

FMC Carswell - Satellite Camp
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Admission & Orientation Handbook

Updated: November 2011



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

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

RESPONSIBILITIES

- | | |
|---|---|
| 1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff. | 1. You are responsible for treating inmates and staff in the same manner. |
| 2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution. | 2. You have the responsibility to know and abide by them. |
| 3. You have the right to freedom of religious affiliation and voluntary worship. | 3. You have the responsibility to recognize and respect the rights of others in this regard. |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing,- and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it. |
| 5. You have the 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. | 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 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.) | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court. |
| 7. You have the right to legal counsel from an attorney of your | 7. It is your responsibility to use the services of an |

choice by interviews and correspondence.

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.
9. It is your responsibility to seek and use such materials for your personal benefit, without depriving others of their equal rights to the use of this material.
10. You have the responsibility to take advantage of activities which 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.
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.

GENERAL INFORMATION

Bulletin boards are located in the Multi-Purpose Rooms and TV Rooms of each Housing Unit, as well as the Recreation Department, the Chapel, and the Food Service area. **All inmates are expected to review the bulletin boards daily for pertinent information, change sheets and call-out appointment.** Schedules of activities and events will be 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 I.D. card is lost, it should be reported to your counselor. There is a \$5.00 charge to have it replaced.

- **NOTE:** Your commissary/I.D. card must be presented to the Rear Gate Officer before you will be allowed within the secure confines of the Federal Medical Center. The Rear Gate Officer will then issue you a "CAMP" badge, which must be worn on your outer garment and be visible to staff at all times. You will be subject to disciplinary action if the badge is lost or destroyed. Additionally, Camp inmates entering the secure confines of the Federal Medical Center are required to wear the institution-issued green-colored clothing at all times.

The "Inmate Request to Staff Member" form, commonly called the "Cop-Out," is generally used to request appointments or to seek information from staff members, and can be obtained from your Unit Team. 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 or the Satellite Camp. The rules against smoking are strictly enforced by staff. Cigarettes, tobacco products, matches, and lighters are considered contraband, and will result in disciplinary action being taken 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.

Monday - Friday, 7:30AM - 4:00PM: All inmates, including inmates on medical idle, will be dressed in the institution-issued green clothing at the Camp. **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 an inmate's assigned room. Open toed shoes, slippers, and sandals will not be worn outside of an inmate's room unless approved by the Medical Review Committee. Inmates with designated days off during the week may elect to dress in appropriate 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, baggy, or sagging 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, and will be confiscated and may result in disciplinary action.**

All inmates must be in institution-issued green clothing to enter the dining room at lunch. If wearing thermal underwear, it must be worn underneath a long sleeve institution-issued shirt during the lunch meal.

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

CAMP COSMETOLOGY

All haircuts, perms, coloring and relaxers are to be done **only** in the Camp cosmetology area, which is located in the Correctional Systems Department building. A certified hairstylist will be available Monday-Friday from 12:30-3:00 p.m. and 5:15 -8:15 p.m. on Tuesdays.

All inmates may use the Camp Cosmetology area on Saturdays (or when authorized by staff) to perform general cosmetology procedures; however, **each inmate is responsible for cleaning up after herself.** Hair care equipment may be checked out from the Unit Officer with your Commissary./I.D. card, but the equipment **must be cleaned** before being returned to the Unit Officer.

*See the rules located in the Camp Cosmetology area 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
<u>Mechanical Service:</u>	Electricians, Plumbers, Cement Finishers, Masons, Mechanics, Painters, Carpenters, Draftsperson, Laborers, Clerks, and HVAC
<u>Warehouse:</u>	Clerks
<u>Education:</u>	Librarians, Teacher Aides, Clerks, Orderlies
<u>Recreation:</u>	Clerks, Orderlies, and Field Maintenance
<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.

To request a job change, please submit one Inmate Request for Staff member to your Counselor with written approval from both your current work supervisor and the work supervisor to whose detail you request to be assigned. **The final decision regarding job assignment requests will be made by the Unit Team and will be based on institutional need.**

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. All inmates are expected to maintain appropriate conduct, to be courteous and considerate toward other inmates, to obey all institution regulations, to respect authority, and to follow instructions of all staff members and contract personnel. All inmates are expected to attend Camp 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, behaviors and motivations.

