

A&O
Handbook
English

DEPARTMENT OF JUSTICE

Federal Bureau of Prisons
Federal Correctional Institution
Bastrop, Texas



Admission and Orientation Handbook

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FEDERAL BUREAU OF PRISONS

FCI BASTROP

Admission & Orientation Handbook

FCI Bastrop
Federal Correctional Institution and Satellite Camp
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Introduction

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

The programs at this institution are structured around the workday, to permit maximum participation. We provide these programs as opportunities to meet individual needs as identified by you and your Unit Team. Your successful participation in these programs will be considered in evaluating your release readiness and suitability for community programs.

This is a low security facility. We also have a minimum security satellite prison camp. You will be treated in a mature and responsible manner, and you will be expected to act accordingly. Your strict compliance to the rules and regulations of the facility is an essential part in exhibiting the responsible behavior required at this institution.

Communication plays a vital part in the development of a positive atmosphere within a correctional facility. This inmate handbook is intended to help promote communication, as well as eliminate confusion about the Federal Bureau of Prisons, FCI Bastrop and Satellite Prison Camp Rules and Regulations.

The information that is contained in this handbook is current as of the date of publication. It contains summaries of Federal Bureau of Prisons, FCI Bastrop, and Satellite Prison Camp's policies and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference, but policy obviously takes precedence over information contained within this handbook.

Reviewed by: _____
Robert Kosco, AW(P)

Approved by: _____
C. Maye, Warden

INTAKE**Admission and Orientation Program**

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

During the first couple of weeks here, you will be participating in several A&O activities. Read the Call-Outs daily to verify if you are scheduled for appointments at the institution. During your first week, unit staff will conduct a formal Unit A&O lecture. The purpose of this program is to inform you of the institution rules, the reasons for the rules, program opportunities and incentives, as well as institution services. This is your opportunity to learn how to get along and live in this environment. Ask any questions of the various staff regarding issues that may be puzzling you. Remember the excuse, "I didn't know" will not be accepted should you receive an incident report. With that in mind, don't assume anything to be so until you have checked it out with a staff member.

Classification Teams (Unit Teams)

Each unit is staffed by a Unit Team who is responsible for those inmates living in that unit. The Unit Team is comprised of a Unit Manager, one or more Case Managers, one or more Correctional Counselors, and one Unit Secretary. The Drug Abuse Program has two Unit Secretaries. A psychologist, an education advisor, and unit officer are also part of the Unit Team. The Satellite Prison Camp has a Satellite Operations Administrator in lieu of a Unit Manager.

Unit Team members are available to assist in many areas, including setting program goals, release planning, personal and family problems, counseling, and court ordered financial obligations (IFRP). Ordinarily, unit team staff will be available on weekdays from 7:30 a.m. to 9:00 p.m. and from 7:30 a.m. to 4:00 p.m. on weekends and holidays. The unit team's work schedule is posted on the unit bulletin boards.

General Functions of Unit Staff

Executive Assistant/Satellite Operations Administrator.- The Executive Assistant/Satellite Operations Administrator exercises control and supervision of the Satellite Prison Camp's functions. He/she is an executive staff member at the institution and oversees the overall orderly running of the Satellite Prison Camp. He/she is the direct supervisor of the Case Manager, Counselor, and Secretary. He/she is also the chairperson to program reviews, the Unit Discipline Committee (UDC), and of the Unit Team's decisions.

Unit Manager - The Unit Manager is a Department Head and oversees all unit programs and activities. The Unit Manager is the chairperson of the unit team

meetings, reviews all unit team decisions, and chairs the UDC.

Case Manager - The duties of the Case Manager involve all phases of inmate institutional adjustment, such as initial classification, release planning, and assisting inmates to choose educational, recreational, and counseling programs. The Case Manager works with inmates and staff to develop, evaluate, and prepare each offender for a smooth transition back into the community. The Case Manager prepares reports which are prepared for the parole commission, courts, BOP, and for institution progress reports. Assignment to a Case Manager and Counselor is made alphabetically according to the inmate's last name.

Counselor - The Correctional Counselor works with the inmates as their primary liaison to all other staff members. The basic job of the Correctional Counselor is to be available to help solve the day-to-day problems of the inmates in the unit. The Correctional Counselor addresses matters such as administrative complaints, mail, property, and unit sanitation.

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

Unit Officer - The officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

Program Reviews

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

Town Hall Meetings

Town hall meetings are conducted a minimum of once each quarter in every housing unit. The purpose of town hall meetings is to make announcements and discuss changes in the policy and procedures of the unit.

Team Participation in Parole Hearings

The Case Manager provides information to the U.S. Parole Commission or other appropriate agencies.

Treaty Transfers for Non-U.S. Citizens

Inmates who are not U.S. citizens may be eligible for a transfer to serve the remainder of their sentence in their country of origin. Additional information regarding this program may be located in the Law Library. Submit an Inmate

Request to Staff Member to your Case Manager if you are interested in this program.

DAILY INMATE LIFE

Sanitation

It is the inmate's responsibility to check his living area immediately after being assigned there and to report all damage to the Correctional Officer, Case Manager, or Counselor. An inmate may be held financially liable for any damage to his assigned living area. Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays), for sweeping and mopping his assigned living area and for removing trash from his quarters. Cardboard boxes and other paper containers are not authorized. Lockers must be neatly arranged inside and out.

The following personal hygiene items are issued by the institution laundry: Monday - soap and razors, Thursday - toothpaste, toothbrushes, combs, razors, and soap. All items are issued from 6:00-7:00 a.m. Inmates may purchase name brand items through the Commissary. Linens may be exchanged once a week using the following schedule: Austin Unit - Monday, Crockett Unit - Tuesday, Houston Unit - Wednesday, and Travis Unit - Thursday. At the Satellite Prison Camp, the above items are exchanged once a week on Wednesday along with the issuance of laundry detergent.

Tobacco Free Institution and Satellite Prison Camp

The use of any tobacco products or materials related to smoking and/or smokeless tobacco consumption is not authorized for inmates at FCI Bastrop and the Satellite Prison Camp. Any inmate caught in possession of tobacco products and/or related material will be subject to the inmate disciplinary process.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons. The following list is not all-inclusive, but it is a guide to the kind of items an inmate is authorized:

Storage Space - Storage space consists of an individual locker, desk or cabinet. Locks may be purchased in the institution commissary. The amount of personal property each inmate is allowed is limited to those items which can be neatly and safely placed in the space designated. Storage space at the Satellite Prison Camp consists of an individual locker and a bottom shelf for shoes.

Clothing - Civilian clothing of any type (except athletic apparel purchased in the Commissary) is not authorized. All clothing (except socks) is stamped with a bin number and is to be neatly stored in your locker. A limited number of personal sweatshirts and sweat pants may be permitted. Individual wash cloths and towels are issued to inmates from Clothing Issue. Authorized footwear might include one pair of steel-toed safety

shoes, one pair of shower slippers, and two pairs of leisure shoes. Footwear will be placed under the bed.

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

Legal Materials - Legal materials must be kept in a neat and orderly manner and concern current, active cases. The volume of items, as well as the method of storage, must be kept to the amount which can be neatly stored and permit effective searches and inspections with a minimum of staff time expended. Legal material will not be permitted on work details.

Commissary Items - The total value of an inmate's accumulated commissary items will be limited to the monthly spending limitation of \$320.00.

Food Storage - Food items must be properly sealed to prevent a health hazard.

Empty jars may not be used as drinking containers or for any other purpose and are to be thrown away. At the Satellite Prison Camp, fruit may not be placed on the middle shelf.

Letters, Books, Photographs, Newspapers, and Magazines - An inmate will be limited in the number of magazines that can be stored in the locker or shelf provided in each room. Ordinarily, picture frames (no glass) sold in the commissary may be displayed. Nothing is to be tacked, stapled, or scotch-taped to any surface, i.e., desk, locker, door, walls, floors, or ceiling. The institution supplement on Inmate Personal Property is posted on the inmate bulletin board in each housing unit.

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

Radios and Watches - An inmate may not own or possess more than one approved radio and/or watch. Proof of ownership, through appropriate property receipts, will be required. Radios and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Radios and watches will be inscribed with the inmate's name and register number. Only walkman-type radios are permitted and headphones are required at all times. While an inmate is in holdover status, he may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to another inmate (i.e., radio, watch, sneakers, or commissary items).

Jewelry - Plain, solid wedding bands and religious medals or medallions having no stones may be retained upon commitment.

Unit Rules

Unit rules are established to assist in the orderly running, safety, and sanitation of

each unit. These rules are enforced to make a more pleasurable living environment for all. The schedule of unit programs, services, and activities is posted on housing unit bulletin boards in both English and Spanish. Every inmate is responsible for reading the unit rules and regulations.

