

ADMISSION & ORIENTATION
HANDBOOK
FOR
FEDERAL CORRECTIONAL INSTITUTION
&
FEDERAL PRISON CAMP
MIAMI, FLORIDA



The information contained in this handbook is current, as of the publication. It contains summaries of Bureau of Prisons Program Statements and FCI & FPC Miami, Institution Supplements and is subject to change. It is intended to be used by staff and inmates of this facility as an easy reference, but policy always takes precedence over information contained within this document.

Updated: April 1, 2026

WARDEN'S INTRODUCTION

The Federal Correctional Institution, Miami, Florida is located at 15801 SW 137th Avenue, and was dedicated on March 26, 1976, as a facility under the jurisdiction of the United States Department of Justice, Federal Bureau of Prisons.

Our mission is to provide a safe, humane, and secure facility. While here, you have certain rights and responsibilities, which are explained in this booklet. We expect you to behave appropriately while following the rules and regulations. You are being provided with this handbook to provide you a general overview of the Institution's rules, regulations, and programs. Additional information will be provided during the Admission and Orientation (A&O) process. You may also review Bureau of Prisons Program Statements and FCI Miami Institution Supplements, made available in the law library.

This institution offers a wide variety of educational and self-improvement opportunities. Accordingly, what you gain during your stay here will depend largely on you. Sanitation and personal hygiene are very important in communal living. You are required to maintain a high level of personal cleanliness and assist in the general cleaning of your housing unit. Staff will make every effort to meet your basic needs while you, on the other hand, will be expected to provide good work habits and a positive attitude. Violations of institution rules and/or regulations will not be tolerated.

Read this booklet carefully and keep it in your possession. Unit Team is a great resource should you have any questions.



G. Heuett
Warden

ADMISSION AND ORIENTATION (A&O)

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 30 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies, and procedures regarding the facility.

This program is intended to familiarize you with the institution and give you an awareness of:

- (1) Inmate rights and responsibilities.
- (2) Institution program opportunities.
- (3) Institution disciplinary systems.
- (4) Institution operations

This program consists of presentations from designated representatives of each department within the institution. The program should provide answers to many of the questions you may have about our facility. The A&O program is conducted in the Chapel on alternate Wednesdays.

Until removed from A&O status, each inmate will be accountable to the Unit Officer. Unit Officers will ensure that the inmate:

1. Checks the CALL-OUT daily for Medical and Educational Screening appointments.
2. Assigned to work in the unit as needed.
3. Attends Institution A&O Presentation pursuant to call out.

Upon completion of the A&O Program, your medical screening should be completed and you will be assigned to a work detail.

Upon commitment, you were given a Federal Register Number that will be used to identify you while in federal custody. All mail and money orders must be identified with your (committed) name and register number to ensure it is promptly processed and received.

Unit Management: Unit Management's mission is to determine inmate program needs and monitor participation to encourage pro-social institution and community behaviors that benefit inmates, staff, victims and society. This is accomplished through functional unit management and effective interaction with inmates. A Unit Manager, supervises the other primary unit team members, including Case Managers, Correctional Counselors, and Unit Secretary. The team also includes the unit officers, an Education Advisor, and Psychologist, each of whom fulfills a distinct and vital role.

The primary responsibility of the unit staff is to ensure that mandates of the court are implemented. Secondly, they are responsible for providing a safe and humane environment for inmates and staff. The unit team plans, develops, supervises, and coordinates individual programs tailored to meet the particular needs of inmates in the unit.

General Functions of Staff

Unit Manager: Responsible for the unit's operation and security, within appropriate policy, as well as for planning, developing, implementing, supervising, and coordinating individual programs tailored to meet the particular needs of inmates in the unit.

The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises of Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

Case Manager: Responsible for all casework services and prepares classification material, progress reports, release plans, transfers, correspondence, and other documentation relating to your commitment. They serve as a liaison with the administration, Community Corrections Center personnel, and criminal justice authorities. The Case Manager provides necessary services to each inmate to help him/her adjust to the institution environment and prepare for eventual release. In addition, Inmates with dual citizenship may be eligible for treaty transfer. The treaty agreement requires that the inmate be a national (citizen) of the country to which he/she wants to transfer; therefore, if an inmate meets this criteria the case manager, should process the transfer request.

Under the provisions of Title 18, U.S. Code, Section 4004, your Case Manager is authorized to notarize documents. However, due to a recent change in the law, notarization is not required if you include a statement to the effect that the papers which you are signing are true and correct under a penalty of perjury some states will not accept a government notarization for real estate transactions, automobile sales, power of attorney, etc. In these cases, it will be necessary to arrange for a Florida Notary.

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. The Case Manager serves as a liaison between the inmate, the administration, and the community.

Correctional Counselor: Provides counseling and guidance for you in areas of institution adjustment and plans for the future. They are responsible for establishing and maintaining visiting and phone list. The Counselor is the individual to approach with personal difficulties, such as administrative complaints, visiting, room changes, mail, property, and initial and/or change of work assignments. Counselors conduct individual and group counseling and assist inmates in resolving day to day problems.

Unit Secretary: Assists the unit team by performing clerical and administrative functions, including but not limited to the maintenance of inmate central files and paperwork necessary for inmate release and Unit operations.

Correctional Officers: Responsible for day-to-day accountability and supervision of inmates. They have direct responsibility for safety, security, and sanitation of the unit. Officers are on duty around the clock. The Unit Officers have direct responsibility for the daily 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 control movement in and out of the unit and conduct regular searches for contraband.

Unit Programs and Activities: Your Unit Team will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team, and your accomplishments depend upon your own desires and motivation. Informational bulletin boards are in each housing unit. You are expected to review the information on these boards daily. Schedules of activities, changes in rules and regulations, call outs, and/or special events are posted on the bulletin boards.

The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open-door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

Town Hall Meetings: Are conducted monthly, or as deemed necessary, by the Unit Manager, attendance is mandatory. These meetings are held to make announcements and to discuss changes in policy and provide needed information. Inmates are encouraged to ask pertinent questions. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be resolved in private meetings with your unit staff.

Program Reviews: The Unit Team will meet with you and provide an initial program review within 28 days and a formal review every 180 days. If you are within one year of your release date, your review will be every 90 days. Attendance for your program review is mandatory. You should be prepared to discuss your institutional progress and any request you have. Consideration for transfers, community corrections center placement, job changes, and similar modifications in your program will normally be handled during these team meeting.

Central Inmate Monitoring System (CIMS): Refers to the procedures by which the BOP monitors and controls the transfer and participation in community activities of inmates who pose special management consideration. The designation as a CIMS case does not, in and of itself, preclude an inmate from transfer consideration or participation in community activities. Your Case Manager will notify you if you are placed in (CIMS).

Release Gratuities: This amount is based on individual need. The Case Management Coordinator will be responsible for determining the financial needs of the inmate nearing release. Release transportation expenses will be provided to an inmate's release destination or halfway house location.

Treaty Transfer for Non-U.S. Inmates: Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program.

Foreign Consular: The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

Commissary: The Commissary is located next to Food Service and operates for the benefit of the

inmates. Inmates who have funds posted in their commissary account will be permitted to spend up to \$360.00 monthly for a variety of articles.

However, everything that you buy must fit neatly inside your locker with your clothing and personal items. Stamps and over the counter (OTC) medical items are not discounted from the monthly spending limit. All sales are final after you have signed your receipt. No changes or returns are allowed under any circumstances.

Any Commissary hours schedule changes will be posted in the housing areas and the bulletin board in front of the commissary. The commissary schedule is based on the housing unit rotation as a result of inspection/sanitation.

First time shoppers can shop any day of the week by identifying their list as "First time shopper." However, you will not be allowed to shop again during the same week. The shopping schedule is rotated on a weekly basis. The new rotation is published in the TRULINCS electronic bulletin Board.

SHOPPING HOURS:

The Commissary is open Monday through Thursday from 6:15 AM to 8:00 AM (last call at 7:30 AM) and from 10:45 AM to 1:00 PM (last call is made at 1:00 PM). Validation is the renewal of your spending limit each month. The validation schedule is based on the fifth digit of your Inmate Register Number as indicated on the shopping schedule. Validation date is determined by multiplying the 5th digit of the register # by 3 and then adding 1 (If the 5th digit is 3, the validation date would be the 10th, for example: $3 * 3 = 9 + 1 = 10$).

Each inmate must have an identification card to shop. Inmates must always carry their I.D. card. All Special housing unit orders will be delivered to the unit by commissary staff before the 4:00 P.M. count on Thursday. If the delivery is not possible, the commissary officer will attempt to deliver on another day. If delivery cannot be completed on either day, the order will be canceled, and the inmate account credited. The Commissary staff uses the inmate's fingerprint to identify the inmate before initiating a sale. All sales are final. No claims will be honored unless it is brought to the attention of the Commissary staff at the time of sale. If the funds are not available on your assigned shopping day, please see Commissary staff on your assigned shopping day to make arrangements to shop on a later day. Any inmate who is not in line 15 minutes before closing will not be served and any inmate who does not respond when his name is called will lose the shopping privilege for the week. The commissary will be closed the last week of March and September for inventory.

Checking account balance and notes: Inmates may check their account balance using the TRULINCS computers located in the housing units. PIN numbers can be obtained in the Business Office, Inmate's Account Section, on Tuesdays and Thursdays from 11:00 A.M. to noon. Account balances can also be obtained via the ITS-II system (instructions are provided in that section).

Radios, MP3 Players, Tablets and Watches: An inmate may possess only one approved radio MP3 player, Tablet and watch at a time. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, Tablet, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, Tablet or watch at the new institution, the inmate shall be permitted

to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. When the inmate refuses to provide a mailing address, the radio, MP3 player, Tablet and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferable to contract facilities.

Spending Limitations: The National Spending Limit is \$360.00 but may be further restricted at the local level. Each inmate account is revalidated on a monthly, bi-weekly, or weekly cycle.

Reentry: The BOP's reentry initiative is to provide inmates with the necessary skills and resources to succeed upon release. Using coordinated efforts from various departments throughout the institution, we have developed and implemented numerous training programs, activities, and opportunities to assist you with preparing for your return to the community. Each department offers a reentry related class on a quarterly basis. Information regarding the content and time of the class is posted on the TRULINCS Bulletin Board System.

In order to assist with employment readiness upon release, you will need at least two forms of identification. If you currently have proper identification at home, or on your person, you may have it mailed to your Unit Team and placed in your central file, and it will be given to you upon your release. You cannot have any form of identification in your possession while you are incarcerated.

Residential Reentry Center Placement: Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be referred for placement at a Residential Reentry Center (RRC). The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator. Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs: The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties. Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S.

Probation. Those serving short sentences of imprisonment and terms of community confinement. Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

Cultural Diversity: The correctional environment is a multi-cultural environment that may cause some to experience discomfort. Your attitude about diversity, along with respect for others, is important if you want to live harmoniously in this setting.

Respect begins with the self and extends to others in our actions and/or behaviors. You will be exposed to different races, classes, ages, cultures, and religions. While our personal experiences, beliefs, training, education, religion and value systems affect our attitudes through cross-cultural experiences, we can become more tolerant.

The Bureau of Prisons has a ZERO TOLERANCE policy on any form or level of discrimination and/or violence. Psychology Services offers programs to minimize the negative impact of intolerance.

Education Department: The mission of Education/Recreation Services is to provide mandatory literacy and English-as-a-Second Language programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community. Education opportunities provided for Federal inmates include General Equivalency Diploma (GED) and ESL programs, as required by law. Various nationally recognized tests will be used to place inmates in appropriate education programs. Inmates must perform to the best of their abilities on exams for appropriate placement in class.

Literacy/GED: The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates who are exempt from attending GED class based on a deportation detainer must enroll in GED or

ESL in order to receive their good conduct time. Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled or re-enroll to vest/earn their good conduct time. Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS and will not vest/earn their good conduct time.

Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating, but not completing GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. However, DCEDGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Special note on GED scores: A new English GED test was launched on January 1, 2014. A new Spanish GED test will follow later. Once a new GED test is issued, scores from the current GED test cannot be combined with the new test. If inmates have taken the English GED test between January 1, 2002, and now, they are strongly encouraged to see the education staff and retake the GED test. English GED scores from the current GED test will no longer be valid. The new GED Test will be taken on the computer. Inmates are strongly encouraged to enroll in a keyboarding or typing course, when offered.

Inmates with a Verified High School Diploma: In order to obtain a realistic and accurate assessment of an inmate's skill levels, a demonstration of literacy attainment must be verified for inmates with a high school diploma. Even though current policy accepts a high school diploma for custody classification, good time credits, education programs, etc., a high school diploma does not necessarily certify an inmate is literate. Inmates who have a high school diploma (not an AA or higher post-secondary degree) are encouraged to submit a cop-out to the Education Department to request to sign-up for the Tests of Adult Basic Education (TABE) to validate their reading, language, and math computation, as well as applied math. The purpose of the TABE is to ensure these inmates have sufficient language and math skills to pursue their post-secondary education study and/or obtain a job in the community. Mastery of the reading, language, and math skills from the TABE is part of inmates' reentry plan documented in the Inmate Skills Development System (ISDS).

In the Academic section of the ISDS, the inmate will not be scored/rated green (indicating demonstration of literacy skills) and should be scored/rated yellow (indicating unknown) until he/she scores a 9.0 or higher on TABE A or D. If an inmate scores below 9.0, he/she should enroll in remedial classes offered by the Education Department to improve his/her literacy levels.

ESL: The Crime Control Act of 1990 mandates non-English speaking Federal prisoners participate in the ESL program. An inmates' communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status. Inmates with high school diplomas or college degrees may be required to participate in the ESL program.

Incentives: Incentive awards are provided to recognize inmates making satisfactory progress and successfully completing the literacy (i.e., GED and ESL) program. Inmates may also receive incentives for progressing to various levels in the GED or ESL Programs. Graduation ceremonies recognize GED, ESL, and Occupational Education completions.

Other Programs: The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today's world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills.

Occupational Education Programs: Occupational Education programs prepare inmates for a specific occupation or cluster of occupations. Inmates can earn a Certificate, Associate of Arts Degree, Associate of Science Degree, or an industry accepted certificate upon the completion of occupational training programs. Occupational education programs vary institution-to-institution.

- Inmates must request initial enrollment through the Supervisor of Education. Education staff will determine an inmate's academic eligibility for enrollment and deportation status (if applicable).
- The Supervisor of Education will notify an inmates' unit team of enrollment consideration for occupational education programs.

Apprenticeship: Apprenticeship training provides the opportunity to participate in training which prepares them for employment in various trades. Apprenticeship programs in the BOP are registered with the Bureau of Apprenticeship and Training, U.S. Department of Labor. These programs are structured to offer on-the-job learning in industries. Upon completion of a registered trade, inmates can earn a Certificate of Completion from the Department of Labor.

Adult Continuing Education (ACE): ACE classes enhance an inmate's general knowledge on various subjects and address the skill deficits identified in an inmate's individual reentry plan. ACE classes are organized differently in different institutions. Typical ACE classes include typing, computer literacy, foreign language, and business skills. These classes are usually offered during evening and weekend hours.

Post-Secondary Education (Inmate Correspondence Courses): Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in any correspondence course that involves only "paper and pencil." Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. If an inmate has sufficient funds available in his commissary account, a Form 24 may be used for payment. Inmates interested in enrolling in correspondence courses are required to contact the Staff Coordinator prior to enrollment. Catalogs are available from the Staff Coordinator. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Library Services: Leisure libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local, state, and college libraries and available bookmobile services.

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust

Fund. A copying machine is available to reproduce materials needed for research. The price to reproduce materials is established by Trust Fund.

Facilities: The Facilities Department at FCI Miami is responsible for the management of all construction, repairs, improvements, and maintenance to the physical plant. Also included under this operation is all equipment and utilities of all major operating units, along with energy conservation. The facilities operation offers a variety of work relating to construction and maintenance trades.

Typical trades within these departments are auto repairs, electronics, carpentry, electric, masonry, paint, plumbing, landscape, and general maintenance shops. This operation employs approximately 101 inmates within the FCI and 52 inmates at the Federal Prison Camp.

All inmates interested in obtaining a work assignment in this department may submit an Inmate Request to Staff Member: (COP-OUT) to the detail Foreman of the Trade they are interested in. Starting pay is generally from \$.12 an hour for grade 4 on a 7-hour workday and may progress up to grade 1 which is \$.40 per hour. Promotions are based on job knowledge, performance, general attitude, cooperation with staff and fellow inmates and compliance with safety and sanitation policies and regulations.

Trust Fund: Inmate funds are retained by the institution in a Deposit Fund account, established in your name, in the Office of Financial Management, which reflects your deposits and withdrawals.

