

ADMISSION
AND
ORIENTATION



UNITED STATES PENITENTIARY
ADMINISTRATIVE MAXIMUM FACILITY
FLORENCE, COLORADO

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ADX FLORENCE, COLORADO
ADMISSION AND ORIENTATION HANDBOOK
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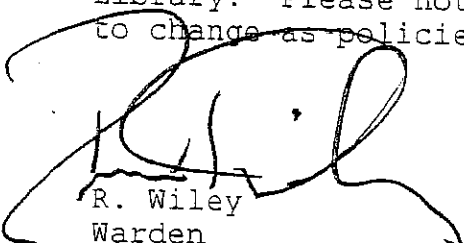
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INTRODUCTION

You have been designated to the U.S. Penitentiary, Administrative Maximum (ADX), Florence, Colorado, for service of your sentence. In order to answer questions you may have and facilitate your adjustment to our facility, we are providing you with a copy of this institution's Admission and Orientation Handbook.

This handbook is designed to provide you with general information regarding your rights and responsibilities, the institution's program opportunities, the institution's disciplinary system, the functions of various departments within the institution, rules and regulations unique to this institution, and the overall day-to-day operation of the institution. If, after reviewing the handbook, you have questions, you are encouraged to contact the appropriate staff member and/or refer to Institution Supplements and Program Statements which are available in the Inmate Law Library. Please note, the contents of this handbook are subject to change as policies and procedures are updated.



R. Wiley
Warden

UNIT MANAGEMENT

The following entries contain information which pertain to Unit Management and Unit Management related functions.

STAFF MEMBER DUTIES AND FUNCTIONS:

- Unit Manager - Unit Managers are responsible for matters relating to the non-custodial, day-to-day, operation of their assigned unit(s); i.e., inmate telephone usage, cell assignments, sanitation, etc. Also, Unit Managers supervise Case Managers, Counselors and Secretaries.

- Case Manager - Case Managers are assigned an inmate caseload and are responsible for matters pertaining to Intake Screening, Classifications/Reviews, Transfers, Inmate Requests, Custody Reviews, Progress Reports, Parole Issues, Release Related Issues, etc.

- Counselor - Counselors provide guidance and counseling to the inmates assigned to their caseloads. They act as primary liaison between inmates and other departmental staff members. They assist inmates in resolving complaints, handling visiting matters, and distributing Legal Mail and property. Your Counselor is a valuable resource person available to assist with problems associated with your confinement.

- Unit Secretary - Occasionally, the Secretary will participate in the classification/review process as a member of the review panel.

- Unit Officer - The Unit Officers have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They are also responsible for unit safety, security, and sanitation.

The Unit Manager, Case Manager, and Counselor are the staff members who comprise the Unit Team. The Unit Team assigned to a particular unit is responsible for the inmates housed in that unit. All Unit Team members will make rounds in their assigned units on a regular basis.

HOUSING UNITS:

You will be placed in a housing unit as deemed appropriate for your security needs. The different units, in order from the most secure and restrictive to the least secure and restrictive, are: Control Unit, Special Security Unit, Special Housing Unit (SHU), General Population Units, and Intermediate Unit/Transitional Units. Operations, privileges, and procedures will vary depending upon the unit. Operation of equipment located within the cells; such as, T.V.'s, Toilets, Showers, Lighters, and Lights, have been standardized for all units. Instructions and diagrams are provided as Attachments "A" and "B".

INTER-UNIT TRANSFER:

Upon arrival, inmates will ordinarily be placed in either the Control Unit, Special Security Unit, High Security Unit, SHU, or one of the General Population Units. In order to be transferred to a less restrictive unit you must maintain clear conduct for a specific period of time, participate in the programs recommended by your Unit Team, and demonstrate positive institutional adjustment. Your case history and instant criminal conduct also may be factors in considering you for transfer to a less restrictive unit. At the discretion of the Unit Team, you can be considered for inter-unit transfer. With the exception of inmates being housed in the Control Unit and High Security Unit, the Associate Warden(P) must approve you for transfer to a less restrictive unit. The Regional Director is the approving authority for inmates who are housed in the Control Unit. Specific information relating to the ADX programs can be found in the Institution Supplements provided by the Institution Law Library on General Population and Step-Down Unit Operations.

TELEVISION SYSTEM:

With the exception of the Special Housing Unit and Disciplinary Segregation in the Control Unit, all cells are equipped with Television Sets. The purpose of the T.V. system is to provide the inmate population with information and to provide entertainment. The Institutional Channel 4 will broadcast information which will assist you in your day-to-day functioning. Channel 14 will broadcast videos from the Religious Services and Psychology Services Departments. Other Channels will broadcast a variety of educational and entertainment type programs. As part of the Admission & Orientation process, all new inmates are required to watch the entire A & O Program broadcast on the Institutional Channel. Times and dates for broadcasts of the A & O Program will be provided.

