

ADMISSION AND ORIENTATION

Inmate Handbook



FEDERAL BUREAU OF PRISONS
FEDERAL CORRECTIONAL INSTITUTION
THREE RIVERS, TEXAS

OCTOBER 2011

Keith Roy, Warden

**FEDERAL CORRECTIONAL INSTITUTION
Three Rivers, TX**

INTRODUCTION

The purpose of this handbook is to provide incoming inmates with general information regarding the Three Rivers Federal Correctional Institution. It is not a specific guide to the detailed policies of this institution and the Bureau of Prisons but, hopefully, will assist you in understanding and adjusting to institution life at FCI Three Rivers.

INTAKE AND ADMISSION AND ORIENTATION

Orientation:

All newly committed inmates are required to attend the Institution Admission and Orientation (IAOP) Program, within 30 days of their arrival. Information presented during this program will provide you with specific services, policies, rules, regulations and procedures currently in effect at this institution.

Upon your release from Receiving & Discharge, you will be assigned to one of the four housing units on the compound. You will go through a unit A&O lecture which enables you to meet your unit team.

Inmate Information Handbook
Federal Correctional Institution
Three Rivers, TX

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WARDEN

The Warden is the Chief Executive Officer of the institution with overall responsibility for the Federal Correctional Institution, Federal Prison Camp, and UNICOR. The Warden's decisions are based upon policies established by the Federal Bureau of Prisons.

ASSOCIATE WARDEN

The Associate Warden (Programs) supervises, directs, and evaluates Correctional Services, Case Management Coordinator/Correctional Systems, Psychology, Religious Services, and Unit Management.

The Associate Warden (Operations) supervises, directs and evaluates Computer Services, Employee Services, Facilities, Financial Management/Trust Fund, Food Service, and Health Services.

The AW's are instrumental in ensuring that departments are operating in accordance with policy. They conduct open house during mainline Monday - Friday (excluding holidays) and are also available to inmates when visiting various areas of the institution.

CAMP ADMINISTRATOR/EXECUTIVE ASSISTANT

The CA/EA supervises, directs, and evaluates the Education/Recreation, UNICOR and Camp. The CA/EA conducts open house during mainline Monday - Friday (excluding holidays) and is also available to inmates when visiting various areas of the institution.

CHAPTER I

UNIT MANAGEMENT

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UNIT MANAGEMENT, UNIT SANITATION, AND UNIT PROGRAMS

GENERAL FUNCTIONS OF UNIT STAFF

Classification Teams (Unit Teams)

This institution utilizes the Unit Management System. A Unit is a self-contained inmate living area that includes housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in the Unit. The Unit Staff offices are located in the Unit so staff and inmates are accessible to each other. The Unit Staff will include a Unit Manager, Case Manager, Counselor, and a Secretary. When available, the Staff Psychologist, Education Advisor and Unit Officer will sit as members of the Unit Team, for the purpose of program review.

Unit Manager: The Unit Manager is the administrative head of the general Unit and oversees all Unit programs and activities. He or she is a Department Head at the institution and has a close working relationship with the other departments and personnel. The Unit Manager serves as chairperson of the Unit Team. He or she reviews all team decisions and ordinarily chairs the Unit Discipline Committee.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. The Case Manager is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to the Unit Staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community.

Correctional Counselor: The Correctional Counselor provides counseling and guidance for the inmates of the Unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of the Unit program and is a voting member of the Unit Team. The Counselor is the individual to approach for daily problems. They hold major responsibilities for the security, safety, and sanitation of the Unit. The Counselor is a frequent member of the Unit Discipline Committee.

Unit Secretary: The Unit Secretary performs clerical and administrative duties within the housing Units.

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

COMMUNICATIONS: Generally, the resolution of issues or matters of interest to you while at this institution will most appropriately be initiated by the Unit Team. Your team members will be available to assist you in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while incarcerated. The Unit Staff will be at the institution weekdays from 7:30 A.M. to 9:00 P.M. and during the day on weekends and holidays. The Unit Team members normally will schedule their working hours in such a manner that one of them will be available when you are not working. The unit bulletin board contains written communications of interest to you. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communications.

PROGRAM REVIEWS: Program Reviews will be held every 90 to 180 days. These are held by the Unit Team to review programs, work assignments, transfers, custody, institutional adjustment, etc.

DAILY INMATE LIFE

1) Cell Assignments: Upon entering a new unit, you will be assigned to a cell. If you are placed in the Special Housing Unit for disciplinary reasons, you will be placed at the bottom of the waiting list for a regular cell upon your release back to your Unit.