You may withdraw money for personal spending in the Commissary, family support, or other approved purposes. Institutional earnings and money sent from the outside are given to you upon release via the visa debit card. The Federal Bureau of Prisons requires that all funds being mailed to inmates be sent to the Federal Bureau of Prisons' National Lockbox. If you wish to have funds sent to you while incarcerated in the Federal Bureau of Prisons, please have them sent to the following address:

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

To ensure that your funds are processed without delay to the inmate's Trust Fund account, you must adhere to the following directions:

The inmate's committed name (no nicknames) and register number must be printed on all envelopes and enclosed allowable instruments (U.S. Postal and Western Union money orders; U.S. Treasury, State, and Local Government checks; any foreign negotiable instruments payable in U.S. currency). Senders must enclose only the allowable negotiable instrument. Do not enclose cash, personal checks, letters, pictures or any other items in the envelope. The National Lockbox cannot forward any items enclosed with the allowable negotiable instrument to the inmate. Items, personal in nature, must be mailed directly to the Federal Bureau of Prisons' institution where the inmate is housed. The senders' name and return address must appear on the upper left-hand corner of the envelope to ensure that their funds can be returned to them in the event they cannot be posted to the inmate's account.

All non-U. S. Postal money orders or vendor refund checks will be held for at least fifteen (15) days before being posted to the inmates' account. All foreign checks will be held for sixty (60) days before being

posted. Money earned as Inmate Performance Pay will be credited to your commissary account when payroll is posted.

Funds can now be sent via Western Union's Quick Collect Program and Money Gram Express Payment by going to an agent location with cash, by phone using a credit/debit card, or online using a credit/debit card. For each Western Union Quick Collect and Money Graham Express Payment transaction, the following information must be provided:

Western Union-Quick Collect Program
Inmate Register Number
Inmate Name
City Code: FBOP
State Code: DC

Money Graham-Express Payment
Company Name: FBOP
City & State: Washington, DC
Receive Code: 7932

Western Union will charge the public as little as \$3.95 for US Cash transfers up to \$5,000 processed at Western Union agent locations. Transfers via the telephone or Internet have higher fees. Non-US transfers also have higher fees. These fees are subject to change by Western Union. These fees are not determined by the Federal Bureau of Prisons.

All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two (2) to four (4) hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST. Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning.

Request for Withdrawal of Personal Funds (BP-199.045) shall be prepared using the TRULINCS computer system. After entering necessary information, users must go to the Law Library in the Education Department to print the form and turn it in to a member of their Unit Team. This form is utilized when you wish to purchase a subscription, send funds home, deposit funds in a savings account, etc. Money is distributed by a U.S. Treasury check from the Regional Disbursing Office, Treasury Department. It takes approximately Twenty (20) days to reach its point of delivery. The Associate Warden must approve any withdrawals exceeding \$500.00.

Upon commitment, you will be given an I.D. card with your register number and picture. This card is required for your commissary purchases and for positive visual identification by staff. Your card must always be in your possession. Replacement cards are free of charge.

The Commissary offers a variety of products. The purpose is to provide inmates with merchandise not provided by the Bureau of Prisons and food items to complement the Institution Food Service menu. Commissary use is a privilege, not a right. Empty containers must be discarded and not used for any other purpose.

Shopping in the commissary is limited to once per week except for over the counter (OTC) medical items. The commissary price/order list forms are given out at the Commissary for the next week's purchases. Out-of-stocks items, new items and price changes are posted at the commissary. Substitutions are limited to out-of-stock or new items with like items only. All sales are final.

Open House Hours - Inmate Accounts 'open house hours are Tuesday and Thursdays from 11:00 am to 12:00 noon.

Financial Responsibility Program (FRP): Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP 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, and 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 inmate must provide documentation of compliance and payment. If an inmate refuses to meet his or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He/ She will also be placed in “refuse” status. As a result of being in refuse status, the inmate has a spending limit of \$25.00 monthly and can be placed in less desirable housing, favorable requests will not be considered. I.E. (vacations, furloughs, early release, etc.) and will be scored zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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 institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Food Service: The Food Service Department provides meals evaluated by a registered dietitian. All meals are prepared using prescribed National Menu recipes. All meals are served cafeteria style and inmates have a self-selection option for each item along with the option of selecting a Hearth Healthy and No Flesh selections. A Religious Diet meal program is available to qualifying inmates at Religious Services request. Medical diets are accommodated at the Health Service prescription.

At the end of your meal leave your area as clean as possible, there are other individuals waiting to sit at your table. Take your tray and all utensils to the dish room window. No food service utensils or food items may be carried out.

Meal Hours:

Monday - Friday:	Breakfast	6:10 A.M.
	Lunch	10:45 A.M
	Dinner	After 4:00 P.M. Count
Weekends/Holidays:	Breakfast	7:00 A.M.
	Brunch	After 10:00 A.M. Count
	Dinner	After 4:00 P.M. Count

Note: A Lieutenant is responsible for releasing inmates for meals. A set schedule is maintained by the Lieutenant’s office using the results of the weekly sanitation inspection. The Inspection Team is appointed by the Warden or other personnel designated. The result of this inspection establishes the feeding order for specific housing units being called to mainline on a weekly basis.

All areas of the housing unit are inspected and scored. The unit with the highest rating will be called first, the second highest score called next and so on. The following rules must be adhered to while you are in the dining area:

1. All inmates must be in proper uniform and have an institution issue I.D. card at mainline.
2. Do not cut in line. This includes religious diet participants.
3. No personal cup/beverage containers, radios, books, bag, or laundry items are allowed in the dining room.
4. Whistling and boisterous conduct is not permitted.
5. All inmates are allowed to eat once per meal.

All inmates assigned to a Food Service Detail must maintain a high level of personal hygiene and wear appropriate clothing. Inmates must also receive medical clearance prior to F/S assignment. All inmates assigned to the department will have the opportunity to acquire skills and abilities that may assist them in obtaining gainful employment after release. The Food Service Staff are always available to hear your comments and suggestions.

Grooming: Appearance is important in making a positive impression on others, as well as providing you with a feeling of general wellbeing and personal satisfaction. You are expected to always maintain a neat and clean personal appearance. It is your responsibility to keep yourself clean and well groomed.

During normal business hours (7:30 a.m. to 4:00 p.m.; Monday through Friday), all inmates in duty status will be clothed in their institution-issued work clothing, including belts. Institution-issued work clothing is defined as a khaki shirt and khaki pants or Olive Green shirt and Olive Green pants at the camp. The uniform will be worn by inmates on all work details. The uniforms will be worn with a belt fastened neatly around the waistline, with no exposed underwear. Pants will not be worn below the waistline. Pants leg will not be rolled, bloused, or worn inside the shoes/boots. Grey thermal underwear or gray sweatshirt are the only clothing allowed to be worn under the work (khaki/Olive green) uniform.

Haircuts are never allowed on the housing units. Inmate barber shop is located in education. Tee shirts whether white or gray and thermal shirts will be worn at all times and tucked into belted pants. Pants must be worn around the waist and not be sagging or dragging. Appropriate shoes authorized by the work supervisor include safety shoes, medically authorized orthopedics, and medically modified regular institution issued shoes. Jumpsuit clothing for specific details is authorized by the detail supervisor after consultation with the Captain. Tennis shoes are allowed to be worn instead of the black shoes on your days off work.

Institution issued clothing or any authorized recreation clothing will be worn during non-working hours after 4:00 p.m. count. Recreational clothing shall be worn only when leaving the unit and going directly to the recreation area. Full uniform and authorized boots must be worn in the visiting room or at any activities where outside guests or volunteers are involved, including activities in Religious Services, Education, and Recreation Departments.

All FCI inmates will wear a black belt with the exception of the inmates in the Spanish RDAP who have color designated belts. Relaxed dress will be allowed in the dining room during the evening and weekend meals. Relaxed dress includes shorts or sweatpants with T-shirt or sweatshirts, shoes and socks must be worn.

Head gear, other than religious, is restricted to baseball style caps, without insignia, emblems, or decorations, will be worn facing forward at all times. Religious medallion/necklaces will be worn underneath the shirt at all times. There is no restriction on hair style or length of hair; however, hair will be clean and neatly groomed at all times. If it is likely that long hair will result in a work injury, hair nets or caps will be worn. Beard masks will be required for persons working around food

Camp dress code exception is green pants and shirts.

Barber Services : Hair care services are available to all inmates including Special Housing Unit. The Barber Shop is located in the Education building. The hours of operation are Monday, Wednesday & Friday, from 8:00 AM. to 3:00 P.M., and 5:30 P.M. to 8:00 P.M. The Barber Shop will be closed on Holidays. Any non-barber caught using barber tools will face disciplinary action. Haircuts are not allowed on the housing units or anywhere outside of the designated areas.

Camp barber hours are Monday - Friday, from 12:30 P.M. to 3:00 P.M., and 5:30 P.M. to 8:00 P.M. Camp Barbershop is located in the multipurpose building, across from the commissary area.

Health Services: The Health Services Unit at FCI Miami provides medical coverage to all inmates from 6:00 A.M. to 10:00 P.M. The staff consists of a Clinical Director, Physician, Dentist, Dental Hygienist, Physician Assistants, Registered Nurses, Health Information Technicians, Assistant Health Services Administrators, Pharmacist, Medical Secretary, medical contract staff and a Health Services Administrator. The consultant staff consists of various Specialty Physicians, a Dental Assistant, and allied Health Technician Pharmacist. Local emergency services include various community hospitals and the county fire/rescue squad.

Physical Examinations: Upon arrival at this facility all new inmates, requiring a physical examination, will be scheduled for admission blood work, x-rays, and a physical examination by placing your name in the -CALL-OUT. This is mandatory for all inmates. Medical duty status will be determined at this time and forwarded to the Unit Team.

A&O's and physical exams are normally conducted on Thursdays. It is your responsibility to watch for your name on the call-out sheet for scheduled appointments in the hospital.

Inmates under 50 years of age shall be offered a complete physical exam every two years. Inmates aged 50 and over are eligible for a complete physical examination annually to include EKG, Tonometry and digital rectal examination.

An inmate being released from the system may request a medical evaluation if he has not had one within 1 year prior to the expected date of release. Such examination should be conducted within two months prior to release. You must request this physical exam via cop-out to medical records.

Inmates are responsible for being present at their scheduled appointment, violators will be subject to disciplinary action.

HIV (AIDS), TUBERCULOSIS, AND HEPATITIS: An HIV detection program is in place at this facility. Any inmate voluntarily requesting the HIV test will be given one. This petition has to be requested through a COP-OUT to the Infectious Disease Coordinator.

All inmates clinically suspected of having HIV will be tested. The results of all tests will be treated confidentially, and counseling sessions will be available.

All inmates arriving at this facility will receive a PPD test. This test is designed to detect exposure to Tuberculosis. A positive test result reveals that the individual was exposed to the disease but does NOT indicate that the person has an active form and presents any risk to others. All inmates that have a positive reaction will be given a Chest X-Ray and will be offered the proper treatment. Make sure the PPD test is read within 72 hours of your arrival by reporting it to the P.A. administering SICK CALL. Inmates designated at FCI/FPC Miami will require a yearly PPD test if the previous test had been negative.

Job Safety: Job Safety is everyone's priority. Familiarize yourself with the safety rules established at your work site. Inmates are required and instructed how to use proper eye and ear protection. All injuries must be reported to the Health Services Unit within 24 hours of the incident. The consultant staff consists of various Specialty Physicians, a Dental Assistant, and allied Health Technician Pharmacist. Local emergency services include various community hospitals and the county fire/rescue squad.

Inmates injured while performing an assigned duty, must immediately report this injury to their work supervisor. The work supervisor reports the injury to the institution Safety Manager who completes mandatory occupational injury documentation. The inmate must be evaluated by clinical staff and an injury report completed for inclusion in the inmate's health record under the Occupational Medicine section of BEMR.

Sick Call: All inmates will be allowed to attend sick call. Appointment dates and times are determined by the medical staff. Inmates are instructed to follow the sick call system. If requesting medical, submit a cop out to medical services in writing or electronically should they need to be seen by medical. Sick call system is used to prioritize and schedule appointments according to the nature, severity, and acuteness of the patient's medical issue/concern.

Except for emergencies, sick call will be by appointment only, Mondays, Tuesdays, Wednesdays, and Fridays, excluding Thursdays and holidays.

Appointments will be made from 6:30 P.M. to 7:00 A.M. at the FCI Hospital Annex building (behind the Lieutenant's office), inmates will be given a specific time to be seen by a health care provider. Those appointments will begin at 8:00 A.M. and extend until 3:00 P.M. with a break for lunch from 11:00 A.M. to 12:00 noon. You are expected to be on time for your appointment.

Inmates are responsible for making and keeping their sick call appointments. The detail officer is responsible for releasing the inmates in time to make it to the hospital at the designated time. Inmates reporting late for appointments will be required to obtain a sick call appointment the following day unless their medical status dictates immediate treatment. All inmates reporting to sick call at the time of the appointment will be seen by a physician assistant (PA). Individuals who specifically request to see a doctor will be scheduled at the first available appointment.

Special Housing Unit (SHU): All SHU inmates will have the opportunity to see a physician assistant every day of the week. Sick Call rounds will be conducted every day starting at 5:30 A.M. by the physician assistant. Emergencies will be evaluated and treated as necessary.

Emergency Treatment: All inmates requiring emergency medical treatment, as determined by the medical staff, will be evaluated as soon as possible. If you are injured or require immediate medical care, you should inform your detail officer without delay, who will in turn contact the hospital. Routine complaints of non-emergency nature will not be treated as an emergency basis.

Inpatient Treatment: The need for outside hospitalization in a community hospital will be determined by the institution medical staff. In the event of life-threatening emergencies, fire/rescue and community hospital emergency rooms will be utilized.

Medication: All medications are issued by prescription only. When you are issued medication in a labeled container, it is for your use only and you should follow the directions exactly as written. Refills will be dropped off during the first pill line and picked up during the second pill line. Controlled medication is issued on a per dose basis at the pill line window (Three times a day: 7:00 A.M. through 7:30 A.M.; 3:00 P.M. through 3:30 P.M. and 8:00 P.M. through 8:30 P.M.). On weekends and holidays, the morning pill line is from 8:00 A.M. through 8:30 A.M.

Dental and Eye Care: Any inmate requiring emergency treatment due to severe tooth pain is eligible for dental sick call. Appointments will be obtained by inmates according to procedures outlined in the sick call section. Special Housing Unit inmates who require emergency dental treatment should inform the P.A. conducting sick call rounds. All inmates with the necessity for eye care are required to attend Sick Call. The individual will ask to be registered to see the Optometrist. An Optometrist is under contract and visits this facility on an as needed basis. Following a brief eye evaluation, the inmate will be placed on a waiting list for the next available appointment.

****Check the Call Out every day for your appointment****

Notice to Inmates

Inmate CO-Payment Program

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

A. Application:

1. The Inmate Co-payment Program applies to anyone in an institution under the Bureaus jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to copay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 copay fee for that visit.

2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee:

We will not charge a fee for:

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

If a health care provider orders or approves any of the following, we will also not charge a fee for:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Chronic care clinics;
- TB testing;
- Vaccinations.
- Wound Care; or Patient education.

Your health care provider will determine if the type of appointment scheduled is subject to a copay fee.

D. Indigence: An **indigent inmate** is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the copay fee deducted from your Inmate Commissary Account.

If you are NOT indigent, but you do not have sufficient funds to make the copay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

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, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers.

1. Right: You have the **right to access** healthcare services based on the local procedures at your institution. Health services include medical, dental and all support services. If an inmate co-pay system exists in your institution, Health Services cannot be denied due to lack of personal funds to pay for your care.

Responsibility: You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.

2. Right: You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.

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

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

Responsibility: You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.

4. Right: You have the right to provide the Bureau of Prisons with Advance Directives, or a Living Will that would provide the Bureau of Prisons with instructions if you were admitted as an inpatient to a hospital.

Responsibility: You have the responsibility of providing the Bureau of Prisons with accurate information to complete this agreement.

5. Right: You have the right to be provided with information regarding your diagnosis, treatment, and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.

Responsibility: You have the responsibility to keep this information confidential.

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

Responsibility: You have the responsibility to be familiar with the current policy and abide by such to obtain these records.

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

Responsibility: You have the responsibility to comply with security procedures should security be required during your examination.

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

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

9. Right: You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided with information about

pain and pain management, as well as information on the limitations and side effects of pain treatments.

Responsibility: You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain.

You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to ensure a timely follow-up.

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

Responsibility: You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescribed item.

11. Right: You have the right to be provided with healthy and nutritious food. You have the right to instruction regarding a healthy diet.

Responsibility: You have the responsibility to eat healthily and not abuse or waste food or drink.

12. Right: You have the right to request a routine physical examination, as defined by the Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

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

13. Right: You have the right to dental care as defined in the Bureau of Prisons' Policy to include preventative services, emergency care and routine care.

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

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

Responsibility: You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow the NO smoking regulations. It is occasionally necessary to restrict an inmate's activities for health reasons, without hospitalizing the inmate. The following are explanations of these types of restrictions.