INMATE FINANCIAL RESPONSIBILITY PROGRAM (IFRP):

Inmates are expected to make a good-faith effort to satisfy outstanding debts during incarceration. The I.F.R.P. is a means by which inmates are afforded the opportunity to pay collectable debts. Participants in the program are encouraged to make payments by authorizing regular withdrawals from individual

commissary accounts. Those inmates in FRP Refuse status are limited in their commissary spending. Additionally, they may face additional consequences as noted in Program Statement 5380.08, Financial Responsibility Program, Inmate.

CORRESPONDENCE:

Inmates are permitted to send and receive correspondence. All outgoing correspondence should be given to the appropriate staff member unsealed. It will be inspected, sealed, and then mailed. Incoming correspondence will be opened and inspected prior to being given to you. Inmates wishing to correspond with other inmates must submit a request to their Case Manager and approval must be granted by the Wardens of both facilities.

NARCOTICS DETECTION PROGRAM:

Inmates will be tested for narcotics use on a random and suspect basis. The method of testing will be urine analysis. Participation is mandatory. Inmates refusing to provide urine samples will be subject to disciplinary action.

SANITATION:

Inmates will be expected to maintain a clean and orderly cell at all times. The floor will be kept free of debris and will be scrubbed as needed. The sink, toilet, and shower will be cleaned regularly. Sanitation supplies will be provided on a regular basis by the Unit Correctional Officers. The bed will be made military style immediately after you are awake and dressed. Inmates are required to wash themselves regularly with soap and water. You are not permitted to hang anything on the walls or front grill of your cell.

INMATE PROPERTY:

Inmates will be allowed to retain only the personal property listed in the Institution Supplement on Inmate Personal Property. You may retain legal materials and supplies not to exceed three cubic feet in volume. All legal materials must pertain to active cases. All property must be stored in the space provided beneath your bunk.

INMATE TELEPHONE SYSTEM:

You will be allowed to make collect calls and/or debit calls. Upon arrival, inmates will complete and submit a Telephone Number Request Form to their Unit Team. You may request approval of up to thirty (30) numbers. Each inmate will receive a Phone Access Code Number (PAC #). The PAC Number must be entered prior to dialing the phone number. You must transfer funds from your Trust Fund Account to your Phone Account in order to use the ITS or you may call collect, once your Telephone Number Request has been approved and entered in the ITS. If you lose or compromise your PAC number due to your negligence, submit an "Inmate Request

to Staff Member" to ISM for a replacement card.

Phone Account Funds will be depleted at a rate depending upon the location of the person called and duration of the call. For specific instructions on placing calls through the ITS, consult Attachment C.

INMATE DISCIPLINE SYSTEM:

All inmates have certain rights; such as, the right to be treated humanely. By the same token, inmates are expected to act responsibly. To ensure inmates act responsibly and exhibit proper conduct, the Bureau of Prisons utilizes an Inmate Discipline System. Under this system, inmates are disciplined when they are found to have committed a prohibited act. Your rights and responsibilities and a summary of the Inmate Discipline System is included as attachments D-1 through D-16.

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 Bureau of Prisons' staff, United States Attorneys, Assistant United States Attorney, judges, governors, and agents of the Federal Bureau of Investigation, Drug Enforcement Agency, and Alcohol Tobacco and 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 remedy process to challenge the confiscation of or rejection of such documents.

CENTRAL INMATE MONITORING SYSTEM:

The Central Inmate Monitoring System is a method by which the Bureau of Prisons monitors the transfer, temporary release, and participation in community-based activities of inmates who require special management consideration. Classification as a CIMS Case does not, in and of itself, preclude an inmate from specific programming consideration.

MARRIAGES:

While incarcerated, inmates may be permitted to marry persons from the community. If you wish to get married, submit a written request to your Case Manager.

WORK ASSIGNMENTS:

Inmates housed in the Pre-transfer Unit may be eligible for job assignments to include UNICOR. Inmates housed in all other units will be eligible for stamping or unit orderly jobs only depending upon your housing unit.

ADMINISTRATIVE REMEDY PROCEDURE:

Administrative Remedy is the procedure by which inmates may resolve their grievances without resorting to legal action. The first step in the Administrative Remedy procedure is the inmate's attempt to informally resolve the complaint. The inmate should demonstrate that he has attempted to use informal means to resolve his problem by documenting said attempt(s) on the standard form. Only one(1) Informal Resolution Form will be issued by the Counselor at a time and only one(1) issue should be addressed per Informal Resolution Form. The second step of the

Administrative Remedy Procedure is the filing of a formal complaint, Institution Administrative Remedy (BP-9). The inmate must file the BP-9 within twenty calendar days. If the response to the BP-9 is unacceptable to the inmate, he may file a Regional Administrative Remedy (BP-10); thereby, appealing to the Regional Director. The BP-10 must be filed within twenty (20) calendar days of the date of the Warden's response. New issues may not be raised on the BP-10. Normally, the Regional Director will respond to the BP-10 within thirty (30) calendar days. If the BP-10 response is unacceptable, the inmate may file a Central Office Administrative Remedy (BP-11), which is directed to the General Counsel. The General Counsel has thirty (30) calendar days to respond. In order to acquire application forms for Administrative Remedy, you must contact your assigned Counselor.