2) Sanitation: It is your responsibility to check your living area immediately after being assigned there, and to report all damage to the Correctional Officer or Counselor. You may be held financially liable for any damage to your personal living area. You are responsible for making your bed in accordance with regulations before work call (including weekends and holidays when you leave the area). You are also responsible for sweeping and mopping your personal living area, to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out. **IN ORDER TO AVOID THE RESTRICTION OF AIR-FLOW NO "DRAFT DODGERS" (towels or any items that block the bottom of the door) ARE ALLOWED AND/OR THE VENTS ARE NOT BE COVERED. NO PICTURES OF ANY KIND ON THE WALLS.**

Each cell is assigned one plastic chair per inmate for use. These chairs are not to be altered in any way. If the chair is written on or found to be altered, the chair may be confiscated and you may face disciplinary sanctions, to include restrictions from the chair. All personal property, i.e. commissary items must be kept in your locker. Inmates are allowed to display one (1) photograph (in a commissary purchased picture frame no larger than 8" x 10") on top of their assigned locker.

NO OTHER ITEMS MAY BE PLACED ON TOP OF OR OUTSIDE OF THE LOCKERS EXCEPT FOR INSTITUTION CLOTHING HANGING IN THEIR APPROPRIATE PLACE AND SHOES UNDER THE LOCKER.

Inmates will adhere to the below identified cell sanitation & housekeeping standards, regardless if the inmate is quartered in general population, administrative detention, or disciplinary segregation. Housing unit officers and SHU staff are responsible for enforcing these requirements. Incident reports should be issued to inmates who fail to comply with these standards. Appropriate prohibited act codes include (317) Failure to Follow Safety or Sanitation Regulations, and (330) Being Unsanitary or Untidy.

- Cell windows will not be covered or blocked under any circumstance. Undressing and/or using the toilet are not acceptable reasons for covering cell windows. There are no acceptable reasons.
- Inmates are not allowed to store property, institution issued items, or anything else on top of the lockers, desk, sink counter top, chairs, or beds at any time. The only exception is one (1) commissary purchased picture frame per inmate on top of the locker.
- Beds will be made at all times (w/ bed sheet & blanket) during the administrative work week, between the hours of 0730 and 1600.
- Inmates are not authorized install homemade hooks or fabricate laundry lines in their cells. Each inmate is provided with two hooks on the wall, and one hook inside the locker on the right side.
- Homemade locker shelves are not authorized. Each locker has been outfitted with two shelves on the left side only.
- Air vents and/or light fixtures will not be blocked or covered at any time.
- Shoes will be neatly staged under the lockers only.
- All inmate personal property, to include institution issued clothing, will be stored inside an inmate's assigned locker at all times.
- Photos, papers, or any other objects will not be affixed to the walls, ceiling, lockers, or beds within a cell.
- The hooks affixed to the walls in a cell are only to be utilized to hang laundry bags containing dirty laundry and towels. Laundry bags will not be utilized as a means to store personal property, commissary items, or clean institution issued clothing or linen.
- Cleaning supplies and equipment is not authorized for storage inside the cells.
- Graffiti, drawings, writing, or markings of any kind is not authorized anywhere inside a cell or locker.
- All surfaces inside a cell will be maintained clean and sanitized at all times. Toilets and sinks will also be maintained at a high level of sanitation.

DAILY INMATE LIFE (Cont.)

- Inmates are not authorized to retain cardboard in their cells or utilize cardboard to store personal property.

*You are required to read the Unit Bulletin Boards daily.

Orderlies work 40 hours per week and are responsible for the Unit sanitation. However, you are responsible for cleaning up after yourself. Trash and wastebaskets are to be emptied prior to 7:30 A.M. each day.

3) Personal Property Limits: Items which you may retain are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated in the Units.

Storage Space: Storage space in most Units consists of an individual locker and desk for both inmates. Locks may be purchased in the institution commissary. You will be permitted to have one (1) locker. Under no circumstance will any material be allowed to accumulate to the point where they become a fire, sanitation, security, or housekeeping hazard.

Legal Materials: You will only be allowed to maintain legal materials which are necessary for current, ongoing legal actions as long as the legal materials can be neatly stored in your assigned locker. Lockers maintained by Unit Team are available for excess legal material. Once your legal material is placed in these lockers you must submit a cop-out to your Counselor to gain access to the material.

