

# **Inmate Admission and Orientation Handbook**



**FEDERAL PRISON CAMP  
PHOENIX, ARIZONA**

**January 2013**

**TABLE OF CONTENTS**

**INTRODUCTION** .....3

**DIRECTIONS AND ACCOMODATIONS** . . . . . 4

**UNIT RULES AND REGULATIONS**.....5

**TRUST FUND**.....6  
COMMISSARY, TELEPHONES, TRUST FUND ACCOUNTS, SPECIAL PURPOSE ORDERS,  
LAUNDRY

**CASE MANAGEMENT**.....9  
RESIDENTIAL RE-ENTRY CENTERS (HALFWAY HOUSES), FREEDOM OF INFORMATION,  
FURLOUGHS, INMATE FINANCIAL RESPONSIBILITY PROGRAM, PAROLE HEARINGS,  
RELEASE PREPARATION PROGRAM, TEAM MEETINGS (CLASSIFICATION/PROGRAM REVIEWS)

**CORRECTIONAL SERVICES**.....12  
ACCOUNTABILITY, GROOMING, VISITING, COUNT PROCEDURES

**INMATE DISCIPLINE**.....13  
SUMMARY OF DISCIPLINARY SYSTEM, PROCEDURES & DISPOSITION, TIME LIMITS IN  
DISCIPLINARY PROCESS, PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

**EDUCATION DEPARTMENT**.....30  
TESTING, ACADEMIC TRAINING, COMPUTER TRAINING, LIBRARY SERVICES,  
RECREATION ACTIVITIES

**FOOD SERVICE**.....32  
DINING ROOM HOURS, DINING ROOM PROCEDURES, CERTIFIED RELIGIOUS DIETS

**HEALTH SERVICES**.....33  
EMERGENCY MEDICAL TREATMENT, MEDICATIONS - PILL LINE, PHYSICAL,  
SICK CALL APPOINTMENTS

**CORRECTIONAL SYSTEMS MANAGEMENT** .....40  
OUTGOING CORRESPONDENCE, INCOMING CORRESPONDENCE, INTER-INSTITUTIONAL  
CORRESPONDENCE, POSTAGE, INCOMING PROPERTY, OUTGOING PACKAGES,  
PERSONAL / INSTITUTION PROPERTY LIMITATIONS, LIST OF ALL LIMITATIONS

**PSYCHOLOGY SERVICES**.....42  
INTAKE SCREENING, INDIVIDUAL PSYCHOTHERAPY, GROUP PSYCHOTHERAPY AND  
PERSONAL DEVELOPMENT GROUPS, BRIEF PSYCHOTHERAPY/CRISIS INTERVENTION,  
CHEMICAL ABUSE PROGRAMMING

**SEXUALLY ABUSIVE BEHAVIOR PREVENTION AND INTERVENTION** . . . . . 44  
AN OVERVIEW FOR OFFENDERS

**RELIGIOUS SERVICES**.....50

**SAFETY/SANITATION DEPARTMENT**.....51  
SANITATION, FIRE/EMERGENCY PROCEDURES

**UNICOR**.....52  
EMPLOYMENT OPPORTUNITIES/PROCEDURES, PAY SCALE

**WORK ASSIGNMENTS**.....52  
INSTITUTIONAL ASSIGNMENTS, PERFORMANCE PAY

## INTRODUCTION

This booklet is intended to provide you with information vital to your initial adjustment period at the Federal Prison Camp (FPC) Phoenix, Arizona.

You are encouraged to read this booklet in its entirety and consult staff for further clarification where you have questions or concerns. Although the information contained herein is current as of the date of publication, changes in official Bureau of Prisons' or institutional policies and procedures will prevail in all instances.

FPC Phoenix is a minimum security facility for female offenders, operating in conjunction with the Federal Correctional Institution (FCI) which is a medium security correctional facility for male offenders. The Camp has the capacity to house up to 272 offenders and the FCI houses approximately 1000 inmates. The Camp is operationally designed as a satellite facility which provides support services for the FCI.

The Warden has delegated the responsibility of the FPC operation to the Camp Administrator. FPC Unit Team are composed of the Camp Administrator or Unit Manager who is responsible for the operations of both housing units; a case manager and counselor assigned to each of the two functional units. Services from all other departments are provided as needed.

FPC Phoenix is located approximately 30 miles north of downtown Phoenix amid the picturesque Sonoran Desert, North on Interstate 17 (Black Canyon Freeway) to Pioneer Exit (Exit 225). The Camp and FCI lie approximately 2 miles west of Interstate 17. The entrance to the Camp is immediately before entering the grounds of the FCI.

Most Managerial staff maintain their offices within the FCI including the Warden, Associate Warden (Industries), Associate Warden (Programs), Associate Warden (Operations), and Captain.

## DIRECTIONS AND ACCOMMODATIONS

This section is designed as a guide to assist those individuals visiting FPC Phoenix. The institution does not endorse or recommend any accommodation listed below as they are given for reference only.

It is the inmate's responsibility to share any of the following information that might be significant to a visitor to the institution and area.

FPC Phoenix is located approximately 30 miles north of downtown Phoenix on I-17 and at exit 225 (Pioneer Road).

Those individuals traveling east on I-10 (such as from Los Angeles) will need to take I-10 until it intersects with I-17 north.

Those traveling on I-10 west (such as from Tucson) will take I-10 until it intersects with I-17 north.

Those traveling south on I-17 (such as from Flagstaff) will proceed south to exit 225.

Note: In some areas I-17 is often referred to as Black Canyon Highway

Motel/hotel accommodations closest to FPC Phoenix are:

Red Roof Inn  
1-17 and Bell Road  
Tele (602)866-1049

Motel 6  
1-17 and Bell Road  
Tele (602)993-2353

Extended Stay America  
I-17 and Deer Valley Road  
Tele (602)879-6609

Premier Inns at Metro Center  
10402 N. Black Canyon Highway  
Tele (602) 943-2371

Homegate Phoenix Metro Center  
11211 N. Black Canyon Highway  
Tele (602)870-2999

Ramada Plaza Metro Center  
I-17 and Cactus Road  
Tele (602)866-7000

La Quinta Inn  
1-17 and Greenway Road  
Tele (602)993-0800

Travelodge Metro Center  
8617 N. Black Canyon Highway  
Tele (602)995-9500

Taxi Service (Yellow Cab)  
(480) 888-8888  
(480) 966-8294

*\*Note: Visitors must make reservations  
with the taxi service to be picked up by 3pm*

## UNIT RULES AND REGULATIONS

Compliance with rules and regulations is mandatory. Inmates who demonstrate the inability to comply and adjust themselves to this setting will be considered for transfer to a facility with greater security.

The highest standards of sanitation of the unit are expected. The Unit Officer and Counselor will conduct daily room inspections. The Camp Administrator will conduct walk-through inspections on a frequent basis. The Safety Manager will conduct monthly Safety/Sanitation Inspections.

Each individual must have their beds made, cubicle swept, mopped and organized no later than 7:30 a.m. daily during the normal work week. There is no exception for those on vacation or day off. However, those individuals may lie down or sleep on top of their bed once it has been made. The orderlies will buff cubicles if chairs, shoes, etc., are picked up off of the floor in the mornings.

Books must be neatly arranged on the desk top shelf. Clothing and other property, including commissary items, must be stored in lockers and drawers. Shoes must be neatly placed under beds, trash containers emptied, jackets and other outerwear placed on hooks provided. Cosmetics and other grooming aids must be stored in mirrored cabinets. No items are to be placed on locker tops or window sills and nothing may be hung on the furniture. However, one religious medallion or rosary may be hung over the bed post. Hanging chairs, clothing or placing trash cans or other items on the partition (wall) is unacceptable. One mattress needs to be on every bed in every cubicle at all times.