TREATY TRANSFER:

Inmates who are citizens of a foreign country may be eligible to serve their sentence in their home country. Treaty transfer is only possible for inmates without an unpaid Committed fine, and from a country having a formal Prisoner Exchange Treaty with the U.S. All foreign inmates are encouraged to contact their nearest consulate for more information on this program.

FEDERAL TORT CLAIMS:

If your personal property is lost or damaged, and informal resolution of the problem has not been successful, you may wish to file a Tort Claim in order to recover damages. Your counselor can provide you with the necessary forms.

INMATE ACCESS TO CENTRAL FILES:

Inmates are permitted to review their central files prior to parole hearings and for other legitimate purposes. You are only permitted to review the disclosable portions of the file. Requests should be forwarded to your Unit Case Manager.

The DNA Analysis Backlog Elimination Act, Public Law 106-546

requires the Bureau of Prisons to examine each inmate's record to determine if they must submit a DNA sample. Your Case Manager will discuss this issue with you at your Initial Classification.

CORRECTIONAL SERVICES

CALL OUTS:

Call-out sheets 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. The Call-out sheet will be delivered to the housing unit Officer-in-Charge(OIC). If you have a call-out you will be notified.

COUNTS:

12:01 a.m.	Counted in your assigned cell.
3:00 a.m.	Counted in your assigned cell.
5:00 a.m.	Counted in your assigned cell.
11:00 a.m.	Stand-up count in your cell. (Weekends & Holidays Only)
4:00 p.m.	Stand-up count in your cell.
8:00 p.m.	Counted in your assigned cell.
9:45 p.m.	Counted in your assigned cell.

Requests for special visits must be submitted in writing to the Unit Manager for review. Attorneys must forward a request for a legal visit in writing to the Unit Manager for review. Any special religious visits will be reviewed by an Institution Chaplain. Final approval of any special visit, including legal and religious visits, must be given by the Warden.

CONTROLLED MOVEMENT:

All movement in the institution is controlled and under escort.

RESTRICTED AREAS:

Restricted areas are those areas which you will not have access to when not on an assigned work detail.

VISITATION:

It is the policy of the Bureau of Prisons to encourage visiting by family and friends to maintain morale and to develop closer relationships between family and others in the community. Some of your basic questions concerning visiting will be answered in this handbook. However, consulting with your counselor and other Unit Team members is recommended.

Attorney visits will be conducted on the same days and during the same hours as social visits. Also, attorneys must notify the Unit Manager at least three work days prior to the requested

visiting time. Rules and regulations are provided as Attachment E.

VISITING TIMES:

Thursday, Friday, Saturday, Sunday, and Federal Holidays
(8:00 a.m. - 3:00 p.m.)

CONTRABAND:

Contraband is anything that is not:

1. Issued by an institution staff member.
2. Purchased in the commissary.
3. Purchased through approved channels.
4. 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.

SHAKEDOWNS:

BOP policy dictates that you and your property can be searched at any time by any staff member.

ALCOHOL DETECTION:

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

FOOD SERVICE DEPARTMENT

All meals in the Food Service Department are prepared under the direct supervision of a Cook Supervisor in the main kitchen area. This Supervisor has the responsibility to ensure the food tray is clean, all items are on the tray, portions are equal, and temperatures are in accordance with the Food Service Sanitation Manual.

Each individual will receive two trays; one tray will be for hot food items, and the other for cold food items.

In order to meet individual dietary requirements, the following menu choices are provided: 1) regular menu; 2) no pork; 3)

religious diet; 4) no meat; and 5) low fat/low sodium.
The third menu option must be approved by the Chaplain.

If you have any questions or concerns regarding the Food Service

operations, an Inmate Request to Staff Member may be submitted to the Food Service Administrator. Periodically, a Food Preference Survey will be taken to determine the likes and dislikes of the population and to update the 35-day cycle menu. The menu is subject to change at the discretion of the Food Service Administrator.

INMATE SYSTEMS DEPARTMENT

The Inmate Systems Department consists of three different areas: The Records Office, Receiving and Discharge, and the Mail Room. Each area will be discussed individually.

