

FEDERAL MEDICAL CENTER  
SATELLITE CAMP  
3301 LEESTOWN ROAD  
LEXINGTON, KENTUCKY 40511-8799

ADMISSION  
&  
ORIENTATION

HANDBOOK

MAY 2012

## **MISSION STATEMENT**

### **SCP LEXINGTON, KENTUCKY FEDERAL MEDICAL CENTER LEXINGTON, KENTUCKY**

The mission of the Satellite Camp (SCP) Lexington, KY, located at the Federal Medical Center (FMC) is to protect society through providing confinement services to committed offenders. In carrying out the judgments of the Federal Courts, we provide a safe, secure and humane environment which encourages an opportunity for positive change.

## **WARDEN'S COMMENTS**

Welcome to SCP Lexington, KY. This booklet is intended to summarize activities and programs available to you during the period of your confinement. You will be required to attend the institution's Admission and Orientation Program. This program will introduce you to Lexington staff responsible for the programs and operations of the institution. I encourage you to review this booklet very carefully. If you have any questions or need further clarification, please discuss them with a member of your unit staff. On September 30, 2005, SCP Lexington, Kentucky, became a "Tobacco-free" facility.

Deborah A. Hickey  
Warden

### **INMATE INFORMATION HANDBOOK SATELLITE CAMP FEDERAL MEDICAL CENTER LEXINGTON, KENTUCKY**

The purpose of this handbook is to provide incoming inmates to the Satellite Camp (SCP) at the Federal Medical Center (FMC), Lexington, Kentucky, with general information regarding the Bureau and its programs. It also describes this institution and presents the rules and regulations inmates will encounter during confinement. The material in this handbook will help new inmates more quickly understand what they will be encountering when they enter the institution and will hopefully assist them in their initial adjustment to institution life.

## **UNIT TEAMS**

A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in the unit. The unit staff offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Camp Administrator, one Unit Manager, one/two Case Managers, one/two Counselors, and one/two Secretaries. The Staff Psychologist, Education Advisor, and Unit Officer may sit on the Unit Team.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team.

Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. A member of the unit staff will be at the institution weekdays from

7:30 a.m. to 9:00 p.m., and during the day on weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that at least one of them will be available at times when inmates are not working.

#### **GENERAL FUNCTIONS OF UNIT STAFF**

##### **Camp Administrator**

The Camp Administrator is a member of the executive staff and has a close working relationship with other departments and personnel. The Camp Administrator oversees all operations at the camp from all departments.

##### **Unit Manager**

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

##### **Case Manager**

The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. He or she is responsible to report to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist Department Head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

##### **Counselor**

The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a leading role in all segments of unit programs and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

##### **Unit Secretary**

The Unit Secretary performs clerical and administrative duties. In some institutions, the Secretary may sit as a member of the Unit Team.

##### **Unit Officer**

The Unit Officer has direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

### **Program Reviews**

Program reviews will be held every 90 to 180 days. Also referred to as "Team," these are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. These reviews occur every six months, except during the last twelve months of confinement, when they are held every three months.

### **Town Hall Meetings**

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

### **Team Participation in Parole Hearing**

The Case Manager prepares Progress Reports with input from the Unit Team, and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at the inmate's Parole hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

### **UNIT RULES**

In order to minimize maintenance costs, policy permits routine inspections and search procedures to maintain orderly living. Institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers inspect rooms daily and publish individual ratings of sanitation. A copy of unit rules is provided during unit orientation by unit staff.

Rules include items such as:

Pictures cannot be posted on walls and can only be placed on the bulletin boards. Nude or sexually provocative pictures may not be posted in public view.

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action including incident reports can be expected.

Each inmate is responsible for the cleaning and sanitation of his room. Additionally, inmates may be assigned cleaning tasks in the unit during off hours.

Orderlies work 40 hour weeks and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 8:00 a.m. each day.

Beds are to be made each weekday by 7:30 a.m. On weekends, beds will be made whenever inmates are awake or gone from the room, cubicle, or cell room. At no time will a mattress be removed from a bunk.

Showers are available every day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit.

#### **Wake-Up**

General wake-up for all inmates is 6:00 a.m. The Unit Officer will announce breakfast, when notified, by the Control Center. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

#### **Call-Out and Change Sheets**

The "Call-Out" is a scheduling system for appointments. The Call-Out issued each afternoon prior to the 4:00 p.m. count is for the following day. It is your responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to report to a Call-Out may result in disciplinary action.

The "Change Sheet," which is posted with the Call-Out sheet, is to be checked also. The Change Sheet will indicate any job change affecting you. Should you appear on the Change Sheet with a job change, the change will be effective the following work day (or day indicated on the sheet). Should you have difficulty in reading the Change or Call-Out sheets, consult your unit team or Unit Officer for assistance.

#### **Sanitation**

It is the inmate's responsibility to check his living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, Counselor, or Unit Manager. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making her bed in accordance with regulations before work call (including weekends and holidays when she leaves the area). Each inmate is responsible for sweeping and mopping her personal living area, removing trash, and ensuring it is clean and sanitary. Due to their combustible nature, cardboard boxes and other paper containers are not to be used for storage. Lockers must be neatly arranged inside and out and all shelving must be neat and clean.

Basic hygiene items are issued by R&D upon initial commitment. After that, inmates may purchase these items through the commissary.

#### **PERSONAL PROPERTY LIMITS**

##### **Storage Space**

Storage space consists of an individual's locker. Locks may be purchased in the institution commissary. The amount of personal property is limited to those items which can be neatly and safely placed in the inmate's locker. This includes letters, newspapers, and the allotted number of books and magazines (five each). Under no circumstances will any materials be

accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Inmates are allowed to purchase up to two clear plastic containers for storing items under their bunk.

#### **Clothing**

Civilian clothing of any type (except athletic apparel) is not authorized. All clothing, except underclothing, is stamped with the inmate's name and number and are to be neatly stored in the individual locker. A limited number of personal sweatshirts and sweat pants may be purchased in the commissary. Individual wash cloths and towels are issued to inmates.

#### **Legal Materials**

Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established volume limit) in their locker. If necessary, an additional storage area for your legal material may be requested through the Unit Manager.

#### **Commissary Items**

The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitations.

#### **Radios and Watches**

An inmate may not own or possess more than one approved radio or watch at any time. Proof of ownership, through appropriate property receipts, will be required. No inmate property may have value exceeding \$100. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and registration number by Commissary at the time of purchase. Only walk-man type radios are permitted and headphones are required at all times. While an inmate is in holdover status, she may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers, or Commissary items.

#### **Jewelry**

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

#### **Job Assignments**

The Unit Team is responsible for assigning inmate jobs in the institution. Upon medical clearance, inmates are ordinarily assigned to Food Service for a period of at least 90 days before being permitted to request a job change.