Idle - An inmate must remain in his quarters except for meals, pill-line, sick-call, religious services, or Health Services Callouts. The inmate is prohibited from participating in any work assignment or recreational activities. Idle slips should be displayed on the bunk or locker in full view for staff.

Convalescence - An inmate will not participate in any work assignment; however, he is not restricted to his quarters. He may not participate in strenuous recreational activity. He may engage in activities such as chess, checkers, and cards. If the inmate is enrolled in an education program, he must attend class unless specifically excused by written statement on the Convalescent form.

Medical Restriction - If medically indicated, an inmate will be placed on limited duty. Limited duty is prescribed when an inmate does not require an idle or convalescence but, does have medical restrictions which must be monitored on a work assignment.

Examples: No lifting over (indicated) pounds, no prolonged walking or standing. Work restrictions will be specified on the Medical Duty Status Form.

Dental Services, FCI Miami: Clinic Hours of Operation: Monday, Wednesday, Thursday, Friday, 7:30 A.M. – 4:00 P.M.

Access to Care: Dental Sick Call will be conducted by the triage nurse on Mondays, Wednesdays and Fridays at 6:30 A.M. at the medical building. The triage nurse will provide you with a local form titled “FCI Miami, Inmate Sick Call Sign-Up Sheet”. This form is to be completed and turned into the triage nurse. On the same day please be present at 8:00 A.M. to in the dental waiting lobby to be evaluated be evaluated by the dentist or dental staff. To be placed on the National Wait List for routine dental care, please fill out form BP-A0148 (Inmate Request to Staff) and place it into the wood box immediately at the entrance of the medical building or submit directly to a dental staff member during Dental Open House on Fridays at 12:00 P.M. An alternative method is via the e-mail system where your request may be sent to (MIA-InmateToDentalOfficer).

Method to Request Continued Care When Transferring: If you are transferring from another BOP institution and have an active (non-completed) treatment plan, your treatment will carry-over and you will be called in to review/update that treatment plan by the Chief Dental Officer. No action is required on your part for that to occur. If you are transferring from another BOP institution and do not have an active (non-completed) treatment plan and are not on the National Wait List, you must submit a request as described in the “Access to Care” segment above.

Inmate Co-Pay Policy: Inmate-generated sick call encounters are subject to copayment.

Availability of Commissary Items: Basic oral hygiene aids are available in the commissary.

DENTAL SERVICES, FPC MIAMI: Clinic Hours of Operation: Tuesdays, 7:30 A.M. – 4:00 P.M.

Access to Care: Dental Sick Call will be conducted promptly on Tuesdays at 8:30 A.M. at the medical lobby. The Chief Dental Officer will provide you with a local form titled “FCI Miami, Inmate Sick Call Sign-Up Sheet”. This form is to be completed and turned into the Chief Dental Officer. Please remain in the medical waiting lobby to be evaluated by the dentist or dental staff. For urgent, non-emergent dental issues occurring on days other than Tuesdays, please sign up for medical triage to be evaluated by a nurse/Physician’s Assistant/Physician for the said clinician to determine the level of urgency and need for Chief Dental Officer Intervention at that time. To be placed on the National Wait List for routine dental care, please fill out form BP-A0148 (Inmate Request to Staff) and place it into the wood box immediately at the entrance of the medical building. An alternative method is via the e-mail system where your request may be sent to (MIA-InmateToDentalOfficer).

Method to Request Continued Care When Transferring: If you are transferring from another BOP institution and have an active (non-completed) treatment plan, your treatment will carry-over and you will be called in to review/update that treatment plan by the Chief Dental Officer. No action is required on your part for that to occur. If you are transferring from another BOP institution and do not have an active (non-completed) treatment plan and are not on the National Wait List, you must submit a request as described in the “Access to Care” segment above.

Inmate Co-Pay Policy: Inmate-generated sick call encounters are subject to copayment.

Availability of Commissary Items: Basic oral hygiene aids are available in the commissary.

Inmate Discipline: Inmates must have respect for the rights and property of others. You are urged to develop and exercise self-discipline. Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to ensure an orderly operation of the facility. The inmate discipline policy has been developed to deal with those individuals who cannot or will not exercise self-discipline.

Violation of regulations may result in an incident report and imposition of sanctions, as outlined later in this manual. In the event misconduct is observed by staff or there is evidence that misconduct has occurred, an incident report may be written by staff. This is the first step in the disciplinary process. Incident reports are first investigated by a Lieutenant and the results forwarded to your Unit Team. The team meets as the Unit Discipline Committee (UDC) and may impose limited sanctions for most misconduct (for example, suspension of privileges, quarters change, job change, assigning extra duty, etc.).

If charges are more serious, the case will be referred to the Discipline Hearing Officer (DHO) who can impose more serious sanctions (for example forfeiture of good time, recommendation of transfer to a higher security level institution, or referral of the case to the F.B.I. for criminal action in a U.S. District Court). The internal disciplinary system is outlined in detail in Program Statement 5270.09, which is available in the Law Library.

FCI Miami in accordance with BOP Policy, is a tobacco-free facility. That became effective February 1, 2006, any inmate found to be in possession of any type of tobacco will be charged with possession of Tobacco, Code 331, and subject to disciplinary action from the DHO.

Tables 1 and 2 provide a summary of the discipline system, while Table 3 provides a listing of prohibited acts by level of severity and shows the range of sanctions which may be imposed for violation of the institutional rules.

SUMMARY OF DISCIPLINARY SYSTEM TABLE 1

<u>PROCEDURE</u>	<u>DISPOSITION</u>
Incident involving possible commission of a prohibited act.	Except for prohibited acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges.

<p>Staff prepares incident report and forwards it to the Lieutenant.</p> <p>An incident report will be issued ordinarily within 24 hours unless waived.</p>	<p>Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally or drop the charges.</p>
<p>An investigator will be appointed.</p> <p>Initial Hearing before the (UDC).</p> <p>Ordinarily within 5 working days.</p>	<p>The investigator will conduct an investigation and forward the results to the UDC.</p> <p>The UDC may drop or resolve informally, any high, moderate, or low charge or impose allowable sanctions, or refer to the DHO.</p>
<p>Hearing before (DHO). MIN of 24 hrs after UDC.</p>	<p>The DHO may impose allowable sanctions or drop the charges.</p>
<p>Appeals through the Administrative Remedy procedure.</p> <p>UDC – Appeal - BP-9 DHO – Appeal -BP-10</p>	<p>The Warden, Regional Director, or General Counsel may approve, modify, reverse, or remand with directions, including ordering a rehearing but, may not increase sanctions imposed.</p>

NOTE: These time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceeding for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may re-institute disciplinary proceedings at the same stage at which suspended. The requirements then begin running again at the same point at which they were suspended.

NOTE: The UDC shall refer all Greatest Severity prohibited acts to the DHO with recommendations as to an appropriate disposition.

PROHIBITED ACTS AND
DISCIPLINARY SEVERITY SCALE
GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person (Serious Injury) or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise, the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety, e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200** Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201** Fighting with another person.
- 202** (Not to be used).
- 203** Threatening another with bodily harm or any other offense.
- 204** Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205** Engaging in sexual acts.
- 206** Making sexual proposals or threats to another.
- 207** Wearing a disguise or a mask
- 208** Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209** Adulteration of any food or drink.
- 210** (Not to be used).
- 211** Possessing any officers or staff clothing.
- 212** Engaging in or encouraging a group demonstration.
- 213** Encouraging others to refuse to work, or to participate in a work stoppage.
- 214** (Not to be used).
- 215** (Not to be used).
- 216** Giving or offering an official or staff member a bribe, or anything of value.
- 217** Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218** Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219** Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

- 220** Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221** Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222** (Not to be used).
- 223** (Not to be used).
- 224** Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225** Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226** Possession of stolen property.
- 227** Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228** Tattooing or self-mutilation.
- 229** Sexual assault of Without force.
- 231** Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296** Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297** Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298** Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299** Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
 - B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.

- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300** Indecent Exposure.
- 301** (Not to be used).
- 302** Misuse of authorized medication.
- 303** Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304** Loaning of property or anything of value for profit or increased return.
- 305** Possession of anything not authorized for retention or receipt by the inmate and not issued to him through regular channels.
- 306** Refusing to work or to accept a program assignment.
- 307** Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as **201**, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308** Violating a condition of a furlough.
- 309** Violating a condition of a community program.
- 310** Unexcused absence from work or any program assignment.
- 311** Failing to perform work as instructed by the supervisor.
- 312** Insolence towards a staff member.
- 313** Lying or providing a false statement to a staff member.
- 314** Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315** Participating in an unauthorized meeting or gathering.
- 316** Being in an unauthorized area without staff authorization.
- 317** Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318** Using any equipment or machinery without staff authorization.
- 319** Using any equipment or machinery contrary to instructions or posted safety standards.
- 320** Failing to stand count.
- 321** Interfering with the taking of count.
- 322** (Not to be used).
- 323** (Not to be used).
- 324** Gambling.
- 325** Preparing or conducting a gambling pool.
- 326** Possession of gambling paraphernalia.
- 327** Unauthorized contacts with the public.
- 328** Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329** Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330** Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate’s personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

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

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of severity level of the conduct, and a comparison to an offense in that severity level which the DHO or UDC finds is most comparable. Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199 most like Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

INMATE
RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human being, you will be treated respectfully, impartially, and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates, in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean-living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits; not to accept or pass contraband; and not to violate the law or Bureau rules, or institutional guidelines through your correspondence.
<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>

<p>6. You have the right to unrestricted and confidential access to the courts by correspondence (On matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment).</p>	<p>6. You have the responsibility to present honestly and fairly, your petitions, questions, and problems to the court.</p>
<p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>	<p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>
<p>8. You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.</p>	<p>8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates as to the use of the materials and assistance.</p>
<p>9. You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>	<p>9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use of this material.</p>
<p>10. You have the right to participate in education, vocational training, and employment as far as resources are available, and in keeping with your interest, needs and abilities.</p>	<p>10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.</p>
<p><u>RIGHTS</u></p>	<p><u>RESPONSIBILITIES</u></p>

<p>11. You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family.</p>	<p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and other obligations that you may have.</p>
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SPECIAL HOUSING UNIT

INMATE RULES

The following is a list of rules that shall be observed in The Special Housing Unit (SHU) by all inmates assigned to either Administrative Detention or Disciplinary Segregation.

You are subject to incident reports for all infractions of inmate discipline policy while in SHU. Special housing Unit rules will be followed at all times. You will be allowed three (3) showers per week, normally on Monday, Wednesday, and Friday.

You will be provided the opportunity for a minimum of five (5) hours of recreation/exercise a week. One (1) hour per day, Monday through Friday. All cells will be cleaned and beds made before inmates are allowed to go to recreation. All inmates will be dressed in the assigned uniform before being allowed to receive recreation.

(A) While in administrative detention status, you will be afforded the opportunity of one (1) phone call every seven (7) days, beginning from the time of your first call, unless you are on phone restriction.

(B) While in disciplinary segregation status, you will be afforded the opportunity of one (1) phone call every thirty (30) days, beginning from the time of your first call, unless you are on phone restriction. All requests for phone calls must be submitted in writing and approved by the Special Housing Lieutenant.

Monday through Friday, the lights will be turned on at 6:10 a.m. Until the conclusion of the 10:00 p.m. count. You will be required to make up your bed and clean your cell prior to 7:30 a.m. Once this is completed, then you may lay on top of your bed.

You will not be allowed to hang anything on your cell wall, lights, window, doors, bed, or window bars at any time. Nothing can be placed or stored in window areas, and no window can be covered. This includes blankets, sheets, clothing, or anything else prohibiting staff from seeing into the cell. There will be no graffiti or writing on the walls of your cell. Cloth-lines will not be used at any time.

Sick call is between 6:10 a.m. and 10:00 a.m., Monday through Friday.

The designated quiet hours in the unit are from 10:00 p.m. to 6:10 a.m. During this period, there will be no yelling or any other disruptive behavior which will disturb other inmates.

Inmate Request to Staff Member form (cop-outs) are available from the officers on duty and should be used for all requests for staff.

You will be afforded the opportunity for haircut, twice a month. All requests must be submitted, in writing, and directed to the SHU lieutenant. You will be allowed to exchange unit issued linen once a week. Clothing exchange will be conducted during shower times.

You are only permitted to keep two (2) cups in your cell at any time. One per inmate.

All inmates will stand for the 4:00 p.m., 10:00 p.m. count, any Emergency Counts, and during the 10:00 a.m. count on Weekends or Holidays.

NOTE: Pursuant to Bureau of Prisons Inmate Telephone Regulations: All conversations on this telephone are subject to monitoring. Your use of this telephone constitutes consent to this monitoring. You must contact your unit team to request an unmonitored Attorney call.

Correctional Systems Department (CSD): Through the Correctional System Department (CSD), you not only enter on your first day, but you will also depart the facility (release, furlough, transfer, court appearance, etc.). Your mail, property, and, most important, your records are processed here. CSD is divided into three functional areas: Receiving and Discharge (R&D), Mail Room, and Record Office. There is an CSD Open House from 11:15 a.m. to 11:45 a.m. noon on Tuesdays and Thursdays to answer questions regarding your mail, property, prior custody credit, or sentence computation. Open House is held at the Chapel & Mainline coverage.

Camp Open House is on Wednesday from 3:15 p.m. to 3:45 p.m.

R&D/Property Management: Upon your arrival at this facility, you are allowed to keep only that property authorized by this institution.

When departing the facility, your property will be shipped to your destination or to an address of your choice. If property is not claimed and is returned to this facility, it will be considered abandoned and will be disposed of according to Bureau of Prisons procedures. Provisions may be made for the delivery of release clothing or court clothes, if needed. This will be arranged through your Unit Team.

Only one radio (battery operated), with inmate register number engraved as proof of ownership, and one watch, with Inmate Personal Property Record Form 383 and/or a commissary receipt as proof of ownership, may be retained. The radio may not be equipped with taping capability, must be equipped with earphone adaptor and must not exceed \$75.00 in value. The watch may not exceed \$100.00 in value.

A religious medal and chain, inclusive value of not more than \$100.00, may be possessed. All questions regarding religious articles will be referred to the Chaplain. Any article that is not issued to you, purchased by you from the commissary, or for which you do not have authorization is contraband. Articles of clothing in excess of allowed limits and articles used for unauthorized purposes are also considered contraband. Possession of contraband is a serious offense and can result in disciplinary action.

Mail Room/Correspondence: Incoming mail is processed by CSD Staff. All general correspondence is opened and inspected for contraband. Correspondence from attorneys will be treated as Special Mail (delivered by Mail Room Staff, opened, and inspected in the presence of the inmate) if it is properly marked. The envelope must be marked with the attorney's name and an indication that he or she is an attorney. The front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate." It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Magazines may be mailed in by family members and friends. However, newspapers must be mailed in directly from the publisher.

You may receive hardcover books from a publisher, book club or bookstore. You are limited to five books, two current magazines and one current newspaper in your possession at any time. Education or Religious materials for ongoing courses are exempt from this requirement.

The following items may not be mailed into the institution:

1. Postage Stamps.
2. Stationery Supplies.
3. Unused Greeting Cards, including the Small Plastic Cards.
4. Musical Greeting Cards.
5. Nude Photographs (Including Magazines).
6. Polaroid Pictures.

First-class mail and publications are distributed Monday through Friday, excluding holidays, after the 4:00 P.M. count. Inmates are required to attend mail call. All mail received from the U.S. Post Office is normally processed for delivery the same day it arrives.

The ONLY authorized express service for approved packages and letter receipt is via U.S. Postal Service Express Mail. Express Mail received for inmates is processed as first-class mail upon receipt at the institution. Mail from Federal Express, United Parcel Service, and like companies are not accepted for delivery to inmates. An authorization must be on file in the Mail Room prior to a package arrival at the institution. If there is no authorization, the package will be refused at the U.S. Post Office and returned to sender. A copy of the signed authorization must be enclosed inside the package. Authorization may be obtained from the appropriate department, the Unit Team, the Chaplain, Education, or Health Services.

Outgoing: General correspondence will be deposited in the mailbox located in the housing units. Outgoing mail may be sealed. Special mail (legal mail) for inmates may be dropped off in the Lieutenant's office during the following times: Monday thru Friday 7:00 a.m. to 7:15 a.m. Saturday - Sunday and Federal holidays 9:00 a.m. to 9:15 a.m., which may be sealed. Express mail and C.O.D. services are not available for inmate outgoing mail. All mail addressed to or from an inmate must contain the following information:

Committed Name
Register Number
Federal Correctional Institution
P.O. Box 779800
Miami, Florida 33177

All outgoing inmate mail will display an appropriate return address in the upper left-hand corner of the envelope. This will include the full name of the facility as "Federal Correctional Institution" and not the acronym "FCI." Any outgoing mail that does not contain the appropriate return address will be return to the inmate for correction.