Hobby craft Materials: All items must be authorized by the Education/Recreation Department. No complete hobby craft item will be authorized to remain in the Unit. All completed items must be approved through the Recreation Department and mailed home via an Authorization to Mail Package form. These completed items will be mailed out through the Recreation Department on Sundays from 6:00 PM to 8:00 PM only. Any hobby craft projects in the housing Unit will be subject to confiscation exception of those items previously approved for inmates who are enrolled in the Unit Art program. You may not produce or make any art forms for staff and/or other inmates, their families or friends. Paints, dyes, stains and glues are not to leave the hobby shop area.

Commissary Items: You will have ample opportunity to make commissary purchase weekly. You cannot have commissary items in excess of the commissary spending limits as outlined in the Institution Supplement entitled "Inmate Personal Property," and that will not fit in your locker. You are not permitted to exchange or engage in any form of bartering. All purchases must be checked for proper fit, quantity, etc. prior to exiting the Commissary sales window. Once the inmate purchaser has departed from the Commissary, all sales are final.

Food Storage: Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers may not be used as drinking or storage containers and are to be thrown away.

Letters, Books, Photographs, Newspapers & Magazines: Excessive amounts of newspapers, magazines or letters will not be allowed to accumulate in an inmate's living area. Reading material shall be restricted to ten (10) books or magazines, (excluding legal and school books) and newspapers less than two weeks old. The total number of letters will not exceed the amount which can be stored neatly in the locker provided. Exceptions can be made for legal materials pertaining to on-going litigations with verifiable Court deadlines and educational materials for on-going educational courses.

Sports & Musical Equipment: A limited amount of sports equipment may be maintained in the Unit: two handball gloves, four (4) handballs. The Recreation Department will maintain quantities of musical instruments which will be issued on a check out system.

Radios & Watches: You may not own or possess more than one (1) approved walkman type radio with a headset with a declared value of no more than \$100.00 and one (1) watch with declared value of no more than \$100.00. Proof of ownership through Form BP-383(58) and/or

DAILY INMATE LIFE (Cont.)

commissary receipts will be required. You must mail home any watch or radio in your

possession prior to the purchase of another watch or radio. Radios with a tape recorder and/or tape player are not authorized.

Jewelry, Religious Items, Medals: Plain (smooth) wedding bands with no stones are permitted. Religious articles such as Bibles, Koran, and other articles of specific religious significance not valued more than \$100.00 may be retained by you after approval by the Chaplain.

4) Unit Regulations: SMOKING OR ANY TOBACCO PRODUCTS ARE NOT PERMITTED IN ANY AREA OF THE INSTITUTION. IN ADDITION, BE ADVISED THAT THE UNAUTHORIZED POSSESSION, MANUFACTURE, OR INTRODUCTION OF ELECTRONIC ITEMS, AND COMPONENTS OF ELECTRONIC ITEMS, SUCH AS MP3 PLAYERS, CHARGERS, CELL PHONES, AND SIM CARDS, ETC., CONSTITUTES A PROHIBITED ACT UNDER THE INMATE DISCIPLINE SYSTEM. SUCH UNAUTHORIZED POSSESSION, MANUFACTURE, OR INTRODUCTION MAY BE SANCTIONED AS, AMONG OTHER THINGS, A CODE 108, POSSESSION, MANUFACTURE, OR INTRODUCTION OF A HAZARDOUS TOOL, OR CONDUCT WHICH DISRUPTS AND INTERFERES WITH THE SECURITY OR ORDERLY RUNNING OF A BOP FACILITY.

You are entirely responsible for your room and will be held responsible for any contraband found in your room. All rooms will be cleaned and ready for inspection by 7:30 A.M. and must remain that way until the end of the work day at 4:00 P.M. Footwear (shoes, shower shoes or tennis shoes), pants and/or gym shorts and a shirt will be worn at all times when the inmate is not in his assigned room. Blue travel shoes will be turned in to the Laundry when safety shoes are issued by the Laundry. Shower shoes will not be worn outside the housing Unit. While sleeping, no headgear of any type or sleeping caps will be allowed. Officers must be able to see a live, breathing person during counts. During normal working hours (7:30 A.M. to 4:00 P.M.) Monday through Friday inmates will wear the proper clothing. This means no shorts or bathrobes will be worn in the unit unless you are in your room or off duty. Proper clothing is defined as a shirt, trousers and shoes. Sweat suits can be worn during the normal workday in the unit and on the yard provided the inmate is off duty for the day. Sweat suits are not to be worn in the dining room at the noon meal Monday through Friday.

