

FCC Coleman Camp



ADMISSION AND ORIENTATION HANDBOOK

**P.O. BOX 1027
Coleman, FL 33521-1027
Revised 01-01-2011**

INTRODUCTION

This handbook was developed to provide inmates with information concerning the rules of this facility during their initial orientation to the institution. More detailed information on the policies and regulations may be obtained by referring to Bureau of Prisons(BOP) Program Statements and Institution Supplements, available in the Law Library or by consulting a member of your Unit Team. In the event any information in this handbook conflicts with BOP Program Statements or Institution Supplements, and it is not addressed by a current memorandum, then the policies and regulations set out in the BOP Program Statements will prevail.

Admission and Orientation:

You will be initially assigned to the Institution A&O Program upon arrival at this facility. You will hear presentations from each department regarding their specific operations.

Unit Management: The functions of the unit staff are to assist you with program goals formulation, release planning, personal problem solving, and to provide you with a clean, safe place to reside while you are incarcerated. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated.

The Unit Team is comprised of the Unit Manager, Case Manager, Counselor, and Unit Secretary. They work closely with the Unit Officers, Psychology, Education, and other departments in the institution.

After initial classification, inmates will meet formally with the Unit Team every 180 days until they are within one year of their release date. Inmates with less than one year remaining will meet with the Unit Team every 90 days.

Inmates are required to attend Initial Classification. Failure to attend will result in the issuance of an Incident Report.

Unit staff are accessible for seeing inmates. Inmates are encouraged to ask questions or seek assistance from the assigned unit staff during mainline or open house hours..

SCHEDULE OF UNIT SERVICES AND ACTIVITIES: (Step 3.8.1)

A Schedule of Unit Activities and Programs is posted on each unit bulletin board throughout the institution to inform you of that particular units unit based activities and programs developed and implement by the Unit Manager.

ARTICLES FOR HYGIENE: (Step 3.8.1e)

Any inmate who is need of hygiene items, see your Counselor within the unit you are staying. Basic hygiene items are issued by the institution, but additional items may be purchased from the Commissary.

PROVISIONS FOR HOUSING DISABLED INMATES: (Step 3.8.1b)

For those inmates that have disabilities, see your unit managers for any housing or other needs you feel are necessary.

INMATE REQUEST TO REVIEW CENTRAL FILE: (Step 1.5.4)

An inmate seeking to review his Inmate Central File shall submit a request to his Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted to review the file whenever practicable. All file reviews must be done under constant and direct staff supervision. Those materials which have been determined to be non-disclosable shall be removed from the folder before inmate review. An entry shall be made on the Inmate Activity Record(BP-381) to show the date the inmate reviews the file. The staff member monitoring the review shall initial the entry and the inmate shall be asked to initial it.

UNSCHEDULED PROGRAM REVIEWS: (Step 1.5.4)

Pursuant to CFR 524.14, upon request of either the inmate or staff, a Program Review may be advanced. An inmate must provide a compelling rationale to the Unit Team demonstrating his need for an unscheduled Program Review. The Unit Manager is the approving official.

UNMONITORED LEGAL TELEPHONE CALLS: (Step 2.3.1)

In the event unmonitored legal correspondence is not practicable, an inmate may request an unmonitored legal telephone call. Unmonitored legal calls will be scheduled in advance with a member from your Unit Team. You may obtain a request form from your counselor. All requests should be made at least 48 hours in advance.

POSTAGE FOR INDIGENT INMATES: (Step 3.5.1)

An inmate who has neither funds nor sufficient postage, and upon verification of this status by staff, may be provided the postage stamps for mailing a reasonable number of letters at government expense to enable the inmate to maintain community ties. The request for postage will be made to the Unit Manager.

INMATE SAVINGS ACCOUNT: (Step 1.5.6)

If an inmate wishes to establish a savings account, a member of the unit team shall assist the inmate in establishing an account at a local commercial bank. Any interest accrued in the savings account is accrued in the inmate's name and becomes part of the account. Inmates should be advised that once the funds are placed in the savings account, they may only be withdrawn upon release, except in case of an emergency. Passbooks and other documents relating to the savings account shall be retained in the inmate's central file and given to him upon release.

Arrangements must be made with the savings facility to mail statements regarding deposits, interest payments, and withdrawals directly to the inmate.

UNIT BASED PROGRAMS: (Step 3.8.2c)

The following is a list of Unit Based Programs developed and implemented by Unit Managers within their units. All inmates may sign up for any class via an Inmate Request to Staff form. Any inmate not following the posted unit rules and regulations will be subject to disciplinary action.

Unit Team Groups Available:
to:

Send Cop-out

Alternative to Violence Project (AVP)

Ms. Cuttino, Counselor F-4

Chavol Countdown Image Course

Ms. Naples, Case
Manager F-4

ACCESS TO DIPLOMATIC REPRESENTATIVE: (Step 2.2.2)

Pursuant to Program Statement 5140.34, Transfer of Offenders to or from Foreign Countries, an inmate who is qualified for and desires to return to his or her country of citizenship for service of a sentence imposed in a United States Court shall indicate his or her interest by completing and signing the appropriate form and forwarding it to the Warden at the institution where the inmate is confined.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

CONSULAR VISITS: (Step 2.2.2)

When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. The Warden may not withhold this privilege even though the inmate is in disciplinary status. The requirement for the existence of an established relationship prior to confinement does not apply to

consular visitors.

ACCESS TO UNIT STAFF : Almost all Bureau of Prison Institutions are organized into a Unit Management System. There are four (4) units at FCC Coleman-Camp. A unit is a self-contained inmate living area. There is one Unit Manager at FCC Coleman-Camp. Each inmate is assigned to a Case Manager, a Correctional Counselor, and a Unit Secretary. The Unit Manager, Case Manager, and Correctional Counselor (Unit Team) are directly responsible for the inmates assigned to him/her. An inmate may see a member of their Unit Team, including the Unit Manager, during the scheduled Open House Hours or during Mainline. Open House Hours are posted on each staff member's door and are STRICTLY enforced.

Each member of the Unit Team is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team and your accomplishments here depend upon your own desires and motivation. The "Inmate Request to Staff Member" form, commonly called the "Cop-out," can be obtained from your unit team or the lobby of your unit. This form is used to request appointments and to provide other written communication to staff. Staff members who receive these forms will reply on the bottom portion of the form within a reasonable time, normally not to exceed five working days. Problems or complaints should be discussed freely with your Case Manager, Counselor, or Unit Manager during Open House Hours. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally you may file an Administrative Remedy. These forms are supplied by your Counselor and must be returned to him or her.

GENERAL FCC COLEMAN CAMP RULES AND REGULATIONS

1. Numerous appliances are provided for your use within the unit. Utilize them in the appropriate manner at all times.
2. You may take showers between the hours of 5:30 AM until 10:30 PM, provided, the 5:00 AM and 10:00 PM counts have cleared.. Early morning and late evening workers are permitted to shower upon returning to the unit. Showers and toilets will be closed for cleaning on weekdays between 8:00 AM and 9:30 AM for cleaning. Designated stalls are open to be used during this time.
3. Inmates will be appropriately dressed at all times. Appropriate dress will consist of nothing less than wearing some type of pants or shorts, bra, shirt, and footwear. Robes may be worn to and from the shower. Robes, pajamas, and other sleepwear is not permitted to be worn outside of the housing unit. No shower shoes, flip-flops, or house slippers will be worn outdoors. No doors will be closed inside the unit.

4. Open toes shoes may only be worn inside the housing units.
5. Physical contact of any kind is not permitted between inmates.
6. Television Room regulations are posted in each television room. Failure to comply can result in suspension of this privilege. There will be no food allowed in the television rooms.
7. **THERE IS NO SMOKING PERMITTED IN ANY FEDERAL FACILITY.**
8. Radios must be played with earphones only and shall not be loud enough to disturb others.
9. Cubicles are to be inspection ready on weekdays between the hours of 7:30 AM until 4:00 PM. Beds must be made and trash emptied by 7:30 AM. You may lay on top of your made bed with a blanket over you if you are authorized to be in the unit during the aforementioned hours.
10. Cubicles must be neat and clean on weekends and holidays. Beds will be made by the 10:00 AM count. You may lay on top of your made bed with a blanket over you up until 4:00 PM.
11. You are individually responsible for the cleanliness of your living area. You are required to clean up after yourself in the bathroom and other common areas.
12. Visiting is not permitted in other cubicles in your housing unit after 10:30 PM. Visiting other housing units **IS NOT PERMITTED.**
13. Visiting another housing unit is not permitted. This includes being on the landings or at the doors of another housing unit.
14. Quiet time begins at 10:30 PM. Excessive noise will not be tolerated. Lights will be turned off promptly at quiet time.
15. No manicures, pedicures, or hair styling is permitted in the housing units. The hair care area is the only authorized area for styling hair.
16. Sunbathing is not permitted.
17. Cubicle requirements and rules are posted on the bulletin board in each housing unit. You will be responsible for adhering to these rules.
18. The compound is closed from 8:30 PM until 6:00 AM daily. You are not permitted to exit your housing unit unless summoned by a staff member.

NOTE: Inmates failing to comply with these rules will receive an incident report and be subject

to sanctions authorized within the disciplinary procedures.

GENERAL GUIDELINES FOR CONDUCT

COUNTS: The BOP and FCC Coleman Camp are responsible for the accountability of all inmates. Official counts are timed to avoid interference with inmate activities. All inmates are required to adhere to the following policy concerning counts.

OFFICIAL COUNT TIMES:

Weekdays

12:00 AM (midnight)
3:00 AM
5:00 AM
4:00 PM (standing)
10:00 PM

Weekends and Holidays

12:00 AM (midnight)
3:00 AM
5:00 AM
10:00 AM (standing)
4:00 PM (standing)
10:00 PM

Inmates are to be in their own room during all counts. At the 4:00 PM and 10:00 AM counts, inmates are to be in their cubicle standing at the cubicle entrance. Inmates will not move about, talk, operate radios or television sets during count. Noise and movement is distracting to those counting. Inmates on an authorized "out-count" (i.e., Food Service, Commissary, Recreation, etc.) will provide their name, register number, and assigned housing unit to the official conducting the count.

ACCOUNTABILITY CHECKS: Unofficial institution and unit counts and census counts are held at other times and are subject to the same policy.

SHAKEDOWNS AND CONTRABAND: Contraband is defined as anything: 1) not purchased in the commissary, 2) not issued to an inmate by the institution, 3) not accepted into the institution through Receiving and Discharge, 4) belonging to another individual, 5) altered from the original condition, shape, or content, and 6) being in excess of the authorized amount. BOP and FCC Coleman Camp policy states that inmates and their property may be searched at any time by a staff member. This procedure is not intended as undue harassment, but is necessary to maintain a safe institutional environment.

A receipt will be given for personal property confiscated during a shakedown. The inmate has seven days from this date to prove ownership of the item(s) in question. Form 40's and receipts are necessary to prove rightful ownership through the Lieutenant's Office.

Inmates may not receive any personal property (including radios, watches, etc.) from another

inmate for any reason - including the release or transfer of an inmate.

IDENTIFICATION CARDS: An identification card is provided to each inmate during the intake screening process at FCC Coleman Camp. This identification card must be in an inmate's possession at all times when outside of her housing unit. Inmates without identification cards are subject to being issued an Incident Report.

CALL-OUTS AND ACCOUNTABILITY: Call-out sheets are prepared and distributed daily to all housing units and work details. All inmates are responsible for reviewing these sheets daily and reporting promptly for all scheduled appointments. Work supervisors must be notified prior to departing for an appointment. Incident Reports may be issued to inmates missing scheduled appointments. Inmates found in unauthorized areas are considered out of bounds and are subject to an incident report.

INMATE PERSONAL APPEARANCE: Inmates at FCC Coleman Camp are issued clothing, including green shirts and pants. Institution clothing must be worn at all times with the following exceptions:

- 1) after 4:00 p.m.
- 2) all day on weekends and holidays
- 3) to, from, and on the recreation yard
- 4) in the housing unit.

Clothing should be worn in a tasteful manner in accordance with FCC Coleman-Camp and BOP Policy. Inmates in possession of altered or damaged clothing are subject to disciplinary action and may be required to reimburse the BOP for all damages to clothing. Alterations of institution clothing are only authorized to be performed in the institution clothing room. Basic toiletry items are issued by the institution, but additional items may be purchased from the Commissary.

INMATE CONDUCT: All inmates are responsible for their personal conduct. The BOP and FCC Coleman Camp have established rules and regulations, and each inmate is expected to observe and comply with all rules and regulations. Inmates violating rules or regulations are subject to disciplinary action. Inmates are expected to be courteous and respectful of the rights of others, including staff and other inmates.

