

ADMISSION AND ORIENTATION HANDBOOK



**FEDERAL CORRECTIONAL INSTITUTION
FLORENCE, COLORADO**

Revised: December 2011

Inmate Information Handbook Federal Bureau of Prisons

Introduction

This A&O handbook is made available to give you an understanding of the policies and procedures of FCI Florence. Please read the booklet. During the orientation process, ask questions, if needed, when provided lectures by staff from the various institution departments. As always, good communication is necessary to maintain an understanding of policies and procedures at this facility, so please read and become familiar with this handbook.

Thank you.

//signed//
T. K. Cozza-Rhodes
Warden

Orientation

Inmates are given social and medical screenings at the time of arrival and will be screened by the psychology department. While in Admission and Orientation (A&O), you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will receive presentations from various staff regarding their programs and departments. At the end of the A&O Program, you will be assigned to a job as long as you are medically cleared for duty.

UNIT MANAGEMENT

Unit Staff

Unit Manager: The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/She is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the “Chairperson” of the team, reviews all team decisions, and ordinarily chairs the Unit Discipline Committee.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He/she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He/she plays a leading role in all segments of unit programs and is a member of the Unit Team. The Counselor is the contact person for telephone issues, visiting procedures and/or administrative remedies, and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

Unit Secretary: The Unit Secretary performs clerical and administrative duties for the unit staff. The Secretary may sit as a member of the Unit Program Review Team.

Reentry Affairs Coordinator: The Reentry Affairs Coordinator informs new arrivals about Re-entry opportunities and aids them in the transition from prison to Residential Reentry Centers and Probation. They inform inmates of the partnership between agencies and the importance of the Inmate Skills Development System. They Reentry Affairs Coordinator inform inmates about the Career Resource Center and the importance of completing a readiness checklist for release.

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

Education Representative: Responsible for all matters pertaining to your education or vocational training needs.

Psychologist: Our mental health professionals are qualified to determine if emotional or psychological problems may be affecting your individual adjustment. The Psychologist further suggests and monitors your participation in treatment.

Attorney Phone Calls

If an attorney desires to speak to you, the attorney will contact unit staff via written correspondence or telephone and request that the inmate return the call. Legal calls placed on staff phones will not be monitored. Attorney calls will not normally be restricted if legitimacy can be verified and attorney/client procedures listed above are adhered to. You must provide documentation of an imminent court deadline or justify why written correspondence is not sufficient. Attorney calls will be approved in advance by the Unit Team and it will be the Unit Team's responsibility to assist you with such calls. Legal calls made on the TRUFONE System are recorded automatically. If an inmate places a legal call on the TRUFONE System, he is authorizing the Bureau of Prisons to monitor the call.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. Attorney visits will be subject to visual monitoring, but not audio monitoring. Contact your Unit Team to arrange an attorney visit. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described below. You are expected to handle the transfer of legal materials through the mail as often as possible.

Consular Visits

Inmates requesting permission to visit with Consular Officials should review the procedures via their unit bulletin board. In the event your country is not listed, please see your Case Manager for the respective address.

Communications

Ordinarily, there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

Selective Service Program

Males are exempt from the registration requirement while incarcerated; however, if you are released before the age of 26, you will be required to register. You may contact the Unit Team for registration procedures.

Team Meetings

Initial team meetings are held within 30 days of your arrival to our facility for new commitments, transferring inmates, and violators. Thereafter, inmates serving more than one year will appear before their Unit Classification Team every six months, and every ninety days for inmates serving less than a year. In the event any unforeseen circumstances arise such as: request for a bedside visit, etc., you can make a formal request via an Inmate Request to Staff Member to see your Unit Team for a special/unscheduled team meeting.

Treaty Transfer

In December 1977, the United States entered into its first treaty (with Mexico) for international offender transfer. Since that time, the United States has entered into treaties with a number of other foreign countries. Generally, a treaty provides for a non-citizen, convicted of a crime and sentenced to imprisonment or some form of conditional release (probation, parole, etc.) in another country to be transferred to the individual's country of citizenship for sentence completion. While the term 'prisoner-exchange' may be used, most actions under this Program Statement will be transfers and not offender for offender exchanges. The Unit Team can inform you if your home country has signed this type of agreement with the United States, and how to apply for transfer.

Violent Crime Control Law Enforcement Act

Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, of prisoners who have been convicted of a drug trafficking crime or a 'crime of violence'.

Work Assignments

Upon completion of the A&O process, you will be given a work assignment by your Unit Team based on institutional needs and your specialized skills. You will remain at this assignment for a minimum of 90 days. A change in your work assignment must be authorized by the department head releasing you from the old assignment and by the department head accepting you to the new assignment. You may request the appropriate form from your Counselor.

HEALTH SERVICES

The health care mission of the Federal Bureau of Prisons, and this organization, is to provide medically necessary health care and dental care to inmates, in accordance with proven standards of care, without compromising public safety concerns inherent to this institution's overall mission.

Inmate Co-Payment Program

Based on the Federal Prisoner Health Care Copayment Act of 2000, effective October 3, 2005, the Bureau of Prisons will charge a co-pay fee for inmate requested visits to health care providers. No inmate will be denied access to necessary health care because of inability to pay; however, commissary accounts may be charged a co-pay that results in a negative balance, at times. The co-pay is applicable to **‘any individual incarcerated in an institution under the Bureau’s jurisdiction’** or any other individual **‘who has been charged with or convicted of an offense against the United States’**. Therefore, pre-trial inmates, detainees, state borders, and Native Americans are covered under the copayment program. This fee is similar to fees charged in the community under most health insurance plans.

By definition, based on the fact that you are currently ‘incarcerated in an institution under the Bureau’s jurisdiction’, you will be charged a modest \$2.00 co-pay each time you receive health care services, in connection with a health care visit that you requested. You will also be charged a co-pay when 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. Multiple health care visits that are a result of the same injury may result in multiple co-pays.

NOTICE TO INMATES INMATE COPAYMENT PROGRAM

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

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

D. INMATES WITHOUT FUNDS:

Inmates without funds will not be charged a health care service fee if you are considered indigent and unable to pay the health care service fee.

An inmate without funds (indigent inmate) is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

Wardens may impose restrictions on an inmate to prevent abuse of this provision.

Example: An inmate shows a pattern of depleting his or her commissary funds before requesting health care services.

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.

MEDICAL AND DENTAL SICK CALL PROCEDURES

General Population

If you desire a medical or dental appointment, report to Health Services at 6:00 a.m. Medical sick call screening and Dental sick call screening are conducted from 6:00 a.m. - 6:30 a.m., Monday, Tuesday, Thursday, and Friday, of each week. If one of these days is a federal holiday on a particular week, sick call will be held on Wednesday, of that same week, instead of the holiday. You may not sign up for both medical and dental sick call on the same day as this creates continuity of care issues due to lack of availability of your medical record. You must have your sick call triage form completed prior to receiving evaluation and you must be physically present during the sick call screening process (you may not simply give your request to another inmate or staff member). Based on your medical or dental issue, you may be given an appointment and instructed to return that same day, you may be scheduled for an appointment and instructed to watch the call-outs, or you may be directed to purchase an over-the-counter (OTC) medication for your ailment. Sick call issues are triaged according to urgency; therefore, the timeliness of your appointment will be based on the urgency of your issue and staff availability, not on when you submitted your request.

No inmate is permitted in the Health Services Unit without a sick call slip, an appointment, or being listed on the Call-Out Roster.

Special Housing Unit

A health care provider will make rounds in the Special Housing Unit each day. Inmates requesting to sign up for sick call may submit a Special Housing Unit sick call request describing his medical/dental complaint(s). Inmates requiring a hands-on examination will be scheduled for escort to the exam room. Inmates requiring special procedures may be scheduled for escort to the Health Services Unit. Keep in mind, requests for medical/dental appointments are triaged and scheduled according to urgency and staffing, not on when you submitted your request.

Medical Examinations

All newly committed inmates will be provided a medical history and physical examination within 14 days of admission. Periodic age specific health examinations, as directed by the Medical Director, will also be provided. You may request a 'preventive health screening' visit to review needed preventive health services every three years if you are under age 50, or every year if you are age 50 or over.

An inmate being released from custody may request a 'pre-release' examination, if he has not had a physical examination within one year prior to the expected date of release.

Prevention Periodic Visits

Periodic visits are used to review the need for and receipt of preventive health care services. Criteria for these visits will be reviewed during your Admission and Orientation Examination. These services are recommended at least:

- every 3 years if you are under 50 years old (with exception of annual PPD testing, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk).
- Annually for inmates 50 years of age and older.