Your Unit Team consists of the following staff:

Camp Administrator: The Camp Administrator has the overall responsibility for internal security, safety, sanitation, planning, implementing, and evaluating Unit programs.

Case Manager: The Case Manager is responsible for Classification and Program Review procedures, preparation for parole hearings and release programs, and incoming telephone calls and letters relating to an inmate. The Case Manager also serves as a liaison between the inmates, the administration, and the community, and frequently serves as a member of the Unit Disciplinary Committee (UDC).

Correctional Counselor: The Counselor is responsible for room and job assignments, and for insuring that sanitation is maintained throughout the Camp living areas. In addition, a Counselor conducts formal and informal groups, and serves as a liaison with other staff members, particularly work supervisors. Counselors are responsible for setting up unmonitored inmate/attorney telephone calls, and for processing visiting requests. Counselors also discuss grievances and assists with the Administrative Remedy procedures. Counselors serve as members of the UDC and assists in the coordination of the A&O Program. Counselors are responsible for the Financial Responsibility Program.

Secretary: The Unit Secretary is responsible for clerical functions in the Unit. This includes maintaining Central Files, typing various reports, correspondence, and paperwork necessary for inmate releases, and may also serve as a Notary.

Correctional Officer: Correctional Officers are responsible for the day-to-day operation of the Unit. Officers are on duty around the clock to assist you. They rotate quarterly to cover various posts and shifts. Officers inspect all areas of the unit, promote sanitation, and report discrepancies. Unit Officers are supervised by the Camp Administrator and the Chief Correctional Supervisor (Captain). Issues, problems, complaints, or complements should be discussed freely with your Case Manager, Counselor, or the Camp Administrator. All problems should be resolved informally through direct communication and staff intervention. Inmates who cannot resolve complaints informally may file a request for Administrative Remedy (BP-229) with the Administration. These forms may be obtained from your Counselor, and must be returned to your Counselor. **Per policy, only one issue, problem or complaint is permitted per form.**

CLASSIFICATION AND PROGRAM REVIEWS

Program Reviews are held weekly with scheduled inmates. Your initial Program Review with your Unit Team will be within 28 days of commitment and will be for classification purposes. Thereafter, your Program Reviews are held every 90 to 180 days, depending on the length of your sentence. During your initial classification meeting, you plan with Team members and set goals to make the best and most productive use of the time while you are incarcerated. At subsequent Program Reviews, you may discuss work assignments, classes, furloughs, transfer requests, good time, parole matters, and security and custody matters. Program Reviews also provide an opportunity for you to discuss your case and to participate in making decisions regarding your individual programming needs.

Central Inmate Monitoring System (CIMS) is a classification system through which the Bureau of Prisons monitor the movement of certain inmates who pose special management considerations. Inmates who have been identified with Central Inmate Monitoring assignments are notified of this classification by Unit Staff.

A CIMS assignment does not, in and of itself, preclude movement or participation in activities. In order to participate in community activities appropriate clearance must be obtained. Therefore, extra planning time should be allowed. You may discuss your CIMS concerns with your Case Manager.

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.

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 IFRP 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 5-day paid vacation at the inmate's prevailing hourly rate. Inmates receiving performance pay will be paid

monthly. The pay period runs from the 1st day of the month through the 31st day the month. Performance pay is posted to an inmate's trust fund account by the 10th 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. Grade 2 through grade 4 requires 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.

UNIT SANITATION

You will be held responsible for the condition of your living area. The Institution Duty Officer will make weekly sanitation inspections. Every inmate is expected to take pride in their unit and cooperate with unit orderlies in maintaining unit sanitation. Any damages should be immediately reported to the Unit Officer or Unit Staff on duty.

The Unit Team, normally a Counselor, is responsible for ordering and issuing inmate supplies.

The following rules and regulations have been established for Camp safety, sanitation, and uniformity.

