

PREFACE

This booklet is a guide for recently designated inmates at the Federal Correctional Institution (FCI) in Fort Worth, Texas. We encourage you to review the booklet completely upon arrival and use it as a day-to-day guide as questions arise. Please consult FCI staff when you have questions or need additional clarification or information.

We want your time here at the Federal Correctional Institution to be productive. This is a unique facility due to its design, various missions, and programs. You have the opportunity to serve your sentence in a Low security facility with numerous programs and services available to all inmates.

The institution is located in the southeast section of Fort Worth. FCI Fort Worth was obtained by the Bureau of Prisons (BOP) in 1971. Prior to the acquisition by the BOP, this facility was a United States Public Health Service hospital.

We stress open communication and cooperation between staff and inmates. You will find the staff willing to assist you throughout your stay here. In return, we expect all inmates to take responsibility to fulfill their obligations. Particularly, we expect your full cooperation in properly conducting yourself in a correctional setting.

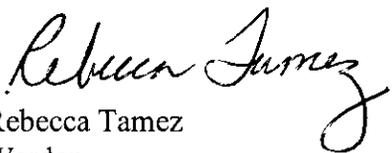

Rebecca Tamez
Warden

TABLE OF CONTENTS

PREFACE	
TABLE OF CONTENTS	
EXECUTIVE STAFF	1
DEPARTMENT HEADS	2-3
UNIT TEAM	4
GENERAL GUIDELINES FOR CONDUCTING	
COUNTS	5
MOVEMENT	6-7
SHAKEDOWNS AND CONTRABAND	7-8
IDENTIFICATION CARDS	8
CALLOUTS AND ACCOUNTABILITY	8
INMATE PERSONAL APPEARANCE	8
UNIT DISCIPLINE COMMITTEE	9
DISCIPLINE HEARING OFFICER HEARINGS	9-10
INMATE RIGHTS AND RESPONSIBILITIES	11-12
PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE ...	13-21
INMATE JOB ASSIGNMENTS	21
VISITING REGULATIONS	21-22
VISITING HOURS	22-23
FREQUENCY OF VISITS	24
DRESS CODE FOR VISITING	24-25
HEALTH SERVICES	
HEALTH SERVICES' MISSION STATEMENT	26
HOURS OF OPERATION	26
MEDICAL AND DENTAL TRIAGE PROCEDURES	26
EMERGENCY MEDICAL ATTENTION	26
PHARMACY/PILL LINE	27
EYEGASSES	27
PHYSICAL EXAMINATION	27
PRIMARY CARE PROVIDER TEAM	27
ADVANCE DIRECTIVES AND DNR ORDERS	28
INMATE COPAYMENT PROGRAM	28-29
MEDICAL RECORDS	29
REHABILITATION SERVICES	29
INMATE/STAFF COMMUNICATIONS	29
SEXUAL ASSAULT	29
SMOKING CESSATION PROGRAM	29-30
EQUIPMENT	30
INMATE MEDICAL RIGHTS AND RESPONSIBILITIES	31-32

TABLE OF CONTENTS
(CONTINUED)

INMATE SYSTEMS MANAGEMENT	
SENTENCE DATA	33
DETAINER	33
INMATE MAIL	33
RELEASE CLOTHING	33
NATIONAL LOCK BOX	34
GENERAL INFORMATION	
UNIT PROGRAMS	35
CUSTODY	36
FURLOUGHS/ESCORTED TRIPS	36
RESIDENTIAL REENTRY CENTER	36
TOWN HALL MEETING	37
ADMINISTRATIVE REMEDY	37
NON-US CITIZENS	37
FOOD SERVICE	
MEAL HOURS	38
SERVING LINE PROCEDURES	38
HOT BARS/SALAD BARS	39
CERTIFIED FOOD PROGRAM	39
MEDICAL DIETS	39
PERSONAL HYGIENE AND DRESS RESTRICTIONS	39
FOOD SERVICE WORK ASSIGNMENTS	39
MEAL TRACKER PROGRAM	40
TRUST FUND	
INMATE TELEPHONE SYSTEM (ITS)	40
COMMISSARY	41
CLOTHING ROOM	42
EDUCATION AND RECREATION	
LITERACY CLASSES	43
POST-SECONDARY CLASSES	43
VOCATIONAL TRADES	43
PARENTING	44
ADULT CONTINUING EDUCATION CLASSES	44
LIBRARY	44
RECREATION	45
SMOKING POLICY	45

TABLE OF CONTENTS
(CONTINUED)

RELIGIOUS PROGRAMS 45-46

PSYCHOLOGY SERVICES
 DRUG ABUSE PROGRAM 46-48

FACILITY SERVICES 48

INSTITUTION BUILDINGS 49

NOTES 50

EXECUTIVE STAFF

WARDEN

The Warden is the Chief Executive Officer of FCI Fort Worth and is responsible for the total operation of the institution. The Warden meets frequently with department heads and executive staff to review their areas of responsibility and to ensure compliance with Bureau of Prisons (BOP) policies. The Warden evaluates the advice of various committees and has final approval on all institutional operations and programs. The Warden's decisions are based upon policies established by the BOP. Although responsible for the total operation, the Warden has delegated certain responsibilities to his Associate Wardens. The Warden is interested in the overall welfare of inmates at FCI Fort Worth and works closely with all departments to maintain a safe, humane environment.

ASSOCIATE WARDEN (PROGRAMS)

The AW(P) is responsible for Correctional Services, Unit Management, Education/Recreation Department, Inmate Systems Management, Psychology Services, Religious Services, Volunteer Coordinator, and the Case Management Coordinator.

ASSOCIATE WARDEN (OPERATIONS)

The AW(O) is responsible for all health care issues, including the operations of the Health Services Department, Employee Services, Financial Management, Inmate Services, Facilities, Food Service, Safety Department, and Computer Services.

NOTE: Inmates are encouraged to exhaust all other possibilities in problem solving prior to involving the Warden or an Associate Warden. However, if an inmate feels the need to discuss a problem with the Warden or an Associate Warden, they may do so when these staff members are present in the Dining Hall during mainline or on the Compound.

EXECUTIVE ASSISTANT

The Executive Assistant serves as the institution's Public Information Officer. All requests for media information concerning the institution or specific inmates are referred to the Executive Assistant for response. The Warden may also request that the Executive Assistant review concerns of inmates or of interested community members such as families, attorneys, etc.

The Executive Assistant also serves as the Jail Unit Manager and the ACA Directives Manager. The Executive Assistant is also responsible for inmates not yet sentenced to the BOP. Included in the jail population are inmates who are awaiting trial and/or forensic evaluation, U.S. Marshals Service holdovers, and inmates awaiting initial designation to a BOP facility.

DEPARTMENT HEADS

BUSINESS ADMINISTRATOR

The Business Administrator supervises the Financial Management Department, which is responsible for institution budget, purchasing, payroll, and accounting.

CAPTAIN

The Captain is responsible for the security, custody, and the protection of everyone in the institution. The Captain is concerned with the inmate morale, as well as inmate appearance and conduct. The Captain is also responsible for all Correctional Services personnel. Any questions concerning these areas should be addressed to the Captain.

CASE MANAGEMENT COORDINATOR (CMC)

The CMC is responsible for advising the institution in all unit/case management related areas. The CMC also is the coordinator for the Central Inmate Monitoring System. The CMC also provides oversight to the staff in the Inmate Systems Management (ISM) Department, which includes the Records Office, Receiving and Discharge, and the Mailroom. The ISM Department staff maintains records of sentence computations, earned Statutory Good Time, Extra Good Time, and Good Conduct Time, and advises inmates of any detainer(s) filed and/or withdrawn. The department also researches any jail credit you claim to have accrued based on information you provide and forwards it to the Designation Sentence Computation Center for recalculation, if eligible for such credit.

CHIEF CHAPLAIN

The Chief Chaplain is responsible for conducting religious services for all BOP recognized religious communities. Chaplains are available for counseling with inmates during times of crisis, as well as during times of personal need other than crisis situations. The Chief Chaplain is responsible for developing programs to assist inmates with self-help studies, as well as spiritual growth and development. Inmates are employed in the Religious Services Department in clerical and janitorial positions.

CHIEF OF PSYCHOLOGY SERVICES

The Chief Psychologist heads a department consisting of full-time psychologists, drug treatment staff, and psychology interns. Responsibilities include oversight of counseling services, psychological evaluations, crises interventions, drug abuse treatment, suicide prevention program, and preparation of psychological reports for the courts. Psychologists are available to the inmate population throughout their stay at FCI Fort Worth. They have an open door policy and you can be seen whenever you feel the need.

EMPLOYEE SERVICES MANAGER

The Employee Services Manager is responsible for staff position classification, staff placements, staffing vacancies, labor/management relations, and equal opportunity functions. The Employee Services Manager advises the Warden and Executive Staff on issues relating to implementing personnel policies, specifically, requirements set forth in regulations established by the Office of Personnel Management, Department of Justice, and the BOP. The Employee Services Manager is responsible for coordinating professional training programs for all staff members at FCI Fort Worth. Training classes are offered in subject areas which will enhance staff professional

capabilities.

FACILITY MANAGER

The Facility Manager is responsible for maintaining existing buildings, utilizing current facilities, and coordinating new construction. Inmates are assigned to the various shops within the Facilities Department to complete work as assigned throughout the institution. Inmates can derive valuable on-the-job training by attaining a work assignment to a shop such as plumbing, electrical, air conditioning/heating, painting, carpentry, masonry, or landscaping.

FOOD SERVICE ADMINISTRATOR

The Food Service Administrator is responsible for overseeing the planning and preparation of all meals at the institution, including supervision of all Food Service programs, such as baking, cooking, butchering, and food preparation and presentation.

HEALTH SERVICES ADMINISTRATOR (HSA)

The Health Services Administrator plans, implements, and directs the administrative aspects of the Health Services Department. The HSA is responsible for oversight of the clinical care provided at the institution, supervision of staff and consultants at this facility, and meeting the goal of providing medically necessary health care services.