Typical rules include the following:

- Pictures cannot be posted on walls and may only be placed in approved picture frames or inside your locker. Profane and/or nude pictures are not authorized.
- All beds are to be made daily in the prescribed manner (see Attachment A for the proper way to make your bed. Also see the picture posted on the bulletin board with specific direction). Your cell or bunk area must be inspection-ready Monday through Friday, between 7:30 a.m. and 4:00 p.m. It is your responsibility to take care of sanitation issues before you report to your work assignment. If a cell or bunk area is not acceptable, corrective action including incident reports may result.
- (Room or cell doors are to be closed when you are not in the room/cell.) This does not apply to the Satellite Prison Camp.
- Each inmate is responsible for maintaining a clean and sanitary room. Additionally, inmates may be assigned cleaning tasks in the unit during off hours.
- Unit orderlies work 40 hours per week and are responsible for the overall sanitation in the unit. Everyone is responsible for the cleanliness of the unit, and you will be required to clean up after yourself. Trash and wastebaskets are to be emptied prior to 8:00 a.m. each day. Beds will be made each weekday by 7:30 a.m. On weekends and holidays, beds will be made whenever inmates are awake or gone from the room. You are assigned one mattress and one pillow. There are no exceptions, unless Health Services staff provides you with a written authorization which must be posted on the inside of your locker. At no time will a mattress be removed from a bunk and placed on the floor. Mattresses and lockers will not be moved from one room to another without unit staff approval.
- Showers are available every day. Inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day (in designated showers for day use) as long as showering does not interfere with the cleaning of the unit.
- Inter-room/cell visitation is allowed in the units. A maximum of four inmates, including the cell occupant(s), are allowed in one room. During room visitation, the door must remain open. This does not

apply to the Satellite Prison Camp.

- It is mandatory that inmates assigned to work in these areas wear safety shoes:
 - All Mechanical Services details
 - All Warehouse operations
 - Commissary
 - UNICOR factory operations
 - All vocational training operations
 - Laundry
 - Recreation details
 - Safety Recycling detail
 - Food Service
- Unit televisions are available from 6:00 a.m. to 11:30 p.m. or may be viewed during established off-duty hours, which generally coincide with the hours rooms or cells are unlocked. During normal working hours, the television may be viewed at the discretion of the Unit Officer. At the Satellite Prison Camp, the television rooms are open from 6:00 a.m. to 2:00 a.m. every day. Viewing preference at the Satellite Prison Camp is determined by the majority of the group.

Inmates may play cards and approved table games during television hours, providing appropriate noise levels are maintained. Personal radios may be played in an individual's room, but headphones must be used. Homemade speakers are not allowed anywhere in the institution and are considered contraband.

General wake-up time for all inmates is 6:00 a.m., at which time the unit is called to breakfast. The Unit Officers will announce breakfast. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. After work call has been announced, it is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

All inmates are issued an identification card that must be carried at all times when out of the housing unit. Failure to do this will result in disciplinary action.

Clothing Exchange & Laundry

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at Clothing Issue. The schedules for exchange are posted on unit bulletin boards.

Commissary

Upon arrival to FCI Bastrop or Satellite Prison Camp, an account will be activated in your name. This account will show all of your deposits and withdrawals. Your deposits will include any money that you brought to the facility with you, money mailed to you from outside sources (home, etc.), and UNICOR or performance

pay from your work assignment. Withdrawals will be your purchases at the commissary, special purpose orders for recreation leisure supplies, money for use as expenses on furloughs, and money sent home. Your account is very similar to a checking account. It is your responsibility to keep track of balances.

It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check their balance via the automated inquiry machine (AIM) next to the Barber Shop or through the Inmate Telephone System. These instructions are posted on the unit bulletin boards.

Borrowing commissary items from other inmates is not authorized. The purchase of a watch or radio requires a form (Inmate Request to Staff) completed by the inmate and given to the Unit Manager for approval.

Spending Limitations

Inmates are permitted to spend up to \$160.00 biweekly for commissary purchases, including Special Purpose Orders (SPOs). Any part of this amount not spent, may not carry over to the next period. Inmate accounts are re-validated based on the register number. To determine your validation date, take the fifth digit of the register number, multiply that number by three, and then add one. For example, 00005-079, will be: $5 \times 3 = 15 + 1 = 16$. Validation would occur on the 16th of each month.

Commissary Fund Withdrawals

A Form BP-199 is provided by the institution for the withdrawal of inmate funds from commissary accounts. Unit Managers can approve withdrawals from the Trust Fund account to send funds to dependents and other family members, or for the purchase of flowers, payment of telegraph and postage costs, and purchase of special release clothing. The Unit Manager can also approve withdrawals for the payment of fines, such as: restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, bedside visits, funeral trips, and the purchase of legal books. Only the Associate Warden (Programs) can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education up to \$320.00.

SECURITY PROCEDURES

Count Procedures

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

When a count is announced, each inmate must return to his room or bed area and remain there quietly until it is announced that the count is clear. Official counts will ordinarily be taken daily at 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. stand-up count and 9:00 p.m. stand-up count. There are also three stand-up counts conducted on weekends and holidays, at 10:00 a.m. and 4:00 p.m. and 9:00 p.m. All inmates are expected to be standing on the floor, near the bed area facing

the cell door window. Inmates should not be wearing sunglasses or any headgear (except for authorized religious headgear) during the 4:00 p.m. and 9:00 p.m. stand-up count. This also applies to the 10:00 a.m. stand-up count on weekends and holidays. Inmates on out-counts will also be required to stand and face the counting official during counts. Other counts may occur during the day and evening. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared or inmates who delay or interfere with counts. The inmate must actually be seen at all counts, even if the inmate must be awakened. Officers shall not conduct a count based upon movements, sounds, or configurations from a covered bed and shall make a positive identification by observing a breathing human body (flesh) before counting any inmate. **When counting, the Officer shall have no doubt he/she is counting a living human body.** It is necessary for inmates to ensure they are visible for counts so as to create minimal disruption during the night hours when the majority of the inmates are sleeping. Weekly there will be a bed book count called by the Evening Watch Operations Lieutenant.

Lockdown

Lockdown (the locking of all inmate cell doors) in housing units will be conducted for each official count. Final lockdown of the unit is at 11:30 p.m. Lockdown is from 11:30 p.m. to 6:00 a.m. daily. Lockdown does not apply to the Satellite Prison Camp.

Call-Outs

Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings, and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m. on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If you are in need of routine medical attention, ordinarily you are required to report to Health Services in the morning between the hours of 6:30 a.m. and 7:00 a.m. and sign up for sick call. At the Satellite Prison Camp, you are required to report to the all purpose room between 6:00 a.m. and 6:30 a.m. Illnesses of an emergency nature are exceptions and are handled accordingly.

Pass System

During the regular work day (7:30 a.m. to 4:00 p.m.) inmates must have staff's permission to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. Each move will be announced by staff. There is no pass system at the Satellite Prison Camp.

Work supervisors issue passes whenever inmates leave a work area. For example, if an inmate is sent to a work assignment, he must get a pass from the work supervisor before he leaves. The pass will show his name, register number, where he is going, and the time he left. Upon arrival at the destination, the inmate must have a staff member write the time of arrival on the pass. When departing the area, the staff member must write the time of departure on the pass. Inmates are

permitted a limited amount of time to travel to and from each area. It is the inmate's responsibility to make sure that the staff member notes the correct time on the pass. If more than ten minutes is used to travel from one area to another, the inmate is subject to disciplinary action.

When returning to the area from which the pass was originally issued, the staff member who issued the pass will write the time of return on the pass. The staff member who originally issued the pass will then keep the pass.

Controlled Movement

The purpose of controlled movement is to ensure the orderly movement of inmates. During work hours (Monday - Friday, 7:30 a.m. - 3:45 p.m.), controlled open movement will be for 10 minutes, once every hour. The beginning and end of each open move will be announced by staff. During the ten-minute open move, inmates may move from one area of the institution to another. On weekends and holidays, there are controlled movements every hour on the hour between 7:30 a.m. - 3:45 p.m. There is no controlled movement at the Satellite Prison Camp.

Evening Hours Controlled Movement - During weekday non-working hours, movement throughout the institution is controlled starting at the conclusion of the evening meal and on the hour every hour until yard recall at 8:45 p.m. The open movement will last ten minutes and will not affect the commissary operation. During controlled movements, inmates will have the opportunity to proceed to recreation facilities, as well as participate in other activities as they are normally scheduled (i.e. education, religious, etc.). However, inmates will not be allowed to utilize the compound area as a walking track or congregate in front of housing units. There are no evening hours controlled movements at the Satellite Prison Camp. Inmates must have a Barber Shop pass to use the Barber Shop facilities. Unit Officers will issue passes.

Contraband

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

Shakedowns

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

as found, and these inspections will be unannounced and random.