Any property that cannot be properly stored will be considered excess property, confiscated and disposed of according to policy. Trash must be directly deposited in appropriate receptacles and never left on floors, tables, walls, showers, or in bathrooms. The room furniture may not be rearranged; it must remain in its original position.

Bulletin boards are available in each cubicle. Pictures, cards, calendars, etc., must be within the metal/wood border of the bulletin board.

Window blinds must be extended down to the window frame at all times. They may be either closed or open. Windows and doors must remain closed at all times.

Cell visitation between unit cubicles and other housing units is prohibited. Inmates found inside another inmate's assigned living quarters are out of bounds and subject to disciplinary action.

Inmates must be considerate, particularly during sleeping hours, and not speak in loud tones, or engage in any other activity which may disturb

others. Lights must be turned off at 9:00 p.m. Individual desk lights may be used after 9:00 p.m. but should not remain on after 10:00 p.m.

Inmates are not to utilize the emergency exits unless a true emergency exists; this includes the doorways and stairwells.

The entryway to the cubicle must be clear of objects at all times (e.g., no furniture, mats, towels, rugs, etc.).

Roommates are expected to share equally in storage areas and sanitation responsibilities.

Locker doors must be closed during counts and at no time will chairs, articles of clothing or other items be placed in a manner that will obstruct the officer's view.

Television program viewing will be decided by the majority. All T.V. Rooms will be cleared of inmates and locked at 9:00 p.m. until 6:00 a.m. from Sunday night thru Thursday night. On Fridays, Saturdays, and days preceding a federal holiday, the T.V. Rooms will be cleared of inmates and locked at 11:00 p.m. until 6:00 a.m.

Card/board games are to be played in the Recreation Card Room. Card/board games are not to be played in any common area of the unit, including TV rooms and Mop closets. Hobby craft projects are not permitted in the TV rooms/Mop closets, i.e., crocheting and knitting. Books, magazines and other reading materials are not permitted in the TV rooms/Mop closets. Furthermore, food/drinks items are not permitted in the TV Rooms or Mop closets. No inmates will be permitted to utilize the compound between the hours of 9:00 p.m. and 6:00 a.m. on weekends. During these hours, inmates are required to be in their assigned cubicle.

Institution-provided clothing will be worn during the normal workday. Only appropriate institutional clothing or recreation attire will be worn outside the unit (no gowns, shower shoes, housecoats, etc.). Recreational clothing may only be worn on weekdays after the 4:00 p.m. count, weekends, and federal holidays. Clothing may not be altered in any manner regardless whether it was purchased in the commissary or issued by the institution. Altered clothing will be confiscated and disposed of according to Policy.

At no time will food items from Food Service be brought to the unit, except for medical purposes i.e., diabetic. Food Service cups, utensils, bowls etc., are not allowed in the unit or outside of the dining room. Microwaves are available for inmate use in each unit. The microwave must be cleaned after each use by the individual who used the microwave. Microwaves are not to be left unattended. Usage is a maximum of 10 minutes per inmate.

Running, except on the recreation track, is prohibited. Yelling across the compound is also prohibited as it may falsely indicate an emergency to staff.

Sunbathing is prohibited and at no time will inmates be permitted to lie in the sun with their sleeves, pants, or shorts rolled up exposing skin.

Manicuring and/or polishing nails is not permitted in the housing units due to close quarter living arrangements which does not allow for proper ventilation. Manicuring and/or nail polishing can be done in the beauty salon or at tables located on the recreation yard.

Effective May 2, 2005, smoking is prohibited in all areas at the Federal Prison Camp. Inmates found in possession of tobacco products will be subject to disciplinary action.

Inmates are responsible for personal property. Under no circumstances will property be loaned, sold, or given to other inmates.

Commissary-purchased combination locks may be used on lockers in the cubicles.

Housing unit showers will be open for a three hour period in the morning and a three hour period in the evening. All showers are opened from 5:30 a.m. - 8:30 a.m. and 6:00 p.m. - 9:00 p.m. daily. Additionally, one shower will remain open on each floor from 8:30 a.m. - 6:00 p.m. daily. This is a water conservation initiative.

## **TRUST FUND**

### **Commissary**

The Camp Commissary offers a variety of edible and non-edible 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.

Upon commitment, every inmate will receive an Inmate Commissary Card. This card must be in her possession at all times. The pictured ID card provides positive visual identification and is designed for the protection of the inmate=s account. Therefore, every inmate must have an ID card at the time of sale. There are no exceptions. It is the responsibility of the inmate to maintain her ID card and request a replacement, if necessary. Shopping is limited to once per week as posted at the Commissary window.

There is a bi-weekly spending limit of \$160.00. Postage stamps, some over-the-counter medicine, funds transferred to ITS (phone credits), and TRULINCS account (inmate e-mail), are exempt from the bi-weekly spending limit. The spending limits are validated twice for all inmates on the 1<sup>st</sup> and 15<sup>th</sup> of each month. Telephone credits may be purchased on regular shopping nights. Account balances and bi-weekly spending limit balances are reflected on sales receipts.

Commissary price list/order forms are available in the housing units. Orders must be completed prior to arrival at the sales window. Out-of-stock 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.

When purchasing radios and watches through the Commissary, the Commissary staff will require a signature on a locally authorized form at the time of the sale of the watch or radio.

### **Trust Fund Accounts**

Deposits to commissary accounts from outside sources will be made through the mail or Western Union quick collect; all deposits should be mailed to the National Lockbox at:

Federal Bureau of Prisons  
Inmate Name and Register Number  
P.O. Box 474701  
Des Moines, Iowa 50947-0001

Deposits may be made in the form of U.S. Postal Money Order, Western Union Money Orders, U.S. Treasury Check, or State Check (check or money order must be made out in the inmate's name and the inmate's registration number must be included), or cash (not recommended). All deposits to Lockbox with an exception of Postal Money Orders and Government checks will be on hold for 15 days prior to being released to inmate's available balance. **Friends and family should be instructed NOT to send letters, cards, photos, etc. to this address.**

Additionally, inmates may receive funds via Western Union Quick Collect. An example of the Western Union Quick Collect form is included in the A&O packet you received when you arrived.

Withdrawals from Trust Fund Accounts may be made with a ARequest for Withdrawal of Inmate's Personal Funds form (BP-199.045). This form is used to send funds home, order magazine subscriptions, savings accounts, Special Purchase Orders, etc.

### **Telephones**

The Telephone Room is available for inmate use during the hours of 6:00 a.m. to 8:45 p.m. daily. Inmates are allotted 300 telephone minutes per monthly cycle. All calls from the inmate telephones are limited to 15 minutes. There is a 45 minute waiting period between phone calls. Third party (three-way) calls are not authorized. All calls made from the inmate telephones are subject to monitoring. Allowing another inmate to place phone calls using your PAC number is prohibited and subject to disciplinary action. Inmates may not be released from any program assignment (work, education, etc.) for the purpose of using the telephone.

## **Special Purpose Orders**

Arts and crafts supplies may be obtained by an inmate solely via Form No. 22-CMS, "Special Purpose Order Request." No art or Hobby craft items will be permitted to be sent from an inmate's home, family or friend. Catalogs for materials and special purpose forms will be maintained in the Recreation Office. Any item purchased through special purpose commissary orders will be turned over to the Recreational Specialist upon the inmate signing for the material during her assigned Commissary day. Under no circumstances will these items be given directly to the inmate.