Food Handlers' Examinations

Inmates will not be assigned to food service work details until they are cleared by Health Services. Inmates with HIV, Hepatitis B, Hepatitis C, or latent tuberculosis are not precluded from working in Food Service based on this status alone; the medical staff will determine your suitability for Food Service. Once medically cleared, if you are assigned a food service work detail, you will be instructed to report to your work detail supervisor if you experience symptoms of communicable/infectious diseases. Your detail supervisor can make the decision to remove you from food preparation and serving areas. Unless yours is an urgent or emergent issue, you will not be sent to the Health Services Department.

Accident/Injury Procedures

You are required to report all injuries to your detail supervisor or an appropriate staff member. The Health Services Department will evaluate all inmate injuries, work and non-work related. The health care provider will complete an Inmate Injury Report and forward it to the Safety Department.

Dental Examinations/Hygiene

Dental sick call triage will be handled in the same manner as medical sick call - see medical and dental sick call procedures above. You must be physically present for dental sick call screening, and you may not have any other appointment in medical that day. In the absence of a dentist, dental emergencies will be triaged by a Mid-Level Provider who may contact the Chief Dental Officer for guidance and/or referral. Routine cleanings and dental examinations may be requested by submitting an Inmate Request to Staff Member (cop-out) to the Dentist requesting placement on the appropriate waiting list. Keep in mind, routine appointments are scheduled based on staffing, inmate compliance, and date of request.

By Federal Bureau of Prisons guidelines, Dental care is delivered in the following order of importance:

- 1) Emergency dental needs (dental sick call)
- 2) Admission and Orientation examination
- 3) Extractions
- 4) Cleaning
- 5) Treatment plan and x-rays
- 6) Restorations (fillings)
- 7) Prosthetics (dentures)

Emergency Care

Should you become injured or severely ill after sick call, notify your supervisor or a staff member to whom you are accountable. The staff member will notify medical staff who will arrange the most appropriate time for you to be seen. No inmate will go to the Clinic without a staff member clearing the visit with medical staff. After your emergency status has been evaluated, you will either be treated that day 'as an emergency' or instructed to report to the next sick call.

Physician Call-Outs

The Medical Records personnel schedule patients for the Physician, based on referrals from the staff health care providers and chronic medical needs, as medically appropriate.

Chronic Care Clinics

There are a number of medical conditions that must be followed by the medical staff routinely in a Chronic Care Clinic. If you fit into this category, you will be notified and automatically scheduled for routine evaluation(s).

Lab Call-Outs

If you are on call-out for laboratory testing, please take note that if the call-out states 'fasting', this means you should not eat or drink anything other than water after 10:00 p.m., the night preceding your laboratory call-out. Despite the obvious inconvenience, this is necessary to obtain accurate results to guide your health care.

DNA Testing

On December 19, 2000, Public Law 106-546, 'The DNA Analysis Backlog Elimination Act of 2000,' was enacted. This law requires the Bureau of Prisons to obtain DNA samples from inmates convicted of certain qualifying offenses. Unit/Case Management staff identify those inmates who meet the statutory requirement for DNA testing. If you are identified as requiring a DNA sample, you will be placed on call-out for the DNA testing. Note, the testing process requires fingerprints be obtained. Refusal of any part of the DNA collection process will result in disciplinary action. Involuntary testing may be performed in order for staff to abide by this law.

Eye Glasses

You may request an eye examination if you feel you have problems with your eye sight. An eye examination may be ordered by your health care provider based on need or based on your request. If, after examination by the contract Optometrist, it is determined you require prescription eyewear, a pair of standard issue eyeglasses will be provided at no expense to you. Inmates may retain their eyeglasses at admission, if they are not of an elaborate design. All such glasses are subject to inspection for contraband. An inmate desiring more than one pair of glasses, or a different style than those provided by the Bureau, may request a copy of his eyeglass prescription and work with Unit Staff to procure eyeglasses from one of the approved eyeglass vendors. Only eyeglasses received from one of the approved vendors will be allowed in this institution. The value of the eyeglasses cannot exceed \$100.00.

Reading glasses are available for purchase in the commissary. The commissary staff have sample reading glasses for you to try on to help you determine the proper strength.

Contact lenses are not allowed in this institution unless they are 'medically necessary', as determined by the consultant Optometrist and staff physician. If you arrive at this institution with contact lenses, you must first be medically evaluated to determine if the lenses are medically necessary. If they are not determined 'medically necessary', you will be scheduled for an examination for eyeglasses. Once the eyeglasses are received, you will be directed to send your contact lenses home. Contact lenses solutions are available for purchase in the commissary.

Medication Line (Pill Line)

Certain medications are administered one dose at a time and must be taken at the pill line window. At no time may a pill line medication be retained for future use; it must be ingested at the pill line. If you are found in possession of a medication that is restricted to pill line, disciplinary action may be taken. If you are prescribed such a medication, you will be issued a pill line card and instructed to report to the Health Services pill line at the appropriate times to receive your medication.

Pill Line Times

Weekdays

6:00 a.m. - 6:30 a.m.

11:00 a.m. - 12:00 noon (prescription pickup only)

4:30 p.m. - 5:00 p.m.

Weekends and Federal Holidays

8:00 a.m. - 8:15 a.m.

4:30 p.m. - 5:00 p.m.

If you have 'self-carry' medications prescribed for you, you may pick up these prescriptions at the regularly scheduled pill lines. Issued medications will be dispensed in no more than a 30-day supply.

Medication Refills

If your prescription label shows the medication order has not expired and it indicates there are refills remaining, you may request a prescription refill by filling out a "Medication Refill Form" located in the entryway of the Health Services Unit. You may drop this refill request in the box located adjacent to the medication refill forms, at any time. Refill requests submitted by 11:00 a.m. on weekdays, are normally ready for pick up at the 8:00 p.m. pill line.

If your prescription has no refills remaining or the expiration date has passed on chronic disease type medications, submit a medication refill request as described above. The Pharmacist will work with your health care provider to assure you have access to necessary medications. If you have non-chronic disease type medications such as those for aches, pains, and stomach upset, you may first try to obtain a similar item from the commissary. If your symptoms persist and you believe you require a medical evaluation, please sign up for an appointment through the sick call triage process.

Over-the-Counter Medication (OTC)

This institution sells a wide variety of over-the-counter (OTC) medications in the commissary for inmate use. The triage screener or your medical provider may recommend you purchase a particular OTC item to treat your ailment. Examples of minor ailments that may be referred for OTC purchase include: occasional constipation, seasonal allergies, stomach upset, occasional headaches, uncomplicated athlete's foot, acne, muscle aches/pains, chapped lips and dry skin. It is in your best interest to maintain a supply of OTC medications that you would normally stock at home; this will assure you have a ready supply of OTCs without having to wait until your next commissary day. In most cases, unless you qualify as "indigent," you will be required to purchase over-the-counter medications from the commissary. This includes items requested by you and those prescribed for you.

Medical Records Issues

If you require copies of any documents from your medical record, you must request this in writing to the Medical Records Department, via an Inmate Request to Staff Member (cop-out). The cop-out request must be specific as to the particular item being sought. Medical record requests are handled in the order received. Once you have submitted your request, you can ordinarily expect to receive your copies within two weeks, depending upon the volume of requests and staffing. Multiple requests for the same item only slow down the process, please do not resubmit a request unless four or more weeks have passed since your initial request.

Work and Recreation Restrictions

In some instances, a medical condition/ailment may warrant your absence from duty, or provide medical/recreation restrictions. In such cases, the medical provider will issue you a 'Medical Duty Status' (MDS) form with written restrictions. If you are given a medical/recreation restriction(s), it is your responsibility to abide by the stated restrictions or face disciplinary action.

Footwear

The laundry department will provide you with institution approved footwear. The footwear will be well fitting and serviceable. The Health Services Department is not in the footwear business and will only become involved when there is a current 'medical necessity' for special shoes/footwear, or a medical indication for a modification of institutional requirements, as determined and documented by medical staff.

Administrative Concerns/Grievances

If you have concerns or questions of an administrative nature concerning Health Services, you may address them in writing via an Inmate Request to Staff Member (cop-out), or discuss them with the AHSA during mainline. If you are unable to resolve your issue, you may pursue your complaint through the formal administrative remedy process. Keep in mind, you have a right to necessary medical and dental care; this does not mean that you will be allowed to dictate your care. The physician is responsible for directing any and all care he/she feels your condition warrants. If a treatment and/or care plan has been recommended, you may choose to refuse the treatment; however, you will be expected to sign a refusal form which will be placed in your medical record.

