

**SATELLITE CAMP  
ADMISSION AND ORIENTATION  
Inmate Handbook**



**FEDERAL CORRECTIONAL INSTITUTION  
THREE RIVERS, TEXAS**

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**KEITH ROY, WARDEN**

## **SATELLITE CAMP STAFF**

### **Camp Administrator**

The Camp Administrator oversees all Camp operations in accordance with policies established by the Warden. He establishes rules and regulations governing Camp operations, manages the budget, and performs other duties assigned by the Warden. The Camp Administrator provides guidance and direction to Camp staff regarding inmate issues and Camp operational procedures. He is responsible for supervising the Case Managers, Counselors and Secretary. He is the chairperson for unit team meetings and Unit Discipline Committee hearings. He ensures the A&O program, Unit A&O, and Release Preparation Program comply with BOP policy. He monitors casework to ensure deadlines and policy requirements are met. He is responsible for ensuring sanitation at the Camp is maintained at the highest level.

### **Case Manager**

The Case Manager is responsible for preparing initial classifications and program reviews (team meetings), parole hearings for old law cases, correspondence, the release preparation program, Residential Re-entry Center referrals, transfers, and other duties as assigned. She/he also acts as a liaison with the community and criminal justice authorities. All questions regarding your individual case should be addressed to your Case Manager.

### **Correctional Counselor**

The Counselor is responsible for visiting, furlough applications (to be submitted at your team meeting), Financial Responsibility Program paperwork, administrative remedy forms, unit sanitation, bed assignments and other duties as assigned. Counselors do individual and group counseling, and are available to assist you in resolving problems or addressing your concerns.

### **Camp Secretary**

The Camp Secretary performs clerical and administrative duties in support of the unit team, process release paperwork and typing and filing. **He/she is not a primary contact when you have a concern.**

### **Camp Officer**

The Correctional Officer has direct responsibility for daily supervision of inmates, accountability and the enforcement of rules and regulations. He/she is responsible for conducting counts, performing random searches of inmates and areas, processing inmates in and out of the Camp, controlling contraband and ensuring inmates comply with rules and procedures. The Camp Officer is a member of the unit team, and is available to assist you in resolving problems and addressing concerns.

## **ADMISSION AND ORIENTATION PROGRAM**

Upon arrival at the Camp, either by direct admission or transfer from another institution, all inmates are placed in the Admission and Orientation Program. During this period, information about all areas relating to incarceration at the Camp is provided through lectures by Camp staff and other institution staff. Medical screening for job placement and educational testing to determine school requirements occurs while in the A&O program. Specific jobs will be assigned on a daily basis to A&O inmates by the Camp Officer. All A&O inmates are required to attend the lectures and call-outs and perform temporary work assignments as specified by staff.

### **Unit Classification and Reviews**

The unit team will conduct initial classifications within 28 days of arrival and follow up program reviews as posted on the housing unit bulletin boards and indicated on the inmate call-out sheet. Unit staff is available from 7:30 a.m. - 4:00 p.m. daily and on federal holidays, and until 9:00 p.m. Monday thru Friday.

### **Bed Assignments**

R&D will make initial bed assignments. Any further movement, including bottom bunk assignments, will be requested through the Unit Counselor. Inmates who require bottom bunks must be authorized by medical staff, and have priority for bottom bunks due to medical need.

### **Commissary**

An ID card which is issued to you upon arrival must be carried at all times and presented when shopping at the commissary. A lost card will be replaced by submitting a request to your counselor for \$5.00 which will be removed from your inmate account prior to the card being replaced. Commissary staff will answer questions concerning purchase of special items not included on the regular commissary list. Inmates can check their balances and purchase phone credits through the inmate telephone system and TRULINCS.

Deposits to commissary accounts from outside sources will be made through Western union and the National Lockbox located at the following address:

Western Union Quick Collect transactions, the following must be provided: 1) Inmate Register Number;  
2) Inmate Name;  
3) City Code: FBOP;  
4) State Code: DC

Federal Bureau of Prisons  
Inmate Name, Inmate Register Number  
P. O. Box 474701  
Des Moines, Iowa 50947-0001

Please notify all persons who send funds **NOT** to enclose personal checks, letters, pictures or any other items. They must have the inmate's committed name (no nicknames) and register number 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 Camp commissary sales schedule is Tuesday thru Thursday beginning at 6:30 AM - last call is at 7:00 AM and 10:30 AM - last call is at 11:30 AM (you must have your list turned in by 11:15 AM). At these times sales for grocery items, special purpose orders, photo tickets and stamps are conducted. The

commissary sales schedule is determined by the fourth and fifth digits of your registration number as follows:

Tuesday 00-33  
Wednesday 34-66  
Thursday 67-99

### **Work Assignments**

Every inmate who is medically able is required to work. Inmates in the A&O program work as assigned by the Camp Officer until placed on a regular detail. The first job assignment may be made on the basis of Camp needs or job availability. When possible, jobs will be assigned based on an evaluation of the inmate's skills and past job experiences. Inmates should inform the Counselor or Camp Administrator of these skills.

### **Type of Jobs**

There are jobs available at the Camp in the following departments: Main Warehouse, Education, the housing units, Food Service, Facilities, Recreation, VT shops, Chapel, Laundry, Commissary, Health Services and on the compound. To work on an outside detail, inmates generally must be at the Camp for at least one year and exhibit exemplary conduct and responsibility. Additionally, the inmate must have no pending charges with other law enforcement agencies. Your criminal history will be taken into consideration prior to assignment to a community based (outside) detail.

### **How to Change Jobs**

An inmate who wants a job change may fill out an Inmate Request to a Staff Member form requesting a change. This request must contain the following information: name and register number, the job requested, and a brief reason for the change. The request should be signed by your current job supervisor and by the supervisor of the job you are requesting. The form should be addressed to the Camp Administrator. Inmates are expected to work on an assignment a minimum of 90 days prior to consideration for a job change.

### **Town Hall Meetings**

Town Hall meetings are conducted monthly or more often when deemed necessary in order to make announcements and discuss Camp issues. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the Camp as a whole, rather than personal questions or problems. Personal problems/questions should be brought to the attention of Camp staff on an individual basis, rather than in the general forum of a town hall meeting.

## **SCP RECREATION PROGRAMS:**

### **Recreation Unit Art/Hobby Craft Program**

There is a housing unit art/hobby craft program for inmates wishing to participate. Approved unit programs: Art, Beading, Crochet. To enter these programs, you must submit an Inmate Request to Staff Member, (Cop-out), provide a copy of your visiting list with current address and submit an order for supplies needed to start program. Visiting list is used for mailing out projects. Supplies are purchased through Special Purchase Order and accepted by the Hobby Craft Supervisor on scheduled day. Only authorized supplies will be approved for purchase. If you are on FRP Refusal Status your SPO cannot be processed, so you must be FRP cleared to enroll in the Program. The only supplies approved for the programs are: pencils & color pencils, pens