For those inmates who are not cleared for Food Service, an assignment will be made in the Mechanical Services Department unless medical restrictions prevent such placement. Work supervisors will be required to document unacceptable work performance over a period of at least two months before requesting an inmate be given a job change. During this two-month period, the work supervisor will be responsible for detailing the inmate to a less demanding job on the current job assignment with close supervision in an attempt to bring up the job performance level. The exception to the two-month period will be if the inmate's actions warrant an incident report, the inmate could be given a job change. This action will be

forwarded to the Unit Manager upon the UDC action so an immediate job change can be made by the committee.

If an inmate is a new commitment case or medical transfer from another institution, he or she should not be assigned job responsibilities on their housing unit, with the exception of maintaining their living area, until their medical status has been determined. If an inmate is transferred to this institution as a non-medical case, he or she may be required to complete cleaning tasks on the unit upon review of their case. However, the inmate will not receive compensation for those tasks.

## **CASE MANAGEMENT**

### **Escorted Trips**

Bedside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two correctional officers will escort the inmate. All expenses will be paid by the inmate, except for the first eight hours of each day that the employee is on duty.

### **Central Inmate Monitoring System**

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor the transfer, temporary release and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities, should apply in ample time to allow the institution to obtain necessary clearances from the appropriate areas.

### **Inmate Financial Responsibility Program**

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court-ordered Restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government and other court-ordered obligations (e.g., child support, alimony, other judgments). Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The payment plan is to be commensurate with the inmate's ability to pay, which includes the totality of his financial resources.

The inmate must provide documentation of compliance and payment. If an inmate refuses to meet these obligations, the inmate may not receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities and institution program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

### **Incoming Publications**

The Bureau permits inmates to subscribe to and receive publications without prior approval.

The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs.

An inmate may receive soft-cover publications (paperback books, etc.) from any source. An inmate may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to five magazines and five books. The Unit Manager may allow more space for legal publications upon request.

The Warden will reject a publication if it is determined to be detrimental to the security, order, or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs criminal activity.

It is sexually explicit material.

By its nature or content poses a threat to the security, good order, or discipline of the institution.

#### **Freedom of Information**

The Privacy Act of 1974 forbids the release of information not deemed Public Information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertain, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

#### **Inmate Access to Central Files**

An inmate may request **review** of the disclosable portions of his central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing or upon written request to Case Manager.

#### **Inmate Access to Other Documents**

An inmate can request access to the "Non-Disclosable Documents" in her central file and medical file, or other documents concerning herself that are not in his central file or

medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his or her registration number and date of birth for identification purposes.

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

#### **Fines and Costs**

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. "Committed fines" means the inmate will stay in prison until the fine is paid, the inmate makes arrangements to pay the fine, or qualifies for release under the provision of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract Community Corrections Center. Inmates may also be assessed the costs of their incarceration for the first year.

#### **Release Preparation**

SCP Lexington recognizes an inmate's preparation for release begins when the inmate is initially committed to the custody of the Bureau of Prisons. The Release Preparation Program (RPP) is intended to provide an opportunity for inmates to have their release needs effectively identified and considered for the establishment of release plans. Your unit team will begin addressing your release plans with you during your initial program review (team) and each team thereafter. They will make recommendations concerning areas which will assist you in addressing your personal release plans. However, you must remember, it is your plan, not your unit teams. Your unit team is here to assist you in planning for your release from prison, not to plan your release for you. The institution offers a wide variety of educational programs, drug abuse prevention, self-help groups, counselor groups, faith-based groups, and individual psychology sessions to assist you while you are establishing your release plan.

#### **Release Planning**

#### **Halfway House Transfers**

Inmates who are nearing release and need assistance in obtaining a job, residence, or other community resources, may be transferred to a community corrections program.

The Bureau's Community Corrections Branch within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local governments, and the community. Located strategically throughout the country, RRM's are responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community programs have three major emphases: residential community-based programs provided by community corrections centers and local detention facilities, programs that provide intensive

nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

#### INMATE SYSTEMS

Bureau Policy requires all sentences will ordinarily be computed within 30 days of an inmate's arrival at the designated institution. Jail Time is time spent in federal custody prior to the date the federal sentence is imposed. Once the inmate has been sentenced, the jail time ends and the computation begins, providing the inmate is remanded to custody. No time is given for time on bond.

Detainers are documents sent to the Warden from another law enforcement agency with a request that this document be lodged as a detainer. This document could be a complaint, information, indictment, or warrant. It could also be a judgement and commitment order from the state if the inmate has been convicted and sentenced on state charges. You may request disposal of an untried indictment under the Interstate Agreement on Detainers Act (IAD).

You will need to send an Inmate Request to Staff Member form (Cop-Out) to the Records Office, requesting that Records Office start this process. Non-member states are Louisiana and Mississippi, which means you cannot file the IAD in those states.

Statutory good time is automatically earned if your sentence is six months or longer and your **offense** was committed **prior to November 1, 1987**. The amount of SGT depends on your length of sentence. It ranges from five days to ten days per month.

Good Conduct Time is automatically earned if your sentence is more than one year and if your offense occurred on or after November 1, 1987. It is earned at the rate of 54 days for each year incarcerated.

Extra Good Time is awarded for working. This good time is awarded to you if it is **submitted by your work supervisor** and your **offense was committed before November 1, 1987**. Industrial good time is automatic once you start to work in UNICOR. Both good times are earned at the rate of three days per month for the first 12 months, in EGT status, and five days per month for any month thereafter.

Your incoming and outgoing mail is processed by the institution Mail Room staff. All outgoing inmate mail must have inmate's committed name, register number, unit, Federal Medical Center Satellite Camp (no abbreviations), P. O. Box 14525, Lexington, KY 40512. Failure to do so will result in the mail being returned to sender. Place your outgoing general correspondence in the unit mail box, located in each unit. Mail placed in this box can be sealed unless it is inmate to inmate correspondence. This mail can only be addressed to a legal body such as Congressmen, the President, Attorneys, Parole Officials, news media, etc.

Commercially published information or materials which contain sexually explicit information or materials or features nudity are not allowed to be received from any source.

Most unauthorized items received in your incoming mail will be returned to sender. You will be notified, if contraband was received and returned. Types of contraband include, but are not limited to, stationary items, double backed (Polaroid) photos, stamps and stamped items, sexually explicit photos, body hair, plant shavings, drugs, etc.

Newspapers and hardback books must be sent from the publisher or bookstore. Limit of five. All inmates may have money placed in an account. A United States Postal money order is the

safest and recommended method. Postal money orders, domestic money orders, government checks and Western Union money grams require three days to clear. Personal checks require 30 days to clear.

Only negotiable instruments are to be sent to this address. ALL OTHER ITEMS (I.E., LETTERS, PHOTOS) WILL BE DESTROYED.

Money items must be mailed to:

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

Regular correspondence mailing address:

Committed Name, Register Number  
Federal Medical Center Satellite Camp  
Atwood Hall  
P. O. Box 14525  
Lexington, KY 40512-4525

Certified Mail is opened, listed in a log book in the Mail Room, and is signed for by unit staff. Unit staff will deliver the mail to the inmate.

