- No see-through or provocative garments
- No plunging neck lines
- Hem of dress must be knee length when standing
- No wrap-around skirts
- No strapless/sleeveless clothing of any type, except for children 10 years of age or younger
- No form-fitting clothing
- No underwire bras
- No shorts or short pants except for children 10 years of age or younger
- Appropriate footwear is required. No shower shoes or thongs
- No hats will be permitted, with the exception of religious headgear. During inclement weather, small children will be allowed to wear headgear after a thorough search.
- No green colored clothing

Any questionable clothing will be cleared through the Operations Lieutenant or the Institution Duty Officer before being allowed into the Visiting Room. Inmates are expected to make their visitors aware of the dress code.

Items Brought in by Visitors

Visitors are not allowed to bring gum, food, gifts, games, needle-work, pocketbooks, baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed into the institution. Business deals/transactions and written messages may not be exchanged during a visit. Money will not be accepted for an inmate in the Visiting Room. Items purchased in the Visiting Room vending machines will be consumed in the Visiting Room.

Coin purses and wallets are allowed. Visitors are permitted to take up to \$30.00 in coins into the Visiting Room. Inmates are not permitted to have money in their possession. Only visitors will be allowed to use the vending machines located in the Visiting Room. Inmates are not authorized to accompany their visitors to the vending machines.

Baby diapers, food, and bottles, etc. will be allowed, but will be limited to the amount that will be consumed or used during the visit. Any baby food article will be of the type which is factory sealed and pre-mixed. No loose powder baby food will be allowed. Baby car seats will be allowed if they are the type that can be thoroughly searched.

Physical Contact

A brief kiss and embrace are permitted at the beginning and end of the visiting period. Heavy petting is prohibited. Filing of nails, braiding of hair, etc., are not appropriate activities in the Visiting Room. Inmates will not be permitted to visit with the guests of other inmates. Additionally, inmate visitors will not be permitted to mix with the visitors of other inmates while inside the secure institution.

Movement in the Visiting Room

Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the restrooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is not only distracting to other visitors, but prevents proper staff supervision. Inmates will not be permitted to make purchases from nor accompany their guests to the vending machines.

Children

Children under 16 years of age must be accompanied by an adult family member or guardian, and be listed on the Approved Visiting List of the inmate. Children ages 16 to 17 may visit an inmate without a legal guardian if they submit a notarized statement from the guardian indicating their consent for the visit with a specified inmate, and they are on the approved visiting list of the inmate. It is the responsibility of the inmate to control the behavior of

their young visitors. Children will not be allowed to move up and down the aisles or come and go from the inside area to the outside area. Children should be under the direct supervision of the inmate or adult visitor at all times.

Smoking

Smoking is not permitted in any area of the institution.

Special Visits

Requests for a special visit will be reviewed and granted on a limited basis for family emergencies and other situations deemed appropriate by the Warden. Special visits for family members will only be authorized for visitors on the inmate's Approved Visiting List. Special visits may also be granted for clergy, probation and parole officers. A request for a special visit should be made to the Unit Manager by the inmate submitting an Inmate Request to Staff Member.

Statutory Authority

Title 18 USC § 1791, provides a penalty of not more than 25 years imprisonment or a fine of not more than \$250,000 for any person who introduces or attempts to introduce into or upon the grounds of a Federal Penal Institution, or takes or attempts to take or send there from anything whatsoever without the knowledge and consent of the Warden. Additionally, pursuant to title 18 USC § 1001, visitors shall be required to sign an agreement that false statements are not being given and that they will abide by the visiting guidelines of the institution. All persons entering into the Federal Detention Center are subject to search. All articles are likewise subject to search.

Location

The Satellite Camp is located in the city limits of Seagoville, Texas, which is approximately 15 miles east of Dallas, Texas on Highway 175. Visitors traveling east on Highway 175 from Dallas should take the Simonds Road exit. The entrance to the institution will be on the access road. Visitors traveling west on Highway 175 toward Dallas should take the Simonds Road exit, turn left over Highway 175, and turn left on the service road to the institution entrance. Visitors may contact the institution by telephone, seven (7) days per week during the hours of 8:00 a.m. and 4:00 p.m., at (972) 287-2911.