(nonpermanent), charcoal, pastels, drawing paper & pads, yarn & crochet plastic needles, and beading materials. Paints, dyes, stains, liquid glues, are not allowed in the housing unit. Individual enrolled in program must receive approval before working on a project. All supplies must be stored inside participant's housing unit locker. Only inmates enrolled in the housing unit art/hobby craft program will receive approved project tracking form to start on a project and authorized to mail-out program project. Inmate will need to present approved art/hobby craft project tracking form to mail-out completed project(s). All approved hobby craft projects will be mailed to a verified relative with current address or approved visitor with current address at inmate expense. All art and hobby craft projects must be mail out through the recreation department. Enrolled participant has up to 30 days to mail-out project. If project is not mail-out within the 30 days it will be confiscated. Projects cannot be given, sold or traded to anyone for any reason. The unit program is to help reduce idleness, not as a financial support program. **Inmates are not allowed to sell and/or purchase completed hobby craft projects from other inmates. Inmates are not authorized to keep completed hobby craft projects in their possession.**

### **Recreation Leisure Center Hobby Craft Program**

Anyone desiring to participate in the Hobby Craft Program will need to obtain permission through the Recreation Staff Hobby Craft Supervisor. The Leisure Art/Craft Programs offered are: Art, Leather Craft, Painting, Crocheting, Knitting, and Beadwork. To enter these programs, you must submit an Inmate Request to Staff Member, (Cop-out), provide a copy of your visiting list with current address and submit an order for supplies needed to start program. Visiting list is used for mailing out projects. Supplies are purchased through Special Purchase Order and accepted by the Hobby Craft Supervisor on scheduled day. Only authorized supplies will be approved for purchase. **If you are on FRP Refusal Status your SPO cannot be processed**, so you must be FRP cleared to enroll in the Program. Individual enrolled in program must receive approval before working on a project. All supplies must be stored inside participant's assigned locker. Nothing is to be left outside of lockers unless approved by recreation staff, items left unsecured will be considered contraband and confiscated. The Hobby Craft shops are the only areas authorized to store liquid chemicals and produce acrylic art/water based art/oil art projects. Inmate will need to present approved art/hobby craft project tracking form to mail-out completed project(s). All approved hobby craft projects will be mailed to a verified relative with current address or approved visitor with current address at inmate expense. All art and hobby craft projects must be mail out through the recreation department. Individual has up to 30 days to mail-out project. If project is not mail-out within the 30 days it will be confiscated. Projects cannot be given, sold or traded to anyone for any reason. The unit/leisure program is not to support your financial needs. Sentry Based Hobby Craft classes are offered throughout the year. Supplies for the classes will be provided by the department. Announcements for the classes will be posted which will include written criteria to enroll. **Staff will accept cop-outs for a class, after the class is announced.** All inmates who sign-up to enroll in either the unit art and/or leisure art/hobby craft program will be required to read and sign the Code of Conduct. Inmates must utilize the appropriate safety equipment as indicated by the MSDS, to include protective equipment and/or clothing. Protective equipment is located in the hobby craft tool room to check out for use.

### **Leisure and Fitness Programs**

The following programs are available: Walk & Run Program, Health & Nutrition Class, Pre-Certification Personal Trainer Class, Aerobics, Ab Class, Yoga, and Health Promotion Disease Prevention Program. These programs are open on a

continual basis. **Certificates of Achievement are awarded for completion of structured programs. Certificate of Achievement and sentry credit will be awarded to participants who complete sentry based structured program.** To be considered for enrollment, you need to submit an Inmate Request to Staff Member to the Recreation Department when the class announcement is posted by recreation staff.

### **Intramural Sports**

The following sports leagues are offered throughout the year; softball, basketball, flag football, soccer, volleyball. Recreation Staff member supervising the sports leagues will make the determination to announce the league as an open league, unit concept or draft. Announcements for the league will be posted throughout the institution explaining the sign-up procedures. All participants must abide by the Code of Conduct/Rules. Violators will receive sanctions.

### **Music Program**

Inmates are allowed to purchase one harmonica through a Special Purpose Order and delivered to recreation staff on scheduled day. The Leisure Center has acoustic guitars, accordions, and percussion instruments available for inmate to check out and use in the Leisure Center. Sentry Based Beginner and Intermediate Music Classes (guitar, accordion) are offered throughout the year. To be considered for enrollment, you need to submit an Inmate Request to Staff Member to the Recreation Department when the class announcement is posted by recreation staff.

### **Recreation Code of Conduct**

The recreation department will provide and enforce Code of Conduct Rules/Procedures for structured programs (Sports Leagues, Hobby Craft Programs, Fitness/Wellness, Music Programs) and enforce policies according to Program Statement 5370.11. Participants will be required to read and sign Code of Rules/Procedures. Failure by an individual to abide to written policies, rules, procedures, program Code of Conduct Rules may result in disciplinary action, suspension or removal from enrolled program.

**All times, scheduled programs, activities, procedures, rules and Code of Conduct are subject to change throughout the year due to security, to ensure the orderly running of the institution, department needs or due to staff coverage.**

### **Counseling Groups**

Counseling groups are available through your Counselor, the Psychology Department and Religious Services. Information for current course offerings is posted in the respective department and on housing unit bulletin boards.

### **Education/Vocational Training**

The Education Department offers a variety of programs to include GED, ESL, Parenting, Adult Continuing Education and vocational training. A complete list of available programs and requirements for enrollment are available in the Education Department. Information is also posted on the housing unit bulletin boards. A basic law library is located in the Education Department and includes typewriters, TRULAW and a copy machine for your use. Typewriters are to be used for legal work only.

The Education Department holds open house every Monday and Friday from 10:30 - 11:30 AM and 2:00 - 3:30 PM to provide an opportunity to see staff and ask questions relating to the Education Department.

#### **GED and ESL Class Times**

Monday through Friday: 7:30 - 9:00 AM, 9:00 - 10:30 AM & 12:00 - 2:00 PM

#### **The Leisure Library and Law Library hours are:**

Monday through Friday: 7:30 AM - 3:30 PM & 4:30 - 8:30 PM

The **law library is electronic**. Typewriters are available for preparation of briefs, motions, communication with the courts, attorneys, administrative agencies of the Department of Justice, congressmen, news media and colleges and universities.

#### **Library Rules**

The leisure library is a valuable resource intended for the benefit of the entire inmate population. To ensure that the library collection is maintained at a high level of quality, the following rules are:

- 1) Only two (2) leisure library books and one (1) inter-library loan (ILL) books may be checked out and in your possession at a time. All ILL book due dates are set by the lending library and may be extended only at the discretion of the lending library.
- 2) Inmates may extend the check-out of an Interlibrary Loan book only one time. Extension times vary by library.
- 3) Only leisure library books and Inter Library Loan books are allowed to leave the leisure library. No magazines, newspapers, legal books will be removed from the library area. They may not even be taken to other parts of the Education Department.
- 4) By receiving a book, or interlibrary loan book, inmates assume full responsibility for returning it on or before the due date.
- 5) By receiving a newspaper or magazine, inmates assume full responsibility for returning it on or before the designated yard recall for the time period that you are in the leisure library area. You must return the library book, magazine or newspaper you borrow by the due date in the same condition it was borrowed, or you will be subject to disciplinary action. Possible sanctions include restricting library privileges, monetary restitution and disciplinary segregation.

**TRULINCS:** Is a service provided by OPM Trust Funds but located in the SCP Leisure Library. The e-mailing system is designed to bridge the communication with family members, friends, and others for a more accessible and convenient for all who take part in the new innovative system. Inmates are to sign-up with their designated counselor to become activated within the TRULINCS system. You are allowed to make copies for fifteen cents a copy and funds will be deducted from your trust fund account.