INMATE JOB ASSIGNMENTS: There are inmate work assignments available at FCC Coleman Camp to meet institutional needs. Many of these jobs also provide excellent on-the-job training opportunities and an opportunity to establish positive work habits. Each inmate is assigned to a work detail by their Correctional Counselor once the Admission and Orientation Program is completed and the inmate is medically cleared by Health Services. Requests for future job changes will be handled through the Correctional Counselor (consideration will be given to the inmate's programming assessment and past work experience). An inmate may request to change jobs after 90 days on current job, by submitting an Inmate Request to Staff Member form. The form will need the signature of both the current supervisor and the future supervisor. Submission of this request will not guarantee job change approval. An inmate's work assignment is made with consideration of the institution's security and operational needs.

PERSONAL PROPERTY: Inmate personal property must be stored in accordance with their housing unit regulations and may not be stored so as to present a fire, safety, or security hazard.

VISITING INFORMATION (Step 1.2.3b)

An initial visiting list is prepared by the inmate's Correctional Counselor and distributed to the inmate within the first few days of the inmate's commitment period. This initial list is comprised of immediate family members identified in the inmate's Presentence Investigation (PSI) report. Immediate family members are normally approved without question unless exceptional circumstances exist that would exclude initial approval. The initial list is valid for 30 calendar days from date of entry by the Correctional Counselor. Inmates are required to send these immediate family members a Visitor Information (BP-629) form which must be completed correctly and returned to the Correctional Counselor within the 30 day time frame. These forms can be obtained from the Correctional Counselor. Individuals on the initial visiting list will be removed from the visiting list if a form is not received within the established 30 day time period.

Inmates are allowed a total of 30 visitors on their visitation list (20 immediate family members and up to 10 friends and associates). This does not include children under 16 years of age. The Warden may make an exception to this provision where warranted. Any changes, questions, or concerns regarding and inmate's visiting list should be directed to the Correctional Counselor via an Inmate Request to Staff Member form (cop-out).

Children under the age of sixteen do not have to be on the approved visiting list but they must be accompanied by an adult on the approved visiting list. Proposed visitors who are 16 or 17 years of age and not accompanied by a parent, legal guardian, or immediate family member at least 18 years of age must have the written approval of a parent, legal guardian, or immediate family member at least 18 years of age prior to visitation.

Additional family members, friends and acquaintances are approved for visitation within BOP Policy guidelines by the inmate's Correctional Counselor. Inmates are required to send these potential visitors a Visitor Information (BP-629) form which must be completed and returned to the inmate's Correctional Counselor. Inquires may be made of local authorities to determine the general character of potential visitors. Inmates will receive a current copy of their visiting list via institutional mail when changes are made to the visiting list (i.e. additions or deletions).

It is the policy of the BOP and FCC Coleman Camp that visiting privileges should be an integral part of an inmate's institutional program. However, the number of visitors must be kept within reasonable limits, due to space limitations. There is a limit of five (5) adult visitors per inmate at one time unless prior written approval is received through the Unit Manager or designee. When the established capacity of the Visiting Room has been reached and it becomes necessary to terminate visits, the following factors will be used to determine who's visit will be terminated:

1. Frequency of visits.

2. Friends as opposed to family members.
3. Distance traveled.

Inmate's should follow proper procedures to have their attorney placed on the approved visiting list. However, an inmate may request to visit with other attorneys through her unit team. The inmate may arrange with the Unit Team to have a reasonable amount of legal materials taken to or from the Visiting Room. Prior arrangements must be made with the Unit Manager before tape recorders or other recording devices are allowed. Visits by clergy may be arranged by a Chaplain and approved on a special basis. The Unit Team and/or Chaplain must be given adequate advance notice to make necessary arrangements for either attorney or clergy visits.

Visitation will be held in the institution Visiting Room. Every effort will be made to maintain the visiting area as pleasant, sanitary and informal as possible. Inmates and their visitors are expected to conduct themselves in a quiet and orderly manner. One hug, handshake, and/or kiss will be allowed at the beginning and end of each visit; however, such behavior is prohibited at other times during the visit. Visitors are expected to dress appropriately and may be denied permission to enter the institution if the Operations Lieutenant or Duty Officer determines they are dressed inappropriately. Ultimately, all inmates are responsible for the conduct of their visitors during the visit.

Visitors are required to check in with the Visiting Room Officer upon arrival and must present proper identification. Visitors are not permitted to enter the Visiting Room via the patio area. Visitors are not authorized to bring cigarettes into the Visiting Room.

INMATES ARE NOT AUTHORIZED TO VISIT ANOTHER INMATE OR ANOTHER INMATE=S FAMILY MEMBER DURING VISITATION.

HOURS OF VISITING: Visiting is from 8:15 a.m. to 3:00 p.m. on Saturdays, Sundays and Federal holidays. Once your visitors leave the visiting room, the visit is terminated. All children under age 16 must be accompanied by an approved adult.

DIRECTIONS: The Federal Correctional Complex, Coleman, Florida, is located approximately 62 miles northeast of Tampa, Florida. It is located on County Road 470, approximately eight miles west of U.S. Highway 27. Visitors will enter the Visiting Room at the front entrance of FCC Coleman-Camp. Visitors are to park only in established parking slots in the parking lot.

LOCAL TRANSPORTATION: There are a number of local taxi cab companies offering service to and from the institution. The Visiting Room Officer can assist you in contacting a taxi cab company.

The following Taxi Services are listed below:

MID STATE LIMOUSINE & TAXI SERVICE	(352) 748-2222
MOM=S TAXI	(352) 793-3749

PARADISE TAXI SERVICE
GREYHOUND BUS SERVICES (TAVARES)

(352) 793-6464
(352) 343-4511

Visitors who need to call for a taxi at the end of their visit may request the Front Lobby Officer for assistance.

APPROVED DRESS CODE: Visiting is an extremely important family function and dress code requirements are necessary to maintain the dignity of those involved. All visitors will be properly dressed when coming to visit at the institution. Inmates are responsible for advising their visitors of the dress requirements in the Visiting Room. The Operations Lieutenant will make the decision concerning denial or termination of inmate visitors and notify the visitor if the visit is denied or terminated. This decision will normally be made in concert with the Duty Officer. The following is the approved dress code:

All visitors are required to wear footwear (no flip-flops).

All visitors must wear shirts

All visitors must wear underclothes, including a bra (no underwire is allowed)

No bicycle pants, skin-tight clothing or Spandex clothing, or any other apparel of a suggestive or revealing nature

No camouflage

No tube tops, sleeveless or backless tops, or backless tank tops (any clothing that exposes private parts of the body). This is regardless of a jacket or sweater worn over the top of the disallowed clothing.

No low-cut neckline dresses, shirts, or sweaters

No shorts

No dresses or skirts above the knee (must top the top of the knee in length)

No bathing suits

No see-through tops or pants (if skin tones can be seen through the garment, it is defined as Asee-through≅)

No stirrup pants, leggings, or body suits

No clothing that resembles inmate clothing (green uniforms, khaki pants, or orange jumpsuits)

No headgear allowed in visiting room (other than religious)

No wigs permitted without a doctor=s note indicating medical necessity

No clothing resembling any type of gang affiliation.

VISITOR IDENTIFICATION REQUIRED: All visitors must provide appropriate photo identification (drivers license, passport, etc.) before being allowed to visit. Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be required to be checked with a hand-held metal detector. The Visiting Room Officer will not store any items for visitors or inmates.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is

a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to ten years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

ITEMS AUTHORIZED: A small, see-through, coin purse is preferred with proper ID and sufficient money for the vending machines. Visitors should refrain from bringing large sums of money into the Visiting Room, as you will be requested to secure it in your vehicle or a Visiting Room locker. Inmates are not allowed to receive food from outside sources.

Visitors are not allowed to bring medication into the institution's Visiting Room. Individuals with medical problems which requires them to carry medication into the visiting room must inform the Visiting Room staff of their condition and receive permission to carry the medication into the Visiting Room or with the Visiting Room Officer.

Visitors are not allowed to bring in food items to be consumed by themselves to include gum, candy, and breath mints. There are vending machines in the Visiting Room from which food snacks can be purchased. Only the amount of food necessary for an infant will be permitted for the infant's consumption during visiting hours. One small collapsible stroller (umbrella type) will be allowed. One small blanket will be allowed for infants.

Smoking is prohibited throughout the visiting areas. No cigarettes, cigars, lighters, matches, or other related items will be allowed into the Visiting Room. The following is a list of personal items a visitor is allowed to bring into the visiting room:

- Change purse (clear)
- Money (\$20.00 maximum, with no bill denomination over \$5.00)
- Comb/hair brush
- Baby bottles (must be clear plastic)
- Diapers (reasonable amount), baby powder, ointment and small blanket
- Baby food (not to exceed 6 sealed containers)
- Baby clothes (one extra set)
- Life maintenance medications (i.e., heart, epileptic, etc.). Diabetic medication and syringes are not considered life maintenance medications
- Jewelry worn in by the visitor
- Sweater/light jacket
- Reasonable amount of feminine hygiene items

Visitors are allowed to purchase items from the coin-operated vending machine; however, items must be

consumed in the Visiting Room. There are no other items a visitor is allowed to give an inmate.

Inmates are not authorized to handle money.

SPECIAL RULES FOR CHILDREN: Adult visitors will be responsible for the conduct of children under their supervision. This includes keeping them within the authorized visiting areas. The children's play area is for children only. No inmates are permitted in this area without a staff escort. Inmates and visitors will be responsible for keeping their children quiet so they do not disrupt others. No toys will be allowed to be brought inside the institution.

Occasionally, children may participate in the activities as part of the Parenting Program. Any crafts or other items made will become the property of the visiting child and will be removed from the institution at the termination of the visit. Inmates will not be allowed to remove any items from the Visiting Room.

VISITORS WILL NOT BE ALLOWED TO BRING IN ANYTHING TO GIVE TO AN INMATE.

SPECIAL VISITS FOR FAMILY EMERGENCIES: A special visit may be approved for an inmate due to a family emergency. Immediate family is identified as Mother, Father, Sister, Brother, Spouse, or child. The inmate must submit a request to the Unit Manager and all emergency visits will be approved for regular visiting days.

A one time special visits may be approved by the Unit Manager or designee on a case by case basis. To request a special visit the inmate must submit an Inmate Request to Staff Member form to his Correctional Counselor at least one week prior to the requested visit. The Request form must include the name and address of the person she wishes to have visit, their relationship, and any other pertinent information.

The Federal Correctional Complex, Coleman, Florida, has every desire to make your visit as pleasant as possible. If you have any questions regarding visiting, please feel free to contact the inmate's Unit Manager or Counselor.

Any effort to circumvent or evade the visiting regulations may result in termination of the visit and the denial of future visits. Additionally, it may lead to disciplinary action or court proceedings against the inmate and/or visitor in accordance with Title 18 US Code, Section 1791, C. 87, which states:

"WHOEVER, CONTRARY TO ANY RULE OR REGULATION PROMULGATED BY THE ATTORNEY GENERAL, INTRODUCES OR ATTEMPTS TO INTRODUCE INTO OR UPON THE GROUNDS OF ANY FEDERAL PENAL OR CORRECTIONAL INSTITUTION OR TAKES OR ATTEMPTS TO TAKE OR SEND THEREFROM ANYTHING WHATSOEVER, SHALL BE IMPRISONED NOT MORE THAN TEN (10) YEARS."

Inmates are required to wear their institution green uniforms (shirt must be tucked in), institution belt, and institution boots/shoes during visitation.

Inmates must wear institution clothing when participating in the visiting program. Inmates will dress in

clean clothing that is in good repair and in good taste. **Inmates will wear institution issued footwear** in the visiting room. Hats and sunglasses are not approved for wear with the exception of religious headgear and prescription sunglasses. The only jewelry inmates are permitted to wear into the visiting room are wedding bands and religious medallions. Any other jewelry, including watches, will be secured in the inmate=s unit before leaving for the visiting room.

You will not be allowed to enter the Visiting Room without your commissary card. Failure to bring your card to the visiting room will delay your visit.

Copies of visiting regulations can also be obtained through your Correctional Counselor. These forms can be mailed to your requested visitor to ensure that they are aware of the institutional visiting regulations.

Note: Failure to follow visitation regulations may result in denial or restriction of visiting privileges through the disciplinary process.

QUARTERS RULES AND REGULATIONS

The following rules apply to all inmates and will serve as a guide by staff members to supplement Program Statements, Operations Memorandums, etc. Each inmates is expected to do her part to comply with the rules and regulations outlines below.