Inmates are allowed only one SPO (Special Purpose Order) per month and not to exceed \$300.00 per quarter. The total cost of a single SPO must not exceed \$160.00. In the event that any order does not meet the price or quantity limitations, or there are insufficient funds on an inmate's account, the order will be voided and returned to the recreation Supervisor. Special Purpose Orders are due to the Recreation Office the last Sunday of each month. The Trust Fund places a 30% mark up on Special Purpose Orders, if purchased wholesale, and 5% if purchased retail.

## **Laundry**

The Camp laundry services are provided for linen and institution issued clothing for all Camp inmates. All laundry must be placed in an institution provided mesh laundry bag and dropped at the laundry between the hours of 6:00 a.m. through 7:00 a.m. and can be picked up the same day after 12:00 p.m. and 4:00 p.m. count. The service schedule is available as follows:

Monday - Friday                      open for orderlies (mops & rags)

Mondays                                Linen & blankets  
(Based on a rotation between Hopi and Papago)

Tuesday & Thursday                Whites (underwear, socks, and bras)

Wednesday & Friday                Greens (t-shirts, green shirts, and green pants)

In addition to the laundry operations, self-service laundry equipment is available to all inmates daily from 6:00 a.m. to 8:30 p.m. Irons are available for checkout from the Camp Officer and ironing boards are available in the housing units. When checking an iron out, you are required to leave your inmate identification card with the officer on duty. Irons must be returned to officer within two hours from the checkout time. Personal laundry is not allowed to be left unattended at any time.

## **CASE MANAGEMENT**

### **Residential Re-Entry Centers (aka- Halfway House)**

Inmates are generally considered for transfer to a Residential Re-Entry Center (RRC) to serve the last portion of their sentence in a community setting near their release destination. RRC's offer housing, employment assistance, counseling, and other programs designed to assist the inmate in a successful re-entry to their community. Recommendations for RRC placements will be made by the Unit Team, based upon the individual inmate needs, space availability, and variable administrative guidelines. Your transfer to a RRC will be discussed with you during a regular Program Review (Team) as you near your eligibility.

### **Freedom of Information**

The Privacy Act of 1974 forbids the release of information from agency records without a written request and prior consent of the individual to whom the record pertains, except in specific instances. Such instances are employees of the Department of Justice, Law Enforcement Agencies, Freedom of Information Act Releases, Congress, Court Orders, etc.

The Freedom of Information Act authorizes the release of certain information about an individual to any member of the general public who requests such information. All requests by people for access to records about another person or any agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 U.S.C. 552.

An inmate may at any time request to review all "disclosable portions" of her Central File by submitting a request to her counselor or case manager. Staff will acknowledge the request and schedule the inmate, as promptly as possible, for a review of her file.

### **Social Furloughs**

Furloughs are unescorted absences from the institution. Inmates eligible for social furloughs may make a request during regular Program Review meetings (Team). The request is reviewed by Unit Team and approved by the Warden. Eligibility requirements are included but not limited to those outlined in Program Statement 5280.08 and Institution Supplement 5280.09; both are available in the inmate law library.

### **Inmate Financial Responsibility Program (IFRP)**

The Inmate Financial Responsibility Program was implemented to encourage sentenced inmates to meet their legitimate financial obligations.

Each inmate with a financial obligation, regardless of the extent of resources, should develop a financial plan with members of the Unit Team. Ordinarily, failure to satisfy the obligation in accordance with the payment plan will affect future consideration for probation and/or parole, room/housing assignments, institution work assignments, performance pay, commissary privileges, release gratuities, program transfers and community programs, including furloughs and RRC placement. When an inmate has the resources to do so, it is intended that full payment will be made as expeditiously as possible.

Questions regarding the Inmate Financial Responsibility Program or your program plan can be discussed with members of your Unit Team during Team. The program statement is also available for review in the inmate law library.

**Parole Hearings (limited to offenses which occurred prior to November 1, 1987)**

The U.S. Parole Commission conducts hearings at this facility every four months, for those eligible for parole consideration. Applications are required 60 days prior to the first of the month of the scheduled hearings, and are available through your case manager. The final decision of the U.S. Parole Commission will be transmitted to you via a Notice of Action approximately 30 days following your hearing.

The Parole Commission may: (1) grant you a parole effective date; (2) grant you a presumptive parole date; or (3) continue you to the expiration of your sentence. Most decisions of the U.S. Parole Commission are appealable, and the forms are available from your case manager. Copies of the recorded hearing are available from the U.S. Parole Commission. Release on parole is contingent upon a release plan (residence and employment) approved by the U.S. Probation Office.

Prior to your hearing, your case manager will allow you to review your Central File, as well as provide you with additional needed information.

**Institution Release Preparation Program**

The Release Preparation Program is an ongoing program in which inmates can participate in courses which will prepare them for release. Many courses will have representatives of the community coming in to assist you in different areas and make you aware of what will be expected of you under supervision. Others will give you skills that will assist you in your reintegration into society. The list of available courses and the class schedule are posted on the bulletin boards in your unit. It is your responsibility to ensure that you participate in all the recommended programs. Your case manager will monitor your participation in the program.

## **Team Meetings (Initial Classification/Program Reviews)**

Unit Team meetings are conducted weekly. Dockets are ordinarily posted 48 hours prior to the meeting date. Unit Teams are comprised of a Camp Administrator, Case Managers, Counselors, and sometimes an Education Representative and Psychologist. Participation is mandatory. Inmates who fail to appear for Team are subject to disciplinary action.

The purpose of a Team meeting is to facilitate inmate/staff contact and communication; and a review of the variety of factors relevant to the inmate's incarceration. Subjects reviewed include Central Inmate Monitoring status, work/program assignments, institutional adjustment, custody classification reviews, Inmate Financial Responsibility program, furlough applications, designation issues, and pre-release planning.

## **CORRECTIONAL SERVICES**

### **Inmate Accountability**

It is your responsibility to check the daily Call-Out/Change Sheet for scheduled appointments. These are posted in various areas of the institution, including each Unit (Hopi/Papago) bulletin board, Education, and the officer's station. Inmates who fail to report for call-outs are subject to disciplinary action.

### **Count Procedures**

Official counts are conducted seven days a week at the following times:

12:01 a.m.  
3:00 a.m.  
4:30 a.m.  
10:00 a.m. (Sunday, Saturday, & Federal Holidays) stand up count  
4:00 p.m. stand up count  
10:00 p.m. stand up count

### **Social Visiting**

Visiting at the Camp is conducted on Saturday, Sunday, and all federal holidays from 8:00 a.m. - 3:00 p.m. and is conducted in the Camp Visiting area. Inmates are required to wear the standard uniform (green shirt and green pants). Inmates are not authorized to wear t-shirts, shorts, sweatpants, sweatshirts or any altered/tight fitting uniform clothing. The Visiting Room Officer will advise the inmate of inappropriate attire and order a change of clothes prior to the visit. One religious medal and one plain wedding band is the only jewelry allowed in the visiting room. Inmates may not wear visitors' belongings, e.g., rings, shoes, jewelry, or clothing.

Vending machines are provided for snacks, sandwiches, and drinks. Visitors may not bring food or beverages into the Camp visiting area. Inmates may not bring items purchased from the Visiting Room back onto the compound.

## **INMATE DISCIPLINE**

Rules, regulations, and policies are made to maintain a healthy and peaceful climate and to insure the orderly operation of the facility. Violation of regulations may result in an incident report and imposition of sanctions as outlined in this handbook.

The internal disciplinary system is outlined, in detail, in Program Statement 5270.09, available for reading in the Law Library. The following section informs you of your rights and responsibilities.

Tables 1 and 2 provide a summary of the disciplinary 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 violating institutional rules.