#### **Special Mail**

"Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State, Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

Special Mail also includes mail received from the following: President and Vice-President of the United States, Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prison), other federal law enforcement officers, U.S. Attorneys, State Attorneys' General, prosecuting attorneys, Governors, U.S. Courts and State Courts.

Legal Mail must be clearly marked as such - "Special Mail - Open only in the presence of inmate". This marking must be on the front of the envelope. Mail will be opened in your presence. There is an illustration folder on each unit relating to what is and is not legal mail, both incoming and outgoing. If you have a question, contact your unit staff. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the front of the envelope and clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification

as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected. No Postage Due mail is accepted. Stamps are purchased from the commissary. All postage is paid for by stamps.

#### **Inmate Correspondence with Representatives of the News Media**

An inmate may write through Special Mail procedures to representatives of the news media, if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

#### **Correspondence Between Inmates**

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

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Unit Manager must approve the correspondence if the inmate is housed in a federal facility. The Chief Executive Officer at both institutions must approve the correspondence if the inmate is housed in a non-federal facility.

#### **Rejection of Correspondence**

The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, discipline of the institution, protection of public, or if it facilitates criminal activity. Examples include: Matter which is non-mailable under law or postal regulations. Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined. This does not; however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his or hers at the time of his confinement. For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

#### **Notification of Rejection**

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected

correspondence ordinarily will be returned to the sender.

#### **Change of Address/Forwarding of Mail**

The Mail Room will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred to notify correspondents of a change of address. A Bureau change of address form will also be completed by the inmate upon his departure and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for the purpose of forwarding all general mail (as opposed to Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

#### **HEALTH SERVICES**

The overall Bureau health care delivery system includes local medical facilities and the medical referral centers. On-site emergency medical care is available 24 hours a day, seven days a week.

#### **Sick-Call**

Sick-call at SCP Lexington is offered four days/week (Monday through Friday), except for Wednesdays and holidays; however, emergencies will be seen at anytime. In order to obtain a sick-call appointment, you must report to the Central Clinic from 6:30 a.m. - 6:45 a.m. Patients will be assessed and those with non-emergency chronic problems may be given an appointment at a later time. The Central Clinic is a restricted access area, and inmates without appointments or institution passes are considered "Out of Bounds," and disciplinary action may be taken.

After your complaint has been addressed during the sick-call sign-up process, your health care needs will be evaluated by a health care provider. You will then be placed seen within a time frame based on your health care needs.

Only medical emergencies will be seen after normal sick call hours. A staff member **must** contact the medical staff for their approval prior to your arrival in the Central Clinic. A medical emergency is a condition that threatens life, limb, or sight. It is **not** a house call for a minor problem that can wait until sick-call.

#### **Physical Examinations**

If you are a new commitment to the Federal Bureau of Prisons, you will receive a physical examination within 14 days of arrival. Inmates under age 50 can **request** a physical examination every two years, those over 50 can **request** a physical examination annually. At a minimum of two months prior to being released, you may request a physical examination; however, if you had a physical within less than one year of your release date, we will not do another.

#### **Pharmacy**

There are designated times for "pill line," and these times are posted outside the pharmacy window. Inmate identification is required to pick up medication. Weekend and holiday pill line times are different than on the weekdays.

## **Health**

Release of medical information is handled under the rules of the Privacy Act and BOP Policy. This information may be requested from the Health Information Management Department. This is to be done by submitting a cop-out stating the information you need.

All patients are strongly encouraged to complete medical release of information forms to expedite arrival of outside medical records to aid in their medical evaluation(s) and treatment. These forms can be obtained in the Clinic at the Satellite Camp. A staff member will assist in the appropriate completion and processing of these forms.

Release of institution medical record information must meet guidelines set forth in the Privacy Act. This can be detailed via Cop-Out to medical records, hospital administration, or the attorney advisor. Inmate reviews of medical records must meet specified criteria and can be detailed via Cop-Out to Health Information Management.

## **HIV/AIDS**

You will receive current information about infectious diseases during your orientations. This will include BOP policies, information regarding HIV testing, as well as additional information about tuberculosis and hepatitis.

The Hepatitis B vaccination is available for those working in the following areas: plumbing, hospital, dental, laundry, central clinic, sewage treatment, icp's, barbers, recycling, orderlies on HCU and CWN, physical therapy, and the wheelchair shop.

## **Medical Restrictions**

Medical restrictions are limitations placed on activities by the Medical Department for medical reasons. These restrictions are placed for a specified period of time. It is your responsibility, if you have medical duty limitations, to renew them prior to their expiration.

If you arrive at this institution with medical restrictions, it is your responsibility to have these renewed upon arrival. This can be accomplished through sick-call and/or cop-out system.

## **Medical Clearance**

Medical clearance for return to the referring institution is completed by the medical staff after completion of medical treatment or refusal of medical treatment, if appropriate. Once medical clearance is given, the medical summary is sent to your unit team to process necessary paperwork for return to your parent institution.

## **Refusal of Medical Treatment**

All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical tests or treatment, this will be documented. You will be asked to sign a Refusal of Treatment form which explains the possible consequences and complications of such a refusal. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign.

Diagnostic procedures relating to potential communicable diseases such as, but not limited to, tuberculin tests, chest x-rays, urethral smear, serology for syphilis, or blood specimens for hepatitis are mandatory for the protection of the other inmates and staff. Refusal of such

diagnostic procedures will require you to be medically isolated from the general population for an appropriate period of time to be determined by the Clinical Director. 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.

### **Health Care Rights and Responsibilities**

While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights. You are expected to accept the responsibility to respect the basic human rights of your health care providers.

You have the right to health care services, based on the local procedures at your institution. Health services include medical sick-call, dental sick-call and all support services.

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.

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

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

You have the right to be treated with respect, consideration and dignity, and privacy for examinations.

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

You have the right to timely, appropriate pain prevention and pain management.

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

You have the right to address any concerns 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.

You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

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.

You have the right to request a routine physical examination, as defined by BOP policy. If you are under the age of 50, once every two years, over the age of 50, once a year.

You have the right to dental care as defined in BOP policy, to include preventive services, emergency and routine care.

You have the right to a safe, clean and healthy environment, including smoke free living areas.

You have the right to refuse medical treatment in accordance with BOP policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action for surveillance and prevention.

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.

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

You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or contracting of an infectious disease.

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

You have the responsibility to treat staff with respect and dignity.

You have the responsibility to keep this information confidential.

You have the responsibility to work with clinicians to develop a pain management plan.

You have the responsibility to comply with security procedures.

You have the responsibility to be familiar with the current policy to obtain these records.

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.

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

You have the responsibility to maintain your oral hygiene and health.

You have the responsibility to notify medical staff you wish to have an examination.

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

You have the responsibility to be counseled when refusing a medical treatment regarding the possible ill effects that may occur as a result of your refusal. If treatment is refused, you also have the responsibility to sign the treatment refusal form.