#### **Copy Service**

A debit-card operated machine is available for inmate copy service. The machine is located in the Education Office and is to be used for legal materials only.

## **Grooming**

Each inmate is responsible for their personal appearance. Clothing should be clean and neat. During work hours, the work uniform will be worn at all times. Shirts are to be kept tucked in at all times and belts must be worn. Dirty clothes should be laundered immediately. Poor personal hygiene will result in unit staff intervention. Basic hygiene items will be issued to new arrivals and are available from the Camp Officer. Other hygiene products are sold in the commissary.

## **RELIGIOUS SERVICES**

There are a wide variety of religious programs offered at SCP Three Rivers. Faith groups recognized by the BOP are allotted time and space for service and study on a weekly basis. Please refer to the Chapel schedule for your religious preference meeting times. In addition to providing service and study times, the Religious Services Department offers a wide variety of materials for spiritual enrichment. There is a video library available to the general population during leisure time.

All religious headgear and medallions are available for purchase via a special purchase order. Inmates who desire to purchase religious headgear must first seek approval from Chapel staff. For other religious property including religious medallions, necklaces and authorized vendor catalogs are available in the Chapel to select the items of your choice.

In case of serious illness or death of an immediate family member, your family should be informed by you shortly after your arrival, to call the institution as soon as possible with the emergency notification. The institution phone number is 361-786-3576. It is your responsibility to pass this information on to your family, so if there is an emergency, the notification can be processed according to policy and procedures. Once the information is verified, the Chaplain may assist you with counseling and telephone contact with your family. In the case of an immediate family member death, the Chapel staff will be available to facilitate the process of receiving a recording of the funeral/memorial service.

## **HEALTH SERVICES**

### **Philosophy of Medical Care**

#### **A. Primary purpose:**

Introduce you to Health Services Department and explain the process by which to obtain medical care.

#### **B. Primary Objective:**

The Federal Correctional Institution at Three Rivers offers quality health care that is appropriate for the Bureau of Prisons' inmate population and consistent with recognized community health care and correctional standards.

It is the policy of the Bureau of Prisons to provide medical care and treatment for inmates during incarceration that will maintain health. All medical care will be provided by the Health Services

Department staff. If necessary, you may be referred to a consultant.

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

### **HEALTH CARE RIGHTS AND RESPONSIBILITIES**

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

### **Hours of Operation:**

General hours of operation are 6:00 AM to 6:00 PM daily. Emergency medical attention is available 24 hours daily. Between the hours of 6:00 PM and 6:00 AM, emergencies are processed by the Operations Lieutenant who procures an appropriate level of medical response, as warranted.

### **For an Appointment to see Medical Administration**

Inmates are encouraged to discuss health and administrative concerns with Health Services Administration or designee while in the dining room during the lunch meal. Concerns may also be addressed by submitting an Inmate Request to Staff Member through the institutional mail.

### **Routine Medical Appointments:** (Sick Call/ Triage)

Should you need medical or dental attention, triage sign up is conducted Monday, Tuesday, Thursday, and Friday, from 8:00 AM to 8:30 AM in Health Services. Inmates with medical concerns or those requesting an appointment must complete the Inmate Sick Call Triage Sheet upon arrival at Health Services. Inmates must present their identification card and the form filled out, to obtain a triage visit. During triage, your medical or dental needs will be evaluated and you will be assigned a medical priority visit. Medical staff on duty will make a medical determination concerning the complaint and take the appropriate action. Emergency and urgent issues will receive an evaluation the same day. Issues that are assigned a routine ranking, will have their appointment scheduled in the future, or in conjunction with chronic care clinic visit. Sign up for dental care in the dental area. There will be no triage on federal holidays. During triage sign up, your medical or dental needs will be evaluated and you will be given an appointment time. Other appointments with health service providers are scheduled and callout sheets are posted on the bulletin boards in the units. It is your responsibility to monitor the callout sheet on a daily basis. Except for emergencies, you will not be permitted in Health Services without an appointment. You must present your inmate identification card each time you come to Health Services for triage, callout, or pill line.

In addition to being responsible for reporting on time for any scheduled appointment, the inmate is also responsible for advising his detail supervisor of any medical appointments and his medical status. The detail supervisor will release the inmate to Health Services at the scheduled appointment time. Appointments will be scheduled in conjunction with the controlled movement system during regular inmate work hours, Monday through Friday.

### Chronic Case Appointments

During your intake physical all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. **Every 6 months** you will be placed on call-out for clinic. During this clinic visit your condition will be assessed and you will be prescribed medications, testing ordered, and if needed, restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan or make adjustments as needed.

### Dental Appointments

As part of the Admission and Orientation process, you will be seen in the dental clinic for a full dental exam. ***If routine dental treatment is needed, you will need to submit an Inmate Request to Staff Member.*** Dental problems may occur during your stay here, and in the event you need to see the Dentist, please report to sick call. You may request other dental services, such as annual checkups, cleaning, etc., through an Inmate Request to Staff Member addressed directly to the Dentist.

### Inmate Co-Pay

The Federal Prisoner Health Care Co-payment Act (FPHCCA) of 2000, PL 106 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 co-payment for health care visits they initiate.

Co-payments are charged when:

1. An inmate requests a health care visit, for example: visits as a result of triage, (formerly known as sick call), including both medical and dental; requests for routine dental care; after-hours evaluations that are not a medical emergency.
2. An inmate is found responsible through the disciplinary process to have injured an inmate who then requires a health care visit.
3. Inmates in the Special Housing Unit will not be charged for daily rounds, but will be treated the same as general population for other visits.
4. Only one charge per visit for the same complaint, even if the inmate is seen by multiple providers.
5. If seen by medical staff for one problem, and dental staff for another problem, even if on the same day, is considered two visits.
6. Will be charged a co-payment if a visit is requested by any non-medical staff member (Supervisor, Lieutenant, Executive Staff, and Warden)

No co-payment is charged when:

1. Based on health care staff referrals, e.g., MLP to Physician, RN to physician, outside consultants, pre and post-operative assessments or wound care.
2. Staff approved follow-up appointment for a chronic condition (chronic care clinics, lab or x ray studies).

3. Preventive health services (vaccinations, TB testing, mammography, dental prophylaxis).
4. Emergency services (injuries, evolving MI, spontaneous abortion, strangulated hernia, etc.)
5. Mental health care
6. Substance abuse treatment.
7. Staff ordered BP monitoring, wound care, patient education, insulin administration, and scheduled finger sticks.
8. The Federal Prisoner Health Care Co-payment Act (FPHCCA) of 2000, PL 106 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 co-payment for health care visits they initiate. Indigent inmates will not be charged a co pay. Health care will not be denied to an inmate just because they are indigent. An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. ***Inmate requests to see the physician without a referral from the MLP. You will NOT be charged for Chronic Care Clinic visits, referrals to a consultant or outside facility.***

### **Pharmacy**

Pill line hours are posted. Prescriptions that are not "pill line" medications can be obtained during listed prescription pickup times at the pharmacy. Instructions are listed on the prescription bottles. It is your responsibility to take the medication as ordered. Medication found in your property that has expired will be confiscated. When a medication is ordered to be taken on pill line, report according to the posted times. You must present your identification card at pill line. Insulin administration will be done in Health Services according to case by case basis. Over-the-counter (OTC) medications are not provided. You may purchase OTC medications from the commissary. All prescriptions must be picked up from the Pharmacy within five days of the prescription being ordered.

