

**SATELLITE CAMP  
ADMISSION AND ORIENTATION  
Inmate Handbook**



**FEDERAL CORRECTIONAL INSTITUTION  
THREE RIVERS, TEXAS**

**JUNE 2010**

A handwritten signature in black ink, appearing to read 'Dan Joslin', is written over a horizontal line.

**DAN JOSLIN, WARDEN**

## SATELLITE CAMP STAFF

### Camp Administrator - S. W. Phelps

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 Secretaries. 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

**B. Serreno, Tilden Case Manager**

**L. Farias, Uvalde 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

**C. Brinkman, Tilden Counselor**

**D. Esparza, Uvalde Counselor**

The Counselor is responsible for visiting and telephone lists, 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 - N. Litofsky

The Camp Secretary performs clerical and administrative duties in support of the unit team, process release paperwork and do typing and filing. 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**

The Camp Officer 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. Otherwise bottom bunks are assigned by seniority.

**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.