TRUST FUND SUPERVISOR

The Trust Fund Supervisor is responsible for the Inmate Telephone System (ITS), inmate accounts, warehouse, clothing room, and commissary. Inmates may be assigned to work in the Commissary, Warehouse, and Clothing Room.

SAFETY MANAGER

The Safety Manager is responsible for ensuring the working and living conditions at FCI Fort Worth meet the highest possible safety and sanitation standards for both inmates and staff. This includes developing and implementing progressive safety, environmental, sanitation, and fire prevention programs in accordance with American Correctional Association standards.

SUPERVISOR OF EDUCATION (SOE)

The SOE is responsible for the establishment and operation of an educational program providing basic education, general education development programs, vocational training programs, college level courses, and recreation/leisure-time activities.

UNIT MANAGER

The unit manager is the administrator, supervisor, coordinator, and trainer in the housing units. The unit manager helps to deliver quality programs and services to all inmates assigned to their unit. The unit manager ensures the individual, policy-dictated responsibilities of all unit personnel are accomplished.

UNIT TEAM

UNIT MANAGER

The unit manager is responsible for all inmate programs conducted within the inmate housing units, including case management activities, safety and sanitation, security, and day-to-day operations. A unit manager is assigned to each housing unit and supervises the case managers, correctional counselors, unit secretary, and the unit correctional officers.

CASE MANAGER

The case manager is responsible for collection, verification, and analysis of factual information in the preparation of inmate social histories and progress reports. Case managers assist inmates in utilizing available resources within the institution and community. Case managers are responsible for compiling and completing referrals to the courts, probation officers, and release agencies. Your case manager is the liaison between you and the courts. Case managers are members of the unit team and are directly supervised by the unit manager.

CORRECTIONAL COUNSELOR

The correctional counselor is responsible for day-to-day assistance and counseling services for inmates. They develop the inmate telephone lists, visiting lists, and monitor Inmate Financial Responsibility Program payments. Correctional counselors assist inmates in attaining their ultimate goals and in taking advantage of opportunities available at FCI Fort Worth. Correctional counselors are directly supervised by the unit manager.

UNIT SECRETARY

The unit secretary is responsible for processing paperwork on inmates releasing to other Bureau of Prisons facilities, community correction centers, detaining authorities/state and local law enforcement agencies, and directly to the community. The unit secretary is considered to be support staff for the unit team. Unit secretaries are directly supervised by the unit manager.

CORRECTIONAL OFFICER

The correctional officers are responsible for maintaining the security of the institution. They supervise inmate work details and monitor unit sanitation. Open communication between correctional officers and inmates is encouraged. Inmates will be referred to appropriate staff members for resolution of specific issues. Correctional officers assigned to a housing unit work jointly for the unit manager and the lieutenants.

GENERAL GUIDELINES FOR CONDUCTING COUNTS

COUNTS

The BOP and FCI Fort Worth are responsible for the accountability of all inmates. Official counts are timed to avoid interference with legitimate inmate activities. All inmates are required to adhere to the following policy concerning counts:

OFFICIAL COUNT TIMES:

12:15 a.m.

2:30 a.m.

4:30 a.m.

10:30 a.m. (weekends and holidays only, stand-up count)

3:45 p.m. (stand-up count)

9:30 p.m.

UNOFFICIAL COUNTS: Unofficial institution and unit counts are held at other times and are subject to the same policy.

Inmates are to be in their own room during counts. During the 10:30 a.m. and 3:45 p.m. stand-up counts, inmates are to be in their room, standing by their beds facing the door. In order to expedite the count, inmates who are awake during the 9:30 p.m. count are also required to have their door open. Inmates will not move about, talk, or operate radios and television sets during counts. Inmates on an outcount (i.e. Food Service, Commissary, Recreation, etc.) will provide their name, inmate number, and assigned housing unit to the official taking the count.

(NOTE: THERE ARE NO EXCEPTIONS TO THESE REQUIREMENTS. INCIDENT REPORTS WILL BE WRITTEN FOR NONCOMPLIANCE.)

MOVEMENT

Daily Schedule - Monday through Friday

Accountability procedures have been implemented for the housing units on weekdays, between the *times* of 8:10 a.m. and 3:45 p.m. The Control Center will initiate the procedures below by radio. This procedure will not be utilized on weekends and holidays.

6:00 a.m.	All units are open for the morning meal. Recreation yard opened.
7:45 a.m.	Recreation yard closed.
8:10 a.m.	All housing unit doors secured (morning census)
8:30 a.m.	Yard reopens after morning census.
9:00 a.m.	All units are open for inmate movement.
9:10 a.m.	Unit doors are secured.
10:00 a.m.	Unit doors are open for inmate movement.
10:10 a.m.	Unit doors are secured.
10:30 a.m.	Recreation yard is closed and unit doors are open during this time to allow inmate movement in and out of units. Inmates on the recreation yard will return to their respective units.
10:45 a.m.	Doors are secured for noon meal.
11:00 a.m.	Recreation yard is opened.
12:45 p.m.	Recreation yard is closed.

Units are to remain secure until called for the noon meal. Approximately ten minutes after the last inmate departs the Dining Hall, the Compound officer will notify the Control Center to inform all units to secure their doors.

2:00 p.m.	Unit doors are open for inmate movement.
2:10 p.m.	Unit doors are secured.
3:00 p.m.	Unit doors are open for inmate movement.
3:10 p.m.	Unit doors are secured.
3:35 p.m.	Unit doors are open during this time to allow movement in and out of the units. All doors will be secured at 3:45 p.m. for the Official Count.
3:45 p.m.-6:10 p.m.	Institution count, recreation movement, and meal rotation. Last call for mainline will allow recreation move inmates to come to mainline for evening meal.
6:10 p.m.	Compound, Recreation Yard secure
7:00 p.m.-7:10 p.m.	Open movement
8:00 p.m.-8:10 p.m.	Open movement *Note - Depending on seasonal changes, the Recreation Yard and open compound for non-ambulatory inmates will conclude at dusk or 8:45 p.m. Chapel and recreational activities will continue on scheduled movements.
8:45 p.m.	Recall of all inmates to housing units. Recreation Yard closed (may be closed earlier due to darkness).
9:00 p.m.	Compound closed, prepare for count
9:30 p.m.	Institution count

Once the Dining Hall has been secured for the evening meal, the movement will be announced via radio by the Compound officer. Inmates then have ten minutes to reach their destination and all unit doors will be secured. Movements will continue on every hour and unit doors will be secured ten minutes after the hour.

Weedend/Holiday Schedule

7:00 a.m.	Unit doors are open for movement.
8:10 a.m.	Doors are secured.
9:00 a.m.	Unit doors are open for movement.
9:10 a.m.	Unit doors are secured.
10:10 a.m.	Recall of inmates for 10:30 a.m. count
10:30 a.m.	Institution count. After count clears, the recreation move and brunch meal rotation will take place. Last call for the brunch meal will allow inmates in recreation to come to mainline for the meal.
1:10 p.m.	Unit doors are secured.
2:00 p.m.	Unit doors are open for movement.
2:10 p.m.	Unit doors are secured.
3:00 p.m.	Unit doors are open for movement.
3:10 p.m.	Unit doors are secured.
3:30 p.m.	Recall of inmates for 3:45 p.m. count.
3:45 p.m.	Institution count, recreation move, and evening meal rotation after clear institutional count. Last call for mainline will allow inmates on Recreation Yard to eat the evening meal.
6:10 p.m.	Unit doors are secured.
7:00 p.m.	Unit doors are open for movement.
7:10 p.m.	Unit doors are secured.
8:00 p.m.	Unit doors are open for movement.
8:10 p.m.	Unit doors are secured.

***NOTE:** Depending on seasonal changes, the recreation yard and open compound for non-ambulatory inmates will conclude at dusk or 8:45 p.m.

8:45 p.m.	Recall of inmates to housing units for 9:30 p.m. count.
9:30 p.m.	Count

***NOTE:** All movement after the 9:30 p.m. count will be coordinated through the Operations Lieutenant.

SHAKEDOWNS AND CONTRABAND

Contraband is defined as anything: 1) not purchased in the commissary, 2) not issued to an inmate by the institution, 3) not accepted into the institution through Receiving and Discharge, 4) belonging to another individual, or 5) any excess of inmate personal property. BOP and FCI Fort Worth policy provides that inmates and their property may be searched at any time by a staff member. This procedure is not intended as undue harassment but is necessary to maintain a safe institutional environment. All property is to be stored within the issued locker. The only exceptions are shoes, a dirty laundry bag, and one damp towel. The laundry bag and towel are to be hung on the side of the locker issued to the inmate.

A receipt will be given for personal property confiscated during a shakedown. The inmate has seven days from the date of confiscation to prove ownership of the item(s) in question. An Inmate Personal Property Form (Form 40) and receipts are necessary to prove rightful ownership through the Lieutenants' Office. Inmates may not receive any personal property (including but not limited to radios, watches, etc.) from another inmate for any reason, including the release or transfer of an inmate.

On January 7, 2008, the Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. § 1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. § 119 established a criminal offense for making publicly available "restricted personal information" about a "covered person" with the intent to threaten, intimidate, or incite a crime of violence against such person, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are covered by the Act. When this Act was first enacted, notice was posted to the inmate population. Additional implementation is required to deter criminal violations of these statutes. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

Effective immediately all inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found to be in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

IDENTIFICATION CARDS

Upon arrival at FCI Fort Worth, each inmate is given an identification card. This card must be in the inmate's possession at all times when he is out of his housing unit. Inmates found without their identification card are subject to disciplinary action.