**Medication Refills:** When you need a refill of a medication, you will fill out the refill request form and place it into the refill box located outside the pill line window in Health Services. Do not put your empty pill bottle or tubes in the box. You need to put the refill in the box by 7:30 AM in order to receive your refill the next day. If you take chronic, (i.e. high blood pressure), medications, plan ahead to ensure you do not run out of medication over the weekend. The pharmacy does not do refills on the weekend or holidays.

### **ID CARDS ARE REQUIRED FOR YOU TO RECEIVE MEDICATIONS**

### **Physical Examinations**

Health Services staff conduct an intake screening examination when you arrive at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. You may request an exit physical examination by accessing the triage process between 60 and 120 days prior to your release.

### **Primary Care Provider Team**

Currently FCI Three Rivers is establishing primary care provider teams to ensure HSU provide inmates better continuity of care. Inmates will address all requests for medical treatment to their assigned provider, stating their

medical complaint and all dental requests should be addressed to the Dental Department. These requests should be submitted to medical staff during triage. Your primary care provider will review your triage requests to determine if a triage appointment is necessary. In the event your provider is not available, another provider will review your request to determine if an appointment is necessary or can wait until your provider returns. Appointment dates will be based on the medical complaint, clinical presentation, signs and symptoms, etc., and can range from same day to fourteen days depending on severity.

All inmates currently in Chronic Care Clinics, i.e., hypertensive, diabetic, pulmonary, neurology, cardiac, mental health, general and infectious disease, will be assigned accordingly.

### **Medical Records**

To obtain copies of your medical record, submit an Inmate Request to Staff Member by institution mail to the Health Information Management Department stating what information is needed. Requests will be processed in the order they are received.

### **Eyeglasses and Contact Lenses**

If you need glasses or have other vision problems, request an evaluation through triage. You will be scheduled for a screening test. If the results of the test indicate a need for an optometric evaluation you will be referred. If glasses are prescribed, a pair of standard issue eyeglasses will be provided. If the optometric evaluation reveals a need for eyewear and you desire other than standard issue glasses, at your own expense, you must submit an Inmate Request to Staff Member (BP-148) to the Health Information Management Department requesting that a copy of the current eyeglasses prescription from your medical record and submit it for approval by the HSA for approval. After approval, the request alone with the eyeglasses prescription will be sent to the Inmate Systems Management (ISM) staff. ISM staff will place you on callout to complete a Package Authorization Form and issue you a copy.

### **Medical Shoes**

All institutional job assignments require you to wear safety (steel or composite toed) shoes on the job. The institutional shoe/boot meets job safety requirements. In the event you have a medical condition that requires medical shoes which meet this requirement, the Health Services Department will provide you with them.

### **Outside Medical Consultations**

There are times when a medical condition may require treatment in a local hospital, a contracted physician's office, or a Federal Medical Center. Each referral for outside medical care is approved or denied by the Utilization Committee. You will be notified in writing of the committee's decision. If approved for outside medical care, we expect you to be a responsible adult and conduct yourself accordingly. Following treatment at a contract facility, or a BOP Medical Center, you will be returned to SPC Three Rivers.

### **Physical Examinations**

Health Services staff conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons

facility. You may request an exit physical examination by accessing the triage process between 60 and 120 days prior to your release.

### **Immunizations**

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

### **HIV Testing**

All newly committed inmates will receive a presentation of the BOP issued AIDS video during A&O. One of the obvious reasons for testing for the HIV virus is to identify the disease early. Early detection assures the best medical care. Here are some other reasons for HIV testing:

Clinical Indications: Fungal infections of the mouth, persistent swelling of the lymph nodes, bleeding, unexplained weight loss or fevers.

Mandatory Testing: A percentage of the inmate population is tested. If your registration number appears on the random testing list, you will be placed on the call out for testing.

By policy, you will be counseled before the test, and when you receive the results. Watch the call out for an appointment for post-test counseling. Test results are strictly confidential.

### **Medical Call-Outs**

Watch the call-outs every day to determine if you are scheduled for clinical appointments, laboratory, or X-Ray procedures, physical, dental clinic, or follow-up visits. Medical call-outs are mandatory. An incident report will be generated for failure to report for medical appointments.

### **Emergency Medical Problems**

Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life-threatening events such as chest pain, severe bleeding, etc... All non-emergencies must be handled through triage procedures listed above.

**REMEMBER:** The quickest way to get emergency help is to notify the first Staff Member you see. Explain the situation and let him/her manage the problem from there. Medical staff will be contacted and you will be given instructions, or they will respond to your location with emergency medical equipment when necessary. Likewise, if you are aware of someone else in need of emergency medical care, notify a staff member immediately.

### **Special Housing Unit (SHU) Sick Call**

Inmates confined in SHU will be offered medical and dental sick call once a day by a health care provider. Pill lines will be conducted twice a day (as necessary).

## **Advance Directives & Do Not Resuscitate (DNR) Orders (Living Wills)**

Each inmate may obtain and fill out an Advance Directive for Health Care for the State of Texas. Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves. The person selected to be the proxy cannot be another inmate or a staff member. Inmates are to understand that DNR orders will never be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must and will always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution. Advance Directives, including Do Not Resuscitate orders, may only be implemented at community health care facilities or medical referral centers.

## **SEXUAL ASSAULT**

If you are sexually assaulted, you should immediately inform staff. You will be examined and evaluated by appropriate staff. All complaints will be investigated.

## **Health Promotion Disease Prevention**

Health Services fully supports patient education, disease prevention programs and active participation in your health care. Programs are offered through your unit team, psychology, recreation, and health services.

## **Health Care Rights and Responsibilities**

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

## **SMOKING CESSATION PROGRAM**

The Bureau of Prisons is advancing toward a clean air environment throughout all Institutions. As part of this project, FCI Three Rivers is offering an Inmate Smoking Cessation Program for which you may voluntarily participate in during A&O. To participate, you must complete the following steps:

1. You must complete an Inmate Request to Staff Member to Health Services indicating your desire to participate in the Nicotine Replacement Therapy Program. Inmates requesting nicotine replacement therapy patches must have an initial medical assessment in order to purchase a six- to ten-week supply of nicotine replacement patches. After the medical assessment, the Nicotine Replacement Therapy Approval form (Attachment A) will be forwarded to Psychology Services. Psychology Services will enroll the inmate in a Smoking Cessation Class.
2. You must meet with Health Services to discuss the possible side effects, obtain vital signs, and to obtain the approval form for Commissary to provide the nicotine replacement therapy patches for

purchase.

### **PSYCHOLOGY PROGRAMS**

The institution employs Psychologists to provide mental health services for inmates. Among some of the services provided by the Psychology Staff are Crisis Intervention, individual and group therapy, Drug Treatment Programs, Relapse Prevention Groups, Psycho-Educational Programs (e.g., Anger Management, Stress Management, and Communication Skills). For an appointment to see the Psychologist regarding a mental health issue, send an Inmate Request to Staff Member to the Psychology Department, then watch the call-out sheet for your appointment day and time. If you have an emergency mental health problem, request a staff member to call the Psychology Department for an immediate appointment.