Infectious Disease Information

This information is made available for you to be used in conjunction with the infectious disease video that you either have viewed or will be viewing during the Admission and Orientation process. The Health Services staff are available through the sick call procedure to answer any questions you may have concerning infectious diseases, including HIV.

It is important to remember that a positive HIV blood test does not mean active AIDS. The term "HIV positive" refers to the presence of antibodies to the HIV virus in the blood stream in sufficient quantity to be picked up by the lab test that is done. More simply, the virus has invaded the body and the body

is building up white blood cells in an attempt to protect itself. The test is picking up the presence of HIV antibodies.

Any person who has been in contact with the HIV virus may become infected. Serum conversion to positive may take from up to 6 weeks to several months after the initial exposure to the HIV virus. For this reason, when a person is tested as negative, it has been determined that the blood test is negative for any HIV virus at that particular time. It does not mean that the person will be negative in the future if there has been an exposure to the HIV virus. This is what causes a false sense of security. The infected person could be in the process of converting to positive and not know it. This is a highly infectious time in which the virus can be spread to others. Quite simply, many other people could be at risk if proper precautions are not taken.

It is necessary to discuss how the HIV virus is spread from person to person. There are three main routes through which the virus spreads. They are: 1) blood and blood products such as serum and plasma; 2) semen; 3) vaginal secretions. These body fluids provide a good living environment and the necessary conditions for the virus to live and thrive.

It is vital that you be aware of what actions cause the spread of the virus. Sharing of blood or blood products of an HIV infected person will almost 100% guarantee spread of the virus. Tattooing with needles that have not been properly sterilized between use, and sharing of needles with an infected person during intravenous drug use will almost guarantee spread of the virus.

Unprotected vaginal, anal, or oral sex may also spread the virus. Condoms are not 100% effective and can give a false sense of security against the spread of the virus. The only type of safe sex is no sex if there is a possibility that one of the sex partners is HIV positive.

The following are some activities that you should refrain from participating in to prevent yourself from possibly becoming infected with the HIV virus: 1) do not participate in sex acts; 2) do not share your toothbrush with anyone; 3) do not share your razor with anyone; 4) do not give or receive tattoos; and 5) do not share needles. You need to remember that you do not know who is and who is not infected with the virus.

You cannot become infected with the virus by using the toilet, taking a shower, shaking hands, or skin to skin contact. You have to work at it to become infected.

The Health Services staff follow infection control practices that will prevent any spread of the HIV virus from patient to patient. If you have concerns of this nature, you may speak with them during your appointment. All syringes, needles, and surgical blades are used only once and then discarded. All dental equipment is either steam autoclaved or discarded. All surgical instruments are steam autoclaved between patient use. This is all done to protect you.

You need to be aware that once you have contracted the HIV virus, there is no cure and at some point in the disease process, you will die either from the disease itself, or from complications from the disease. Life expectancy and quality of life are improving with new and updated treatment regimens.

All appropriate and necessary medical care and treatment is performed following the recommendations of the Centers for Disease Control and the Florence Complex Clinical Director.

HIV infected inmates are not transferred to Bureau of Prisons medical centers unless their medical condition warrants special care that cannot be delivered in this institution.

HIV Testing

Mandatory Testing

- Mandatory testing is performed when there are risk factors and the test is clinically indicated and/or surveillance testing is required. Inmates must participate in mandatory HIV testing programs. If an inmate refuses mandatory testing, staff will initiate an incident report for failure to follow an order. Inmate written consent is not required.
- All inmates involved in an assault/altercation where there has been a potential 'blood borne exposure' will be tested, as deemed appropriate by medical staff.

Involuntary Testing

- Involuntary testing may be performed following an exposure incident.

Voluntary

- You may request an HIV test by submitting an Inmate Request to Staff Member (cop-out).

Recommended

- All inmates suspected of or diagnosed with tuberculosis shall be tested for HIV.

Tuberculosis Testing

Tuberculosis and Multiple Drug Resistant Tuberculosis cases are on the rise in the United States. People at higher risk of contracting tuberculosis are those in a close living environment such as inmates, hospitalized patients, elderly in nursing homes, etc. Tuberculosis is caused by a very small bacteria called a Bacillus. This small bacteria may be transmitted from one person to another by coughing, sneezing or simple breathing. The bacteria must be inhaled and find its way into the respiratory system in order to cause infection. Therefore, tuberculosis is very infectious or communicable (easily spread from person to person).

Tuberculosis can be fatal for those persons who do not have a good protective system (immune system) such as those with HIV infection or AIDS, or persons who are undergoing some type of treatment such as chemotherapy or radiation therapy for cancer. Tuberculin skin testing is extremely important in preventing active tuberculosis disease from spreading throughout a setting such as a prison.

All inmates at Bureau of Prisons' institutions shall receive mandatory annual TB screening. Referencing the *Prevention and Control of Tuberculosis in Correctional Facilities Recommendations of the Advisory Council for the Elimination of Tuberculosis* MMWR 45(RR-8);1-27 published by the Centers for Disease Control and Prevention on June 7, 1996 states, in part, 'The preferred method of screening for TB infection is the Mantoux tuberculin skin test using 0.1 ml of 5 tuberculin units (TU) of PPD.' The Health Services Unit follows these guidelines and the Federal Bureau of Prisons requires that a Tuberculin Skin Test (TST) be completed on all newly incarcerated inmates and annually as follow-up.

Any inmate who has not received a tuberculin skin test (TST) within the last 12 months will be required to submit to mandatory testing. In making the determination for the need for a TST, there must be documented evidence of the test being given and the results of that test in the inmate

medical record. Inadequate documentation will result in the test being repeated. **Since these testing procedures are mandatory and necessary for inmate and staff safety, any inmate who does not take the test will be subject to disciplinary and other actions.** Exceptions to this policy are those inmates who have had a documented positive TST and/or have completed a documented specified medication course.

Joint Commission of Accreditation of Healthcare Organizations

The BOP is accredited by the Joint Commission of Accreditation of Healthcare Organizations (JCAHO). We are periodically surveyed by the Joint Commission. These surveys are conducted in an effort to improve our performance in health care. You and your family are encouraged to report any concerns about patient safety and quality of care not resolved through the BOP Administrative Remedy Process, to the Joint Commission. There will be no repercussions for issues brought forward to the Joint Commission.

They can be contacted via telephone at 800-994-6610, via e-mail at www.jointcommission.org, or via mail at :

Office of Quality Monitoring
The Joint Commission
One Renaissance Boulevard
Oakbrook Terrace, IL 60181

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

RIGHTS	RESPONSIBILITIES
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

PATIENT RIGHTS AND RESPONSIBILITIES FOR TREATMENT OF PAIN

As a patient you can expect:

- * Your reports of pain will be believed.
- * Information about pain and pain relief measures.
- * A concerned staff committed to pain prevention and management.
- * Health professionals who respond quickly to reports of pain.

As Medical Providers we expect:

- * Ask your doctor or health care staff what to expect regarding pain management.
- * Discuss pain relief options with your doctor or health care staff.
- * Work with your doctor or health care staff to develop a pain management plan.
- * Ask for pain relief when pain first begins.
- * Help your doctor or health care staff assess your pain.
- * Tell your doctor or health care staff if your pain is not relieved.
- * Tell your doctor or health care staff about any worries you have about taking pain medications.

HEALTH SERVICES DEPARTMENT

The Health Services Unit at FCC Florence Medium Security Institution functions as an ambulatory outpatient clinic. Some of the services available to inmates are: Medical Sick Call/Chronic Care/Specialty Clinics, X-rays, Lab, Dental, Pharmacy, Medical Records, etc. The Medical Staff consists of physicians, dentists, mid-level practitioners, and medical / administrative ancillary supporting staff. The clinic is open twenty-four hours daily. Regular working hours are Monday thru Friday, from 7:30 a.m. to 4:00 p.m. A staff member is on emergency call for any problems that develop after 4:00 p.m., or weekends. To obtain after hours emergency services, notify a staff member of your emergency immediately. Emergency medical or dental care may be administered if an injury or illness requires emergency treatment.

Sick Call Procedures:

FCI Florence: Regular Sick call sign-up will be conducted on the days and times specified below. This arrangement will afford ample time for each inmate to sign up. Each inmate must present his identification card to the **Mid-Level Practitioner (MLP)** before signing the sick-call list. Only under special circumstances will an inmate be authorized to sign up after specified hours (e.g., institutional emergencies, lock downs, emergency sick-call, others).