## SUMMARY OF DISCIPLINARY SYSTEM

### PROCEDURES

1. Incident involving possible commission of prohibited act.
2. Staff prepares Incident Report, forwards it to Lieutenant.
3. Appointment of investigator who conducts investigation and forwards material to Unit Discipline Committee.
4. Initial Hearing before Unit Discipline Committee.
5. Hearing before Disciplinary Hearing Officer.
6. Appeals through Administrative Remedy procedure.

### DISPOSITION

1. Except for prohibited acts in the greatest or high severity categories, the writer of this report may resolve informally or drop the charges.
2. Except for prohibited acts in the high and greatest category, the Lieutenant may resolve informally or drop the charges.
3. Unit Discipline Committee may drop or resolve informally any High, Moderate, or Low Moderate charge, impose allowable sanctions or refer to Discipline Hearing Officer.
4. Disciplinary Hearing Officer may impose allowable sanctions or drop the charges.
5. The Warden/Superintendent, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions, including ordering a rehearing, but may not increase the sanctions imposed in any valid disciplinary action taken.

## TIME LIMITS IN DISCIPLINARY PROCESS

### TABLE 2

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution. Ordinarily maximum of 24 hours.
2. Staff gives inmate notice of charges by delivering the incident report. Minimum of 24 hours (unless waived).
3. Initial review from Unit Disciplinary Committee Maximum ordinarily of 5 work days from the time staff become aware of the inmate's involvement in the incident. (Excludes the day staff became aware of the inmate's involvement, weekends, and holidays.)
4. Disciplinary Hearing Officer

**NOTE:** These time limits are subject to exceptions as provided in the rules. Staff may suspend disciplinary proceedings for a period of time not to exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

### **PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE**

**TABLE 3**

Sanction Code Sanction

A	Recommend parole date recession 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)
C	Disciplinary Segregation (Up to 12 months)
D	Make monetary restitution
E	Monetary fine
F	Loss of privileges (e.g. visiting, telephone, commissary, movies, Recreation).
G	Change housing (quarters)
H	Remove from program and/or group activity
I	Loss of job
J	Impound inmate's personal property

K	Confiscate contraband
L	Restrict to quarters
M	Extra duty

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

**TABLE 3**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
100	Killing	A. Recommend parole date rescission or retardation
101	Assaulting any person (includes sexual assault) or an armed assault on the institution's secure perimeter(a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by an inmate)	B. Forfeit 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)
102	Escape from escort; escape from a secure institution(low, medium, and high security level and administrative institutions); or escape from a minimum institution with violence	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)
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g. in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C. Disciplinary segregation(up to 12 months) D. Make monetary restitution E. Monetary fine
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	F. Loss of privileges (e.g. telephone, commissary, movies, recreation).
105	Rioting	G. Change housing (quarters)
106	Encouraging others to riot	H. Remove from program and/or group activity
107	Taking hostage(s)	I. Loss of job

**GREATEST CATEGORY (Cont'd) :**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
108	Possession, manufacture, or introduction of a hazardous tool (Tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hack-saw blade, body armor, maps, handmade	J. Impound inmate's personal property K. Confiscate contraband L. Restrict to quarters M. Extra duty
109	Rope, or other escape paraphernalia, portable telephone, pager, or other electronic device)	
110	Refusing to provide a urine sample; refusing to breath in a breathalyzer; refusing to take part in other drug abuse testing	
111	Introduction or making of any narcotics, marijuana, drugs, 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 touch by for or threat of force.	
115	Destroying and/or disposing of any item during a search or an attempt to search	
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act	

**GREATEST CATEGORY (Cont'd) :**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.	[Sanctions A-M]
198	Interfering with a staff member in the performance of duties most like another Greatest security 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.	

<u>HIGH CATEGORY</u>		
<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to the Bureau of Prisons within four hours.	A. Recommend parole date rescission or retardation B. Forfeit earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
201	Fighting with another person	
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	B.1 Disallow ordinarily between 25 and 50% (14-27days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
205	Engaging in sexual acts	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	C. Disciplinary segregation (up to 6 months).
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	D. Make monetary restitution. E. Monetary fine F. Loss of privileges (e.g. telephone, commissary, movies, recreation).
209	Adulteration of any food or drink	G. Change housing(quarters)
211	Possessing any officers or staff clothing	H. Remove from program and/or group activity
212	Engaging in, or encouraging a group demonstration	I. Loss of job

**HIGH CATEGORY (Cont'd) :**

<u><b>CODE</b></u>	<u><b>PROHIBITED ACTS</b></u>	<u><b>SANCTIONS</b></u>
224	Assaulting any person (a charge in this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate)	[Sanctions A-M]
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after previously been warned to stop such conduct.	
226	Possession of stolen property	
227	Refusing to participate in a required physical test or an examination unrelated to testing for drug abuse (e.g. DNA, HIV, tuberculosis)	
228	Tattooing or self-mutilation	
229	Sexual assault of any person, involving non-consensual touching without force or threat of force	
296	Use of mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g. use of 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 attempt to send or receive unauthorized correspondence.	
297	Use of the telephone for abuses other than illegal activity which circumvent the ability for 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 security 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.

**MODERATE CATEGORY**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
300	Indecent Exposure	A. Recommend parole date rescission or retardation
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	B. Forfeit earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended)
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	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)
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 a drug-abuse test would be charged as 110)	C. Disciplinary segregation (up to 3 months) D. Make monetary restitution E. Monetary fine
308	Violating a condition of a furlough	F. Loss of privileges (e.g. telephone, commissary, movies, recreation).
309	Violating a condition of a community program	
310	Unexcused absence from work or any program assignment	G. Change housing (quarters)
311	Failing to perform work as instructed by the supervisor	H. Remove from program and/or group activity
312	Insolence towards a staff member	I. Loss of job

**MODERATE CATEGORY (Cont'd):**

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
313	Lying or providing a false statement to a staff member.	J. Impound inmate's personal property
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)	K. Confiscate contraband L. Restrict to quarters M. Extra duty
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 which without staff authorization	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count	
321	Interfering with the taking of count	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	

**MODERATE CATEGORY (Cont'd) :**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
329	Destroying, altering or damaging government property, or the property of another person, having a value of \$100.00 or less	[Sanctions A-M]
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool 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 education 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	

**MODERATE CATEGORY (Cont'd) :**

<b>CODE</b>	<b>PROHIBITED ACTS</b>	<b>SANCTIONS</b>
397	Use of the telephone for abuses other than criminal 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	[Sanctions A-M]
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.	

LOW MODERATE CATEGORY

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
402	Malingering, feigning illness	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).] (See Chapter 4 Page 16 for VCCLEA violent and PLRA inmates.)
404	Using abusive or obscene language	
407	Conduct with a visitor in violation of Bureau regulations	
409	Unauthorized physical contact (e.g., kissing, embracing)	
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts	
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	D. Make monetary restitution E. Monetary fine F. Loss of privileges: commissary, movies, recreation, etc. G. Change housing (quarters) H. Remove from program and/or group activity I. Loss of job J. Impound inmate's personal property

LOW MODERATE CATEGORY (Cont'd) :

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
		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 offenses itself.

## INMATE RIGHTS AND RESPONSIBILITIES

**Right:** You have the right to expect that as a human being you will be treated respectfully and fairly by all personnel.

**Right:** You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.

**Right:** You have the right to freedom of religious affiliation, and voluntary religious worship.

**Right:** You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same; and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.

**Right:** You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.

**Right:** You have the right to unrestricted and confidential access to the courts by correspondence (on your convictions, civil matters, pending criminal cases, and conditions of your imprisonment).

**Right:** You have the right to legal counsel from an attorney of your choice by interviews and correspondence.

**Responsibility:** You have the responsibility to treat others, both employees and inmates, in the same manner.

**Responsibility:** You have the responsibility to know and abide by them.

**Responsibility:** You have the responsibility to recognize and respect the rights of others in this regard.

**Responsibility:** It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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.