### **DRUG ABUSE PROGRAMS**

The Bureau employs a five component Drug Abuse Program (DAP) treatment strategy which includes: Screening and Referral, AA/NA, Drug Abuse Education, Non-Residential Drug Abuse Treatment, Residential Drug Abuse Treatment (RDAP) and Follow-up Services.

#### **Drug Abuse Education**

You will be required to take drug education classes: (1) If you have a Judicial recommendation for any type of drug treatment; (2) If you have returned to BOP as violator of supervised released on parole for drug or alcohol abuse; (3) If your instant offense involved drug or alcohol use; or (4) If there is a history of alcohol or drug use. **(According to Program Statement 5330.11, Section 2.3.6(e) (dated March 16, 2009), 550.51(e) Effects of non-participation: If inmates considered for placement...refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements, such inmates...are not eligible for performance pay above maintenance pay level, for bonus pay, or for vacation pay...and are not eligible for a Federal Prison Industries work assignment.**

The acquisition of positive life skills is viewed as the means through which participants can change the negative thinking and behavior patterns which led to their drug use and criminality in the past. **If you are not required to take Drug Education, but you wish to enroll as a volunteer, submit a request to your Case Manager if you are interested in Drug Abuse Education.**

#### **Non-Residential Drug Abuse Treatment**

Available to those who do not meet the admission criteria or are waiting for the Residential Drug Abuse Program, received detoxification from alcohol or drugs upon entering the BOP, or have been found guilty of an incident report for use of alcohol or other drugs. Submit a request to Psychology.

#### **Residential Drug Abuse Program**

To apply for an interview, submit a request to Psychology. Selections for upcoming groups are prioritized by projected release dates. **Interviews for the 500 hour Residential drug abuse will not occur until you are 48 months from your GCT release date.** Inmates with less than 24 months remaining on their sentence will not have sufficient time remaining on their sentence to complete the program, however, are encouraged to enroll in other drug treatment programs. Interviews will be announced on the daily call out.

An inmate who was sentenced to a term of imprisonment pursuant to the provisions of 18 U.S.C. Chapter 227, Subchapter D for a **non-violent offense**, and who is determined to have a documented substance abuse problem, successfully completes a Residential Drug Abuse Program during his or her current commitment, and successfully **completes Follow-Up Services may be eligible**, in accordance with paragraph (a) of this section, for early release by a period not to exceed 12 months. Early release is based on the length of sentence.

### **SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INTERVENTION**

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

#### I. What is sexually abusive behavior?

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

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

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

- . Code 101: Assaulting Any Person (Sexual Assault)
- . Code 114: Sexual Assault of any Person involving non-consensual touching by force or threat of force
- . Code 205: Engaging in Sexual Acts
- . Code 206: Making Sexual Proposals
- . Code 221: Being in an Unauthorized Area with a Member of the Opposite Sex without Staff Permission
- . Code 300: Indecent Exposure
- . Code 404: Using Abusive or Obscene Language

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

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

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

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

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

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

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

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

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

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if

the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

#### IV. Understanding the Investigative Process

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

#### V. Supportive Services

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

#### VI. Consequences for Assailants

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

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

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

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

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

- . Write directly to the Warden, Regional Director or Director. You can send the Warden an Inmate Request to Staff Member ("Cop-out") or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- . File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit management staff.

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

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

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

### **Psychology Groups**

Depending upon staffing, groups such as Anger Management, Stress Management, Attacking Anxiety, and Communication Skills will be offered. Notices will be posted in the housing units when these classes are offered.

### **Counseling Activities**

There are many alternatives for inmates who have personal problems and desire to address them. These options include stress management and other voluntary correctional groups. In addition, the institution has professional staff as resources who are trained in the various social science fields. Inmate participation in these activities will be encouraged upon the staff's assessment of your needs, but participation in such activities is voluntary. Unit Staff are available for informal counseling sessions and they conduct formal group counseling activities.

### **RULES AND REGULATIONS**

Every inmate assigned to the Satellite Camp is issued a copy of the Camp rules during the A&O program. You are required to know and abide by the rules and regulations set forth by the Camp Administrator. Inmates are expected to maintain their individual areas with a high standard of sanitation. Sanitation is strictly enforced, both throughout all Camp areas and the housing units. Any violation of the rules and regulations will result in appropriate disciplinary action.

### **Call-Out/Change Sheet**

A Call-Out/Change Sheet is printed daily and is posted on the housing unit bulletin boards. This sheet will officially notify you of any scheduled appointments or assignment changes you may have for the following day. You are responsible for reviewing the Call-Out/Change Sheet daily. It is your responsibility to make sure you are at your scheduled appointments on time. Failure to report to a scheduled appointment will result in disciplinary action.

### **Common Areas**

All mops and mop buckets must be stored in utility closets when not in use. The mops and buckets are to be cleaned prior to storing them in the closet. Common areas are to be kept clean and uncluttered.

### Equipment

Irons and ironing boards are available for your use. They are to be stored in utility closets when not in use. Cleaning equipment is also available and will be inspected upon return.

### Sanitation

Beds will be made in the prescribed manner prior to work call, which is 7:30 AM. Monday through Friday, and upon arising, but not later than 9:00 AM, on weekends and holidays. Bottom sheets will be tucked in on all sides and top sheets will be tucked in on the bottom and sides of the bed. Inmates who are on idle status or on their day off may lie on a made bed and may use an extra blanket. No sleeping is allowed from 8:00 AM - 3:30 PM Monday through Friday.

Lockers are to be kept in a neat and uniform manner. All personal clothing is to be folded and stored in lockers. Institution clothing is to be hung neatly on the locker rods. No clothing is to be left on beds, chairs, etc. Shoes are to be placed under the bed. No cardboard or excess paper items are allowed in the living areas, as they constitute a fire hazard. All personal property is to be stored in the locker when not in use. **If left out in the cubicle, it is subject to confiscation.** Each inmate is assigned one locker - empty lockers are not to be used for additional storage. Excess property is to be mailed out or disposed of. Pictures are not to be hung on the walls or the outside of lockers. Lockers should be clean at all times. Each inmate is allowed one mattress, one pillow, one pillow case, two sheets and two blankets. Under no circumstances are these items to be taken outside or to another area. Each inmate is responsible for the cleanliness of his area, which includes under and around his bed and locker. Inmates in a cubicle share responsibility for keeping it clean. Living areas must be swept, mopped, and trash removed daily.

No musical instruments are to be played in dormitories or common areas. A music room is available in the hobby craft shop for practice. Only battery operated radios with earphones purchased from the commissary are allowed at the Camp.

### Accountability

Inmates are to check in with the Camp Officer prior to 8:00 a.m. and 12:30 p.m. for accountability purposes.

### Use of Tobacco

Use/possession of Tobacco is strictly prohibited in all areas.

### Mail

Legal and certified mail will be distributed by staff when received in the Camp Administration Building. All other mail will be distributed by the Camp Officer during the evening mail call in the housing units. Mail call will be announced over the public address system. It is your responsibility to attend mail call when announced. Inmates are not allowed to pick up any other inmate's mail.