1. **BULLETIN BOARDS**

Items of interest are placed on the bulletin boards regularly. It is the responsibility of each inmates to read the notices posted on the bulletin boards DAILY in order to be aware of Call-Outs, policy revisions and other information. No sign-up lists or notices will be posted on the bulletin board without the Unit Manager=s approval. The bulletin boards will contain the Unit Rules and Regulations, and current memorandums from staff so inmates are aware of policy revisions and other general information. The daily call-out-change sheet is available at the officer=s station. Failure to report for call-outs or job assignments may result in disciplinary action.

2. **CORRESPONDENCE/MAIL**

All outgoing correspondence (general mail) will be sealed and placed in the appropriate depository located outside of the Administration Building. Stamps are not allowed to be received in the incoming mail. Special Mail will be sealed by the inmate and placed in the special Mail box in the rear of the Administration Building. Mail call will be conducted by the Unit Officer after the 4:00 p.m. count has cleared. Legal mail will be distributed by the Unit Staff, ordinarily the Counselor.

3. **COUNTS**

During all counts, inmates are to remain in their assigned cube or official count areas. The 4:00

p.m. and the 10:00 a.m. counts on weekends and holidays, is a standing count, which requires an inmate to stand by her cubicle door. Additionally, an emergency count and any such count ordered by the Operations Lieutenant will be a standup count. There will be no talking, movement, radio playing, etc., during counts.

4. **DRESS CODE**

Once an inmate has departed her assigned cube, she must be clothed. Dress will consist of nothing less than wearing some type of pants, shorts, shirt or robe when departing one's assigned cube. Inmates are not permitted to walk around the unit nude, braless or in underwear without a shirt, shorts or pants on unless they are wearing a robe. Additionally, footwear must also be worn. When wearing the issued uniform, pants will be worn at waist level with an issued belt also required. Shirts must be neatly tucked in before departing the housing unit, when entering all work and office areas. This will also be required when entering the Food Service and Education Departments. Inmates are responsible for maintaining acceptable standards of personal hygiene. Shower shoes may be worn in the common areas of the unit but not in the Unit Team Office area or outside the unit at any time.

During the lunch meals, Monday through Friday, inmates will wear their green institution clothing while in the dining room. During breakfast, evening meal and on weekends and holidays, inmates may wear their personally owned clothing. However, at no time will inmates wear sleeveless shirts, caps, hats, scarves (except approved religious headgear), shoes without socks, open shoes, sandals or shower shoes with their institution uniform. Clothing should be worn in a tasteful manner in accordance with FCC Coleman and BOP Policy.

5. **HOBBY CRAFT**

Inmates wishing to participate in the Hobby Craft Program will submit an Inmate Request to Staff Member to the Supervisor of Recreation, who will notify the inmate of her acceptance. Upon completion of a hobby craft item, the item will be mailed out of the institution at the inmate's expense and in accordance with posted standards. No hobby craft supplies may be brought from another institution.

6. **LIGHTS OUT/QUIET HOURS**

The unit will remain quiet at all times. No loud talking, noises, singing, or yelling will be tolerated. The unit lights will be turned out (excluded security lighting) at 10:30 p.m. And this is designated as quiet hours. Quiet hours are in effect beginning at 10:30 p.m. until 6:00 a.m. the following morning. Common Area **Lights On** time is 7:00 a.m. weekdays and 8:00 a.m. weekends and holidays.

7. **MOVEMENT**

There is open movement on the compound upon clearing the 5:00 a.m. count until work call. After 7:30 a.m. you must travel to a designated area, i.e., Health Services, Education, etc. The only exception to this rule is during the lunch period. After the 4:15 p.m. count you are permitted to move about the compound until 8:30 p.m.

8. **MUSICAL INSTRUMENTS**

No musical instrument will be permitted to be played in the unit.

9. **PERSONAL PROPERTY**

Inmates may possess and/or store only authorized articles in the living area. All inmates' personal property must be stored in the two personal lockers provided. Inmates are allowed to place one 8 x 10 picture and frame on the locker or desk. Each inmate will be responsible for her entire living area. Excess, altered, or unauthorized items will be considered contraband. These items will be confiscated and disciplinary action may follow. Inmates will not be permitted to take personal property items to work and/or the job site. Personal property is defined as the property outlined within the Institution Supplement, Inmate Personal Property.

10. **RADIOS**

Only Walkman type radios will be authorized and headphones must be used at all times. All radios will be marked with the inmate's name and register number. Radios will not be allowed on work details, including work details within the unit. Inmates will not be permitted to lend or borrow another inmate's radio. Altered radios and radios not in the owner's possession will be considered contraband and may be confiscated.

11. **RECREATION**

The recreation yard is opened after the 5:00 a.m. count has cleared until 8:30 p.m. daily, except during institution counts. Other areas of the recreation department opens at 12:30 p.m. until 8:00 p.m. The recreation areas are unauthorized areas for all inmates during their scheduled work hours. The recreation department runs intramural sports activities for the general population.

12. **ROOM/CELL ASSIGNMENTS**

Rooms will be assigned by the Unit Counselor on a daily basis. Rooms will be assigned based on institution and security needs and with seniority and disciplinary considerations.

13. **ROOM INSPECTIONS**

Each individual is responsible for cleaning her room and ensuring her room is ready for inspection once she arises in the morning. The inmates who may come under the status of idle, day off, vacation, convalescence, etc., is expected to follow the aforementioned mandate. A properly made bed will consist of an eight-inch white collar at the top and hospital corners at the foot. The beds will be made by 7:30 a.m. on weekdays and 10:00 a.m. on weekends and holidays, or prior to the inmate leaving her room. An example is posted on the bulletin board. The following are items of concern:

- a. No items will be permitted to be hung or taped on the room walls or outside the lockers.
- b. Keep all areas free of dust; i.e., window sill, locker tops, desk tops and floor, including under and behind the bed.
- c. Maintain the floor daily; i.e., sweep, mop and buff. The floors must be scrubbed and stripped on an as needed basis.
- d. Shoes are to be neatly aligned on the floor beneath the bed. Absolutely no other items are to be stored under the bed.
- e. Hooks are provided on the outside of the locker where a laundry bag, towels, wash cloth, and clothing on hangers may be hung. Absolutely nothing is to be hung on the bed railings.
- f. Religious prayer rugs will be folded neatly and stored inside the locker.
- g. Writing on the walls, floors, lockers, beds, chairs, or desks is strictly prohibited.
- h. No more than 5 books (soft/hard cover), 3 magazines, and 1 newspaper will be kept in possession of the inmate and will be stored inside the locker.
- i. Cube furnishings will not be rearranged. Beds, lockers, and the desk will remain in their designated areas.
- j. No pictures or other materials will be affixed to the walls, windows, lockers, or other areas. Family photos in good taste and a calendar (no pin-up swim suit calendars) may be displayed on the bulletin board which is mounted directly above the desk. Absolutely no pornography will be posted for display anywhere.
- k. All lights will be turned off when a cube is unoccupied.
- l. Each cube will have one assigned/numbered plastic chair for the cube. The chair must be placed against the wall when inmates are gone from their cube. The inmate must use the chair assigned to her for television viewing and table games. Defacing of any chair will subject the inmate to disciplinary action.
- m. Mattresses are to remain on the beds. Sleeping on the floor will not be permitted.
- n. Cardboard boxes of any form will be considered contraband.

A sanitation inspection will be conducted routinely by the Unit Officer and a Unit Team member. If a particular cube fails inspection, the occupant(s) may be subject to disciplinary action. A formal housing unit inspection will be conducted weekly. This inspection will be conducted Monday through Friday between the hours of 9:00 a.m. and 3:00 p.m. All areas must be ready for inspection at any time during these periods.

All inmates' personal property must be stored in one's assigned locker. The only authorized property permitted out of the lockers is one photo frame (8 x10) and a religious book (i.e., Bible, Koran). These

items are to be neatly arranged on the desk.

14. **SHOWERS**

Showers may be utilized from the hours of 5:45 a.m (provided the 5:00 a.m count is cleared). to 7:15 a.m. and 4:30 p.m. to 10:30 p.m (provided the 4:00 p.m. and 10:00 p.m. count is cleared). On Saturdays, Sundays and holidays, the showers will remain open from 6:30 a.m. until 11:30 p.m. Inmates who do not work a normal schedule (food service, recreation, night orderlies, etc.) are permitted to utilize the showers from 5:45 a.m. to 11:00 a.m. and from 1:00 p.m. to 2:30 p.m.

Regular bathing is expected of each inmate. Poor personal appearance and/or poor sanitation will not be tolerated at this institution.

All inmates will be clothed when entering and exiting the shower area and walking around the unit.

15. **TELEPHONES**

Shortly after your arrival, a Phone Access Code (PAC) will be issued along with dialing instructions. Your PAC will be issued to you in a confidential manner, and you are responsible for the security of your PAC. You should never share your PAC with another inmate, as you are personally responsible for its use, or misuse. If you feel your PAC has been compromised, you should take action to get your PAC changed through your unit team. The charge for replacement of a PAC is \$5.00

All telephones are subject to monitoring and recording, with the exception of a properly placed and authorized legal call. The telephones provided in the units are designed for direct dialing and has collect calling access. Inmates are responsible for paying the cost of their own telephone calls by purchasing I.T.S. credits through the inmate TRULINCS computer system. All telephone numbers called must be placed on your approved telephone list. Lists will be compiled through the TRULINCS system. You may have up to thirty (30) numbers on your approved list.

Inmates needing to make an unmonitored attorney telephone call will request approval from the Unit Manager by submitting AAn Inmate Request form, which shall include the name, telephone number, date and time of the requested call and indicate why other means of communication are not feasible. An inmate is responsible for expenses of inmate telephone use. Phone calls to an attorney will be made COLLECT ONLY. The inmate should ensure that his/her attorney=s phone system is set up to except collect calls.

Telephones will be available between the hours of 6:00 a.m. and 9:45 p.m. daily, with the exception of times during counts. There will be no forming of lines or congestion in the phone area as consideration should be given to other inmates who are waiting to use the phones. Use of the telephones will not interfere with work schedules, counts or other programs. It is prohibited to use an inmate telephone in any housing unit which is not your assigned living quarters.

Only one inmate telephone in the housing units will be available during work hours. P.S. 5264.07, Telephone Regulations for Inmates, dated January 31, 2002, states in part, AInmates= access to telephone will be limited...Monday through Friday, not including holidays. Inmates are expected to be at their work assignments and must not use the telephone during their work hours.≡ Policy further states, AFor inmates who work varied shifts...institutions may leave one telephone per unit available for inmates on days off, or evening shift, such as food service workers, UNICOR workers, etc.≡

Third Party/three-way calls, relaying messages from a third party via a cell phone, conference calls, use of another inmate=s PAC (Phone Access Code) to place a call, talking on the telephone during a call placed by another inmate, use of an automated forwarding service, and talking in code, are all prohibited by policy. Any of these actions, or any other conduct which interferes with the inmate telephone monitoring system, or the ability of staff to monitor inmate calls, will result in disciplinary action.

Inmates found in possession of an electronic communication device, such as a cellular telephone, phone charger, pager, two-way radio, or any other related equipment, may be charged with a violation of code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or code 199, most like code 108, and will be subject to available sanctions, if found to have committed the prohibited act.

Each inmate is responsible for the content of the call that she makes and will refrain from making threats, escape plans, profane or abusive language or in any communication in violation of state and federal laws.

LEGAL TELEPHONE CALLS

Legal telephone calls will have to be approved and arranged through your Unit Manager. Requests for legal calls must be submitted in writing via the Inmate Request to Staff Member, and given to the Unit Manager. The request will be reviewed and a final approval comes from the Unit Manager. It must be determined that other means of communication via writing or legal visits will not satisfy your need to contact your Legal Representative due to eminent deadlines, etc. Normally, calls will be made within two (2) weeks of a court hearing. Legal calls may be granted when an attorney has requested it in writing. You must pay for all legal calls.

17. **TELEVISION**

There are four designated television room in each wing. These television rooms are for the inmates assigned to that wing during their non-duty hours.

Television viewing will be by the assigned and posted schedule. During normal working hours on Monday through Thursday individuals authorized to be in the unit will be permitted to view the televisions. Television viewing will be permitted from 6:00 a.m. until 11:30 p.m. on weekdays. Television viewing will be permitted till 12:30 a.m. on weekends and holidays. No card playing or table games will be permitted in the TV rooms. The TV rooms will be closed from 7:30 a.m. to 8:30 a.m. daily; however,

additional time may be necessary due to availability of cleaning equipment. The doors of the television rooms must remain closed at all times.

18. **TOWN HALL MEETINGS**

Town hall meetings are held periodically in each unit. Announcements and changes in policies and procedures of the unit will be discussed. Inmates are encouraged to ask pertinent questions of the staff and guest speakers who are present. These questions should pertain to the Unit as a whole, rather than personal questions or problems. Personal problems will be resolved by unit staff members during regular working hours, which are posted in each unit.