RECORDS OFFICE:

The Records Office maintains your Judgment and Commitment File. The Records Office computes your sentence and makes all adjustments in your sentence computation. If you are a new commitment to the BOP, you will receive your sentence computation in the mail, normally within 30 days of your commitment to this facility. Transfers will not receive a new computation unless there are changes in the computation, but your computation will

be re-audited for accuracy. If you want a copy of your sentence computation, request a copy via an "Inmate Request to Staff Member" through your Unit Team. They will be able to provide you a copy from your Central File.

Should you have questions or concerns about your sentence computation, which cannot be answered by you Unit Team, address an "Inmate Request to Staff Member" to the Records Office and be as specific as possible. All questions about jail credits, the Interstate Agreement on Detainers Act (IADA), prior violations, etc., require research and a response is dependent upon the results of the research before a response can be made.

COMMITTED NAME:

The name listed on your Judgment and Commitment Order is your official committed name. All legal transactions during your commitment period will be handled with the use of the name on the Judgment and Commitment Order, even if incorrect. Should you wish to correct your committed name, you must involve the court and have them issue a name change. This action must be initiated by you.

A change to your committed name can only be ordered by the court which sentenced you to your current federal sentence.

DETAINER PROCESSING:

A detainer is notification you are wanted by other authorities for additional prosecution, commitment or other criminal proceedings. Detainers may be received either with or without

solicitation by the Bureau of Prisons. You will receive a copy of the Detainer Action Letter notifying you of the placement or removal of a detainer. Information concerning the detainer must be obtained by you from the agency lodging the detainer.

GOOD CONDUCT TIME AWARDS:

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

There are no provisions under the new law for parole. The only good time available will be fifty-four days per year for each year of incarceration that you complete, including pre-sentence jail time. This may not be awarded until the end of the year, and may be awarded in part or in whole, contingent upon behavior during the year. Once awarded, it is usually vested and may or

may not be forfeited, depending on the date of the offense for each count you are found guilty. There is no statutory good time or extra good time for crimes committed on or after November 1, 1987.

As a result of the passage of the Prison Litigation Reform Act (PLRA) and the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA), several changes to Bureau of Prisons policies were required.

- The Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) provisions discussed below apply to inmates with an offense date on or after September 13, 1994, but before April 26, 1996.
- The Prison Litigation Reform Act (PLRA) provisions discussed below apply to inmates with an offense date on or after April 29, 1996.

Inmates with an offense date prior to September 13, 1994, are not affected by the changes discussed below.

INMATE DISCIPLINE AND EARNING GOOD CONDUCT TIME:

VCCLEA inmates convicted of violent offenses must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All PLRA inmates must demonstrate "exemplary compliance" with institution disciplinary regulations in order to earn good conduct time.

All other "new law" offenders continue to be subject to the "satisfactory behavior" standard.

The sanctions for failure to meet "exemplary compliance" are as follows:

For 100 level violations, the Disciplinary Hearing Officer (DHO) must disallow at least 41 days;

For 200 level violations, the DHO must disallow at least 27 days;

For 300 level violations, ordinarily, on the second act of this level (within the anniversary year) the DHO will disallow 14 days (Unit Disciplinary Committee (UDC) can justify not forwarding the matter to the DHO); and

For 400 level violations, ordinarily on the third act of this level (within the anniversary year) the DHO will disallow seven days (the UDC can justify not forwarding the matter to the DHO).

VESTING AND FORFEITURE OF GOOD TIME:

VCCLEA inmates' good time will only vest if they have earned a General Education Diploma (GED) or a high school diploma or are "making satisfactory progress" toward earning a GED (discussed below). PLRA inmate's good time will not vest until the end of their sentences.

These changes mean that some VCCLEA and all PLRA inmates will have "unvested" good time (as do "old law" inmates). In light of this fact, a schedule for "forfeiture" of good time has been added as a sanction for disciplinary misconduct. The forfeiture schedule is summarized below.

For 100 level violations, the DHO may forfeit up to 100% of unvested good time.

For 200 level violations, the DHO may forfeit the lesser of up to 50% or 60 days; and
For 300 level violations, the DHO may forfeit the lesser of up to 25% or 30 days; and

For 400 level violations, no good time will be forfeited for the first violation, and up to seven days for a second act of this level.

The PLRA also provides that Federal judges may order the forfeiture of good conduct time upon finding an inmate filed a malicious lawsuit, filed a lawsuit in order to harass the

opposing party, or presented false evidence to the court.

EDUCATION AND "MAKING SATISFACTORY PROGRESS":

The standard for "making satisfactory progress" is as follows:

An inmate will be deemed to be making satisfactory progress unless and until an inmate refuses to enroll in school, withdraws, or is found guilty of a prohibited act that occurs in the literacy program.

Once an inmate becomes "unsatisfactory" by doing one of the above, he or she will have to enroll in the program and receive a "satisfactory" rating after 240 hours of instruction in order to regain "satisfactory progress" status.

PLRA inmates who are not in "satisfactory progress" status on their anniversary date will only potentially be awarded a maximum of 42 days good time per year.