CALLOUTS AND ACCOUNTABILITY

Callout sheets are prepared daily. The callouts are printed and posted on the housing units and work details by 3:30 p.m. daily except for weekends and holidays. The callouts for weekends and holidays are included on the Friday callout sheets or the day before the holiday. All inmates are responsible for reviewing the callout sheets daily and reporting promptly for scheduled

INMATE PERSONAL APPEARANCE

Inmates at FCI Fort Worth are issued clothing, including khaki shirts, trousers, under shorts/shirts, shoes, coat, mesh laundry bag, and socks. Institution clothing must be worn at all times with the following exceptions: 1) before 7:30 a.m. and after 4:00 p.m. on weekdays; 2) all day on weekends and holidays; 3) to, from, and on the recreation yard; and 4) in the housing unit. Non-issued clothing, including shorts, may be worn to the evening meal on weekdays and to all meals on weekends and holidays. Shirrtails must be tucked into trousers. Caps or hats are not authorized to be worn in the Dining Hall or in the Chapel. Athletic clothing is only authorized to be worn on the recreation yard, and in the units on weekends and holidays. Clothing should be worn in a tasteful, appropriate manner in accordance with FCI Fort Worth and BOP policy. Inmates in the housing units need to be fully clothed when in the hallways. Inmates in possession of altered or damaged clothing are subject to disciplinary action and can be required to reimburse the BOP for all damages to clothing. Alterations of institution clothing are only authorized to be performed in the institution clothing room. Basic toiletry items are issued by the institution, but additional items may be purchased from the Commissary.

UNIT DISCIPLINE COMMITTEE (UDC)

The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions for violation of prohibited act(s).

- If charged with violating a prohibited act, the inmate will be given a written copy of the charges against him, ordinarily within 24 hours of the alleged infraction or from the time staff become aware of the inmate's alleged infraction or from the time staff become aware of the inmate's alleged involvement in the infraction.
- An inmate charged with a violation is entitled to a hearing before the UDC ordinarily within three working days (excluding day of notice, weekends, and holidays) of the time staff become aware of the inmate's alleged involvement in the infraction.
- An inmate charged with a violation is entitled to be present at the hearing, except during deliberation or when institution security would be jeopardized.
- The UDC will afford the charged inmate an opportunity to make a statement and to present documentation in his defense.
- The charged inmate will be given a written copy of the decision and imposition of disciplinary action.

DISCIPLINE HEARING OFFICER (DHO) HEARINGS

The term DHO refers to a one-person, independent officer who is responsible for conducting institution discipline hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing as required by 28 CFR Sec. 541.15 before the UDC.

The DHO may be assigned to one institution or may be responsible for conducting institution discipline hearings at several different institutions.

- Inmates must be given written notice of charges not less than 24 hours prior to an appearance before the DHO. This requirement may be waived by the accused inmate.
- An accused inmate will be provided the services of a full-time staff member of his choosing as his representative for the hearing. If the staff member selected declines or is not available at the specified time, the accused inmate will be given the option of selecting another staff member to represent him or waiving the appearance for a reasonable length of time until the desired staff member is available. The inmate may also elect to continue the hearing without a staff representative. The staff representative's duty in this roll is to ensure the inmate's rights are not violated in the process.
- The accused inmate will be permitted to call witnesses and present documentation on his behalf, providing the witnesses' testimony or documentation would not jeopardize institution security.
- The accused inmate will be permitted to be present during the entire hearing, except during deliberation or when institution security may be jeopardized. If the accused inmate has escaped from custody, the DHO will conduct a hearing in the inmate's absence at the institution from which the inmate escaped. When the inmate is returned to custody, he will be given an in-person hearing on the escape charge at his designated institution by the DHO.

The DHO may take the same action as the UDC. In addition, the DHO is empowered to recommend disciplinary transfer, forfeiture of good time, withholding of good time, or placement of an inmate in Disciplinary Segregation. Any time an inmate has a pending parole date, the DHO may advise the U.S. Parole Commission of the institution's recommendation regarding the parole action.

When the DHO or UDC determines an inmate did not commit any prohibited act, the Incident Report will be expunged from the inmate's record, and it will have no subsequent effect.

INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
- You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to healthcare, 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.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.
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).

RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
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. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

INMATE RIGHTS AND RESPONSIBILITIES (cont.)

RIGHTS

7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
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.
9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interests, needs, and abilities.
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.

RESPONSIBILITIES

7. It is your responsibility to use the services of an attorney honestly and fairly.
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. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

**PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY**

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	A. Recommend parole date rescission or retardation.
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from a secure institution (low, medium, and high security level and administrative institutions); or escape from a minimum institution <u>with</u> violence	B.1 Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for the year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 60 days). E. Make monetary restitution.
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E
105	Rioting	
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade)	

GREATEST CATEGORY (cont)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
109	(Not to be used)	A. Recommend parole date rescission or retardation.
110	Refusing to provide a urine sample or to take part in other drug-abuse	B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	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).
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff	C. Disciplinary Transfer (recommend) D. Disciplinary segregation (up to 60 days).
197	Use of the telephone to further criminal activity.	E. Make monetary restitution.
198	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed). G. Loss of privileges (Note - can be in addition to A through E)
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Greatest Severity nature.</u>) This charge is to be used only when another charge of greatest severity is not applicable.	

HIGH CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-- <u>without</u> violence.	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	
202	(Note to be used)	
203	Threatening another with bodily harm or any other offense	

HIGH CATEGORY (cont)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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	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).
205	Engaging in sexual acts	C. Disciplinary Transfer (recommend).
206	Making sexual proposals or threats to another	D. Disciplinary segregation (up to 60 days).
207	Wearing a disguise or a mask	E. Make monetary restitution.
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	F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters)
209	Adulteration of any food or drink	I. Remove from program and/or group activity
210	(Not to be used)	J. Loss of job
211	Possessing any officer's or staff clothing	K. Impound inmate's personal property
212	Engaging in, or encouraging a group demonstration	L. Confiscate contraband
213	Encouraging others to refuse to work, or to participate in a work stoppage	M. Restrict to quarters
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
216	Giving or offering an official or staff member a bribe, or anything of value	
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value	

HIGH CATEGORY (cont)

<u>CODE</u>	<u>PROHIBITED ACT</u>	<u>SANCTIONS</u>
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored)	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff)	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).
221	Being in an unauthorized area with a person of the opposite sex without staff permission	C. Disciplinary Transfer (recommend).
222	Making, possessing, or using intoxicants	D. Disciplinary segregation (up to 30 days).
223	Refusing to breathe into a breathalyser or take part in other testing for use of alcohol	E. Make monetary restitution.
224	Assaulting any person (charged with this act only when less serious physical injury or contact has been attempted or carried out by an inmate)	F. Withhold statutory good time G. Loss of privileges: commissary, movies, recreation, etc.
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code).	H. Change housing (quarters) I. Remove from program and/or group activity J. Loss of job K. Impound inmate's personal property
298	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of the high severity is not applicable.	L. Confiscate contraband M. Restrict to quarters
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the High Severity nature.</u>) This charge is to be used only when another charge of high severity is not applicable.	

MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
300	Indecent Exposure	A. Recommend parole date rescission or retardation.
301	(Not to be used)	
302	Misuse of authorized medication	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
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	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).
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
306	Refusing to work, or to accept a program assignment	E. Make monetary restitution.
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 would be charged as Code 110)	F. Withhold statutory good time.] G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.
308	Violating a condition of a furlough	J. Loss of job. K. Impound inmate's personal property.
309	Violating a condition of a community program	L. Confiscate contraband.
310	Unexcused absence from work or any assignment	M. Restrict to quarters. N. Extra duty.
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.	

MODERATE CATEGORY (Cont)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
314	Counterfeiting, forging or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	A. Recommend parole date rescission or retardation. B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
315	Participating in an unauthorized meeting or gathering	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).
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations	
318	Using any equipment or machinery which is not specifically authorized	C. Disciplinary Transfer (recommend). D. Disciplinary segregation (up to 15 days).
319	Using any equipment or machinery contrary to instructions or posted safety standards	E. Make monetary restitution.
320	Failing to stand count	F. Withhold statutory good time.]
321	Interfering with the taking of count	G. Loss of privileges: commissary, movies, recreation, etc.
322	(Not to be used)	H. Change housing (quarters).
323	(Not to be used)	I. Remove from program and/or group activity.
324	Gambling	J. Loss of job.
325	Preparing or conducting a gambling pool	K. Impound inmate's personal property.
326	Possession of gambling paraphernalia	L. Confiscate contraband.
327	Unauthorized contacts with the public	M. Restrict to quarters.
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	N. Extra duty.
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	

MODERATE CATEGORY (Cont)

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	A. Recommend parole date rescission or retardation.
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (Tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended). B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
332	Smoking where prohibited	C. Disciplinary Transfer (recommend).
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).	D. Disciplinary segregation (up to 15 days). E. Make monetary restitution. F. Withhold statutory good time.]
398	Interfering with a staff member in the performance of duties. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	G. Loss of privileges: commissary, movies, recreation, etc. H. Change housing (quarters). I. Remove from program and/or group activity.
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (<u>Conduct must be of the Moderate Severity nature.</u>) This charge is to be used only when another charge of moderate severity is not applicable.	J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
400	Possession of property belonging to another person	of the institution or the Bureau of Prisons.
401	Possessing unauthorized amount of otherwise authorized clothing	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).
402	Malingering, feigning illness	
403	Not to be used	
404	Using abusive or obscene language	
405	Tattooing or self-mutilation	
406	Not to be Used	
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)	E. Make monetary restitution. F. Withhold statutory good time.
408	Conducting a business	G. Loss of privileges: commissary, movies, recreation, etc.
409	Unauthorized physical contact (e.g., kissing, embracing)	H. Change housing (quarters).
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	I. Remove from program and/or group activity. J. Loss of job. K. Impound inmate's personal property. L. Confiscate contraband. M. Restrict to quarters. N. Extra duty.
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).	O. Reprimand. P. Warning.
498	Interfering with a staff member in the performance of duties. <u>Conduct must be of the Low Moderate Severity nature.</u>)	
499	Conduct which disrupts or interferes with the security or orderly running	

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

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

INMATE JOB ASSIGNMENTS

There are inmate jobs available at FCI Fort Worth to meet all institutional needs. Many of these jobs also provide excellent on-the-job training opportunities and an opportunity to establish positive work habits. Upon completion of the Admission and Orientation Program, all inmates are assigned to a mandatory 90-day work detail by their correctional counselor according to the institution’s needs at the time. Request for future job changes will be processed through your unit counselor.

VISITING REGULATIONS

During the Admission and Orientation Program, inmates may submit a list, to their correctional counselor, of immediate family members with whom they wish to visit. Immediate family members are ordinarily approved without question.