### Counts

Institutional counts are conducted every weekday at 12:00 AM, 3:00 AM, 5:00 AM, 4:00 PM and 9:30 PM. On weekends and holidays, an additional 10:00 AM count will be conducted. Inmates are required to stand up for the 4:00 PM,

9:30 PM and the additional 10:00 AM counts. Inmates are to remain in their housing units until the count has cleared. Inmates are required to be in their assigned area at official count times, regardless of whether the count is announced or not - counts are announced as a courtesy. You must remain quiet and not move during the count. Nothing should obstruct the view of the officer during count. Failure to be in your assigned area, distracting the Officers or otherwise interfering with a count will result in disciplinary action.

### Meal Schedule

Camp inmates are given three meals per day. Meals are eaten in the dining hall only. Under no circumstances is food to be taken out of the dining hall. The serving schedule is as follows, but may vary slightly (mainline begins when the meal is ready to be served):

Breakfast	6:00-7:00 AM
Coffee Hour	6:30-7:30 AM (Weekends only)
Brunch	10:30-11:30 AM (Weekends/Holidays)
Lunch	10:30-11:30 AM
Dinner	Immediately following the 4:00 PM count

Inmates must be attired in appropriate institutional green clothing and footwear for all noon meals except weekends and holidays. No hats or headbands of any type are authorized in the dining hall unless approved by the Chaplain. Shirts are to be tucked into trousers. No container of any kind will be allowed in the dining hall.

**"NOTHING IN, NOTHING OUT"**

### Inmate Visiting

Visiting hours for the FCI and SCP are established as follows:

**Saturday, Sunday, and all Federal holidays from  
8:00 AM until 3:00 PM**

Visitors over the age of sixteen (16) must have valid proof of their identity. The acceptable form of identification which may be presented by an inmate's visitor to gain admittance into the institution is current state or federal approved photo identification. This need not be the only means of identification (staff shall verify the identity of each visitor through driver's license, photo identification, etc., prior to admission of the visitor to the institution). If a visitor does not present appropriate documentation, they will not be authorized to visit. Children under the age of 16 may not visit unless accompanied by a responsible adult. Children shall be kept under supervision of a responsible adult at all times to include when playing in the outside play area. Exceptions in unusual circumstances may be made by special approval by the Warden. At no time will the Visiting Room Officer be allowed to accept articles or gifts of any kind for an inmate from a visitor. No items will be given to visitors by an inmate without prior written approval. It is the responsibility of the inmate to advise his friends and family not to visit prior to the inmate receiving notification from the Unit Team that they have been authorized as visitors. Each inmate will be authorized no more than 20 visitors on their visiting list. Except for immediate family, visitors will not ordinarily be placed on more than one inmate's approved visiting list.

Visitors will dress appropriately and avoid clothing styles that are sexually suggestive or could easily be confused with inmate clothing (i.e., khaki,

orange and camouflage). Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). No items will be given to visitors by an inmate without the prior written approval as noted in this supplement. See Attachment E & F for appropriate information to be given to your visitors.

**Inmate Dress Code:**

All inmates must wear issued green uniform clothing that is clean and in neat condition. Shirts must be worn and must be tucked in. Socks must also be worn. Inmates must be properly groomed and no inmate will be allowed admittance to the visiting areas if his neglect of the ordinary requirements of personal hygiene would offend others. No tennis shoes.

**Inmate Property Authorized:**

The inmate will not take anything to the visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one white handkerchief and photo tickets purchased in the Visiting Room. Inmates are not allowed to exit the Visiting Room with any items purchased from the vending machines. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the Visiting Room Officer prior to being brought into the Visiting Room.

Unit Staff will provide inmates with written directions for transportation to and from the institution. Similarly, the inmate will be provided with a narration which will identify routes which are commonly used for traveling to and from the institution. Inmates will need to make their visitors aware there is no taxi service available in the local area.

**Legal Visits**

Attorney visits will take place during regular business hours and are subject to approval in advance by the Warden. The Unit Team will be responsible for providing adequate supervision for attorney visits.

**Special Visits**

Special visits for family emergencies or other highly unusual circumstances are not routinely approved. However, a special visit must be authorized in advance by the Camp Administrator or the Warden.

**Laundry**

Laundry is open at 6:15 - 7:15 AM every Friday, excluding holidays. Laundry exchange is the first Friday of every month from 6:15 - 7:15 AM. Pick up for items not ready is 10:30 - 11:30 AM.

**Telephones**

The Trust Fund ITS is a debit billing system which requires the inmate to maintain an account for payment of each call. The inmate's Trust Fund account is accessed by using a personal phone access code (PAC). Inmates may submit up to 30 proposed names and telephone numbers to be included on their telephone

list using the TRULINCS Computer Telephone Number Request form. For further additions to the list, an inmate is required to make changes on the TRULINCS computer.

Attorneys may be included on an inmate's telephone list with the understanding that all calls made through the Trust Fund Telephone System (ITS) are subject to monitoring. Unmonitored legal calls are available through appointment with your Case Manager; however, you are expected to routinely handle your legal matters through correspondence. Placement and duration of any telephone call is subject to the availability of inmate funds. The maximum length for a telephone call is 15 minutes. Inmate telephone calls are automatically disconnected after 15 minutes or when ITS funds are depleted. A warning tone is provided approximately one minute before the call is disconnected. If adequate ITS credits for at least a three minute call are not available, the call will be denied by the ITS program. Changes to your telephone list are to be made through your Computer TRULINCS System.

### **Barber Shop**

Inmates are expected to maintain a high standard of personal hygiene and appearance. We do not regulate the length of hair, but do require a neat and clean appearance. No hair trimming will be done outside the Barber Shop. The Barber shop is located next to the commissary and operates six days per week on a voluntary basis. A schedule is posted in the Barber Shop and on the Unit Bulletin Boards.

### **Fire exits**

Fire exits are to be used for emergency use only. They are not to be used for mop storage or lounging. Inmates are not to use the fire exits for routine entry/exit of the units. Sidewalks are to be used at all times. **No shortcuts through the grass are authorized.**

### **DIRECTIONS TO FCI/SCP THREE RIVERS**

#### From San Antonio

Take I-37 South for approximately 1 hour, 75 miles.

Take the Hwy 281, Three Rivers/Alice exit.

Travel for approximately 3 miles to the town of Three Rivers.

At the 3<sup>rd</sup> traffic light turn right and travel approximately 8 miles. The facility will be on the left.

#### From Corpus Christi

Take I-37 North for approximately 1 hour, 75 miles.

Take the Hwy 72, Three Rivers/Kenedy exit.

Turn left, heading west, for approximately 3 miles

At the traffic light turn left

At the second traffic light turn right and travel approximately 8 miles. The facility will be on the left.

See Attachment D for map to our facility.

## **CONCLUSION**

The above information is an overview and is not comprehensive. You will receive more information during the A&O program. If you are unclear about any information in this handbook or your responsibilities, or if you want to know the correct procedure for addressing an issue or concern, consult with unit staff for direction. They are available to answer your questions and provide additional information.

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

**GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- 100 Killing.
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 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 officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.