Correspondence between confined federal inmates requires the approval of the Unit Manager at each institution. Correspondence between inmates at non-federal facilities requires the approval of the Warden at each institution. An inmate may correspond with family members or co-defendants (ongoing legal action in which both parties are involved) at other penal or correctional institution after this information has been

verified by your unit team. To request this communication, a cop out should be submitted to your unit team.

Record Office: This office is responsible for the legal commitment and release of offenders. Newly committed offenders will receive a sentence computation with a projected release date once it is completed. This normally occurs within thirty days of your arrival at the institution. For those inmates who transfer in from other institution, a new computation sheet will not necessarily be sent to you if there is no change in your projected release date.

Offenses committed after September 13, 1994, will be subject to the Violent Crime Control and law Enforcement Act and will be determined by Case Management to be either violent or non-violent. Offenses committed after April 26, 1996, will be subject to the Prison Litigation Reform Act. Both of these laws affect the discipline policy and the award, disallowance, and/or forfeiture of good conduct time.

Institution Release Preparation Program: The Institution Release Preparation Program is a volunteer program for inmates who are within 30 months of release. Inmates will be recommended to participate in a core curriculum of programs that will focus on making the transition from incarceration to the community. Topics included in this core curriculum are organized into six broad categories such as Health and Nutrition, Employment, Personal Finance and Consumer Skills, Personal Growth and Development, Release Requirements and Procedures, and Community Resources (Pre-Release). Each course is outlined in a yearly calendar of classes offered at a minimum quarterly.

Inmates may sign up for participation by submitting an “Inmate Request to Staff” to the Institution Release Preparation Coordinator, and they will be placed on callout. The goal of the program is to assist inmates in preparing for a successful release back into the community. This can be achieved when inmates release with job readiness skills, a resume, and finances saved for release purposes. Your Unit Team will discuss each of these areas during your regularly scheduled programs reviews. Your Participation will be evaluated by your unit team during regularly scheduled Program Reviews.

Release Preparation Seminars will allow you to ask questions of the U.S. Probation Office, Community Corrections Manager and Reentry Residential Center staff. Each inmate should develop a release folder during the last 24 months of incarceration to include a resume and cover letter, all certificates of achievement, education transcript, and sample applications for employment. This concept is aimed at increasing your chance of securing stable employment upon release as well as developing healthy relationships with your family.

Laundry: It is the policy of this institution to provide each inmate with an adequate issuance of clothing items, linen, and bedding material to maintain an effective procedure for the laundering and exchange of those items.

Laundering Procedures: The Laundry Plant has been converted to a Centralized Laundry System according to the attached Appendix. Newly committed inmates will report to the Laundry on their first day, between the hours of 6:10 AM to 7:30 AM to request their initial issuance of clothing. At that time, an order form will be completed by laundry staff. Clothes will be issued during the lunch hour of the same day.

Replacement Procedures: Replacement clothing will be issued on a one for one basis when requested through an Inmate Request to Staff. Form (cop-out). Cop-outs are to be brought to the Laundry Plant between the hours of 6:10 AM to 7:30 AM on Tuesdays. Replacements will be ready for pick up that same day during the lunch hour. Any clothing lost or stolen is the responsibility of the inmate.

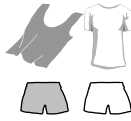




Linen exchange will be conducted on Wednesdays between the hours of 6:10 AM and 7:30 AM at the Laundry Plant Clothing Issue window.





Camp Laundry: Clothing will be issued to new admissions when laundry staff is notified of the new arrival by the unit officer or a member of the unit team.

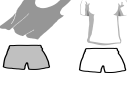



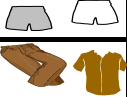
Camp Laundry Hours of Operation:

- 1) Tuesdays and Fridays – Replacement clothing and clothing repair from 9:00 AM to 3:00 PM.
- 2) Monday-Friday (when needed) – Issue clothing to newly arrived, SHU released inmates or Writ returns from 9:00 AM to 3:00 PM.
- 3) First week of every quarter – Laundry detergent and hygiene packs are issued to the Camp population from 9:00 AM to 3:00 PM.
- 4) Tuesdays and Fridays – Clean and sanitize the Laundry Plant from 9:00 AM to 3:00 PM.
- 5) Fridays – Cop-outs are accepted for review from the hours of 9:00 AM to 1:30 PM, for those inmates who request an early replacement of their issued clothing and those who are requesting special exchanges due to torn sheets, torn blankets, or damaged footwear, etc.
- 6) Tuesdays and Fridays – Carts are provided in the camp units for inmates to place their discarded soiled linen and inmate clothing prior to departure. Carts are picked up and brought to the Laundry in order to wash and store the linen and clothing between the hours of 1:00 PM and 2:00 PM.

**APPENDIX
CENTRALIZED LAUNDRY SCHEDULE**

DAY		FUNCTION			
		UNITS A, B, C, D			
MONDAY		BAG #1 WHITES AND GRAYS IN A SINGLE BAG	NOTE WARNING	LAUNDRY BAGS WILL BE PICKED UP FROM 6:00-7:00 AM AND RETURNED IN THE UNITS	
		BAG # 2 KHAKIS IN A SINGLE BAG		ANY BAG THAT HAS KHAKI AND WHITES TOGETHER IN THE SAME BAG WILL BE REJECTED BECAUSE THE KHAKIS WILL BLEED ON THE WHITE.. ALL ITEMS TO BE LAUNDERED WILL BE DROPE-OFF IN THE UNITS IN THEIR MARKED LAUNDRY BAGS WITH YOUR CORRECT BIN NUMBER.	
		UNITS E, F, G			
TUESDAY		BAG #1 WHITES AND GRAYS IN A SINGLE BAG	NOTE: WARNING	LAUNDRY BAGS WILL BE PICKED UP FROM 6:00-7:00 AM AND RETURNED IN THE UNITS	
		BAG # 2 KHAKIS IN A SINGLE BAG		ANY BAG THAT HAS KHAKI AND WHITES TOGETHER IN THE SAME BAG WILL BE REJECTED BECAUSE THE KHAKIS WILL BLEED ON THE WHITE.. ALL ITEMS TO BE LAUNDERED WILL BE DROPE-OFF IN THE UNITS IN THEIR MARKED LAUNDRY BAGS WITH YOUR CORRECT BIN NUMBER.	
		COP-OUTS WILL BE DROPPED OFF AT THE LAUNDRY FROM 6:00 AM UNTIL 7:30 AM, AND PICKED-UP DURING THE NOON MEAL FROM 11:00 AM UNTIL FOOD SERVICE CLOS			

		SHU AND HOSPITAL LAUNDRY	
WEDNESDAY		BED ROLL EXCHANGE	
		<p>A COMPLETE BEDROLL WILL HAVE TO BE DELIVERED TO THE LAUNDRY PLANT BY THE INMATES FROM 6:30 AM TO 7:30 AM. INMATES WILL RECEIVE A COMPLETE BEDROLL IN EXCHANGE.</p> <p>A COMPLETE BEDROLL CONSISTS OF:</p> <ul style="list-style-type: none"> • ONE (1) BLANKET • TWO (2) SHEETS • ONE (1) PILLOWCASE 	
		UNIT MOPS AND RUGS	
	SUPPLIES WILL BE ISSUED FROM 11:00 AM UNTIL FOOD SERVICE IS CLOSED (EVERY OTHER WEEK)		

UNITS A, B, C, D			
THURSDAY		BAG #1 WHITES AND GRAYS IN A SINGLE BAG	NOTE: LAUNDRY BAGS WILL BE PICKED UP FROM 6:00-7:00 AM AND RETURNED IN THE UNITS
		BAG # 2 KHAKIS IN A SINGLE BAG	WARNING ANY BAG THAT HAS KHAKI AND WHITES TOGETHER IN THE SAME BAG WILL BE REJECTED BECAUSE THE KHAKIS WILL BLEED ON THE WHITE.. ALL ITEMS TO BE LAUNDERED WILL BE DROPE-OFF IN THE UNITS IN THEIR MARKED LAUNDRY BAGS WITH YOUR CORRECT BIN NUMBER.
		HOSPITAL AND SHU LAUNDRY	
UNITS E, F, G			
FRIDAY		BAG #1 WHITES AND GRAYS IN A SINGLE BAG	NOTE: LAUNDRY BAGS WILL BE PICKED UP FROM 6:00-7:00 AM AND RETURNED IN THE UNITS
		BAG # 2 KHAKIS IN A SINGLE BAG	WARNING ANY BAG THAT HAS KHAKI AND WHITES TOGETHER IN THE SAME BAG WILL BE REJECTED BECAUSE THE KHAKIS WILL BLEED ON THE WHITE.. ALL ITEMS TO BE LAUNDERED WILL BE DROPE-OFF IN THE UNITS IN THEIR MARKED LAUNDRY BAGS WITH YOUR CORRECT BIN NUMBER.

Attorney Representatives
28 C.F.R. 543.16 et seq.
Program Statement 1315.07 CN-1
Institution Supplement MIA-1315.07-1C

These are individuals who are employed by duly licensed attorneys to perform specific task concerning your case. Investigators, interns, paralegals, and legal assistants fall into this category. The attorney for whom they work must authorize them to correspond, visit, and interview clients on their behalf. This authorization includes completion of an application to Enter an Institution as Representative of an Attorney form. The application must be accompanied with a pledge to supervise the representative’s activities, and acceptance of personal and professional responsibility for all acts of the representative which may affect the institution, its inmates, and staff.

At least one (1) week, from the time the application and documentation is received, must be given for the processing of the application. When the application is cleared the originals will remain on file. Once on file and a confirmed date and time has been provided through the Unit Team, the representative will be allowed to correspond, visit, and interview clients for whom he/she works.

Administrative Remedies
28 C.F.R. 542.10
Program Statement 1330.18
Institution Supplement MIA-1330.17

The purpose of the Administrative Remedy Program is to allow inmates an opportunity to seek formal review of any issue(s) relating to his/her own confinement. An inmate may not submit an Administrative Remedy on behalf of another inmate. If you cannot resolve a complaint through normal contact with staff, or through an “Inmate Request to Staff Member” form and wish to file a formal complaint for

administrative remedy, you must first attempt informal resolution through your unit Counselor. Documentation of your attempt must be attached to the formal “Request for Administrative Remedy” form when you return it for acceptance.

HOW THE ADMINISTRATIVE REMEDY PROCESS WORKS:

Informal Resolution: The first step is to request an Administrative Remedy Informal Resolution Form (BP-8.5) from your Counselor. Briefly state your complaint on the form and return it to a member of your Unit Team. Staff will respond to your complaint, and you will have an opportunity to either accept or reject the proposed resolution. If you are not satisfied with the response, you may request a Request for Administrative Remedy Form (BP-9) from your Counselor.

Initial Filing (BP-9): The formal complaint must be filed within twenty (20) calendar days on which the basis of the complaint occurred (20 days from the day of the incident) with the exception of disputed telephone charges, credit, or telephone service problem, for which the inmate requests reimbursement to his telephone account, they shall be granted 120 days to dispute telephone charges, credit, or telephone service problems. Your submission must clearly state the details of your complaint and the remedy you request. You may only submit one complaint per form and the Warden has twenty (20) calendar days from receipt of the complaint to act upon the matter and provide a written response (this may be extended for an additional twenty (20) calendar days for just cause). A member of your unit team will provide you with a receipt which indicates the date your request was received and when the Warden’s response is due.

If you are not satisfied with the Warden’s response, you may file an appeal within twenty (20) calendar days to the Southeast Regional Director. This should be done on the proper “Request for Administrative Remedy Appeal” form (BP-10) and should include a copy of the Warden’s response as well as the “Request for Administrative Remedy” form you originally submitted. This form can be obtained from a member of your unit team. The Regional Director has thirty (30) days upon receipt of your appeal to respond (this may be extended an additional 30 calendar days). Appeals for incident reports on the Disciplinary Hearing Officer (DHO) level will require a (BP-10). This step goes directly to the region. Again, your unit Counselor will provide you with a receipt which indicates the date your request was received at the Regional level and when the Regional Director’s response is due.

If you are not satisfied with the Regional Director’s response, you may file a final appeal to the Bureau of Prisons, Office of General Counsel, within thirty (30) calendar days of receipt of the Regional Director’s response. This must be done on the proper “Central Office Request for Administrative Appeal” (BP-11) form and must include a copy of the previous requests and appeal with the responses. The Central Office has forty (40) calendar days upon receipt of your appeal to respond (this may be extended an additional 20 calendar days). You will be provided with a receipt which indicates the date your request was received at the Central Office level, and when the response is due.

Sensitive Complaints: If you reasonably believe your complaint is of such a sensitive nature that knowledge of it by the institution would jeopardize your safety and/or well-being, you may submit your complaint directly to the Southeast Regional Director. The Administrative Remedy must clearly be marked “Sensitive”, and you must explain, in writing, the reason for not filing the complaint at the institution level. If the Regional Administrative Remedy Coordinator determines the issue is not sensitive, it will be rejected, and you will be notified accordingly. Your remedy paperwork will not be returned to you. You may pursue your request by submitting an Administrative Remedy Request locally to the Warden. The Warden shall allow a reasonable extension of time for such a resubmission. If the

Regional Administrative Remedy Coordinator determines the issue is sensitive, you will be provided with a receipt which indicates the date your request was received and when the response is due.

The Executive Assistant is the Administrative Remedy Coordinator at this institution. Should you have any questions, or have trouble with your Administrative Remedies, direct an “Inmate Request to Staff Member” form to the Executive Assistant’s attention.

Administrative Claims

31 U.S.C. 3723

28 U.S.C. 2671

28 C.F.R. 543.30

Program Statement 1320.07

Institution Supplement 1320.06B

The above-mentioned statutes and policies govern claims regarding personal property and personal injury. Claims must be presented in writing to the Regional Office where the incident occurred and should include relevant supporting documentation. For example, property claims should include documentation establishing proof of purchase/ownership.

Claim forms may be obtained from your Unit Team and can also be found attached to Institution Supplement 1320.06B. Claims for damage, injury, or death may be filed using the SF-95 form titled Claim for Damage, Injury, or Death. Claims for damage to or loss of personal property may be filed using the BP-A0943 form titled Small Claims for Property Damage or Loss. The statute of limitations for property claims pursuant to 31 USC § 3723 is one (1) year. The statute of limitations for personal injury claims filed pursuant to the Federal Tort Claims Act is two (2) years.

Claim forms should be submitted as instructed in Program Statement 1320.06. For claims arising at FCI/FPC Miami, the mailing address for claims is:

Southeast Regional Counsel’s Office
Bureau of Prisons
715 McDougough Blvd. SE,
Atlanta, GA 30315

PERSONAL PROPERTY

Inmates are authorized to possess items which are purchased in the Commissary, approved by the Warden, or authorized to be received by the inmate. The amount of property allowed (civilian or institution issue) will be limited to those items which can be neatly and safely stored inside their individual locker. Property that cannot be properly stored will be considered excess property, confiscated and disposed of according to current policy. No inmate may be in possession of or authorize to retain dark blue, black, red, or camouflage clothing with the exception of American Indians as authorized by the Chaplain. No logos or slogans are permitted on inmates’ personal clothing.

Inmates will be held accountable for all property found in their lockers and cells. You must maintain only authorized limits. Altered clothing will be considered contraband and disciplinary action may result. For the **Authorized List and Limits** of personal property refer to the most recent copy of the Institution Supplement on Inmate Personal Property.

Personal Property Limits: Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

Storage Space: Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the designated space. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing: Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments, will be tagged with a label indicating the inmate's name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, grey, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.). Footwear will be placed neatly under the bed.

Letters, Books, Photographs, Newspapers, and Magazines: An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

PRIVACY ACT

Privacy Act of 1974: The Privacy Act of 1974 precludes the release of information from agency records without the expressed written consent of the individual to whom the record pertains except in specific instances. Such exceptions include requests from employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc. For additional information, reference Program Statement 1351.05, Release of Information.

Access to Central Files: An inmate at any time may request to review all “disclosure portions” of his central files by submitting a request to his Unit Team. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of his file. The Freedom of Information Act (FOIA) Exempt section contains information that is not disclosable to you by Institution staff. You may request disclosure through writing Freedom of Information/Privacy Act (FOIA) Section, 320 First Street, NW, NALC Building, Room 401, Washington, D.C. 20534. An inmate may request personal copies of central file documents. Institution staff will arrange for copies of disclosable materials and summaries. Fees are charged in accordance with 28 CFR 16.46. Fees collected will be forwarded to the Office of General Counsel.

Psychology Services

Psychology Services

Psychology Services departments in all Bureau of Prisons (BOP) institutions offer mental health care to people in custody. This care includes screening, assessment, and treatment of mental health and substance use problems. Services may include group counseling, individual therapy, educational classes, self-help and supportive services, or referral to Health Services for medical or psychiatric treatment of a mental illness or substance use disorder.