**Responsibility:** It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the laws or Bureau rules or institution guidelines through your correspondence.

**Responsibility:** You have the responsibility to present honestly and fairly your petitions, questions matters such as the legality of and problems to the Court.

**Responsibility:** It is your responsibility to use the services of an attorney honestly and fairly.

**Responsibility:** It is your responsibility to use these resources in keeping with the procedures and schedules prescribed and to respect the rights of other inmates to the use of the materials and assistance.

**Right:** 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.

**Right:** 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.

**Right:** You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.

**Right:** 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.

**Responsibility:** It is your responsibility to seek and utilize your such materials for your personal benefit, without depriving others of their equal rights to the use of this material.

**Responsibility:** You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and the community. You will be expected to abide by the needs, and regulations governing the use of such activities.

**Responsibility:** You have the responsibility to meet your legal and financial 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.

## **EDUCATION**

The Education Department is responsible for all education programs, maintaining the Law Library and Leisure Library, and for conducting academic testing. The educational and vocational programs described within this publication are designed to provide inmates with an opportunity for self-improvement, skill training, educational advancement, and related goals.

### **VCCLEA and PLRA Requirements**

Effective November 3, 1997, all inmates whose offenses took place on or after September 13, 1994, but before April 26, 1996 (VCCLEA) and those inmates whose offense dates occurred after April 26, 1996 (PLRA) who lack a high school credential must participate in and make satisfactory progress toward obtaining a GED credential in order to be eligible to earn and vest the maximum amount of good conduct time.

### **Adult Basic Learning Examination (ABLE)**

The Bureau of Prison's Program Statement 5350.19 requires that all newly committed inmates complete ABLE testing within 30 days of arrival at the institution. The ABLE test is given to everyone to determine academic grade level. An inmate returning or transferring to this institution who has not taken the ABLE test, or who does not have verifiable test scores, will be required to take the ABLE test. For the non-English speaking inmate, other standardized testing is available (the SABE). An inmate will be required to take the ABLE test unless she has a verified GED or high school diploma at the time of arrival at this institution. Failure to respond to the call out for testing will result in disciplinary action.

An inmate must have a GED or high school diploma to be eligible to receive Inmate Performance Pay above grade 4 pay level. Those who do not have a verified GED or high school diploma are required to be enrolled in Pre-GED or GED classes for a minimum of 240 instructional hours or until they have passed the GED test. Failure to attend these classes will result in disciplinary action and may have VCCLEA and PLRA implications. A GED credential and certificate will be issued upon successful completion of this program.

### **English as a Second Language (ESL)**

The ESL program is designed to help teach the non-English speaking inmate how to speak, read and write English. Students learn by utilizing verbal drills, guided self-study, and tutoring. Inmates who score below 225 on the Comprehensive Adult Student Assessment System (CASAS) test will be enrolled in English as a Second Language (ESL) program. Once an inmate has completed the ESL Program by passing the CASAS certification exam, the inmate may enroll in the GED program.

## **Correspondence Courses**

If you are interested in taking correspondence courses, you must go through the College Coordinator who will assist you with information on approved courses and location of alternative schools. All classes must be approved by the College Coordinator and all books and material must be received through the Education Department. College costs, including books and tuition, are the responsibility of the student. Tuition and books may be paid for with an Inmate Request for Funds Form. To be eligible for any VT or college courses, an inmate must have a high school diploma or GED.

## **Law Library**

The law library is located in the Education Department. Case law books from federal districts, circuits, and state supreme courts are available for reference during the library hours of operation. Program Statements from the Bureau of Prisons and Institutional Supplements from FPC Phoenix are available for inmate reference. Law library books, typewriters, and writing materials are available for inmate use. Typewriters are available on a first come first served basis. You must have a ribbon which you can buy at the commissary. If you are indigent, you may borrow a ribbon from Education, in exchange for your commissary card.

## **Leisure Library**

The institution maintains a leisure library with a great variety of books including reference and general interest.

### **Library Hours:**

Monday through Friday 7:30 a.m. to 8:30 p.m.  
Saturday & Sunday 12:00 p.m. to 8:30 p.m.  
Holidays Closed

## **Interlibrary Loan**

The leisure library participates in a program with the City of Phoenix Public Library. A maximum of three requests may be submitted by an inmate at one time. The inmate is held responsible for the books issued to her and will be required to pay for their replacement in case of loss or damage. Failure to do so will result in loss of library privileges.

## **Computer Applications**

A computer applications (word processing) program is available at FPC Phoenix. This program is ten months long and college credits are given for satisfactory completion of the course. In order to meet requirements for this program, students must have a GED or High School Diploma. They must also have enough time left on their sentence to complete a significant portion of the course instruction.

## **Recreation Activities**

Active Programs - A variety of sports activities and exercise programs are offered. Recreational calendars are posted and inmates are encouraged to participate, consistent with their individual and health limitations.

Leisure Recreation - Hobby craft activities are made available through the Recreation staff. Small projects such as needlepoint, crochet, knitting, etc. may be worked on in the housing units. Unit hobby craft cards must be in the inmates possession at all times which specifics the projects inmates are allowed to manufacture. Ceramics and leather programs are offered in Recreation. Lockers are available to store Hobby craft supplies. Completed projects must be mailed from the Camp within thirty (30) days of completion at the inmate's expense.

The sports T.V. is for sporting events and the Spanish T.V. is for Spanish viewing. Indoor and outdoor recreation hours are open 6:00 a.m. - 8:30 p.m. daily.

## **FOOD SERVICE**

### **SCHEDULE OF MEALS:**

#### Monday through Friday:

Breakfast	5:30 a.m. - 6:30 a.m.
Lunch	10:30 a.m. - 11:30 a.m.
Dinner	4:10 p.m. - 5:10 p.m.

#### Saturday and Sunday

Coffee Hour	7:30 a.m. - 8:30 a.m.
Brunch	10:45 a.m. - 11:30 a.m.
Dinner	4:10 p.m. - 5:00 p.m.

\* All times are approximate. **(MEALS TIMES ARE DETERMINED BASED ON A GOOD/CLEAR INSTITUTIONAL COUNT)**.

**MEAL TIME PROCEDURES:** Units are called to meals one pod at a time.

Because of the large number of inmates to be served, you are allowed only one trip through the main serving line. The beverage station and salad stations are self-serve.

When you have completed your meal, you are required to carry your tray and utensils to the dish room window. (No utensils, cups, & trays may leave the food service department).

## **RULES AND REGULATIONS OF THE DINING HALL:**

- (1) Smoking is not permitted at this facility;
- (2) The number of rationed items in a serving will be marked in the margin of the menu posted in the dining hall;
- (3) Items on the menu marked with a star (\*) denote pork or pork seasoning.
- (4) **No food items or beverages** may be taken out from the dining hall, except for items approved by health services for medical purposes, i.e., diabetic.
- (5) While you are on the serving line, you cannot trade food items with another inmate;
- (6) You must dress properly in the dining hall. Institution issued clothing is the only clothing allowed in the dining hall during morning and noon meals during weekdays. Leisure wear will be permitted during evening meals and on weekends and holidays. You cannot wear shower shoes or house shoes in the dining hall. You cannot wear hats into the dining hall. However, you are allowed to wear religious headgear with prior written approval from the Chaplain in the dining hall.
- (7) Radio and ear phones are allowed in but worn only around the neck.
- (8) You are **not permitted** to bring a personal mug or cup into Food Service. Condiments are allowed; however, they have to be in their original containers (hot sauces, spices, etc.).

**Mainline self-selection:** Inmates are authorized to choose a (H/H) heart and healthy alternative or a (N/F) no flesh alternative for lunch & dinner meals only.