You have the responsibility to maintain cleanliness and safety in consideration of others. This is a non-smoking facility and you have the responsibility to maintain that standard.

#### **Inmate Co-Payment Program**

All inmates have access to Bureau health care services. The Bureau will charge a co-pay fee for inmate requested visits to health care providers. Inmates will not be denied access to

necessary health care because of an inmate's inability to pay the co-pay fee. Inmates assigned to in-patient status at the Medical Referral Centers (MRC) are exempt from a co-pay fee. Inmates designated to an MRC, who are assigned medical or psychiatric out-patient status, will be charged a co-pay fee for inmate requested visits not directly related to their primary diagnoses.

Services provided without fees. We will not charge a fee for:

- a. Health care services based on staff referrals;
- b. Staff-approved follow-up treatment for a chronic condition;
- c. Preventive health care services;
- d. Emergency services;
- e. Prenatal care;
- f. Diagnosis or treatment of chronic infectious diseases;
- g. Mental health care; or
- h. Substance abuse treatment.]

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

- \* Blood pressure monitoring;
- \* Glucose monitoring;
- \* Insulin injections;
- \* Chronic Care Clinics;
- \* Testing for tuberculosis;
- \* Vaccinations;
- \* Wound care; and
- \* Patient education, etc.

APPEALING THE FEE. [§ 549.73 You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program.

#### **Reduction in Sentence (Compassionate Release)**

A Reduction in Sentence (Compassionate Release) is considered for an inmate who is terminally ill (life expectancy of one year or less) and/or who is severely debilitated. Requests for consideration can be initiated by the inmate's family or by the inmate submitting an Inmate Request to Staff (Cop-Out) to the institution's Bioethics Committee Chairperson.

#### **Administrative Remedy Program**

There may come a time when you are unhappy with the medical care you are receiving. You should attempt to informally resolve the issue with your healthcare provider first. In the event you are unsatisfied, you should attempt to informally resolve the issue in person or via Inmate Request to Staff with the Health Services Administrator (HSA) at mainline on Fridays. In the event you are unsatisfied with the HSA's response, you may seek the review of issues related to your medical care through the Bureau's Administrative Remedy Program.

#### **Dental Clinic**

Most inmate dental problems are handled on site and specialty dental consultation is available on a limited as needed basis, at the discretion of the Chief Dental Officer.

Urgent dental care evaluation is available thru Dental Sick Call (tooth aches/abscesses, broken fillings, broken dentures, etc.). Sign up for Dental Sick Call is Monday, Tuesday,

Wednesday and Thursday from 6:30 a.m. to 6:45 a.m. at the Central Clinic building. Inmates with urgent dental conditions that arise outside of normal hours should see the Physician Assistant on Duty for evaluation.

Routine dental care is provided on a space available basis (fillings, dental cleaning, dentures, etc.). Inmates that desire routine care should submit a Cop-Out to the Dental Department and those inmate names will be added to the Dental Department waiting list. Routine dental treatment is rendered on a first come first serve, space available basis and inmates are to watch the Call-Out for times and dates of appointments. Routine questions about individual dental care issues should also be addressed to the Dental Department using the Cop-Out. Oral hygiene items (dental floss, tooth brushes, etc.) can be purchased at the commissary.

The Dental Department also has some limited space in Vocational Training Programs for Dental Assistants sponsored by the Department of Labor. Inmates desiring information about or interested in participation in those programs should submit an Inmate Request to Staff Member to the Dental Department.

#### **EDUCATION AND RECREATION PROGRAMS**

Education programs available at the institution include General Education Development (GED), post secondary educational opportunities, and vocational training programs. The department is here for your benefit. Please take advantage of the opportunities offered.

The General Education Development Program (GED) is an opportunity for those individuals who have not completed their high school education to do so. FMC Lexington is an official GED testing center. Congress has mandated the Bureau of Prisons to implement the provisions of the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA). The Laws mandate participation in the literacy program until attainment of 240 hours of satisfactory classroom attendance or a GED credential. Failure to participate fully in the program will affect Good Conduct Time (GCT). Those in need of a GED will be tested on the Adult Basic Learning Exam (ABLE) and then placed on the waiting list until an opening is available in an individual GED class. Through the use of classroom instruction, you will have the opportunity to prepare for the GED exam. An inmate without a GED or verified high school diploma is not promotable above pay grade 4.

The Parenting program provides classes in fundamental parenting skills. The program is designed to assist incarcerated inmates in maintaining positive relationships with their children.

The Education Department maintains a Leisure and Law Library. The Leisure Library has numerous books available for circulation and reference. The Law Library provides access via the Electronic Law Library for law cases, policy statements, institution supplements and other materials. Legal materials may be printed at \$.15 per page. Services for the blind are offered in conjunction with the State of Kentucky for the Blind and Lexington Blind Rehabilitation Center.

#### **LIBRARY HOURS**

Monday - Friday	8:30 a.m. to 7:30 p.m.
Saturday - Sunday	12:30 p.m. to 7:30 p.m.

The Recreation Department offers both indoor and outdoor recreation programs as well as leisure time activities which range from individual arts and crafts programs such as painting,

ceramics, leather crafts to intramural team sports such as softball, basketball, volleyball, and horseshoes.

Wellness programs are also offered for those interested in physical fitness and weight reduction. They include walking for wellness, and circuit training classes such as Yoga, Pilates, Zumba, Hip-Hop ABS, and Limited Mobility.

Movies on video tape are rented weekly and shown in the Visiting Room for the general population.

Concerns or needs regarding recreation are to be addressed by utilizing a cop-out to the Recreation Department.

## **CORRECTIONAL SERVICES**

### **Counts**

At the Federal Medical Center Satellite Camp there are scheduled Official Counts at 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m., and 9:00 p.m. On weekends and holidays there is a 10:00 a.m. official count. The 4:00 p.m. and 9:00 p.m. count is a "stand-up" count and the 10:00 a.m. count on weekends is also a "stand up" count. This means each inmate, unless unable to do so for verified medical reasons, is required to stand at the 4:00 p.m. and 9:00 p.m. weekday count and the 10:00 a.m. weekend count. All other unit counts you will stand next to, or be in your assigned bunk or bed. **Remember, there is absolutely no talking or movement during count. In addition, radios are to be turned off during count. When the count is complete you will be given instruction by the Unit Officer as to your activities.**

The only exception is when you are on an "out-count." When you are out-counted you will normally be on a work assignment requiring you to be outside your assigned unit at a specific count time. When on out-count, your supervisor, or the person responsible for your supervision, will instruct you as to the proper procedure for counting.

During each count the staff member is required to be certain an actual person is counted. For this reason you should not sleep or rest with covers or blankets covering your head.

### **Unit Census**

After the work call in the morning and after the noon meal, the Unit Officer is required to perform a census count of each unit. This officer must be presented with the inmate's name and number during these censuses. Inmates are to make their presence known to the staff member taking the census to assure proper accountability. If you do not belong in the unit and are discovered during the census, you can receive disciplinary action.