With the passage of the First Step Act (FSA), the BOP improved its system for assessing critical reentry and criminogenic needs. Psychology Services, along with Education, Health Services, and Unit Team, collaborate to assess you in 13 areas: Anger/Hostility, Antisocial Peers, Cognitions, Dyslexia, Education, Family/Parenting, Finance/Poverty, Medical, Mental Health, Recreation/Leisure/Fitness, Substance Use, Trauma, and Work. Based on this needs assessment, Psychology Services and other departments will offer treatment and programming recommendations specific to your identified FSA, psychological, and substance use needs.

Although these recommendations may not always match your requests, these recommendations are designed to ensure your adjustment to prison and prepare you for your release. We encourage you to participate actively in the assessment process and discuss any needs and concerns you have. If mental health or substance use treatment is recommended for you, Psychology Services staff will provide ongoing feedback to you and your Unit Team regarding your progress toward these treatment goals.

If you are new to the BOP, or if you have previously identified mental health or substance use treatment needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your mental health history and identify treatment needs. This interview is an ideal time for you to share your interest in specific services, such as substance use treatment or mental health counseling.

The Psychology Services Department at FCI/FPC Miami is staffed by: a Chief Psychologist, Psychology Technician, Staff Psychologist, Spanish Internship Program Coordinator, Psychology Interns, Spanish Resolve Coordinator, Spanish Residential Drug Abuse Program Coordinator, Non-Residential Drug Abuse Program Coordinator, and Drug Treatment Specialists (Spanish and English). All of the Psychology Services clinicians provide services under the supervision of a licensed psychologist. The Psychology Service's department's offices are located at FCI Miami and FPC Miami in the Psychology Services building and residential unit (SRDAP). There are several ways to contact Psychology Services at MIA. You may:

- Submit a written or electronic Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.
- Visit Psychology Services during "Open House" hours.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- In the case of a crisis situation, notify your Unit Officer, Unit Team, or any other staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Prison can be a difficult experience. At times, you may feel fearful, discouraged, frustrated, lonely, anxious, overwhelmed, and/or helpless. It is not uncommon for people to experience worry and sadness while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing changes in their legal case, experiencing family problems, struggling to get along with other incarcerated people, or receiving bad news. Over time, most people successfully adapt to prison and find ways to use their time productively and meaningfully. However, some people continue to struggle with the pressures of incarceration and become overwhelmed by a sense of helplessness and/or hopelessness. If you feel helpless, hopeless, or begin thinking about suicide or hurting yourself, talk to a staff member. Help is available and deciding to seek help unquestionably is a sign of your strength. If you feel you are in danger of harming yourself or someone else, immediately contact any staff member.

In addition, if you suspect another person in custody is thinking about suicide, it is very important that you notify a staff member immediately and help someone live to see tomorrow.

Staff do not always see everything you see. Most suicidal individuals display some warning signs of their intentions. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide, take warning signs seriously, and know how to respond. The warning signs of suicide may include:

- Threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself (even jokingly);
- Feeling hopeless;
- Feeling rage or uncontrolled anger or seeking revenge;
- Alcohol or drug use;
- Social withdrawal or isolating from friends, family, associates;
- Dramatic mood changes;
- Dramatic changes in someone's behavior;
- Giving away possessions;
- Feeling anxious or agitated, being unable to sleep, or sleeping all the time; and/or
- Seeing no reason for living or having no sense of purpose.

If your friend, cellmate, coworker, or associate is exhibiting these signs or any other concerning behaviors, start by telling that person you are concerned and give examples of what you see that worries you. Listen and encourage the person to seek help. If this person is hesitant, offer to go with them to speak to a staff member. If you are not confident this person will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching;" it is showing concern for the welfare of a fellow human being. Consider what you would want someone to do if your brother/sister or son/daughter was thinking about suicide—if they were this hopeless, wouldn't you want someone to do something to save them? If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual. Please alert a staff member right away if you suspect a peer is considering suicide.

If you are interested in assisting Psychology Services with supporting your peers consider inquiring about becoming a Suicide Watch Companion. A Suicide Watch Companion assists with suicide prevention efforts after undergoing intensive training from a psychologist. You agree to monitor people in custody who are on suicide watch and experiencing a suicidal crisis. If you are interested in serving as a suicide watch companion, you must meet the following criteria: (1) be sentenced in the BOP; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status. If you would like more information about these programs, please speak with a member of the Psychology Services department.

First Step Act – Psychology Services

The First Step Act (FSA) was signed into law on December 21, 2018, as a piece of bi-partisan legislation promoting criminal justice reform. It required the development of a risk and needs assessment system for the BOP and tasked the BOP to assign recidivism reducing programs and productive activities that address the identified needs and reduce the recidivism risk of people in our custody.

The Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) is the Bureau's needs assessment system. It is used to assess the 13 need areas that can be targeted to reduce your risk of recidivating. Psychology Services is responsible for the assessment of 6 need areas: Anger/Hostility, Antisocial Peers, Cognitions, Family/Parenting, Mental Health, and Trauma.

Mental Health and Trauma are assessed as part of your intake process with Psychology Services. The remaining four needs require your active participation by completing surveys on TRULINCS. Failure on your part to complete the two surveys will delay completion of the SPARC-13 and will negatively impact your ability to earn Federal Time Credits (FTC) and additional FSA incentives. You will be considered "opting out" and will be in non-earning status if you do not complete the two surveys.

If you do not complete the two surveys that are found on TRULINCS, you will NOT earn FTCs or additional FSA incentives. Do not wait until your Initial Classification with Unit Team to complete the surveys. The sooner they are completed, the better. If you are having difficulty finding the surveys, opening them, or understanding the questions, please talk to your Unit Team or Psychology Services.

Based on the results of your SPARC-13, staff from the different departments will make program recommendations to assist you in reducing your risk of recidivism. If you decline to participate in an Evidence Based Recidivism Reduction (EBRR) program or Productive Activity (PA) that was recommended based on your identified need(s), you will be considered "opting out" and will be in non-earning status.

If you are attempting to address your identified needs by expressing interest in programs based on your identified needs, you will remain in earning status. If you are on a waitlist for an EBRR or PA based on your results of SPARC-13, you will remain “opting in.” However, if you later refuse to participate in the recommended EBRR or PA, you will lose all FTCs you earned while on the waitlist, and you will be considered “opting out” and will be in non-earning status.

Your needs are re-assessed at every regularly scheduled program review meeting throughout your incarceration; you do not need to complete the surveys on TRULINCS again. Program recommendations will be adjusted based on changes in your need areas.

Drug Treatment Programs

Drug treatment is available in all Bureau institutions. Completing drug treatment programs may result in First Step Act (FSA) credits to those who qualify, as well as other incentives.

If you are experiencing withdrawal from drugs, please let a Psychology Services or Health Services staff member know right away. Withdrawal symptoms can be physically and psychologically painful, and they are often associated with feelings of depression and hopelessness. If you are actively using drugs now, please consider seeking treatment. Using drugs or alcohol in prison is dangerous, for many reasons. There is no way of knowing what is actually in the substance you are using, as the drugs in prison are often tainted or mixed with harmful chemicals that can cause permanent physical damage or even death. Using alcohol or drugs such as K2 can leave you in a vulnerable situation in which you cannot defend yourself from assault, including sexual assault. Continued substance use in prison is likely to result in serious disciplinary consequences such as loss of good conduct time and transfer to a higher security institution. Psychology Services staff can talk with you about programs to assist you.

Drug Education Course

The Psychology Department at MIA provides a 12-15-hour comprehensive Drug Education course for individuals with a history of drug or alcohol use. Groups are available in English/Spanish. The Drug Education course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug treatment.

If your pre-sentence report documents a history of problematic drug use, you are required to take the Drug Education Course. If you fail to take this required course, you will be ineligible for performance pay above maintenance pay level, ineligible for bonus pay, and ineligible for vacation pay. You will also be ineligible for a Federal Prison Industries (UNICOR) work program assignment.

If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

Non-Residential Drug Abuse Program

This institution offers the Non-residential Drug Abuse Program (NRDAP) in English and Spanish.

Participants attend treatment groups over the course of 12-24 weeks, 90-120 minutes per weekly session, and learn skills to address their substance use problems and make positive changes in their lives.

This treatment program is particularly helpful for people who want drug treatment but aren't sure if they want to participate in the more intensive Residential Drug Abuse Program (RDAP), and for those who may not qualify for RDAP. Program completion awards are available for those who complete non-residential drug treatment. If you are interested, submit an electronic cop-out to Psychology Services.

Medication Assisted Treatment (MAT) Program

MAT is the use of medication and counseling for the treatment of opioid use disorder. Opioids are drugs like heroin, fentanyl, and pain relievers like oxycodone (OxyContin) and hydrocodone (Vicodin). People with histories of using opioids may experience withdrawal symptoms and cravings for several years after they last used the drug, but treatment can help. People who used opioids before going to jail or prison are at significantly increased risk of overdosing on opioids when they return to their communities without treatment, even if they haven't used drugs while in prison. If you are actively using opioids such as illicit Suboxone or are at risk for relapse while in prison, you might also benefit from MAT. If you have a history of using opioids and you want to learn more about MAT, please contact Health Services.

Residential Drug Abuse Program (RDAP)

The RDAP provides intensive drug treatment to people in custody who are diagnosed with a substance use disorder. Participants in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum of 9 months; however, your time in the program depends on your progress in treatment. RDAP consists of a minimum of five days a week half day of programming. This intensive schedule allows participants to explore the factors that contributed to their use of drugs and alcohol, and the effect of such decision on their life.

If you are interested in RDAP, send an Inmate Request to a Staff Member (a "Cop-Out") to the Psychology Services Department. Drug treatment staff will screen your central file to determine if there is any documentation indicating that you have a pattern of problematic drug use. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

People in custody who are diagnosed with a substance use disorder and who are qualified for the RDAP are admitted to the program based on their nearness to release. You must have enough time left to serve on your sentence to complete the unit-based component and the transitional Community Treatment Services component of the program, usually a minimum of 20 months.

FCI Miami has RDAP in Spanish. If you are interested in RDAP in English, you may be eligible for transfer to another institution to participate in RDAP.

You may be eligible for up to one year off your term of imprisonment for successful completion of RDAP [Title 18 U.S.C. § 3621(e)(2)]. Beginning this process early is in your best interest. To be eligible for this incentive, you must first be deemed qualified to participate in RDAP. Qualified individuals will be notified regarding their eligibility for early release.

Community Treatment Services

Drug treatment services are available to everyone following transfer to community placement in a residential reentry center (RRC) or home confinement. If you participated in RDAP, this is a required

component of the program.

In addition to the drug treatment programs just discussed, substance use treatment services may also be provided within the context of other specialized treatment programs with the Bureau, such as the Resolve Program, the FIT Program, and the Challenge Program.

Mental Health Programs

Non-Residential Mental Health Treatment

Every Psychology Services Department offers mental health services. These services are designed to help people in custody to manage depression, anxiety, trauma, anger, or serious mental illnesses like schizophrenia or bipolar disorder. Treatment is individualized, and often takes place in a group format. Counseling and treatment groups typically focus on topics like learning to manage emotions, challenging thinking, learning new communication skills, and wellness. If you are identified as having mental health needs, you should meet with a Psychologist to discuss what types of groups and services would be most helpful. If you take medication for a mental illness, you will probably find that participating in a mental health group also helps with symptoms.

Psychology Services also offer groups that teach skills to help keep you out of prison, manage mental health symptoms, and get along with others more effectively. For example, Psychology Services offers “criminal thinking” groups that teach new ways of thinking to promote staying out of prison after release. Similarly, Psychology Services offer anger management groups that teach new ways to tolerate and manage frustration and anger.

Available current/updated programs being offered by Psychology Services are displayed on the TRULINCS bulletin and on the bulletin outside of the FCI Psychology Services building.

Some of the non-residential mental health treatment groups offered at MIA include: Anger Management (English and Spanish), Basic Cognitive Skills (English and Spanish), Criminal Thinking (English and Spanish), Emotional Self-Regulation (English and Spanish), Trauma in Life/Traumatic Stress Resilience (English and Spanish), and Seeking Strength/Seeking Safety (English and Spanish).

Spanish Resolve Program

The Spanish Resolve Program is non-residential treatment for persons in custody who have a history of abusive or traumatic experiences.

Trauma in Life/Traumatic Stress and Resilience Workshop

This workshop addresses the challenges individuals face following exposure to traumatic life events and highlights the strategies these individuals may use to thrive following these events. Any person in custody with a history of abuse, trauma, or who has an interest in learning about this topic may participate in the Trauma in Life/Traumatic Stress and Resilience Workshop. This institution offers this workshop in English and Spanish.

The Spanish Resolve Program also includes therapy groups, including Seeking Safety and Dialectical

Behavioral Therapy (DBT) and/or Cognitive Processing Therapy (CPT). Each group is approximately 12 weeks. Only those persons in custody with a history of trauma and an associated mental health problem may participate in Resolve Program group therapy. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. FCI Miami has a Spanish Resolve Program.

Residential Mental Health Programs

The Bureau also has several residential mental health programs (e.g., STAGES, Skills, Step Down Program, etc.). These treatment programs are designed to help people who are having difficulty living in a mainline institution due to a mental health problem.

Sex Offender Management Programs

The Bureau of Prisons offers sex offender treatment at Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures treatment volunteers feel safe about participating in programming.

The Bureau's sex offender treatment programs are offered in two program levels: Residential and Non-Residential.

The Residential Sex Offender Treatment Program

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders - ordinarily persons in custody with multiple sex offenses or a history of contact sexual offenders. The SOTP-R is currently offered at the Federal Medical Center (FMC) in Devens, Massachusetts and at the United States Penitentiary (USP) in Marion, Illinois.

The Non-Residential Sex Offender Treatment Program

The Non-Residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many participants in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR. When you volunteer for treatment, Bureau staff will determine whether the Residential or Non-res Treatment Program is appropriate for you based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in participating in sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, participants ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence.

Confidentiality

Security needs and the nature of a prison environment affect mental healthcare in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve you, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to break client confidentiality. For example, many states mandate reporting child or elder abuse. Community providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, mental health providers who work in prisons must breach confidentiality if you are at risk of serious harm to yourself or others, such as if you present a clear risk of escape or may be involved in/or responsible for the creation of disturbance within a facility. Confidentiality may also be limited when mental health providers who work in prisons share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a Residential Reentry Center, mental health providers must communicate your mental health needs to your Unit Team.

Psychology Services staff conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, other persons in custody, and staff will not be shared. While these limitations on confidentiality may raise concerns for you, we want to assure you that the vast majority of people in custody who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Special Populations

Special Populations Coordinator

The Special Population Program Coordinator (SPC) provides programming for inmates who are members of special populations through the use of programming which has been approved by the Women and Special Populations Branch in Central Office. These special populations at FCI Miami include the following:

- Parents
- Veterans
- Elderly
- Disabled (Physically, Cognitively, or Dyslexic)

Available current/updated programs being offered by the SPC are displayed on the TRULINCS bulletins. Inmates who are interested in these programs, should send an electronic cop out to MIA-InmateToSpecialPopulationsCoordinator to be placed on a waiting list.

The Parenting Program is designed to support participants in strengthening family relationships during incarceration and after release. This program consists of classes, videos, lectures, and guest speakers. The Program is designed to address the unique challenges faced by offenders and families during incarceration. Components include changing family dynamics, building a healthy partnership, connecting with family, and parenting skills in prison and beyond.

Parenting Phase I is a dynamic course focused on parenting basics. This phase covers topics such as appropriate discipline and developmental milestones supplemented with discussion and practical exercises. An interactive DVD series is used for a portion of the Phase I program. The DVDs include discussion clips from national experts and incarcerated persons. Individuals engage in discussion and complete significant homework assignments as part of this program.

Parenting Phase II focuses on specific parenting needs such as parenting as an incarcerated father,

grandparent or parenting a child with a disability. Phase II programming includes the following courses: Inside Out Dad, Parenting Inside Out, Parenting a Second Time Around (PASTA), Partners in Parenting, Parenting Children with Special Needs (available in Spanish), and To Parent or Not to Parent (available in Spanish).

The Family Programming Series is a 5-part curriculum. The program is designed to support participants in strengthening family relationships during incarceration and after release. The program consists of a Men's Family Program Series designed to address the unique challenges faced by offenders and families during incarceration. Components include: changing family dynamics, building a healthy partnership, connecting with family, becoming a caregiver, and parenting skills in prison and beyond. The program also includes interactive activities with family members and interactive videos that can be utilized during visitation to promote health family relationships.

Soldier On is a support group designed specifically for veterans living in varying security levels. It uses a structured format to provide information and resources about topics important to veterans of all uniformed services encouraging social and peer support among participants.