- 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.
- Bottom sheets on beds will be tucked in on all sides; top sheets and blankets will be tucked in on the bottom and sides of the bed. Inmates on idle or days off may lie on a made bed, with an extra blanket.
- Each inmate is assigned one locker. Lockers must be kept in a neat and uniform manner. All clothing must be folded or on hangers and stored in lockers; no clothing may be left on beds, chairs, or in bathrooms. Shoes authorized to work such as shoes/boots, should be kept under the bed, near the top portion and out of view of others). Cardboard boxes or paper bags are not allowed in the living area, nor may pictures be hung on walls or outside of lockers.
- Each inmate is responsible for the cleanliness of her area, which includes under and around her bed and locker, windows, and window ledges. Living areas must be swept and mopped daily.
- Newspapers, books, and magazines may not be accumulated in excess. Three newspapers may be maintained for seven days from the date received at the institution. Five magazines may be maintained for three months from date of issue. A total of ten books may be maintained at one time including religious books.
- Each inmate is allowed the maximum of one mattress, one pillow, one pillow case, two sheets, and two blankets. Extra blankets may be issued during the winter months. Under no circumstances are these items to be taken outside or to another area. **Upon release**, all bedding

must be returned to the Clothing Room/Receiving and Discharge.

- All commissary food is to be kept inside the locker. Food may not be left out on top of counters.

MULTI-PURPOSE AND TELEVISION (T.V.) ROOMS

Multi-Purpose Rooms

Multi-Purpose Rooms are to be used for card playing, board games, writing letters, Bible study, etc. Microwave ovens and hot water dispensers are also located in these rooms for your convenience. Additionally, musical instruments may only be played in the Multi-Purpose Rooms or recreation area, NOT in inmate rooms.

***NOTE:** Doing hair and/or giving or receiving manicures and pedicures are NOT acceptable in the Multi-Purpose Rooms or T.V. rooms, and may result in disciplinary action or the closing of the Multi-Purpose Rooms. Additionally, any personal property left unattended may be confiscated by the Unit Officer or Unit Staff. Saving of chairs is not allowed.

Television (T.V.) Rooms

Each T.V. Room has been designated for a specific type of viewing. Unit Staff or the Unit Officer will close a T.V. Room if the designated viewing assignment is not being observed. Additionally, T.V.'s are expected to be kept at a reasonable noise level, as determined by the Unit Officer or Unit Staff on duty. Inmates from each building are free to enter any T.V. Room/Multi-Purpose Room in either unit of the Camp.

Chairs are available in each TV Room for use. Chairs should not be removed from the room. Each inmate is expected to clean up after herself, take personal property back to her room upon departure. The Multi-Purpose and T.V. rooms are closed from 8:00 a.m.- 9:00 a.m. for general cleaning purposes, and are open until 11:45 p.m. on weekday and until 2:00 a.m. on Fridays, Saturdays, and the evenings before a holiday (cleaning times may vary).

Information boards are also posted in these rooms and may not be tampered with by inmates. All items displayed on the bulletin boards must be confined within the border of the bulletin board. The Camp Administrator has final authority on information posted.

FINANCIAL MANAGEMENT

Cashier Hours:

Camp inmates may direct questions to a Financial Management Staff member via cop-out or e-mail or may speak with them on Friday during lunch mainline. Pertinent topics may include inmate accounts, including BP-199 withdrawals, IFRP payments and Inmate Performance Pay.

SUPPORT SERVICES

Support Services staff will answer questions concerning TRUFONE, TRULINCS, and commissary issues on Fridays at Mainline during the noon meal.

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 on 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.**

Shopping schedule:

Monday **Commissary is Closed**

Tuesday **Commissary is Closed**

Wednesday **6:00 a.m.** Sales for number **00-49** (Last list is taken at 7:00 am)
11:00 a.m. Sales for numbers **00-49** (Last list is taken at 12:00 pm)

Thursday **6:00 a.m.** Sales for numbers **50-99** (Last list is taken at 7:00 am)
11:00 a.m. Sales for numbers **50-99** (Last list is taken at 12:00 pm)

Friday **Commissary is Closed**

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 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 at the Camp may receive their PAC number and record their names on Thursdays at 2:30 p.m. (Meet at officer's station).

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 system which allows inmates to send and receive electronic mail as well as enter their own phone numbers, contact information, print mailing labels, enter phone numbers , send electronic requests to staff, prepare and print withdrawal requests, and do research through the Electronic Law Library. With the exception of electronic mail and printing, all other services in TRULINCS are free of charge.