Inmates placed in special housing, transferred to a community corrections center, or unable to attend school due to a medical condition will maintain their progress rating (of either satisfactory or unsatisfactory) until some action occurs to make a change (such as their return to school and dropping out, or their return to school and completing 240 instructional hours).

THE BELOW GOOD TIME DISCUSSION DOES NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES (Effective 11/01/87).

STATUTORY GOOD TIME:

Under 18 U.S.C. § 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

- ▶ Six months or more to one year or less-five days for each month served.
- ▶ More than one year to less than three years-six days for each month served.
- ▶ At least three years to less than five years-seven days for each month served.
- ▶ At least five years to less than 10 years-eight days for each month served.
- ▶ 10 years or more-10 days for each month served.

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions. Statutory Good Time does not apply to life sentences or to those inmates who were sentenced under the Youth Corrections Act.

EXTRA GOOD TIME:

The Bureau of Prison awards extra good time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp.

An inmate may earn only one type of extra good time award at a time (e.g., an inmate earning industrial or camp good time is not eligible for meritorious good time), except a lump sum award may be given in addition to another extra good time award.

The Warden may disallow or terminate the awarding of any type of extra good time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation by staff. The Disciplinary Hearing Officer may also disallow or terminate the awarding of any type of extra good time (except lump sum awards) as a disciplinary sanction.

RECEIVING AND DISCHARGE:

The Receiving and Discharge section will be receiving and/or mailing your personal property upon commitment or discharge from this facility. All personal property will be inventoried, searched for contraband and issued to you in the order it is received. The Program Statement and Institution Supplement on Inmate Personal Property will govern what you are allowed to retain as personal property at this facility.

Inmate I.D. cards are issued from the Receiving and Discharge section. You will need to see your Unit Team regarding a replacement card.

Any questions or concerns about your personal property should be accomplished via an "Inmate Request to Staff Member" to the Inmate Systems Department. Please be as specific as possible so responses may be accomplished expeditiously.

MAIL ROOM:

The Mail Room operates Monday through Friday, excluding all federal holidays. All First Class mail and publications received by the mail room, from the U.S. Postal Service, will be delivered during the evening watch by the unit officers to the addressee, Monday through Friday, excluding all federal holidays.

Outgoing mail must contain the following information:

Committed Name
U.S. Penitentiary, ADX
Register Number
P. O. Box 8500
Florence, Colorado 81226-8500

Incoming mail, to ensure prompt delivery, should contain the same information:

Committed Name
Register Number
P. O. Box 8500
Florence, Colorado 81226-8500

Although the institution name is not required on incoming mail, it is recommended for speedier processing.

The Federal Bureau of Prisons requires all funds being mailed to an inmate be sent to the Federal Bureau of Prisons' Lock Box. The Federal Bureau of Prisons' Lock Box address is as follows:

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

All negotiable instruments must contain your committed name and register number. Personal checks and cash will not be accepted by the Federal Bureau of Prisons' Lock Box.

PUBLICATIONS:

All publications (book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, advertising brochures, flyers, and catalogs) must come directly from the publisher, a book club, or from a bookstore.

No more than three items may be included in any one package. All publications must be received via the U.S. Mail.

Hardcover books may be received only if they are not available in soft-cover and must be approved in advance by the department head in writing. You should see your Unit Team to make arrangements to have the hard cover removed from the book.

Publications which feature nudity or are sexually explicit will be handled in accordance with national policy on incoming publications.

PACKAGES:

All packages, except those recognized as coming from a publisher, a book club, or a bookstore, must have a package authorization on file before the package is sent. Packages or boxes received without a package authorization on file will be refused at the

post office and returned to the sender without notification to you.

SPECIAL/LEGAL MAIL:

Special/Legal Mail is governed by the Program Statement and Institutional Supplement on Correspondence. The sender must be adequately identified and the outside of the envelope annotated to the effect of "Special/Legal Mail - Open only in the presence of the inmate."

Example:

*John Doe, Attorney at Law
Smith, Jones and Doe Law Offices
111 Circle Ave
Anywhere, Colorado (zip code)*

"Special/Legal Mail - Open only in the presence of the inmate."

All incoming mail which does not meet the requirements of Special/Legal Mail will be treated as general correspondence. All outgoing legal mail may be sealed. However, you must adequately identify the addressee and adequately identify yourself on the outgoing envelope. You are solely responsible for the contents of all outgoing Special/Legal Mail. All outgoing general correspondence, Special/Legal mail that you wish to have certified, return receipt, insured or registered, will be given to the Unit Team, who will take the outgoing mail to the mail room, obtain the correct amount of needed postage and return the mail to you for postage.

If you are temporarily removed from the institution, you will be required to provide for disposition of your mail. You may elect to have your mail held at the institution for a period of 30 days, after which it will be returned to the sender, or you may have it forwarded to an address of your choice, or you may have all mail returned to the sender as it is received.