Drug Surveillance

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

Alcohol Detection

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. A positive test will result in disciplinary action. Refusal to submit to the test will also result in disciplinary action.

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

PROGRAMS AND SERVICES

Work Assignments

Your permanent work assignment will be made by your unit team. If you have a special request or skill, let your unit team know in the form of an Inmate Request to Staff or at your formal classification. You will be given a work assignment based upon the information gathered during your orientation period and also upon the needs of the institution.

All inmates are expected to maintain a regular job assignment. Job assignments are monitored through the Inmate Performance Pay (IPP) System, which provides monetary payment for actual work performed. Federal Prison Industries (UNICOR) has a separate pay scale.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government. The UNICOR factory at FCI Bastrop retrofits vehicles for other government agencies. UNICOR earnings fund other inmate programs, as well as pre-industrial training to prepare inmates for employment. Inmates wanting to be considered for UNICOR employment should request a UNICOR Application from their Unit Team. The completed form should be returned to the Unit Team to be forwarded to the UNICOR Business Office. Inmates will be placed on one of three separate waiting lists: Prior UNICOR, IFRP, or the Standard UNICOR list.

Food Service

ADMISSION & ORIENTATION HANDBOOK

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

Monday through Friday:

Breakfast (Main Line)	6:00 a.m. until 7:00 a.m.
Noon (Serving Schedule)	10:30 a.m.
Dinner	4:30 p.m. (or immediately after clearing of count)

(Inmates will be released by unit for the meal based on a weekly rotation basis.)

Saturday, Sunday, and Holidays

Coffee Hour	7:00 a.m. until 8:00 a.m.
Brunch	10:30 a.m. (or immediately after clearing of count)
Dinner	4:30 p.m. (or immediately after clearing of count)

Inmates will be released from their work details as called by Correctional Services staff. During all meals, inmates will eat in the large dining room. When you finish your meal you are required to carry your tray to the dish room window.

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

- No sunglasses are to be worn inside
- No hats or head coverings, except those approved for religious purposes
- You may only leave with one piece of fruit during any meal and only if fruit is on the menu
- Shoes and socks must be worn at all times
- No tank tops will be permitted
- Neat and presentable shorts may be worn into the Food Service department during the evening meal, weekends, and holidays
- Sweat suits may only be worn on weekends, holidays, and the evening meal
- No Food Service utensils are to be taken from the Food Service department
- Inmates should eat all the food they take to avoid waste.

Drug Abuse and Prevention (DAP)

FCI Bastrop offers three drug abuse programs to assist inmates. To apply for these programs, inmates must complete a DAP Application Form. Inmates can use the form included in this information packet, or they may pick one up in Psychology Services, the DAP building, or the Satellite Prison Camp Officer's Station. Inmates must complete all information on the form. Inmates may send their application through the institution mail system or drop them in the application holding box in the DAP building. The status of the application may be checked by inquiring during their open house hours or via a cop-out addressed to the DAP Coordinator.

There are three programs available at FCI Bastrop:

1. Drug Education-The purpose of drug education is to encourage inmates with a history of drug use to review the harmful consequences of their past choices and motivate them to consider participating in drug abuse treatment. Drug Education is available at the FCI and Satellite Prison Camp.
2. Non-Residential Treatment-The purpose of Non-Residential treatment is to meet the needs of inmates with lower level substance abuse problems. Typically, inmates who do not have enough time to complete the Residential Drug Abuse Program or inmates who do not meet the admissions criteria for RDAP enroll in this program. Additionally, some inmates with longer sentences who are awaiting placement in RDAP enroll in this program. This program is available at the FCI and Satellite Prison Camp.
3. Residential Drug Abuse Program-The purpose of this program is to provide intensive, unit based treatment to inmates who have been diagnosed with a drug use disorder. Treatment is provided for a minimum of 500 hours over a period of nine months. Some non-violent offenders who qualify to participate in RDAP may be provisionally eligible for sentence reduction. This program is only available at the FCI

Education Programs

Various educational opportunities are offered for inmates at FCI Bastrop. These include GED, ESL, SLN, Mexican Literacy, vocational training, apprenticeship, Adult Continuing Education, and correspondence courses.

Library Services - The Leisure and Law Libraries are available in the Education Department. All required legal materials are available for viewing and inmate clerks are present to assist in research and preparation. The Leisure Library contains books, magazines, and newspapers for use during your leisure time. An agreement is also in place with the Austin County Public Library for an Inter-Library Loan program. A copier is available in the library to assist with making legal copies.

Participation and availability of all Education programs will be addressed in detail during the A&O briefing.

Recreation Programs

The Recreation department goals and objectives are to create a strong, vital, and healthier population through a variety of programs. These programs encourage not only physical development, but also include activities structured towards those not physically inclined or those that choose an artistic or creative endeavor. Hours of operation in Recreation areas are as follows:

FCI:

Gym	11:30 a.m. - 8:30 p.m. (Monday - Friday) 7:30 a.m. - 8:30 p.m. (Saturday, Sunday, and Holidays)
Hobby Craft Shop	12:30 p.m. - 8:00 p.m. (Monday - Friday) 7:30 a.m. - 8:00 p.m. (Saturday, Sunday, and Holidays)
Weight Area	8:00 a.m. - 8:00 p.m. (Every Day)
Recreation Yard	8:00 a.m. - 8:00 p.m. (Every Day)

Satellite Prison Camp:

Fitness Area 7:30 a.m. - 8:30 p.m. (Every Day)
Hobby Craft Shop 12:30 p.m. - 8:00 p.m. (Every Day)

*All areas closed during count times

The Recreation department's main focus is to give inmates avenues to use their leisure time more effectively with constructive activities. Recreation programs are aimed at reducing idleness and as stress releasers. They afford inmates the opportunity to adopt a healthier lifestyle. Our wide range of diverse sporting events, wellness, and leisure activities provide a challenge to virtually everyone regardless of size, weight, ethnic origin, and athletic ability.

Participation and availability of all Recreation programs will be addressed in detail during the A&O briefing.

Counseling Activities

There are many programs available for inmates who are experiencing personal problems. These programs include Alcoholics Anonymous, Self-Image groups, and other voluntary groups. Inmate participation in these activities will be encouraged upon staff's assessment of inmate needs. Participation in these programs is voluntary. The staff of each unit is available for informal counseling sessions, and they also conduct formal group counseling activities.

Psychology and Psychiatry Programs

Inmates have access to a Psychologist who provides counseling and other mental health services. Each Psychologist has an office inside the institution, and at the Satellite Prison Camp, where he or she can be easily reached by inmates to help develop ongoing counseling programs, or for personal crisis intervention. Individual and group therapy are available along with a variety of substance abuse programs.

We also have a contract Psychiatrist, available by referral from the Psychologist.

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates with Community-out, or In-custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two Correctional Services staff will provide escort for the inmate. All expenses will be the responsibility of the inmate, except for the first eight hours of each day the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met. Decisions are based on a determination that there is a danger to Bureau of Prisons staff during the proposed visit, or the security concerns about the individual inmate outweigh the need to visit in the community. All cases are reviewed on an individual basis by the Warden for final approval/disapproval.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, or other federal or state agent.

Furloughs are a privilege, not a right, and are only granted when clearly in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs.

The Bureau has a furlough program for inmates who have Community custody and have two years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. At FCI Bastrop, furloughs may be granted on a case by case basis for the following reasons:

- Visits to dying relatives
- Attendance at a funeral of immediate family
- Transferring directly to another institution
- Participating in selected educational, social, civic, religious, or recreational activities which facilitate release transition

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

Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau of Prisons' Central and Regional Offices to monitor and control transfers, temporary releases, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be notified by their Case Manager on an individual basis.

Marriages

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

If an inmate requests permission to marry, he must:

- have a letter from the intended spouse which verifies his or her intention to marry
- demonstrate legal eligibility to marry
- be mentally competent

The Chaplains are available to discuss the issue of marriage with you and your fiancée'.

Religious Programs

Institution Chaplains provide pastoral care to inmates. Chaplains are available to

assist the inmate with any pastoral concern he may have. This is usually thought to be with reference to the beliefs and practices of the inmate's religion. However, beyond scheduling religious activities, Chaplains are available for consultation. Chaplains are available to assist inmates in any way they are able to, within their limits of jurisdiction. Because of this, Chaplains would like inmates to feel free to approach them at any time. All religious activities are open to any inmate in the general population.

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

Inmate Financial Responsibility Program (FRP)

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

You are responsible for making all payments required, either from earnings within the institution, or from outside resources. You must provide documentation of compliance and payment. If you refuse to meet your financial obligations, you cannot work for UNICOR and will not receive performance pay above the maintenance pay level.