Commercial Transportation

Commercial transportation in the Dallas/Fort Worth Metroplex area may be obtained by contacting the following area transportation centers:

1. Greyhound Trailways Bus Lines - 800-440-7712
2. Yellow Cab of Dallas - (214) 426-6262
3. Dallas/Fort Worth International Airport - (972) 574-8888
4. Love Field Airport - (214) 670-7275

Parking

Visitor parking is authorized adjacent to the Satellite Camp and is clearly marked with Visitor Parking signs.

Visitors are not allowed to wait in the parking lot or Camp area unattended. In addition, any visitors found to be loitering in the parking lot will be asked to leave the area.

ANY VIOLATION OF THESE VISITING REGULATIONS COULD RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

ACCESS TO LEGAL SERVICES

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval from the Unit Team. Legal material may be passed back and forth between the inmate and an attorney and vice versa during attorney visits, but is subject to inspection for contraband. The reviewed items will stay in the possession of the attorney/inmate who brought the documents/material into the Visiting Room. This material will be treated in a similar manner as the special mail procedures described above. Inmates are **expected** to handle the transfer of legal materials through the mail.

Attorney Phone Calls

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must make arrangements with his Counselor. He must demonstrate the need for a phone call. Phone calls placed through the regular inmate phones are subject to monitoring.

Notary Public

Several staff members throughout the institution are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a federal government notarization for real estate transactions, automobile sales, etc. If you need something notarized you should see the unit secretary for assistance.

Federal Tort Claims

If the negligence of institution staff results in personal injury to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can request this form from the Safety Department via cop-out.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Central Files

An inmate may request to review the disclosable portions of his central file. This request may be made in writing to unit staff utilizing the Inmate Request to Staff Member.

Inmate Access to Other Documents

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

Inmate Request to Staff Member

An Inmate Request to Staff Member (BP-Admin-70) is used to make a written request to a staff member. Any type of request can be made with this form. These forms may be obtained from the Correctional Officer on duty. Staff members who receive an Inmate Request to Staff Member will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form.

Administrative Remedy Process

The Legal Liaison/Program Coordinator provides oversight of the administrative remedy process. The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with Staff members via "cop-outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. Inmates wishing to file a request must first present the problem or complaint to their Counselor for informal resolution. The inmate's Counselor will document the complaint on the Informal Resolution form (BP-8). Informal resolution is not required if you are appealing a Unit Disciplinary Committee (UDC) action. If the issue cannot be informally resolved, the Correctional Counselor will issue a BP-229(BP-9) form. The inmate requesting administrative remedy will complete Part A, date and sign the BP-9 form. If more space is needed, up to only one 8 ½ X 11 continuation page is allowed. The BP-9 will be returned to the issuing Counselor for attachment of the Informal Resolution

form to forward to the Warden for filing. If submitting supporting exhibits, inmates must submit one copy. Exhibits will not be returned with the response. Forms submitted without the documentation of informal resolution attempts will be rejected. The BP-9 complaint must be filed within 20 calendar days from the date on which the basis for the incident or complaint occurred. If accepted, a Request or Appeal is considered filed on the date it is logged into the Administrative Remedy Index as received. Once filed, institution staff have 20 calendar days to respond to the complaint and to provide a written response. This time limit for the response may be extended for an additional 20 calendar days, but the inmate will be notified of the extension.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal response time is 30 days, but the time limit may be extended an additional 30 days. An inmate may not raise Appeal issues not raised in the lower level filings. An inmate may not combine Appeals of separate lower level responses (different case numbers) into a single Appeal. Appeals of Discipline Hearing Officer (DHO) actions must be sent by the inmate directly to the Regional Director. The appeals are to be filed on a BP-10, within 20 calendar days after receipt of the DHO Report, and must have attached a copy of the report of the DHO hearing.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms, with responses.

The BP-231 form may be obtained from the Correctional Counselor. The National Appeal response time is 40 calendar days, but the time limit may be extended an additional 20 calendar days.

Time Limits (in calendar days):

Filing

BP-229: 20 days of incident
BP-230: 20 days from BP-9 response
BP-231: 30 days from BP-10 response

Response

BP-229: 20 days
BP-230: 30 days
BP-231: 40 days

Extensions

BP-229: 20 days
BP-230: 30 days
BP-231: 20 days

Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the South Central Office Regional Director.