Any questions or concerns about your mail should be addressed via an "Inmate Request to Staff Member."

PSYCHOLOGY SERVICES

After your admission into the ADX, you will be interviewed by a representative of Psychology Services, usually within 14 days. We hope to interview everyone within 3 working days, in order to assist with questions, problems, issues, and concerns you may have.

Psychology Services will offer a variety of programs through the closed circuit TV operation in coordination with your Unit Team in place of group counseling. These programs will include Stress Management, Drug Abuse Programming (40-Hour Drug Education Program), Anger Management, and various other topics. If you successfully complete a formal program, you will receive a certificate. Copies of these certificates will also be placed in your psychology file.

If you need to speak with a Psychologist before or after your intake screening you may send an Inmate Request To Staff Member (cop-out) to Psychology Services. When we receive the cop-out, we will see you as soon as possible.

For psychiatric care, we have the services of a psychiatrist at USMCFP Springfield via teleconferencing equipment. Tele-psychiatry clinics are held twice a month. If you believe you need psychotropic medication, first send a copout to Psychology Services explaining why you believe you need it. Psychology staff will determine whether you will be placed in Tele-psychiatry.

If your issue is an emergency, please notify either your unit staff or the unit officers. They will contact Psychology, and you will be seen as soon as possible. No problem is too small to bring up, and no problem is too big to be resolved.

Should you feel suicidal or know of another inmate who you believe could be suicidal, it is very important that you contact staff immediately so Psychology can do an assessment.

Very often, Psychology Services is requested to perform formal evaluations, e.g., parole board, etc. You will be fully advised of the reasons for the requested evaluations and the limits of confidentiality. Everyone has the right to refuse evaluation; however, we will ask and document your reasons for refusal.

If you have any questions about Psychology Services, please ask during your initial interview, send us a cop-out, or ask during Psychology Services' unit rounds.

RELIGIOUS SERVICES

One Chaplain and one Religious Services Counselor, and one Religious Services Secretary are on duty to provide pastoral care and to assist in meeting your spiritual needs. They are in each unit regularly to visit with you.

A wide variety of religious services and programs are made available to you on the closed circuit television. The closed circuit television will also broadcast religious movies, studies,

documentaries, and musical specials. There are a large variety of religious books available for you to check out from the Chapel Library. Please send a request to the Chaplain's Office to check out books. The Chaplaincy staff are dedicated to ministering to you at the level of your need. They are interested in helping you to understand and work through any issues or problem that you may have. You are encouraged to get involved with the Religious Services department and all that it has to offer you.

EDUCATION

A variety of educational programs and opportunities are offered at ADX Florence. These programs include Adult Basic Education, General Equivalency Diploma, Adult Continuing Education, Post Secondary Education, and English as a Second Language. The Leisure and Law Libraries are also available through the Education Department.

All education programming and testing is done within the inmate's cell. Most instruction is effected through the use of the closed circuit television in the inmate's cell. Each inmate that is eligible will be allowed to enroll in one correspondence college course per semester.

RECREATION

The Recreation Department will provide a variety of approved organized and free form activities. Some of these activities are basketball, handball, and special holiday activities. Holiday activities will include: table games, tournaments, and contests.

HEALTH SERVICES

PURPOSE :

To acquaint newly arrived inmates with the appropriate information concerning infectious diseases. We believe by educating all inmates on infectious diseases, modes of transmission, preventive measures, the spread of infectious

disease will be minimized or prevented.

NARRATIVE:

The following information is made available to 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. Health Services staff are available through the sick call procedure to answer any questions you may have concerning infectious diseases, including HIV. Remember, most blood-borne infectious agents (Hepatitis B, Hepatitis C, HIV) can be transmitted in the same ways.

Human Immunodeficiency Virus (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. Blood conversion to positive may take from up to six weeks to several months after the initial exposure to the HIV virus. For this reason, when a person's test is negative, blood test is negative for the HIV virus at that moment in time. This does not necessarily mean the person will be negative at the next test. If the person being tested had participated in high-risk activities (eg. needle-sharing, unprotected sex) and there was an exposure to the HIV virus, then the person being tested "could" test positive on later tests. 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 place themselves at risk unless proper precautions are taken.

How is the HIV virus is spread from person to person?

There are three main routes that will almost 100% guarantee virus spread. They are: 1) blood and blood products such as serum and plasma; 2) semen; and 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 risky 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.

Health Services and Dental staff follow infection control practices which will prevent the spread of the HIV virus from patient to patient. If you have concerns of this nature, you may speak with them during a sick call 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 should 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 institution's 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.

Ordinarily, an inmate will not be allowed to test, as a volunteer, more frequently than once yearly. The request can be made via cop-out to the Health Services Department.