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

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

**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.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>CATEGORY</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2d Offense	Low Moderate sanctions plus: 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 EGT (an EGT sanction may not be suspended)
		3d Offense	Any sanctions or more available in Moderate (300) and Low Moderate (400) series
Moderate (300 Series)	12 months	2d Offense	Moderate sanctions (300 series) (A,C, E-N) plus: 1. Disciplinary segregation up to 6 months 2. Forfeit earned SGT or non-vested GCT up to 37 ½ % or up to 45, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended)
		3d Offense	Any sanctions or more available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2d Offense	High sanctions (A, C, E-M), plus: 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)
		3d Offense	Any sanction available in High (200) and Greatest (100) series.
Greatest Severity (100 level)	24 months	2 <sup>nd</sup> or more offense	Disciplinary Segregation (up to 18 months)

## RESTORATION OF GOOD TIME

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

### SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act Seg</u>	<u>Max.Amt. Sanctions</u>	<u>Max.Amt. Forf. GT1</u>	<u>W/hd SGT</u>	<u>Elig. Restoration Forf.SGT</u>	<u>Elig. Restoration W/hd/SGT</u>	<u>Max. Dis</u>
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 60 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low/Moderate	E-P	N/A		N/A (1 <sup>st</sup> offense) 6 mos (2 <sup>nd</sup> or 3 <sup>rd</sup> offense in same Category within six months)	N/A (1 <sup>st</sup> offense) 3 mos	7 days 15 days

[NOTE: "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

INMATE RIGHTS AND RESPONSIBILITIES 9541.12

RIGHTS

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

RESPONSIBILITIES

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

[RIGHTS

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.

RESPONSIBILITIES

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.]

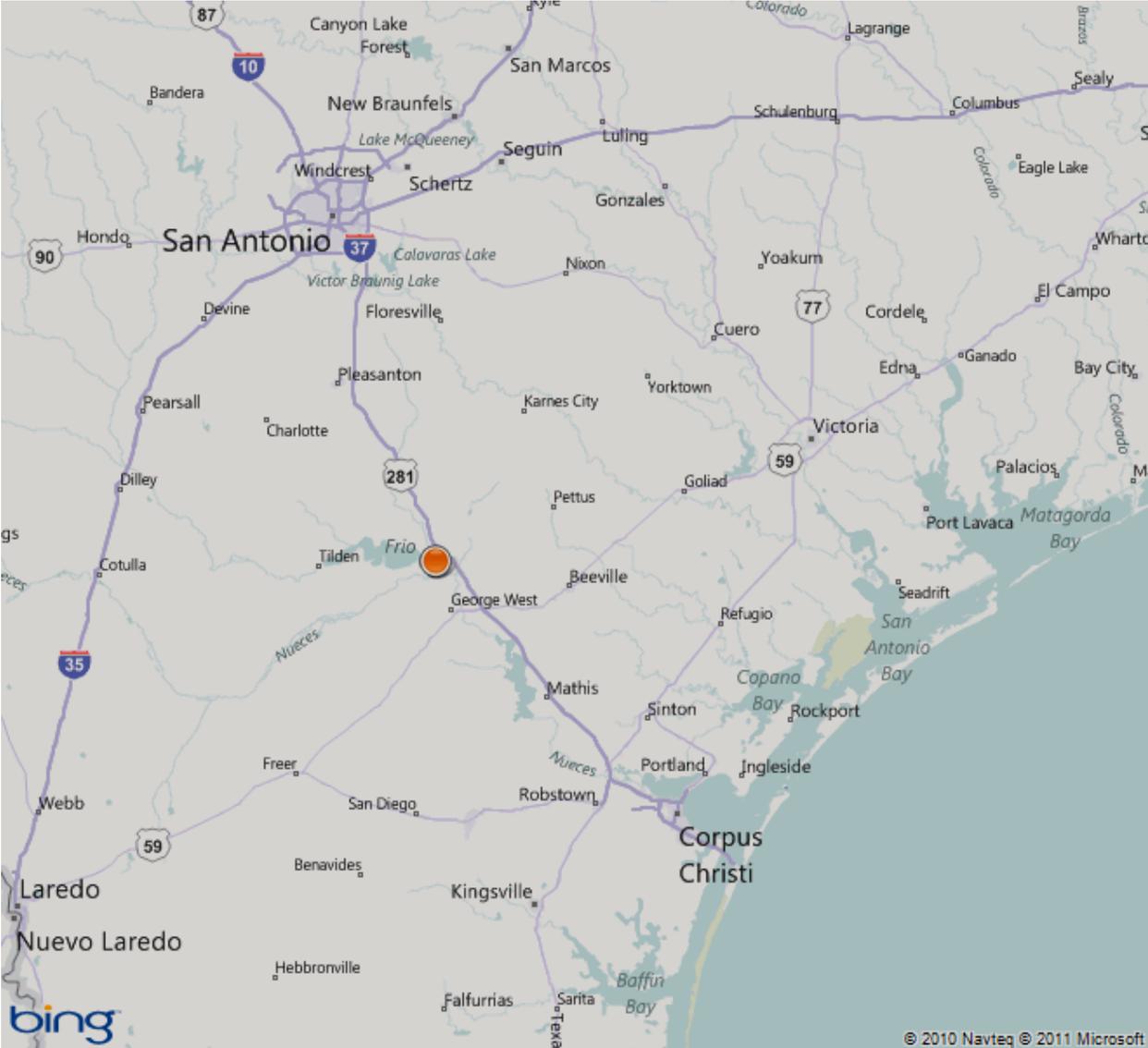
**Federal Bureau of Prisons  
Health Care Rights and Responsibilities**

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

<b>Your Health Care Rights:</b>	<b>Your Responsibilities:</b>
1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, <b>have your pain assessed and managed in a timely and medically</b>	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You

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

Map to FCI/SCP Three Rivers, Texas



THE FOLLOWING CLOTHING AND ITEMS WILL NOT BE AUTHORIZED IN THE  
FCI AND FPC VISITING ROOM

CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER)

- Dresses, shirts, or mini-skirts with long slits in the middle or side;
- Mini-skirts or wrap around skirts;
- Sleeveless, strapless or bareback blouses or dresses;
- Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;
- Deep v-neck blouses, shirts or dresses;
- Shorts or skirts more than two (2) inches above the knee;
- Caps, hats, and scarves of any kind;
- Long coats, sweaters and jackets that have hoods attached or extended below the knee;
- Clothing of any type which would symbolize gang activity or gang affiliation;
- Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;
- Fish net shirts, pants or any other like clothing items;
- Lycra or spandex clothing;
- Athletic shorts/sweat pants (cloth material) / wind suits;
- Swim wear;
- Slippers;
- Shower shoes or "flip flop" type shoes.

ITEMS NOT AUTHORIZED

- Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
- Cosmetics of any kind;
- Electronic devices, games and toys of any kind;
- NO cigarettes, cigarette lighters, pipes or chewing tobacco;
- Photos, albums and photographic material;
- Radios, cassettes, walkmans and any recording devices;
- no more than three (3) baby bottles with milk or formula;
- no more than three (3) baby diapers;
- no more than one receiving blanket per child ages 0-12 months;
- Glass containers and cans;
- Baby powder, ointments and cans;
- Purses, change bags, baby wipe containers and diaper bags that are not see through;
- Pens, pencils, stationary and papers of any type;
- Magazines, books, and the Bible;
- Sunglasses;
- Umbrellas;
- Candy, gum or food items of any type;
- Eating and drinking utensils;
- Baby carriers and strollers;
- Khaki, orange or Camouflage colors.