Monday thru Friday (Except Wednesdays) 6:45 a.m. to 7:15 a.m.
Wednesdays - Administrative tasks/A&O Physical evaluations only
Special Housing Unit: Monday thru Sunday Sick Call Rounds Daily

Emergency care is available 24 hours/7 days a week (you must notify the Detail or Unit Officer)

You may request to speak with the Assistant Health Systems Administrator personally by obtaining an appointment through Sick Call. You may also send an Inmate Request to Staff Member form to the AHSA for a response.

You may request an appointment with the Physician. Your request will be honored if the Physician feels it is necessary and as his/her schedule allows, or you will be given an appointment for a future date.

Prevention Periodic Visits

Periodic visits are used to review the need for and receipt of preventive health care services. Criteria for these visits will be reviewed during your Admission and Orientation Examination. These services are recommended at least:

- Every 3 years if you are under 50 years old (with exception of annual PPD testing, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk).
- Annually for inmates 50 years of age and older.

Medication Prescriptions:

Request for prescriptions will be done by turning in empty medication containers during Early Morning pill-line 6:00 a.m. - 6:30 a.m. It is mandatory that you turn in the labeled medication container for use by the pharmacist. Distribution of refill or new prescriptions will be at the noon or afternoon pill-line. Any prescription that is necessary due to a medical appointment will be filled and dispensed to you. To pick up prescribed medication, you must present your Identification (Inmate ID).

Controlled Medications Pill Lines: You need to present your ID and the medication card. You must take and swallow your medication in front of the staff member. You will be asked to open your mouth to show the staff that you consumed the medication before leaving the pill line window. Pill Line times are as follow:

Pill Line Times

Monday thru Friday 6:00 a.m. to 6:30 a.m.

Monday thru Friday 11:00 a.m. to 12:00 p.m., prescription pickup

Monday thru Sunday 4:30 p.m. to 4:45 p.m., evening medications and insulin

Saturday and Sunday 7:30 a.m. to 8:00 a.m., morning pill line and insulin

Idle and Convalescence:

You are restricted to your dorm room, unless you are at meals, religious services, or authorized visits. An idle cannot be written for more than 3 days without being reevaluated by the medical staff. You are not allowed recreational activities of any kind while on "IDLE" status. To lay in bed during the work day, you must have a signed medical idle slip indicating that you will be allowed to stay in bed under your covers. If you are allowed to be out and about the unit, you may not participate in any recreational activities other than walking. A convalescence may not be written for more than 7 days without being reevaluated by the medical staff. You will be on sports restrictions if you have been placed on any MEDICAL OFF-DUTY STATUS or WORK RESTRICTIONS.

Medical / Dental Evaluations:

Within the first 14 days of your admission into FCI Florence, you will receive a complete medical evaluation. Please watch the call-out sheet posted in the unit for your medical appointment. The following medical procedures will be covered in the medical evaluation, if indicated:

Physical Examination	Audiology test (if indicated)
Blood Testing	Stool Blood Screening (for age 50+)
Vision Screen	Electrocardiogram (for age 50+)
Urinalysis	Immunizations (if indicated)
Dental Examination	Chest X-Ray (if indicated)

HIV Testing:

You may also request an HIV test by using the sick call routine. Occasionally, the medical staff may determine that an HIV test is clinically indicated and you will be asked to allow us to test you. If you refuse testing, you will be required to sign a refusal form. Results from this test will be discussed with you by the provider. You may not obtain copies of this test while you are incarcerated.

Due to your enclosed housing conditions, it is imperative that you observe strict UNIVERSAL PRECAUTIONS when handling any body fluids (hand washing, hygiene, etc.). While you are in our facility, you are prohibited from getting a tattoo or engaging in body piercing. You are discouraged from using any personal items of toiletry, (such as: combs, razors, tooth brushes, toilet paper, etc.), other than the ones issued to you.

DNA Testing:

Public Law 106-546 requires the BOP to obtain DNA samples from inmates convicted of qualifying federal offenses. If you are convicted, you may be notified by your unit team that you are required to provide a sample. The Unit Team will provide information regarding the qualifying current or past offense, the collection process, consequences of noncompliance, and address

any concerns regarding the implementation of this law.

Advance Directive:

Advance Directives and Do Not Resuscitate Orders are only observed in Medical Referral Centers or outside Hospitals per Bureau of Prisons policy. Resuscitative efforts will be employed on all inmates and staff while in the institution.

If an inmate elects to complete an Advance Directive and/or Do Not Resuscitate order, he will be informed of the above statements. These documents will be placed on file in the inmate's medical record and sent forward with him to the referral center or hospital. See attached documents.

Further inmate inquires on Colorado State Statutes will be referred to the Legal Department.

To summarize, the Health Services Staff at FCI Florence is here to serve your medical, dental, and psychiatric needs. Our philosophy is to provide every inmate with professional health care as comparable to the general public. Your cooperation, patience, and most of all, courteous and honest behavior is always expected.

FOOD SERVICES DEPARTMENT

Meals

Monday thru Friday:

Breakfast - 6:00 am until 7:00 am
Lunch - 10:30 am until completion
Dinner - 4:30 pm until completion

Weekends and Holidays

Coffee Hour - 7:00 am to 8:00 am
Brunch - 10:30 am until completion
Dinner - 4:30 pm until completion

While in the Dining Room, inmates are required to wear their shirts and have them tucked in from 7:30 a.m. until 4:00 p.m., Monday through Friday, except weekends & holidays. No hats or other form of head gear is allowed in the Dining Room. Exception to the aforementioned is approved religious gear.

The following are prohibited items in the Food Service Department, laundry bags, books, magazines, cards, or any form of board games. Violators are subject to disciplinary action.

CORRECTIONAL SYSTEMS DEPARTMENT (CSD)

The CSS Department consists of the Mail Room, Receiving and Discharge (R&D), and the Records Office.

Committed Name/Register Number
Federal Correctional Complex (Medium)
Post Office Box 6000
Florence, Colorado 81226

If this information is not on your letters, they will be returned to you. All incoming mail for the inmate population must be received through the United States Post Office. This includes all letter mail and packages. You are not allowed to correspond with inmates confined at other federal institutions without prior written approval by the Unit Manager of each inmate at each facility. Correspondence with inmates confined in non-federal institutions requires prior written approval by the Warden at each facility.

Incoming legal/special mail must be clearly marked "**Special Mail - Open only in the Presence of the Inmate**". This will avoid possible opening and screening as general mail. Mail is treated in accordance with the

United States Postal Service Regulations. The BOP Program Statement on Correspondence and the Mail Management Manual are on file in the law library. Mail is delivered Monday through Friday, after the 4 p.m. count in each housing unit by the Unit Officer. On Saturdays, Sundays, and federal holidays, there is no mail delivery. Incoming mail is opened and inspected. The Correctional Systems Department will contact you if you have legal mail and/or accountable mail. You may receive hard cover publications directly from the publisher, a bookstore, or a book club. The package must be marked "Paperback Book Enclosed," or "Authorized Reading Material." per BOP policy. Newspapers are allowed to be received by subscription only. All postage requirements are your responsibility. Postage stamps are to be purchased through the commissary and cannot be received through the mail.

Sentence Computations: Sentence Computations are completed at the Designation & Sentence Computation Center, Grand Prairie, TX. The records office is responsible for reviewing the file to determine if there are possibly outstanding charges.

Detainer Action Letters will be forwarded to those agencies that might have outstanding charges, and a copy will be forwarded to the inmate as well as the Unit Team. Any questions concerning computations, i.e. detainers, jail credit, can be addressed in a cop-out to the records office or during open house on Wednesdays, from 10:30 a.m., until the completion of mainline.

Mailroom

Tuesdays/Thursdays - 10:30 a.m. until completion of mainline

Legal Mail Drop-Off

Monday through Friday, 11:15 a.m. to 12:15 p.m.

Receiving and Discharge (Inmate Property)

Tuesdays/Thursdays -10:30 a.m. until completion of mainline

Records Office (Sentence Computation, Detainers, etc.)

Wednesdays -10:30 a.m. until completion of mainline

TRUST FUND
COMMISSARY SALES

General Sales Unit Information

The commissary sales schedule is based on a quarterly Housing Unit rotation. All sales are conducted Monday through Thursday, after the 4:00 p.m. count clears. Sales are limited to one sale per inmate per week. OUT OF STOCK and AVAILABILITY LISTS will be provided to the Housing Unit Officers for posting the day prior to each Unit's shopping day. If there are changes to the shopping schedule, a memorandum will be posted on the Housing Units and Commissary bulletin boards prior to any change, when possible.