Veteran Resilience Support is a support group designed specifically for veteran inmates living in varying security levels. It uses a structured format to provide resilience-building skills to Veteran inmates of all uniformed services encouraging peer and social support among participants.

Disabilities Education Program (DEP) is a support group designed specifically for individuals living with physical disabilities while in institutions of varying security levels and focusing on reentry concerns. It uses a structured format to provide information and resources about topics important to those with varying physical disabilities while encouraging social and peer support among participants.

Money Smart for Older Adults & AARP Foundation Finances 45+ is a program provides financial education and counseling for vulnerable households, particularly adults age 50+. Older adults face unique challenges in financial planning and weak job prospects. This program will assist the older adult in financial goal setting that translates into positive financial behaviors.

Program enrollment is based on need and risk level. Although programs are available to those interested in participating, priority is given to individuals with a need addressed by the program. The goal of programming is to address the identified need by teaching new skills in an effort to reduce recidivism risk. Unit Team will discuss your risk level and needs at your regularly scheduled program review meetings conducted approximately every 90 or 180 days. The SPC has ultimate discretion of program enrollment based on these factors.

Veteran's Representative and Benefits

The Veteran's Representative visits twice a year to answer questions and assist with benefits applications. Children's Day.

This celebration is held once a year and is a way to promote healthy family relationships and bonds within family units. Completing Parenting 1 and Parenting 2 is helpful to being selected for participation in this family event. All information regarding Children's Day is posted to TRULINCS as the dates approach and you must follow all of the steps outlined to be considered.

Sexually Abusive Behavior Prevention and Intervention

You Have the Right to be Safe from Sexually Abusive Behavior.

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

You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior. **FCI Miami will ensure compliance which includes but is not limited to a zero-tolerance approach to preventing, detecting and responding to sexual abuse or harassment.**

What Can You Do To Prevent Sexually Abusive Behavior?

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

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden, or any other staff member you trust.

BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- Write directly to the Warden, Regional Director, or Director. You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- File an Administrative Remedy. You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.
- Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
P. O. Box 27606
Washington, D.C. 20530**

Understanding the Investigative Process:

Once sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings. Counseling Programs for Victims of Sexually Abusive Behavior is offered, most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you. Management Program for Inmate Assailants. Anyone who sexually abuses/assaults others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 101/(A): Sexual Assault
Code 205/(A): Engaging in a Sex Act
Code 206/(A): Making a Sexual Proposal
Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300/(A): Indecent Exposure
Code 404/(A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

a. Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.

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

b. Sexual Assault: with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to

health care provider's performing body cavity searches in order to maintain security and safety within the prison).

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

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

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates. An incident is considered Staff-on-Inmate Abuse/Assault when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

Note: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

Notice: Please be advised that male and female staff routinely work and visit inmate housing areas.

What Can You Do if You Are Afraid or Feel Threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.

Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

Supportive and Treatment Services: Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a Psychologist or Chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are available to you at this facility. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist. Available supportive services will be discussed in detail at that time. At present, the agreement with local victim advocacy or rape crisis organization is as follows. You can call Roxcy Bolton Rape Trauma Center. Located at 1611 NW 12th Avenue, Miami, FL 33136. Tel. 305-585-

7273 OR NATIONAL SEXUAL ASSAULT HOTLINE 1-800-656-4673. Counseling is available with institution Psychologists. However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

Medical Examination/Treatment: Health Services staff will conduct medical assessments, treatment or transfer following procedures outlined in P5324.12, with findings reported on an "Incident Form." Treatment services are provided to every victim without financial cost regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (PS5324.12 115.82 (d)-1).

Inmates with Disabilities and Inmates who are Limited English Proficient: FCI Miami has established procedures to provide disabled inmates equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Inmate interpreters will not be utilized when conducting investigations into allegations of sexually abusive behaviors. Staff will utilize a professional translation service, the Language Line Services (**1-866-874-3972-Client ID #580428**), to inform inmates who are limited English proficient about all the aspects of the BOP's efforts to prevent, detect and respond to sexual abuse and harassment. In addition, staff might inform deaf/mute and blind inmates through alternative means such as: braille and large print materials (printed in fonts such as Arial, Tahoma or Helvetica utilizing a font size no smaller than 14-point).

Recreation Department: Our Recreation Department offers a large variety of programs and activities designed to meet the needs and demands of all inmates, varying in age, physical abilities and cultural backgrounds. It is our goal to create a more active and healthier inmate population through regular participation in our programs and activities. The Recreation Department strongly encourages participation in its available structured, unstructured and/or spectator programs and activities. Operating hours for the recreation yard are listed below. Recreation personnel are available to provide assistance in planning and coordinating holiday programming and special events.

Structured Programs: These include all types of cultural, social, recreational and creative activities that enrich life and stimulate development. They are designated to enhance day to day activities of individual inmates and to serve various needs.

Unstructured & Spectator Activities: Includes social interaction and constructive leisure-time programs. These activities accommodate diverse needs and a wide range of age groups. They encourage special interest, develop leadership and self-reliance, influence individual skills and communication capability.

Recreation, Leisure, Wellness, and Social Programs: The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. At each facility, physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

Leisure Programs: Institutions offer a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, social and cultural organizations, and movies.

Art and Hobby Craft Programs: Artwork includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, models, clay, mosaics, crochet, knitting, sculptures, woodworking, and lapidary, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny. Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers. Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

Recreation and Zimmer: The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform

to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation: Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

The following items will be authorized in the recreation yard:

- One radio
- One towel
- One transparent cup/jug
- One pair of weightlifting gloves
- Identification card

No other items will be authorized. Unauthorized items include, but are not limited to gym/mesh bags, any type of bag, excess clothing/shoes, food containers and envelopes.

Recreation Yard Schedule:

Hours of operation and recreation programs are subject to change based on: security, staffing, inclement weather, lighting, etc.

WEEKDAYS

- 6:10 A.M. Rec. Yard Opens (Weather Permitting)
- 10:00 A.M. Rec. Yard Closes (Except Wednesday 9:00 a.m.)
- 10:40 A.M. Rec. Yard Opens (approximate)
- 3:30 P.M. Rec. Yard/Bldg. Closes
- 4:30 P.M. Rec. Yard/Bldg. Opens
- DUSK Outer Rec Yard
- 8:30 P.M. Inner Rec Yard/Bldg. Closes

WEEKENDS AND HOLIDAYS

- 6:10 A.M. Recreation Yard Opens (Weather Permitting)
- 9:30 A.M. Rec. Yard closes
- 10:30 A.M. Rec. Yard opens (Pending Count)
- 3:30 P.M. Rec. Yard\Bldg. Closes
- 4:30 P.M. Rec. Yard\Bldg. Opens (Pending Count)
- DUSK Outer Rec. Yard
- 8:30 P.M. Inner Rec. Yard/Bldg. Closes

Camp Recreation Yard Hours

From Sunrise to Sundown (Year-round)

Religious Services: Congregate religious services are accommodated through the religious service department. Please check bulletin boards inside the Chapel for a current schedule of services, holy days and special events. The Chaplains are available to provide pastoral care, counseling, spiritual direction, support, crisis intervention and assist with emergency notifications of serious illness or death. Chaplains care for the spiritual needs of inmates, regardless of religious or denominational affiliation. Worship opportunities and educational experiences are available to assist the inmate population with their spiritual growth. Attendance at all religious functions is voluntary and may be limited to inmates with sentry designations for a particular faith tradition.

Please see the Chaplain for assistance with the religious diet program, personal religious property, ceremonial meals and work proscriptio for religious holy days. Consult the chapel bulletin boards for the next scheduled Threshold class, a faith-based reentry initiative. The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy.

Safety: The Environmental and Safety Compliance Office is responsible for the Safety and Occupational Health Program here at FCI Miami. It is the mission of the Safety Department to maintain a clean and safe living environment. The following regulations and procedures will be strictly enforced. Any questions concerning these regulations and procedures will be directed immediately to the attention of the Safety Manager or designee.

Fire Safety: Is a critical area of concern to all persons staff and/or inmate, therefore the Safety Department continually monitors the entire facility for areas which may pose a fire threat. Daily, weekly and monthly inspections are conducted of all living and work areas for fire hazards.

Fire protection equipment consists of portable fire extinguishers, heat and smoke detectors with audible alarms and automatic sprinkler systems. Any person or persons responsible for tampering or damaging fire protection equipment will be subject to disciplinary action as well as possible criminal prosecution.

All fire and evacuation plans are posted in English and Spanish. Upon assignment to a housing unit and work detail, you should become familiar with each plan, emergency exits and assembly area for each location. To ensure that both, staff and inmates know exactly what to do in case of a fire, quarterly fire drills are conducted in all areas of the institution.

Fire Drill and Emergency Evacuation Procedures: All departments conduct a fire drill once a quarter. Housing units conduct a fire drill on each shift once a year. When a fire drill is announced, you must:

1. Stop what you are doing.
2. Turn off machinery or equipment; set down your tools.
3. Quietly leave the building in the direction instructed. If a specific exit or direction is not identified, evacuate to the closest exit.
4. Assemble in a safe location and wait for further instructions.

During an emergency, cooperate with staff instructions and promptly evacuate the area. Avoid heavy smoke that rises to the ceiling by staying low; crawl to the nearest exit if necessary.

Hazardous Communication Plan: Chemicals are used for cleaning and maintenance at this facility. You will receive training on chemicals if you are assigned to a detail where chemicals are used. This training is called chemical hazard communication and will cover necessary precautions to prevent injury.

If you have any questions or concerns about chemical products in this facility, please refer to the product label or direct your concerns to a supervisor. Using or disposing of a product contrary to the label is prohibited and could result in disciplinary action.

This facility is registered under the United States Environmental Protection Agency (EPA), as a small generator of hazardous waste. All hazardous wastes are legally and safely stored for disposal in the hazardous waste storage site located at the institution garage.

We meet all requirements by Federal Law under the Environmental Protection Agency, State of Florida and Dade County Environmental Resource Management (DERM). Weekly and monthly inspections are conducted and maintained, and all reporting requirements are met.

In addition, as a worker assigned to a particular detail, you may be subject to using, mixing or applying chemical substances as part of your daily work functions. In such cases, all inmates must be familiar with all materials that may be used in their work site. Accordingly, you are to be familiar with the Safety Data Sheets (SDS) for every substance that you work with.

The MSDS provides a detailed printout of all pertinent information of any chemical product which you may use in the course of your work. It will also provide you with what type of Personal Protective Equipment is needed if any. Should you become aware of, or believe that a specific hazardous condition exists, contact your Supervisor and The Environmental and Safety Compliance Office immediately or any staff member.

Hazardous Reporting Procedures

Notify the Environmental and Safety Compliance Office by use of an “Inmate Request to Staff Member” (COP-OUT) form if you have any questions or concerns. You may also obtain a pass from your detail supervisor to visit our office. The Department is located directly behind the Commissary Building.

Injuries and Inmate Accident Compensation

Unless you are medically unassigned, you will be assigned to a work detail. Regardless of where you are assigned you are required and held accountable to follow basic safety regulations.

BP169: Inmate Accident Compensation Handbook. You are required to sign a receipt (form **BP169**) stating you have read this form and received a copy of the Inmate Accident Compensation Handbook. This form is an acknowledgment that you have been advised of your right to file for compensation should you sustain a work-related injury while incarcerated.

A work-related injury is defined as an injury sustained while in the performance of maintaining a Federal Correctional Institution. Horseplay, fighting or recreational activities are not covered.

Under Part 301, Chapter III, of Title 28CFR, you must report any work-related injury immediately to your work supervisor or any staff member. Upon notification, your supervisor or staff member will direct you to the Health Services Department for examination and/or treatment. An injury accident report will be filed and maintained in the Safety Department.

Should your injury result in you being unable to work for more than three working days, you are entitled to be paid for those days at 75% of the amount of pay held prior to the injury.

If you receive a permanent injury, a claim for compensation cannot be filed until 45 days from your official release from federal custody, regardless of the type of release or your INS deportation status. To file your claim, you must do so with the Safety Department. You must complete BP S658.016 and a final examination will be scheduled to determine the extent of your disability. All forms will be sent to the Central Office, Washington, D.C. for review and final adjudication.

Sanitation

There are several reasons why each Federal Correctional Facility requires a high level of sanitation, and the mandatory cooperation of each individual inmate in maintaining this level. However, the most important factors include maintaining a level of sanitation which affords a clean and safe atmosphere in order to assist in the reduction or elimination of unnecessary accidents, decrease occurrences of pest infestation, control the spread of communicable diseases and provide an overall atmosphere in which work and living areas are environmentally safe and free of hazards. It is the responsibility of each inmate in a room to maintain a high standard of sanitation at all times. All rooms will have a daily sanitation inspection. Failure to attain a satisfactory sanitation rating may result in disciplinary action. The following instructions are a guide to assist inmates in maintaining their individual room areas on a daily basis. The requirements will be met for room sanitation on a daily basis: Shoes will be neatly aligned and maintained underneath the bunk. No more than two laundry bags in cell at a time. Clean clothes can hang in between lockers. Only clothes needing to be washed should be in laundry bag. Ensure that nothing is hanging, blocking or sitting around the windowsill, walls and bed. All clothes and commissary must fit inside the lockers. Any excessive personal property must be sent home.

Common Areas: Each individual inmate has a responsibility for the maintenance and sanitation of all common areas, such as, outside area, showers, dormitory bathrooms and TV viewing areas. Each inmate should leave these areas as they would like to find them. At no time will any changes be made in any inmate living area to any physical plant structure or fixtures that may cause harm or injury to themselves or others. Inmates should inspect their own living areas and follow all stated guidelines listed. If there are any problems which need to be corrected, report these to the appropriate staff member.

Personal Property: All personal property will be maintained in amounts permitted by policy and will be maintained in a neat and orderly manner at all times. All personal property must fit & be stored in your assigned wall locker within your assigned cell. The following are requirements for specific personal items: Sanitation is a major area of concern in the Bureau of Prisons and will be strictly enforced at this institution. A clean-living area reflects positively on the inmate population. Each unit will have orderlies assigned who are expected to keep the common areas of the unit clean.

Overall Room Appearance: You must maintain your assigned area in an overall appearance that is clean and orderly at all times. At other times, inmates may lay in beds on top of the bedding, as long as the bed maintains a neat and well-made appearance.

Bedding: Will be washed frequently to maintain good sanitation and hygiene in inmate living areas.

Furniture: In rooms will be free of all stains, dirt, and are to be dusted daily.

Walls: The walls in the room areas are to be kept clean and stain free on a daily basis, this includes any fixtures in this area. No items will be placed, taped or otherwise affixed to any wall surface or fixture in any cubicle area.

Light Fixtures: Light bulbs or fixtures are not to be painted or covered in any way. Nothing will be hung from any electrical fixture or appliance.

Floors and Baseboards: Are to be free of dust and dirt. Daily sweeping and mopping to maintain a clean surface is required.

Trash Containers: Are to be emptied and cleaned daily. No plastic bags or liners are permitted.

Air Vents: Must be cleaned daily. Regardless of work assignment, you are responsible for keeping your living quarters clean at all times. Sanitation supplies are available in each unit. Those individuals who refuse or neglect to maintain an acceptable level of sanitation will be subject to disciplinary action.

Pest Control Operation: The Pest Control operation of this institution is maintained by the Safety Department. Report all pest problems to the unit officer. A high level of sanitation will avoid pest problems. If you have problems with any pest or insects a Pest Control form must be filed with Safety Department.

Environmental Regulations and Procedures

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect themselves against physical injury and/or health hazards. Make certain you have all required personal protective equipment on properly, such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators, before you begin working.
2. You must wear safety goggles when performing any grinding, chiseling, filing, chipping, or buffing operations.
3. Safety Shoes are required by every inmate who works in the following areas: Food Service (All Areas), Unitor (All Areas), Commissary, Safety, Correctional Services Detail, Trash Detail and Recreation. Toe Caps and Foot Guards are prohibited in the BOP.
4. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution Safety Manager.
5. Inmate employees will only perform work that is assigned to their operating machines. Performing any operation that has not been specifically assigned is strictly forbidden and may result in disciplinary action.
6. Operating the equipment without the safety guards provided or removal of the safety guards is forbidden and subject to disciplinary action.

7. The fabrication or repair of personal items on government equipment (except when authorized in the hobby shop) is against safety regulations and prohibited. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine if safe to do so and notify a staff member immediately. At no time will an inmate work on any type of energized equipment or circuits.

8. Do not participate in weightlifting activities until authorized by the medical department. Safety shoes are recommended when participating in weightlifting.

9. Do not ride on the draw bars of vehicles. The operator is the only person authorized to ride on a tractor, forklift, or tow vehicle.

10. Do not stand up on moving vehicles. Sit on seats provided and where applicable, keep chains across the back in place. Do not attempt to dismount until the vehicle has completely stopped. Seat belts must be worn at all times when operating or riding in a government vehicle. Seat belts must also be worn when operating a forklift.