Showers will be open during the hours of 6:00 A.M. to 7:30 A.M., and from 4:30 P.M. to 9:15 P.M. (**STRICTLY ENFORCED**) during the weekdays. On weekends and holidays, the showers are available from 6:00 A.M. to 9:15 P.M. **SHOWERS USED DURING NORMAL WORKING HOURS WILL BE CLEANED BY THE INMATES USING THEM.** Showers should be limited to 15 minutes to afford everyone the opportunity to shower. Inmates will not be counted while in the shower.

There will be no yelling in the Unit and/or slapping of dominoes, etc., in all areas of the Unit. The television rooms will remain off-limits Monday through Friday from 7:30 A.M. until 4:00 P.M. (holidays excluded) except for inmates on vacation, days off or evening workers. No other inmates will be authorized to use the televisions.

Inmates watching television at the time viewing ceases are responsible for cleaning the television area.

Wake-up: Generally, the wake-up time for all inmates at FCI Three Rivers is at 6:00 A.M. The Unit is called to breakfast by the Lieutenant. The Unit Officer will announce breakfast when notified, and Control Center will announce "last call." You will be given a reasonable amount of time to leave the Unit if you desire breakfast. It is your responsibility to report to work on time. Late sleepers who do not maintain their rooms or arrive to work on time are subject to disciplinary action.

5) Call-outs: Call-outs are a scheduling system for appointments, which includes hospital, dental, educational, team meetings and other activities. They are posted each day on the Unit bulletin boards after 4:00 P.M. and Trulincs, on the day preceding the appointment. It is your responsibility to check for appointments on a daily basis. All scheduled appointments are to be kept. If you do not show up on time for a call-out you are considered "out-of-bounds" and are subject to an incident report. If you are in need of routine medical attention, you ordinarily will have to go to the Hospital that morning between the hours of 6:15 A.M. and 6:45 A.M. and sign up for sick call. Illnesses of an emergency nature are exceptions and are handled accordingly.

6) Inmate Dress: Khakis must be worn from 7 AM to 4 PM, Monday thru Friday except for holidays. Shirts must be tucked in while on the compound between 7 AM and 4 PM. **THE COMPOUND BEGINS AND ENDS AT THE ENTRY WAY OF YOUR HOUSING UNIT.** The only exception is when you are going to the recreation yard from the housing unit. Then sweats may be worn but the shirt must be tucked in. NO inmate may enter any building except recreation without Khakis on. Inmates will not be allowed to exit the housing units wearing shower shoes. Inmates are to wear khakis with their shirts tucked in when entering unit staff offices.

JOB ASSIGNMENTS: All inmates are expected to maintain a regular job assignment. Many job assignments are controlled through a Performance Pay System, which provides monetary payment for work. The Inmate Work Assignment Committee makes the assignments each Friday. Job changes will appear on the change sheet each day.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, Recreation Yard or in a Maintenance Shop.

Once you have completed A&O and are medically cleared, you will be placed in a work detail. You will be assigned by institutional need. Once you have been assigned on a job detail, you must remain on that detail 90 days and received satisfactory performance rating before requesting a job change.

PRE-RELEASE PROGRAMMING: The Release Preparation Program is designed to assist you in preparing you for release. You will be given aid in developing plans for your personal lives and for work. These programs offer classes and information seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with the U.S. Probation Officers, other agencies and employers are available.

Community Treatment Center Transfers: Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Community Corrections Program. Inmates who are in need of assistance should request this at your assigned Unit Team review.

Community-Based Residential Programs: The Community-Based Residential Programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. For further information concerning these programs contact your Unit Team.

ACCESS TO LEGAL SERVICES AND OTHER DOCUMENTS:

Attorney Visits: Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and availability of staff. Attorney visits will be subject to visual monitoring, but not auditory monitoring.

Law Library: The Law Library is located in the Education Department, and contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, Bureau of Prisons Program Statements, Institution Supplements, Indexes, and other legal materials through the Electronic Law Library. The Law Library hours of operation are posted in the Education Department.

Notary Public: Ordinarily the unit secretaries are authorized to verify documents. **Due to a recent change in the law, the following statement "true and correct under the penalty of perjury" will be indicated on any paper signed by an inmate.** This statement will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Notary hours are posted in the unit.

Copies of Legal Materials: In accordance with institution procedures, you may copy materials necessary for research or legal matters. Copies may be made during Law Library

hours on the copy machines provided. An inmate's copy card is used to make legal copies in the Law Library. Copies are paid for by the inmate using his commissary card. Indigent inmates can make arrangements with unit staff for legal copies within reason.