Shoppers List

Commissary staff will compile an authorized shoppers list from commissary lists collected from the collection box. The collection box is

located on the sidewalk in front of the Commissary lobby. Copies of the shoppers list will be provided to the appropriate Housing Unit prior to the 4:00 p.m. count. Sales are conducted in a numeric order according to the assigned number from the shoppers list. New commissary lists are only provided at the completion of each sale. All items are sold as is, with no warranty implied. No returns will be accepted after leaving the sales area.

Inmate Sales Requirements

Inmates wishing to shop on their Unit's scheduled shopping day must have their commissary list turned into the collection box by 10:30 a.m., the day their Unit is scheduled to shop. It is the responsibility of the inmate shoppers to obtain their shopper's number from the Shoppers List prior to sales. Inmates must have a valid inmate I. D. card to shop. No photo copies of the inmate I.D. card, posted picture card, or bed book card will be accepted. Inmate shoppers must be present at the time their number has been displayed. Be attentive, watch for your shopper's number to be displayed. If you are not present or are not watching the display at the time your number has been displayed, you will have forfeited your chance to shop commissary for the week.

Validation / Spending Limit

Inmate validation is calculated by multiplying the fifth digit (XXXX8 XXX) of the registration number by three and adding one to the total. That number represents the date in which you validate and will re-validate from now on. The spending limit at FCI Florence has been set at \$320.00 per month.

Inmate Accounts

Funds received by the Lock Box are normally processed the same day they are received with the exception of all Federal holidays. All processed funds will be available to the inmates the following day. Funds received via the Western Union Quick Collect Program are posted to the inmate accounts within two hours of the transfer, (if the transfer was initiated between 7:00 a.m. and 9:00 p.m. EST). Fund transfers after 9:00 p.m. EST are posted to the

inmate accounts by 7:00 a.m. the following day. All BP 199 account withdrawals must be processed through the SEND FUNDS TAB in TRULINCS. UNICOR pay is usually posted within the first three business days of the month. TRUPAID is ordinarily posted on the 10th of each month.

Questions regarding inmate or ITS accounts can be addressed with Trust Fund staff during the noon mainline meal, or by submitting a cop out to the Inmate Services Supervisor. No questions regarding inmate accounts will be addressed during nightly commissary sales.

Special Purpose Orders

- **Hobby Craft:** Items available for the Hobby Craft Program are limited to those approved items in catalogs from designated vendors. These catalogs are available in the Hobby Craft Office. Approved Special Purpose Orders for hobby craft items will be submitted by Recreation staff to the Commissary for processing.
- **Religious:** Approved religious items are available through the Special Purpose Order Program. These items are limited and are in catalogs in the Chaplain's Office. Approved Special Purpose Orders for religious items will be submitted by Religious Services staff to the Commissary for processing.
- **Commissary:** Athletic clothing size 5XL and larger, and watch batteries not stocked in the Commissary are available through the Special Purpose Order Program. These items are limited to those items approved from designated vendors. Inmates may submit a Special Purpose Order form for these items at the time they shop.

SHOPPERS RESPONSIBILITIES

Check the Availability and Out of Stock lists posted in your Housing Unit.

Ensure the heading of your commissary list is filled out correctly and legibly.

Clearly indicate all items you want on your commissary list.

Specify Ice Cream, Sodas & Chips listed on availability list ONLY.

Have your list turned into the collection box by 10:30 a.m.

the day your Unit is scheduled to shop.

Obtain your shoppers number from the shoppers list posted in your Housing Unit. 'Know your number.'

After your number range has been called, report to the Commissary.

Bring your inmate I.D. card and Commissary bag with you and be ready to shop.

You will not shop without a valid I.D. card.

Be attentive, watch for your shopper's number to be displayed.

If you were or are detained by a staff member for any reason and could miss your opportunity to shop, request the detaining staff member notify the Commissary, IMMEDIATELY.

LAUNDRY OPERATIONS

Clothing Issue

Newly arrived inmates being placed in general population are required to fill out a Laundry sizing form in R&D before being released to the compound. All new inmates will be issued a bed roll from R&D consisting of one blanket, one pillow case, one towel, one washcloth and two sheets. The bed roll will also contain one

set of hygiene items. The remaining clothing issue for the newly arrived inmates will be ready for pick up at the Laundry the next business day. Inmates placed in the Special Housing Unit will be issued their clothing issue upon release from the Special Housing Unit.

Clothing Allowance & Possession Limits

Each inmate will be allowed to possess the following clothing and bedding items issued from the Institution Laundry:

Pants	3 EA.
Shirts	3 EA.
T Shirts	5 EA.
Boxers	5 EA.
Socks	5 PR.
Belt	1 EA.
Safety Boots	1 PR.
Towels	3 EA.
Wash cloths	2 EA.
Sheets	2 EA.
Pillow Case	1 EA.
Coat	1 EA.
Blanket	2 EA.

Each inmate is responsible for each article of clothing that is issued to them.

Inmate Responsibilities & Releases

Inmates will be held responsible for each article of clothing and linens issued to and signed for by them. Any alteration or unauthorized use of institutional clothing or linens will result in disciplinary action.

Inmates who wish to launder their institution clothing and linens in the washers and dryers located in the Housing Units can do so, with the exception of Pueblo Bravo Unit. The clothing and linens cannot be left unattended during any washing and drying cycle.

Before inmates are released from custody or before they are transferred to another institution, they must turn in their complete clothing issue to the Laundry Operation before they exit the institution.

Exchanges & Repairs Schedule

All clothing exchanges and repair services will be conducted between 6:15 a.m. to 7:15 a.m.

- Blankets and linen exchange is conducted on Fridays of each week, and are exchanged on a one for one basis only.
- White clothing exchanges are conducted on a 6-month basis. White clothing consists of the following clothing items: Boxers, T shirts, Socks, Towels and Wash Cloths.
- Khaki and Coat exchanges are conducted on a 6 month basis. Khaki exchange consists of three Khaki Shirts and three Khaki Pants.

Supply Issues Schedule

Hygiene and Stationery supplies will be issued through the Laundry Operation; however, hygiene and stationery supplies are not an entitlement. The supply issues are conducted during the morning mainline meal as follows:

Hygiene issue is conducted on the 2nd & 4th Wednesdays of each month.

Stationery supply issue is conducted on the 1st Wednesday of each month.

INMATE TELEPHONE SYSTEM (TRUFONE)

Inmate Pac Numbers

All inmates committed to the federal prison system will be issued a PAC number to access the inmate telephone system, usually within one business day. Inmates that have transferred from other federal institutions will retain their old PAC number. PAC numbers should be treated as confidential and should not be shared with other inmates. If an inmate feels his PAC number has been compromised, he should report it to his Unit Staff immediately. New PAC numbers can be obtained by paying a fee of \$5.00.

Telephones Access Hours

Weekday telephone access hours are from 6:00 to 7:30 a.m., 10:30 a.m. to 12:30 p.m. and 4:30 to 8:30 p.m., with the exception of one phone in each Unit that remains on from 6:00 a.m. to 8:30 p.m. Weekend & Holiday telephone access hours are from 6:00 a.m. to 8:30 p.m. All calls are monitored and limited to 15-minutes per call with a 30-minute break between calls.

ITS Funds Transfers

ITS transfers can be done any time between the hours of 6:00 a.m. and 8:30 p.m., but are limited to 2 transfers per day. There are only two circumstances that ITS funds can be returned to an inmate account. The first circumstance is an inmate being released from custody. The second circumstance is an inmate has verified phone restrictions of more than 10 days. Inmates requesting their ITS funds be returned to their inmate account can do so by submitting a written request.

Telephone Lists

All phone list additions or changes must be processed through the contact list tab in TRULINCS.

General ITS Information

Inmates with questions or concerns regarding their ITS account, or that would like a copy of their phone list must first address their needs with their Counselor. Requests for information regarding ITS accounts can also be addressed with the Trust Fund Staff during the noon mainline meal, or by submitting a cop-out to the ITS office. Account statements can also be obtained by paying a fee of \$3.00 for each statement.

The Bureau has no control over the policies and procedures other telephone companies use when accepting and placing collect calls. Inmate families may resolve questions or issues with collect call acceptance or billing by calling 1-800-844 6500. Third Party, Credit Card, 800 and 900 numbers, or information calls are not permitted.

TRULINCS

General TRULINCS Information

TRULINCS is an inmate computer system that provides access to the inmate population for multiple services. Services include Public Messaging, Electronic Law Library, Account Transactions Service, and Contact List Administration. TRULINCS also provides the inmate population with the ability to print account statements, e-mail messages, legal materials, and postal mailing labels.