The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

COURT SECURITY IMPROVEMENT ACT OF 2007

Title 18 U.S.C. 1521 has established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer, including Bureau of Prisons staff members. Additionally, Title 18 U.S.C. 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten,

intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers, including Bureau of Prisons staff members.

All inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found in possession of these type of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau of Prisons rules and regulations are dealt with by the Unit Discipline Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO).

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know institution rules, procedures, and schedules and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with the Federal Bureau of Prisons rules and institution guidelines.	5. It is your responsibility to conduct yourself appropriately during visits, not to accept or pass contraband, and not to violate the law of Federal Bureau of Prisons rules or institutional guidelines through your correspondence.
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 imprisonment).	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the Court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of the law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
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.	9. It is your responsibility to see and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.	10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the right to use your funds for commissary or other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to: court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Inmate Discipline Information

If a staff member observes or believes he or she has evidence of an inmate who has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Violation in the greatest and high severity categories must be forwarded to the Disciplinary Hearing Officer (DHO) for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing

Inmates must ordinarily be given an initial hearing within five (5) work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give a decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

Disciplinary Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain will ensure periodic reviews of inmates in Disciplinary and Administrative Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a staff representative of his choice if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Regional Director (BP-10), and the General Counsel (BP-11). On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline. Whether the UDC or DHO based their decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

Special Housing Unit Status

There are two categories of special housing: Administrative Detention and Disciplinary Segregation.

Administrative Detention is used to separate an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau of Prisons regulations, is pending investigation or court proceedings for a criminal act, is pending transfer, for protective custody or to finish confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau of Prisons rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the Health Services Staff daily, including weekends and holidays. A Unit Staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

RELEASE

Sentence Computation

The Inmate Systems department is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is prepared (generally within one month of arrival). Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, are resolved by staff upon inmate request for clarification.

Fines and Costs

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. Committed fines means the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract community corrections center.

Detainers

Warrants (or certified copies of warrants) based on pending charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important for the inmate to initiate efforts to clear up these cases to the degree he can. Correctional Systems Department staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

Federal and state detainers may be quickly processed under the procedures of the "Interstate Agreement on Detainers." This agreement applies to all detainers based on pending charges which have been lodged against an inmate by a "member" state, including the U.S. Government, regardless of when the detainer was lodged. For an inmate to use this procedure, the warrant must be lodged with the institution. If no detainer is actually lodged at the institution, but the inmate knows of pending charges, it is important for the inmate to contact the Court and district attorney. In some states the detainer notice may start the time running for a Speedy Trial Act agreement.

Good Conduct Good Time

This applies to inmates sentenced for an offense committed after November 1, 1987.

The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year good conduct time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

The Violent Crime Control Law Enforcement Act (VCCLEA)

VCCLEA sentence refers to a sentence imposed for an offense that occurred on or after September 13, 1994, but before April 26, 1996. VCCLEA sentences of more than one year, other than a term of life, are authorized to receive credit of up to 54 days good conduct time (GCT) at the end of each year of imprisonment, provided the inmates satisfactorily complies with the provisions of amended 3624(b). Credit for the last partial year is prorated.

Under VCCLEA, amended 3624(b), states: a prisoner (**other than a prisoner serving a sentence for a crime of violence**) who is serving a term of imprisonment of more than one year, other than a term of imprisonment for the duration of the prisoner's life, shall receive credit toward the service of the prisoner's sentence, beyond the time served, of 54 days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, unless the Bureau of Prisons determines that, during that year, the prisoner has not satisfactorily complied with such institutional disciplinary regulations as have been approved by the Attorney

General and issued to the prisoner. A prisoner who is serving a term of imprisonment of more than one year for a **crime of violence**, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to 54 days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that, during that year, the prisoner has displayed exemplary compliance with such institutional disciplinary regulations. If the Bureau of Prisons determines that during that year the prisoner has not satisfactorily complied with such institutional regulations, the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau of Prisons determines to be appropriate. The Bureau of Prisons determination shall be made within fifteen days after the end of each year of the sentence. **Credit that has not been earned may not later be granted.** **Credit for the last year or portion of a year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence. Credit towards a prisoner's service of sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. The Attorney General shall ensure that the Bureau of Prisons has in effect an optional General Educational Development program for inmates who have not earned a high school diploma or its equivalent. Exemptions to the General Educational Development requirement may be made as deemed appropriate by the Director of the Federal Bureau of Prisons.**