Friends and Acquaintances

Friends and acquaintances having an established relationship with the inmate prior to confinement will be approved for visitation, unless such visits could reasonably create a threat to the security and good order of the institution. Exceptions to the prior relationship rule may be made, particularly for inmates without other visitors, when it is shown the proposed visitor is reliable and poses no threat to the security or good order of the institution. Potential visitors will be sent a questionnaire which must be completed and returned to the inmate’s counselor. Inquires may be made of local authorities to determine the general character of potential visitors. A copy of their approved visiting list will be furnished to each inmate within ten days of assignment to their permanent housing unit.

Attorney

Visits by attorneys may be arranged and approved on a special basis by the inmate’s unit team. The unit team must be given adequate advance notice to make necessary arrangements for attorney visits.

Minister of Record

An inmate wanting to receive visits from his or her minister of record must submit a written request to Religious Services. Upon approval, unit staff will add the name and title (minister of record) to the inmate’s visitor list.

An inmate may only have one minister of record on his/her visiting list at a time. The addition of the minister of record will **not** count against the total number of authorized regular visitors an inmate is allowed to have on his or her visiting list, and will **not** count against the total number of social visits allowed.

Clergy

Visits from clergy (other than the minister of record) will be in accordance with the general visitor procedures, and **will** count against the total number of regular visits allowed.

Consular Visitors

Citizens of foreign countries are permitted the consular representative of that country to visit on matters of legitimate business. There is no requirement for the existence of an established relationship prior to confinement. Inmates who wish to contact their consulate can do so through their unit team.

Special Visits

Special visits for emergencies may be requested from the unit manager by submitting an Inmate Request to Staff form. Details of the reason/need for the visit must be contained in your request.

Travel Information

FCI Fort Worth is located in the southeast section of Fort Worth, Texas, and is approximately 33 miles from Dallas, Texas. The institution is approximately 27 miles from the Dallas/Fort Worth (D/FW) International Airport. This is one of the busiest airports in the nation, with non-stop service to more than 160 cities worldwide and an average of 2,000 flights daily. In addition, the Dallas Love Field (DAL) Airport is approximately 40 miles from FCI Fort Worth. The Dallas/Fort Worth Metroplex offers a wide variety of rental car options, including a Rental Car Center located near the entrance of D/FW Airport. There are also numerous taxi companies available

FCI Fort Worth is located near Interstate 20 and Wichita Street (exit 440A). Once on Wichita Street, visitors would travel north for 1.1 miles then turn left on Horton Road. The entrance to the institution will be on the left.

Fort Worth, Texas, is easily accessible from practically anywhere in the country. Once in the city, the Trinity Railway Express provides transportation between Fort Worth and Dallas. The Fort Worth Transportation Authority provides bus service throughout the city. In the downtown area, the city also provides free shuttle service for visitors to that area.

VISITING HOURS

Regular visiting hours for the Main Visiting Room are 8:00 a.m. to 3:00 p.m. on Sunday, Saturday, and Federal holidays. Monday, Thursday, and Friday visiting hours are 5:00 p.m. to 9:00 p.m.

An alternate visiting procedure was established on November 30, 2005, which limited inmates and visitors' visiting to Saturday or Sunday, but not both days. An even and odd rotation was established for each day of the weekend and holidays.

General Population

April 15 thru October 14

Schedule:	Saturday:	Odd
	Sunday:	Even
	Holiday:	AM - Odd
		PM - Even

** The rotation is based on the fifth digit of the inmate's register number.

October 15 thru April 14

Schedule:	Saturday:	Even
	Sunday:	Odd
	Holiday:	AM - Odd
		PM - Even

Jail Unit

Sunday	odd - morning	even - afternoon
Monday	even - morning	odd - afternoon
Thursday	odd - morning.	even - afternoon
Friday	even - morning	odd - afternoon
Saturday	even - morning	odd - afternoon

Lubbock Unit

Sunday	8:00 a.m. to 10:00 a.m.
	1:00 p.m. to 3:00 p.m.
Monday	6:00 p.m. to 8:30 p.m.
Thursday	6:00 p.m. to 8:30 p.m.
Friday	6:00 p.m. to 8:30 p.m.
Saturday	8:00 a.m. to 10:00 a.m.
	1:00 p.m. to 3:00 p.m.

The Front Lobby officer is responsible for identifying visitors by use of a valid state driver's license with picture, or other valid picture identification. Each visitor, except official visitors, will be required to complete the BP-A224, Notification to Visitor form. All visitors, with the exception of children under 16 years of age, must display photo identification before being permitted into the institution. Attorneys will be requested to present a bar card in addition to a valid state driver's license. The Front Lobby officer will stamp each visitor's hand with the black light stamp prior to his/her entrance into the institution.

FREQUENCY OF VISITS

Inmates are allowed visits based on a point system. On the first day of the month, each inmate is given nine points. Points are deducted from the inmate's accumulated points based on the following:

Mondays/Thursdays/Fridays (except Federal Holidays)	1 Point
Saturdays/Sundays/Federal Holidays	2 Points

Inmates without adequate visiting points will not be allowed to visit. Unused visiting points may not be carried over to the next month. A computerized record of inmate visiting points is maintained by the Visiting Room officers.

Visits are held in the institution Visiting Room. Outside visiting will be permitted in the Visiting Yard, contingent upon weather and other conditions. Outside visits will not be permitted during hours of darkness.

Every effort will be made to maintain the visiting areas as pleasant, sanitary, and informal as possible. Inmates and their guests are expected to conduct themselves in a quiet and orderly manner. Handshaking, kissing, and embracing may take place at the beginning and end of each visit. However, such behavior is prohibited at other times during the visit. Visitors are expected to dress appropriately and may be denied permission to enter the institution if it is determined they are not. Inmates are required to wear khaki or green uniforms issued by the institution. This includes shoes. The only authorized items will be religious medallions, wedding bands, prescription glasses, and prescribed medication. Medication will be given to the officer upon arrival.

Inmates will present their Commissary Identification Card to the Visiting Room officer upon entering the Visiting Room. Failure to bring the ID card will cause a delay in the visit. The Visiting Room officer will retain this card until the visit is terminated, at which time it will be returned.

DRESS CODE FOR VISITING

Inmate Dress Code: The first Visiting Room officer will ensure all inmates are dressed appropriately in institution issued clothing (khakis). Shower shoes or house slippers are not permitted to be worn in the Visiting Room. Only institution issued shoes or boots will be allowed to be worn in the Visiting Room. No personal tennis shoes are permitted unless the inmate has a documented medical reason which prevents him from wearing institution shoes. No sunglasses or hats will be allowed to be worn in the Visiting Room

Inmates will only be allowed to carry an inmate ID card, comb, handkerchief, plain wedding band, and a religious medal with a chain inside the Visiting Room. Medication is limited to nitroglycerin tablets and asthma inhalers only. Other types of medication needed by an inmate during the course of the visiting must be left with the Visiting Room officer.

Visitor Dress Code: Transparent and see-through clothing is unacceptable. Shirts or blouses must cover the entire torso at all times, even in movement. Strapless dresses without jackets are not permitted. Crop tops, tube tops, and halters are not acceptable. The highest hemline of dresses and skirts will be the top of the knee. Form fitting pants such as spandex or bicycle pants worn alone are not acceptable. Only walking shorts that reach the top of the knee are permitted. Shoes must be worn. Shower shoes or slippers are not permitted. Proper undergarments must be worn. Clothing or accessories that obviously suggest association with a gang will not be permitted. Clothing resembling inmate clothing, i.e., khaki pants, khaki shirts, white or gray t-shirts, and gray sweat pants or shirts are not permitted. Additionally, professional uniform attire, i.e., medical, clergy is not permitted. Hats are not permitted.

Visitors may bring the following items into the institution: one clear, transparent purse, or a clear zip-lock bag, cash in the amount of \$25.00, an appropriate amount of child care supplies for the visit, commercially packed baby food, and pre-mixed baby formula. Ordinarily, the only type of keys allowed into the institution will be vehicle keys. Visitors are not allowed to give any item(s) to an inmate during visitation.

The behavior of children accompanying adult visitors will be the responsibility of the inmates and adult visitors. Children must remain within the boundaries specified as visiting area, and must remain with the supervision of an adult visitor at all times.

HEALTH SERVICES

HEALTH SERVICES MISSION STATEMENT

The Federal Correctional Institution at Fort Worth offers quality health care that is appropriate for the Bureau of Prisons' inmate population and consistent with recognized community health care and correctional standards.

It is the policy of the Bureau of Prisons to provide medical care and treatment for inmates during incarceration that will maintain health. All medical care will be provided by the Health Services Department staff. If necessary you may be referred to a consultant.

HOURS OF OPERATION

General hours of operation are 5:30 a.m. to 12:00 midnight daily. Emergency medical attention is available 24 hours daily. Between the hours of 12:00 midnight and 5:30 a.m., emergencies are processed by the Operations Lieutenant who procures an appropriate level of medical response, as warranted.

MEDICAL AND DENTAL TRIAGE PROCEDURES

Should you need medical or dental attention, triage sign up is conducted Monday, Tuesday, Thursday, and Friday, from 7:00 a.m. to 7:30 a.m. in Health Services. Inmates with medical concerns or those requesting an appointment, must complete the Inmate Sick Call Triage Sheet upon arrival at Health Services. Inmates must present with their identification card and the form filled out to obtain a triage visit. During triage, your medical or dental needs will be evaluated and you will be assigned a medical priority visit. Medical staff on duty will make a medical determination concerning the complaint and take the appropriate action. Emergent and urgent issues will receive an evaluation the same day. Issues that are assigned a routine ranking, will have their appointment scheduled in the future or in conjunction with chronic care clinic visit. Sign up for dental care in the dental area. There will be no triage on federal holidays. During triage sign up, your medical or dental needs will be evaluated and you will be given an appointment time. Other appointments with health service providers are scheduled and callout sheets are posted on the bulletin boards in the units. It is your responsibility to monitor the callout sheet on a daily basis. Except for emergencies, you will not be permitted in Health Services without an appointment. You must present your inmate identification card each time you come to Health Services for triage, callout, or pill line.

In addition to being responsible for reporting, on time for any scheduled appointment, the inmate is also responsible for advising his detail supervisor of any medical appointments and his medical status. The detail supervisor will release the inmate to Health Services and the scheduled appointment time. Appointments will be scheduled in conjunction with the controlled movement system during regular inmate work hours, Monday through Friday.

EMERGENCY MEDICAL ATTENTION

Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life-threatening events such as chest pain, severe bleeding, etc... All non-emergencies must be handled through triage procedures listed above.

PHARMACY/PILL LINE

Pill line hours are posted. Prescriptions that are not “pill line” medications can be obtained during listed prescription pickup times at the pharmacy. Instructions are listed on the prescription bottles. It is your responsibility to take the medication as ordered. Medication found in your property that has expired will be confiscated. When a medication is ordered to be taken on pill line, report according to the posted times. You must present your identification card at pill line. Insulin administration will be done in Health Services according to posted times. Over-the-counter (OTC) medications are not provided. You may purchase OTC medications from the commissary. All prescriptions must be picked up from the Pharmacy within three days of the prescription being ordered.

EYEGLASSES

If you need glasses or have other vision problems, request an evaluation through triage. You will be scheduled for a screening test. If the results of the test indicate a need for an optometric evaluation you will be referred. If glasses are prescribed, a pair of standard issue eyeglasses will be provided. Sunglasses are available in the Commissary, as are clip-ons for standard issue eyeglasses. No tinted or reflector type glasses will be authorized. If the optometric evaluation reveals a need for eyewear and you desire other than standard issue glasses, at your own expense, you must submit an Inmate Request to Staff Member (BP-148) to the Health Information Management Department requesting that a copy of the current eyeglasses prescription from your medical record be sent to the Inmate Systems Management (ISM) staff. ISM staff will place you on callout to complete a Package Authorization Form.

PHYSICAL EXAMINATIONS

Health Services staff conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. You may request an exit physical examination by submitting an Inmate Request to Staff form between 60 and 120 days prior to your release.

PRIMARY CARE PROVIDER TEAM

All inmates will be assigned a primary care provider. Assigning primary care providers will provide inmates better continuity of care while housed at FCI Fort Worth. Inmates should address all requests for medical treatment to their assigned provider, stating their medical complaint and all dental requests should be addressed to the Dental Department. These requests should be submitted to medical staff. Your primary care provider will review your triage requests to determine if a triage appointment is necessary. In the event your provider is not available, another provider will review your request to determine if an appointment is necessary or can wait until your provider returns. Appointment dates will be based on the medical complaint, clinical presentation, signs and symptoms, etc., and can range from same day to two weeks depending on severity.

All inmates currently **in** Chronic Care Clinics, i.e., hypertensive, diabetic, pulmonary, neurology, cardiac, mental health, general and infectious disease, will be assigned to PCPT 1 through PCPT-6.

ADVANCE DIRECTIVES AND DO NOT RESUSCITATE (DNR) ORDERS

Each inmate may obtain and fill out an Advance Directive for Health Care for the State of Texas. Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves. The person selected to be the proxy cannot be another inmate or a staff member. Inmates are to understand that DNR orders **will never** be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must and will always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution. Advance Directives, including Do Not Resuscitate orders, may only be implemented at community health care facilities or medical referral centers.

INMATE COPAY

The Federal Prisoner Health Care Copayment Act (FPHCCA) of 2000, PL 106- 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 copayment for health care visits they initiate.

Copayments are charged when:

1. An inmate requests a health care visit, for example: visits as a result of triage (formerly known as sick call) including both medical and dental; requests for routine dental care; after-hours evaluations that are not a medical emergency.
2. An inmate is found responsible through the disciplinary process to have injured an inmate who then requires a health care visit.
3. Inmates in the Special Housing Unit will not be charged for daily rounds, but will be treated the same as general population for other visits.
4. Only one charge per visit for the same complaint, even if the inmate is seen by multiple providers.
5. If seen by medical staff for one problem, and dental staff for another problem, even if on the same day, is considered two visits.
6. Will be charged a copayment if a visit is requested by any non-medical staff member (supervisor, lieutenant, Warden)

No copayments are charged when:

1. Based on health care staff referrals, e.g., MLP to Physician, RN to physician, outside consultants, pre- and post-operative assessments or wound care.

2. Staff approved follow-up appointment for a chronic condition (chronic care clinics, lab or x-ray studies).
3. Preventive health services (vaccinations, TB testing, mammography, dental prophylaxis).
4. Emergency services (injuries, evolving MI, spontaneous abortion, strangulated hernia, etc.)
5. Mental health care
6. Substance abuse treatment.
7. Staff ordered BP monitoring, wound care, patient education, insulin administration, scheduled finger sticks.

MEDICAL RECORDS

To obtain copies of your medical record, submit a Inmate Request to Staff Member by institution mail to the Health Information Management Department stating what information is needed. Requests will be processed in the order they are received.

REHABILITATION SERVICES

Therapies are provided upon referral by a physician and after evaluation by a therapist. The department provides a monthly Diabetic Foot Care Clinic. Wheelchair utilization is monitored through this department. Repair of personal medical equipment, including wheelchairs, will not be done at government expense. If necessary items become inoperable, replacements will be provided.

INMATE/STAFF COMMUNICATION

Inmates are encouraged to discuss health and administrative concerns with Health Services staff while in the dining room during the lunch meal. Concerns may also be addressed by submitting an Inmate Request to Staff Member through the institutional mail.

SEXUAL ASSAULT

If you are sexually assaulted, you should immediately inform staff. You will be examined and evaluated by appropriate staff. All complaints will be investigated.

SMOKING CESSATION PROGRAM

The Bureau of Prisons is advancing toward a clean air environment throughout all Institutions. As part of this project, FCI Fort Worth is offering an Inmate Smoking Cessation Program for which you may voluntarily participate in. To participate, you must complete the following steps:

1. You must complete an Inmate Request to Staff Member to your Primary Care Physician indicating your desire to participate in the Nicotine Replacement Therapy Program. Inmates requesting nicotine replacement therapy patches must have an initial medical assessment in order to purchase a six- to ten-week supply of nicotine replacement patches.

2. You must meet with your Primary Care Physician to discuss the possible side effects, obtain vital signs, and to obtain the approval form for Commissary to provide the nicotine replacement therapy patches for purchase.
3. During your visit, your Primary Care Physician will determine the appropriate number of patches you will be authorized to purchase. This authorization form should be delivered to the Commissary, showing your authorization for purchase of the nicotine replacement patches.

EQUIPMENT

Equipment purchased for Health Services (i.e. sheets, blankets, robes etc.) are to remain in Health Services.

Inmate Medical Rights and Responsibilities

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health services include medical triage, dental triage and all support services. Triage at this institution is conducted:

7:00 a.m. to 7:30 a.m. in the Medical and/or Dental Clinic every Monday, Tuesday, Thursday and Friday. There will be no triage on Federal Holidays.

2. You have the right to be offered a "Living Will," or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions **if you are admitted, as an inpatient, to a hospital in the local community , or the Bureau of Prisons.**

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

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

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

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

7. You have the right to be examined in privacy.

8. You have the right to obtain copies of certain releasable portions of your health record.

9. You have the right to address any concern regarding your health care to any member of the institution staff including your physician, the health Services Administrator, members of your Unit Team and the Warden.

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.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.

RESPONSIBILITIES

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.

2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.

3. 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 contracting of an infectious disease.

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

5. You have the responsibility to treat staff in the same manner.

6. You have the responsibility to keep this information confidential.

7. You have the responsibility to comply with security procedures.

8. You have the responsibility of being familiar with the current policy to obtain these records.

9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.

10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.

11. You have the responsibility to eat healthy and not abuse or waste food or drink.

RIGHTS

12. You have the right to request a routine physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care and routine care.
14. You have the right to a safe, clean and healthy environment, including smoke free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain of pain, have your pain assessed by medical staff, and have pain treated accordingly.

RESPONSIBILITIES

12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to be truthful and not overstate your complaint of pain, and to adhere to the prescribed treatment plan.

INMATE SYSTEMS MANAGEMENT

SENTENCE DATA

Inmates may request a copy of their sentence data summary sheet by contacting the records office using an Inmate Request to Staff form. The data will contain all information relative to their sentence. Any questions about the sentence should be directed to the Records Office during open house, Wednesdays 11:30 a.m. to 1:00 p.m.

DETAINER

Any questions concerning detainers, speedy trial requests, and immigration issues may be addressed during records office open house.

INMATE MAIL

Inmate mail is processed Monday through Friday, except federal holidays. Outgoing mail can be sealed and deposited at the officers' stations in the housing units. Inmates sending out special/legal mail will need to report to Mail Room between 7:30 a.m. and 8:00 a.m. Monday through Friday (excluding holidays) and submit the special/legal mail to the Mail Room staff for processing. The Mail Room is located in the basement of Dallas Unit. Open House is Tuesday and Thursday, 11:30 a.m. to 12:30 p.m. Any questions regarding mail may be addressed with Mail Room staff. Inmates who had authorization to correspond with another inmate at a prior institution must obtain new authorization upon arrival at FCI Fort Worth. All outgoing mail must contain a full return address:

Name, Register Number, Unit
Federal Correctional Institution
P.O. Box 15330
Fort Worth, Texas 76119

Any correspondence that does not have the above information will be returned to the sender.

Incoming correspondence must have the above information in the address to the inmate. Any inmate mail received at an address other than P.O. Box 15330 will be returned to the sender. Inmates are not authorized to receive any type of package from home other than release clothes. Newspapers, books, and magazines must come directly from the publisher or bookstore. Nude or sexually explicit publications are not authorized. Nude, sexually explicit, and Polaroid pictures are not authorized.

RELEASE CLOTHING

Thirty days prior to release or transfer to a residential reentry center, inmates are authorized to have release clothing sent to them. Contact the Mail Room during open house for more information.

NATIONAL LOCK BOX

The Federal Bureau of Prisons is centralizing the processing of all incoming inmate funds. This requires the establishment of a National Lock Box location. All funds being sent to inmates at FCI Fort Worth must be sent to the National Lock Box location at the following address:

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

No funds will be accepted at the institution. Any funds received at this institution will be returned to the sender with specific directions on how to send the funds to the National Lock Box. Please notify all persons who send funds, that they must send all funds to the National Lock Box mailing address (listed above) and adhere to the following instructions:

Instruct them NOT to enclose personal checks, cash, letters, pictures, or any other items in the envelope. Enclose only the allowable negotiable instrument. The National Lock Box can not forward any items enclosed with the negotiable instrument to the inmate. Items personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

Instruct them to have the inmate's committed name (no nicknames) and register number printed on all money orders; U.S. Treasury, state, and local government checks; any foreign negotiable instruments payable in U. S. currency; and envelopes.

Instruct them to have their name and return address in the upper left hand corner of the envelope to ensure their funds can be returned to them in the event the funds cannot be posted to the inmate's account.

If you have any further questions or concerns, please contact your unit staff or Inmate Systems staff during the noon meal or open house.

GENERAL INFORMATION

UNIT PROGRAMS

The unit team is comprised of the unit manager, case managers, counselors, unit officer, and the unit secretary. Inmates will receive an orientation from their unit team shortly after arrival at FCI Fort Worth.

Inmates arriving at FCI Fort Worth as their initial commitment or as a transfer case will receive a classification meeting (referred to as “team”) from their unit team within 30 days of arrival. Violator cases will be classified within 14 days of arrival. In all cases, an inmate’s name will be placed on the callout which will indicate the time and date of this meeting. After the initial team meeting, the unit team will meet with the inmate every 180 days, until they are less than one year from their release date. Inmates with less than one year remaining until their release date will meet every 90 days with their unit team. During the classification process, program goals will be established, as well as discussing any other pertinent information as it relates to the inmate's particular case.

At scheduled reviews after the classification, updates will be recorded as to the progress inmates have made since their arrival. When inmates have 11 to 13 months remaining before their release date, they will be evaluated for consideration for residential reentry center (RRC) placement. The recommendation made by the unit team will be based upon the specific need each inmate has for placement, the work skills they have or do not have, release residence, and several other factors will determine the actual recommendation made. Also, at this time inmates should discuss requests or concerns they may have, such as consideration for transfer to another facility, request for work assignment changes, or any other issues they may have.

Inmates are required to attend team meetings. Failure to attend may result in disciplinary action. During team meetings, inmates are required to develop a payment plan toward whatever fine or assessment has been ordered in their particular case. The unit team will discuss the various payment plans which are acceptable. Failure to follow the plan developed will result in the loss of room assignment, pay will be limited to \$5.25 per month, no consideration for transfer or RRC placement, no release gratuity, a custody classification responsibility of poor, no outside work detail consideration, and a commissary spending limitation of \$25.00 per month.

The Inmate Financial Responsibility Program is voluntary. However, failure to participate will result in the sanctions being initiated as indicated in the above paragraph.

Unit staff in each housing unit have either posted open house hours or they have an open-door policy to see inmates assigned to their caseload. Inmates are encouraged to use these times for questions or assistance from the assigned unit staff.

CUSTODY

Inmates will be classified by their respective unit team into one of the following levels of custody:

- **MAXIMUM** - Requires maximum control and supervision. This custody is for individuals who, by their behavior, have identified themselves as assaultive, predatory, riotous, or serious escape risks.
- **IN** - Assigned to regular quarters, eligible for all regular work assignments and activities with normal supervision, but not for work details or programs outside the institution's secure perimeter.
- **OUT** - May be assigned to (or placed on waiting list for) less secure housing at the facility, eligible (or can be placed on waiting list) for work details outside the institution's secure perimeter.
- **COMMUNITY** - Eligible for the least secure housing, may work on outside details with minimal supervision, eligible for community-based programs, including the furlough program.

As adjustments of behavior and performance merit, reduction in custody classification may occur through unit team approval. Community custody is required for involvement in most community-based programs, including the furlough program. Inmates with Out custody may participate in community activities on a limited basis and only with staff escorts.

FURLOUGHS/ESCORTED TRIPS

Furloughs and/or escorted trips may be considered when an immediate family member is either seriously ill, in critical condition, or has passed away. The Warden will make a decision regarding a furlough or escorted trip, dependent upon the inmate's release date, custody classification, current events, past record, and adjustment while at the facility.

Furloughs are considered on a case-by-case basis for those inmates who are less than two years from their projected release date. Inmates must have Community custody and meet BOP furlough guidelines.

All transportation expenses while on a furlough or escorted trip must be incurred by the inmate prior to departure. All requests must be submitted to and discussed with unit team.

RESIDENTIAL REENTRY CENTER (RRC)

Bureau of Prisons contracts with organizations in the community to provide pre-release services for inmates nearing release. These programs have been very successful, so it is anticipated that all inmates who need to participate in a RRC program, and are eligible, will be afforded the opportunity to do so. The RRC program emphasizes responsibility, steady employment, counseling activities, and a gradual reintegration into the community.

TOWN HALL MEETINGS

Town hall meetings, conducted by the unit team, are held periodically after the 3:45 p.m. count. The purpose of these meetings is to advise inmates of new policy statements, program changes, and upcoming events which affect the entire population. It also allows inmates the opportunity to discuss and make suggestions they may have concerning their environment.

ADMINISTRATIVE REMEDY

The BOP has a formal complaint procedure referred to as the Administrative Remedy Program. Inmates having a complaint which cannot be resolved verbally, should see their counselor to obtain an Attempt at Informal Resolution form. If informal resolution is not successful, the inmate will obtain a Request for Administrative Remedy form [BP-229 (13)] from their counselor. A department head will investigate the complaint and recommend a proper response to the Warden. The Warden will prepare the final reply and return copies of the form to the inmate. Should an inmate wish to appeal the Warden's response, he may do so on a Regional Administrative Remedy Appeal [BP-230 (13)] to the Regional Director. After receiving a response from the Regional Director, an inmate who is not satisfied with the response may appeal to the Office of the General Counsel, Bureau of Prisons, Washington, D.C. This requires a Central Office Administrative Remedy Appeal form [BP-231 (13)].

Once an Administrative Remedy is filed, a response will be made by the Warden within 20 calendar days; an appeal to the Region will be answered within 30 calendar days; and to the Office of General Counsel will answer within 40 calendar days. If the time period for response to a Request or Appeal is insufficient to make an appropriate decision, the time for response may be extended once by 20 days at the institution level, 30 days at the Regional level, and 20 days at the Central Office level. Staff shall inform the inmate of this extension in writing. Staff shall respond in writing to all Requests or Appeals filed. If the inmate does not receive a response within the time allotted for reply, including extension, the inmate may consider the absence of a response to be a denial at that level.

Please note, all appeals regarding a decision by the Discipline Hearing Officer require a Regional Administrative Remedy Appeal form [BP-230 (13)] be submitted directly to the Regional Director.

NON-U.S. CITIZENS

Inmates who are foreign nationals are notified of the Treaty Transfer Program during A&O. Additionally, during your initial classification (team), the case manager will address Treaty Transfers. If you are not a U.S. citizen and wish to contact your Consulate, regardless of eligibility, see your case manager who will provide you with further information. For more information regarding eligibility and the listings of countries participating in the treaty transfer agreement, refer to Program Statement 5140.34, Transfer of Offenders to and from Foreign Countries.

FOOD SERVICE

The Food Service Department consists of a Food Service Administrator (FSA), one assistant administrator, cook supervisors, and a budget technician. They are responsible for the entire Food Service Program, which includes menu planning, budgeting, procurement, preparation, serving, and sanitation. Approximately 280 inmates are assigned to do cooking, baking, meat cutting, vegetable preparation, dish washing, and general cleaning under the supervision of the cook supervisors. On-the-job training is conducted in all areas which could lead to employment in the food service industry upon release.

The Food Service Department provides approximately 1,795,800 meals per year. The Food Service budget is utilized for all of the food service needs, which include food items, tableware (i.e. plates, bowls, glasses and eating utensils), chemicals, equipment, and paper products (i.e. napkins, paper plates, styrofoam cups etc).

Utensils are a major cost. DO NOT remove utensils from the Dining Room or destroy them. Your cooperation will allow us to spend more money directly on food.

MEAL HOURS:

Monday through Friday

Breakfast	6:00 a.m.
Lunch	11:00 a.m.
Dinner	4:30 p.m.

Holidays, Saturdays, and Sundays

Coffee Hour	7:00 a.m.
Brunch	10:45 a.m.
Dinner	4:30 p.m.

Inmates who are required to work during normal serving hours may be issued an Early Meal Pass by the FSA. Food Service workers and inmates with an Early Meal Pass are served lunch at 10:00 a.m. and dinner at 3:00 p.m.

On weekdays, three meals are served: breakfast, lunch, and dinner. Every effort is put forth to make the visit to the Dining Room a pleasant experience.

On Saturdays, Sundays, and federal holidays, there is a coffee hour served at 7:00 a.m. This is followed by a full brunch at midmorning and a full dinner in the afternoon.

At no time will personal items be allowed in the Food Service Department (i.e food items, commissary bags, radio headsets, newspapers, books, etc.). No food items are authorized to be removed from the Food Service Department.

SERVING LINE PROCEDURES

You may go through the serving line only once. If you forget something, you will not be allowed to return to the serving line.

HOT BARS/SALAD BARS

Hot bars and salad bars are an “all you can eat” serving system. Please take what you want, but do not waste food.

CERTIFIED FOOD PROGRAM

The Certified Food Program is the only religious diet program offered. Religious Services adds and deletes the names of the participants on the Alternative Religious Diet roster. Food Service staff will report violations.

- Certified Food Program participants **ARE NOT** allowed to take or accept any food items found on the Regular Bill of Fare (mainline) or items placed for self-service on the hot bars. Food items found on the salad and beverage bars are allowed.
- Any Certified Food Program participant found to have in his possession items from the Regular Bill of Fare or hot bars will be reported to Religious Services for removal from the program.

MEDICAL DIETS

Medical diets are prescribed by medical doctors or dentists only. Once approved, only the approving authority can remove you from the list. Diet menus are created by a registered contract dietician.

PERSONAL HYGIENE AND DRESS RESTRICTIONS

All institution policies governing personal hygiene and inmate dress codes will be enforced within the Food Service Department.

- All shirts, regardless of style, will be tucked into the trousers.
- All headgear (with the exception of religious or work uniform) will be removed prior to entering the Dining Room.
- Sunglasses must be removed unless you have a medical pass to wear them at all times.

FOOD SERVICE WORK ASSIGNMENTS

If assigned to Food Service, you will be required to wear the Food Service uniform. The Food Service uniform consists of Food Service ball cap, clean buttoned shirt, clean trousers with belt, and steel-toed shoes. The shirt must be tucked into the trousers and secured with a belt. T-shirts are not an option.

The first day of employment with the Food Service Department will consist of orientation training, job assignment, and administrative responsibilities. This will allow you to complete all the necessary paperwork and view all required videos and safety training.

Assignment to a Food Service detail require you to be cleared by medical staff before you can begin working in Food Service. If you would like a job change, it will have to be requested through your supervisor.

MEAL TRACKER PROGRAM

This program is designed to track the inmate meals and will be utilized during the noon meal, Monday through Friday, excluding holidays. When an inmate enters the Food Service serving line he will place his ID card under the bottom left side of the wooden box which is mounted on the wall near the serving line. A red light will appear to read the bar code on the photo side of the ID card. The system monitors and stores each inmate register number for future use. Food Service staff run a computer report after the meal to ensure each inmate has gone through the serving line only one time per meal. Any inmate whose card has been scanned more than once per one meal will be subject to disciplinary sanctions.

TRUST FUND

INMATE TELEPHONE SYSTEM (ITS)

The Inmate Telephone System (ITS) is a direct dial system. When you arrive at FCI Fort Worth you will be issued a phone access code (PAC). Unit staff will provide you with a Telephone Number Request Form that you need to complete. Your phone numbers will be processed by the unit staff within five working days after receipt. The forms will be routed to ITS staff for placement on your phone account. To place a telephone call you can dial 118 on the phone system to transfer funds to your phone account. After dialing 118, enter your PAC number, press #3 to transfer credits. You will be given your TRUFACs and ITS balances. The system will prompt you to enter in whole dollars the amount you wish to transfer, followed by the pound sign, for \$5.00 press 5#. You will then confirm the amount by pressing the number 1. You are now ready to place a telephone call.

To Request Telephone Numbers

You may request up to 30 telephone numbers.

Forward the completed Telephone Number Request Form to the unit staff for approval.

NOTE: 800, 900, and 976 telephone numbers; three-way calling; and credit card access numbers will not be allowed.

To Request Telephone Number Changes

Changes to an established phone list may be submitted on the 1st and 15th of the month. Additional changes will be permitted when staff determine there is a demonstrated need for prompt communication.

To Make Deposits to Your Telephone Account

You may transfer funds to your telephone account. Transfers can only be made Monday thru Friday after 4:30 p.m., transfers on Saturdays and Sundays are the same as the phone schedule.

Funds transferred to your telephone account cannot be returned back to your Commissary account after they have been transferred, except when an inmate transfers, releases, or is approved by the Associate Warden (Programs).

NOTE: All telephones are subject to monitoring.

COMMISSARY

Regular Sales

Regular commissary sales take place Monday through Thursday beginning at 6:00 a.m. until 7:30 a.m. and from 11:00 a.m. to 12:30 p.m. or 30 minutes after the last unit is released for the noon meal. You are authorized to purchase merchandise once per week, on your authorized shopping day. You must have your identification card or you will not be authorized to shop. Shopping schedules rotate on a quarterly basis and are posted in the units and Commissary.

Special Sales

Special sales are conducted during the day hours. Sale hours for wheelchair inmates are Tuesday 8:00 a.m. to 9:00 a.m. Sales hours for the Jail Unit and Special Housing Unit (SHU) are Wednesday at 9:00 a.m. (Jail and SHU orders are delivered to the site.) Trust Fund personnel shall deliver the items requested to the inmates confined in Health Services on Thursday at 9:00 a.m. and obtain the inmates signature on the original sales slip, not to exceed \$35 excluding vending credits and stamps.

NOTE: These days may change due to holidays and inventories which will be posted.

You must have a shopping list of items you desire to purchase completed upon entering the sales unit. No items shall be added to this list after it has been submitted to the sales clerk. Substitutions to the shopping list will be allowed only for out of stock items.

You will remain in line while waiting for your order to be filled. Anyone who turns in a shopping list and fails to return to pick up their order when their number is called will forfeit their shopping privilege for that day.

NOTE: All sales are final and no exchanges or refunds will be allowed once you sign the sales ticket and depart the sales unit.

Monthly Spending Limit

The monthly spending limitation for sales unit purchases is \$290.00 with no monthly carry-over.

If deemed qualified, inmates are allowed to open savings accounts at the Bureau of Prisons Federal Credit Union located on the FCI Fort Worth grounds. If you are interested in establishing an account notify your unit team for more detailed information.

CLOTHING ROOM

General Population Exchange Days

Exchanges are as follows: 6:00 a.m. to 8:00 a.m. and 11:00 a.m. to 1:00 p.m. on Tuesdays and Thursdays.

NOTE: Inmates are allowed to exchange T-shirts, boxers, and socks every 12 months. Laundry soap will be issued on Wednesdays between the hours of 6:00 a.m. to 8:00 a.m. and 11:00 a.m. to 1:00 p.m.

Wheelchair Inmate Exchange Days

Inmates' six-month exchange is on Mondays 11:00 a.m. to 1:00 p.m. (Clothing and detergent)

Special Housing Exchange Days

Inmates coming from the Special Housing Unit, the assisted living unit, or writ returns may come to the Clothing Room Monday through Friday 6:00 a.m. to 8:00 a.m. or 11:00 a.m. to 1:00 p.m.

New commitments and inmates on pre-release may come to the Clothing Room Monday through Friday 6:00 a.m. to 8:00 a.m. or 11:00 a.m. to 1:00 p.m.

New commitments are allowed:

- 4 Khaki Trousers
- 4 Khaki Shirts
- Khakis are replaced as they wear out
- 5 T-Shirts
- 5 Boxers
- 5 Socks
- 1 Belt
- 1 Coat (in winter)

EDUCATION AND RECREATION DEPARTMENT

The mission of the Education Department is to assist inmates in acquiring knowledge and skills which will allow them to make a successful adjustment to life upon release. To help inmates plan which classes are most suitable, a representative from the Education Department is assigned to each unit team. The representative will evaluate the inmate's educational and vocational background and will recommend a course of study. The representative is also available to address questions or concerns about classes.

BOP policy requires that inmates have documentation in their central file or are able to obtain documentation to confirm they have achieved the equivalency of the twelfth grade. The Test of Adult Basic Education (TABE), which consists of three subtests, is administered to those inmates who will be required to enroll in General Educational Development (GED) literacy classes. Policy states that inmates required to attend GED literacy classes, for the purpose of attaining a GED certificate must be enrolled in and attend the class for a minimum of 240 consecutive hours.

LITERACY CLASSES

GED literacy and English-as-a-Second Language (ESL) classes are mandatory except under certain conditions. GED classes are required for those inmates who do not have documentation of high school completion. ESL classes are required for those inmates who do not have a proficiency in English at the eighth grade level as measured by the Comprehensive Adult Student Assessment Survey (CASAS).

POST-SECONDARY EDUCATION

Transferrable college credits which may be earned toward an Associate of Arts Degree are available by correspondence. These classes are offered by a local college. Tuition is the responsibility of the student.

VOCATIONAL TRADES

The Vocational Training programs require a high school diploma or GED or concurrent enrollment in GED class. Participants are also expected to be fluent in English or to have completed the English as a Second Language Program. Graduates will receive certificates of completion from the Center of Adult Education, Fort Worth Independent School District. The current listing of available vocational programs include: Office Technology, Construction Trades, and Building Service Maintenance. Programs are four to eight months in length, depending on the program curriculum. Department of Labor Apprenticeships are also available in the areas of Cook, Plumbing, Dental Assistant, and HVAC Installer and Servicer. Information such class availability, waiting list and sign up procedures can be obtained in the Connections Resource Center.

PARENTING:

Parenting instruction encourages and strengthens the ongoing relationship between family members and involves presentations from community organizations. Topics covered in this program include: child development, parenting at a distance, self discipline, self control, consistency and setting goals. Reading is Fundamental as well as the Words Travel Program are also available to the inmate population. Interested inmates are to sign up in the Connections Resource Center.

ADULT CONTINUING EDUCATION CLASSES:

In addition to the Admission and Orientation and Release Preparation Programs, the Education Department offers Adult Continuing Education class in various subjects throughout the year. During the Admission and Orientation program, a representative from the Education Department will discuss the various educational programs available to all inmates. This is an excellent time to ask specific questions about which courses are currently being offered, special requirements, and any other concerns which deal with the Education Department.

CONNECTIONS RESOURCE CENTER

The Connections Resource Center was created to assist inmates in obtaining assistance in skills/employment assessments, job search, resume and job survival techniques. The CRC provides information on obtaining vital documents such as Birth Certificates, Social Security Cards, Education Transcripts and Driver’s License Information. The CRC provides inmates with a centralized location for class sign ups as well as class information. Hours of operations are as follows: Monday-Friday, 7:00 a.m. - 3:30 p.m.

LIBRARY

The institution’s library collection consists of approximately 5,000 books, both fiction and non-fiction. They are numbered and placed on shelves according to the Dewey Decimal System of classification. Books are checked out for one week and may be renewed for a second week. Newspapers, magazines, and reference books may be used only in the library.

FCI Fort Worth has an interlibrary loan agreement with the Fort Worth Public Library which allows inmates to borrow books which are not available at the institution. Inmates housed in the SHU have access to Law Library materials in accordance with policy and may check out books from the collection in the SHU Inmate Law Library. Inmates in the SHU and the Jail Unit may request other materials by Form 70 through the Education Representative on their regular weekly visits.