11. Inmate(s) who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time, wages and compensation.

12. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting assigned work. Horseplay on the job will not be tolerated. Any injury resulting from willful violation of rules and regulations may prevent an award of compensation.

13. Any inmate who sustains a work injury and still retains some degree of impairment at the same time of release should contact the Safety Manager not less than thirty (30) days prior to release or transfer to a RRC, for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.

14. All fire alarms/fire drills are to be adhered to at this facility. Failure to follow these rules, could result in disciplinary action against you.

15. Radios are forbidden on job sites including Unicor and when operating any type of equipment or vehicle.

Recycling Program: The recycling program at FCI Miami at the present time includes: Cardboard, Aluminum Cans and White Paper. In the near future we plan on recycling Newspaper. This program can only work with the cooperation of all inmates. This will help in keeping the environment a cleaner and safer place to live.

Security Procedures and Contraband

Contraband is defined as any item that is NOT:

1. Purchased through the commissary.
2. Authorized or issued by the institution, received through approved channels Permitted for retention within the authorized limits.

Any staff member may search an inmate, property or living area at any time. It is not necessary for the inmate to be present during a cell search. Each inmate is responsible for all items found in their assigned living area. Keep records of the receipt of the items for proof authorization.

Radios will be marked with the inmate's register number at the time of purchase and/or approval for possession. You are NOT authorized to purchase radios or any other items from another inmate; items of this nature are considered contraband and will be confiscated. It is a violation of the institutions rules to lend or give your property to another inmate. Altered items, even if approved or issued 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.

Contraband: Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff,

purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property. Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters, or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate.

Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

Shakedown: The placement of metal detection devices throughout the institutions may be necessary for the control of contraband. A metal detector search may be done in addition to the pat search. Staff may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Drug Surveillance / Alcohol Detection: BOP facilities operate drug surveillance and alcohol detection programs which include mandatory random testing, as well as testing of certain other categories of inmates. A positive test, or refusal to submit a test, will result in an incident report.

Fire Prevention and Control: Fire prevention and safety are everyone's responsibility. Inmates are required to report fires to the nearest staff member so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards will not be tolerated. Regular fire inspections are made by qualified professionals.

Crime Stoppers Hotline: In an effort to meet our Mission Statement of "protecting society by confining offenders in the controlled environments", the FCI Miami, Office of the Special Investigative Supervisor (SIS Office), provides inmates with two means of reporting inappropriate activity. Inmates are encouraged to call or email the SIS Office and remain anonymous if required. Calls and emails do not incur any charges on inmate accounts. Call: 305-255-6046 or Email: MIA/InmatetoSIS@bop.gov

Note: The BOP through the National Gang Unit (NGU) affords gang affiliated inmates the opportunity to voluntarily and officially disassociate from their respective gang. For additional information, contact your local Special Investigative Services office.

Controlled Movements: Controlled Movement means that inmates are allowed a specific time (10 minutes) to move, from one point to another, within the institution. The times for movement are as follows: The Movement schedule during workdays (Monday thru Friday, except weekends and Federal Holidays) is as follows: 6:10 a.m. Dining Hall opens for morning meal:

1. Release authorized insulin dependent inmates to Insulin Line.
2. Breakfast meal /recreation move.

7:30 a.m. UNICOR, CMS and other details (Work Call)
 7:55 -08:05 a.m. Controlled movement
 8:55 -09:05 a.m. Controlled movement
 9:55 -10:05 a.m. Activities movement
 10:30 a.m. Activities recall/closed compound
 10:45 a.m. Dining Hall opens for noon meal:

1. Shortline
2. Unit Rotation Schedule based on sanitation inspection results.

11:30 a.m. (Approximate) UNICOR, CMS return to work (Work Call).
 12:00 p.m. (Approximate) General Work Call.
 12:55- 1:05 p.m. Controlled movement
 1:55 - 2:05p.m. Controlled movement
 2:55 - 3:05p.m. Activities movement
 3:00 p.m. Pill Line
 3:10 p.m. CMS work release
 3:30 p.m. UNICOR and other details work release/activities recall
 3:45 p.m. Closed compound
 4:00 p.m. Official Stand-Up Count
 5:00 p.m. (Approximate) Insulin Movement
 5:15 p.m. (Approximate) Dining Hall opens for evening meal, open compound period
 8:30 p.m. Activities recall/Pill Line
 8:45 p.m. Closed compound

Movement schedule on weekend days and Federal Holidays is as follows:

7:00 - 8:00 a.m. Dining Hall opens for morning meal:

1. Release authorized insulin dependent inmates to Insulin Line.
2. Breakfast meal /recreation move.

9:45 a.m. Activities recall/closed compound
 10:00 a.m. Official Stand-Up count
 11:00 a.m. (Approximate) Dining Hall opens for noon meal:

Unit Rotation Schedule

3:00 p.m. Activities recall/Pill Line
 3:45 p.m. Closed compound
 4:00 p.m. Official Stand-up Count
 5:00 p.m. (Approximate) Insulin Movement
 5:15 p.m. (Approximate) Dining Hall opens for evening, open compound period
 8:30 p.m. Activities recall/Pill Line
 8:45 p.m. Closed compound

West Gate Procedures: All inmates entering and exiting the West Gate will pass through the metal detector, even if they are escorted by staff. The West Gate will be manned, as necessary, by a Compound Officer. During work recall and release periods, the respective detail supervisors from CMS and Unicolor will assist the Compound Officer in the performance of random searches and metal detector processing. All inmates must be in proper uniform to include safety boots.

The following items are authorized in the Facilities/Safety/UNICOR work areas:

****1 Clear cup****

There is no controlled movement at the camp except during emergencies, and for the releasing of inmates from the units to the dining hall for meals.

Noon Meal Rotation: Inmates are afforded thirty (30) minutes to eat and return to their assigned detail area. Inmates will be allowed to enter their assigned unit during lunch break if the unit was released for lunch, only. The compound will remain open for use during all meals.

Counts: To ensure accountability of all inmates, it is necessary for the staff to count inmates on a regular basis. The institution has a system of regularly scheduled and unscheduled counts. There are five (5) official counts during each twenty-four (24) hour period. Six on Weekends and Holidays. All inmates will stand for the 4:00 p.m., 10:00 p.m. count, any Emergency Counts, and during the 10:00 a.m. count on Weekends or Holidays.

Official Counts:

SUNDAY THROUGH SATURDAY:

1. 12:00 A.M. 4. 4:00 P.M. (Stand Up count)
2. 3:00 A.M. 5. 10:00 P.M. (Stand Up count)
3. 5:00 A.M. 6. 10:00 A.M. (Stand-up count, on Saturdays, Sundays and Holidays).

IN ADDITION, ALL EMERGENCY COUNTS CONDUCTED WILL BE STAND-UP COUNTS.

The following rules will be observed during count time:

1. All inmates will be in their assigned cell for official counts with the exception of, Lieutenants authorized out-count details.
2. There will be no moving about or talking during counts.
3. Staff must ensure observation of living, breathing, and flesh for a proper count, do not cover yourself completely when sleeping

Detail Census:

1. 8:00 A.M. workdays
2. 12:00 P.M. workdays

Note: During Detail Census (unofficial counts) you must be at your assigned detail area and make your presence known to your detail supervisor. All unassigned and A&O inmates must be at their assigned unit and make their presence known to the unit officer.

Call-Outs: Are defined as scheduled appointments. A list is posted in each unit every day after 6:00 P.M. for the next working day. It is your responsibility to read and **COMPLY** with any scheduled **CALL-OUT**.

Drug/alcohol Testing: The Bureau operates a surveillance program that includes random testing, as well as testing of other categories of inmates. Refusal to provide a sample will be considered the same as a positive test, either will result in an incident report.

Loitering/littering: Inmates are not to loiter around any building entrance area or the Officer's station. Inmates are not to loiter anywhere during open movement times or scheduled movements **DO NOT** put hands, feet, or any part of the body on the walls or windows. Disciplinary action will be taken when inmates are caught littering.

Telephone Procedures: Telephones are available for inmate use daily as posted. A fifteen-minute limit is imposed for each call. Third party calls are strictly prohibited.

ALL INMATE TELEPHONES ARE MONITORED.

Use of an unmonitored telephone for consultation with your attorney may be arranged by contacting your Unit Team. Inmates may not ordinarily be released from any program assignment for the purpose of making a call. Institutional telephones may not be used without permission of a staff member. The Chaplain can assist inmates with phone calls in cases of a death or serious family emergency.

The Inmate Telephone System-II (ITS-II) is used at FCI Miami. This is a direct dial and collect call system. You must enter your phone numbers using the TRULINCS computer system. You may input up to thirty (30) active telephone numbers.

Note: 800, 900, 976 numbers will not be allowed!

A Personal Access Code (PAC) will be given by Unit Team staff or at the Business Office Open House on Tuesday and Thursday between the hours of 11:00 am and 12:00 noon. Telephone credits can be transferred over the phone lines. Follow instructions as they are given over the phone.

TO RECORD YOUR VOICE (First time users only)

1. Dial 111 and your PAC from your assigned unit.
2. Follow instructions to successfully record your voice. Be sure to say first & last name
3. You will not be able to make a telephone call until you have recorded your voice.

PHONE ACCESS CODE (PAC):

1. You will be assigned a nine (9) digit Phone Access Code (PAC).
2. The PAC is your confidential code.
3. The PAC must be used to process all telephone activities.
4. Distribution of this PAC to other inmates is prohibited.
5. If you believe your PAC has been compromised, contact your Unit Manager immediately.

TO PLACE A LOCAL CALL:

1. Listen for the dial tone.
2. Enter the ten-digit telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC).
Example :(305)-555-1234/357926819

TO PLACE A LONG-DISTANCE CALL:

1. Listen for the dial tone.
2. Enter1, area code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC).
Example: 1-202-555-1234/357926819

TO PLACE AN INTERNATIONAL CALL:

1. Listen for the dial tone.
2. Enter 011, country code, city code and telephone number.
3. Wait for the new dial tone.
4. Enter your Phone Access Code (PAC).
Example: 011-35-24-426973/357926819

TO OBTAIN YOUR ITS ACCOUNT BALANCE AND THE COST OF YOUR LAST CALL:

1. Listen for the dial tone.
2. Enter 118 and then enter your Phone Access Code (PAC).
Example: 118/357926819

Additional guidelines have been received at BOP facilities nationwide regarding telephone use.

1. Only one telephone will be available for use in each housing unit from 7:15 A.M. to 10:30 A.M. and from 12:00 P.M. until the 4:00 P.M. Count clears. This telephone is for those on day off, or who work early morning, or late shift hours.

NOTE: Telephone use may be suspended pending investigation of suspicious telephone conversations (talking in code, making an allusion to criminal activity, etc.).

2. Inmates will be authorized to place a maximum of 300 minutes of phone calls per month. An additional 100 minutes will be awarded in November & December for the holidays.

3. The following sanctions will be considered for telephone abuse:

1st Offense: loss of telephone privileges for 6 to 18 months.

2nd Offense: loss of telephone privileges for 16 to 36 months.

Repetitive violations will be met with increased sanctions.

If you receive an incident report and loss of telephone privileges for abuse of telephones, your Unit team may recommend to the Warden additional telephone restriction pursuant to 28 CFR & 540.100 after the UDC/DHO sanction has expired. This classification could result in you being limited to one telephone call per month. If so classified, you will receive written notice from the Warden and instructions on appeals rights.

Inmates transferring to FCI Miami, may be subject to the limitation of one telephone call per month, pursuant to 28 CFR & 540.100. Specifically, a criminal conviction involving use of a prison telephone will be scrutinized. Factors such as regency of the conviction and behavior in prison will also be taken into consideration. If so classified you will receive written notice from the Warden with instructions on appeal rights.

When using the Inmate Telephone System, you must not engage in the following activities, or you will be subject to disciplinary action:

- Use the telephone during your work hours without prior authorization of your unit team.
- Make a 3-way telephone call.
- Make a call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.
- Discuss or engage in any business-related activities over the telephone.
- Use the telephone to gamble, call gambling hotlines, or discuss gambling odds.
- Arrange to have anything of value sent to and actively traded stocks, commodities, or anything of value or instruct others to do so.
- Use the telephone to convey or pass messages from another inmate to a third party.
- Make or imply any threat or speak in code to another person over the telephone.
- Use another inmate's PAC number.
- Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.
- Participate in conference calling.
- Attempt to use the telephone while on telephone restriction.
- Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release, other inmate or inmate's family without staff authorization.
- Finally, you must not engage in any other activity or conduct over the telephone which staff interprets as an effort to circumvent our policies and regulations.

Unit Rules and Regulations: In order to provide/maintain a safe and sanitary environment for everyone, the following rules will apply to all inmates. The highest standard of sanitation throughout the institution is expected at all times. You will be held responsible for the condition of your living area.

Respect the rights and property of others. All areas will be ready for inspection at any time between 7:30 A.M. and 4:00 P.M. Monday through Friday, and after 10:00 A.M. on Saturday, Sunday and Holidays. This means; beds will be made properly, areas cleaned, floor, swept and mopped; and trash emptied.

Beds will be neatly made military style. Nothing is to be stored under the mattress. Nothing is to be hung or taped on the bed or bed ladder. Nothing will be left on top of bed. Shoes only will be lined up evenly and neatly under the bed. No other items are allowed under the bed. Inmates on day off, vacation, or late shift may lie on their bed after it has been made.

Nothing is to be taped, nailed, screwed or glued to walls, doors, or furnishings. Nothing is to be placed on or outside the door window that blocks the full or partial view of the room. Nothing is to be stored on the top of or attached to the locker. No nude or suggestive pictures, calendars, or magazine cut outs will be openly displayed. They must be inside your locker.

Blankets, towels, altered linens or any kind of material will never distract windows or walls nor be placed on the floor as rugs. Personal hygiene items will be provided as needed by either the Unit Officer or Unit Staff. Room assignment changes will be made by Unit Team Only.

Television Viewing: The selection of programs to be viewed will be determined by a majority vote of the inmates actually watching T.V. The television designated for sports will have only sports programs. The television designated for general viewing will have only non-sports programs. Loud talking, yelling, and/or loud noise-making actions will not be tolerated in the television areas. Chairs may be taken to T.V. areas, however, must be returned to the cell when not in use.

Note: There is a weekly sanitation inspection conducted at the Warden's discretion with the Associate Warden, Captain, and Safety Manager. The result of this inspection determines the meal rotation. Unit Staff will also inspect all areas regularly to include daily room inspections. Randomly, the Unit Manager will conduct official inspections of their unit. The Safety Manager will conduct the required monthly safety and sanitation inspections.

Quiet Time: From 9:00 P.M. until 6:00 A.M. (Sunday-Thursday), (9:00 P.M. to 9:00 A.M., weekends and Holidays), all inmates will observe quiet time. No loud noises (talking, singing, whistling, playing music, card games, etc.) are allowed. Be considerate of others. Smoking is prohibited throughout the institution.

VISITING REGULATIONS

Legal visits: All attorneys must have proper credentials which are, a valid driver's license or identification with a picture and a current bar card. Attorneys or their approved representatives must make prior appointments through the Unit Team to meet with their clients. Legal visits are encouraged during regular visiting days and times (8:00 A.M. to 3:00 P.M.), Saturday through Monday). Visitors must be at the processing center before 2:00 P.M. An appointment can be arranged by contacting the inmate's Unit Team, 24 hours in advance by calling (305) 259-2100.

Attorneys with the necessity to review audio or video material concerning the case must contact the Camp Administrator/Executive Assistant at this facility to obtain approval to bring the material before coming into the facility. Audio and viewing equipment will be provided.

Social Visits: Visiting will be conducted on Saturday, Sunday and Monday between 8:00 AM to 3:00 P.M with assigned rotated days. Rotation of visiting will be based on results of the sanitation inspections.

Special Visits: Special visits can be authorized by the Unit Manager, normally under extraordinary circumstances. Special visits, for the purpose of this supplement are defined as an inmate request to visit on other than their normal day, or on consecutive days.

NOTE: During any period of unusual high volume visiting, visits may be limited to 2 hours. Sundays and holidays visiting is a normal high volume visiting day and is subject to 2-hour visits.

NOTE: Only one group of visitors will be processed for any given inmate for each day. Every visitor is required to provide the Inmate's Last Name, Vehicle Tag Number, Model, Year and Color of car driven to the facility.

Visiting hours are: 8:00 A.M. to 3:00 P.M. Saturday through Monday.

Visitors must be at the processing area (Front Sally Port) by 2:00 P.M. or will not be allowed entrance. The visitors' parking lot is open at 7:30 A.M. All visitors must have a picture identification card in the form of a driver's license, state ID card, or passport. Visitors are permitted to bring a maximum of \$20.00 (quarters only, no paper money) into the visiting room. Credit cards, personal checkbooks, beepers, sunglasses, candies, toys, letters, books, newspapers, makeup, etc.; will **NOT** be allowed.