### **Certified Religious Diets**

Participants in certified religious diets are approved by the Chaplain, and are not permitted to eat from the regular fare; participation is monitored for compliance.

## **HEALTH SERVICES**

The primary purpose of this manual is to introduce you to Health Services, to explain the process by which to obtain medical care, and to provide you with basic patient education. Please refer to this manual whenever you have questions regarding medical care.

While you are incarcerated, access to medical care is a right, not a privilege. Medical care will never be withheld from you for disciplinary reasons. Medical complaints are taken very seriously by staff, and you will always be cared for in a timely and professional manner. You should understand at the onset, however, that malingering or faking illness cannot and will not be tolerated. A disciplinary procedure is in effect for those who choose, for whatever reason, to fake illnesses or injuries. Our prime objective is to promote good health, and to provide

health care comparable to that available in the community. In order for this system to work well for all of us, your cooperation is required.

Medical staff is very conscious of medical ethics and responsibilities. They will treat you with respect and dignity. Examinations involving close physical contact, such as disrobing, etc., will be conducted with reasonable privacy.

In return, we expect you to treat the medical staff as the professionals they are. This means being punctual for appointments. It also means observing good personal hygiene, and carefully following medical advice. You must bring your Commissary (identification) card when requesting an appointment.

### **EMERGENCY MEDICAL TREATMENT**

All emergencies, acute illnesses, or injuries will be attended as they occur. Outside emergency medical care is available for those cases beyond the scope of the Camp Health Services Unit. Inmates who become ill or develop an acute dental problem after the sick call appointment sign-up period must request the detail supervisor or Camp officer to call the Health Services Unit for an appointment.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only. Medical staff are on duty or on call 24 hours a day, 7 days a week.

### **MEDICATIONS - PILL LINE**

Pill Line (controlled/restricted medications) will be dispensed at the following times daily:

6:30 - 6:45 a.m.

After 5:30 p.m.

Over the counter items, e. g., Aspirin, Tylenol, decongestants, cough syrup, etc. may be purchased at the Commissary. Any inmate who cannot afford to purchase these items can request them through routine sick call. They can be prescribed if medically necessary.

### **PHYSICAL**

All inmates received at the Federal Prison Camp, Phoenix, will be given a medical screening during the time they are processed into the Institution in R&D or within 24 hours. Full physical examinations for new commitments will be administered during your

first two weeks at FPC, Phoenix. If you are under the age of 50, you can request a physical examination once every two years by sending a cop out to the Health Services Unit. If you are over the age of 50, the physical examination can be requested once a year. Pre-Release physical examinations may be requested if you have not had a physical examination within one year prior to release. Such a request should be submitted two months prior to release.

### **SICK CALL APPOINTMENTS**

Any inmate in general population who wishes routine medical or dental care must come to the Health Services Unit between, the following hours to obtain an appointment. Appointments will be prioritized according to seriousness of illness or injury. No routine appointments will be given after the sign-up period. There is a \$2.00 co-pay for sick call appointments.

Monday - Tuesday - Wednesday - Friday	6:30 a.m. - 7:00 a.m.
Dental open house - Thursdays only	6:30 a.m.-7:00 a.m.

In order to receive routine dental care or cleaning, you must submit a cop out to the Dental Clinic and will be placed on the waiting list.

**SPECIAL PROCEDURES AND TESTS:** Should you have any questions regarding a laboratory or x-ray procedure, contact the individual who ordered the test or schedule a routine sick call appointment to discuss the results. Preventive health care, female health care is available in accordance to clinical guidelines

**MEDICAL RECORDS REVIEW OR COPIES:** Any inmate wishing to review or have copies made of his medical record should submit a cop out to the Medical Records Office. You will be advised of any other action that you must take or the time frame in which this will occur. If the amount of copies exceeds the allowable limit, the inmate will be charged for the requested copies (in accordance with the Health Services Manual).

**LIVING WILLS:** Inmates who wish to have a living will, may contact a private attorney to prepare the documents at the inmates expense. Then the inmate can provide their living will to medical records, and it will be included in the inmate=s medical record.

**OTHER ISSUES:** If you are not ill, but have questions concerning routine health care, you may direct your questions to the Health Services Staff during mainline or request the information via cop-out.

**FEDERAL BUREAU OF PRISONS  
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 respect the basic human rights of your health care providers.

**RIGHTS:**

1. You have the right to health care services, based on the local procedures at your institution. Health services include sick call, dental sick call and all support services. Sick call at this institution is conducted on Monday, Tuesday, Thursday, and Friday.
2. You have the right to be offered a "Living Will,≅ or to provide the Bureau of Prisons with "Advance Directives" that would provide the Bureau of Prisons with instructions if you are admitted, as an inpatient, to a hospital in the local community or the Bureau of Prisons.
3. You have the right to participate in health promotion and disease prevention programs, including education regarding infectious diseases.
4. You have the right to know the name and professional status of your health care providers.
5. You have the right to be treated with respect, consideration, and dignity.
6. You have the right to be provided with information regarding your diagnosis.
7. You have the right to be examined in privacy.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care to any member of the institution staff, including your physician, the Health Services Administrator, members of your Unit Team, and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the

recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau policy to include preventive services, emergency care, and routine care.
14. You have the right to a safe, clean, and healthy environment, including smoke-free living areas.
15. You have the right to refuse medical treatment in accordance with Bureau policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to complain about pain, and have it assessed by the health care providers.
17. You have the right as an offender to health care and will not be denied due to lack of funds.

**RESPONSIBILITIES:**

1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you were provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.

5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the responsibility to comply with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed medications.
11. You have the responsibility to eat healthily and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain the cleanliness and safety in consideration of others.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to be truthful about your complaint for pain.
17. You have the responsibility for co-pay if you are not indigent when seeking medical/dental care.

## **Correctional Systems Management**

The R&D Office/Mail Room will have open house hours Monday through Friday, 3:00 p.m. - 3:30 p.m., unless mitigating circumstances prevent this time period.

### **OUTGOING CORRESPONDENCE**

Name, Register Number, Federal Prison Camp address (37930 N. 45th Avenue, Phoenix, Arizona 85086) is required. All correspondence may be sealed prior to deposit into the Mail Depository, except authorized inmate-to-inmate correspondence, which may not be sealed. Inmates assume responsibility for the contents of their letters; any correspondence containing threats, extortion, etc. may result in prosecution for violation of federal laws.

Inmates must deliver outgoing legal mail directly to ISM staff during open house hours for processing. Legal mail may be sealed. ISM staff will verify the inmate's identity and ensure the envelope is addressed properly and has sufficient postage attached. Any outgoing legal mail weighing more than 16 ounces will be processed as a package and is subject to the procedure for mailing a package.

All outgoing mail must bear the appropriate postal fees in stamps, which will be made available through commissary purchase. Postal charts and various receipts (certified or registered) are made available in the Law Library. A weight scale is available during Mail Room open house hours. Indigent inmates may request stamps from their Counselor.

### **INCOMING CORRESPONDENCE**

Staff have the authority to open and/or read incoming and outgoing general mail, as necessary, in order to maintain security. Appropriately identified "Special Mail" (i.e., attorneys must be clearly identified on incoming correspondence along with the statement, A Legal Mail, open only in presence of inmate.≅) will be delivered by the Unit Staff in the presence of the inmate and will be opened and inspected for contraband. All incoming mail will ordinarily be processed within 24 hours of delivery.