### **Institution Lock Down Census**

At any time a lock down census may occur and will be announced by staff on the public address system. In such instances, inmates will cease all movement and report to the closest staff member. You will give your name and number to this individual. There will be no movement to or from the area and any call-out will be re-scheduled. When the census is cleared, normal movement resumes.

### **Emergency Counts/Lockdowns**

Emergency Counts may be necessary for a number of reasons. When informed of an emergency count, inmates are to follow instructions given by staff immediately and without question.

### **Drug Surveillance**

Inmates will normally be required to submit a urine specimen within a two-hour period. Failure to do so without a verifiable medical reason will be considered a refusal and the appropriate disciplinary actions will be taken. Inmates refusing to submit a urine specimen will have appropriate disciplinary action taken against them. A verbal refusal will result in a waiver of the two-hour time period, and disciplinary action may be implemented immediately.

### **Telephones**

Telephone use at SCP Lexington, Kentucky is as follows:

6:00 a.m. to 11:30 p.m.

Everyday

There will be only one telephone in use during the normal work day, Monday through Friday. Individual use of the telephone will not exceed fifteen minutes in length. Inmates line up outside of the chapel. Please be respectful of the inmates assigned to rooms on this alley. Inmates are limited to 300 telephone minutes per month, either collect or pay-as-you-go. No third party or credit card calls can be made on these lines. Any noted abuse of the telephone regulations will result in disciplinary action.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution and, if sustained, will result in administrative disciplinary action. All inmate telephones are subject to monitoring and recording. Inmates must request through the Unit Manager, to arrange an unmonitored attorney call.

It is expected that each inmate will handle his or her calls in such a manner which will allow equal use of the phones by all inmates. Telephones will not be used to conduct business transactions.

Institutional phones may not be used without permission of a staff member.

### **Attorney Phone Calls**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution and schedule the call through their unit team. Inmates will obtain a request form from the case manager for submission to the unit manager. Phone calls placed through the regular inmate phones are subject to monitoring.

### **Electronic Messaging**

Inmates are permitted to use computers to communicate with family and friends via electronic messaging during the following hours:

6:00 a.m. to 11:30 p.m.

Everyday

Computers are used to add telephone numbers for use with the inmate telephone system, address information for labels for mailing correspondence, and inmate commissary information. Minutes

are unlimited for electronic messaging, however, the cost is \$.05 per unit (minutes).

### **VISITING**

Inmates are encouraged to have visits in order to maintain family and community ties. All inmates may submit a visiting list to the Correctional Counselor for approval. Members of the immediate family (wife, children, parents, brothers, or sisters) will ordinarily be placed on the approved visiting list upon request from the inmate and after a review of their Pre-Sentence Investigation Report. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes such a status. Other relations and friends may be approved after applicable criminal checks are accomplished. Requests for approval for additional visitors should be made to the Counselor at least three weeks in advance of the intended visit.

Holdovers and pre-trial inmates may be limited to immediate family on their visiting list.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

Inmates will be allowed a maximum of five visitors (including children).

Inmate patients in community hospitals may have visits. These visits must be approved by the Unit Team in advance.

Special exceptions and needs should be addressed to the Unit Team, with the Camp Administrator being the final approving authority.

Inmates participating in clergy visiting programs coordinated by the Religious Services Department will not have these visits count against the limit for regular visits. Attorney visits will be coordinated by the Unit Team. Requests for attorney visits will be made to the Unit Team.

### **Attorney Visits**

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

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal materials may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

### **Visiting Hours**

Friday:	5:00 p.m. - 8:30 p.m.
Saturday/Sunday/Holidays:	8:00 a.m. - 3:00 p.m.

### **Visiting Guidelines - Inmates**

Dress in the visiting room will be the work uniform including shirt, (gym/tennis type shoes or work boots.) The work coat is optional.

Inmates may wear an approved religious medallion; carry a handkerchief, comb/bush,

prescription eyewear and a wedding band. Medication deemed necessary by medical staff will be authorized for visiting room use. The Visiting staff will maintain possession of the medication.

Appropriate conduct is required in the visiting room by inmates and visitors. Inmates will follow the instructions of the staff at all times. The Unit Team provides inmates with visiting guidelines to mail to prospective visitors. These guidelines are an attachment to the Institution Supplement on Visiting Regulations. This attachment provides inmates and visitors with a concise and handy reference concerning visiting regulations, times and other pertinent information.

#### **Visiting Guidelines - Visitors**

Photo identification is required for visitors. These may include a State Driver's License or State ID Card, or two other forms of identification with photo, full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors must be properly dressed. Short shorts, halter tops and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Footwear must be worn by all visitors.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc., will also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or left in their personal vehicles.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. A reasonable amount of infant care items and/or sanitary napkins may be brought into the Visiting Room. No food may be brought into the visiting room, but vending machines are available.

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

No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

When the visiting room becomes overcrowded, visits may be terminated in order to accommodate others wishing to visit.

Children under 16 years of age must be accompanied by an adult member of the family. Parents are to maintain control of their children at all times.

**It is a federal offense to introduce or attempt to introduce any article into, or upon the grounds of this institution, without the expressed consent of the Warden or authorized representative. You are prohibited from introducing narcotics, alcohol, firearms, or explosives onto the federal reservation. Any effort to circumvent or to evade these regulations may result in the denial of future visits. Any violation of federal laws will be referred to the appropriate agency. Also visitors need to know that persons and packages can be searched at any time at this facility.**

**DIRECTIONS TO THE SCP LEXINGTON, KY  
at the FEDERAL MEDICAL CENTER**

SCP Lexington, Kentucky, is located approximately seven miles north of Lexington on U.S. Highway 421 (Leestown Pike). To drive to SCP Lexington from Interstate 64 or 75, take exit 115 to Kentucky Highway 922 and proceed to Highway 4 (New Circle Road) drive west on New Circle Road to exit 7, and take Highway 421 North for approximately 4 miles. The institution is on the right and its location is well marked. Cab fare is approximately \$12. Motel and restaurant accommodations are readily available in the Lexington area.

Should visitors be spending the night in the Lexington area, the following is a short list of motels available:

Best Western

Days Inn

Red Roof Inn

Quality Inn Northwest

859-233-0561

Residence Inn by Marriot

859-231-6191

Holiday Inn North

La Quinta Inn

**CONTRABAND**

Contraband is defined as any item or thing not issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate and confiscate contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of all property should be kept in the inmate's possession. Inmates may not receive any other items from another inmate. An altered item, even if it is an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

**RELIGIOUS SERVICES DEPARTMENT**

The Religious Services Department has a lot to offer. The Chaplains are available to assist you with your religious needs; religious programs allow you to grow in a positive and meaningful direction; and the Chapel is a place for you to pursue your spiritual life. See LEX 5360.07 for details.

The Religious Services Department is located on the first floor. It is staffed with three chaplains, a secretary, and a volunteer coordinator. The normal office hours of operation and the schedule of religious events are posted throughout the institution. Pastoral counseling and consultation is available according to need. The Religious Library with literature, videos and audio tapes is located across from the unit team room.