19. **UNIT ACTIVITIES**

All table games may be played from 7:30 a.m. until 10:30 p.m. in the activities/recreation room. Inmates should be aware that the Unit telephones are also in the close vicinity, therefore, the noise level should remain at an acceptable level. No form of gambling will be allowed in the institution. The only inmates who will be allowed to participate in card games in their cubes are the assigned room mates. Inmates from different cells or different housing units are not permitted to enter the unit or another inmate's cube for the purpose of participating in a table game. **Unit staff are authorized to close down any activity (card games, television rooms, activity rooms, etc.), for good cause such as excessive noise or sanitation problems.**

20. **VISITING - INSTITUTION**

Visiting hours will be Saturday, Sunday and all federal holidays from 8:15 a.m. until 3:00 p.m. All rules and regulations contained within the Institution Supplement, Inmate Visiting Regulations are to be followed.

21. **VISITING - INTRA UNIT**

Visiting is prohibited between units, which also includes the other wing. Interaction between inmates of the same unit will occur in the common area. A maximum of four (4) inmates may be in a cube at one time.

22. **WASHERS AND DRYERS**

Washers and dryers are provided in each unit on a first come, first serve basis for the inmates to launder personal clothing items. No institutional clothing will be washed in the unit washing machines. The washers and dryers in the unit are available daily from 6:00 a.m. until 10:30 p.m. The laundry rooms will be closed from 7:30 a.m. to 8:30 a.m. daily for cleaning. Additional

time may be necessary due to availability of cleaning equipment. Linen exchange will be by the posted scheduled time. The irons and ironing boards in the units are available from 6:00 a.m. until 10:30 p.m. Inmates may not iron clothes in their room, maintain an iron in their room, or iron any clothes other than their own.

23. **WORK ASSIGNMENTS**

All inmates who have been cleared by the Medical Department as medically able, will be required to work on a job. These work assignments will provide an excellent opportunity for the inmate to learn skills and positive work habits. Exceptional work performance and productive participation in correctional programs may be recognized by performance pay and meritorious good time.

- a. Work assignments will be made on an individual basis by the Unit Team and will be based on institution need. The opinion of the inmate may be solicited and a work assignment may be made to an area in which the inmate is interested lay when possible.
- b. Inmates requesting a change in jobs must have been at their current job for 90 days. They must submit an Inmate Request to Staff Member form signed by the present work supervisor releasing him and the prospective supervisor accepting him.
- c. Work supervisors will recommend inmates for performance pay through their Department Heads.
- d. Correctional Counselors will obtain completed inmate work reports for use at Program Review Meetings.
- e. Inmates who have not met the educational requirements and have not received a General Equivalency Diploma (GED), may not be promoted past grade 4 pay. All inmates are encouraged to obtain their GED and to participate in other educational programs.

Inmate Accountability

A&O inmates, Unit Orderlies, Unassigned inmates, Medically Unassigned inmates, and Convalescent inmates are assigned to the unit during workdays. Unless these inmates are on call-out, they may not leave the unit without approval from the Unit Staff or Unit Officer. **All inmates are required to carry their identification card at all times. Failure to comply will result in disciplinary actions.**

THESE RULES AND REGULATIONS ARE SUBJECT TO CHANGE. BE AWARE THAT CHANGES MAY BE IN THE FORM OF A MEMORANDUM.

HEALTH SERVICES

The Health Services Unit is available for sick-call, first-aid, emergency and routine treatment, and follow-up care prescribed by the Mid-Level Practitioners, Staff Medical Officer or the Clinical Director.

INMATE CO-PAYMENT PROGRAM : Pursuant to the Federal Prisoner Health Care Co-payment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCC Coleman provide notice of the Inmate Co-payment Program for health care, effective October 3, 2005.

A. Application: The Inmate Co-payment 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 co-pay 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 service not listed in section C., below, you will be charged a \$2.00 co-pay 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:

1. Health care services based on health care staff referrals;
2. Health Care staff-approved follow-up treatment for a chronic condition;
3. Preventive health care services;
4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. 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 co-pay fee.

D. Indigency: 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 co-pay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the co-pay 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).

Sick-call - Medical sick-call sign up is from 6:30 AM to 6:50 AM, Mon, Wed, Thurs, Fri. You must present your ID card. You will be given an appointment slip with the time and date you are to return. Only emergencies and scheduled appointments will be handled at other times.

Eye examinations and requests for glasses will be handled through a sick-call appointment. Glasses, if needed, will be prescribed and ordered, delivery of eyeglasses takes about 6 - 8 weeks.

Physical Examinations - Physical examinations will be conducted on Wednesday:

New Commitment- You will be scheduled for a complete physical examination during your first 14 days at this institution, unless a physical examination has been conducted while you were in transit.

Over 50 years- You may request, via an "Inmate Request to Staff Member" form to the Health Services Administrator, a complete physical each year after attaining the age of 50. This exam will include electrocardiogram, checking for glaucoma and screening for colon cancer.

Under 50 years- You may request, via an "Inmate Request to Staff Member" form to the HSA, a complete physical exam every two years.

Release physical examination- You may request, via an "Inmate Request to Staff Member" form to the HSA, a complete physical prior to your release. Please send the request approximately 45 days prior to

your release date.

Mammogram - A baseline mammogram will be performed between the ages of 35 - 40. Additional mammograms will be performed according to the medical guidelines from the American College of Obstetric and Gynecology.

Pap smears - Pelvic examination and Pap smear will be conducted based on past medical history and current medical guidelines from the American College of Obstetric and Gynecology.

Dental sick-call - Dental sick-call is provided for patients who are experiencing emergencies. Dental emergencies are:

B Toothaches

B Swelling in the jaw or gums that is painful or distorting the face

B Traumatic wounds

B Complications from previous treatment and other conditions that, in the opinion of the examiner, require immediate attention.

Dental sick-call is Tuesday and Thursday mornings and scheduled by the detail supervisor calling the Dental Clinic to make a dental sick-call appointment for an inmate between 7:30 AM and 8:30 AM. Patients who require non-emergency dental care must submit an "Inmate Request to Staff Member" asking for their name to be placed on the cleaning and/or routine care waiting list. Routine care includes cleaning, permanent fillings and dentures.

Dental Clinic Hours at the Camp:

Tuesdays 7:30 AM - 11:30 AM

Thursdays 7:30 AM - 11:30 AM

Fridays 7:30 AM - 4:00 PM

Idle or Convalescence:

It is occasionally necessary to restrict an inmate's activities for health reasons without hospitalizing the inmate. In such cases, the inmate will be placed on "Idle" or "Convalescent" status.

1. "Idle" - An inmate must remain in her quarters except to go to meals, medication line, religious services, approved visits, medical call-outs, sick-call, clothing exchange, and commissary on the scheduled night. The inmate is prohibited from participating in any recreational activities outside her quarters. In such cases when the idle slip is marked "bed rest", the inmate is restricted to her bed for medical reasons.
2. "Convalescent" - The inmate does not participate in any work assignment, but she is not restricted to her quarters. She may not participate in activities such as handball, baseball, football, softball, basketball, weight lifting, any organized sport, or other strenuous

activity. She may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in a school program, she must attend class unless specifically excused by written statement on the "Convalescent" form.

Medical Restriction - If medically indicated, an inmate will be placed on work/athletic restriction following her initial physical examination, or upon discovery of a change in medical status (i.e., disease or injury).

Pharmacy: Medication lines are scheduled daily (seven day per week).

Medication Pill Line Schedule

Monday - Friday

6:15 AM - 6:30 AM

INSULIN: 6:15 AM - 6:30 AM

INSULIN: 2:00 PM - 2:15 PM

6:30 PM - 7:00 PM

Medication Pill Line Schedule

Weekend/Holiday

8:00 AM - 8:15 AM

INSULIN: 8:00 AM - 8:15 AM

INSULIN: 7:00 PM - 7:15 PM

6:30 PM - 7:00 PM

Non-restricted medications will be allowed to be kept by inmates, in their possession, **in their original labeled containers only**. Any medications that are found past the expiration date and/or not in the appropriate containers will be considered contraband. Medication refills may be obtained by completing a prescription refill form available at the pharmacy window. Refills may be picked up from the pharmacy Monday through Friday (excluding holidays) during the morning or afternoon pill lines. You must present your ID card before pick-up of any medication.

Hospitalization: Inmates requiring hospitalization will be referred to a community hospital as appropriate. Request for redesignation of inmates requiring non-emergency inpatient medical care or long term chronic care will be forwarded to the Medical Designator, Central Office for consideration. Visitation during an outside hospitalization is subject to approval by the Health Services Administrator, Captain, Unit Manager and Unit Manager.

Over The Counter Medications

Inmates are now required to purchase Over-The Counter medications through the commissary with their personal funds. OTC medications can be obtained on any day the commissary is open even if it is not the inmate's regularly scheduled shopping day. However, if it is not their regular shopping day, medications will be the only items the inmates are authorized to purchase. Inmates may also obtain OTC medications at sick-call if the inmate does not already have OTC medication and: A medical

provider determines the inmate has an immediate medical condition requiring treatment; or The inmate is determined to be without funds (indigent). An inmate is considered indigent if he has had an average daily trust fund balance of less than \$6.00 for the past 30 days. Inmate claiming indigent status will complete the Inmate Request For Over-The Counter Medication Form and will select 2 items per week from the list provided by the pharmacy. This form is submitted to the pharmacy where pharmacy staff will verify that the inmate is indigent.

Health Care Rights & 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 respect the basic human rights of your health care providers.

1. Right - You have the right to health care services in accordance with the procedures of this facility. Health services include medical sick-call, dental sick-call and most support services. Normal Sick-call Sign-up at this facility is held on Monday, Wednesday, Thursday, and Friday between 6:30 A.M. and 6:50 A.M. Emergency health care services are available twenty-four hours each day, and are accessed by contacting the correctional worker responsible for you. Responsibility - You have the responsibility to comply with the health care policies of this facility. You have the responsibility to follow recommended treatment plans that have been established for you by the facility's health care staff, including proper use of medications, proper diet, and following the instructions of your health care provider.

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

3. Right - You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Responsibility - You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

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

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

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

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

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

- Responsibility - You have the responsibility to keep this information confidential.
7. Right - You have the right to be examined in privacy.
Responsibility - You have the responsibility to comply with security procedures.
 8. Right - You have the right to obtain copies of certain releasable portions of your health record.
Responsibility - You have the responsibility of being familiar with the current policy to obtain these records.
 9. Right - You have the right to address any concern regarding your health care to any member of the institution staff including the physicians, the Health Services Administrator, the members of your Unit Team, the Unit Manager and the Warden
Responsibility - You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open house, or the accepted Inmate Grievance Procedures.
 10. Right - You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.
Responsibility - You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
 11. Right - You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.
Responsibility - You have the responsibility to eat healthy and not abuse or waste food or drink.
 12. Right - You have the right to request a routine physical examination, as defined by Bureau of Prisons, Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year.)
Responsibility - You have the responsibility to notify medical staff that you wish to have an examination.
 13. Right - You have the right to dental care as defined in Bureau of Prisons' policy to include preventative services, emergency care and routine care.
Responsibility - You have the responsibility to maintain your oral hygiene and health.
 14. Right - You have the right to a safe, clean and healthy environment, including smoke-free living areas.
Responsibility - You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
 15. Right - 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.
Responsibility - You have the responsibility to notify health services regarding any ill-effects that

occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

16. **Right** - You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.
Responsibility - You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

PSYCHOLOGY SERVICES:

Psychology Services at FCC Coleman Camp operates much like a community mental health center. In addition to conducting routine initial intake screens on all inmates admitted to the facility, Psychology Services staff provide crisis intervention services, brief counseling, individual and group therapy, and psycho-educational groups to inmates who are interested in these programs. Psychology Services staff conduct all psychological evaluations on inmates, whether they are requested by the Federal Courts or other Bureau of Prisons Staff. Psychology Services staff offices at FCC Coleman Camp are located next to the Correctional Counselor offices in housing Unit F-2 and housing Unit F-4.

Sexually Abusive Behavior Prevention and Intervention: An overview for offenders.

Your Right to be Safe from Sexually Abusive Behavior

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual

behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior

Here are some things you can do to protect yourself and others against sexually abusive behavior:

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What to do if you are Afraid or Feel Threatened

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted

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

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff

will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical

evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes.

There are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff.

☐ **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.

☐ **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

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

Office of the Inspector General

**P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement

during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

Counseling Programs for Victims of Sexually Abusive Behavior

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

Management Program for Assailants

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to

Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will

be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with following Prohibited Acts under the Inmate Disciplinary Policy.