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

Safety Department

The Safety Department is located across from the Mechanical Services building (near the weight pile). The Safety department issues sanitation supplies, conducts pest control operations, and runs a recycling program. During the A&O lecture, the following information will be shared with you:

- Uniform Basic Safety Regulations
- Fire Drills
- Inmate Accident Compensation
- Reporting Hazards
- Recycling
- Lead Based Paint
- Hazardous Chemical Communication

- Smoking
- Monthly Fire, Safety, and Sanitation Inspections
- Sanitation
- Lock Out/Tag Out

HEALTH SERVICES

The Health Services Department consists of a Clinical Director, Staff Physician, several Physician Assistants, a Health Services Administrator, a Pharmacist, and other specialist positions, to include contractors.

Physician Assistants provide coverage from 5:30 a.m. to 10:00 p.m. Monday - Friday and 6:00 a.m. to 10:00 p.m. weekends and holidays, with staff on call 24 hours a day.

Inmate Copayment Program

Pursuant to the Federal Prisoner Health Care Copayment Act (FPHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FCI Bastrop provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

A. Application:

The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C below.

These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health care service not listed in section C below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits With no Fee:

We will not charge a fee for:

- Health care services based on health care staff referrals;
- Health care staff-approved follow-up treatment for a chronic condition;
- Preventive health care services;
- Emergency services;
- Diagnosis or treatment of chronic infectious diseases;
- Mental health care; or
- Substance abuse treatment.

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

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Wound Care; or
- Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. Indigence:

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Over-the-Counter (OTC) Mediations

FCI Bastrop will stock at least 25 OTC medications as referenced in the Trust Fund/Warehouse/Laundry Manual. During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

- A. Inmates will have access to OTC medications in the commissary.
- B. Personal resources will be used by inmates to obtain OTC medications that are indicated for general hygiene issues or symptoms of minor medical ailments.

Examples of such complaints are:

- Occasional Constipation
- Seasonal Allergies
- GI (stomach) Upset
- Dandruff
- Athlete's Foot
- Muscle Aches From Exertion

C. Inmates will purchase OTC medications from the commissary with their personal funds.

D. Indigent Inmates:

1. An inmate without funds is an inmate who has had an average daily trust fund account balance of less than \$6.00 for the past 30 days.
2. An inmate without funds may obtain additional OTC medications at sick call if Health Services staff determines that he has an immediate medical need which must be addressed before the inmate may again apply for OTC medications.
3. All indigent inmates must come to the pharmacy on Wednesday between the hours of 8:00 a.m. - 8:30 a.m., to request medication. (Form BP-S788)
4. One request per inmate per week will be accepted.
5. Inmates will select no more than two items on the OTC Medication Request form. If he needs more than two items, he must attend triage/sick call.
6. When the pharmacy staff receives the form, they will verify the requesting inmate is without funds (indigent) by reviewing the TRUFACS browser-based application report for inmates without funds (indigent inmates).
7. Pharmacy will maintain a record of the OTC items issued to a given inmate for 30 days.

Primary Care Provider Teams

Each inmate will be assigned to a medical team that takes full responsibility for managing the inmate's health care needs. Inmates are assigned to a provider based on their registration number.

- Reg. Numbers 00-33 - PA 1
- Reg. Numbers 34-66 - PA 2
- Reg. Numbers 67-99 - PA 3

Sick Call

All patient care, except for emergencies, will be scheduled by appointment only. To request an appointment, report to medical for triage at 6:30 a.m. to 7:00 a.m., Monday, Tuesday, Thursday, and Friday (except on holidays observed by the federal government). At sick call, you will be given an appointment to be seen and an appointment slip. You will report to your assigned work details after making the sick call appointment. The sick call appointment slip will be given to your work detail supervisor, who will allow you to leave the work site ten minutes before the time of your appointment. Inmates who are ten minutes late for their

appointment will have their appointment canceled, will be required to sign up again for sick call, and are subject to disciplinary action. Inmates who become ill after the regular sick call sign-up period shall ask their work supervisor or the Unit Officer to call the Health Services Unit. If it is determined an evaluation is necessary, an appointment will be made based upon the discretion of the Health Services staff.

Inmates in the Special Housing Unit will submit a folded sick call sign up sheet to the Correctional Services staff. The Health Services staff will collect the sick call requests during their rounds in the morning and will determine whether an evaluation will be made in the Special Housing Unit or the Health Services Unit the same day.

Inmates at the Satellite Prison Camp will fill out a sick call sign-up sheet the evening before the above mentioned days for sick call, and the slips will be brought to the front entrance the following morning. Sick call at the Satellite Prison Camp will begin at 6:30 a.m.

Emergency Medical Treatment

All emergencies or injuries will be given priority for treatment. An initial medical assessment will be provided by Health Services staff upon your arrival. Medical coverage after normal working hours, weekends, and holidays is for treatment of acute medical conditions only.

Dental Services

Dental Sick Call - Dental sick call is made by appointment only. You must obtain this appointment by notifying your work detail supervisor or the unit officer between 7:45 a.m. - 8:00 a.m., on Monday, Tuesday, Thursday and Friday. Your work detail supervisor or the unit officer will call the dental clinic and you will receive an appointment for the next available time frame, usually the same day. The dental staff will treat any emergency or answer any questions you may have. If you fail to report on time for your appointment, you should notify the dental clinic immediately, or otherwise make a sick call appointment the next available day.

Emergency Dental Sick Call - After normal working hours, weekends, and holidays, dental emergencies will be seen by the medical staff. They will determine the nature of the emergency and treat accordingly. In the event of a true dental emergency, the on call MLP and the Chief Dental Officer will be notified. Excessive bleeding from the surgical procedure, and traumatic injuries or accidents, will be considered an emergency.

Routine Dental Care - If you wish to be assisted by the institution's comprehensive dental program, you should submit a BP-148, Inmate Request to Staff Member form, addressed to the Chief Dental Officer, requesting routine dental treatment. The dental staff provides a complete dental care program in general dentistry, which includes prevention (maintenance of oral hygiene), restorative (dental fillings), and prosthetics (limited to partial and full dentures). The goal of this program is to advise and help you achieve optimum oral health.

We encourage all patients to request treatment by promptly filling out the request form and sending it to the dental department. Upon receipt of this form, you will be placed on the waiting list.

Pill Line Medications

Controlled medications are dispensed from the pharmacy weekdays at 6:15 a.m., 11:30 a.m., 3:30 p.m., and 8:00 p.m. On weekends, controlled medications are dispensed at 7:00 a.m. Inmates in the Special Housing Unit or at the Satellite Prison Camp will have their medications brought to them by Health Services staff.

Physical Examinations

New commitments to the Bureau of Prisons will receive a complete admission physical examination within 14 calendar days of their arrival to the institution. This examination also includes a medical history and physical examination, laboratory tests, immunizations, a dental screening, and if clinically indicated an audiogram, and chest x-ray.

Periodic Health Examinations

The Medical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population.

Information regarding these examinations will be posted in the HSU.

Do Not Resuscitate (DNR) Orders

In all cases, decisions a competent inmate expresses supercede any previously executed advance directive to the contrary.

DNR orders **will never** be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution.

Advanced Directives (Living Wills)

Competent inmates may produce an Advanced Directive for future eventualities, in accordance with Texas law and Bureau of Prisons procedures. The Living Will will be maintained in Section 5 of the Medical Record under the Advanced Directives divider. Living Wills are not used in general population institutions to withhold resuscitative services. The Advanced Directive is only to be implemented once the inmate falls into a terminal condition and is deemed incompetent or lacking the capacity to make health care decisions.

Sexually Transmitted Diseases

Questions & Answers as You Enter This Correctional Facility

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have. An important health issue is sexually transmitted diseases or STDs. STDs are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a

woman, you may have come into contact with vaginal fluid, genital sores, or lesions. This contact may have exposed you to an STD. If you have had unprotected sex with a man, you may have come into contact with semen, genital sores, or lesions. This contact may have exposed you to an STD. This information will tell you about common STDs and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STDs can cause serious health problems, you may want to be tested. If you have questions about STDs or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially. When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. If you engage in sexual acts and/or (high category), you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Units.

STAY SAFE: DON'T HAVE SEX WITH OTHER INMATES

Things to know about STDs:

1. Men and women who have any form of unprotected sex are at risk for STDs. This is true regardless of age, race, ethnic background, or income. It is true whether your partners are of the same sex or the opposite sex.
2. You can prevent STDs. The best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous.
3. Many STDs can be cured with medicine. Other STDs can be treated to avoid more problems. Even after you have been treated for an STD you can become reinfected. Treatment is not a vaccine; it cannot prevent future infections.
4. You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STDs, talk to a health care worker.
5. If you have Human Immunodeficiency Virus (HIV), being infected with an STD can make the HIV worse.

Talking to the Medical Staff

If you have had unsafe sex and have not been tested for STDs (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then, you may be infected. The medical staff can provide more information and help you decide about being tested. If you have an STD and do not get treatment, you may have worse health problems in the future.