VISITOR INFORMATION SHEET FOR FAMILY

**Visiting Hours**

Weekends and Holidays:  
8:00 AM to 3:00 PM

**Welcome**

To ensure wholesome and meaningful visits are provided to inmates and their relatives, friends, and others in the community. We have outlined the following guidelines in effort to maintain the security and orderly operation of this institution. Any visit which in the opinion of the Warden or his designee, interferes with the security and orderly operation of the institution, may be denied or terminated at any time. Visitation is a privilege not a right. The processing of potential visitors at the respective entrance will ordinarily begin no earlier than 15 minutes prior to the beginning of visiting hours, and will terminate no later than one (1) hour prior to the end of visiting hours. All visitors in the visiting room will be required to exit when visiting hours are over. All visitors must be verified and/or approved in advance by the inmate's Unit Team prior to visiting. Normally, no more than six (6) visitors, including minor children will be permitted to visit at any one time. Should more than six (6) authorized visitors arrive at the same time, a split visit may be arranged. A split visit is defined as a visit where one or more of these visitors leave the Visiting Room to be replaced by other authorized visitors. The visitors departing the Visiting Room must leave the institution grounds. Individuals leaving the visiting room to permit other members of the party to visit may not subsequently return for further visiting the same day. Visitors under sixteen (16) years of age must be accompanied by a responsible and approved adult visitor. Visitors will be responsible for keeping children under their direct control and supervision at all times. Failure to do so may result in termination of the visit. All visits must be conducted in a quiet, orderly, and dignified manner. The visiting room officer may terminate visits that are not conducted in the appropriate manner.

**Parking**

Pets are not permitted on the institution grounds and may not be left in parked vehicles. Visitors and/or unapproved visitors are not permitted to wait in their vehicles on institution grounds. All vehicles must be locked and may not contain prohibited items such as firearms, ammunition, explosives, illegal drugs or narcotics, or alcohol beverages. All visitors and vehicles are subject to search.

**Warning**

It is a federal crime to bring upon the institution any weapons, intoxicants, drugs, or other contraband. Title 18, U.S. Code, Section 1791 provides a penalty of imprisonment for not more than twenty (20) years, a fine, or both, to a person who provides or attempts to provide to an inmate anything whatsoever without the knowledge and consent of the Warden. All persons entering upon these premises are subject to routine searches of their person, property (including vehicles), and packages. The Warden upon a reasonable suspicion that a person may be introducing contraband or demonstrating actions that might otherwise endanger institution safety, security, or good

order, may request the person, as a required prerequisite to entry, to submit to a visual search, pat search, urine surveillance test, breathalyzer test, or other comparable test. A visitor has the option to refuse any of the searches or test on entrance procedures, with the result that the visitor will not be permitted entry to the institution.

### **Visitors Attire**

Visitors are expected to use good judgment and taste in their dress, persons who come dressed immodestly and/or provocatively dressed may be denied the privilege of visiting. Dresses, skirts, or Bermuda type shorts may not be worn more than two (2) inches above the knees at any time. No portion of the breast may be exposed. The wearing of t-shirts or other form fitting clothes by female visitors are prohibited. Prohibited clothing items include, but are not limited to: see-through; fish net; form-fitting (Lycra or Spandex); low-cut backless; sleeveless; and strapless blouses or dresses; athletic shorts; sweat pants; halter tops; swim wear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of any type of club, gang, or other organization symbols is strictly prohibited. Tight, provocative dress is not acceptable at any time in the Visiting Room. The wearing of prohibited clothing items under coats or jackets is also prohibited. During inclement weather, a light jacket or coat may be worn.

### **Visitor Registration**

Upon arrival at the institution, processing time can exceed 30 minutes when there is a large group of visitors waiting to be processed. Departing the Visiting Room may require several minutes due to the procedures required for processing visitors out. The Warden shall maintain a record of visitors to each inmate. The visitor's signature may be required on that record and shall be required on at least one visiting log or record maintained by the institution. **CAUTION: INFANTS AND SMALL CHILDREN ARE NOT TO BE PLACED ON THE COUNTER TOP DURING PROCESSING OR AT ANY OTHER TIME IN THE VISITING ROOM FOR SAFETY REASONS.** Visitors must have valid proof of their identity with them such as a driver's license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. Each adult visitor will be required to complete a form BP-S224.022 A Notification to Visitor, regarding the possession of contraband, and sign a Declaration contained on the reverse side of the form.

### **Prohibited items**

Inmates are furnished all necessities. Visitors will not bring articles or gifts of any kind into the Visiting Room. Prohibited items include but are not limited to the following items: large hand bags, cosmetics, umbrellas, instant type photos, blankets, television sets, pocket knives, electric games, toys, magazines, books, chewing gum, food items, baby carriers or strollers, coffee cups, picnic suppliers, table cloths, eating utensils, thermos/sports bottles, athletic/sports equipment, sunglasses, pens, pencils, etc.

### **Infant Care Items**

Infant care items for visitors with infant children must be limited for security reasons. Pre-mixed formula and other liquids or foods in sealed original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, three (3) DIAPERS, WET WIPES, and

ONE SMALL BLANKET. Baby powders, ointments, creams, bowls, cups, etc. are not permitted. Mothers who breast feed must have a small blanket or other type of covering to insure the Breast is not exposed during nursing.

### **Food Items and Money**

Food items are not permitted to be brought into the institution, except as outlined above for infant care. Visitors may purchase food, snacks, candy, etc., from vending machines located inside the Visiting Room. These items must be consumed during the visit by inmates and visitors in order to maintain security. Visitors are limited to twenty (\$20) dollars per adult person, and are requested to have the necessary change for the vending machines. **Money cannot be left to be placed in an inmate's account.**

### **Inmate Property**

Inmates shall not take anything to his visit except property identifiable as: one (1) pair of prescription glasses, one (1) comb, one (1) plain wedding band, and one (1) white handkerchief. Religious medals are not authorized to be worn inside the visiting room.

### **Location**

The city of Three Rivers is located between the cities of San Antonio and Corpus Christi off Interstate Highway 37.

To reach the institution from the north, take Interstate 37 south to the Three Rivers exit. Drive approximately six (6) miles to the third Stop light. Turn right and follow state highway 72 approximately eight (8) miles west to the main entrance.

To reach the institution from the south, take Interstate 37 north to the Three Rivers exit and turn left. Drive to the first stop light and turn left, and follow state highway 72 approximately eight (8) miles west to the main entrance.

Speed limit signs and directions for visitors parking are posted for both the main institution and the camp. There is no taxi service available in the local area.

### **General Information**

Appropriate embracing and kissing at the beginning and ending of a visit is acceptable, but any excessive display of affection during the visit which may lead to offending other visitors will not be permitted. Sitting in laps by adults, and laying on the ground is prohibited. Any violation of excessive contact may result in termination of your visit.

While in the Visiting Room, children and adults are prohibited from sitting and laying on tables. Chairs are not to be moved at any time.

Normally, you will be permitted to visit as long as possible, but it may be necessary, on occasions, to limit the amount of visiting time in order to relieve overcrowding. In this instance, visitors who reside in the local area and visit frequently will be the first to have their visit terminated. Visitors are allowed one visit per day. Visitors may not leave the institution and return later to resume their visit on the same day.

During institution emergency the Warden may terminate and/or suspend all visiting operations for the duration of the emergency.

Failure to comply with those instructions may result in the termination of the visit and suspension or cancellation of visiting privileges.

We know that visits from family, loved ones and friends are important to the men confined here. We hope you will be able to visit and have continuing positive relationships with your friends and loved ones.