TRULINCS Access

Three pieces of information are required to log on the TRULINCS system; the Inmate Register Number, the Inmate PAC Number, and the Inmate Commissary PIN Number. Caution should be used when entering the required information. Information entered incorrectly may cause the system to lock out your TRULINCS account. You may have your TRULINCS account unlocked by submitting a cop-out to the Trust Fund Department.

TRULINCS Portal Screen

After successfully logging on to TRULINCS, the next screen that appears is called the Portal Screen. This screen provides access to the many functions of TRULINCS, which include information regarding your TRULINCS account, as well as tabs for Purchasing TRU-Units, Public Messaging, Account Transactions, Funds Transfers (BP-199), Contact List Management, and Printing.

Purchasing TRU-Units Tab

TRU-Units may be purchased by selecting the Purchase TRU-Units tab. TRU-Units cost 5 cents per unit. You may purchase TRU-Units in the following predefined blocks of 40 = \$2, 100 = \$5, 200 = \$10, 300 = \$15, and 600 = \$30. Your TRU-Unit balance is displayed on the Portal screen of your TRULINCS account.

Account Transactions Tab

The Account Transactions Tab is where you check all your inmate account balances and view all transactions that occur on each of your

Commissary, ITS, and TRULINCS accounts. You may print a statement for each account for the per page print fee. The maximum Account Transactions Tab session is limited to 3 minutes.

Send Funds (BP-199) Service Tab

The send funds (BP-199) service tab is where you key all information related to sending your inmate account funds to an outside person, business, or organization. The payee for send funds must be established on your contact list. Any recurring monthly withdrawals must be established using the send funds (BP-199) service tab of TRULINCS. Care of Cashier may only be selected for the following categories: Books, Government Document, Outside Savings, Release Funds, Subscriptions, and Tuition. Inmate funds sent to any international address should be marked Care of Cashier. Inmates must print and sign the BP-199 form and forward the signed form to their Unit Counselor for processing. Printing the BP-199 form is at no cost to the inmate. The maximum Send Funds (BP-199) Service Tab session is limited to 5 minutes.

Contact List Tab

All inmates are responsible for establishing and maintaining their own contact list consisting of all Postal Mailing Addresses, Telephone Numbers, and E-mail Addresses. No matter what type of contact is being added to the Contact List, they all require a valid Postal Mailing address. When an e-mail address has been added to an inmate contact, TRULINCS will automatically generate a message to the contact requesting approval. The message will also direct the contact to the corrlinks.com website to establish e-mail communication. Your contact list can be viewed and printed for the per page print fee. The maximum Contact List Administration session is limited to 15 minutes.

Public Messaging Tab

The use of the public messaging tab is a method of sending and receiving electronic text messages. These messages have no attachments, special characters, embedded

graphics or photos, and are limited to 13,000 characters. A signed agreement form must be submitted to your Unit Team before using the public messaging service. Once TRULINCS receives an approved e-mail contact, access will be granted and you may begin emailing. You will be charged one TRU-Unit per minute while using public messaging services. All messages are held for a minimum of one hour, and are subject to monitoring. The maximum Public Messaging session is limited to 60 minutes.

Print Tab

The print tab is used for scheduling two types of print jobs; free and chargeable. The free print jobs consist of BP-199s and postal mailing labels. The chargeable print jobs consist of public messaging messages, account statements, contact lists, and law service documents. TRULINCS will charge you 3 TRU-Units per printed page. No refunds are issued for print jobs. If the printer malfunctions for whatever reason, and you do not receive your print job, you may request a reprint via a cop-out to Trust Fund. You are required to use a TRULINCS postal mailing label for all outgoing mail. You may schedule and print 5 TRULINCS mailing labels each day at no cost. No return address labels should be printed. Inappropriate use of labels will result in disciplinary action.

RELIGIOUS SERVICES

The Chaplains at FCI Florence work hard to provide pastoral care and meaningful religious services and programs. Religious programs for each faith group are offered on a twice-weekly basis. We have some very committed volunteers who lead excellent programs within some of those differing traditions. Chapel programming schedules and Chapel staff hours are listed on the three Chapel bulletin boards.

There is a remarkable interest in spiritual life among the population at FCI Florence. Inmates interested in the Life Connections Program may visit a Chaplain during the times the

chapel is open to find out more information. We invite you to come and investigate matters of faith for yourself. This spiritual life could end up being one that safeguards the rest of your adult life, having an impact on you and your loved ones, both now and extending on into eternity.

Religious Personal Property: Religious personal property may be purchased utilizing the SPO process through the Chapel, if the items are not sold in the commissary. Only inmates with an official religious preference listed in SENTRY shall be able to purchase

appropriate religious head wear, prayer oil, or other items particular to their declared faith. Only a small amount of prayer oil is authorized to be ordered each quarter, and that bottle is the only bottle allowed to be in an inmate's personal property. Prayer oil, also known as fragrant oil, is only allowed to be used for religious purposes. Any misuse, e.g. scenting outgoing mail, masking room odors, will result in confiscation of the personal property (oil) and may result in disciplinary action. Contact a Chaplain for any questions regarding inmate religious personal property.

EDUCATION DEPARTMENT SERVICES

The Philosophy of the Education Department at FCI Florence is to provide a flexible education program curriculum in the belief that a coherent pattern of courses will help the inmate attain a perspective education that will enhance effectiveness, success, and productivity as a person and a citizen. Inmates can and do change their behaviors only when they themselves are motivated to do so. It is with these principles in mind that the education staff are personally committed, through education, to assist each inmate in attaining personal, educational, occupational and life skill goals. The Education Department supports these principles as well as those governing the occupational, recreational, and personal dimension of the inmate's lifestyle. In fulfilling its function as a center of learning, the Education Department offers programs and services in the following areas:

General Equivalency Diploma; English as a Second Language; Post-Secondary Education; Advanced Occupational Training-College; Vocational Education; Social Education-Life Skills; Parenting; Adult Continuing Education; Career Counseling/Release Preparation; Recreation/Leisure Activities; and Library Services. The FCI Florence Education Department is state accredited by the North Central Association of Schools and Colleges.

RECREATION

<u>Sat-Sun & Federal Holidays</u>	6:15 a.m. - 9:45 a.m.
After Count	Approx. 10:30 a.m. - 3:45 p.m.
After Count	Approx. 4:30 p.m. - 8:00 p.m.
Recreation Yard open	Dawn to Dusk

<u>Weekdays</u>	6:15 a.m. - 7:30 a.m.
	8:00 a.m. - 10:15 a.m.
During Meal	Approx. 10:30 a.m. - 12:30 p.m.
	1:00 p.m. - 3:45 p.m.
After Count and During Meal	4:30 p.m. - 8:00 p.m.
Recreation Yard open	Dawn to Dusk

The Recreation Yard will be closed occasionally due to inclement weather which poses a threat to life and/or a security risk.

BARBER SHOP

You are expected to keep your hair neat and clean. You may not wear an artificial hair-piece. Mustaches and beards are permitted. The Barber Shop is located in the Recreation Department. The Barber Shop hours are posted in the Unit as they are made available. The Barber Shop is closed during all official counts. There will be no hair cutting anywhere other than the Barber Shop.

CORRECTIONAL SERVICES

Call-Out

"Call-Out" rosters of appointments are prepared and distributed to all housing units for posting on a daily basis. Call-Outs usually involve an appointment you must keep other than your regular duties. It is your responsibility to check the Call-Out roster daily. After determining that you have an appointment at a specific place and time, **BE PROMPT**. Notify your immediate supervisor prior to departing for an appointment. Failure to keep appointments may result in disciplinary action.

Restricted Areas

Restricted areas are those areas which you will not have access to when not on an unassigned work detail. Being found in a restricted area may result in disciplinary action.

Drug Surveillance

The Bureau operates a drug surveillance program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample for this program, and the inmate does not do so, that inmate will be subject to disciplinary action. Positive test results will be subject to disciplinary action.

Alcohol Detection

A program for alcohol surveillance is in effect at this institution. Random samples of the inmate population are tested on a routine

basis, as well as those suspected of alcohol use. A positive test or refusal to submit to the test will result in disciplinary action.

Contraband

Contraband is anything that is not issued to you by a staff member, purchased by you in the commissary, purchased through approved channels, or approved for issue by an appropriate staff member. Authorized items may be considered contraband when found in excessive quantities or altered in any manner. Possession of contraband is subject to disciplinary action. Commissary purchased at another institution will be considered contraband if it is not sold at FCI Florence.