If you have an STD, what treatment is offered?

Getting treated right away will help reduce the long-term problems found with STDs. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends. STDs caused by bacteria, such as Chlamydia, gonorrhea, or syphilis can be treated with antibiotic

medicines. STDs caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but there are no cures.

What are common STDs in the U.S.?

STDs	Key Facts	Symptoms	Health Problems
Chlamydia Gonorrhea	Caused by bacteria spread during vaginal, anal, and/or oral sex.	May or may not be any symptoms.	<i>Without treatment:</i> Men: can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility Women: can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility.
Syphilis	Caused through contact with lesions or open sores on the outer genital, vagina, anus, or in the rectum.	One or more sores lasting 3-6 weeks at the spot where bacteria entered the body; sores will heal but infection remains; may be a rash on the palms of the hands or bottoms of feet; rashes clear up on their own.	<i>Without treatment:</i> <i>Initial symptoms-</i> fever, swollen lymph glands, sore throat, patchy hair loss. <i>Later symptoms-</i> damage to brain, nerves, liver, bones, joints, eyesight, and death.
Human Immunodeficiency (HIV)	Caused by a virus spread through unsafe vaginal, anal, and/or oral sex. Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers; they do not cure HIV.	You may be infected with HIV and not have any symptoms for 7-10 years.	HIV attacks and weakens your immune system; a weakened immune system can lead to serious illness and possible death.
Hepatitis B Virus (HBV)	Spread through unsafe sex with an infected person. There is a vaccine to prevent HBV.	About 30% of persons with HBV have no signs or symptoms.	Chronic HBV infections occur in about 6% of adults. Death from

STDs	Key Facts	Symptoms	Health Problems
		HBV symptoms: fatigue, abdominal pain, jaundice (yellowish skin), and loss of appetite.	chronic liver disease occurs in about 15-25% of infected persons.
Human Papilloma Virus (HPV)	Spread through unsafe sexual contact.	You may have HPV and not be able to see it; you may notice genital warts (soft, moist, pink or red swellings around the genitals).	Infection often goes away on its own, but HPV that does not go away can lead to cancer.

Joint Commission on Accreditation of Healthcare Organizations

The Joint Commission has a toll-free hot line to provide patients, families, caregivers, and others with an opportunity to share concerns regarding quality-of-care issues at accredited health care organizations. The toll free number is 800/994-6610 and is available 24 hours a day, seven days a week; however, staff members are available only on weekdays between 8:30 a.m. and 5:00 p.m. Central Standard Time to answer calls.

Upon request from any party, the Joint Commission releases the following aggregate information relating to complaints about an accredited organization for the three-year period prior to receipt of the request:

- The number of standards-related written complaints filed against an accredited organization that has met criteria for review.
- The applicable standards areas involved in a specific complaint review.
- The standards areas in which requirements for improvement were issued as a result of complaint evaluation activities.
- When an unannounced or unscheduled survey is based on information derived from a complaint or public sources, the standards areas related to the complaint.

The Joint Commission also provides the following information as appropriate to complainants regarding their complaints:

- Any determination that the complaint is not related to Joint Commission standards.
- If the complaint is related to standards, the course of action to be taken regarding the complaint.
- Whether the Joint Commission has decided to take action regarding an organization’s accreditation decision following completion of the complaint investigation.
- If the Joint Commission has decided to take no action, the complainant is

to be so advised.

- If the Joint Commission has taken action, the complainant is to be advised in conformance with the guidelines for release of complaint information as set forth above.
- Any change in an organization’s accreditation decision following completion of the complaint investigation.

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.

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at your institution. Health care services include medical, dental, and all support services. If the inmate copay system exists in your institution, health care 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.

Your Health Care Rights:	Your Responsibilities:
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, have your pain assessed and managed in a timely and medically acceptable manner, and be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	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.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.

Your Health Care Rights:	Your Responsibilities:
<p>12. You have the right as a new commitment to the Bureau of Prisons to a complete admission physical examination within 14 calendar days. The Medical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population.</p>	<p>12. You have the responsibility to read all individual patient education information associated with your clinical encounter.</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.</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 staff regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>
<p>16. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, that you requested, except for the following:</p> <ul style="list-style-type: none"> a. Health care services based on health care staff referrals; b. Health care staff-approved follow-up treatment for a chronic condition; c. Preventive health care services; d. Emergency services; e. Diagnosis or treatment of chronic infectious diseases; f. Mental health care; or g. Substance abuse treatment 	<p>16. You have the right to seek review of issues related to health care services fees through the Bureau's Administrative Remedy Program (See 28 CFR part 542).</p>

Sexual Assault/Abuse Prevention and Intervention:

A. Screening:

Psychology Services, Health Services, and the Unit Team will screen inmates upon their arrival at the institution for a history of sexual victimization or sexual

predation.

B. Referral and Response:

If an inmate reveals a history of being sexually assaulted, the Psychology Department will provide psychological services. If deemed appropriate, treatment may include crisis intervention, individual counseling, psychiatric evaluation, and regular monitoring. If an inmate reveals that he has been recently sexually assaulted or pressured, then staff will respond quickly to investigate the alleged incident and protect the reported victim. Health Services staff are responsible for the examination, documentation, and treatment of inmate injuries arising from sexually abusive behaviors.

C. Classification:

Once an inmate has been identified as a perpetrator of sexual assault, the inmate will be reviewed for classification as a sex offender with Sex Offender Public Safety Factor. These individuals may be transferred to the Sex Offender Management Program or to a greater security facility. Perpetrators of sexually abusive behavior will also be disciplined and/or referred for prosecution.

D. Inmate Education

The Chief Psychologist, or designee, will provide the Sexual Assault Prevention pamphlets at Inmate Admission and Orientation. He/She will also present an overview of the Sexually Abusive Behavior Prevention and Intervention Program by including definitions of sexually abusive behaviors, prevention strategies, methods of reporting sexually abusive behavior, treatment options, monitoring procedures, and a review of disciplinary sanctions and/or prosecution against sexual perpetrators.

CONTACT WITH THE COMMUNITY AND PUBLIC CORRESPONDENCE

In most cases, inmates are permitted to correspond with the public, family members, and others without prior approval or the maintenance of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for inmates in our low security institution (FCI) may be sealed, in accordance with Bureau of Prisons open correspondence privileges. The outgoing envelope must have the inmate's name, register number, and return address in the upper left-hand corner. Inmates assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in disciplinary action and/or prosecution for violation of federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to respond.

Outgoing Inmate Mail

Per Program Statement 5265.11, Correspondence, each inmate is responsible for the return address being complete on envelopes provided for inmates by the

institution. If the inmate uses an envelope not provided by the institution, the inmate is responsible for ensuring that the envelope contains all return address information listed on the envelope provided by the institution. Below is an example of what the return address must contain:

For the FCI:	For the Satellite Prison Camp:
Federal Correctional Institution	Federal Correctional Institution
Inmate Committed Name	Inmate Committed Name
Register Number	Register Number
P. O. Box 1010	P. O. Box 629
Bastrop, Texas 78602-1010	Bastrop, Texas 78602-629

Incoming Correspondence

First class mail is distributed Monday through Friday (except federal holidays), ordinarily by the evening watch officer in each living unit. Newspapers and magazines may also be delivered at this time. Legal and special mail will be delivered by the Case Manager or Counselor as soon as possible after it is received. A list is posted in the units Monday through Friday, following the 4:00 p.m. count. It is each inmate’s responsibility to check the list and retrieve their mail before the 9:00 p.m. count. Failure to retrieve one’s mail could result in disciplinary action.

Incoming Publications

The Bureau of Prisons permits inmates to subscribe to and receive certain publications without prior approval. The term publication means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher or a book club.

Outgoing Special Mail/Legal Mail

Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to the following: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. courts, U.S. probation officers, members of the U.S. Congress, embassies and consulates, governors, state attorney generals, prosecuting attorneys, directors of state departments of corrections, state parole commissioners, state legislators, state courts; state probation officers; other federal and state law enforcement officers; attorneys, and representatives of the news media. Special Mail also includes mail received from the following: President and Vice-President of the United States, attorneys, members of U.S. Congress, embassies and consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. attorneys, state attorney generals, prosecuting attorneys, governors, U.S. courts, and state courts.

Special/Legal Mail should be picked up by the inmate on the same day his name is

posted on unit and Satellite Prison Camp bulletin boards. A designated unit staff member opens incoming Special Mail in the presence of the inmate and checks for physical contraband and to ensure they qualify as special mail. The correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is Special Mail only to be opened in the presence of the inmate. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved.

Rejection of Correspondence

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection.

