


ADMISSION AND ORIENTATION


Inmate Handbook



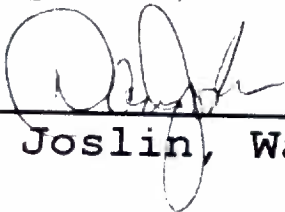
FEDERAL BUREAU OF PRISONS  
FEDERAL CORRECTIONAL INSTITUTION  
THREE RIVERS, TEXAS

JUNE 30, 2010

  
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Jose Esparza, AW(O)

  
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Jimmy Lee, AW(I&E)

  
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Alan Joslin, Warden

**Executive Staff:**

Dan Joslin	Warden
Jose Esparza	AW Operations
Rachel Chapa	AW Programs
Jimmy Lee	AW I&E
Shannon Phelps	Camp Administrator/Executive Assistant

**Department Heads:**

M. Foreman	Captain
D. Molina	Case Management Coordinator/Correctional Systems Manager
A. Noble	Chaplain
J. Simo	Computer Services Manager
S. Kasper	Supervisor of Education
S. Hislop	Employee Services Manager
T. McCue	Facility Manager
S. Kullenberg	Controller
G. Olson	Food Services Administrator
Vacant	Health Services Administrator
L. Kaufman	Chief Psychologist
G. Torres	Supervisor of Recreation
R. Burns	Safety Manager
C. Kerns	Jim Wells/Karnes Unit Manager
A. Miller-Kelley	Live Oak/McMullen Unit Manager
Vacant	Camp Unit Manager
D. McHerron	UNICOR Factory Manager
D. Whiteley	Trust Fund Supervisor
Dr. D. Tharp	Clinical Director

# Inmate Information Handbook

Federal Correctional Institution  
Three Rivers, TX

## Table of Contents

	Page No.
<b>Introduction</b> .....	4
<b>Intake, and Admission and Orientation</b> .....	4
<b>Unit Management, Unit Sanitation, and Unit Programs</b> .....	4
A) General Functions of Unit Staff.....	4
B) Daily Inmate Life.....	5
1) Cell Assignments           3) Personal Property Limits           5) Call-outs	
2) Sanitation                 4) Unit Regulations                 6) Inmate Dress	
<b>Programs and Services</b> .....	8
A) Commissary, Trust Fund, Laundry and ITS.....	8
B) Job Assignments.....	11
C) UNICOR.....	12
D) Food Service.....	13
E) Education Programs.....	12
F) Recreation Programs.....	13
G) Psychology Programs.....	14
H) Pre-Release Programming.....	16
I) Religious Services.....	16
J) Health Services.....	17
K) Correctional Systems Services.....	20
L) Access to Legal Services.....	24
M) Problem Resolution/Inmate Requests to Staff Member.....	25
N) Administrative Remedy Process.....	25
<b>Correctional Services and Security Issues</b> .....	25
A) Security Procedures.....	25
B) Movement.....	26
C) Visiting.....	27
<b>Inmate Rights &amp; Responsibilities, Prohibited Acts &amp; Disciplinary Severity Scale</b> .....	29
A) Disciplinary Procedures.....	29
<b>Directions</b> .....	30
<b>Conclusion</b> .....	31
<b>Health Care Rights and Responsibilities</b> .....	Attachment A
<b>Inmate Movement Schedule</b> .....	Attachment B
<b>Unauthorized Visitation Items</b> .....	Attachment C
<b>Prohibited Acts</b> .....	Attachment D
<b>Map</b> .....	Attachment E

# INMATE INFORMATION HANDBOOK

FEDERAL CORRECTIONAL INSTITUTION  
Three Rivers, TX

## INTRODUCTION

The purpose of this handbook is to provide incoming inmates with general information regarding the Three Rivers Federal Correctional Institution. It is not a specific guide to the detailed policies of this institution and the Bureau of Prisons but, hopefully, will assist you in understanding and adjusting to institution life at FCI Three Rivers.

## INTAKE AND ADMISSION AND ORIENTATION

### Orientation:

All newly committed inmates are required to attend the Institution Admission and Orientation (IAOP) Program, immediately after their arrival. Information presented during this program will provide you with specific services, policies, rules, regulations and procedures currently in effect at this institution.

Upon your release from Receiving & Discharge, you will be assigned to one of the four housing units on the compound. You will go through a unit A&O lecture which enables you to meet your unit team.

## UNIT MANAGEMENT, UNIT SANITATION, AND UNIT PROGRAMS

### GENERAL FUNCTIONS OF UNIT STAFF

#### Classification Teams (Unit Teams)

This institution utilizes the Unit Management System. A Unit is a self-contained inmate living area that includes housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in the Unit. The Unit Staff offices are located in the Unit so staff and inmates are accessible to each other. The Unit Staff will include a Unit Manager, Case Manager, Counselor, and a Secretary. When available, the Staff Psychologist, Education Advisor and Unit Officer will sit as members of the Unit Team.

**Unit Manager:** The Unit Manager is the administrative head of the general Unit and oversees all Unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with the other departments and personnel. The Unit Manager serves as chairperson of the Unit Team. He or she reviews all team decisions and ordinarily chairs the Unit Discipline Committee.

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to the Unit Staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community.

**Correctional Counselor:** The Correctional Counselor provides counseling and guidance for the inmates of the Unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of the Unit program and is a voting member of the Unit Team. The Counselor is the individual to approach for daily problems. They hold major responsibilities for the security, safety, and sanitation of the Unit. The Counselor is a frequent member of the Unit Discipline Committee.

**Unit Secretary:** The Unit Secretary performs clerical and administrative duties within the housing Units.