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 and you can print up to 5 labels per day.

Inmates wishing to use the electronic mail privilege must sign an Inmate Agreement for Participation in TRULINCS Pilot Program Form and turn it in to ITS staff. The forms may be obtained in the TRULINCS room. The inmate is responsible for entering all information for those they would like to communicate with.

Inmates will be charged 5 cents per minute to use TRULINCS electronic mail. They will be charged from the time they enter the Public Messaging section of TRULINCS even if they are simply looking at

the screen. They will be charged 15 cents for each printed page with the exception of mailing labels and withdrawal forms. Inmates are prohibited from using electronic mail with inmates who are in a Residential Re-entry center or in Home Confinement.

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 Instrument 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

(No Personal Checks)

Inmate Name

Post Office Box 474701

Des Moines, Iowa 50947-0001 (Payable to inmate name and Register Number)

Approved Negotiable Instruments:

Money Orders, Government Checks, Business Checks, Foreign and U.S. Currency only. 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.

Western Union:

- The sender must use a blue Quick Collect form to send funds to inmates.
- The pay to field must be Federal Bureau of Prisons.
- The city code is "FPOP" and the state code is "DC".
- The sender's account number with company field is used to identify the inmate's account number and must be filled in with the register number first, immediately followed by the inmate's full committed last name.
- All funds sent via Western Union's Quick Collect will be posted to the inmate's account within 2-4 hours, 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 location.

LAUNDRY/CLOTHING INFORMATION

Washers and dryers are provided in the housing units for inmates to launder their institutional 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.

Inmates will be allowed to sign-up for two 1 hour wash/dry slots per week. Inmates new to the Camp must notify the Unit Officer of their arrival. The officer will contact Laundry staff, who will schedule a time for initial clothing issue on the next working day following the inmate's arrival. Steel-toed shoes safety shoes are also issued by the Laundry Department. You can not change, exchange or give your slot to someone else without approval of a Correctional Counselor. Please see your Correctional Counselor to sign-up for your initial wash/dry time slot or to request a change.

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:

- Clothing, linen and towel exchange is conducted on Wednesdays from 6:15 a.m. - 7:15 a.m.
- Hygiene products are issued on the last Wednesday of each month from 6:15 a.m. - 7:15 a.m.
- Blanket exchange is conducted on the last Wednesday of each month from 6:15 a.m. - 7:15 a.m.
- Laundry soap is issued bi-weekly every other Wednesday from 6:15 a.m. - 7:15 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 detergent, low-suds and biodegradable, and should be used sparingly. It is for institution clothing only. Additional laundry detergent can be purchased from the Commissary.

All clothing will be tagged with inmates' name and register number for identification purposes. These tags should not be removed for any reason and if they 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 (not in the bathroom) 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 and announced by the Unit Officer over the public address system, or any action that disrupts the count procedure.

Official Daily Count Times:

12:01 AM	In your assigned room
3:00 AM	In your assigned room
5:00 AM	In your assigned room
*10:00 AM	Stand- up count by your bed (on weekends and holidays only)
4:00 PM	Stand-up count by your bed
9:30 PM	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.

PERSONAL PROPERTY

Inmates may possess only the property authorized in the Institution Supplement on Inmate Personal Property. Only items listed in the "Inmate Personal Property" Program Statement will be allowed to be transferred or allowed in from transfer. Items not listed on this Program Statement will be mailed to an address other than a Bureau of Prisons facility. Many of the items on the Personal Property Institution Supplements are for LOCAL USE ONLY. This means that some of the items sold in the Commissary at Carswell are allowed at this institution; however, they 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 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. Personally owned books are limited to a total of ten (10), including religious books. Students will be allowed to maintain books directly related to their current education/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.

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: An inmate may possess only one watch with a declared value of no more than \$100. Watches must be purchased from the Commissary or be clearly marked on the 383 that the watch was brought with the inmate upon their self surrender.

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

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 in size. 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 5580.07, **Inmate Personal Property**.

CONTRABAND

Any article not issued to you, not purchased by you at the Commissary, or for which you do not have authorization, is contraband. Articles of clothing in excess of allowed limits, and articles used for unauthorized purposes, are also considered contraband. Possession of contraband is a serious offense and can result in 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 Disciplinary Hearing Officer (DHO) who has the right to impose more serious penalties (i.e., forfeiture of Good 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).

The unauthorized possession, manufacture, or introduction of electronic items and components of electronic items, such as MP3 players, chargers, cell phones, cameras, 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 Hazardous tool, or Conduct which Disrupts and Interferes with 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 staffs 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, available to you in the Law Library.

Institution policy and procedure 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 reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

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

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	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).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	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).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	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

		3 rd or more offense	EGT sanction may not be suspended). Any available Greatest severity level sanction (100 series).
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

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 p.m. - 9:00 p.m.

NOTE: Visitors must be processed at the Base entrance by 8:00 p.m.

Saturday, Sunday & Federal Holidays: 8:30 a.m. - 3:00 p.m.

NOTE: Visitors must be processed at the Base entrance by 1:30 p.m.

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 who do not have a visit will be considered out of bounds and subject to an incident report if they are mingling round the visitation room.

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.

Inmates must be dressed in an institution-issued uniform which includes panties, bra, green pants, green t-shirt, and green button-down shirt. Inmates must also have their Commissary/I.D. card with them in order to be admitted to the Visiting Room. The only items that may be taken into the Visiting Room by an inmate are a plain wedding band, a pair of prescription eyeglasses, and a necklace with religious medallion. 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 with picture, or other valid state issued picture identification. All visitors, with the exception of children under 16 years of age, must display 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, designated 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:

- 1) Diapers (5)
- 2) Clear plastic baby bottles (4)
- 3) Handy wipes - small container
- 4) Unopened baby food in original packaging - enough for the duration of the visit

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

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 for 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 case where the inmate is critically ill. Visitation must be approved by the applicable Unit Manager prior to any visits taking place. All visiting regulations are located in Program Statement, Visiting Regulations.

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 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 can be viewed on the last page.

CORRECTIONAL SYSTEMS

Correspondence:

First class letters and publications are distributed during mail call immediately after the 4:00 p.m. count clears and again at 9:00 p.m. Monday through Friday (excluding holidays). All inmates are required to attend Mail Call. Outgoing mail, including legal or special mail as defined below, may be sealed by the sender. Outgoing general correspondence mail will be deposited in the mailbox located on East Trinity, and is subject to be opened for inspection at any time prior to dispatch from the institution. 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. All Inmate Request to Staff Member forms (i.e., cop-outs) and internal correspondence will be deposited in the box marked "Cop-out" located in the Multi-Purpose Building on East Trinity.

All outgoing Special/Legal mail will be delivered to the Camp R&D area 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 logged, retained for two years, and 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 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 paper must be pulp-like paper stock, and/or sectioned and folded. Paperback and hard covered 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 the authorization 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 and forwarded to the CSD.

Inmates who are releasing may have release clothing sent into the institution from home 30 days prior to release. Authorizations should be obtained from the Unit Counselor and forwarded to the CSD 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 on 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:

The Records office is responsible for the legal commitment and release of offenders. Open House hours are held on Wednesdays from 11:00 a.m. - 12:00 p.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. In the event you feel there is a mistake in your computation, you should complete an “Inmate Request to Staff Member” Form to the CSD, or attend Open House.

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. RD will place the inmate on call-out to have the new card made when the amount of \$5.00 has been deducted from the account.

FOOD SERVICE

The Food Service Department at FMC Carswell’s Satellite Camp offers nutritionally adequate meals three times per

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 Dining Room at the posted times. The main entree is served by the 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. Meals must be consumed in the Dining Room only and, except for one piece of fruit, may not be taken back to inmate rooms for consumption.

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, you may feel free to discuss it with the Food Service Manager or any member of his staff during the lunch 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. The Chaplain will prepare a memorandum which identifies all of the inmates authorized to wear religious head coverings. The memorandum will be distributed to the Food Service Department, Correctional Services, the Institution Duty Officer and Executive staff. 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, refer to the Health Services Admission and Orientation Handbook which 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, Wednesday and Thursday, excluding federal holidays**. Patients receive 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 and Dental Sick Call - 6:30 - 7:00 a.m., Health Services will require you to present your Commissary/ID card as a means of positive identification when signing up for a sick call appointment. After receiving an appointment, 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.

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 Inmate Commissary Account, per health care visit. 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 Hearing 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

If a health care provider orders or approves any of the following, you will not be charged a copayment fee:

- * 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 trust fund account balance of less than \$6.00 for the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make 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 Inmate Commissary Account.

Inpatients: Patients admitted to inpatient units, such as the Medical/Surgical Unit 1, Medical/Surgical Unit 2, and M1 Unit 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 Prescription Pick-up Lines listed below. You are required to present your Commissary card as positive identification prior to receiving any medications. Two insulin and pill lines are conducted on a daily basis for the administration of restricted medications, and a Prescription Pick-Up line is conducted Monday - Friday for the dispensing of medications for self-administration.

Pill, Insulin, and Prescription Pick-Up Times

<u>Weekdays</u>	<u>Time</u>	<u>Location</u>
Insulin & Pill Line	6:00 - 6:30 a.m.	Camp Health Services Unit
Insulin Line	** 4:30 - 4:45 p.m.	Camp Health Services Unit

Pill Line	** 4:45 - 5:00 p.m.	Camp Health Services Unit
<u>Weekends & Holidays</u>	<u>Time</u>	<u>Location</u>
Insulin Line	7:00 - 7:15 a.m.	Camp Health Services Unit
Pill Line	7:00 - 7:30 a.m.	Camp Health Services Unit
Insulin & Pill Line	** 4:30 - 4:45 p.m.	Camp Health Services Unit
**or after count is cleared.		

Inmates may purchase over-the-counter medications from the Commissary.

DENTAL SERVICES

Dental Emergencies: Dental emergencies are considered as a condition involving acute pain, infection, swelling, or bleeding. Inmates may develop acute dental issues outside of normal Dental sick-call 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.

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 Camp Health Services Unit without an appointment. The Camp Health Services is an **OUT OF BOUNDS** area without an appointment.

FEDERAL BUREAU OF PRISONS HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS

1. You have the right to health care services, based on the local procedures at your institution. Health Services include medical sick call, dental sick call, and all support services. Sick call at the Federal Camp Carswell is conducted: Mondays, Tuesdays, Thursdays and Fridays at 7:00 a.m. Insulin and Pill-Lines are hold between 6:15 a.m. – 6:30 a.m.

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

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

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

5. You have the right to be treated with respect, consideration and dignity.
6. You have the right to be provided with information regarding your diagnosis, treatment and prognosis.
7. You have the responsibility with security procedures.
8. You have the responsibility of being familiar with the current policy to obtain these records.
9. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses, or the accepted inmate grievance procedure.
RESPONSIBILITIES
1. You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you are provided.
2. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
3. You have the responsibility to maintain your health, and not to endanger yourself or others by participating in any activity that could result in the spreading or contracting of an infectious disease.
4. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
5. You have the responsibility to treat staff in the same manner.
6. You have the responsibility to keep this information confidential.
7. You have the right to be examined in private.
8. You have the right to obtain copies of certain releasable portions of your health record.
9. You have the right to address any concern regarding your health care with any member of the institution staff including your physician, the Health Services Administrator, members of your Unit Team and the Warden.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to be instructed regarding a healthy choice when selecting your food.
12. You have the right to request a routine physical examination, as defined by Bureau policy. If you are under the age of 50, once every two years; over the age of 50, once a year.
13. You have the right to dental care as defined in Bureau policy to include 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 policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you.
16. You have the right to appropriate assessment and management of pain.
10. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the responsibility to maintain your oral hygiene and health.
14. You have the responsibility to maintain cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.
16. You have the responsibility to communicate your pain management needs to your health care provider and to comply with prescribed treatments and follow prescription orders.

EDUCATION 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 GED or high school diploma. All inmates entering the institution who **CANNOT 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, ESL or Spanish GED class.

Literacy classes are mandatory programs and include General Education Development (GED) classes and English as a Second Language (ESL). 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 and instructional television. These courses are at the inmate's expense.

VOCATIONAL TRAINING:

A Vocational Training program is available in Office Technology. This training course consists of basic computer skills and computer knowledge, key boarding, Word Perfect.

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: Electrician, Heating & Air Conditioner, Landscape Management, Plumber, Undercar Specialist, and Welding.

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 General Educational Development (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 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 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 Education/Recreation Handbook and to the Monthly Activities Calendars posted on all bulletin boards.

PSYCHOLOGY/PSYCHIATRY SERVICES

Psychology Services offers a wide variety of therapeutic programming. Clinical Psychologists 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.

Notices will be posted on the bulletin boards located in the Multi-Purpose Rooms on both Units regarding various counseling group opportunities sponsored by the Psychology Department.

The FMC Carswell Satellite Camp 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 the entrance to the Religious Services area. 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 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.

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 and those within two years of release are 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 place the inmate on call-out for the class. Inmates are responsible to check the Call-Out sheet and attend the class. Most classes are located in the Camp Visiting Room. If another location is used, a notification will be made prior to the class.

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 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 CCC, 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.
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 hand on the top of the ladder and step down one step at a time while continuously holding the ladder until you reach the ground.

SCHEDULE FOR FMC CARSWELL (CAMP) DAILY ACTIVITIES

12:01 a.m. - Official Count Time

3:00 a.m. - Official Count Time

5:00 a.m. - Official Count Time

6:00 a.m. - Breakfast (Monday through Friday, excluding holidays). Laundry rooms open.

6:15 a.m. - Linen Exchange (Wednesdays, excluding holidays); Bedspreads and Blankets Exchange (Last Wednesday of each month, excluding holidays)

6:15 a.m. – 6:45 a.m. - Medical and Dental Sick Call (Mondays, Tuesdays, Thursdays and Fridays, excluding holidays)

6:30 a.m.- Work Call (Monday through Friday or as determined by your work assignment)

7:00 a.m. - Coffee Hour (weekends and holidays)

8:00 a.m. - Camp Cosmetology Open (Tuesdays, Thursdays, and Fridays). Work performed by certified hairstylist only)

8:30 a.m. - Visitation Begins (weekends and holidays only)

10:00 a.m. - Official Count Time (weekends and holidays only)

10:45 a.m. - Brunch (weekends and holidays only)

11:00 a.m. - Lunch (Monday through Friday, excluding holidays); Commissary open (Wednesdays and Thursdays, excluding holidays); Correctional Systems Department Open House (Wednesdays only - excluding the day following a federal holiday)

12:00 p.m. - Camp Cosmetology Open (Wednesdays only. Work performed by certified hairstylist only)

3:00 p.m. - Workday ends - Return to Housing Units (Mondays through Friday or as determined by your work assignment); Camp Cosmetology Closed (Tuesday through Friday); Visitation Ends (weekends and holidays only)

4:00 p.m. - Official Count Time

4:30 p.m. - (Or when count clears); Insulin Line (weekdays); Insulin and Pill Lines (weekends and holidays only)

4:45 p.m. - (Or when count clears); dinner; Pill Line (weekdays)

5:00 p.m. - Visitation Begins (Mondays and Fridays)

6:00 p.m. - Mail Call (Monday through Friday, excluding holidays); Camp Cosmetology Open (Wednesdays only, Work performed by certified hairstylist only)

8:00 p.m. - Camp Cosmetology Closed (Wednesdays)

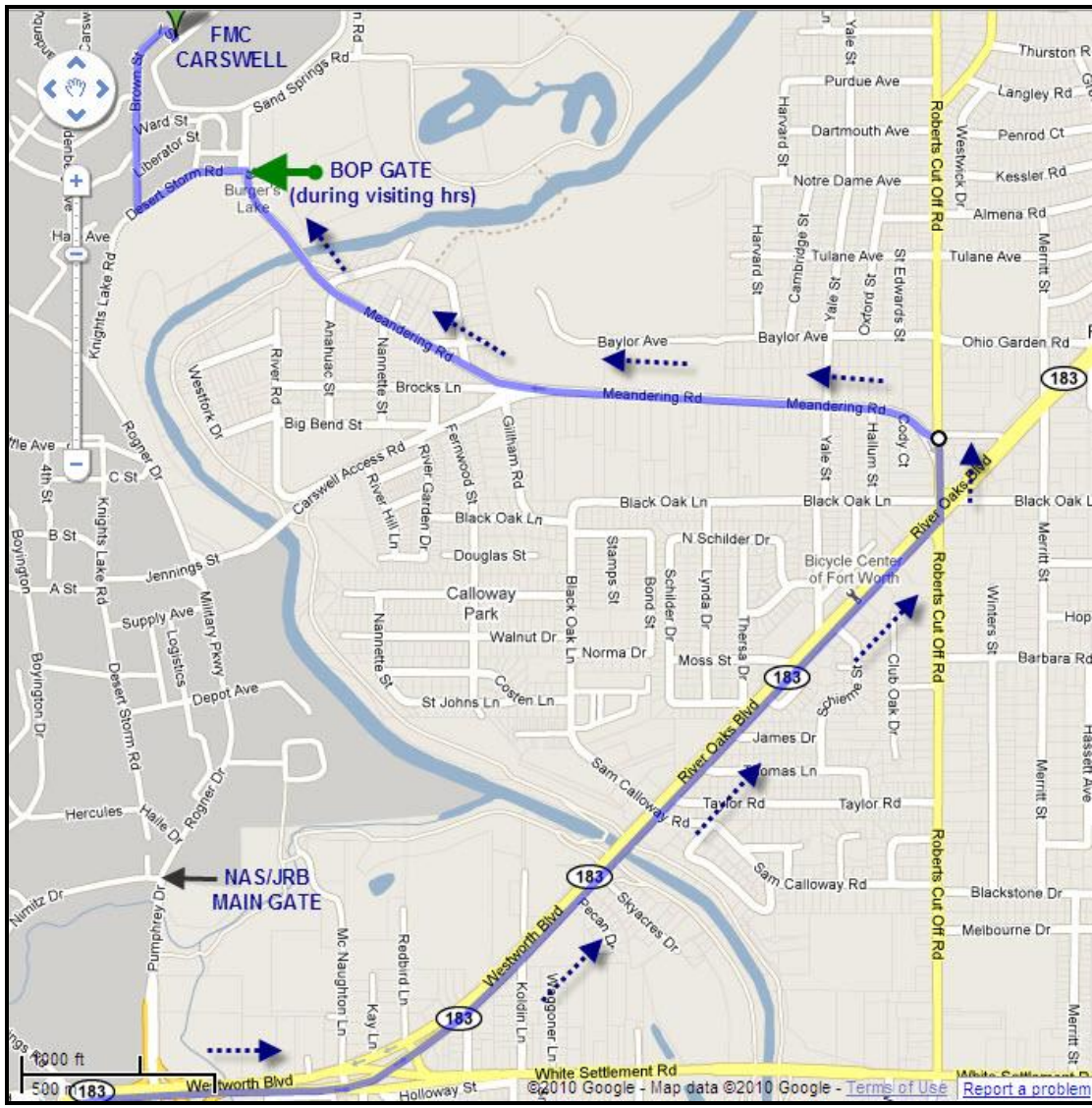
9:00 p.m. - Late Mail Call (Monday through Friday, excluding holidays). Laundry room close. Visiting ends Mondays and Fridays.

9:30 p.m. - Official Stand-up Count time.

11:30 p.m. - Inmate Telephones Turned Off.

11:45 p.m. - Lights Out (inmates may use reading or night lights purchased from the Commissary) Laundry, Multi-Purpose, and T.V. Rooms Closed (weekdays)

2:00 a.m. - Lights out (inmates may use reading or night lights purchased from the Commissary) Laundry, Multi-Purpose and T.V. Rooms Closed (Friday, Saturdays and evenings proceeding a holiday).



DIRECTIONS TO THE BOP GATE

- TAKE 183 SOUTH
- TAKE A LEFT ON ROBERTS CUT-OFF ROAD
- TAKE A LEFT ON MEANDERING ROAD. (RIGHT IN FRONT OF THE QUICKWAY CONVENIENCE STORE).

YOU WILL SEE SIGNS ON MEANDERING ROAD ON THE RIGHT HAND SIDE THAT SAY “*CAMP AMON CARTER*” AND “*BURGERS 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 “*BURGERS LAKE*”.

Local Transportation:

Supershuttle - (800) 258-3826
 Yellow Cab - (817) 426-6262