### **INMATE-TO-INMATE CORRESPONDENCE**

Correspondence between confined individuals requires the approval of both Unit Managers. An "Inmate Request to Staff Member" form should be submitted to the Unit Team for approval to correspond with a family member or co-defendant in another penal or correctional institution. Correspondence with acquaintances other than co-defendants or immediate

family members in other institutions is not permitted. Co-defendants must have an ongoing case (not a civil case). The Warden is the approving official for correspondence if an inmate is in a non-federal correctional facility.

#### **INCOMING PROPERTY**

Inmates will be authorized to receive a package of personal property thirty days from their release/RRC date consisting of one release outfit and a tote bag. Package authorizations (Form BP-331) will be submitted through the Correctional Counselor for approval by the Camp Administrator. Upon approval, one approved copy returned to the inmate for forwarding to the sender of the package.

All inmate personal property will be issued to the inmate by R & D staff at the time of their release.

**Release packages cannot total over \$100.00 in value.**

#### **OUTGOING PACKAGES**

An AAuthorization to Mail Inmate Package form must be completed. Hobby craft items are mailed through the Recreation Department. All other items to be mailed out will be taken to R&D with the proper postage.

#### **INSTITUTION PROPERTY LIMITATIONS**

The A&O packet contains a listing of all property limitations.

Miscellaneous: The following items may be received through the regular mail, but are limited to the amounts as indicated.

Photos (no double-backed prints)	25 each
Letters	25 each
Newspapers (from publisher only)	2 each
Books/Magazines - (Hardcover from publisher, book club, or book store only)	15 each

Soft cover books may be received from sources other than the publisher book club or book store at minimum security institutions.

## **PSYCHOLOGY SERVICES**

### **INTAKE SCREENING**

Initial contact with a Psychologist will come during the Admission and Orientation (A&O) week. By your third week at FPC Phoenix, a personal interview will be conducted. The results of the interview and information from your Pre-sentence Investigation Report (PSI) will be used to complete a short intake screening report that will be included in your Central File and used in planning your program at FPC Phoenix.

### **INDIVIDUAL PSYCHOTHERAPY**

The Psychologist will be available for individual therapy on an as-needed basis. Inmates may request an appointment via cop-out to the Psychologist. An appointment will be scheduled on the callout sheet on a timely basis, generally within 3-4 weeks.

### **GROUP PSYCHOTHERAPY AND PERSONAL DEVELOPMENT GROUPS**

The Psychologist may be conducting groups depending on inmate needs and interests. Announcements regarding these groups will generally be made at Town Hall Meetings and/or on unit bulletin boards. A "Trauma in Life" workshop will be offered throughout the year. This is a psychoeducational workshop for those who have been affected by trauma. You may request this workshop during your intake or via copout.

### **BRIEF PSYCHOTHERAPY/CRISIS INTERVENTION**

The Psychologist is available for discussion of any personal problems. If you have a serious problem that limits your ability to cope with day-to-day activities, the Psychologist will see you as soon as possible, usually the same day. Please ask your Detail Supervisor or a Unit staff member to notify the Psychologist as soon as possible. Non-emergencies will be scheduled on the call-out sheet on a timely basis.

### **DRUG ABUSE PROGRAMS**

#### **Drug Education**

The Drug Education course is 12 to 15 hours in duration. The course reviews personal drug use, the cycle of drug use and crime, and reviews additional program opportunities in the Bureau. New Drug Education classes are started in approximate three weeks intervals. Individuals who are currently incarcerated for a drug related crime, violated probation due to substances, have a substance abuse history, or have been court recommended for substance abuse treatment will be automatically placed on the wait list for Drug Education by their case manager. Those who do not meet the above criteria but are interested in learning more about substances and substance abuse are welcome to volunteer for the program.

### **Non-Residential Drug Abuse Program**

The Non-Residential Drug Abuse Program treatment is structured in 90 to 120 minute weekly sessions for a minimum of 12 weeks and a maximum of 24 weeks. New Non-Residential Drug Abuse Program groups (maximum of 24 inmates per group) are started within a week following the conclusion of the prior group (every 12 to 24 weeks) provided there is an adequate number of inmates interested in the treatment. This is solely a voluntary program and those who successfully complete the non-residential program can earn up to \$30.00 for their effort.

### **Residential Drug Abuse Program**

The Residential Drug Abuse Program (RDAP) provides a comprehensive substance abuse treatment by employing the integrative model adopted by the Bureau of Prisons. The program is conducted in a Modified Therapeutic Community (MTC), which emphasizes and expects all members to develop shared pro-social norms and values. This method of social learning serves to support the aspects of the BOP's model that emphasizes: a Bio-Psycho-Social perspective on the various causes of substance abuse, the Stages of Change, and cognitive behavioral strategies to assist inmates with their recovery.

The program operate under the assumptions that there is no universal cause of addiction, change is the responsibility of the inmates, and inmates must learn how to detect, identify, and correct errors in perception and thoughts to bring about positive changes in their feelings and behaviors. The goal is to provide inmates with the necessary skills to live drug-free and crime-free lives.

The residential portion of the program is approximately nine months in length. Inmates participate in treatment for approximately four hours per day, five days per week. It is emphasized, however, that treatment occurs 24 hours a day, seven days a week. A typical treatment day begins with a community meeting. In the community meeting inmates come together to discuss current events and community issues. It is also a time for support, encouragement, and motivation for treatment. Following this group, inmates attend smaller psycho-educational and psychotherapy groups.

These psycho-educational modules are divided into three phases of treatment and will cover seven areas. Phase I includes Orientation and Rational Thinking. In the Orientation module, you will be introduced to the program and encouraged to make a commitment to change. In the Rational Thinking module you will learn how your thinking led you to drugs and crime, and how to change these ways of thinking. Phase II includes Criminal Lifestyles and Living With Others. The Criminal Lifestyles module teaches new ways of thinking and behaving that will replace the past criminal thinking patterns. The Living With Others journal addresses how to set boundaries and identify healthy relationships. Phase III includes Lifestyle Balance, Recovery Maintenance, and Transition. The Lifestyle

Balance module will teach you how to obtain physical, emotional and spiritual health. Since anyone can go back to using drugs or alcohol, Recovery Maintenance teaches you how to identify and deal with triggers that can lead to relapse. The Transition module will help you as you transition back to the community.

Group therapy is an important component of all phases of treatment. Inmates are assigned to a therapy group, which we identify as "process group," with their primary DTS. The small group provides each inmate the opportunity to discuss her challenges in recovery with fellow inmates on a more intimate level. In talking about her problems, she learns there is nothing she has experienced that has not been encountered by other group members. She also has the chance to explore new methods of coping with old problems. The group serves as a reality check; attitudes and behavior that support recovery are immediately reinforced, while attitudes and behavior that signal a relapse receive equally immediate scrutiny.

In addition to the process group, inmates also attend one of three specialty group, Self-Esteem, Stress Management, and Victim Impact, once a week. Through the various groups offered as part of treatment, the community helps support a program of recovery for each inmate on the unit. Individual therapy is also provided if deemed necessary by the treatment team.

After the residential program, inmates will enroll in institution Follow-Up Services (aftercare) for a 12-month period or until the time of their release to a Residential Reentry Center (RRC). RDAP graduates are also required to serve six months in a halfway house, during which time they will participate in community transitional drug abuse treatment services. RDAP participants need to successfully complete all components of the program to receive credit for RDAP.

## **Sexually Abusive Behavior Prevention and Intervention: An Overview for Offenders**

### **Your 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 regardless of your age, size, race, ethnicity, or sexual orientation.

### **Your Role in Preventing Sexually Abusive Behavior**

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

1. Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

2. Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
3. Do not accept an offer from another inmate to be protector.
4. Find a staff member with whom you feel comfortable discussing your fears and concerns.
5. Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
6. 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.
7. Stay in well-lit areas of the institution.
8. 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.
9. 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 to do if you are Afraid or Felt 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.