Searches

It is the policy of the BOP that you and your property can be searched at any time by a staff member. You do not have the right to be present during any search of your living area.

Shakedowns

NOTE - All inmates must carry their commissary card on their person at all times. Failure to comply with this order can result in disciplinary action. Lost commissary cards are replaced, through the Unit Team, by R&D.

Searches or shakedowns are an important part of the total institution security program. Control of contraband which has potential use in disturbances, riots, escape attempts, or violent acts against staff or other inmates is essential in ensuring the safety of both staff and inmates, as well as ensuring the orderly running of this institution.

Staff can search any inmate, his property, living or work area, at any time.

Types of searches:

- A. Pat Searches (simple & on the wall)
- B. Visual (Strip) Searches (ordinarily same gender/private area)
- C. Digital Searches - medical only (authorized by the Warden)

Searches are designed and conducted to detect and/or prevent the entrance and distribution of contraband.

Visits

It is the policy of the BOP to encourage visiting by family and friends to maintain your morale and to develop closer relationships between you and your family, and others in the community. Some of your basic questions concerning visiting will be answered in this handbook; however, we recommend that you consult with your Correctional Counselor or other Unit Team members and become fully aware of the visiting regulations. Upon your arrival, you will receive a form on which to list the persons you wish to visit you. The proposed visitors are screened and your Correctional Counselor will notify you once a visitor has been approved or denied visitation. Contact your Correctional Counselor if you wish to add or delete an individual from your list. The Visiting Room is located in the "B" Building.

Visiting Schedule

Saturdays, Sundays, and Federal Holidays:
8:00 a.m. to 3:00 p.m.

Fridays: 5:00 p.m. to 8:00 p.m.

The number of persons allowed while visiting one inmate is limited to five. The Visiting Room Officer will not allow more than five visitors to visit one inmate at any given time without prior approval of the Associate Warden.

Visiting Regulations

1. Visitors will not be processed until 8:00 a.m., on weekends or federal holidays, nor will they be processed in after 2:00 p.m. For visiting during the evening on Fridays, visitors will be processed in starting at 5:00 p.m. On Friday, visitors will not be processed after 7:00 p.m. Visitors will not be allowed into the Administration Building prior to these times.

2. Children less than 16 years of age must be accompanied by an adult family member. If the Visiting Room becomes too crowded, visits for persons from the local area will be terminated according to the time of arrival, with the first to arrive being the first to be terminated.
3. Anyone wishing to visit an inmate at this institution must be on an inmate's approved visiting list.
4. For identification purposes, visitors will be required to present a picture identification card, i.e., valid driver's license, passports, etc. Inmates will be required to possess their inmate commissary card for identification purposes while in the Visiting Room.
5. 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. Visitors are prohibited from wearing short shorts, low cut, or see through clothing, tube or tank tops, backless clothing, swim suits, sweat suits, opened shoes, or any other apparel of a suggestive or revealing nature (e.g., skin-tight clothing, etc.). If a visitor chooses to wear a dress, the length of the dress will not be shorter than the natural break of the wearer's leg, at the back of the knee. This requirement includes any type of slit or cut in the dress. No hats may be worn during visits, except religious headgear. Inmates are responsible for advising their visitors of the dress requirements in the visiting room, including not wearing clothing khaki in color. **Visits may be denied by the Duty Officer or Operations Lieutenant for noncompliance.** Excessively provocative attire is reason to deny and/or preclude visiting.
6. Visitors are not allowed to bring food, gifts, games, needlework, pocket books,

baby strollers, or packages into the Visiting Room. Any item that cannot be thoroughly searched will not be allowed. Items purchased in the Visiting Room vending machines will be consumed inside the Visiting Room.

7. Inmates are required to be in appropriate uniform (Khaki shirts, Khaki pants, belt, black work shoes) before they will be processed into the Visiting Room. When an inmate possesses a soft shoe permit from the Health Services Department, institution transportation shoes 'bus shoes' will be given to the inmate prior to him being allowed to visit.
8. A kiss and embrace are permitted at the beginning and end of the visiting period. Filing finger nails, braiding of hair, etc., are not appropriate activities in the Visiting Room and are not permitted.
9. Once seated, movement by inmates and their visitors should be limited to that which is necessary (going to and from the rest rooms and/or vending machine area). Unnecessary lingering, walking the aisles, etc., is distracting to other visitors and interferes with staff supervision of the Visiting Room.
10. Inmates are responsible for the behavior of their visitors, including visiting children. Children should be supervised to ensure they do not disrupt other inmates and their visitors.
11. Coin purses (clear) are allowed. Business transactions and written messages may not be exchanged during a visit. Visitors are allowed to bring no more than \$25 into the Visiting Room.
12. Smoking is strictly prohibited.
13. **Visits for Special Housing Unit Inmates:** Visitors will be processed through the Front Lobby Officer. The

Front lobby officer will contact the Special Housing Unit and the visit will take place via non-contact video visiting. This will be a two-hour visit per inmate. The visit is limited to two adults and two children at a time.

14. Special visits may be granted and must be approved by the Warden. These visits will be conducted during regularly scheduled visiting hours. Inmates should contact their Unit Team in writing to request any such visit.

Note: There has been a statutory change that now allows a woman to breast-feed her child in any location in a Federal building or on Federal property, if the woman and her child are otherwise authorized to be present at the location. If, however, in a particular instance the breast feeding is conducted in a manner that is disruptive to the other inmates or is facilitating conduct prohibited under the BOP's disciplinary code, the visit is to be terminated and further actions may be considered pursuant to discussions with legal staff. Baby diapers, food, and bottles, etc., will be allowed, but only the amount that will be consumed or used during the visit. A baby car seat will be allowed if it can be thoroughly searched. Additionally, there will be no items left in the lobby area to include strollers, baby carriers, hats, makeup, etc.

ANY VIOLATION OF VISITING PRIVILEGES MAY RESULT IN DISCIPLINARY ACTION AND/OR LOSS OF VISITING PRIVILEGES AND POSSIBLE CRIMINAL PROSECUTION OF THE VISITOR.

Count

Five official counts of the inmate population are made during each 24 hour period. On weekends and holidays, a sixth official count will be conducted.

- a. 12:00 a.m.
- b. 3:00 a.m.
- c. 5:00 a.m.
- d. 10:00 a.m. (Saturdays, Sundays, and Holidays - Stand-up Count)

- e. 4:00 p.m. (Stand-up Count)
- f. 9:00 p.m. (Stand-up Count with Cell Lights On)

All inmate movement will cease when count begins and will not resume until the count is correct and cleared by the Control Center. In the inmate living quarters, inmates are required to be in their cells for all counts. Inmates will not be counted in the showers. The 4:00 p.m. count, 9:00 p.m. count, and the 10:00 a.m. count (on Saturdays, Sundays, and Holidays) are lockdown stand-up counts. All inmates will be secured in their cells and required to STAND by their beds facing the staff members during the count. Inmates not standing for the designated counts are interfering with an official count and will be subject to disciplinary action. Correctional Services will conduct Picture Card counts at infrequent times. Do not distract those counting by talking or moving about. All radios will be turned off during count.

- 1. Head scarves (do-rags/wave caps) are permitted in the housing unit only.

You must be in the proper uniform, Monday through Friday, 7:30 a.m. until 4:00 p.m., Khaki shirts and pants. All shirts will be tucked in and at a minimum, be buttoned to within one button of the collar. Work shoes are required on all work sites. No sagging or excessively tight clothing. Belts will be buckled. Headgear will be allowed, with the exception of inside of the housing units (except during the winter months). Personal or institutional clothing which has been altered in any manner (cut, sewn, written on, etc), will be confiscated and disciplinary action may result.

- 2. You must show proof of ownership for any item confiscated within seven (7) days of the confiscation.
- 3. Your registration number should be

engraved on your headphones. Registration numbers scratched or altered will be confiscated. Shoes are tracked and limited for purchase every six months.

- 4. Visiting in the housing unit that you do not live in is forbidden; however, you can visit your Unit Team, in the event they (Unit Team) are in a housing unit other than the one you are assigned. This will only happen when a staff member authorizes your entrance into a housing unit other than your assigned housing unit.
- 5. You cannot purchase commissary items or property from another inmate. Giving commissary to another inmate is not authorized.
- 6. Inmates cannot display any type of martial arts, kick boxing, or any type of action viewed as aggressive.
- 7. You must have your commissary card on your person at all times. Failure to do so can result in disciplinary action.
- 8. Nude or partially nude pictures, sexually suggestive or pornographic materials will not be displayed in any manner in the housing unit. Gang-related materials (or materials depicting gang insignias) may never be displayed in any manner in the unit.
- 9. **Emergency Duress Call:** Each room is equipped with an emergency/duress button to alert the Unit Officer of an emergency. These buttons are to be used for emergency purposes only.
- 10. **Emergency Alarm System:** During institutional emergencies, an audible alarm will inform all inmates to lay on the ground face down. You are to remain there until staff indicate you can return to your feet. Failure to comply with this order will result in disciplinary action.