Code 101/(A): Sexual Assault

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening

an inmate=s safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person=s will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person=s will, where the victim is **incapable of**

giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. **Sexual Assault with an Object**: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE**: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care providers performing body cavity searches in order to maintain security and safety within the prison).

c. **Sexual Fondling**: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are

raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate

and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Contact Offices

U.S. Department of Justice

Office of the Inspector General

950 Pennsylvania Avenue, NW Suite 4322

Washington, D.C. 20530-0001

Central Office

Federal Bureau of Prisons

320 First Street, NW

Washington, D.C. 20534

Mid-Atlantic Regional Office

10010 Junction Drive, Suite 100-N

Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor

400 State Avenue

Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor

2nd and Chestnut Streets

Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300

Dallas, Texas 75219

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099
Western Regional Office
7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568

Drug Treatment: Psychology Services offers a drug education class as well as the Non-residential Drug Abuse Program. Transitional Services are offered for inmates who have completed a Bureau of Prisons Residential Drug Abuse Program. The Drug Abuse Program staff office at FCC Coleman Camp is located directly across from the Unit Secretary's Office between housing Unit F-1 and housing Unit F-2.

Inmates who are interested in any psychology programs should submit an Inmate Request to Staff Member form. Please note that Psychology Services staff do not typically involve themselves with issues such as phone calls, transfers to other institutions, and lay-ins.

Psychology Services staff also are not able to prescribe medication. Inmates are encouraged to see the Health Services Department about medication issues.

CORRECTIONAL SYSTEMS DEPARTMENT (CSD):

The Correctional Systems Department is responsible for carrying out the duties related to the Records Office, Mail Room, and Receiving and Discharge (R&D.) The CSD is part of Shared Services at FCC Coleman. Their hours of operation are 7:30 AM to 4:00 PM, Monday through Friday. Open House is Wednesday and Friday from 11:00 AM to 12:00 PM in Camp R&D.

Records Office: An inmate's sentence is normally computed within 30 days from the date of commitment, by the Designation and Sentencing Computation Center (DSCC). Normally, the sentence computation data record will be prepared and distributed to inmates prior to classification by the Unit Team. The sentence computation data sheet is the official record of your sentence and provides a complete breakdown of your sentencing information.

Jail Time: Jail credit is controlled by Title 18 U.S.C. 3568 or 18 U.S.C. 3585 for CCA guideline sentences, which states "the Attorney General shall give any such person credit toward service of his sentence for any days spent in custody in connection with the offense or act for which sentence was imposed." Jail time must be certified by all detaining authorities having custody at the particular time.

Statutory Good Time: Statutory Good time (SAT) is controlled by Title 18 U.S.C. 4161, for offenses committed prior to November 1, 1987. The rate of SAT is determined by the length of sentence imposed.

Extra Good Time: Extra Good Time is controlled by Title 18 U.S.C. 4162, for offenses committed prior to November 1, 1987. The "projected satisfaction date" at the bottom of the sentence computation is the projected release date, giving credit for all extra good time available to earn. Extra good time is earned at the rate of 3 days per month for the first 12 months, and then at the rate of 5 days per month. All extra good time is prorated as to the number of days you are in earning status.

Good Conduct Time: Good Conduct Time is controlled by Title 18 U.S.C. 3624(b). Good Conduct Time is applied to those sentenced after November 1, 1987, and affects sentencing under Sentencing Reform Act (SEA), Violent Crime and Law Enforcement Act (VCCLEA) or Prisoner Litigation Reform Act (PLRA). Good Conduct Time is the amount of time they may be credited toward the service of a sentence on a term of imprisonment of more than one year, other than term of life. Good Conduct Time is based on the time in custody that you actually serve. Good Conduct is automatically credited at the time the sentence computation is prepared.

The "projected satisfaction date" at the bottom of the sentence computation sheet is the projected release date giving credit for all Good Conduct Time which could be credited based on the time to be actually served on the sentence.

Violent Crime Control & Law Enforcement Act of 1994 (VCCLEA) Sentences: Sentences with an offense date between September 13, 1994 and April 25, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If any exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied towards the projected release date. Credit toward the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit will be awarded 15 days after the end of each year of the sentence, with credit for the last year or portion of a year prorated and credited within the last six weeks of the sentence.

Prison Litigation Reform Act of 1995 (PLRA): Sentences with an offense date beginning April 26, 1996, shall have GCT awarded based upon exemplary compliance with institutional disciplinary regulations. If an exemplary conduct is not maintained, no credit or a lesser GCT credit will be applied towards the projected release date. Credit towards the sentence shall not be vested unless the prisoner has earned or is making satisfactory progress toward a high school diploma or an equivalent degree. Credit that has not been earned may not later be granted. Credit awarded toward a sentence shall vest on the date the prisoner is released from custody.

US vs. GONZALEZ: Based upon the recent decision of the Supreme Court, sentences pertaining to the application of the firearm penalty provisions under 18:USX9249(c)(1) will be systematically reviewed for accuracy and recomputed when required. Essentially, the change dictates that the firearms charge will be served as the Court orders, rather than serving the mandatory 5 year term prior to any other term. The review will be performed whenever a prisoner is transferred to another institution or upon the request of the inmate to the Records Office.

The Records Office is also responsible for documenting the receipt of detainers and assisting inmates in connection with procedures under the Interstate Agreement on Detainers Act. When a detainer is received, the notice of untried indictment, information, or complaint and the right to request disposition will be prepared. Inmates will be scheduled to come to the Records Office for information and/or instructions on legal rights and proceedings. Procedures under the Interstate Agreement on Detainer Act apply only to untried indictments, information, or complaints. State parole violators or probation violators are not covered under these provisions.

If you have questions concerning your sentence computation, detainer, writs, mail or personal property, you may go to the Camp R&D between the hours of 11:00 AM and 12:30 PM on Wednesdays and Fridays, (Open House Hours.)

Mail Room: The Mail Room processes all incoming/outgoing mail Monday - Friday. Mail is not

processed on weekends or Holidays. If a private carrier delivers mail on the weekend or a holiday, it is not processed until the next working day. It will be held for the mail room officer to process.

General and Special/Legal mail depositories are located by the compound entrance to the administration building. All outgoing general mail will be unsealed and placed in the appropriate depository. All mail addressed to the President and Vice President of the United States, the US Department of Justice, the Bureau of Prisons, Attorneys, Surgeon General, US Public Health Service, Secretary of the Army, Navy, or Air Force, US Courts, US Probation Officers, Members of the United States Congress, Embassies and Consulates, Governors, State Attorney Generals, Directors of the State Department of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probations Commissions, State Legislators, State Courts, State Probation Officers, other Federal/State Law Enforcement Officers, Attorneys and Representatives of the News Media, is to be placed in the depository marked "Special Mail." Any mail placed in this depository should be clearly marked as Special/Legal Mail.

You are cautioned that you are totally responsible for all the contents of your letters through prisoner's mail box. Any violation of postal laws could result in charges against you.

Mail Room staff will collect all outgoing general mail from the depositories at 7:30 AM, Monday - Friday, excluding holidays. All mail must have a return address, including the following: Name, register number, unit assignment, and Federal Correctional Complex-Camp, PO Box 1027, Coleman, Florida, 33521-1027. Mail not properly identified will not be processed and will be returned to sender for completion.

All incoming mail will be opened and checked for contraband by staff. Legal/ Special Mail which will be opened in your presence is mail from the President and Vice President of the United States, Attorneys, Embassies and Consulates, the US Department of Justice (excluding the Bureau of Prisons but including the US Attorney=s) other Federal Law Enforcement Offices, State Attorney Generals, Governors, US Courts (including US Probation Officers,) and State Courts, when the sender has been adequately identified on the envelope and the front of the envelope has been marked "Special Mail - Open only in the presence of the inmate" (or similar Language.) It is the responsibility of the inmate to advise any attorney of this procedure. If not properly marked and identified as special mail, correspondence will be treated as general correspondence and opened and inspected.

Clearly identified mail from the chambers of a judge and from a member of the United States Congress will not require the special mail marking, but will be processed as "Special Mail" and opened in the presence of the inmate.

Incoming or outgoing mail may be rejected for any of the following reasons:

- 1) Any material which would violate postal regulations (e.g., obscene, lewd, or vulgar statements, threats of blackmail, contraband, or indications of escape).
- 2) Discussion of criminal activities.
- 3) Letters containing codes or other attempts to circumvent mail regulations.
- 4) Inmates cannot engage in any type of business and will be sanctioned for doing so.

5) Retention of any magazine or literature of a sexually explicit nature will not be allowed.

Outgoing Packages: Outgoing inmate packages, except hobby craft items, will be processed by Unit Management Staff. Inmates wishing to mail personal property/packages must bring the unsealed package and the Request-Authorization to Mail Inmate Package to her Correctional Counselor for mail preparation. Postage stamps required for mailing packages must be provided by the inmate. Upon completion for mailing, the Correctional Counselor will deliver the Request Authorization to Mail Inmate Package and the package to R&D. Hobby craft packages will be processed for mailing by the Recreation Supervisor.

Incoming Publications: You may make arrangements to purchase newspapers or magazines or one of your correspondents may submit a subscription on your behalf. You may receive hardcover books and newspapers only from the publisher, book club, or from a bookstore. You may receive soft cover material, paperback books, magazines, and newspaper clippings from any source. You should speak with your Correctional Counselor to ascertain whether an individual issue or a publication is likely to be approved. You can maintain not more than 5 books, 3 magazines or 1 newspaper in your possession at one time.

Correspondence: With some exceptions, you may write to anyone you choose. You may not write to inmates in State institutions, unless you have received approval from the Wardens of both institutions. Inmates may correspond with inmates in other Federal institutions with the approval of Unit Managers at each institution. A copy of this approval must be on file in the mailroom in order for you to receive your correspondence.

There is no limit as to the number or length of letters that you write or receive, but it is expected that you will protect this privilege by keeping them to a reasonable amount. You may send correspondence by first class, priority, fourth class, registered, certified, or insured mail, and may request a return receipt by placing the required postage stamps on same. Postage stamps, in different denominations, can be purchased through the inmate commissary. You will receive a notice regarding all rejected mail.

Receiving and Discharge (R&D): All commitments and discharges are processed in R&D. Photographs and fingerprints are taken for Bureau of Prisons and FBI use. All intake/discharge papers are completed in R&D. Upon commitment to this institution, a personal ID card will be issued to you. This must be produced when making a purchase from the commissary. A fee of \$5.00 will be charged for replacement of a lost ID card, which will be issued when staff time permits. You will also be required to carry this card any time you are outside of your housing unit and to produce it to institution staff upon request.

You may address any concerns regarding R&D during Open House hours on Wednesdays and Fridays, 11:00 AM - 12:00 PM, in Camp R&D.

UNIT TEAM, CLASSIFICATION AND PROGRAM REVIEW:

The Unit Team is comprised of the Unit Manager, Case Manager, Correctional Counselor. They work closely with the Unit Officers, Psychology, Education, and other departments in the institution. Inmates will receive an orientation from their Unit Team shortly after arrival at FCC Coleman Camp. Inmates arriving at FCC Coleman Camp as their initial commitment or who transferred from another Federal institution, will meet with their Unit Team for initial classification within 30 days of arrival.

Parole, Mandatory Release and/or Supervised Release Violators will meet with their Unit Team within 14 days. In either case, the inmate's last name will be placed on the call-out, which will indicate the time and date of this meeting. At Initial Classification, program goals will be established and other pertinent information, as it relates to the inmate's particular case, will be discussed.

During Initial Classification, inmates are required to develop a payment plan concerning any court-imposed financial obligation. The Unit Team will discuss the various payment plans which are acceptable. Failure to follow the plan developed may result in the loss of numerous privileges, including Community Corrections Center placement or furlough participation and pay limitations for institutional work assignments.

After initial classification, inmates will meet formally with the Unit Team every 180 days for scheduled Program Reviews until they are within one year of their release date. Inmates with less than one year remaining will meet formally with the Unit Team every 90 days for scheduled Program Reviews. At scheduled Program Reviews, updates will be recorded as to the progress an inmate has made since arrival. When inmates are 11-13 months from their release date, they will be evaluated for a Community Corrections Center placement. The recommendation made by the Unit Team will be based upon the specific need each inmate has for placement, their work skills, and their release residence, etc.

Escorted Trips: Bedside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. Your Unit Team will review your case history at the time of request for the crisis furlough and provide a recommendation regarding the request. The Warden will make a final decision regarding a bedside visit or funeral trip, dependent upon your custody classification, current events, past record, and adjustment while at the facility. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

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, 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, weapon enhancements, or extensive drug involvement will not be granted furloughs.

The Bureau has a furlough program for inmates who have Community Custody and have two (2) years or less from their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

Visits to dying members of the immediate family.

Attendance at funeral of immediate family member.
Obtaining medical services not otherwise available.

Contacting prospective employers.