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 55(RR09);1-44 published by the Centers for Disease Control and Prevention on July 7, 2006 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 (PPD) be completed on all newly incarcerated inmates and annually as follow-up.

Any inmate who has not received a tuberculin skin test (PPD) within the last 12 months will be required to submit to mandatory testing. Formerly, an annual chest x-ray was an allowed substitute for the tuberculin skin test (PPD). This practice is no longer allowed because it is not diagnostic for exposure to the bacteria. In making the determination for the need for a PPD, 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, up to and including involuntary testing. Exceptions to this policy are those inmates who have had a documented positive PPD test and/or have completed a documented specified medication course.

Methicillin-Resistant Staphylococcus Aureus: (MRSA)

Staphylococcus aureus, or more simply "staph," are bacteria that often live in the nose or on the skin of healthy people. When these bacteria penetrate the skin or invade other parts of the body, a staph infection may result. Staph bacteria that are resistant to the action of methicillin and related antibiotics are referred to as "methicillin-resistant staph aureus" or MRSA. Outbreaks of MRSA have been reported among injection drug users, jail inmates, and participants in contact sports such as wrestling and rugby.

As with other types of *S. aureus*, MRSA can be spread among people having close contact with colonized or infected people. MRSA is almost always spread by direct physical contact and not through the air. Spread may also occur through indirect contact by touching objects (e.g., towels, sheets, wound dressings, clothes, workout areas, or sports equipment) contaminated by a person colonized or infected with MRSA.

Generally, MRSA may appear initially as pimples or bites, but will progress into a larger infection if left unchecked. Small, localized skin abscesses may improve without use of antibiotics. When antibiotics are required, there are usually only a few from which to choose. MRSA are resistant to penicillin and all penicillin-like drugs (beta-lactam antibiotics) Most hospital-acquired MRSA are also resistant numerous other antibiotics. MRSA acquired in the community may have broader antibiotic sensitivity.

What can be done to prevent staph or MRSA infections?

The simplest way to avoid MRSA infections is to practice good hygiene:

Wash your hands thoroughly with soap and water for at least 15 seconds.

Keep cuts and abrasions clean and covered with a proper dressing (e.g., bandage) until healed.

Avoid contact with other people's wounds or material that has been in contact with wounds.

Avoid sharing athletic equipment and towels.

Avoid using needles to inject drugs. Because MRSA is often present on the skin, anything that punctures the skin can push MRSA bacteria below the skin or into the blood.

PAYMENT FOR HEALTH CARE SERVICES:

The Bureau of Prisons, may under certain circumstances, charge you, an inmate under our care and custody, a fee for providing you with health care services. This policy took effect and was implemented on October 3, 2005.

All inmates have access to Bureau health care services. The Bureau will charge a copay fee for inmate requested visits to health care providers. Inmates will not be denied access to necessary health care because of an inmate's inability to pay the copay fee.

Generally, you must pay a \$2.00 per visit fee for health care services if you:

- 1) receive health care services in connection with a health care visit that you requested, (except for services described below); or
- 2) 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.

If you are evaluated by more than one provider during a health care visit, you will only be charged for one visit.

You will be charged a copay fee for a medical evaluation requested by non-clinical staff if the condition is not an emergency.

INMATES AFFECTED:

- 1) Any individual incarcerated in an institution under the Bureau's jurisdiction; or
- 2) any other individual, as designated by the Director, who has been charged with or convicted of an offense against the United States.

Inmates designated to the general population/work cadre of an MRC

will be charged a copay fee except for services described below.

HEALTH CARE SERVICES PROVIDED WITHOUT A COPAY FEE:

We will not charge a fee for:

- 1) Health care services based on staff referrals;
- 2) 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.
- 9) This facility is committed to the treatment and prevention of a skin infection called Methicillin Resistant Staphylococcus Aureus (MRSA). Discussion of such skin infections with the sick call screener will not result in a charge. At the time of your screening, you may ask if this issue will qualify as a "no fee" visit. This Health Services Department encourages you to have every skin infection at least looked at by a medical provider during the sick call times.

MRSA follow up treatment.

Examples of health care services based on staff referrals, follow-up treatment for chronic conditions, and preventive health care include, but are not limited to:

- Blood pressure monitoring
- Glucose monitoring
- Insulin injections
- Chronic Care Clinics
- Testing for Tuberculosis
- Vaccinations
- Wound care
- Patient education, etc.

APPEALING THE FEE:

You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program.

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.

PROCEDURES TO COLLECT INMATE COPAY FEE:

Based on the health care provider's clinical evaluation and diagnosis of the inmate, Health Services staff will determine whether a copay fee will be charged.

A computer program to which a charged visit is entered will automatically establish a debt for any non-indigent inmate who is charged a copay fee and does not have sufficient available funds. Incoming funds will be applied against this debt until it is satisfied.