Mailing of Inmate Property

Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff Member to the department head responsible for the requested item as follows:

- Satellite Operations Administrator/Unit Manager - Release Clothing.
- Health Services Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- Chaplain - A wedding band may be authorized in accordance with Institution Supplement BAS 5326.04, Marriages of Inmates. The band must have no stones, and the value must not exceed \$100.00.
- Associate Warden (Programs) - questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden through the respective department head for a decision.

Change of Address/Forwarding of Mail

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

Certified/Registered Mail

Inmates desiring to use certified, registered, or insured mail may do so, subject to

established handling methods. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

Funds Received Through the Mail

All funds to be deposited into the inmate's commissary accounts should be mailed to the Centralized Inmate Collection Center, more commonly referred to as the Lockbox, at the following address:

Federal Bureau of Prisons
Insert Inmate's Register Number
Insert Inmate Committed Name
Post Office Box 474701
Des Moines, IA 50947-0001

To ensure the correct posting of monies to the inmate's accounts, checks and money orders received through the mail must contain the committed name and registration number of the inmate. A return address must be provided on the envelope to return any checks or money orders not accepted because they are incorrectly prepared. In addition, cash and personal checks will not be accepted. Money orders, government checks, foreign negotiable instruments (U.S. currency only), and business checks are the only approved types of negotiable instruments that will be accepted. Items of a personal nature, such as, letters, photos, etc., enclosed with the check will be destroyed. The only item to be enclosed in the envelope is the check or money order.

Open House

Open house for the Mail Room is 11:15 a.m. until 12:00 p.m. on Wednesday and Thursdays.

Telephones

There are telephones in each institution for inmate use. Only one inmate is allowed on any phone conversation. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in disciplinary action and/or prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call. Use of the telephone for abuse of or circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code; conducting a business; or use of the telephone to further criminal activity is prohibited and subject to disciplinary action and/or prosecution. Any inmate who wishes to use the inmate telephone system shall complete an Inmate Telephone Number Request form and forward it to their Counselor for processing. Ordinarily an inmate may request up to thirty telephone numbers at any given time. Inmates may change (add or delete) numbers a maximum of one time per month.

It is expected each inmate will handle his calls in such a manner which will allow the equal use of the phones by all inmates. Calls are limited to 15 minutes, with

45-minute time intervals between each completed call. This should provide an opportunity for more inmates to have access to the inmate telephone system. Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his commissary account, payable to the U.S. Treasury.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Generally, phone calls for inmates in Administrative Detention and Disciplinary Segregation will be placed by the Counselor once every thirty days.

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

Trulincs—Electronic Messaging

Use of the Trulincs is a privilege; therefore, the Warden or any authorized representative may limit or deny the privilege of a particular inmate.

An inmate's participation in Trulincs is conditioned on his notice, acknowledgment, and voluntary consent to the Warden's authority. Each inmate's notice, acknowledgment, and voluntary consent must be documented on the inmate agreement for participation in Trulincs electronic messaging program form (BP-0934). As a reminder to inmates, a banner appears each time an inmate participant accesses the system, indicating his consent to monitoring.

Inmates may only exchange electronic messages with persons in the community who have accepted the inmate's request to communicate. The Warden may deny electronic messaging if it is determined that there is a threat to institution security or good order, or a threat to the public and staff. Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to, victims, witnesses, other persons connected with the inmate's criminal history, and law enforcement officers, contractors, or volunteers.

Inmates may place attorneys, "special mail" recipients, or other legal representatives on their electronic message contact list, with the acknowledgment that electronic messages exchanged with such individuals will not be treated as privileged communications and will be subject to monitoring.

Inmate's use of the program in violation of the procedures subjects the inmate to disciplinary action or criminal prosecution. In addition, inmates who abuse, circumvent, or tamper with the Trulincs program (equipment, application, furniture) or violate program procedures are subject to disciplinary action or criminal prosecution.

Any issue related to the program may be raised through the Bureau's Administrative Remedy Program.

An inmate may be permitted to correspond via electronic messaging with an inmate confined in any BOP facility if the other inmate is either a member of the immediate family, or is a party in a legal action in which both inmates are involved.

The appropriate Unit Manager at each institution must approve in writing the correspondence if both inmates are members of the same immediate family or are party in a legal action in which both inmates are involved.

Procedures for exchanging electronic messages—Inmates and persons in the community may exchange electronic messages in the following manner:

Contact List—It is an Inmate’s responsibility to maintain his own contact list. An inmate’s request to exchange electronic messages with a person in the community is done by placing that person in the inmate’s contact list.

Notice—upon receiving the system-generated message, the person in the community is notified that:

The federal inmate identified seeks to add the person in the community to his authorized electronic message contact list.

The person in the community may approve the inmate for electronic message exchanges, refuse the request for electronic message exchanges, or refuse the current and all future federal inmate’s requests for electronic message exchanges.

By approving, the person in the community consents to have the Bureau staff monitor the content of all electronic messages and agrees to comply with program rules and procedures.

If the person in the community sends an attachment with an electronic message to a federal inmate, the attachment will be stripped from the message and will not be delivered to the inmate.

Removal of Trulincs block—when an e-mail address is blocked by the contact via the system-generated message, the system administrator removes the block by placing the contact’s status to pending contact approval when a written request from the contact is received.

Reasons for rejection—Electronic messages that would jeopardize the safety, security, or orderly operation of the correctional facility or the protection of the public and staff may be rejected for reasons that include, but not limited to:

- Depicts, describes, or encourages activities that may lead to the use of physical violence or group disruption.
- Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- Depicts, encourages, or describes methods of escape from Bureau facilities, diagrams, drawings, or similar descriptions of prisons.
- Encourages, instructs, or may facilitate criminal activity.
- Constitutes unauthorized direction of an inmate’s business.

- Contains threats, extortion or obscenities.
- Is written in, or otherwise contains, a code.
- Constitutes sexually explicit material that, by its nature or content, poses a threat to the safety, security, and orderly operation of Bureau facilities, or protection of the public and staff.
- Depicts or describes procedures for the manufacture of alcoholic beverages or drugs.

Expenses of inmate Trulincs use:

Outgoing mail Labels:--Ordinarily, inmates are required to place a Trulincs-generated mailing label on all outgoing postal mail. The Warden may exempt inmates from this requirement if he/she determines that an inmate has a physical or mental incapacity, or other extraordinary circumstance that prevents him from using the Trulincs terminal, or the inmate poses special security concerns prohibiting access to Trulincs terminals.

The Warden may exempt inmates housed in SHU or other areas of the institution in which there are special security concerns prohibiting access to Trulincs terminals.

If an inmate fails to place the Trulincs-generated label on outgoing postal mail, the mail is returned to the inmate for proper preparation, in the same way outgoing mail is returned for failure to follow other processing requirements, e.g. lack of return address, etc.

Mailing labels are only placed on outgoing postal mail. Inmates who use mailing labels for other than their intended purpose may be subject to disciplinary action for misuse of government property.

Inmates are limited to printing no more than 10 labels per day. An inmate may be authorized to print labels in excess of these limits only upon approval of the Warden or designee.

Recycling

The Bureau of Prisons has established a comprehensive environmental awareness and pollution prevention program which is designed to promote recycling and source reduction, waste reduction, recycling programs and conservation initiatives.

To be good stewards of our environment you should participate in the following initiatives:

1. **Recycle**—FCI Bastrop recycles cardboard, plastics, paper, tin, aluminum, food service grease, wooden pallets, and dry cell AA/AAA batteries.
2. **Conservation**—The conservation of water and electricity can be accomplished by simply turning off the water when you brush your teeth and/or by reducing the amount of time you spend taking a shower.

Additionally, simply turning off lights in your cell when you are not there will help to conserve electrical energy.

3. Waste Reduction—by using and disposing chemicals as instructed, you ensure the reduction of waste. All cleaning chemicals (mop water and diluted used floor stripper) should be disposed properly by pouring the waste in the sanitary mop drain, which is located in the mop closets of each housing unit. Left over should be poured back into the wax container to conserve and re-use this product.

Everyone is responsible for taking care of our environment.

Visiting

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting days at the FCI are Thursday through Monday and federal holidays. Visiting hours are from 8:00 a.m. to 3:00 p.m. Visiting days at the Satellite Prison Camp are Saturday, Sunday, and federal holidays. Visiting hours are from 8:00 a.m. to 3:00 p.m. It is the inmate's responsibility to advise their approved visitor of the visiting hours. Visiting may be limited on an hourly or other allocation, basis to ensure equitable access to visiting facilities. Inmates in Special Housing Unit will visit on Thursdays only. There is no visiting on Thursdays for general population inmates.

Each inmate will be allotted 32 points on the first day of each month. An inmate will use one point per hour for all visiting that occurs during the weekdays. An inmate will use two points per hour for all visiting that occurs on weekends and holidays. All points not utilized by the last day of the month will be lost and not carried over to the following month. Additionally, a maximum of five visitors will be permitted to visit the inmate. This includes children of all ages. New inmates must submit a visiting list to their unit counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list upon request if they are on the inmate's Pre-Sentence Report (PSI).