Upon commitment, the inmate will submit a list of visitors to his Unit Team. This visiting list will be final upon submission, for ninety (90) days. All changes and/or additions to the visiting list must be submitted as scheduled on a three (3) month basis through your Unit Team. Special visits for other visitors are not encouraged. Special visits must be requested to the Unit Team at least two (2) weeks in advance. The Unit Manager or his designee has the authority to approve special visits.

The visiting list is limited to eighteen (18) visitors consisting of immediate family members and friends. A Visitors information Questionnaire (BP 309(52) and Authorization for Release Information (Visitor) (BP 310(52) must be completed prior to the approval of any non-immediate family member. Immediate family members are defined as: parents, stepparents and/or foster parents, sisters, brothers, children, and spouse.

Immediate family members with last names different from the inmate's last name, who are not able to verify the relationship through proper documentation, will be treated as non-immediate family members. See your Unit Team for details.

Consular Visits: When it has been determined that an inmate is a citizen of a foreign country, the Warden must permit the consular representative of that country to visit on matters of legitimate business. Your Unit Team will be able to assist you with phone calls to, or visitation with your consular representative.

Number of Visitors: Due to space limitation, guidelines are necessary to establish the maximum number of visitors allowed to visit an inmate at one time. During all visitation hours only five adult visitors per inmate will be allowed access to the visiting room. Children small enough to be held at all times, and therefore not requiring a chair, will be the only exception to this policy. A maximum of four visitors are the total allowance for a single visit. No additional social visitors will be allowed access to the visiting room once a social visit has been initiated. One set of social visitors, up to the maximum allowance, will be allowed access to the visiting room on a single day. At the conclusion of this visit, the inmate's visitation privilege is fulfilled for the single day.

The visiting procedures for Thanksgiving and Christmas Day will be both odd and even with no points being charged for that visiting day. Due to the high volume of expected visits, the visiting period will be limited to a two-hour period on a first come/first served basis.

Parents with children (infants) are allowed only the following items: Four pampers, one set of clothes, two feeding bottles (milk or juice), sealed travel packed wipes, and a single layered baby blanket. All

visits will take place in the Visiting Room, located in the Administration Building. Vending machine items are sold, to make your visits as enjoyable as possible. Your visitor must purchase the item. Inmates are not allowed to handle money, purchase items, or be standing in front of the machines.

Inmates and their visitors are expected to conduct themselves in a quiet and orderly manner. A handshake, kiss, and embracing within reasonably good taste may take place at the initial greeting and at the end of the visit only. Children must be controlled by their parents during the visit. There will be no exchange of packages, letters, or articles in the visiting room. All items brought in the institution by a visitor will be taken back out as he/she departs the facility.

The Operation Lieutenant or Staff Duty Officer will be consulted prior to denying a visitor's entry into the institution because of their attire.

Visitor's Dress Code & Reasons why Facility could reject visit: Visitors are expected to wear clothing which is neither provocative nor enticing to the extent that a disruption to the orderly running of the institution could ensue. Clothing which is similar to and resembles the style or color of that issued to inmates (for example, khaki or military green pants and /or shirt; and, white, khaki or brown plain t-shirts) is not allowed to be worn inside the Visiting Room. Clothing which is sexually suggestive or revealing is prohibited and will be grounds for the denial of the visit. Staff shall have the visitor sign the Notification to Visitor (Attachment 3), form BP-A0224, acknowledging that the guidelines were provided and declaring that the visitor does not have any article in his/her possession which the visitor knows to be a threat to the security of the institution. Staff may deny the visiting privileges to a visitor who refuses to make such a declaration.

**** Prohibited Attire:**

- a. Shorts of any kind (except for small children under age of 10)
- b. Transparent garments of any kind
- c. Sleeveless blouses or shirts, must cover entire shoulder
- d. Bathing suits
- e. Mini Skirts
- f. Crop tops
- g. Sun dresses
- h. Halter tops
- i. Backless tops
- j. Hats, caps, scarfs
- k. Wrap around skirts, shirts or dresses
- l. Spandex pants, skirts or tights, Leotards
- m. Sweatpants/sweatshirts
- n. Shirts or jeans with holes
- o. Low cut blouses/dresses
- p. Hooded shirts, jackets or sweaters
- q. Skirts/dresses above knee level
- r. Open toe Shoes, 3" max spike heel
- s. Flip-flop style beach shoes

**** Authorized items:**

- a. Clear plastic bag no larger than 12x12
- b. Money (Up to \$20 in Coins only)
- c. Valid Photo identification
- d. Essential medication (limited to the amount needed during the visiting period) Officer will have knowledge of medication in the visiting room.
- e. One over garment (coat, jacket, sweater)
- f. One (1) car key

g. Feminine Hygiene items (one tampon, one pad)

**** Authorized items for infants and/or children:**

- a. Four (4) Diapers
- b. One (1) Package of baby wipes in clear plastic bag
- c. One (1) Change of infant clothing
- d. Two (2) Clear baby bottle with milk or juice
- e. Two (2) Small jars of unopened baby food
- f. One (1) Receiving blanket

Note: Only the amount of articles for children necessary for the duration of the visit will be allowed. Excessive amounts will not be allowed.

****Visiting Room - Prohibited items:**

- a. Tobacco products
- b. Handbags
- c. Strollers, baby carriers
- d. Newspapers
- e. Baby diaper bags
- f. Magazines
- g. Toys
- h. Electronic Equipment
- i. Pocket knives
- j. Handcuff keys
- k. Chewing Gum
- l. Wallets
- m. Cell phones of any kind

****VISITORS ARE NOT ALLOWED TO BRING ANY ITEMS IN TO INMATES****

See the Inmate Visiting Institution Supplement for complete list of prohibited and authorized items

Inmate's Dress Code: Inmates will be dressed in khaki trousers and shirts with institution issued boots or approved medical shoes. Commissary purchased boots are not authorized. No tennis shoes will be permitted. Inmates may carry into Visiting Room area the following items:

- One comb
- One handkerchief
- One wedding band (no stone)
- Legal materials (if legal visit only, pre-approved by Unit Team)
- One religious medallion (with chain)

All items taken into the Visiting Room will be inventoried and the same items must leave the Visiting Room. Inmates will be visually searched prior to entering and departing the visiting room. Inmates will not be permitted to carry out any items other than those listed above.

Inmates will not be allowed to bring legal materials into the Visiting Room for legal visits unless previously approved by the Unit Team. This material will be inspected by the Visiting Room Officer for contraband. The contents of legal material will not be read. Legal material may be transferred between the inmate and his visit.

Visitation List: Only those visitors who have been authorized will be permitted to visit. Visits will not be permitted for any person(s) who have not been approved beforehand. Upon commitment you may submit a visiting list to your Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) will ordinarily be placed on the approved visiting list automatically.

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. All other relations and friends will be required to submit a form authorizing a background investigation before being approved to visit. This form may be obtained from your Counselor. A maximum of eighteen (18) visitors will be authorized on your visiting list.

Children less than 16 years of age must be accompanied by an adult member of the family which is on the approved visiting list. Adult visitors will not be permitted to leave the visiting room and leave small children in the care of the inmate. Parents are to maintain control of their children at all times.

Visitor Identification: A valid driver's license, passport, state identification card, (government issued) is required. Birth Certificates are not considered proper identification. Visitors will not be permitted entry without proper identification.

Institution Location & Directions: The Federal Correctional Institution is located at 15801 SW 137th Avenue, Miami, Florida 33177, and was dedicated on March 26, 1976, as a facility under the jurisdiction of the United States Department of Justice, Federal Bureau of Prisons. The facility is located next to the old Richmond Naval Air Station and the Metro Zoo, just south of the Country Walk Shopping Center, in Southern Dade County, Florida. **Directions:** From the Palmetto Expressway, take SR-874 south towards toll road/Homestead and continue on to the Florida Turnpike. Exit on SW 152nd Street and turn right onto SW 117th Avenue. Turn right on Coral Reef Drive (152nd Street). Continue to and turn left onto SW 137th Avenue. Continue for about one-half mile. The institution will be on the left. When you enter the institution, make an immediate right and then a left into the Visitor's Parking Lot. The FCI is to the left and ahead of the parking lot. The satellite camp is to the right of the parking lot.

Local Transportation: The Miami-Dade Metrorail links the South-Miami Dade area, north to Downtown Miami, and into the City of Hialeah. All car rental agencies are located near the Miami International Airport. Other services include the Super Shuttle and Taxi.

Taxicabs and Public Bus Transportation: There are numerous taxicab companies serving the Miami Dade area. Below is a list of some. Public Bus Transportation; <http://www.miamidade.gov/transit/>. Customer Service: 305-891-3131. TTY Users: 305-499-8971.

Taxicab companies:

Eights Cab 305-888-8888
Taxi Miami 786-830-6253

WORK ASSIGNMENTS

During the Admissions & Orientation (A&O) you will be assigned to various duties by the Unit Officer. Upon completion of A & O program and medical clearance you will be assigned to a work detail. The needs of the institution will be given first consideration when assigning you to a job. Other factors considered in determining your work assignment are your physical condition, previous work experience, educational level, general attitude, ability to benefit from training, and plans for the future.

<u>Jobs:</u>	<u>Examples of work details include:</u>
Business Office -	Laundry workers, Commissary workers
Education -	Tutors, Law Clerk, Orderlies
Facilities -	Electric Shop, Landscape, Communication, Plumbing, Painters & Construction
Food Service -	Cooks, Bakers, Butchers, Salad preparation workers, Dishwashers, Orderlies & Clerks
Health Service -	Medical and Dental Orderlies
Recreation -	Orderlies
Safety -	Clerks
Units -	Orderlies
Unicor -	Cutting, Sewing, Packing, Shipping, Business Office and Quality Assurance
Visiting Room -	Orderlies

Job changes are made by the Unit Manager when there is a justifiable need. Ordinarily, you will be on a job 6 months before being considered for a job change. Job changes will be requested by filling out and turning in a Cop-Out to your Counselor. Your request must contain; job being requested, reason for the request, a signature of current supervisor indicating approval, an approval signature of supervisor for job being requested.

Safety Devices (goggles, gloves, and safety shoes, etc.) steel-toed shoes must be worn to work, including positions on the unit. Inmates must remain on their job assignments during the regular working hours. If there is a reason to leave a work detail, the supervisor must be notified immediately. All inmates are responsible for checking the call-out and change sheet daily. Missing a call-out could result in receiving an incident report. Detail supervisors must be notified of an inmate's call-out.

Performance Pay: If you are assigned to a paid work assignment (not including UNICOR), you will be awarded a performance pay if your work Supervisor recommends you for it.

Presently, pay rates are as follows:

Grade 4	\$0.12/hr.
Grade 3	\$0.17/hr.
Grade 2	\$0.29/hr.
Grade 1	\$0.40/hr.
Maintenance Pay	\$5.25/month

These rates are subject to change according to Federal Bureau of Prisons Policy. You may receive Performance Pay for a maximum of seven (7) hours per workday, and a maximum of thirty-five (35) hours per week. You will be paid only for the number of hours you worked in a satisfactory manner. Each work detail has a specific number of positions allotted which are utilized to receive performance pay. If you are in FRP (Financial Responsibility Program) refuse status, you cannot earn above maintenance pay. If you receive a 100/200 series incident report, you cannot earn above maintenance pay.

If you are having a problem concerning your job pay, you should report these problems immediately to your Detail Supervisor job payments are deposited in your commissary account no later than the twenty-ninth of the month.

Federal Prison Industries Unicor: Federal Prison Industries (UNICOR) is a self-sustained government owned, corporation that was established by an act of Congress in 1934. All products manufactured by UNICOR are sold only to government agencies, i.e., Veterans Affairs, Department of Defense, GSA, Armed Forces and Justice Department, including the Bureau of Prisons. UNICOR's primary objective is to train and employ inmates confined within the Bureau of Prisons. Long term studies have shown that participation in UNICOR work program provide skills and work ethics that will enhance the probability of inmates not returning to prison upon release.

Here at FCI-Miami, the UNICOR operation consists of a Textile Cut & Sew Factory which manufactures jackets and pants. The factory employs approximately 240 inmates within its Cutting, Sewing, Folding, Packing, Shipping, Business Office and Quality Assurance departments. Any inmate is eligible to work in UNICOR providing he has completed the medical and educational requirements. The factory hires handicapped inmates when positions are available. All individuals interested in obtaining a work assignment in UNICOR may submit an Inmate Request to Staff Member (COPOUT) to the Factory Manager who will place names on a waiting list. Inmates with prior UNICOR experience will be given priority in hiring.

Their names will be placed in the top 10% of the waiting list. Inmates participating in the Inmate

Financial Responsibility Program having fines of over \$2,000.00 will also be placed on the priority list. UNICOR also has a waiting list for inmates that have 2 years or less on their sentence. Starting pay is \$.23 cents per hour (grade 5) based on a 6.75-hour workday, which begins at 7:45 A.M. and ends at 3:30 P.M., and may progress to grade 1 which is \$1.15 per hour. Promotions are based on positions available, production, job performance, and general attitude, i.e. cooperation with supervisors, adherence to the dress codes and rules within UNICOR as well as those of the institution. All inmate workers must comply with safety and sanitation policies and regulations. In addition, promotions in UNICOR are contingent upon educational requirements that must be achieved by the inmate.

**U.S. Department of Justice
Federal Bureau of Prisons**

**Sexually Abusive Behavior Prevention and Intervention:
Information and How to Report**



**An Overview for Individuals in BOP Custody
FCI/FCP Miami
Miami, Florida**

You Have the Right to be Safe from Sexually Abusive Behavior

The Federal Bureau of Prisons has a zero-tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, no one has the right to pressure you to engage in sexual acts.

You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

Inmates with Disabilities and Inmates who are Limited English Proficient: FCI Miami has established procedures to provide disabled inmates equal opportunity to participate in or benefit from all aspects of the agency's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Inmate interpreters will not be utilized when conducting investigations into allegations of sexually abusive behaviors. Staff will utilize a professional translation service, the Language Line Services (**1-866-874-3972-Client ID #580428**), to inform inmates who are limited English proficient about all the aspects of the BOP's efforts to prevent, detect and respond to sexual abuse and harassment. In addition, staff might inform deaf/mute and blind inmates through alternative means such as: braille and large print materials (printed in fonts such as Arial, Tahoma or Helvetica utilizing a font size no smaller than 14-point).

What Can You Do To Prevent Sexually Abusive Behavior?

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

- Carry yourself in a confident manner at all times. Do not permit your emotion (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

What Can You Do if You Are Afraid or Feel Threatened?

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your

concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Health Services staff will conduct medical assessments, treatment or transfer following procedures outlined in P5324.12, with findings reported on an "Incident Form." Treatment services are provided to every victim without financial cost regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (PS5324.12 115.82 (d)-1).

Even though you may want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

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

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

Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

**Office of the Inspector General
U.S. Department of Justice
Investigations Division
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530**

E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail ‘Sent’ list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically:

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp.

Understanding the Investigative Process: Once the sexually abusive behavior is reported, the BOP and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

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

Contact your local Rape Crisis Center (RCC): FCI Miami has a Memo of Understanding (MOU) with a local (RCC). You may also seek services through, Roxcy Bolton Rape Trauma Center. This is an additional contact located at **1611 NW 12th Avenue, Miami, FL 33136** and they can be reached at **(305)-585-7273**.

Management Program for Inmate Assailants: Those who sexually abuse/assault/harass others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 114/(A): Sexual Assault By Force

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

Code 206/(A): Making a Sexual Proposal

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

Code 229/(A): Sexual Assault Without Force

Code 300/(A): Indecent Exposure

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

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; Or The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

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

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

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

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

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

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

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

Note: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

**** Please be aware that both male and female staff routinely work and visit inmate housing areas. ****

Contact Offices

**U.S. Department of Justice
Office of the Inspector General
Investigations Division**
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530-0001

**Federal Bureau of Prisons
Central Office
National PREA Coordinator**
320 First Street, NW, Room 554
Washington, D.C. 20534

**Federal Bureau of Prisons
Mid-Atlantic Regional Office
Regional PREA Coordinator**
302 Sentinel Drive, Suite 200
Annapolis Junction, MD 20701

**Federal Bureau of Prisons
North Central Regional Office
Regional PREA Coordinator**
Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

**Federal Bureau of Prisons
Northeast Regional Office
Regional PREA Coordinator**
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

**Federal Bureau of Prisons
South Central Regional Office
Regional PREA Coordinator**
U.S. Armed Forces Reserve Complex
344 Marine Forces Drive
Grand Prairie, Texas 75051

**Federal Bureau of Prisons
Southeast Regional Office
Regional PREA Coordinator**
3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

**Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator**
7338 Shoreline Drive
Stockton, CA 95219

Third-party reporting (outside of institution):
http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp