

FMC Carswell  
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# Admission & Orientation Handbook

Updated: November 2011



**UNITED STATES  
GOVERNMENT**  
**memorandum**  
**FEDERAL BUREAU OF PRISONS**  
**Federal Medical Center, Carswell**

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November 15, 2011

**MEMORANDUM FOR ALL INMATES**

**FROM:** Joe Keffer, Warden

**SUBJECT:** FMC Carswell Admission and Orientation Program

The Admission and Orientation (A&O) Program and Handbook have been developed to provide inmates new to the institution information regarding your rights and responsibilities as an inmate and the institution's disciplinary process, as well as programs available to you while incarcerated at this facility. The Warden, Executive Staff, and representatives from all departments will also provide useful information during the program concerning the institution's rules and procedures.

If you were committed directly from the Court, you will remain in A&O status for approximately two weeks. If you have been classified at another federal facility, you will remain in A&O for one to two weeks. During the A&O process, you will be offered a physical examination, be interviewed by various staff members, and given a series of psychological and scholastic evaluations. Information derived from these sources will assist the Unit Team in reaching a decision regarding a permanent job assignment and institution programming. New inmates will be classified within 28 days of arrival.

The staff at FMC Carswell are dedicated to providing you with a safe, secure, and orderly environment. Many valuable educational, religious, and recreational programs are offered to provide opportunities to develop life skills and improve your mind, body, and soul in preparation of your release. I encourage you to take advantage of the programs offered at this facility, as they will improve your quality of life and assist with transitioning back into society upon your release.

**FEDERAL BUREAU OF PRISONS**  
**INMATE RIGHTS AND RESPONSIBILITIES**

**RIGHTS**

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation and voluntary worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, - and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.
6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)

**RESPONSIBILITIES**

1. You are responsible for treating inmates and staff in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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| <p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>  | <p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>   |
| <p>8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.</p>              | <p>8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.</p>  |
| <p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p>                    | <p>9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p>   |
| <p>10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.</p>   | <p>10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.</p>   |
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.</p> | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court-imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |

### GENERAL INFORMATION

Bulletin boards are located in each housing unit, as well as the Education Department, the Chapel, and downstairs by the Food Service Department. **All inmates are expected to review the bulletin boards daily for pertinent information, change sheets and call-out appointments.** Schedules of activities and events are posted there, and times and places for

religious services are posted on the bulletin board outside the Chapel.

You will be given a Commissary/I.D. card with your register number and picture on it. This card is to be used for Commissary purchases and identification purposes, and **must be in your possession at all times**. If your Commissary/I.D. card is lost, it should be reported to your Counselor. There is a \$5.00 charge to have it replaced.

The "Inmate Request to Staff Member" form, commonly called the "Cop-Out," can be obtained from your Unit Team. They are used, for example, to request appointments and to seek information from staff members. Staff will usually respond within five working days following receipt of the cop-outs or e-mail. **However, you are advised that the Warden's assistance should be sought only after HONEST attempts at resolution following the proper Chain of Command (ie., Unit or Departmental representatives, then Associate Warden) have proven unsuccessful.**

### **GENERAL SMOKING/NON-SMOKING REGULATIONS**

Smoking is **NOT** permitted at FMC Carswell. The rules against smoking are strictly enforced by staff. Cigarettes, tobacco products, matches and lighters are considered contraband, and will be confiscated by staff. For further information, refer to the Institution Supplement entitled Smoking/No Smoking Areas.

**SEXUAL ABUSE PREVENTION:** The Bureau of Prisons has a strict "zero tolerance" policy concerning sexual relations within the institution.

To **confidentially** report an incident of sexually abusive behavior, you may:

- Call the institution's sexual abuse reporting hotline at **(817) 782-4096**
- Tell any staff member you trust
- Write directly to the Warden, Regional Director, the Director, or the Office of the Inspector General
- File a Request for Administrative Remedy (BP-9)

\*Further information can be found in the supplemental *Sexually Abusive Behavior Prevention and Intervention* handbook (included with this handbook).

### **INMATE ATTIRE & GROOMING REGULATIONS**

Appearance is important in making a positive impression on others, as well as providing you with a feeling of general well-being and personal satisfaction. You are expected to maintain a neat personal appearance at all times.

7:30 a.m. - 4:00 p.m. (Monday - Friday) - All inmates, including inmates on medical idle, will be dressed in the institution-issued khaki clothing. **T-Shirts must be tucked in at all times.** Inmates exempt from wearing institution-issued clothing during normal duty hours must be approved by the Medical Review Committee. Only safety shoes, work shoes or tennis shoes may be worn outside of the housing unit. Open-toed shoes, slippers, and sandals will not be worn off the unit unless approved by the Medical Review Committee. Inmates with designated days off during the week may elect to dress in approved leisure attire while in the housing unit or on the recreation yard. Appropriate dress will include authorized sweatshirts, shorts, t-shirts, and other approved personal clothing.

Tight-fitting or baggy clothing is not allowed. Inmates will be required to exchange clothing items that do not fit properly. Institutional clothing will not be altered in any fashion, nor will any logos or insignias be placed upon the uniform in any manner. **Any personal attire that is altered from its original form will be considered contraband, will be confiscated, and may result in disciplinary action.**

**\*All inmates must be in khaki clothing to enter the Food Service dining room for the noon meal.** If wearing thermal underwear, it must be worn underneath a long-sleeved institution-issued shirt during the lunch meal.

An inmate may wear the hairstyle of her choice and the length of hair will not be restricted as long as the inmate keeps her hair neat and clean. However, mohawks and shaved-head hair styles are prohibited except for medical reasons. Hairpieces and wigs are not permitted.

All haircuts, perms, coloring and relaxers are to be done in the institution Cosmetology Department. The Cosmetology Department is located on the first floor of the Hospital building. It is open Monday - Thursday (12:30 - 7:30 p.m.), walk-ins only. See the rules located in the Cosmetology Department for more information.

### **WORK ASSIGNMENTS AND WORK REPORTS**

As you finish your orientation period, your Unit Team will assign you to a permanent work detail, a training program, or a combination of both. You will be assigned to a job primarily based on institution needs. Additional factors considered in determining a specific work assignment are: your physical condition, education level, previous work experience, general attitude, ability to benefit from training, and plans for the future. Some of the jobs available are:

<u>Food Service:</u>	Cooks, Bakers, Salad Preparers, Orderlies, and Dishwasher Operators
<u>Medical Department:</u>	Orderlies, Nursing Assistants & Inmate Helpers, Dental Assistants, and Dental Lab Technicians
<u>Mechanical Service:</u>	Electricians, Plumbers, Cement Finishers, Masons, Mechanics, Painters, Carpenters, Draftswomans, Laborers, Clerks, and HVAC
<u>Education:</u>	Librarians, Teacher Aides, and Clerks
<u>Laundry Department:</u>	Clothing Dispensers and Clerks
<u>Safety:</u>	Clerks, Housekeepers, Recycling and Warehouse Workers
<u>Institution Maintenance:</u>	Landscape Workers and Building Orderlies
<u>Chapel:</u>	Clerks and Orderlies
<u>Receiving and Discharge:</u>	Orderlies
<u>Housing Units:</u>	Orderlies

Generally, job changes are made by the Unit Team, when there is a need. Ordinarily, an inmate will be on a job 90 days before being considered for a job change. Reports evaluating your work performance will be prepared by your supervisor every 90 days. Work performance will also be used when considering participation in community activities, if eligible. Unsatisfactory work reports may result in restriction from community programs.

### **UNIT MANAGEMENT**

The functions of the Unit Staff are to assist with program goals, release matters, personal problems, and to provide you with a clean, quiet environment to reside while you are incarcerated at FMC Carswell.

To accomplish this, each inmate must contribute to her own individual progress and make every effort to treat others with respect and concern. Violations of institution rules or regulations will not be tolerated. Inmates are expected to attend Unit Town Hall Meetings and Mail Call, which are held regularly.

You will become acquainted with your Unit Team. Each member is a professional who will assist you in planning and accomplishing your program goals in preparation for your release. You are the most important member of the team, and your accomplishments depend on your own desires, behavior, and motivation.

### **UNIT SANITATION:**

You will be held responsible for the condition of your living area. Beds are to be made properly by 7:30 a.m., Monday through Friday, and by 10:30 a.m. on weekends and holidays. All areas are to be cleaned, all property is to be stored in the locker, and room lights turned off before work call. Nothing is to be taped or nailed to walls or furnishings. Nude or sexually explicit pictures, calendars, etc., are not permitted to be openly displayed.

The Staff Duty Officer will make weekly Sanitation Inspections. These inspections will determine which unit will be first to Mainline. Take pride in your unit and cooperate with your unit orderlies.

For further information on specific rules established for your housing unit, refer to the inmate bulletin boards in your unit.

### **FINANCIAL RESPONSIBILITY PROGRAM**

The Inmate Financial Responsibility Program (IFRP) 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 room/housing assignments, institution work assignments, performance pay, commissary privileges, release gratuities, and

community programs including placement in a Residential Reentry Center (ie, halfway house). In accordance with 18 U.S.C., Section 3624 (e), any inmate with an unpaid balance on a **committed fine** relative to the current offense, must sign an installment schedule agreement to pay the fine. The schedule will be established by the United States Probation Office. Interest and penalties are associated with unpaid restitution and fines. Payment plans will be discussed at your team meetings.

When an inmate has the resources to do so, it is intended that full payment will be made as expeditiously as possible. Inmates with sizable obligations and considerable community resources are ordinarily not to be considered as exercising adequate responsibility by making minimum payment from institution earnings. The imposition of larger financial obligations by the Court, like the imposition of longer sentences, reflects concern with the relative seriousness of the offense. In such cases, it ordinarily can be assumed the Court has taken into consideration the inmate's ability to pay.

Questions regarding the Inmate Financial Responsibility Program or your program plan can be discussed with members of your Unit Team during your team meeting. Program Statement 5380.08, Inmate Financial Responsibility Program, is also available for your review in the inmate Law Library.

### **PERFORMANCE PAY**

Each inmate is eligible to receive pay for satisfactory work performed, based on the grade level for the particular job. You may be awarded performance pay, generally at the rate of \$.12 to \$.40 per hour of satisfactory work performed, depending on the designated grade level. Pay grade levels range from 1 to 4, with 1 being the highest. Inmates who are found guilty through the disciplinary process to have committed a 100 or 200 level series drug or alcohol related prohibited act, as well as inmates who have a legitimate financial obligation (i.e., court assessments, fines, restitution, child support, etc.) and refuse to participate in the Inmate Financial Responsibility Program will receive only maintenance pay of \$5.25 per month. Any inmate who has worked full-time for 12 consecutive months on an institution work assignment is eligible to take a five-day paid vacation at the inmate's prevailing hourly rate.

Inmates receiving performance pay will be paid monthly. The pay period runs from the first day of the month through the last day of the month. Performance pay is posted to an inmate's trust fund account by the 10<sup>th</sup> of the month following the close of the pay period.

The pay grade of a work assignment is based on the degree of skill and supervision required for the position and the position's impact on the institution in comparison with other inmate work assignments. For example, a Grade 1 position must be a skilled position which has institution-wide impact and requires minimal supervision. Grades 2 through 4 require lower skill levels, greater supervision, and have less impact on the institution. Some details may have several Grade 1 positions, while other details may not have any Grade 1 positions.

## **FINANCIAL MANAGEMENT**

### **CASHIER HOURS**

Open House for the Accounting Department will be held on Tuesdays and Thursdays from 12:00



- 12:30 p.m. at the cashier's cage located in the hospital atrium area. Issues pertaining to inmate accounts, including Form 24 payments, IFRP payments and Inmate Performance Pay, will be addressed during these Open House hours.

### **SUPPORT SERVICES**

#### **COMMISSARY**

All inmates will shop as indicated below. **Inmates must present their Commissary/I.D. card in order to shop.** An inmate's day to shop is determined by the last two numbers of the first five digits of their Register Number. For example, Register Number 12345-678 will shop on Wednesdays. Check unit bulletin boards for changes due to Holiday weeks and inventory schedules. **If an inmate does not come to the sales window when their name is called, they will forfeit their shopping privilege until the following week. An inmate must notify Commissary staff if they need to leave the line for any reason.**

#### **Shopping Schedule:**

<b>Monday</b>	<b>6:00 am</b> Sales for numbers <b>00-24</b> (Last list is taken at 7:00 am) <b>11:00 am</b> Sales for numbers <b>00-24</b> (Last list is taken 10 min. after last call F/S)
<b>Tuesday</b>	<b>6:00 am</b> Sales for numbers <b>25-49</b> (Last list is taken at 7:00 am) <b>11:00 am</b> Sales for numbers <b>25-49</b> (Last list is taken 10 min. after last call F/S)
<b>Wednesday</b>	<b>6:00 am</b> Sales for numbers <b>50-74</b> (Last list is taken at 7:00 am) <b>11:00 am</b> Sales for numbers <b>50-74</b> (Last list is taken 10 min. after last call F/S)
<b>Thursday</b>	<b>6:00 am</b> Sales for numbers <b>75-99</b> (Last list is taken at 7:00 am) <b>11:00 am</b> Sales for numbers <b>75-99</b> (Last list is taken 10 min. after last call F/S)
<b>Friday</b>	<b>8:00 am</b> Sales for Administration Unit <b>8:30 am</b> Sales for Segregation / Seclusion <b>9:00 am</b> Sales for Med Surg Inmates <b>10:30 a.m.</b> Sales for Mental Health-In (Inmates escorted by staff)

#### **INMATE TELEPHONE SYSTEM (TRUFONE)**

The Inmate Telephone System (TRUFONE) is a debit and collect telephone system. Inmates will be allowed **a total of 300 telephone minutes** per month to make collect and/or direct telephone calls.

Telephones for inmate use are located in the Housing units, and are available for use at any time between the hours of 6:00 a.m. and 11:30 p.m., except during official count times or other

situations which would interfere with the orderly running of the institution. Telephones are to be used for lawful purposes only, and all calls are subject to monitoring and recording by institution staff. Conducting business dealings is prohibited, and no third-party or credit card calls are authorized. **NOTE: 800, 900, 976, 950, and any other toll or toll-free telephone numbers will not be allowed.** Collect telephone calls may be made in accordance with established policy. Inmates may not use institution telephones except with the approval of the Unit Manager, and all telephones in the community are **off-limits**. Inmates may contact their Case Manager or Counselor to schedule an unmonitored telephone call to their attorney. Inmates are prohibited from calling inmates who have transferred to a Residential Re-entry Center or placed in Home Confinement.

Inmates may not use institution telephones, except those specifically designated for inmate use in the Chapel and Social Services. All telephones in the community are **off-limits**. All telephone calls are limited to fifteen minutes, but could be limited further when others are waiting.

The Inmate Telephone System (TRUFONE) is a debit and collect telephone system. Each inmate will be issued a Phone Access Code (PAC). Additionally, each inmate will be required to record their name on TRUFONE. Inmates must present their picture identification card to staff at time of recording for proper verification. Inmates will receive their PAC number and record their names during ITS Open House on Monday's between 11:00 a.m. and 12:30 p.m. or as determined by ITS staff. Support Services Open House hours are on Mondays from 11:00 a.m. - 12:30 p.m. Staff will answer questions concerning TRUFONE, TRULINCS, and Commissary issues during this time only. Any inmate with Support Services issues wishing to speak with staff during non-Open House hours must do so by appointment only during designated open movements.

**Inmates who are housed in SHU or other areas in which they are unable to visit the TRULINCS Computers must complete a TRULINCS Contact Request Form and send to ITS to make revisions to their Contact List (Your Unit Team or Unit Officer will provide you with this form).**

To place a debit call you must first transfer money from your commissary account to your phone account. This may be accomplished by dialing 118 and then entering your Phone Access Code (PAC) number when prompted. Select the option to transfer money from your commissary account to your ITS account. Be sure to enter the amount in whole dollar amounts for example press 5 to place \$5.00 on your phone account. If you put too much money on your ITS account, you will not be able to transfer it back to your commissary account until you release from the BOP. To place a collect call, you are not required to place money on your phone account. Inmates must also enter their telephone numbers and contact information in the Trust Fund Limited Inmate Computer System (TRULINCS) system before they are able to make a phone call.

#### **To Make Deposits To Your Telephone Account:**

1. Transfer funds from you commissary account to your phone account via the TRUFONE system by entering 118. Enter your PAC number when prompted
2. Select the option to transfer money from your Commissary account to your telephone account. Telephone credits must be transferred in "whole" dollar amounts only (for example , press 5 to place \$5.00 on your telephone account). **If you put too much money on your telephone account, you will not be able to transfer it back to your**

## **Commissary account until you release from Bureau of Prison's custody.**

### **Phone Access Code (PAC):**

1. You will be assigned a nine (9) digit Phone Access Code (PAC). The PAC number is your confidential code.
2. The PAC must be used to process telephone calls and transfer funds to TRUFONE.
3. Distribution of the PAC to other inmates is prohibited.
4. If you believe your PAC has been compromised, contact your Case Manager immediately.

### **Telephone Time Limit:**

1. All calls are limited to **15 minutes**, and should be shorter when other inmates are waiting.
2. Debit calls will not be allowed if funds are not available to place at least a 3-minute call.
3. There will be a delay of 30 minutes between calls.

### **WARNING TONE:**

The system provides a warning tone approximately one minute before the call is disconnected.

### **TRULINCS**

TRULINCS is a program which allows inmates to send and receive electronic mail. Inmates wishing to participate in this program must accept the terms of service when prompted on the TRULINCS computer. You are responsible for entering all information for those they would like to communicate with. You will be charged 5 cents per minute to use TRULINCS, and will be charged from the time you enter the Public Messaging section from the Portal screen, even if you are simply looking at the screen. You will be charged 15 cents for each printed page.

Inmates are required to use mailing labels for all outgoing mail or packages. Labels must contain only valid address information. Inmates are not permitted to add personal notes to mailing labels such as I LUV YOU or I MISS U, etc. Labels are free of charge. You may print 5 labels per day.

### **RECEIVING FUNDS**

Inmates receive funds either through the Lockbox or via Western Union Quick Collect. Cash will be posted at the institution for inmates arriving with funds, but all others will be forwarded to the Lockbox for processing. **It is your responsibility to inform friends and family of the proper procedures for sending funds** (Instructions are listed below).

### **Lockbox:**

Negotiable instruments only; **no personal items or letters**. No negotiable instruments dated over six months old will be accepted. No third-party or joint-payee negotiable instruments will be allowed.

Federal Bureau of Prisons

*Inmate Register Number*

*Inmate Name*

Post Office Box 474701

Des Moines, Iowa 50947-0001 (Payable to *Inmate Name* and *Inmate Register Number*)

Approved Negotiable Instruments:

Money Orders, Government Checks, Business Checks, Foreign and U.S. Currency **only (No personal checks)**. All Money Orders except those purchased from the United States Post Office will be held for 15 days before the funds are available for use. Checks will also be held for 15 days. Foreign negotiable instruments will be held for 45 days.

Your *Inmate Name* and *Inmate Register Number* should be on the 'Pay To' line as well as on the envelope. A **return address** is also required on the envelope.

Special situations requiring your signature on negotiable instruments must be arranged through your Counselor.

**Western Union:**

- The sender must use a blue Quick Collect form to send funds to inmates.
- The 'Pay To' field must be made out to the Federal Bureau of Prisons (City code "FBOP;" State code "DC").
- The sender's account number with company field is used to identify the inmate's account number and must be filled in with your *Inmate Register Number* first, immediately followed by your full committed last name.
- All funds sent via Western Union's Quick Collect will be posted to your account within 2 - 4 hours, but only when those funds are sent between 6:00 a.m. and 8:00 p.m. CST (Seven days per week, including holidays).
- Western Union will charge the public a \$9.95 fee for U.S. cash transfers up to \$5,000 processed at Western Union agent locations.

**LAUNDRY/CLOTHING INFORMATION**

Washers and dryers are provided in the housing units for inmates to launder their institution-issued and personal clothing. Personal clothing is defined as any non-institution issued clothing items purchased from the Commissary. Institution-issued clothing is any clothing item provided by the institution's Laundry Department.

The Laundry Department is located in the basement of the Hospital building. All new commitments will report to Laundry by 7:30 a.m. on the next working day following their arrival at the institution for the completion of their clothing issue. Steel-toed safety shoes are also issued by the Laundry Department.

All alterations must be done by the Laundry Department. Any institution-issued item altered by an inmate, without authorization, becomes contraband (for example, long-sleeved sweatshirts cannot have the sleeves removed). The item(s) will be confiscated and disciplinary action will be taken.

Clothing may not be borrowed from, exchanged with, given to, or sold to another inmate. Any inmate found not in compliance with this policy is subject to disciplinary action.

Clothing exchange is conducted according to the following schedule:

**MEDICAL/MENTAL HEALTH UNITS/UNIT 1 NORTH/UNIT 1 SOUTH/UNIT 3/UNIT 6**

Clothing, linen and towel exchange is conducted on Tuesdays from 6:00 - 7:00 a.m.

Hygiene products are issued on the last Thursday of each month from 6:00 - 7:00 a.m.  
Blanket exchange is conducted on the last Friday of each month from 6:00 - 7:00 a.m.  
Laundry soap is issued bi-weekly, every other Thursday, from 6:00 - 7:00 a.m.

#### UNIT 2 NORTH/UNIT 2 SOUTH

Clothing, linen and towel exchange is conducted on Fridays from 6:00 - 7:00 a.m.  
Hygiene products are issued on the last Thursday of each month from 6:00 - 7:00 a.m.  
Blanket exchange is conducted on the last Friday of each month from 6:00 - 7:00 a.m.  
Laundry soap is issued bi-weekly, every other Thursday, from 6:00 - 7:00 a.m.

Laundry soap will be issued in a 22-ounce tumbler that will be provided and must be returned for refill each time laundry soap is requested. The laundry soap issued is a highly concentrated, low-sudsing and biodegradable detergent, and should be used sparingly. This detergent is for institution-issued clothing only. Additional laundry detergent can be purchased from the Commissary.

All institution-issued clothing will be tagged with your name and inmate register number for identification purposes. **These tags should not be removed for any reason.** If the tags should come off, it is your responsibility to take that item to the Laundry and have the tag replaced.

### CORRECTIONAL SERVICES

#### COUNT PROCEDURES

During count, you are to remain quiet and in your living area until the count is clear. Disciplinary action will be taken for not being in your assigned area during count, for leaving before the institution count is officially cleared by the Control Center, or any action that disrupts the count procedure.

#### Official Daily Count Times:

12:01 a.m.	In your assigned room
3:00 a.m.	In your assigned room
5:00 a.m.	In your assigned room
<b>10:00 a.m.</b>	<b>Stand-up count by your bed (on weekends and holidays only)</b>
4:00 p.m.	Stand-up count by your bed
9:30 p.m.	Stand-up count by your bed

Additionally, when special counts are called, you need to follow directions from your supervisor or any staff member who is present in the same area as you.

#### PASS SYSTEM

Leisure passes are identified as Recreation Inside, Recreation Outside, Chapel, and Education. These passes are issued by the Unit Officer to those inmates not assigned to a work detail and/or on day-off status. The inmate requesting the pass will fill out the Pass Accountability Log specifying the area they are going to. If the inmate is found to be outside of the area she specified on the pass or in the log book, she will be considered out of bounds.

## **CONTROLLED MOVEMENT**

Orderly movement of inmates to and from special activity areas will be maintained at all times. All free movements to and from quarters will be announced over the PA system by the Control Center Officer in conjunction with the Compound Officer (coordinate prior to movement) at the times listed in the movement schedule. The following are guidelines for controlled movement; however, they may be altered by the Operations Lieutenant in special circumstances to meet the needs of the institution.

### **CONTROLLED MOVEMENT SCHEDULES:**

#### **WEEKDAY SCHEDULE (MONDAY THROUGH FRIDAY)**

6:00 a.m. - Compound Open for morning meal, sick call, pill line  
7:30 - 7:45 a.m. - AM Work Call  
7:45 - 7:55 a.m. - Controlled Movement  
8:45 - 8:55 a.m. - Controlled Movement  
9:45 - 9:55 a.m. - Controlled Movement  
10:00 a.m. - Short Line (Food Service workers, etc.)  
10:45 a.m. - Inmate Recall for all non-work-related areas  
11:00 a.m. - Main Line (for one hour or until completion. Units remain open once they are called for the meal; Compound is open from the end of the meal until PM Work Call)  
12:30 -12:45 p.m. - PM General Work Call/Resume Controlled Movement  
1:45 - 1:55 p.m. - Controlled Movement, Trash Call  
2:45 - 3:50 p.m. - Open Movement  
3:50 p.m. - Compound closes

#### **WEEKEND/HOLIDAY DAYTIME SCHEDULE**

7:00 a.m. - Compound Open for morning meal, pill line  
8:45 - 8:55 a.m. - Controlled Movement  
9:45 a.m. - Inmate Recall for all non-work-related areas  
10:00 a.m. - Institution Official "Stand-Up" Count  
11:00 a.m. - Main Line (for one hour or until completion. Units remain open once they are called for the meal; Compound is open from the end of the meal until PM Work Call)  
12:45 - 12:55 p.m. - Controlled Movement  
1:45 - 1:55 p.m. - Controlled Movement, Trash Call  
2:45 - 3:50 p.m. - Open Movement  
3:50 p.m. - Compound closes.

#### **EVENING TIME SCHEDULE (SUNDAY THROUGH SATURDAY)**

4:00 p.m. - Institution Official "Stand-Up" Count  
4:30 p.m. (or once the Count clears) - UNICOR/Insulin Line Move/Evening Meal Rotation (Units remain open once they are called for the meal)  
5:55 p.m. - Controlled Movement Resumes - Pill Line inmates will be called by unit utilizing the weekly Unit Sanitation results.  
6:45 - 6:55 p.m. - Controlled Movement  
7:45 - 7:55 p.m. - Controlled Movement  
8:55 p.m. - Inmate Recall for all non-work-related areas; Compound remains closed to all non-working inmates.

9:30 p.m. - Official Institution Count  
10:30 p.m. Monday through Thursday - UNICOR movement  
11:30 p.m. Friday and Saturday - UNICOR movement

### **PERSONAL PROPERTY**

Inmates may possess only the property authorized in the Institution Supplement on Inmate Personal Property. Only items listed in Program Statement 5580.06, Inmate Personal Property, will be allowed to be transferred or allowed in from transfer. Items not listed in this Program Statement will be mailed to an address other than a Bureau of Prisons facility. Many of the items in the Personal Property Institution Supplement are for LOCAL USE ONLY. This means that some of the items sold in the Commissary at FMC Carswell are allowed only at this institution, and may NOT be transferred to another Federal institution.

All personal property must be stored in the inmate locker or other authorized areas. All personally owned items must be purchased from the Commissary unless otherwise noted.

Commissary Items: An inmate may not possess Commissary items in a quantity which occupies more than 25% of the total locker.

Magazines, Newspapers, and Books: Only magazines and newspapers authorized by the Institution Supplement may be retained in an inmate's possession. Magazines may be retained for three months from the date of issue. Newspapers may be retained for seven days from the date of issue. Inmates are limited to a total of 10 personally owned books, including religious books. Students will be allowed to maintain books directly related to their current educational/vocational training courses until completion of each course.

Legal Materials: An inmate is allowed to have legal material pertaining to current, ongoing litigation and/or legal actions on her case. All legal material must be stored inside her personal locker or approved legal locker.

Radios: An inmate may possess only one Walkman-type radio with a declared value of no more than \$100. Radios must be purchased from the Commissary, and **may only be worn and/or used during NON-WORKING hours** due to safety concerns.

Watches: Inmates may possess only one watch with a declared value of no more than \$100. Watches must be purchased from the Commissary.

Photographs, Picture Frames, Photo Albums, and Personal Letters: Each inmate may have a photo album containing no more than 25 photographs in accordance with the Institution Supplement. All photographs will be of snapshot size or include no more than one 8" x 10" size photograph. Photographs may be placed inside the doors of an inmate's locker. Personal letters will be restricted to an amount (no more than 25) that can be contained in a standard-size shoe box.

Jewelry: A plain wedding band with no stones may be retained at the time of commitment or transfer. The value of the wedding band will not exceed \$100.

Approved earrings with no stones are allowed. Hoop earrings may not be larger than a Quarter-size coin. Only one pair of earrings may be worn at a time, and may only be worn in the earlobes.

A religious medallion and chain not to exceed \$100 is allowed. No other jewelry is permitted.

Coins/Stamps: No inmate is allowed to possess coins or paper money. An inmate is allowed to possess a maximum of up to three books of postage stamps (at the current rate).

For a complete list of allowable personal property items, refer to Institution Supplement 5580.06, Inmate Personal Property.

### **CONTRABAND:**

Any article not issued to you, not purchased by you in the Commissary, or for which you do not have authorization, is considered contraband. Articles of clothing in excess of allowed limits or used for unauthorized purposes, are also considered contraband. Possession of contraband is a serious offense and can result in severe disciplinary action.

### **DISCIPLINE:**

Inmates must have respect for the rights and property of others. Rules, regulations, and policies are made to maintain a healthy and peaceful climate, and to ensure an orderly operation of this facility.

Certain privileges are granted to eligible inmates as long as they are not abused. Violation of regulations may result in an Incident Report and imposition of certain sanctions, as outlined below.

When an Incident Report is written by a staff member, it is first investigated by a Lieutenant, and the results are forwarded to your Unit Discipline Committee (UDC), which is comprised of certified members. The UDC has the right to impose sanctions for misconduct (i.e., taking of privileges, removal from preferred quarters, change in jobs, assigning extra duty, etc.).

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 have the right to reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended.

If charges are more serious, the case will be referred to the Discipline Hearing Officer (DHO), who has the right to impose more serious penalties (i.e., forfeiture of Good Conduct Time, recommendation of transfer to a higher security level institution, Disciplinary Segregation, or referral of the case to the Federal Bureau of Investigation for possible action in a U.S. District Court).

Be advised that the unauthorized possession, manufacture, or introduction of electronic items and components of electronic items, such as MP3 players, chargers, cell phones, and SIM cards, etc., constitutes a prohibited act under the inmate discipline system. Such unauthorized possession, manufacture, or introduction may be sanctioned as, among other things, a Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Conduct which Disrupts and Interferes



with the Security or Orderly Running of a BOP Facility.

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

Effective April 30, 2009, all inmates are prohibited from obtaining or possessing UCC financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found to be in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline, and your case may be referred for possible prosecution. You may use the Administrative Remedy process to challenge the confiscation or rejection of such materials.

The internal disciplinary system is outlined in detail in Program Statement 5270.09, Inmate Discipline Program, which is available for review in the Law Library.

The institution's policy and procedures do not permit the use of restraints or seclusion for purposes such as coercion, discipline, convenience, or retaliation of staff. Restraints or seclusion are only used when non-physical interventions would not be effective. They are only used in emergency situations in which there is an imminent risk of an individual physically harming herself or others.

### **SUMMARY OF DISCIPLINARY SYSTEM**

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 Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's

involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours  
(unless waived)

4. Discipline Hearing Officer (DHO) Hearing

**NOTE:** Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

## **PROHIBITED ACTS AND AVAILABLE SANCTIONS**

### **GREATEST SEVERITY LEVEL PROHIBITED ACTS**

- 100 Killing.**
- 101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).**
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.**
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).**
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.**
- 105 Rioting.**
- 106 Encouraging others to riot.**

- 107 Taking hostage(s).
- 108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of the listed Greatest severity prohibited acts.

#### AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

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

**HIGH SEVERITY LEVEL PROHIBITED ACTS**

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used).
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.

- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).

- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

#### AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

#### MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing

to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.
- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.



- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed

**Moderate severity prohibited acts.**

**AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
  - B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**LOW SEVERITY LEVEL PROHIBITED ACTS**

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.

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

#### AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband
- L. Restrict to quarters.

M. Extra duty.

**ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL**

<b>Prohibited Act Severity Level</b>	<b>Time Period for Prior Offense (same code)</b>	<b>Frequency of Repeated Offense</b>	<b>Additional Available Sanctions</b>
<b>Low Severity (400 level)</b>	<b>6 months</b>	<b>2<sup>nd</sup> offense</b>	<b>1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).</b>
		<b>3<sup>rd</sup> or more offense</b>	<b>Any available Moderate severity level sanction (300 series).</b>
<b>Moderate Severity (300 level)</b>	<b>12 months</b>	<b>2<sup>nd</sup> offense</b>	<b>1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</b>
		<b>3<sup>rd</sup> or more offense</b>	<b>Any available High severity level sanction (200 series).</b>
<b>High Severity (200 level)</b>	<b>18 months</b>	<b>2<sup>nd</sup> offense</b>	<b>1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).</b>
		<b>3<sup>rd</sup> or more offense</b>	<b>Any available Greatest severity level sanction (100 series).</b>
<b>Greatest Severity (100 level)</b>	<b>24 months</b>	<b>2<sup>nd</sup> or more offense</b>	<b>Disciplinary Segregation (up to 18 months).</b>

## **VISITING PRIVILEGES**

Inmates are encouraged to receive visits in order to maintain family and community ties. All visiting regulations are located in Program Statement 5267.08, Visiting Regulations. The visiting days and times are as follows:

**Monday and Friday:** 5:00 - 9:00 p.m.  
**Saturday, Sunday & Federal Holidays:** 8:00 a.m. - 3:00 p.m.

New inmates are required to submit a visiting list to their Counselor for approval. Relatives and friends may be approved after certain checks are completed. Requests for approval of visitors should be made to the Counselor at least three weeks in advance of the intended visit. Inmates may not have visits unless the visitors have been approved by the Unit Team. Visitors who are not approved may not be allowed to visit.

Inmates will be allowed an unlimited number of visitors per visit. However due to limited space available in the visiting room it may become necessary to terminate some visits to permit others to visit. Please refer to the Institution Supplement on Visiting Regulations for more information.

All visits will begin and end in the Visiting Room. Inmates will not enter the Visiting Room area until notified by a staff member that an approved visitor is present. Upon conclusion of a visit, inmates must exit the Visiting Room and return directly to the compound.

Inmates must be dressed in an institution-issued uniform which includes panties, bra, khaki pants, a khaki t-shirt, and a khaki button-down shirt. Inmates must also have their Commissary/I.D. card with them in order to be admitted to the Visiting Room. Inmates may only take a plain wedding band, a pair of prescription eyeglasses, and a necklace with religious medallion into the Visiting Room. Authorized religious headgear is permitted. Medication may be permitted if authorized by Health Services.

The Front Lobby Officer is responsible for identifying visitors by use of a valid state driver's license, or other valid picture identification. All visitors, with the exception of children under 16 years of age, must provide photo identification before being permitted into the institution.

Each visitor, except official visitors, will be required to complete the BP-A224, *Notification to Visitor* form. Additionally, all visitors will be required to submit to and clear electronic searches before entering the secure facility. This will include walk-through [WTMD] or hand-held metal detectors for the person, and x-ray machines for belongings that cannot be cleared via WTMD. All visitors will also be subject to random vehicle searches and pat searches.

Visitors must be dressed properly. Halter tops or other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Shorts more than 5" above the knee will not be allowed. Skirts and dresses must be no shorter than 5" above the knee. Appropriate footwear, designed for street wear, must be worn by all visitors; shower-type shoes will not be permitted. Visitors failing to follow the dress code may be denied visitation privileges.

Visitors will only be allowed to carry a small clear plastic change purse with change to use in the

vending machines. If a visitor requires medication, only the amount needed for the duration of the visit will be allowed. All items must be in clear containers. Visitors with small infants will be limited to the following amount of items:

- Diapers (5)
- Plastic Baby Bottles (4)
- Handy Wipes - Small Container
- Unopened Baby Food - Enough for the duration of the visit

Visitors are not allowed to give anything to any inmate. A brief kiss, embrace and/or handshake are allowed only upon arrival and departure. Hand holding and touching throughout the visit is not allowed. Inmates may hold children under the age of 12 on their laps. Inmates will be responsible for the behavior of their children. One visiting adult must accompany every five visiting children. If children get out of control, a warning will be issued. If control is not maintained, the visit may be terminated.

All special visits will ordinarily be coordinated by the inmate's Counselor or Unit Team staff. Special visits are for a specific purpose and will not be of a recurring nature. Requests for special visits are approved by the Associate Warden. Special family visitation at the contract community hospital is usually done only in cases where an inmate is critically ill. Visitation must be approved by the inmate's Unit Manager prior to any visit taking place.

The Warden has the authority to restrict or suspend an inmate's regular visiting privileges temporarily when there is reasonable suspicion that the inmate has acted in a way that would indicate a threat to the good order or security of the institution. Reasonable suspicion exists when reliable information and/or facts are presented to the Warden that the inmate is engaged or attempting to engage, in criminal or other prohibited behavior. Reasonable suspicion must be directed to the inmate(s)/visitor(s) in question.

Visitors producing a confirmed positive test result for an illegal substance(s) on the Ion Spectrometry Device, visitors not on an approved visiting list, or visitors visiting an inmate on "visiting restriction" could be rejected and denied visitation privileges.

\*Directions to the institution are located on the last page of this A&O handbook.

## **CORRECTIONAL SYSTEMS**

### **CORRESPONDENCE**

First class letters and publications are distributed during Mail Call in the housing units immediately after the 4:00 p.m. count clears and again at 9:00 p.m. Monday through Friday (excluding holidays). Inmates are required to attend Mail Call. Outgoing mail will be deposited in mailboxes located in each unit. All outgoing mail, with the exception of Legal or Special Mail as defined below, will be unsealed and will be inspected prior to dispatch from the institution. All outgoing Legal mail will be delivered to the Mail Room by the inmate during Open House hours (7:00 - 7:30 a.m. Monday thru Friday, excluding holidays and the day after a holiday). All outgoing mail will be picked up Monday through Friday (excluding holidays) for dispatch to the U.S. Postal Service. The inmate's full name, register number, unit, institution name, and correct

address must be placed on all outgoing correspondence. Failure to do so will result in the letter being opened to ascertain the sender so that it may be sent back for proper preparation. If the sender cannot be identified, the letter will be annotated, dead-filed for two years, then destroyed.

Incoming mail will be opened and searched for contraband and unauthorized material. Unauthorized items (i.e. body hair, plant shavings, small artifacts, sexually explicit personal photographs, musical cards, cassette tapes, stamps, stationary, lottery tickets, plastic cards, etc.) will be returned to the sender, as it is considered nuisance contraband.

Inmates are prohibited from receiving computer disks and computer-related books or publications that contain sections on any type of programming languages (i.e. Basic, C, Pascal, Fortran, JCL, DBASE, Clipper, and Macro) or computer repair information.

All newspapers must be received directly from the publisher. The newspaper must be of pulp-like paper stock, and/or sectioned and folded. Hard-cover books must also be received directly from the publisher, a book club, or a bookstore. Magazines must come directly from the publishers via subscriptions.

Any incoming packages must have an authorization form on file in the Mail Room prior to the arrival of a package. A copy of the signed authorization must be enclosed in the package. Any items received that are not authorized will result in the entire package being returned to the sender. Packages received will be compared to authorizations on file. Should no authorization be on file, the package will not be accepted from the Postal Service and will be returned to the sender unopened.

Authorizations for medical prostheses and orthopedic items must be approved by the Health Services Department.

Inmates who are releasing may have release clothing sent into the institution from home no sooner than 30 days prior to release. Authorizations should be obtained from the Unit Counselor and forwarded to the ISM Department for final approval.

### **Legal Mail**

For mail to be considered Legal Mail, the actual sender must be adequately identified by name, and the firm identified as a law firm on the envelope. Also, the envelope must be marked

**“Special or Legal Mail - Open only in the presence of the inmate”.**

Any mail received which does not have this annotation will be treated as general correspondence.

Express mail and C.O.D. services are not available for outgoing mail. Express mail received for inmates is processed as First Class mail upon receipt at this facility. Mailing out of packages will be scheduled by the Unit Counselor

All mail addressed to and from an inmate must contain the following information:

FEDERAL MEDICAL CENTER, CARSWELL

INMATE NAME

REGISTER NUMBER

UNIT

P.O. BOX 27137  
FORT WORTH, TEXAS 76127

### **RECORDS OFFICE**

This office is responsible for the legal commitment and release of offenders. Open House hours are held on Wednesdays from 8:00 - 9:30 a.m.

Newly committed offenders will receive a sentence computation through Mail Call ordinarily within 30 days after their arrival at the institution. Inmates who are transferred from other Federal institutions will not receive a copy, unless their release date is changed. Inmates who

feel there is a mistake in their sentence computation should attend Open House or complete an "Inmate Request to Staff Member" Form addressed to the Correctional Systems.

### **RECEIVING AND DISCHARGE (R&D)**

This area is **OFF-LIMITS** to all inmates unless a staff member requests their presence.

If a Commissary/I.D. card is lost or destroyed, the inmate will notify the Counselor. A Form 24 will be completed and signed by the inmate. R&D will place the inmate on call-out to have a new card made when the amount of \$5.00 has been deducted from the Commissary account.

### **FOOD SERVICE**

The Food Service Department at FMC Carswell offers nutritionally adequate meals three times a day, seven days per week, which are prepared and served in a manner consistent with established governmental health and safety codes. As in all federal facilities, the Food Service Department maintains a 35-day menu cycle as mandated by the National Menu.

In order to maintain the Food Service program, it is essential that all inmates take ownership in its operation. The better we control food waste, the more money we have to spend on food. When food and supplies are lost through waste or theft, the whole inmate population suffers. Waste means less for you.

Meals will be served cafeteria style in the main Dining Room at the posted times. The main entree is served by inmate Food Service workers. Dessert bars, salad bars, and beverage bars are self-serve. You will normally be asked to make a choice in your dessert selection. Fruit should always be available as a healthy choice for dessert.

In order to accommodate all inmates in a timely manner, we ask that you limit your activities to the consumption of your meal.

Specific approval for special medical diets must be made by the medical department. Medical diet needs will normally be provided through self-selection on mainline.

If you have a problem, complaint, suggestion, or compliment, feel free to discuss it with the Food Service Administrator or any member of his staff during the noon meal, Monday through Friday.



No hats or head coverings of any type may be worn inside the Dining Room, except religious head coverings that have been recognized and approved by the Chaplain. Inmates who wish to wear religious head coverings must seek recognition from the Chaplain. Shoes and socks must be worn at all times in the Dining room. Sandals, shower shoes, and slippers are not authorized.

## **HEALTH SERVICES**

The Health Services staff will provide necessary medical, dental, and mental health services to the inmate population consistent with acceptable community standards. For information regarding specific health concerns, examinations, and medical services, please refer to the supplemental Health Services Admission and Orientation Handbook you received during intake screening.

### **SICK CALL**

**All inmates have the right to access health care through sick-call procedures.** Any inmate desiring medical or dental attention will be responsible for making her own medical or dental sick-call appointment. Sick call is normally held four days a week on **Monday, Tuesday, Thursday, and Friday**, excluding federal holidays. Patients receive appointment dates and times based on the evaluation of a medical provider. By scheduling sick-call appointments based on medical need rather than inmate request, serious health needs are addressed first and non-urgent health concerns are scheduled for timely, but not necessarily same-day, evaluations.

#### **Medical Sick Call**

Hospital and General Population Units: 6:15 - 6:45 a.m., Outpatient Clinic, 2<sup>nd</sup> Floor

#### **Dental Sick Call**

Hospital and General Population Units: 7:00 - 7:30 a.m., Dental Clinic, 1<sup>st</sup> Floor

You will be required to present your Commissary/I.D. card as a means of positive identification when signing up for a sick-call appointment. After receiving an appointment date and time, you will report to your assigned work detail. You are responsible for giving the sick-call appointment slip to your work detail supervisor. Incident reports will be written for missed appointments.

Requests for vision examinations should be pursued through sick call. Inmates in the Administrative, Special Housing and Psychiatric Observation Units will be visited daily by medical staff for sick call.

### **INMATE CO-PAYMENT PROGRAM**

Inmates (\*except as noted below) must pay a \$2.00 co-payment fee per health care visit for requested health care services, which is charged to your Commissary account. These requested appointments include sick-call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf, you will be charged the co-pay fee.

If you are found responsible, through the disciplinary process, to have injured an inmate who, as a result of the injury, requires a health care visit, you will pay the \$2.00 co-pay fee for that inmate.

Co-payment fees will not be charged for:

- Health care services based on health care staff referrals
- Health care staff-approved follow-up treatment for a chronic condition
- Preventive health care services
- Emergency services
- Prenatal care
- Diagnosis or treatment of chronic infectious diseases
- Mental health care
- Substance abuse treatment

You will not be charged a co-payment fee if a health care provider orders or approves any of the following:

- blood pressure monitoring
- glucose monitoring
- insulin injections
- Chronic Care clinics
- TB (tuberculosis) testing
- vaccinations
- wound care
- patient education

\* **Indigence:** An indigent inmate is an inmate who has not had a Commissary account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your Commissary account. If you are NOT indigent, but do not have sufficient funds to pay the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Commissary account.

\* **Inpatients:** Patients admitted to inpatient units, such as Unit M1 or the Medical/Surgical I or II Units, will not be charged co-payments for health care services while they are inpatients.

**PILL LINE:**

Most medications prescribed by the medical staff are not restricted and can be picked up at the Pharmacy during the Prescription Pick-Up times listed below. You are required to present your Commissary/I.D. card as positive identification prior to receiving any medications.

Three insulin and pill lines are conducted on a daily basis for the administration of restricted medications, and two Prescription Pick-Up lines are conducted Monday - Friday for the dispensing of medications for self-administration.

FMC (Hospital) Pill, Insulin, and Prescription Pick-Up Times

<u>Weekdays</u>	<u>Time</u>	<u>Location</u>
Insulin Line	6:00 - 6:30 a.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Pill Line	6:45 - 7:45 a.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Insulin Line	10:45 - 11:15 a.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital

Pill Line	11:15 a.m. - 1:00 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Prescription Pick Up	11:00 a.m. - 12:00 p.m.	Pharmacy, 1 <sup>st</sup> Floor, Hospital
Prescription Pick Up	3:00 - 3:45 p.m.	Pharmacy, 1 <sup>st</sup> Floor, Hospital
Insulin Line	**4:30 - 5:00 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Pill Line	5:15 - 7:15 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital

<u>Weekends &amp; Holidays</u>	<u>Time</u>	<u>Location</u>
Insulin Line	7:00 - 7:30 a.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Pill Line	7:45 - 8:15 a.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Pill Line	11:30 a.m. - 12:00 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Insulin Line	**4:30 - 5:00 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital
Pill Line	5:30 - 7:30 p.m.	Pill Line Room, 1 <sup>st</sup> Floor, Hospital

\*\*4:30 p.m., or after count is cleared.

Inmates may purchase over-the-counter (OTC) medications from the Commissary.

**DENTAL SERVICES:**

**Dental Emergencies:** Dental emergencies are considered as conditions involving acute pain, infection, swelling, or bleeding. Inmates who develop acute dental issues outside of normal Dental sick-call sign-up times are instructed to report to their work supervisor, a member of their Unit Team, or the Unit Officer. The staff member will then call Dental staff, who will determine what further action should be taken. After normal business hours (7:30 a.m. - 4:00 p.m., Monday - Friday), institution staff may call a Mid-Level Practitioner or Nurse on duty for further guidance.

**Scheduling:** After an initial examination, inmates with oral health problems will be offered treatment. If you desire treatment, your name will be placed on the Dental treatment list.

Appointments are scheduled in the chronological order that treatment is requested unless a more urgent need exists. You may also request treatment by making sick call or sending an Inmate Request to Staff Member addressed to Dental Services. Inmate appointments will be printed on the institution's daily Call-Out.

**Oral Health Supplies:** Oral health supplies may be obtained through the unit or purchased in the Commissary.

**EMERGENCY MEDICAL TREATMENT:**

**Medical emergencies or injuries are seen at any time, and are given priority for treatment.**

If you become ill after the regular sick-call appointment sign-up time, or on days when there is no sick call, you should report to a staff member (such as your work supervisor or Unit Officer), who will contact appropriate medical personnel.

**NOTE:** Inmates should not report to the Outpatient Clinic without an appointment. The Outpatient Clinic is an OUT OF BOUNDS area without an appointment.

### **ADVANCE DIRECTIVES:**

All inmates have the right to execute an advanced health care treatment directive or Do Not Resuscitate (DNR) order. For more information concerning advance directives, refer to Institution Supplement 6000.05, Inmate Living Wills and Advance Directives, or contact a staff Social Worker.

## **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 cooperate with your health care plans and respect the basic human rights of your health care providers.

### **Your Health Care Rights:**

1. You have the **right to access** health care services based on the local procedures at your institution. Health services include medical, dental and all support services. Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.

- Medical Sick Call is held from 6:15 - 6:45 a.m. every Monday, Tuesday, Thursday & Friday (excluding Federal holidays) in the following location:  
\$ Hospital: 2<sup>nd</sup> Floor Outpatient Clinic
- Dental Sick Call is held from 7:00 - 7:30 a.m. every Monday, Tuesday, Thursday & Friday (excluding Federal holidays) in the following location:  
\$ Hospital: 1<sup>st</sup> Floor Dental Clinic

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

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

4. You have the right to provide the Bureau of Prisons with **Advance Directives or a Living Will** that would provide the Bureau of Prisons with instructions if you

### **Your Health Care Responsibilities:**

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

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

3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate Request to Staff Member* form, main line, or the accepted *Administrative Remedy Procedures*.

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

are admitted as an inpatient to a hospital.

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

**This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.**

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

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

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

9. You have the right to report complaints of pain to your health care provider, **have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.**

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 instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy.

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

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

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

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

9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.

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

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

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

(If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative 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 of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.

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

14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.

15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

### **EDUCATION /RECREATION SERVICES**

The Education Department is responsible for all education and recreation programs, as well as the Law and Leisure Libraries. Education programs provided to inmates include basic literacy, post-secondary education, vocational training, life skills, parenting classes and apprenticeship programs.

#### **Literacy:**

The basic literacy standard is a high school diploma or a **General Education Development (GED)**. All inmates entering the institution who **CAN NOT VERIFY** receipt of a diploma or GED within 60 days of admission are required to take the Tests of Adult Basic Education (TABE). Inmates that demonstrate limited English proficiency are administered the Comprehensive Adult Student Assessment System (CASAS). Upon completion of testing, staff will make the appropriate placement in either the GED, English as a Second Language (ESL), or Spanish GED class.

GED, ESL, and Lifeskills classes are mandatory programs. All promotions in institutional job assignments beyond entry level are contingent upon successful completion of a GED or high school diploma.

Post-secondary courses are available through correspondence courses. These courses are at the inmate's expense.

#### **Vocational Training:**

A Vocational Training program is available in Office Technology. This training course consists of learning basic computer skills such as Keyboarding, 10- Key MS Word, Excel, and Power Point.

The Cosmetology Vocational Training Program is certified by the Texas Department of Licensing and Regulation to train hair stylists and instructors for the cosmetology field. Certification requires 1500

hours of course work.

Apprenticeship Program:

Apprentice training is achievement of the Joint Apprenticeship Committee's requirements for a journeyman's certificate in a U.S. Department of Labor, Bureau of Apprenticeship and Training registered program. Such on-the-job apprenticeship training programs are available: Carpenter, Cook, Dental Assistant, Dental Laboratory Technician, Electrician, Heating and Air Conditioning, Housekeeping, Landscape Management Technician, Nurse Assistant, Plumber, Power Plant Operator, and Undercar.

Exemplary Compliance:

The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that an inmate with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, participate in and make satisfactory progress toward attainment of a GED credential in order to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress toward attainment of a GED credential.

Law Library:

The law library contains a collection of legal reference materials as required by the Federal Bureau of Prisons. Reference materials are available on a software data base system that can be accessed through the Trulincs System. The Electronic Law Library is a search engine that contains legal reference materials from various publishers. Also available on the electronic system are current Bureau of Prisons program statements. Printing legal reference materials is available for 15 cent a page when using the Electronic Law Library system. The Law Library is open weekdays, evenings and weekends.

Leisure Library:

The Leisure Library contains a wide variety of reading material, including fiction and non-fiction books, magazines, newspapers, encyclopedias, reference books, and bilingual reading material. Reading books may be checked out with the inmate clerks on duty. The Leisure Library is open weekdays, evenings and weekends.

Parenting Program:

The Education Department provides the Children's Center adjacent to the Visiting Room area. Visiting children may use the center when accompanied by an adult. Parenting classes are offered one day per week, to improve family relationships, values, nurturing and support.

**RECREATION DEPARTMENT:**

The Recreation Department offers leisure activities such as bingo, organized and informal sports, social activities, arts and hobby crafts, physical fitness and aerobic activities. In addition, the Recreation Department also sponsors special programs and holiday activities such as tournaments, music programs, and talent shows. Other general interest courses include Health Education, Fitness, and Wellness. For additional information, please refer to the supplemental Education/Recreation Handbook and the Monthly Activities Calendars posted on all bulletin boards.

## **RELEASE PREPARATION PROGRAM**

It is the philosophy of the Bureau of Prisons to prepare inmates for release from the beginning of their incarceration. Therefore, a comprehensive program of groups and classes are offered to all inmates on a voluntary basis. Inmates with sentences of two years or less, or within two years of release, are particularly encouraged to participate in this program. The program is divided into six areas, each containing one or more classes/groups. Inmates are considered to have completed the entire program upon completion of at least one class or group within each area.

Inmates will be entered into the program through their Unit Team. A class schedule is posted on the bulletin board in each unit and a sign-up sheet will be maintained by each Case Manager. Inmates will sign up for each individual class through their Case Manager, who will forward the class list to the Case Management Coordinator (CMC) one week prior to the class date. The CMC will then add the inmate's name to the Call-Out sheet. Inmates are responsible to check the Call-Out sheet and attend the class. Most classes are held in the Visiting Room. If another location is used, a notification will be made prior to the class.

## **PSYCHOLOGY/PSYCHIATRY SERVICES**

Psychology Services offers a wide variety of therapeutic programming. Clinical psychologists or Drug Abuse Treatment Specialists are available for evaluation, crisis intervention, and counseling. Consultant support is provided by community and staff psychiatrists.

All inmates will be screened by Psychology staff during the Admission and Orientation period. To make an emergency appointment, you should request the assistance of a staff member.

### **PSYCHOLOGY SERVICES TRACKS:**

Psychology Services has organized its program for female offenders into four tracks as a means of efficiently offering a wide variety of self-improvement and recovery opportunities. The track model is similar to the organization of academic course work in a college setting. Inmates, in consultation with their Unit Team or on referral from Mental Health staff, may choose an organized series of group experiences which address their primary relevant issues.

There are four tracks: **Abuse Recovery, Addictions, Values, and Wellness.** Each track consists of four Core Groups and two "Electives." The core groups are each offered several times a year, and the electives allow inmates to individualize their experience. The track system provides direction and a clear sense of accomplishment, as well as measurable goals. Once an inmate has completed a track, she may choose another. Inmates interested in participating in any of the tracks should send an Inmate Request to Staff Member addressed to the Psychology Department referencing the title of the track.

### **Abuse Recovery Track**

This series of group experiences is designed to help inmates identify the consequences of abuse and trauma in their lives, develop adaptive coping skills, and avoid the "victim" trap. Emphasis is placed on mastering painful memories; breaking the cycle of abuse, trauma, and neglect; and developing healthy boundaries. The core groups include:



1. Abuse Treatment 1
2. Abuse Treatment 2
3. Boundary Issues
4. Domestic Violence

### **Addictions Track**

The Addictions Track includes support, process and didactic groups designed to facilitate recovery from a variety of addictive behaviors including alcoholism, drug addiction, and nicotine dependence. Abstinence is conceptualized as being a biopsychosocial process. Emphasis is placed on accepting personal responsibility. The core groups include:

1. Cognitive Skills
2. Relapse Prevention
3. Relationship Issues
4. Release Issues

### **Values Track**

A series of groups designed to assist female inmates to explore the lifestyles they have chosen for themselves by examining their sources of stress and conflict, the principles by which they make decisions, and their relationships. Inmates are encouraged to make healthy, prosocial choices to improve institutional adjustment, establish appropriate relationships with peers and staff, and facilitate successful reintegration into their families and society. The core groups include:

1. Values 1
2. Stress Management
3. Values 2
4. Conflict Resolution

### **Wellness Track**

The Wellness Track is designed to promote thinking, emotions and behaviors which maximize health. Wellness Track experiences involve integrating medical and psychological concepts to alleviate suffering, increase self-control, replace old habits with healthy alternatives, and promote positive attitudes toward health and medical treatment. The core groups include:

1. Relaxation Techniques
2. Self Awareness
3. Healthy Lifestyles
4. Chronic Illness Education

### **PSYCHIATRY SERVICES:**

FMC Carswell also offers outpatient Psychiatric services. Inmates may submit an Inmate Request to Staff Member addressed to Psychiatry Services to request outpatient care.

## **RELIGIOUS ACTIVITIES**

Religion can be a significant influence in a person's life, especially during imprisonment when time for thought and reflection are available. To assist the inmate in this regard, the Religious Services Department has staff Chaplains, contract clergy, and community volunteers. Chaplains are available for pastoral counseling.

Participation in religious programs is voluntary. There are regular organized religious services in most major faiths. The schedule of religious activities is posted on unit bulletin boards and outside of the entrance to the Chapel. The Life Connection Program (LCP) and the Threshold Program are also Faith Based Programs geared towards assisting inmates with life skills development and spiritual programs that will assist them in transitioning back into the community. LCP is an 18 month residential program and the Threshold is a 6 – 9 month non-residential program. These schedules are also distributed during the Admission and Orientation Program.

The Religious Services Department also offers a variety of religious reading material in the library for inmate use.

Inmates are encouraged to look into opportunities for religious and personal growth, and to take advantage of other benefits from participation in these programs.

Religious items can only be purchased in the Commissary.

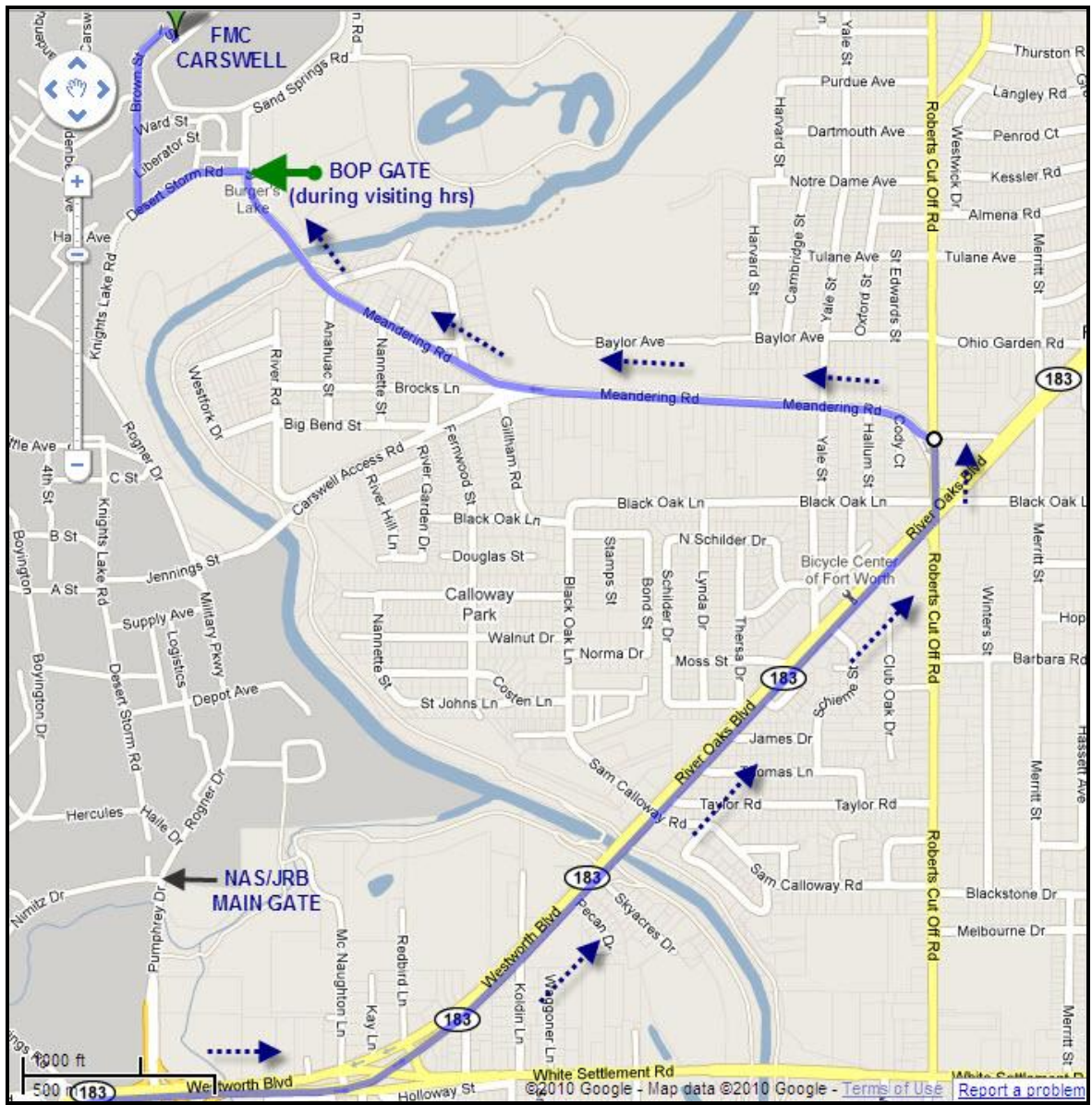
### **SAFETY**

Every effort will be made to provide a safe environment for each inmate and to provide appropriate safety equipment. Inmates should familiarize themselves with the institution's safety regulations. Work-related injuries should be reported to your work supervisor immediately. Inmates should familiarize themselves with the fire evacuation diagrams posted in each unit. Regularly scheduled and unscheduled fire drills are held in the institution. Fire evacuation procedures are posted on each floor.

The following is a list of safety regulations with which every inmate should be familiar:

1. It is the responsibility of each inmate worker to use the safety equipment issued to protect her against physical injury and/or health hazards. Make certain you are wearing all required personal protective equipment such as goggles, safety shoes, aprons, arm guards, hard hats, and respirators before you begin an operation.
2. You must wear safety equipment when performing any grinding, chiseling, filing, or chipping.
3. Hearing protection must be worn on all work stations designated as high-noise level areas.
4. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded. If your work supervisor does not agree that an unsafe condition exists, the fact should be reported to the institution's Safety Manager.
5. Inmates will only perform work that is assigned to them. Operating machines or equipment, or performing any operation that has not been specifically assigned, is strictly prohibited and will result in disciplinary action.
6. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.
7. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while in motion. Stop the machine first and use lock-out devices where possible.
8. Inmates who are injured while performing their assigned duties will immediately report to their work supervisor. Failure to report a work injury to your supervisor, within a maximum of 48 hours, may disqualify you for eligibility for lost time, wages, or compensation.

9. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in conducting her assigned work. Horseplay on the job will not be tolerated at any time.
10. Any inmate who sustains a work injury, and still retains some degree of impairment at the time of release, should contact the Safety Manager not less than 45 days prior to release or transfer to a RRC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
11. **Any type of radio headsets on the job is strictly prohibited** (except in UNICOR.)
12. When climbing the bunk beds, use the ladder taking one step at a time. Once on top of the ladder, place one knee on the bed and continue pulling the rest of your body into the bed. When climbing down from the bunk bed, place both hands on the top of the ladder and step down one step at a time while continuously holding the ladder until you reach the ground.



### **DIRECTIONS TO THE BUREAU OF PRISONS (BOP) GATE**

1. Take 183 South
2. Take a LEFT onto Roberts Cut-Off Road
3. Take a LEFT onto Meandering Road. (Right in Front of the Quickway Convenience Store).

You will see signs on the right-hand side of Meandering Road that say “Camp Amon Carter” and “Burger’s Lake” before you get to the BOP gate. Meandering Road will “Y,” but just stay to the right and follow it until you see the BOP gate (on the left) across from the entrance to “Burger’s Lake.”

### **LOCAL TRANSPORTATION:**

Supershuttle - (800) 258-3826

Yellow Cab - (817) 426-6262