PRISONER LITIGATION REFORM ACT (PLRA)

The PLRA provisions are effective for offenses committed on or after April 26, 1996. 18 U.S.C. 3624(b) was amended to hold all prisoners to an "exemplary compliance" standard for violations of institutional rules and regulations. In addition, the amendment further requires the Bureau of Prisons to consider educational progress towards earning a high school diploma or an equivalent degree in awarding good conduct time credits.

Under PLRA, a prisoner who is serving a term of imprisonment of more than one year, other than a term of imprisonment for the duration of the prisoner's life, may receive credit toward the service of the prisoner's sentence, beyond the time served, of up to 54 days at the end of each year of the prisoner's term of imprisonment, beginning at the end of the first year of the term, subject to determination by the Bureau of Prisons that, during that year, the prisoner has displayed exemplary compliance with institutional disciplinary regulations. If the Bureau of Prisons determines that, during that year, the prisoner has displayed exemplary compliance with institutional regulations, the prisoner shall receive no such credit toward service of the prisoner's sentence or shall receive such lesser credit as the Bureau of Prisons determines to be appropriate. In awarding credit under this session, the Bureau of Prisons shall consider whether the prisoner, during the relevant period, has earned, or is making satisfactory progress toward earning a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit for the last year of the term of imprisonment shall be prorated and credited within the last six weeks of the sentence.

Notwithstanding any other law, credit awarded under this subsection after the date of enactment of the Prison Litigation Reform Act shall vest on the date the prisoner is released from custody.

The Attorney General shall ensure that the Bureau of Prisons has in effect an optional General Education Development program for inmates who have not earned a high school diploma or its equivalent. Exemptions to the General Education Development requirement may be made as deemed appropriate by the Director of the Federal Bureau of Prisons.

NOTE: A PLRA Prisoner in a GED UNSAT status earns 42 days of GCT per year with the last partial year prorated based on the 42 days. If the prisoner's status changes to GED SAT status, then the prisoner may earn the entire 54 days of GCT per year and in future years. Fifty-four days will be awarded for the year in which the status changes from UNSAT to SAT. An award of 42 days for a full year will remain at 42 days regardless of any change in GED status.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS

- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 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.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial

value.

- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct

must be charged as “most like” one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.

- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).

- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of

duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

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

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B. 1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.

- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B. 1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband
- L. Restrict to quarters.

M. Extra duty

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanctions (300 series).
Moderate Severity (300 level)	12 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanctions (200 series).
High Severity (200 level)	18 months	2nd offense	<ol style="list-style-type: none"> 1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanctions (100 series).
Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).

Community-Based Residential Programs

All inmates are encouraged to participate in a community-based residential program. Inmates are reviewed an individual basis according to the guidelines set forth in U.S.C. 18:3621(b), Second Chance Act, to determine the length of time they will be approved for placement. Inmates with a detainer on file or serving a sentence of six months or less are not eligible for RRC.

The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

Most Bureau of Prisons community-based residential programs are provided in RRC. These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRC's are used primarily for three types of offenders:

- **Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.**
- **Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision.**
- **Those serving short sentences of imprisonment and terms of community confinement.**

Each RRC now provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house. The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

DIRECTIONS TO INSTITUTION

From the North: Take US 75 South to I-45 South. Merge onto US 175 E via exit 283 toward Kaufman. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the South: Take: Take I-45 North and merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the West: Take I-20 East toward Arlington/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

From the East: Take I-20 West toward Mesquite/Dallas. Merge onto US 175 E via Kaufman exit. Stay on 175 E to the Kimberly/Simonds exit. The entrance of the Federal Correctional Institution and the Satellite Camp are located at the intersection of Kimberly/Simonds Rd. and US 175. The entrance to the Federal Detention Center is located on the eastbound side of the US 175 service road.

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

(This form may be replicated via WP)

Replaces BP-493(58) of FEB 91