A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state that recognizes such a status. Other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor or Case Manager at least three weeks in advance of the intended visit.

All visits will begin and end in the visiting room. A simple kiss, embrace, or handshake is allowed only upon arrival and departure.

Inmates must be properly dressed in khaki pants, khaki shirt, black boots, and belt in order to be admitted to the visiting room. If any footwear other than the institution issued black boots are worn, you will have to change into a pair of blue slip-on shoes. Clothing must be neat and clean. The inmate shall not take

anything into the visiting room except the following items: one regular comb, one handkerchief, prescription eyeglasses, wedding band, unit approved legal materials during a legal visit, and essential medication, such as nitroglycerine, may be permitted when authorized by the Chief Medical Officer or Health Services staff.

Visitor Dress

The following clothing will not be permitted into the visiting room. Questionable attire will be referred to the Operations Lieutenant and/or Institution Duty Officer.

- No shorts, except for children 10 years old and younger
- No micro or mini skirts
- No hems or slits on skirts above the knee
- No see-through apparel
- No halter tops, tank tops, or tube tops
- No spandex pants or leggings
- No torn or ripped jeans
- No apparel with vulgar or sexually explicit logos
- No gang affiliated clothing

Identification of Visitors

Identification is required for visitors, i.e., a valid state driver's license, valid state identification card, passport, or alien card. Persons without proper identification will not be permitted to visit. All items must successfully pass through the x-ray machine before being allowed in the institution.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' clear, plastic containers, attorneys' briefcases, etc. may also be searched. Other personal articles are not allowed in the prison and must be kept in personal vehicles.

Visitors are permitted to bring money into the visiting room to purchase food items from the vending machines. Visitors will not be allowed to bring food, packages, purses, briefcases, cosmetics, billfolds, pagers, or extra articles of clothing into the visiting room. The only exception will be baby bottles, sealed jars of baby food, and diapers. Prescribed medication will be allowed, such as nitroglycerine and asthma inhalants, but this medication must be cleared by the receptionist. Visitors may not give any items to inmates during visiting.

Visiting Room (Funds)

Inmates are not allowed to receive either coins or money for their commissary account while in the visiting room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order.

NO ITEMS MAY BE EXCHANGED IN THE VISITING ROOM BETWEEN VISITORS AND INMATES.

ACCESS TO LEGAL SERVICES

Attorney Visits

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

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval from unit staff. Legal material may be passed back and forth between the inmate and an attorney and vice versa during attorney visits, but is subject to inspection for contraband. Ordinarily these documents/materials will not be approved for transfer. The reviewed items will stay in the possession of the attorney/inmate who brought the documents/material into the visiting room. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

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

Notary Public

Several staff members throughout the institution are authorized to notarize documents. The Satellite Prison Camp Case Manager is authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a federal government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public or the Satellite Prison Camp Case Manager.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can request this form from their unit manager via an Inmate Request to Staff.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal

requests for access to records about another person and/or agency record other than those pertaining to themselves (including program statements and operations memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

Inmate Access to Central Files

An inmate may request review of discloseable portions of his central file (plus presentence report and/or summary) prior to the individual's parole hearing. This request may be made in writing to unit staff utilizing the Inmate Request to Staff form.

Inmate Access to Other Documents

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

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

Executive Clemency

The Bureau advises all inmates that the President of the United States is authorized under the constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial" depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction) and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned case manager for additional information regarding this program.

Commutation of Sentence

The Bureau also advises inmates on commutation of sentences. This is the form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. This clemency power is authorized by the constitution for the Chief Executive Officer, who is the President of the United States for federal offenses. Commutation of sentence is usually the last chance to correct an

injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms that are available from the assigned unit team. The rules governing these petitions are available in the law library.

PROBLEM RESOLUTION

Inmate Request to Staff Member

An Inmate Request to Staff (BP-S148.055), commonly called a “cop-out”, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the living units from the correctional officer on duty. Staff members who receive a cop-out will answer the request in a reasonable period of time by a written response, an oral response, or by completing the action requested. Written answers will be written on the bottom of the request form or an attached page.

Administrative Remedy Process

The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or cop-outs. A formal complaint can be filed using the Administrative Remedy Program if the cop-out is unsuccessful. Complaints regarding tort claims, inmate accident compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Program.

The first step of the Administrative Remedy Program is to attempt an informal resolution via an Attempt at Informal Resolution (BP-8) form. If the issue cannot be informally resolved, the counselor will issue a Request for Administrative Remedy, BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-229 to the staff member designated by the warden, who will review the material to ensure an attempt at informal resolution was attempted. The BP-229 complaint must be filed within twenty calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff has twenty calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the regional office within twenty calendar days from the date of the BP-229 response. The regional appeal is written on a BP-230 (BP-10) form and must have a copy of the BP-229 form and response attached. The regional appeal must be answered

within thirty calendar days, but the time limit may be extended an additional thirty days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The national appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-229 and BP-230 forms with responses attached. The BP-231 form may be obtained from the Counselor. The national appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional 30 days if the inmate is notified.

Sensitive Complaints

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

The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination.

If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-229 at the institution.

DISCIPLINARY PROCEDURES

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the UDC and, for more serious violation, the DHO. Inmates are advised upon arrival at the institution of the rules and regulations and are provided with a copy of the Bureau of Prisons Prohibited Acts, as well as local regulations.

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

Greatest Severity

CODE	PROHIBITED ACTS	SANCTIONS
100	Killing	A. Recommended parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good 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).
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate).	
102	Escape from escort; escape from a secure institution (low, medium, and high security)	

ADMISSION & ORIENTATION HANDBOOK

CODE	PROHIBITED ACTS	SANCTIONS
	level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27 - 41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
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)	C. Disciplinary Transfer (recommended) D. Disciplinary segregation (up to 60 days)
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition.	E. Make monetary restitution F. Withhold statutory good time (Note—can be in addition to A through E—cannot be the only sanction executed).
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage	G. Loss of privileges (Note—can be in addition to A through E—cannot be the only sanction executed).
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as a weapon capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade).	
109	(Not to be used)	
110	Refusing to provide a urine sample or to take part in other drug-abuse testing	
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff)	
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
197	Use of telephone to further criminal activity.	
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

CODE	PROHIBITED ACTS	SANCTIONS
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of Greatest Severity nature.)</u> This charge is to be used only when another charge of greatest severity is not applicable.	

High Category

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from escorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions <u>without</u> violence.	A. Recommended parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) B.1 Disallow ordinarily between 25 and 50% (14 – 27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended) C. Disciplinary transfer (recommended) D. Disciplinary segregation (up to 30 days) E. Make monetary restitution F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters) I. Remove from program and/or group activity J. Loss of job K. Impound inmate’s personal property L. Confiscate contraband
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection: Demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing	
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	
208	Possession of any unauthorized locking device. Or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure	
209	Adulteration of any food or drink	
210	(Not to be used)	
211	Possessing any officer’s or staff clothing	
212	Engaging in, or encouraging a group demonstration	
213	Encouraging others to refuse to work, or to participate in a work stoppage	
214	(Not to be used)	
215	Introduction of alcohol into BOP facilities	
216	Giving or offering an official or staff	

ADMISSION & ORIENTATION HANDBOOK

CODE	PROHIBITED ACTS	SANCTIONS
	member a bribe, or anything of value	M. Restrict to quarters
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for 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; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission	
222	Making, possessing, or using intoxicants	
223	Refusing to breath into a breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of a telephone for abuse other than criminal activity (e.g., circumventing telephone monitor procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; taking in codes).	
298	Interfering with a staff member in the performance of duties (<u>Conduct must be of High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	

CODE	PROHIBITED ACTS	SANCTIONS
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the High Severity Nature)</u> This charge is to be used only when another charge of high severity is not applicable.	