#### **What to 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 and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how to 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).

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.

### **How to Report an Incident of Sexually Abusive Behavior**

It is important that **you tell a staff member if you have 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 member 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 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 part of the Bureau of Prisons. The address is:

**Office of Inspector General**

**P.O. BOX 27606**

**Washington, DC 20530**

## **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.

## **Management Program for Assailants**

Those who sexually abuse/assault other while in 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 for monitoring. You will be referred to Psychology Services for an assessment risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. 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.

<b>Code 101/ (A) :</b>	<b>Sexual Assault</b>
<b>Code 205/ (A) :</b>	<b>Engaging in a Sex Act</b>
<b>Code 206/ (A) :</b>	<b>Making a Sexual Proposal</b>
<b>Code 221/ (A) :</b>	<b>Being in an Unauthorized Area with a Member of the Opposite Sex</b>
<b>Code 300/ (A) :</b>	<b>Indecent Exposure</b>
<b>Code404/ (A) :</b>	<b>Using Abusive or Obscene Language</b>

**Staff Misconduct:** The Standards of Employee Conduct prohibits 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 the 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 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, not 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.

**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.

### Contact Offices

#### **U.S. Department of Justice**

Office of the Inspector General  
950 Pennsylvania Avenue, NW Suite 4322  
Washington, D.C. 20534

#### **Central Office**

Federal Bureau of Prisons  
320 First Street, NW  
Washington, D.C. 20534

#### **Mid-Atlantic Regional Office**

10010 Junction Drive, Suite 100-N  
Annapolis Junction, Maryland 20701

#### **North Central Regional Office**

U.S. Customs House, 7<sup>th</sup> Floor  
2<sup>nd</sup> and Chestnut Streets  
Philadelphia, Pennsylvania 19106

#### **South Central Regional Office**

4211 Cedar Springs Road, Suite 300  
Dallas, Texas 72519

### **Southeast Regional Office**

3800 North Camp Creek Parkway, SW

Building 2000

Atlantic, Georgia 30331-5099

### **Western Regional Office**

7950 Dublin Boulevard, 3<sup>rd</sup> Floor

Dublin, California 94568

### **Self Help/12 Step Substance Abuse Treatment**

Alcoholics Anonymous (AA) meetings chaired by community volunteers are offered every Wednesday evening at 6:00 p.m. Narcotics Anonymous (NA) meetings are every Wednesday from 7:30 p.m. to 8:30 p.m.

### **RELIGIOUS SERVICES**

The Department of Pastoral Care extends to you the freedom in pursuing individual religious beliefs and practices that are harmonious with the requirements of maintaining security, safety, and the orderly condition of the institution. This includes distributing the limited resources as widely as possible among the various faith groups for services and religious activities. You may designate any or no religious preference. You are allowed to change religious preference in consultation with a Staff Chaplain.

Clergy persons and volunteers of various faith groups are available to assist inmates. The intent of this assistance is to enrich and expand the knowledge, understanding, and commitment to the beliefs, principles, and practices of the individual's choice of spiritual journey. Pastoral Care will also be provided to inmate families as needed and requested. If there is a need during the working hours to see a Staff Chaplain, your Detail Supervisor can contact the Chaplain's Office.

Worship opportunities and educational experiences are available to a variety of faith groups. A weekly schedule of religious activities is posted on each of the unit bulletin boards in addition to other bulletin boards throughout the facility. The schedule will also indicate the duty hours that the Staff Chaplains are available to provide pastoral care, counseling, assist with emergency notices, and a ministry of presence. Schedules for religious services are posted in the Chapel and Units.

## **SAFETY/SANITATION DEPARTMENT**

Every effort is made to provide a safe, sanitary environment at this facility. Only the **highest** standard of sanitation is acceptable. Each inmate is held personally and strictly responsible for the sanitation and appearance of their living areas. Cubicles are inspected daily and disciplinary action is taken when necessary. Beds are to be made properly, trash receptacles emptied, and lights turned off before reporting for work call. All clothing must be inside lockers provided, shoes under bed (neatly placed) by 7:30 a.m. Cork boards are provided for the display of photos, etc.; nothing may be displayed or hung on furnishings or walls. Cabinets are provided for cosmetic and grooming aids. Trash must be directly deposited in appropriate receptacles, never left on floors, tables, walls, showers, or in bathrooms.

### **Fire/Emergency Procedures**

Inmates must familiarize themselves with the fire evacuation diagrams posted in each area of the Camp. Regularly scheduled and unscheduled fire drills are held at the Camp. You must respond quickly and calmly whenever a fire alarm is activated.

## **UNICOR**

**UNICOR**, Federal Prison Industries Inc. is a self-sustained government corporation which is not funded by Congress. UNICOR's mission is to employ federal, incarcerated inmates, by training them in job skills to better prepare them to work in an industrial setting. UNICOR, FPC Phoenix, is part of the Electronics Division which currently is involved in producing Electronic Cables, Connectors, Vehicular Components, and circuit cards.

### **Employment Opportunities/Procedures**

UNICOR opportunities at FPC Phoenix presently consist of the UNICOR Warehouse, Packaging and Quality Assurance program. These opportunities are available in the technical, as well as administrative fields. To be placed on the UNICOR waiting list inmates must first see their Unit Team for an Industries' application. Once the application is completed, processed, and received by UNICOR, the inmate will be interviewed and placed on the waiting list.

### **UNICOR Pay Scale**

**Grade 5**....\$ .23 per hr. (On-the-Job Training, or Pre-Industries Class)  
**Grade 4**....\$ .46 per hr.  
**Grade 2**....\$ .92 per hr.  
**Grade 3**....\$ .69 per hr.  
**Grade 1**....\$1.15 per hr.

Inmates who have prior UNICOR experience, and have not had a break in their employment, will retain their benefits which include longevity, vacation accrual rates, and seniority. Additionally, they will be placed at the top of the waiting list when transferred from another institution for other than disciplinary reasons. Promotions and assignments are by work performance and are governed by UNICOR Policies and Regulations.

### **WORK ASSIGNMENTS**

During your A&O period you will be assigned, on a daily basis, various duties by the Camp Officer and/or Unit Team. At initial classification and upon medical clearance, you will be assigned to a work detail. This assignment is made based on a number of factors, including institutional needs, education, experience, educational and training needs, and future plans. Inmates are expected to remain on a work assignment for a minimum of 90 days with good work reports. After that time, job changes may be requested by submitting an Inmate Request to a Staff Member (cop-out), signed by both current and prospective job department heads, and returned to your counselor. Approved work assignment changes will generally be effective on the first work day of the week.

Inmates that are medically unassigned, or that are assigned to Camp A&O, are not eligible for performance pay. Inmates assigned to a detail exceeding the designated quota will be limited to maintenance pay (\$5.25 per month).

Many of the work assignments may be in close proximity to the perimeter of the main (FCI) institution. **AT NO TIME IS INTERACTION OR CONVERSATION WITH THE MALE INMATES PERMITTED.** Inmates caught interacting with the male inmates at the FCI will be subject to disciplinary action.

### **PERFORMANCE PAY**

Inmates performing satisfactorily on an institution work assignment are eligible for Performance Pay hourly compensation. Performance pay is deposited to the commissary accounts no later than the 10th day of each month, for work performed the previous month.

**Grade 4**....\$ .12 per hr.  
**Grade 3**....\$ .17 per hr.  
**Grade 2**....\$ .29 per hr.  
**Grade 1**....\$ .40 per hr.

Work assignment grades are assigned and based upon the skill required, quantity and quality of work, and positions funded. Performance Pay is limited to Grade 4 for those individuals scoring below 12.0 on all or any part of the Adult Basic Level Examination, Level 2.