Emergency phone calls from family members to inmates are forwarded to the Chaplain's Office by calling the institution's main phone (859)255-6812. A Chaplain will notify you once the information has been verified. Emergency phone calls from inmates to family members are available on a limited basis at the Chaplain's discretion.

Religious preferences of inmates are noted in SENTRY during initial screening. Changes are made only by request on a cop-out and after consultation with a Chaplain. Religious

preferences determine eligibility for Work Proscription days (Holy Days), ceremonial meals, fasts, and wearing of religious items. Religious preference labels for quick identification are available.

Pastoral visits are arranged through the Religious Services Department. The process is two-fold: 1) inmates must submit requests for pastoral visits via Cop-out, and 2) individuals providing the pastoral visit must submit a written request on letterhead stationery.

PVS, a national program, provides personal non-religious visits for inmates who don't receive regular visits. Visitation takes place in the Visiting Room during normal visiting hours. PVS may be requested on a Cop-out to the Volunteer Coordinator.

Religious Services Department Volunteers provide various religious services. Religious volunteer programs and activities are coordinated, scheduled, and supervised by the Chaplains.

Religious items may be purchased either through the Commissary or special ordered through a religious vendor. Items such as Pray Oils, Muslim Kufis, Rastafarian Crowns, and Native American Bandannas are sold in the Commissary.

#### **LEGAL AIDE**

SCP Lexington has a main inmate electronic law library which contains all materials required by federal regulations and BOP policy.

Although the BOP Staff Attorney at FMC Lexington cannot assist inmates with legal or policy questions/issues, this institution does have an established inmate legal aide program in conjunction with the University of Kentucky (UK) School of Law. Each semester law students from UK interview inmates regarding their requests for legal assistance. After the initial interviews, UK law students will select the cases they wish to accept. Although not all cases can be accepted, all inmates who submit legal aide requests will receive an initial interview with a law student. The law students may assist inmates with legal issues in all areas of the law.

Inmates interested in obtaining legal help from law students in the program, should obtain a Legal Aide Form from their unit staff or the law library. The forms should be filled out and sent via institutional mail to the Legal Aide Mailbox in the staff mailroom. Upon receipt of the request form, the inmate will be placed on a waiting list. The waiting period varies depending on inmate demand and student availability. When an inmate is scheduled for an initial interview, she will be placed on Call-Out. Inquiries may be made to the Legal Aide Program.

Additionally, the Education Department offers training to inmate law clerks employed in the law library. These law clerks assist inmates who are not literate or otherwise capable of performing their own legal work. Education also offers classes on how to use materials in the inmate law library. Inquiries may be made to the Education Department.

#### **Notary Public**

Check the bulletin board for current Notary assignments and designated times for services. If necessary, contact your unit counselor for arrangements with one of the institution's notary publics.

### Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department or Law Library for inmate use with Debitek cards which are purchased in commissary. Staff may make the copies for a nominal fee if the machines are not working. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication to the unit manager.

### Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Safety Manager.

### PROBLEM RESOLUTION

#### Inmate Request to Staff Member

The Bureau form BP-Admin-70, commonly called a "Cop-Out," is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

#### Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or through "Cop-Outs." When informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, Freedom of Information or Privacy Act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. The inmate must attempt to resolve the issue(s) by speaking with the staff member(s) relevant to the issue(s). If the issue cannot be informally resolved, **the Counselor will issue a BP-229 (BP-9) form** (usually within 48 hours of the time the inmate approached the employee with the problem). **The inmate will return the completed BP-229 to the staff member designated by the Warden**, who will review the material to insure an attempt at informal resolution was made. **The BP-229 complaint must be filed within twenty calendar days from the date on which the basis for the incident or complaint occurred**, unless it was not feasible to file within that period of time. Institution staff has twenty calendar days to act on the complaint and to provide a written response to the inmate. **This time limit for the response may be extended for an additional twenty calendar days**, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within seventy-two hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty calendar days from the date of the BP-229 response. **The Regional Appeal is written on a BP-**

**230 (BP-10) form**, and must have a copy of the BP-229 form and response attached. **The Regional Appeal must be answered within thirty calendar days**, but the time limit may be extended an additional thirty days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. **The National Appeal must be made on a BP-231 (BP-11) form** and must have copies of the BP-229 and BP-230 forms with responses.

**The BP-231 form may be obtained from the Counselor.** The National Appeal must be answered within forty calendar days, but the time limit may be extended an additional twenty days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information: Statement of Facts, Grounds for Relief, and Relief Requested.

#### **Time Limits (in calendar days)**

##### **Filing**

BP-229: 20 days of incident  
BP-230: 20 days from BP-9 response  
BP-231: 30 days from BP-10 response

##### **Responses**

BP-229: 20 days  
BP-230: 30 days  
BP-231: 40 days

#### **Sensitive Complaints**

If an inmate believes a complaint is of such a sensitive nature that he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

#### **DISCIPLINARY PROCEDURES**

##### **Discipline**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Lieutenants, Unit Discipline Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

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

of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor or the staff initiating the incident report.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations, except those in the high and greatest severity category. Based on your sentencing guidelines (PLRA or VCCEA rated as violent), two or more Moderate level (300) incident reports and all High (200) and Greatest (100) severity level incident reports must be referred to the DHO for disposition. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

#### **Initial Hearing**

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

#### **Disciplinary Hearing Officer (DHO)**

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain or SHU Lieutenant conducts periodic reviews of inmates in Disciplinary Segregation and Administrative Detention.

An inmate will be provided with advanced written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them, if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

#### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden, Regional Director, and the General Counsel. On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on the weight of the available evidence.

Whether an authorized sanction was imposed according to the severity level of the prohibited act.

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

#### **Special Housing Unit**

There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. The local jail facility is utilized by the institution for housing special housing unit inmates from the camp. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation. Inmates in AD status are not authorized to use or possess tobacco products in their cell or common area.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with essential items such as bedding and hygiene items. Inmates in DS status are not authorized to use or possess any tobacco items in their cell or in any common area.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular meals daily.

#### **SAFETY**

The mission of the Occupational Safety and Environmental Health Department at FMC Lexington is to proactively address occupational safety and environmental health\sanitation issues concerning the facility and the surrounding community through Bureau of Prisons policy, regulatory agency compliance, and customer responsiveness.

This section is designed to provide the necessary information for new inmates to establish an understanding of effective safety techniques, attitudes, procedures for reporting inmate accidents and inmate responsibility in managing a safe and clean working and living environment. Each new inmate is to have knowledge of the Safety and Environmental Health Department functions.

The information presented in A&O will provide the new inmate population a basic knowledge of: inmate tort claim rights, inmate workman's compensation procedures, hazardous chemical communication, fire evacuation and fire drills, the use of fire protection equipment and its

locations, job safety, practicing good sanitation and safety skills in the housing units, Personal Protective Equipment (PPE) and the need for proper use, Lock-out/Tag-out programs, and food safety (Program Statement 1600.08, Occupational Safety and Environmental Health).

Safety staff are available for questions or concerns via an Inmate Request to Staff Member (cop-out).

#### **On the Job Injuries**

If an inmate is injured while performing an assigned duty, he or she must immediately report this injury to the work supervisor. The work supervisor will then report the injury to the institution Safety Manager.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he or she may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Inmate Compensation booklets explaining the guidelines are available upon request from the Safety Department.

#### **PSYCHOLOGY SERVICES**

The Psychology Services Department at FMC Lexington, provides a number of treatment and programming options for inmates. Each housing unit will, in most cases, have a staff or intern psychologist assigned to it. The unit psychologist provides both an initial screening during the Admission and Orientation program as well as crisis intervention and brief psychotherapy on both an individual and group basis, as necessary. In addition, unit psychologists frequently conduct psycho-educational group programs addressing topics such as Stress Management, Anger Management, Sexual Abuse Survivor Issues and Values Clarification.

SCP psychologists provide specialized services to inmates housed in these units, including behavioral medicine programs (weight loss/control, chronic pain management, biofeedback), Residential Drug Treatment, Drug Education, 12-step program and intensive psychotherapy.

Lastly, SCP psychologists are also involved in the coordination of numerous inmate programs. A list is located on a bulletin board next to the Psychology Office.

Inmates interested in receiving any service from their unit psychologist, or who seek additional information regarding a psychology service should submit a Cop-Out to their unit psychologist.

#### **COMMISSARY**

Inmate funds are retained by the institution in a trust-fund. The inmate may withdraw funds for family support, legitimate debt payment or to purchase personal items from the institution Commissary. Any funds left in the individual's trust fund account will be given to the inmate upon release or mailed to their forwarding address.

The Commissary is located in the basement of the Camp building. Shopping times are posted on the Commissary bulletin board. Inmates may check their account balance via the computers located on the second floor or by phone.

Purchasing Commissary items for or borrowing Commissary items from another inmate is not allowed.

#### **Limitations**

Inmates have a monthly "spending limitation" that is determined by the Central Office. This set dollar amount of purchases allowed is increased periodically. Inmates can find out their current limitation by checking the AIM referred to above. The purchase of postage stamps does not count against your spending limitation. Stamp purchases are limited to twenty (20) Forever first-class stamps or the equivalent of 20 Forever stamps in other denominations per week.

The TRUFACS system allows for eleven validation cycles; ten regular and one weekly. An inmate is assigned to a cycle by the fifth digit of the inmate's register number. Assignments to the weekly cycle are determined by the Institution. The day each cycle revalidates is controlled by the Central Office. Every three days, a cycle will be revalidated. Use the following formula:  $(3 \times N) + 1 = \text{Revalidation date}$ . N - represents the cycle number, determined by the 5th digit of the inmate's register number. Example: Inmate register number 12345-678 will be assigned to cycle 5 and will revalidate on the 16th of the month,  $(3 \times 5) + 1 = 16$ .

#### **Deposits to Accounts**

All inmates may have money placed in their account. A US Postal money order is the safest and recommended method. Funds from Non-postal money orders, Western Union Money Grams, etc. will not be available until 15 business days from the date of receipt in Des Moines, Iowa. Checks from foreign countries will be frozen for 45 days. All negotiable instruments are to be sent to the following address:

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

ALL OTHER ITEMS (I.E., LETTERS, PHOTOS) WILL BE DESTROYED.

#### **Commissary Fund Withdrawals**

A standard form is provided by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers can approve withdrawals up to \$500 for funds to dependents and other family members, subscriptions, legitimate debts and other obligations such as court fees, attorney fees, birth certificates, bedside visits, funeral trips and the purchase of legal books. Withdrawals for approved educational items up to \$500 can be approved by the Supervisor of Education. Withdrawals over \$500 must be approved by either the Associate Warden (Programs), Associate Warden (Industries and Education), or the Camp Administrator, as applicable. The Disciplinary Hearing Officer can approve all withdrawals for repayment of willful and malicious damage to Government property following a DHO finding that the inmate committed such a prohibited act.

#### **CLOTHING ROOM**

Each new commitment will receive the following clothing and linen items upon their arrival:

**LINEN** - From R&D, one bedroll consisting of one blanket, one pillowcase, two sheets, two towels and two washcloths.

**CLOTHING** - From the Clothing Room, three pants, three shirts, seven panties, seven t-shirts, seven white socks, one winter weight coat, one stocking hat, one pair steeltoe boots, one pair pajamas, and two sets of work clothing upon request.

**SPECIAL** - The following items will be prescribed by the medical department:  
**ITEMS** soft steel toed shoes, extra pillow, extra blanket.

Please note that each person is responsible for the care of their clothing (in simple terms, if you lose or destroy clothing items by leaving them outside your locker or on your work detail, or getting paint or oil on them, you will be responsible for paying for each lost or destroyed article of clothing from your commissary account.

### **FOOD SERVICE**

The staff of the Food Service Department at the Federal Medical Center Satellite Camp recognizes that wholesome meals are vital to the morale and welfare of all FMC Inmates. Our main goal is to serve you nutritionally balanced meals that are attractively served in a clean environment. It is also our goal to offer menu choices which will help promote a "Heart Healthy" diet, low in fat and caloric content. We will note nutritional information including fat, sodium and calorie count for each item on the serving line to aid you in making informed choices.

#### **I. Hours of Operation/Unit Rotation**

##### **Weekdays**

**Breakfast** - 6:30 a.m. to 7:30 a.m.

**Lunch** - 10:45 a.m. to 12:00 p.m.

**Dinner** - time count is cleared until 5:15 p.m.

##### **B. Weekends/Holidays**

**Coffee Hour Schedule** - 7:30 a.m. to 8:30 a.m.

**Lunch** - 11:30 a.m. to 12:30 a.m.

**Dinner** - Clear Count to 45 minutes afterwards (usually 5:15 p.m.)

#### **II. Chain Of Command**

If you should encounter any problems while in the Food Service Department, please notify any of the food service staff mentioned below. If you do not receive what you believe to be a satisfactory answer, ensure the next person in the chain of command is made aware of the problem.

If you have a problem with your meal (food is not done, etc.), you must show your plate to a Food Service staff member to receive a new tray.

Food Service Administrator  
Assistant Food Service Administrator  
Cook Supervisor  
Unit staff or unit officer

#### **III. Food Transported to the Units**

Nothing may be taken from Food Service. Any other food items found in your possession when exiting the Food Service Department are unauthorized. Due to the nature of certain foods stored at improper temperatures, bacteria and other food borne pathogens temperatures dangerous to your health.

Only condiments, drink mixes, and cereal may be brought into Food Service.

#### **IV. Per Capita Funding System**

The Food Service Department is funded on a per capita basis. For each inmate in the institution the Food Service Department is provided with \$2.80 per day. These funds must also purchase all non-edible supplies and pay for equipment repairs. Do not throw utensils away. These items have to be replaced which cuts into the food budget.

#### **V. Rationed Items**

Only one portion of each menu item on the serving line is authorized when exiting to the dining rooms. The meat ration will normally be three ounces for lunch and dinner meals. You may only carry your portion from the serving line. If you want to "trade" food items or give away your portions, this will be done in the dining rooms. Trading is not authorized on the Main Line.

All desserts are rationed as are canned or fresh fruit. A choice is often placed on the line to provide you with a dessert or a fruit as a "Heart-Healthy" alternative. You have to choice of fruit or the dessert for that meal, you may not have both.

Fried items such as french fried potatoes and onion rings are rationed. Portions will coincide with the Standard Armed Forces Recipe Cards.

Due to the large number of inmates being fed at each meal, it is necessary to mention several rules which will make your dining experience more pleasurable.

Dress appropriately; the proper inmate uniform is required Monday through Friday for breakfast and lunch. Your personal leisure clothing may be worn for the evening meal and on weekends. Shorts may be worn and shoes must cover your whole foot.

No loitering in the dining rooms. The seat you are sitting in has to be used a minimum of three times per meal.

Take your tray to the appropriate area when you have finished your meal. Leaving your tray on the table and walking out makes more work for food service workers.

If you are caught leaving your tray, an incident report will be written. Dining room workers will assist handicapped inmates and inmates in wheelchairs only. They are not waiters.

#### **Food Preference Surveys**

Food Preference Surveys are conducted once a year, generally in the spring season. Master Menus are revised and reviewed by a Registered Dietician during July and August for the next fiscal year. These surveys give you the opportunity to voice what menu items you like or dislike. It also gives you a chance to make suggestions of what you would like to see on the menu.

#### **Food Service Duty**

All inmates who are medically cleared will work in Food Service for ninety days. When you have completed your ninety-day requirement, you may submit an Inmate Request to Staff Member, signed by the Food Service Supervisor to the job committee to be placed in a different job. Inmates assigned to Food Service are paid through the Inmate Performance Pay system. Pay grades are available from grade four through grade one and jobs vary from clerical positions, warehouse, to main kitchen. You will not receive work-time credit for time spent in Special Housing Unit, on medical idle, or on medical convalescence.

#### **Heart-Healthy/No Flesh Alternatives**

We have heart-healthy selections available at all our meals. Examples of such selections are fried chicken or baked chicken. No-flesh alternatives are also available. Examples of these selections are chicken patties or low fat cottage cheese. Symbols are annotated on the menus to identify these items.

#### **Fifteen-Hour Drug Education Class**

##### **Who is required to take the fifteen-hour education class?**

You are required to take the class if you meet one or more of the following criteria:

Drug and/or alcohol use contributed to the commission of the crime for which you are currently incarcerated.

Your judge recommended drug programming while you are incarcerated.

You violated parole/supervised release by using alcohol or drugs.

##### **If I am required to take drug education and I refuse, what will happen to me?**

By law, if you are required to take drug education and you decline or fail the class, you will face both of the following consequences:

You will be kept at maintenance pay regardless of where you work or how many hours you work. This pay is \$5.25 monthly.

You will be ineligible to go to a halfway house.

##### **My sentencing judge has recommended that I receive drug treatment while I am in prison. Will the fifteen-hour program be counted as drug treatment?**

No, this class is not the same as drug treatment. It is simply an education class provided in group format. If you are court recommended to attend drug treatment, you need to apply for the Residential Drug Program.

##### **Can I volunteer to take the fifteen-hour class even though I am not required to take it?**

Yes, send an "Inmate Request to Staff Member" (Cop-Out) to the Drug Program Coordinator.

#### **Nine-month/500 hour Residential Treatment Program**

In order to be considered for the drug program, an inmate must meet the following admission

criteria:

You must have a documented history of substance dependency or substance abuse, and meet diagnostic criteria for a substance abuse disorder. This will be determined through review of your central file and an interview with psychology/drug treatment staff.

You ordinarily must have 30 months or less remaining on your sentence.

You must be able to speak, read and write English fluently.

A willingness to accept the requirements of the program as indicated by a signed agreement of program participation.

Inmates who have graduated from a Bureau of Prisons' Residential Drug Abuse Program are required to receive transitional drug treatment services for a period of twelve months following graduation. If you have graduated from a residential program in the BOP, contact drug treatment staff regarding services available.

#### **Non-residential Drug Treatment**

In some cases, inmates cannot attend the residential drug program, but still request drug treatment. In this case, a treatment plan will be created with you which will include counseling services from a member of the psychology department, attendance at AA/NA meetings, reading assignments, and written assignments. Inmates may enter into non-residential drug treatment under the following circumstances:

You must have a documented history of substance dependency or substance abuse, and meet diagnostic criteria for a substance abuse disorder. This will be determined through review of your central file and an interview with psychology or drug treatment staff.

You have received too little time on your sentence to complete a residential program and/or you have documented medical problems that would interfere with full program participation.

#### **Qualifications for Early Release**

An inmate who successfully completes a Residential Drug Treatment Program in the Bureau of Prisons during his commitment may be eligible for early release (up to one year), unless his current offense is termed a crime of violence, or has a prior state or federal conviction for homicide, forcible rape, robbery, aggravated assault, or child sexual abuse offenses. Any pending charges or detainers would need to be dropped in order to grant a provisional eligibility for early release.

Reentry Affairs Coordinator (RAC) RPP Class Outline

**PREPARE FOR RELEASE STARTING NOW BY WORKING ON YOUR TRANSITIONAL PLAN!!!**

Preparing for release begins the day of sentencing  
Transitional Plan

ID Documents-really need them to register for work, apartments, etc

Birth Certificate-unit team will assist you/career resource center(CRC)/RAC will assist unit teams by ensuring they have applications

Social Security Card=unit team

State ID Card/Driver's License-unit team with assistance of RAC

Inmate ID Card-ask for it in R&D as you process out  
Residential Reentry Center(RRC)-BOP wants everyone to go unless need is not there  
Second Chance Act says the BOP will consider everyone for up to 12 months RRC unless the need  
is not there, violent sex offenders, detainers, pending charges, etc.

The longer you are incarcerated the more transitional services you will need.

#### Employment

Go to Career Resource Center in Education to prepare a resume

Ask your unit team for a print out of Career One-Stop Centers in your area prior to leaving  
(you will need ID to register)-One stop centers can help you find employment, training, child-  
care, sometimes can assist with transportation, etc.

Get a public library card so you can use their computers to search for work

Coffe forms-see your unit team for these or CRC-you will have job leads when you arrive at the  
RRC

Think about housing and transportation PRIOR to leaving here

Public or Section 8 housing may not be an option so be thinking.

Check with USPO for resources

#### CONCLUSION

Hopefully, this information will assist you in your first days in Federal custody. You should  
feel free to ask any staff member for assistance, particularly your unit staff.