Library Hours

Monday through Friday (except federal holidays):	Saturday/Sunday/Federal Holidays:
7:30 a.m. - 10:00 a.m.	12:30 p.m. - 3:30 p.m.
12:30 p.m. - 3:30 p.m.	5:30 p.m. - 8:30 p.m.
5:30 p.m. - 8:30 p.m.	

RECREATION

While at FCI Fort Worth, it is important to develop constructive and enjoyable things to do in your spare time. To help utilize free time in meaningful and interesting ways, the Recreation Department provides well-rounded program opportunities. The outdoor facilities include a running/walking track, multipurpose courts, handball/racquetball courts, softball fields, and a weight lifting area. The indoor facility is located in the Recreation Center in the basement of Building 4. It houses a large hobbycraft program, fitness equipment, card tables, music rooms, televisions, and pool and ping-pong tables.

We strongly advise and encourage inmates to develop some recreation interests while you are here. The Recreation staff is available to answer questions or provide assistance.

SMOKING POLICY

This institution is a tobacco-free facility. All items containing tobacco will be considered contraband and inmates found in possession of tobacco products, smoking, and/or using tobacco will be subject to disciplinary action. The institution offers a smoking cessation program for those inmates who wish to participate.

RELIGIOUS PROGRAMS

The Religious Services Department is here to assist in the practice of religious faith while incarcerated.

The Chapel area contains a Sanctuary, meeting and classrooms consisting of the Fish House, True Room, Freedom Room, Library/Card Shop, and the chaplains' and the Religious Services Technician's offices. The Chapel is open on the following schedule:

Saturday and Sunday Mornings	7:45 a.m. - 10:15 a.m.
Sunday thru Friday Afternoons	12:30 a.m - 3:30 p.m.
Saturday Afternoon	2:00 p.m. - 3:30 p.m.
Monday, Thursday and Friday Evenings	6:00 p.m. - 8:30 p.m.

The Religious Services Department consists of two full-time chaplains, a Religious Services Technician and utilizes the services of several religious contractors and a number of community volunteers. The chaplains are responsible for conducting religious services for their religious community, coordinating religious services on an equitable basis for all BOP approved religious communities represented at this institution and personally counseling with inmates during times of crisis. The Religious Services Technician assists in coordinating the administrative areas of the Religious Services Department. The chaplains also regularly consult with the unit team members. They are interested in the various inmate programs offered at FCI Fort Worth and in assisting inmates in self-help programs.

Staff chaplains are available to provide ministry to staff and inmates, whatever their religious faith may be. The chaplains are available for religious counseling and for assistance in their appropriate areas.

A sweat lodge ceremony is available for Native American inmates on Thursdays from 11:30 a.m. to 3:30 p.m. with periodic visits scheduled by a medicine man and other interested Native American volunteers to assist in worship opportunities. A variety of worship services and programs (including Bible studies, religious teachings, concerts, fellowships, and discussion and prayer groups) are held on regular basis.

PSYCHOLOGY SERVICES

GENERAL DESCRIPTION

FCI Fort Worth offers quality mental health care consistent with treatment provided in the community. It is the BOP's policy to provide mental health care to inmates during their incarceration as needed. The Psychology Department offers a variety of services including individual counseling, group counseling or education, drug abuse treatment, a smoking cessation program, and psychological assessments. Submit an Inmate Request to Staff form to Psychology Services if interest in any of these services. General hours of operation are 7:30 a.m. to 3:45 p.m. Monday through Friday.

Psychological Services are available 24 hours a day, every day of the year, for emergency situations. A psychological emergency is a situation in which someone feels as though they want to harm themselves, harm someone else, or engage in an activity which could result in harm to self or others. You may find yourself in a situation in which you are concerned about yourself or that another inmate may harm themselves. If this is the case, please notify any staff member of the potential emergency. The BOP wants to ensure the safety of all inmates.

DRUG ABUSE PROGRAM

The Drug Abuse Program (DAP) consists of the 500-hour Residential Drug Abuse Treatment Program (RDAP), follow-up services, non-residential drug abuse treatment, and drug education classes.

500-hour Residential Drug Abuse Treatment Program

The RDAP is a course of individual and group activities provided by a team of drug abuse treatment specialists and the drug abuse treatment coordinator in a treatment unit set apart from the general prison population, lasting a minimum of 500 hours over approximately a nine-month period. All participants must adhere to program rules, behave in a manner consistent with the program philosophy, and comply with the Bureau of Prisons' rules and regulations. An inmate who successfully completes RDAP and meets the criteria in PS 5330.10 CN-03 may be eligible for early release of a period not to exceed 12 months. There is an effort made to obtain 180 days residential reentry center (RRC) placement for graduates. One to four hours of drug counseling is required for aftercare while at the RRC, as this is the time when an individual is most vulnerable to relapse.

The philosophy of RDAP is that the problem of drug abuse is not just a problem of chemical addiction, but it is one of lifestyle. The program aims at developing a lifestyle conducive to living free of drugs and crime. This program includes understanding drugs and what they do to you, but more importantly, the program examines and facilitates change in many aspects of life including thinking patterns, emotions, social and family relationships, physical wellness, criminal behavior, spiritually, and others. The focus is on learning alternatives in life and accepting responsibility for living with the new alternatives.

The entire RDAP consists of three components and successful completion of the program occurs when the inmate has successfully completed each of these three components:

- * The unit-based residential program.
- * The institution transition phase, which requires the participation for a minimum of one hour per month over a period of up to 12 months after successfully completing the unit-based program. (However, if an inmate is scheduled for a transfer to a community-based program before he can begin this phase, this component will not be required.)
- * The community transitional services, lasting up to six months when the inmate is transferred to a residential reentry center or home confinement.

Entry requirements for the RDAP are as follows:

- * You must have a documented drug abuse problem and a desire to participate in drug treatment.
- * Fluency in English (Spanish components are available at other institutions).
- * The absence of serious medical, psychiatric, or psychological problems which would interfere with full program participation.
- * A willingness to accept the requirements of the program as indicated by a signed agreement of program participation.
- * Must be willing to live in the RDAP housing unit.

Unless you have been interviewed by drug treatment staff and sent here specifically to be on the waiting list, you will need to submit an application for the RDAP. You will then be interviewed based on your release date. If you are already on the waiting list, you will need to watch the callouts for an appointment with a drug treatment specialist (DTS).

Non-Residential Drug Abuse Program

Non-residential drug abuse treatment is provided to inmates with a substance abuse problem who are not eligible or not interested in participating in the RDAP. Participation in the non-residential drug abuse treatment program is voluntary. This is a treatment program which covers a variety of issues related to drug abuse.

Drug Education Program

The Drug Education Program explains the different classifications of drugs, their impact on the lifestyles of individuals, society, and one's brain and body. An overview of methods used to stop using drugs is covered, but this program is **not** a drug treatment program. Anyone may volunteer for the Drug Education Program. This program is also mandatory for inmates who meet certain criteria; specifically:

- * If under the influence at the time of the commission of the crime for which incarcerated or if the crime was committed to support a drug habit
- * If drug or alcohol use was the cause of parole or probation violation
- * If drug programming during incarceration is court ordered.

If you are mandated to attend the Drug Education Program and you fail to do so, you will:

- * Be held at the lowest pay grade throughout your incarceration
- * You will not be allowed community-based activities such as furloughs or RRC placement toward the end of incarceration for which you might otherwise qualify.

FACILITIES DEPARTMENT

The Facilities Department consists of a Facility Manager, General Foreman, Engineering Technical Advisor, and shop foremen. They are responsible for the facility design and maintenance, codes and regulations, the effectiveness and management of the physical plant, and to ensure the facility is maintained for staff and inmate safety. The Facilities Department is located in a complex in a secure area behind Food Services. It consists of approximately 15 shops to which 250 inmates are assigned.

Shop details include the following:

Garage	Carpentry	Communications
Landscape	Construction	Pipefitters
Machine Shop	Electric Shop	HVAC
Plumbing Shop	Paint Shop	Outside Details
Masonry	Powerhouse	

There are inmate jobs available in the Facilities Department to meet institutional needs. Many of these jobs provide excellent on-the-job training opportunities and an opportunity to establish positive work habits. Most work details are from 7:00 a.m. - 3:00 p.m. Monday through Friday, though some, such as Powerhouse work 24-hour shifts.

For inmates with a strong desire to work in Facilities, they may take a completed Inmate Request for Job Change or Employment to the Facilities gate at 7:00 a.m. Monday through Friday and speak to any of the Facilities staff.

INSTITUTION BUILDINGS

Building 1 (Administration Building)

First Floor: Executive Offices, Visiting Area, Employee Services Offices, Lobby, Computer Services Offices

Second Floor: Captain's Office, SIS/SIA, Financial Management

Building 2 (Dallas Unit)

First/Second Floors: Dallas Unit

Basement: Mail Room, Inmate Systems, Case Management Coordinator's Office, and Lieutenants' Office

Building 3 (Fort Worth Unit)

First/Second Floors: Fort Worth Unit

First Floor: Barber Shop, Legal Library, Education Department, and Religious Services

Building 4 (Housing Units)

First Floor: San Antonio Unit

Second Floor: Houston Unit

Third/Fourth Floor: Austin Unit

Basement: Hobbycraft area, Recreation Department, Clothing Room, Psychology Services Department, 500-hour Residential Drug Abuse Treatment Program Offices

Building 5 (Food Service)

First Floor: Food Service

Second Floor: Auditorium/Gymnasium

Basement: Food Service and 500-hour Residential Drug Abuse Treatment Program Offices

Building 6 (Associate Wardens' Complex)

First Floor: Associate Warden (Programs and Operations) and Volunteer Coordinator

Building 55 (Health Services)

First Floor: Lubbock Unit, Out-Patient Clinic, Pharmacy, Physical Therapy, Lab and X-Ray, Dental Clinic, and Medical Records

Second Floor: Health Services administration staff

Mechanical Services Complex:

Mechanical Services offices, Facility Manager, General Foreman, Warehouse, Safety Department, and Power Plant