Moderate Category

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure	A. Recommend parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended) 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 Transfer (recommended) D. Disciplinary segregation (up to 15 days) E. Make monetary restitution F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc. H. Change Housing (quarters) I. Remove from program and/or group activity J. Loss of job K. Impound inmate’s personal property L. Confiscate contraband M. Restrict to quarters
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 and order which furthers a fight would be charged as 201, Fighting; refusing to provide urine sample when ordered would be charged as Code 110)	
308	Violating a condition of a furlough	
309	Violating a condition of a community program	
310	Unexcused absence from work or any assignment	
311	Failing to perform work as instructed by the supervisor	
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	
314	Counterfeiting, forging or unauthorized reproduction of any document, article of	

ADMISSION & ORIENTATION HANDBOOK

CODE	PROHIBITED ACTS	SANCTIONS
	identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	N. Extra duty
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Filing 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 and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband. (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; other non-hazardous contraband includes such items as food or	

ADMISSION & ORIENTATION HANDBOOK

CODE	PROHIBITED ACTS	SANCTIONS
	cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list)	
398	Interfering with staff member in the performance of duties. (<u>Conduct must be of Moderate Severity nature</u>). This charge is to be used only when another charge of moderate severity is not applicable.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature</u>). This charge is to be used only when another charge of Moderate Severity is not applicable	

Low Moderate Category

CODE	PROHIBITED ACTS	SANCTIONS
400	Possession of property belonging to another person	.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only when inmate found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1 – 14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (A good conduct time sanction may not be suspended) [See Chapter 4, page 16 for VCCLEA violent and PLRA inmates] E. Make monetary restitution F. Withhold statutory good time
401	Possessing unauthorized amount of otherwise authorized clothing	
402	Malingering, feigning illness	
403	(Not to be used)	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	(Not to be used)	
407	Conduct with a visitor in violation of Bureau regulations (restriction, or loss for a specific period of time, of these privileges may often be appropriate sanction G)	
408	Conducting a business	
409	Unauthorized physical contact (e.g., kissing, embracing)	
410	Unauthorized use of mail (restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity,	

CODE	PROHIBITED ACTS	SANCTIONS
	according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing and armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	G. Loss of privileges: commissary, movies, recreation, etc. H. Change Housing (quarters) I. Remove from program and/or group activity
498	Interfering with staff member in the performance of duties. (<u>Conduct must be of Low Severity nature</u>). This charge is to be used only when another charge of moderate severity is not applicable.	J. Loss of job K. Impound inmate's personal property L. Confiscate contraband
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Low Severity nature</u>). This charge is to be used only when another charge of Moderate Severity is not applicable	M. Restrict to quarters N. Extra duty O. Reprimand P. Warning

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

Inmate Discipline Information

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

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest severity category. Violation in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an initial hearing.

Initial Hearing

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

incident, or refer it to the DHO for final disposition.

Disciplinary Hearing Officer

The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain will ensure periodic reviews of inmates in Disciplinary and Administrative Segregation. DHO hearings may be conducted via video conferencing.

An inmate will be provided with advance written notice of the charges not less than twenty-four hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness (es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

If an inmate is found guilty of committing a 100 or 200 series offense, he will automatically be reduced to maintenance pay (\$5.25 per month) for a period of one year.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. Appeals are made to the Warden (BP-229), Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the following items will be considered:

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

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

Special Housing Unit Status

There are two categories of special housing: Administrative Detention and Disciplinary Segregation. Administrative Detention is used to separate an inmate

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

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the health services staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

RELEASE

Sentence Computation

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

Detainers

Warrants based on pending charges or overlapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important for the inmate to initiate efforts to clear up these cases to the degree he can. Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of. The degree to which the staff can assist in such matters as these will depend on individual circumstances.

State detainers may be processed by Inmate Systems Management under the procedures of the "Interstate Agreement on Detainers." This agreement applies to pending charges which have been lodged against an inmate by a "member" state.

Good Conduct Time

This applies to inmates sentenced for an offense committed after November 1, 1987. The Comprehensive Crime Control Act became law November 1, 1987. The two most significant changes in the sentencing statutes deal with good time

and parole issues. There are no provisions under the new law for parole. The only good time available will be 54 days per year Good Conduct Time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is vested and may not be forfeited. There is no statutory good time or extra good time for people being sentenced for crimes committed after November 1, 1987.

In addition to the Inmate Discipline Handbook you have received, your Unit Team will also explain the UDC and DHO procedures during the Unit A&O program. The Captain will also review the disciplinary process during the Institution A&O program.

Residential Re-entry Center (Halfway House) Transfers

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections program, if eligible. Community programs have three major emphases: residential community-based programs provided by residential re-entry centers and local detention facilities; programs that provide intensive nonresidential supervision to offenders in the community; and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs

The community-based residential programs available include both Residential Re-entry Centers (RRCs) and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing, counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay 25% of the offender's income for subsistence to help defray the cost of their confinement. RRCs are used primarily for three types of offenders:

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

Each RRC provides two components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive and stipulates offenders remain at the RRC, where recreation, visiting, and other activities are in-house. Sometimes community-based residential programming is from local detention facilities. Many local jails detention centers have work release programs in which an offender is employed in the community during the day and returns to the facility at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights,

weekends, or other short intervals.

ATTACHMENTS

Proper Way to Make Your Bed

Directions to the Institution

FCI Bastrop Address

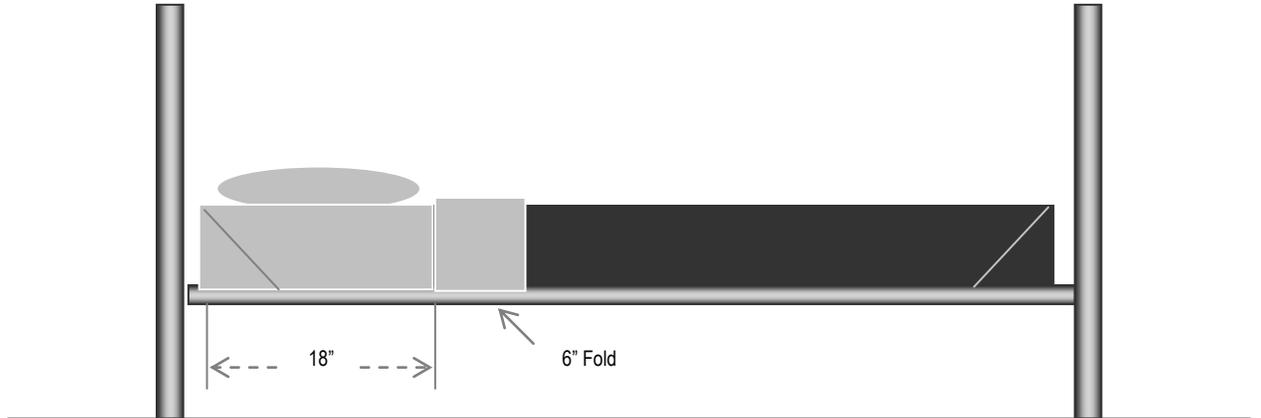
Available Local Transportation

Special Rules for Children

Special Visits for Family Emergencies

Example of Proper Way to Make Your Bed

Blanket and sheet corners should be folded hospital style.



Directions to the Institution

The following information is provided for visitors to the institution.

FCI Bastrop Address

FCI Bastrop Telephone Number

(512) 321-3903

FCI Bastrop Mailing Address

Federal Correctional Institution
P.O. Box 730
Bastrop, Texas 78602-0730

FCI Bastrop Physical Address

Federal Correctional Institution
1341 Highway 95 North
Bastrop, Texas 78602-0730

Driving Directions to FCI Bastrop from San Antonio, Texas

Take IH-35 North towards Austin, Texas, for approximately 74 miles.
Take exit for Hwy. 71 East.
Travel for approximately 29 miles on Hwy. 71 East to Bastrop, Texas.
Turn left on TX Hwy. 95 North and drive for approximately 8 miles.
FCI Bastrop entrance is on the right hand side.

Driving Directions to FCI Bastrop from Houston, Texas

Take I-10 West towards Austin, Texas, for approximately 75 miles.
Take Exit for Hwy. 71 West via exit 95 towards LaGrange/Austin, and travel for 57 miles.
Travel to Bastrop, Texas, and turn right on Texas Hwy. 95 North and drive for approximately 6 miles.
FCI Bastrop entrance is on the right hand side.

Driving Directions to FCI Bastrop from Austin, Texas

From IH-35 North in Austin, Texas
Drive East on Hwy. 290 East for approximately 32 miles.
At Elgin, Texas, turn right on TX Hwy. 95 South and drive for approximately 12 miles.
FCI Bastrop entrance is on the left hand side.

Available Local Transportation

Transportation to the Institution

Airport Shuttle and Taxi	(512) 303-5505
American Yellow Checker Cab Company	(512) 452-9999
Roy's Taxi	(512) 482-0000
Austin Cab	(512) 478-2222

Special Rules for Children during Visiting

All children under the age of 16 years of age must be accompanied by an adult both at the FCI and the Satellite Prison Camp. The inmate and his respective visitors will ensure that children visit in a quiet and orderly manner and will maintain direct supervision over them at all times. Children will not be allowed to wander around the visiting room. Failure to maintain children under control may result in termination of the visit. Only enough diapers to meet the needs will be permitted into the visiting room. Only unopened baby food items and formula bottles will be permitted into the visiting room.

Special Visits for Family Emergencies

You may request special visits for family emergencies through your unit team via an Inmate Request to Staff Member (Cop-Out). After review by your unit team, your request may be routed to the Warden for approval.