Establishing or re-establishing family or communities.

Transferring directly to another institution.

Participating in selected educational, social, civic, religious and recreational activities which will facilitate release transition.

Any other significant reason consistent with the public interest.

Inmates may be eligible for a Family-Ties furlough and a Release Planning Furlough if they meet the criteria delineated within the Program Statement and Institution Supplement on furloughs. Inmates are encouraged to review these documents in the law library if they have any questions regarding the eligibility criteria or direct their questions to their Correctional Counselor. The Correctional Counselor is responsible for processing these types of furloughs.

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and residential re-entry center (halfway house) placement will be considered.

Residential Re-Entry Center: BOP contracts with organizations in the community to provide pre-release services for inmates nearing release. These "half-way houses" have been very successful, so it is anticipated that all inmates who need to participate in a RRC program will be evaluated for placement. The RRC program emphasizes responsibility, steady employment, counseling activities, and a gradual reintegration into the community.

Mothers and Infants Together (MINT) Program: MINT is an alternative residential program that promotes bonding and parenting skills for low risk female inmates who are pregnant. The inmate is placed in the program for two months prior to delivery and remains there for three months after delivery. Prior to birth, the mother must make arrangements for a custodian to take care of the child. The person taking custody of the child is also asked to be responsible for medical care costs beyond three days after birth. The Bureau provides for the child's medical expenses for the first three days after routine vaginal birth or up to seven days for a Cesarean section. Upon completion of the MINT Program, the inmate shall then be returned to an institution to complete her sentence.

ADMINISTRATIVE REMEDY:

The Bureau of Prisons has a formal complaint system referred to as the Administrative Remedy System. Inmates having a complaint which cannot be resolved informally should see their counselor for an ADMINISTRATIVE REMEDY FORM (BP 9). After the complaint has been discussed, and if the complaint cannot be resolved with a Unit staff member, inmates may fill out the form and turn it into their counselor. A department head will investigate the complaint and recommend a proper response to the Warden. The Warden will prepare the final reply and return copies of the form. If an inmate wishes to appeal the Warden's response, she may do so on a BP-10 to the Regional Director. All Discipline Hearing Officers appeals are filed directly on the BP-10 form to the Regional Director. Inmates may appeal further to the Office of General Counsel, Bureau of Prisons, Washington, D.C., via

a BP-11, if dissatisfied with the BP-10 response.

Unit staff will explain the Administrative Remedy System and answer any questions about these procedures.

FOOD SERVICE:

Meals are served cafeteria style at FCC Coleman Camp. Food is becoming a national and international concern; inmates should do their part to control waste.

There are two serving lines. When an inmate arrives at the dining hall, she is expected to go to the rear of a line and wait her turn. "Jumping in Line" is a discourteous practice and will not be tolerated at this institution.

At no time will any type of food be taken out of Food Service. At no time will an inmate be permitted to eat from behind the line.

Food with pork or pork derivatives are of concern to some inmates. These items are identified on the menu board by an "X" and on the menu by an asterisk(*).

Due to space and time limitations for meals, inmates are encouraged to complete the meal within twenty minutes and leave the dining area, as the tables and seats are needed for others.

Inmates will be dressed in complete institution issued uniforms (i.e. green pants, t-shirt, and/or green work shirts, institution belt, work shoes) during the serving of the lunch meal on weekdays, Monday through Friday. All t-shirts will be tucked in, as will green shirttail shirts (i.e. green tapered shirts). Only green box shirts may be untucked in the dining room during the lunch meals. Inmates are permitted to wear sweat pants, shorts, sweat shirts, tennis shoes, and topsides during the breakfast, dinner, weekend, and holiday meals.

Inmates assigned to a Food Service work detail will wear the white Food Service uniform to include pants, t-shirt, work shirt, and appropriate foot wear. Shirts will be tucked in while working in Food Service.

General Food Service Rules and Regulations:

1. No beverage containers are permitted in the Dining Room at any time.
2. Dishes, eating utensils, salt and pepper shakers, sugar containers, etc., are not to be removed from the Dining Room.
3. Do not trade or pass items on the serving line.
4. Do not save a table or chair for a friend.
5. No sunglasses will be worn inside the Dining Room.
6. Only authorized religious headgear is permitted to be worn in the Dining Room.
7. No open toe shoes are permitted in the Dining Room at any time.
8. Dress must be appropriate and clothes must be in good repair.
9. Socks must be worn with shoes at all times in the Dining Room.

Meals are served at the following times:

General Population (Monday - Friday)

Breakfast 6:00 AM - 7:00AM
Lunch 10:30 AM - 11:30 AM
Dinner 4:30 PM - 5:30 PM

Weekends and Holidays:

Coffee Hours 7:00 AM - 8:00 AM
Brunch 10:45 AM - 11:45 Noon
Dinner 4:30 PM - 5:30 PM

BUSINESS OFFICE:

Commissary: The Commissary, located adjacent to the dining area, is operated for the benefit of inmates. Inmates having funds in their accounts will be permitted to spend up to \$275.00 per month for a variety of articles including candy, cookies, ice cream, instant coffee, fresh fruit, toiletries, and tobacco. These articles may be kept in your room in reasonable amounts. The monthly spending limitation will only be revalidated as follows: last digit odd numbers will be revalidated on the 1st of the month; and last digit even numbers will be revalidated on the 15th of the month.

Shopping lists with prices subject to change are available at the Commissary. These lists are completed prior to shopping and verbal orders are not accepted after your list has been turned in to the Commissary staff. No shopping bags are provided. You are encouraged to use the mesh laundry bag provided to you.

Inmates need to submit an Inmate Request to Staff Member form (cop-out) to the commissary committee if they are requesting to have additional items added to the Commissary. The Commissary Staff meet periodically to review items for sale and to suggest additions and/or deletions to the existing stock.

Note: Borrowing or receiving commissary items from anyone is not permitted.

The Commissary will be open for sale as follows:

Monday - Thursday

1:00 PM - 3:00 PM General Sales
4:30 PM - 8:30 PM General Sales

Shopping Days:

Monday - Thursday.

Inmate Register Number shopping schedule will rotate quarterly. The current shopping schedule is posted on the commissary bulletin board.

Last call for the commissary will be announced at 7:00 PM . The commissary will stop accepting commissary lists fifteen minutes after the announcement has been made.

Anyone not responding after their name has been called three times will forfeit their turn to shop until

the next week.

All account balances can be checked from the AIMS machine located outside the commissary. A personal identification number (PIN) will be issued to you for access to this machine.

Special Purchase Order (SPO) Sales will be on your shopping day.

The commissary sales unit will remain open for thirty minutes after the announcement of last call. All inmates in line at this time will be served.

Stamp Limit: You are not permitted to have more than 60 postage stamps at any time. Excessive stamps found on your person or in your living quarters can result in disciplinary measures.

Withdrawals from Inmate Accounts: Inmates can have funds withdrawn from their account for tithes, community contributions, child support, bill payment, etc.. An inmate must request a BP-199 (Form 24) from their Correctional Counselor and then complete the form in the Correctional Counselor's presence. This completed form is then presented to the appropriate supervisor for an authorization approval signature. Your Correctional Counselor will then ensure the form is routed to the Business Office for processing. The requested money is scheduled out from your account and a government check (payable to your designee) will be issued from the U.S. Government's disbursing office. Inmates can not send money or receive money from other Federal inmates without prior written approval of both Wardens.

Centralized Inmate Collection Program: To receive funds at the institution, your family and friends may send a money order, U.S. Treasury, state and/or local government checks, and any foreign negotiable instruments payable in U.S. Currency. This should be addressed to the following:

Federal Bureau of Prisons
Inmate Name (Committed Name - no nicknames)
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001

Instruct them to have your name and register number printed on all money orders; U.S. Treasury, state and/or local government checks, and any foreign negotiable instruments payable in U.S. Currency. Instruct them that their name and return address must appear in the upper left hand corner of the envelope to ensure that their funds can be returned to them in the event that they cannot be posted to the inmate's account. Instruct them NOT to enclose personal checks, letters, pictures or any other items in the envelope. Once the money has been posted to the inmate's account, you will receive an Inmate Transaction Receipt through the mail.

Western Union Quick Collect Form Instructions: Inmate's families and friends may now send inmate funds through Western Union Quick Collect Program. They should be instructed that the APay to field should read AFederal Bureau of Prisons and the field labeled ASender's account number with company should contain the Inmate Register Number and Inmate Committed Name.

1. At an agent location with cash: The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent they may call 1-800-325-6000 or go to www.westunion.com

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

3. ONLINE using a credit/debit card: The inmate=s family may go to www.westernunion.com

1. Select Bill Payment
2. Select Quick Collect

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

1. Inmate Register Number
2. Inmate Name
3. City Code: FBOP
4. State Code DC

TRULINCS ELECTRONIC MAIL PILOT PROGRAM:

This program is to provide inmates with an alternatives means of written communication with the public. Inmates who wish to participate in the TRULINCS program must sign an Inmate Agreement for Participation in TRULINCS Pilot Program and review a copy of the institution supplement, Trust Fund Limited Inmate Communication System (TRULINCS). Inmates participating in this program will not have access to the internet. All incoming and outgoing electronic messages with be monitored by Bureau staff. Every time the inmate accesses the system, they will be notified of the monitoring.

To exchange electronic messages with a person in the community, inmates must place that person on the inmate=s electronic message contact list. Once approved by staff, the inmate can exchange electronic messages with that person. Once a message is sent to a person in the community, they will be notified that the electronic message is from a federal prisoner and they must approve or refuse the request. Once approved, that person will be added to the inmate=s electronic message contact list. The person will be notified that by approving the electronic message, they consent to Bureau staff monitoring and agrees to comply with all Program rules and procedures.

Rejection of Electronic Messages: Electronic messages may be rejected for reasons which include, but are not limited to, the following:

- 1) The content of the electronic message jeopardizes the safety, security, or orderly operation of the correctional facility, or the protection of the public; or
- 2) The electronic message otherwise violates the established parameters of the Program.

When an electronic message is rejected, the sender will be notified that their electronic message will not be delivered and the reason(s) for the rejection. The recipient will not be notified of the rejection. Electronic messages which may be rejected by the CEO include, but are not limited to, electronic messages which contain the following:

- Messages which cannot be transmitted under law;
- Messages which depict, describe, or encourage activities which may lead to the use of

physical violence or group disruption;

- Information of escape plots, or plans to commit illegal activities, or to violate Bureau rules or institution guidelines;
- Direction of an inmate=s business, unless the inmate is a pre-trial detainee;
- Threats, extortion, obscenity or gratuitous profanity;
- A code; or
- Sexually explicit material which by its nature or content poses a threat to an individual=s personal safety or security or to institution good order.

System/Message Controls:

1) The maximum number of consecutive minutes an inmate may use a mail station is 30 minutes. The interval between sessions is 15 minutes.

2) Inmates may only have 20 active contacts on their contact list.

3) Messages may not contain attachments.

4) Messages may not exceed 4,000 characters.

5) Inmate to inmate communication may be allowed after the appropriate approval has been granted.

6) Inmates will be able to access their incoming, outgoing, draft, deleted, and rejected messages for 10 days. Messages 10 days old will automatically be purged by the system.

7) After three consecutive failed attempts to access the system, the inmate=s account will be locked and the System Administrator must unlock the count. Inmates must request in writing to the Trust Fund Supervisor that their account be unlocked.

Cost: Inmates will be charged \$.05 per minute for TRULINCS service. Time sessions can be purchased in the following minute increments: 40, 100, 200, 300 and 600. If an inmate wishes to print their messages, they will be charged three minutes (\$.15) per each printed page.

Hours of Operation: Inmates can utilize TRULINCS during the hours of 6:00 a.m. until 11:30 p.m. daily.

If an inmate is found in violation of any laws or Bureau of Prisons=s policy while using TRULINCS, the inmate is subject to disciplinary actions and/or criminal prosecution.

CLOTHING ISSUE:

Clothing issued from the Clothing/Laundry Room will be issued Clothing/Laundry Room supervisor. All clothing issued will be based on need and selected by the Clothing Room staff. Issued clothing is not to be personally altered in any way and must be returned to the Clothing/Laundry Room when the clothing is no longer needed.

Clothing issue hours of operations are as follows:

Monday - Friday

6:00 AM - 7:30 AM

11:00 AM - 12:30 PM

A. Daily Service: In their numbered laundry bag, inmate's must place Whites (T-Shirts, undershorts, socks, etc.) in the laundry cart marked "Whites" and their uniform (pants and shirts) in the laundry cart marked "Pants and Shirts." Numbered laundry bags may be picked up from assigned clothing bins between the hours of 11:00 AM and 12:30 PM. To obtain replacement clothing, repairs, or alterations, a "Request to Staff Member" form must be submitted to the Clothing Issue Officer.