11. Additional information/changes will be presented during A&O by the Captain or his/her representative. These rules are available to the inmate population by requesting them through your Unit Team. The Correctional Services A&O lecture guidelines will supersede this handbook.

Lock Down Census

Lockdown Accountability Checks are informal checks made by the institution. The purpose is to determine if inmates assigned to their details are absent without authorization and if any inmate(s) are in any unauthorized areas. This check will be conducted at least once per month. If an inmate is found to be unauthorized, absent or present from their detail, they will receive an incident report.

Controlled Movements

Controlled movements have been implemented to assist in inmate accountability procedures as well as the safety and security of the facility. You are given ten (10) minutes to move from point A to point B. An announcement will be made over the P.A. system when controlled movements begin and end. Inmates must clear the compound when Control makes the announcement that the movement is over. In the event an inmate does not make the controlled movement, he must wait for the next move.

It is your responsibility to check your respective unit bulletin boards for controlled movement times.

LEGAL

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, such actions can be the basis of a claim under the Federal Tort Claims Act. To

file such a claim, inmates must complete a Small Claims for Reporting Property Damage or Loss form. This form can be obtained from your Unit Team.

Law Library

Law Library and materials in the law library may not be removed from the building. Electric typewriters are available in the law library for legal use only, on a first come first served basis. Typewriter ribbons and correction ribbons are sold through the Commissary. Procedures for check-out of books with the inmate law clerk are as follows: Fill out required information on the form provided and submit it to the inmate Law Clerk. The books will be issued after notation of the books condition has been made. Your completing and signing the sheet acknowledges that it will be returned in good condition. Typewriters are checked out from the inmate Law Clerk as well. Once again, the condition of the typewriters is noted, and it will be returned in the same working order. A photo-copy machine is available and requires a vending card, with funds, in order to operate. This machine is for inmate use only, and if damaged may result in unwanted down time.

Liens

You are prohibited from obtaining or possessing Uniform Commercial Code (UCC) Financing Statement (lien) and attendant forms, documents, and materials. You are further prohibited from possessing any documents, letters, papers, etc., that contain personal information, including but not limited to home addresses, home telephone numbers, social security numbers, financial information, deed information, etc., of any federal or state government official, including but not limited to Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco & Firearms. If you are found to be in possession of these types of documents or information, the materials will be confiscated as hard contraband, the correct law enforcement

agency will be notified as appropriate, and incident reports will be written as appropriate.

As always, you may utilize the administrative remedy process to challenge the confiscation of or rejection of such documents.

SAFETY

Fire Prevention and Control

Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member, so that property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards are not acceptable. Regular fire inspections are made in each unit by qualified professionals. Each inmate is responsible for reviewing the fire evacuation plans posted in the housing units, recreation, food service, work sites and all general areas, for the nearest escape route.

PSYCHOLOGY SERVICES

The Staff Psychologist is responsible for performing diagnostic, therapeutic, research, educational and evaluation functions related to psychology. The Psychologist plans, organizes, participates, and provides professional expertise for counseling programs. This includes assessing your needs and designing corresponding programs for you. The Psychologist is available by submitting an Inmate Request to Staff Member, or in an emergency, by alerting a staff member. Psychology services perform a variety of functions for the inmate population. Some of these functions include presenting psycho-educational classes on Anger & Stress Management, Drug Education, Sexual Abuse/Assault Prevention and Intervention, and programming related to the Comprehensive Residential Drug Treatment Program.

There are many counseling alternatives for inmates who have personal problems, and desire to correct them. These options include

Alcoholics Anonymous, Narcotics Anonymous, People In Prison Entering Sobriety, Anger Management, self image groups and other voluntary groups. Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit staff are available for informal counseling sessions and they also conduct formal group counseling activities.

UNICOR

UNICOR Federal Prison Industries is a wholly owned Federal Government Agency which was established by the U.S. Congress in 1934. Today, UNICOR is divided into five different lines or divisions: Electronics, Plastics and Optics Division; Graphics and Data Services Division; Furniture Division; Clothing and Textile Division; and Metal Products Division. UNICOR was established in 1934 under Acts of Congress and an Executive Order which are now incorporated in Chapter 307 of Title 18 of the United States Codes, Section 4121-4128, which enables the corporation to operate industries in the federal penal and correctional institutions. In 1977, Federal Prison Industries, Inc. adopted the trade name of UNICOR, under which it now does most of its business. UNICOR was developed to teach responsibility and to provide a means for inmates to learn various skills which may assist in their transition back into the civilian job market. UNICOR at FCI Florence is part of the furniture division. Its assignment is to produce many different upholstery products. Manufacturing is done at the FCI. There are approximately 154 inmate worker positions at the FCI. Application for employment by an inmate is made through the Unit Team at which time their name will be entered on a UNICOR waiting list. There are two separate hiring lists, Priority and Regular.

1. **Priority List:** For inmates who have prior experience with UNICOR. These inmates have eligibility status for priority hiring unless the inmate was transferred from another institution

because of disciplinary action or was classified as released from institutional custody. This list is also for inmates who are assessed court penalties or fines as a part of their sentence or who possess outstanding civil debts which the Unit Team classifies under the term "Financial Responsibility."

2. **Regular List:** For inmates who have no UNICOR experience. All inmates are required to submit an Application for UNICOR Employment form to UNICOR staff. Positions on the hiring lists are determined by the inmate's date of application and the date the inmate was entered into the Computer System by UNICOR Staff. Individuals who refuse to participate in the Inmate Financial Responsibility Program and deportable aliens are not permitted to work in UNICOR.

involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution. Ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report. Maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)
Minimum of 24 hours
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing
NOTE: Time limits are subject to exceptions as provided in the rules.
Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, - and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.
8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.	9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the right to participate in educational, vocational training, counseling, and	10. You have the responsibility to take advantage of activities which will aid you to live a successful

Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
employment programs as resources permit, and in keeping with your interests, needs, and abilities.	and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.	11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court- imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

Table 1. PROHIBITED ACTS AND AVAILABLE SANCTIONS

GREATEST SEVERITY LEVEL PROHIBITED ACTS	
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited

GREATEST SEVERITY LEVEL PROHIBITED ACTS

act.

- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 12 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
 - I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 409 Unauthorized physical contact (e.g., kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1. Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

Directions to Florence:

The Federal Correctional Complex is located approximately 2 miles south of Florence, Colorado, on the east side of Highway 67. It is approximately 40 miles south from Colorado Springs, 35 miles west of Pueblo, and 13 miles southeast of Canon City. When traveling from Colorado Springs, take Highway 115 south to Florence. Take Highway 67 South to the Correctional Complex. When traveling from Pueblo, take Highway 50 west toward Canon City. Highway 115 south can be accessed in Penrose, leading toward Florence. Continue on Highway 115 south to Highway 67 South in Florence. There are two routes from Canon City that would provide you access to the Complex. One route is Highway 50 east to Highway 67 South. Continue to Highway 67 South through Florence until you arrive at the Complex. A second route would be Highway 115 south in Canon City to Highway 67 South in Florence.

Local Public Transportation:

There are several options for public transportation available including: Fremont County Cab in Florence at (719) 784-2222, City Cab Co. in Pueblo at (719) 543-2525, and also Yellow Cab in Colorado Springs at (719) 634-5000.

Addresses:

Full Name, Register Number
FCI Florence, Post Office Box 6000, Florence, CO 81226

The only way an inmate can receive money is through the mail and through Western Union.

Send money to:

**Federal Bureau of Prisons
Inmate Nam
Inmate Register Number
Post Office Box 474701
Des Moines, Iowa 50947-0001**

Western Union information:

**Inmate Register Number
Inmate Name
City Code: FBOP
State Code: DC**

Central Office

Federal Bureau of Prisons
Office of the Director
320 First Street, N.W.
Washington, DC 20534

Regional Office

Federal Bureau of Prisons
North Central Regional Office
Gateway Complex, Tower II, 8th Floor
Kansas City, KS 66101

U.S. Parole Commission

550 Federal Building
Suite 420
Chevy Chase, MI 20701

U.S. Pardon Attorney

1 N. Park Building
440 Friendship Blvd
Bethesda, MI 20014