MEDICAL SICK CALL ROUTINE:

Inmate Sick Call:

The unit officer will maintain an adequate supply of sick call triage forms.

The forms will contain an area for inmate name, registration number, date and the medical complaint. Any inmate will be allowed to complete one of the triage forms if needed.

A. Special Housing Unit:

1. Z Unit is considered to be the Special Housing Unit. A member of the Health Services staff will see inmates at least once every twenty-four hours.
2. A Mid-Level Provider will make rounds, and with the required custodial support, stop at each cell. Each inmate will be questioned to identify any medical and/or dental complaints or problems.
3. Inmates requiring a hands-on examination will be scheduled for escort to the exam room in the housing

unit. Inmates requiring special procedures will be scheduled for escort to the Health Services Unit.

B. General Population Housing Units:

Normal Medical and Dental sick call sign-up for "General Population Units" is accomplished using "sick call sign-up forms". Sick call is normally held four days a week on Mondays, Tuesdays, Thursday, and Fridays, with the morning watch Health Services staff picking up the forms. Holidays will be treated as weekend scheduling, with sick-call only being provided to the Special Housing Units and those inmates on D/S or A/D status.

The sick call forms will be reviewed and triaged (prioritized) to assure that the most immediate health care needs are addressed first with more routine issues being scheduled by the unit primary care provider. Sick call rounds begin on the day shift and will continue until all same day health care needs have been addressed.

C. Physician (Clinical Director) Call Outs:

The Medical Records Administrative Specialist will schedule all patients for the Clinical Director based on referrals from the staff Mid-Level Provider and chronic care patients based on current protocols.

D. Urgent/Immediate Care Requests:

Urgent/Emergent care cases will be evaluated on an as-needed basis, and only those found to be an urgent or emergent will be treated at that time, with others being followed-up as deemed appropriate. Emergency health care services are available twenty-four hours each day. There is a "panic button" in each cell for use in medical emergencies. Additionally, emergent health care may be requested by having any correctional staff contact the duty provider.

MEDICATIONS:

1. Necessary medications will be dispensed in a timely manner.
2. Restricted medications will be administered one dose at a time, with the Health Services staff member visually observing for compliance.
3. Issued medications will normally be dispensed in a 30-day supply. If refills have been ordered, the inmate must request a refill three working days before the prescription runs out.

4. Drug Store items (over the counter) are available for purchase in the Commissary.

DENTAL SICK CALL ROUTINE:

Dental sick call triage will be handled in the same manner as medical sick call on the respective units. The information will be forwarded to the Chief Dental Officer who will schedule appointments in the dental department.

Dental emergencies may be triaged by a Mid-Level Provider in consultation with the Chief Dental Officer. The Chief Dental Officer will determine the need for further dental care at that time.

Dental care is delivered in the following order of importance:

1. Emergency dental needs
2. Admission and Orientation Examination
3. Extractions
4. Cleaning
5. Treatment plan and x-rays
6. Restorations (fillings)
7. Prosthetics (dentures, partials, etc.)

The dental department does not provide tooth paste to inmates. Any special requests or concerns for the dental department may be addressed by completing a cop-out and forwarding it to the Chief Dental Officer.

PHARMACY SERVICES:

The Pharmacy follows a limited version of the Bureau of Prisons' formulary. There are up to four restricted medication deliveries per each 24-hour period.

Restricted medications will be administered to the inmate in his cell as ordered by the practitioner and must be taken in the presence of the medical staff member.

All medications will be dispensed in labeled, clear, plastic zip-lock bags.

The Chief Pharmacist is available during normal working hours for consultations concerning medication issues. This service is available through written request via a cop-out request, directed to the Chief Pharmacist.

PHYSICAL EXAMINATIONS:

If you have not had a physical examination at another

institution, you will have a mandatory physical examination shortly after your arrival at our institution.

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.

CHRONIC CARE:

There are a number of medical conditions that must be followed by the medical staff routinely. You will be notified if you fit into this category.

OVER-THE-COUNTER (OTC) MEDICATIONS:

OTC medications are available for purchase through the commissary and you are expected to purchase these items if you have available funds, even if they are prescribed by a health care provider. If you are indigent and do not have funds to purchase these medications (a review of your account will be performed), AND they are medically indicated and prescribed, these medications will be provided to you through the pharmacy as long as you remain indigent.

EYE GLASSES:

Eye examinations will be yearly by request of the inmate in writing and as needed by recommendation of medical staff. Only military style glasses will be ordered through UNICOR.

You are allowed no more than one pair of eye glasses in your possession, unless indicated by the contract Optometrist. If you feel the need for additional glasses, you must send a request to your unit team through the use of a cop-out. Contact lenses are not allowed in this institution unless they are medically necessary.

If you are transferred from another institution with contact lenses, you must be first medically evaluated to determine if the lenses are medically necessary.