B. Weekly Service: Sheets and pillowcases may be exchanged on a one-for-one basis, once a week. Linen exchange will be from 6:00 AM to 7:30 AM, Monday through Friday. No exchange will take place at any other time. The schedule for exchange will be posted inside the units and clothing issue department.

If a holiday falls on a particular unit's linen exchange day, linens will be exchanged on the workday preceding the holiday.

The Clothing Issue Department will not provide services for an inmates personal property. Washers and dryers are provided in each housing unit for personal clothing and for those inmates who do not wish to use the institution Clothing Issue Department services. The unit washers and dryers are not intended for bulky items (tennis shoes, blankets, etc.). These type of items will damage the machines. You are responsible for securing your personal property when utilizing the unit laundry rooms.

EDUCATION:

The Education Department here at FCC Coleman Camp is under the direct supervision of the Supervisor of Education. The Department offers a wide variety of academic, social and vocational training programs. These programs allow students to pursue training career options and lifestyle enhancement that will benefit participants in various areas of their lives while incarcerated and upon release.

The following programs are available:

Literacy Program: The Adult Basic Education Program is provided for inmates who do not have a high school diploma or a General Equivalency Diploma (GED). This is a mandatory class and is designed to meet the specific needs of all inmates by using individualized instruction. Various audio visual materials are utilized including VCR monitors, audio cassettes and computer assisted instruction. The Adult Basic Education classes are offered in both English and Spanish.

English as a Second Language (ESL): Non-native speakers of English will receive an interview upon entry into the institution for needs assessment. They will then be assigned to an English as a Second Language class. These classes are also individualized and focus on reaching proficiency in speaking and reading the English language. Completion time for these programs are contingent upon the student and her active participation.

If you are sentenced under VCCLEA or PLRA:

X You must have a high school diploma, or be enrolled in, making satisfactory progress in the GED

- program, in order to vest your good conduct time.
- X Inmates who are exempt from attending GED class based on a deportation detainer, must enroll in GED or ESL in order to receive their good conduct time.
 - X Inmates who have completed mandatory period of enrollment must remain enrolled, or re-enroll to vest their good conduct time.
 - X Inmates found guilty of incident report related to their literacy program enrollment, will be changed to GED UNSATISFACTORY PROGRESS, and will not vest their good conduct time.
 - X Following assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Vocational Training: These programs are offered to provide specific skills which will enhance

employment opportunities upon release to the community. Programs will be designed to meet the changing needs of the community work force. For example: Business Education (Computer Training), Culinary Arts, Home Health Care, Typing, Baking, Heating/Air Conditioning, Landscaping, and Electrical.

Adult Continuing Education: The purpose of the Adult Continuing Education Program is to offer classes which will enhance an inmate's job skills, general knowledge and life skills. These classes are generally held during the afternoon and evening hours.

Parenting Program: The Parenting Program was established to provide parents information and counseling through directed classes on how to enhance their relationship with their children even while incarcerated. A specific area in the visiting room is set aside for inmates to "practice" skills learned in the classroom while their children visit.

Law and Leisure Library: The Law and Leisure library will be open from 12:30 PM - 8:00 PM, Monday through Friday and 7:30 AM - 3:30 PM on Saturday, AND 12:00 PM - 3:30 PM on Sunday. Typewriters and photocopiers are available in the department and inmates with LEGAL work will have priority. Leisure books may be checked out of the library. Newspapers and magazines must remain in the leisure reading area and legal books must be requested for use in the library only and cannot be checked out.

Copies of legal documents can be made in the Education Department (library) at \$.12 per page.

RECREATION:

The Recreation Department consists of a Supervisor of Recreation, Assistant Supervisor of Recreation, and one Recreation Specialist. It is the goal of the Recreation Department to make available as many programs as possible in order that the inmate population may practice healthful living techniques and enjoy participating with others in structured sporting and gaming events. The recreation program consists of several recreation facilities, intramural programs, wellness classes, and varsity sports programs. The following is an overview of the Recreation Department and its available programs.

Hours of Operation:

WEEKDAYS

WEEKENDS/HOLIDAYS

Recreation Yard:

5:30 AM - 10:30 AM	7:00 AM - 9:30 AM
11:00 AM - 3:30 PM	11:00 AM - 3:30 PM
4:30 PM - 8:30 PM	4:30 PM - 8:30 PM

Hobby Craft Center:

WEEKDAYS/WEEKENDS/HOLIDAYS

12:30 PM - 3:30 PM
4:30 PM - 8:30 PM

Leisure Center:

WEEKDAYS/WEEKENDS/HOLIDAYS

7:00 AM - 9:30 AM
11:00 AM - 3:30 PM
4:30 PM - 8:00 PM

Recreation Department Facilities:

Recreation Yard:

- (1) Basketball Court
- (1) Bocce Court
- (1) Handball/Racquetball Courts
- (2) Horseshoe Pits
- (1) Softball Field
- (1) Jogging Track/Flag Football/Soccer Field

Leisure Center:

Hobby Craft: The Hobby Craft Center consists of an Art Room, billiards and table top games.

The Leisure Center is set up with tables and chairs and a variety of games such as Backgammon, cards, Checkers, Chess, Dominoes, Risk, Scrabble, and Uno. Table games include Billiards and Shuffleboard.

Recreation Programs:

Leagues: Leagues involving physical abilities will be organized, with awards given to the first and second place finishers for all leagues sponsored by the Recreation Department.

- League A: Will be a competitive league.
- League B: Will be an intermediate league.
- League C: Will be an "over 35" league.

Varsity Programs: Varsity Teams will be developed and chosen by try-outs. The Recreation Department will sponsor varsity teams for Basketball, Softball, Soccer, and Volleyball.

Classes: The Recreation Department will be offering classes in the following areas:

<u>Hobbycraft</u>	<u>Music</u>	<u>Physical Education</u>
Art	Piano	Wellness
Crochet		Wellness Library
		Referee/Umpire

Holiday Activities: Throughout the calendar year, the Recreation Department will sponsor contests and tournaments on all recognized Federal Holidays. Sodas will be awarded as prizes for first and second place winners. Each and every inmate is eligible and invited to participate in the scheduled activities. Holiday activity schedules will be posted on all unit bulletin boards prior to the events commencing. Participants are encouraged to sign-up the day of the event, during the time announced for all holiday activities.

Recognized Federal Holidays are:

New Years Day	Labor Day
Martin Luther King's Day	Columbus Day
President's Day	Veterans Day
Memorial Day	Thanksgiving
Independence Day	Christmas

GENERAL RULES FOR RECREATION:

- Steel-Toes shoes are required when working with equipment.
- No Food Service clothing is allowed in the Recreation Areas.
- T-Shirts are required at all times.
- I.D.'s are required when checking out equipment and tools.
- No unauthorized inmates permitted in the Hobbycraft and Music Rooms

RELIGIOUS PROGRAMS:

The Religious Service Department provides a full pastoral ministry to inmates of faith groups which includes opportunities for their public and private worship on Fridays, Saturdays, and Sundays and other such holy days as are appropriate within each faith group.

There are facilities for worship services, prayer and study areas, and a religious library.

There are full-time Chaplains available to provide for the spiritual needs of the inmates. Religious programming includes worship, prayer, and study of various religious expressions, as well as counseling and spiritual guidance. Schedules of religious services are available at the Chapel. Attendance at

religious activities is open to all.

Visitations are conducted throughout the institution and individual /group counseling is provided to those inmates in need of spiritual counseling, crisis intervention, etc. The counseling includes inmates referred for individual and/or group pastoral care by their Unit Team.

Periodically, the Department arranges for community volunteers of various religious faith to worship with you. The Chaplain will assist individuals needing religious books, publications, or other religious materials from the outside. However, you must comply with institution rules regarding receiving and storing of personal property. The Chaplains have a list of various items for all faiths which can be purchased through an Special Purchase Order (SPO).

Information regarding religious dietary restrictions (i.e. Religious Diet Program) is obtained from the Chaplain.

If an inmate wishes to change her religious preference, she will be referred to the Chaplain to fill out the required form. The Chaplains will make the requested status change.

Hours of Worship:

Sunday 8:00 AM Protestant Worship
Sunday 12:30 PM Catholic Mass

Friday 12:30 PM Jumah Prayer
Friday 6:00 PM Jewish Sabbath
Saturday 1:00 PM Jehovah=s Witness

Chaplaincy Hours:

Sunday 8:00 AM - 9:00 AM
Monday 4:15 PM - 5:45 PM
Tuesday 4:15 PM - 5:45 PM
Wednesday 11:00 AM - 12:00 PM
Thursday 4:15 PM - 5:45 PM
Friday 5:00 PM - 8:00 PM
Saturday 1:00 PM - 3:30 PM

The Chaplains are available to assist inmates in their spiritual development through informal visits to the chapel area or through a scheduled appointment.

Religious Head Wear: Scarves and headwraps (hijabs) are appropriate for female inmates who have identified a religious SENTRY preference of Muslim, Jewish, Native American, Rastafarian, and those of the orthodox Christian tradition. The following is the only authorized head wear permitted at this institution:

<u>Religion</u>	<u>Type</u>	<u>Color</u>
Jewish	scarf	black or off-white
MST of A	scarf	black or off-white
Muslim	hijab	black or off-white
Nation of Islam	scarf	black or off-white
Rastafarian	scarf	black or off-white
Orthodox Christian	scarf	black or off-white

Native American headband multi-colored

Inmates are authorized three scarves or head wear. Religious head wear will be worn according to the proscriptions of that faith.

Marriage: If it is the intention of the inmate to get married while incarcerated, discuss any marriage request first with Unit Staff and/or the Chaplain who will explain the procedure. All expenses of the marriage will be paid by the inmate, the intended spouse, your family, or other appropriate source approved by the Warden. U.S.

Government funds may not be used for marriage expenses. The Chaplain can discuss marriage issues while incarcerated with the inmate and intended spouse.

SAFETY DEPARTMENT:

Hazard Communication Program:

In 1983 the Occupational Safety and Health Administration issued a standard entitled "Hazard Communication" (29 CFR 1910.1200). This regulation states the minimum standards to which an employer must adhere for communicating to employees information about chemical related hazards in the workplace. Hazard Communication is better known as the "Right-to-Know Law". This simply means that an employee has the right to know the potential hazards of any chemicals in the work place.

The Hazard Communication Program for the Bureau of Prisons will apply to all departments using hazardous materials as part of a manufacturing process, maintenance operations, projects and daily operations within a department.

Material Safety Data Sheets:

It shall be the responsibility of each department using an identified hazardous material to obtain and maintain the material safety data sheets in an area which will be readily accessible to staff and inmates when they are in their work areas. The MSDS will be maintained in the safety department and updated as needed. An annual review of the MSDS master file shall be conducted by Safety Staff to ensure that it is current and documentation of the review will be maintained in the MSDS master file.

Uniform Basic Safety Regulation:

Inmate Training:

All staff and inmates will be provided a safe work area, proper equipment with which to work, and detailed instruction in the safe way to accomplish work. Each inmate will sign a BP-169 regarding the basic safety rules and regulations. A copy of the signed form will be placed in the inmate's central file.

Initial Job Orientation Training:

Each inmate will receive familiarization training upon initial job assignment and monthly training will be given on safety topics relevant to the work by the supervisor. The goal of these sessions is heightened safety awareness. These sessions should cover work being performed, machinery, and tools of the speciality. These sessions are not intended to replace initial or continuous training, but to

increase job efficiency through injury reduction. The BP-182 form or local equivalency may be used to document the monthly training. Originals are to be forwarded to the Safety Department monthly.

INMATE COMPENSATION AND HANDBOOK:

Regulation Governing Inmate Accident Compensation Procedures.

These Regulations are published in 28 CFR Section 301-101 through 301.319. Pursuant to the authority granted at 18 U.S.C. 4126, the procedures set forth in this part govern the payment of accident compensation, necessitated as the result of work-related injuries, to Federal prison inmates. Compensation may be awarded via two separate and distinct programs. A physical must be completed 45 days prior to release or 45 days after release to be paid by injured party.

A. Inmate Accident Compensation may be awarded to former Federal inmates or their dependents for physical impairment or death resulting from injuries sustained while performing work assignments in the Federal Prison Industries, Inc., in institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities.

B. Lost-time wages may be awarded to inmates in Federal Prison Industries, Inc., paid institutional work assignments involving the operation or maintenance of a federal correctional facility, or in approved work assignments for other federal entities for work-related injuries resulting in lost time from the work assignments.

Medical Attention: Whenever an inmate is injured while in the performance of an assigned duty, regardless of the extent of the injury, the inmate shall immediately report the injury to his official work detail supervisor.

Investigation and Report of Injury: The work detail supervisor shall complete an Inmate Injury Report (BP-140), on all injuries reported by the inmate, as well as injuries observed by staff. Staff will then forward the original and remaining copies of the injury report to the institution Safety Manager for review.

Lost Time Wages: The institution Safety Manager shall present the BP-140 to the Institution Safety Committee at the Committee's next regularly scheduled meeting. The Safety Committee shall make a determination if the injury is work related.

Fire Drills: Fire drills can be announced at any time. Leave the unit immediately by the nearest exit when the fire alarm sounds. You will be instructed to get in a line by the Food Service Department to be counted. You will remain there until further instructions are provided by a staff member. Do not return to the unit until you are given instructions to do so by a staff member.

Fire Prevention: Fire prevention and Safety is the responsibility of every individual. Piles of trash or rags in closed areas, combustible materials, items hanging from fixtures or electrical receptacles, and other hazards are not tolerated. You must exercise care and cooperation in the prevention of fires for the safety of every individual.

Fire Safety: You are required to report fires to the nearest staff member so property and lives can be protected. Fire inspections are conducted regularly in each building by qualified personnel. Fire safety equipment is provided within the buildings. Know where the equipment is located and become familiar with proper fire safety procedures.

INMATE RIGHTS AND RESPONSIBILITIES:

RIGHTS:

- A. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
- B. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
- C. You have the right to freedom of religious affiliation and voluntary religious worship.
- D. You have the right to health care, which includes nutritious meals, proper bedding and clothing and laundry facilities to ensure the cleanliness of your bedding and clothing, opportunity to shower regularly, proper ventilation for warmth and fresh air, an opportunity to exercise regularly, personal hygiene articles and necessary medical and dental treatment.
- E. You have right to visit and correspond with family members and friends. You also have the right to correspond with members of the media in keeping with BOP and institution rules and regulations.
- F. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, ending criminal cases, and the conditions of your imprisonment.)
- G. You have the right to legal counsel from an attorney of your choice by interview and correspondence.
- H. You have the right to participate in the use of the law library reference material to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
- I. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. This material may include magazines.
- J. You have the right to participate in educational programs, vocational training programs and employment, within the resources of FCC Coleman Camp, and in keeping with your interests, needs and abilities.
- K. You have the right to use your funds for commissary, other purchases consistent with institution security and order, for opening banks and/or savings accounts, for assisting your family, for your release plans, your family needs and for other obligations you may have.

RESPONSIBILITIES:

- A. You have the responsibility to treat others , both staff and other inmates, in a respectful manner.
- B. You have responsibility to recognize and respect the rights of others, both staff and other inmates, in this regard.

- C. You have responsibility not to waste food, to maintain neat, clean living quarters, to follow proper hygiene procedures, to keep your area free of all contraband, and to seek medical and dental care as you may need it.
- D. You have the responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate any laws or BOP and/or institution rules or regulations through your correspondence.
- E. You have the responsibility to present honestly and fairly your petitions , questions and problems to the court.
- F. You have the responsibility to use the services of an attorney honestly and fairly.
- G. You have the responsibility to use these resources in keeping with the procedures and schedules proscribed and to respect the rights of other inmates to use the material and assistance.
- H. You have the responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
- I. You have the responsibility to take advantage of activities which may help you toward a successful and law-abiding life within the institution and in the community. You are expected to abide by the regulations governing the use of such activities.
- J. You have the responsibility to meet your financial obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and for other obligations you may have.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE:

GREATEST SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
100	Killing
101	Assaulting any Person (includes Sexual Assault) or and 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 Level and administrative institutions), or escape from a minimum institution <u>with</u> violence.
103	Setting a fire (charged with this act in this category only when found to pose a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity; e.g., in

furtherance of a riot or escape); otherwise the charge is properly classified Code 218 or 329.

- 104 Possession, manufacture, or introduction of gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, or any ammunition.
- 105 Rioting
- 106 Encouraging others to riot
- 107 Taking Hostages
- 108 Possession, manufacture, or introduction of a hazardous tool (tools likely to be used in an escape or serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hacksaw 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 the 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 the telephone to further criminal activity.
- 198 Interfering with a staff member in the performance of duties (conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of Greatest Severity is not applicable.
- 199 Conduct which disrupts or interferes with the security of orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Greatest Severity nature). This charge is to be used only when another charge of Greatest Severity is not applicable.

100 SERIES - SANCTIONS

- A. Recommend Parole Date Rescission or Retardation
- B. Forfeit earned statutory good time or non-vested good conduct time up to 100% and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
- B.1. Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for the year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer - Recommend
- D. Disciplinary Segregation - Up to 60 Days
- E. Make Monetary Restitution
- F. Withhold Statutory Good Time (NOTE: Can be in addition to A through E - Cannot be the only sanction executed).
- G. Loss of Privileges (NOTE: Can be in addition to A through E - Cannot be the only sanction executed).

HIGH SEVERITY CATEGORY

200 SERIES - HIGH SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
200	Escape from unescorted Community Programs and activities and Open Institution (minimum), and from outside secure institution <u>without</u> violence.
201	Fighting with Another Person
203	Threatening another with bodily harm or any

- 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 days), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any Food or Drink
- 211 Possessing any Officer's or Staff's Clothing.
- 212 Engaging in, or Encouraging a Group Demonstration
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 215 Introduction of Alcohol into a BOP Facility
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.
- 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; his 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 breathe into a Breathalyzer or take part in other testing for use of alcohol.
- 224 Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate).
- 297 Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; using credit card numbers to place telephone calls; conference calling; and talking in code).
- 298 Interfering with a staff member in the performance of duties (Conduct must be of the High Severity nature). This charge is to be used only when another charge of High Severity is not applicable.
- 299 Conduct which disrupts or interferes with the security of orderly running of the Institution or the Bureau of Prisons. (Conduct must be of the High Severity nature). This charge is to be used only when another of High Severity is not applicable.

200 SERIES - SANCTIONS

- A. Recommend 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 the year (a good conduct time sanction may not be suspended).

- C. Disciplinary Transfer -- Recommend
- 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
- M. Restrict to Quarters

MODERATE SEVERITY CATEGORY

300 SERIES - MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
300	Indecent Exposure
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/her through regular channels.
306	Refusing to work, or to accept a program assignment.
307	Refusing to obey an order of any staff member (May be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as 110.
308	Violating a Condition of a Furlough
309	Violating a Condition of a Community Program
310	Unexcused Absence from Work or any Assignment
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member
313	Lying or providing false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)
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	Failing to Stand Count
321	Interfering with the Taking of Count
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 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 be manufactured or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)
- 332 Smoking where prohibited.
- 398 Interfering with a staff member in the performance of duties (Conduct must be of the Moderate Severity nature). 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. (Conduct must be the Moderate Severity nature). This charge is to be used only when another of Moderate Severity is not applicable.

300 SERIES - SANCTIONS

- 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 the year (a good conduct time sanction may not be suspended).
- C. Disciplinary Transfer -- Recommend
- 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
- N. Extra Duty

LOW MODERATE SEVERITY CATEGORY

400 SERIES -- LOW MODERATE SEVERITY CATEGORY

<u>CODE</u>	<u>PROHIBITED ACT</u>
400	Possession of property belonging to another person.

- 401 Possessing unauthorized amount of otherwise authorized clothing
- 402 Malingering/feigning illness
- 403 Smoking where Prohibited
- 404 Using Abusive or Obscene Language
- 405 Tattooing or Self-Mutilation
- 406 Unauthorized use of mail or telephone (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, according to the nature of the unauthorized use; e.g., the telephone is used for planning, facilitating, committing an armed, assault on the institution=s secure perimeter, would be charged as Code 101, Assault).
- 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 an appropriate Sanction G).
- 408 Conducting a Business
- 409 Unauthorized Physical Conduct (e.g., Kissing, Embracing).
- 497 Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 minute time limit for telephone calls; using the telephone of an unauthorized individual on the telephone list).
- 498 Interfering with a staff member in the performance of duties. (Conduct must be of the Low Moderate Severity Nature). This charge is to be used only when another charge of Low Moderate Severity is not applicable.
- 499 Conduct which disrupts or interferes with the security or orderly running of the Institution or the Bureau of Prisons. (Conduct must be of the Low Moderate Severity nature). This charge is to be used only when another charge of Low Moderate Severity is not applicable.

400 SERIES - SANCTIONS

- B.1. Disallow ordinarily up to 12.5% (1-7 Days) of good conduct time credit available for year (to be used only where inmate is found to have committed a second violation of the same prohibited act within 6 months); disallow ordinarily up to 25% (1-4 Days) of good conduct time credit available for year (to be used only where inmate is found to have committed a third violation of the same prohibited act within 6 months); a good conduct time sanction may not be suspended.
- 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
- N. Extra Duty
- O. Reprimand
- P. Warning

****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.

When the prohibited act is Interfering with a staff Member in the performance of Duties (Code 198, 298, 398, 498,) or Conduct Which Disrupts (Code 199, 299, 399, 499,) the DHO or UDC, in its findings should indicate a specific finding of the severity level of the conduct and a comparison to an offense (or offenses) in the severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High Security, most comparable to the prohibited act 212, Engaging in a Group Demonstration."

DISCIPLINARY PROCESS:

There are varying degrees or levels of misconduct. Each incident is dealt with on an individual basis. A staff member observing a violation of a rule or regulation may elect to either write an Incident Report or, if a minor violation, resolve the matter informally. An inmate receiving an Incident Report will be summoned to the Camp Administrative building where she will be given a copy of the Incident Report. The Lieutenant will advise the inmate as follows: "You have the right to remain silent. You are advised of your rights to remain silent at all stages of the disciplinary process, but are informed that your silence may be used to draw an adverse inference against you at any stage of the institutional disciplinary process.

You are also informed that your silence alone may not be used to support a finding that you have committed a prohibited act." The Lieutenant will investigate the Incident Report by interviewing the accused inmate and all witnesses to the incident. Following the interview, an inmate may be released to the general population, placed on Unit Restriction or placed in a local county jail.

UNIT DISCIPLINARY COMMITTEE:

The Unit Disciplinary Committee (UDC) is empowered to impose minor sanctions in response to violations of institution rules and regulations. When an alleged violation warrants consideration for other than minor sanctions, the charge is referred to the Discipline Hearing Officer (DHO) for hearing and disposition. An inmate whose charge is referred to the DHO may be retained in Administrative Detention or other restrictive status but will have no final status imposed by the UDC.

- A. If charged with violating an institutional regulation, the inmate shall normally be given a written copy of the charges against her within 24 hours of the alleged infraction or from the time staff becomes aware of the inmates alleged involvement in the infraction.
- B. An inmate charged with a violation is normally entitled to a hearing before the UDC within three working days (excluding weekends and holidays) of the time staff become aware of the inmate's alleged involvement in the infraction.
- C. An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.
- D. The UDC will afford the charged inmate an opportunity to make a statement and to present documentary evidence in her defense.
- E. The charged inmate will be given a written copy of the decision and imposition of disciplinary

action.

DISCIPLINARY HEARING OFFICER:

The DHO conducts hearings, makes findings, and imposes appropriate sanctions for incidents of inmate misconduct referred by the UDC. The DHO will not hear any case not referred by the UDC. Some general procedures include:

A. An accused inmate will ordinarily be given written advance notice of charges against her a minimum of 24 hours before the appearance before the DHO. This requirement may be waived by the accused inmate.

B. An accused inmate will be provided the services of a full-time staff member of her choosing as her representative for the DHO Hearing. If the staff member selected declines or is not available at the specified time, the accused inmate will be given the option of selecting another staff member to represent her or waive the appearance for a reasonable length of time until the desired staff member is available.

The inmate may also elect to continue the hearing without a staff representative.

C. The accused inmate shall be permitted to call witnesses and to present documents on her behalf, providing calling of witnesses or documents disclosed would not jeopardized institution security.

D. The accused inmate shall be permitted to be present during the entire hearing, except during deliberation or when institution security may be jeopardized. If the accused inmate has escaped from custody, the DHO will conduct a hearing in the inmate's absence at the institution from which the inmate escaped. When the inmate is returned to custody, he will be scheduled for an in-person hearing before the DHO.

The DHO may take the same action as the UDC. In addition, the DHO is empowered to recommend disciplinary transfer, forfeiture of good time, withholding of good time, or placement of the inmate in Disciplinary Segregation. Any time an inmate has a pending parole date, the DHO may advise the US Parole Commission of the institution's recommendation regarding the parole action. When the DHO or UDC determines that an inmate did not commit a prohibited act, the inmate's central file will be expunged of the Incident Report with no subsequent effect.

Disciplinary Segregation: FCC Coleman Camp does not have a Disciplinary Segregation Unit. Inmates creating a management problem will be immediately transferred to a local county jail.