Small Claims for Property Damage or Loss: An inmate may file a claim under 31 U.S.C. 3723: If you feel your personal property was lost or damaged, or you received a personal injury as the result of an act or omission of a United States Government employee, you may file a claim under the Federal Tort Claims Act (FTCA), Form BP-A0943. This form, as well as the correct address to file the claim, is available through the Unit Counselor or the Law Library.

Freedom of Information/Privacy Act of 1974: The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of, the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 52.

Inmate Access to Central Files: An inmate may request review of disclosable portions of his Central File (including the Presentence Report and/or Summary) by submitting a written request to the inmate's Case Manager. Institution staff will permit the review of the central file under procedures established locally. The inmate may obtain copies of certain documents from the Central File after submitting a written request to their Case Manager.

Inmate Access to Other Documents: An inmate can request access to the "Non-Disclosable Documents" in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his register number and date of birth for identification purposes.

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

PROBLEM RESOLUTION INMATE REQUESTS TO STAFF MEMBER: The Bureau form BP-Admin-70, commonly called a "Cop-out," is used to make a written request to a Staff Member. Any type of request can be made with this form or through Trulincs to a specific Department Head. "Cop-outs" may be obtained in the housing units from the Correctional Officer on duty. Staff Members who receive a "Cop-out" will answer the request in a "reasonable" period of time.

ADMINISTRATIVE REMEDY PROCESS: The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contact with staff members through a "Cop-out." When an informal resolution is not successful, however, a formal complaint can be filed as an Administrative Remedy.

Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

Program Statement 1330.13, Administrative Remedy Program, outlines the filing requirements and time limits.

According to institution procedures, **if you are appealing a UDC decision, you must first submit a Request for Administrative Remedy (BP-9)**. A copy of this Program Statement is available in the Law Library. Inmate appeals will not be accepted through inmate mail.

Electronic Inmate request to Staff (Cop Outs) Inmates can now submit electronic cop outs

through their email system. When an inmate accesses this system they will be provided a list of Department Heads to select from. The inmate will type his message and send the message just like regular email. The department Head will answer the cop out and the inmate will receive it through his email. If this privilege is abused it will be removed from the inmate's account. Inmates are not charged for these emails.

CHAPTER II

COMMISSARY, LAUNDRY, TRUST FUND,
TRUFONE, AND TRULINCS

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Commissary Operations

Your Commissary Spending Limitation is set at **\$320.00 per month.** The \$320.00 spending limit will be divided bi-weekly at \$160.00 from the 1st thru the 15th and from the 16th thru the end of the month.

The commissary is open Monday thru Thursday. Your Shopping day is based on the meal rotation roster generated by the Institution Duty Officer utilizing the weekly sanitation scores. The commissary opens at the 9:30 AM move. Last call for commissary will be at 12:00 noon. Inmates must be in the commissary waiting area by 12:00 noon if shopping.

The shopping schedule is subject to change during holidays and with institutional needs. The inmate population will be notified of these changes.

The following procedures will be followed when shopping at the commissary:

- a. It is your responsibility to check the out-of-stock list before submitting your shopping list. (Items will not be substituted at the sales window).
- b. Once the shopping list has been submitted you are to remain in the commissary waiting area until called. If you leave the area your commissary order will be cancelled and you must wait until your next shopping day. If you need to leave the commissary waiting area you must notify the commissary sales staff for permission.
- c. ALL SALES ARE FINAL! All concerns must be addressed with commissary staff before departing the commissary area. Defective items with a manufacturer warranty will be handled through the manufacturer's return/replacement policy and the institution mail policy.
- d. It is your responsibility to adhere to all commissary procedures. Procedures can be found on the commissary shopping list and may be posted in the commissary area and housing units.

Inventory

The inmate population will be notified when the commissary closes for periodic inventories.

Laundry

ALL TRANSACTIONS AT THE LAUNDRY WILL REQUIRE AN I.D. CARD AUTHORIZED BEDDING AND MISCELLANEOUS SUPPLIES

1. One mattress (furnished by the Unit)
2. Two sheets
3. One pillow (furnished by the Unit)
4. Two bath towels / two wash clothes and one pillow case
5. One blanket or enough to suffice comfort under existing conditions

AUTHORIZED ISSUED INSTITUTIONAL CLOTHING ALLOWED

1. One belt
2. Three each of white T-shirts
3. Three pairs of grey socks
4. Three pairs of khaki pants
5. Three khaki shirts
6. Three pairs of boxers
7. One pair of work boots (All boots/shoes issued in the Laundry are considered soft soled).
8. One coat (seasonal)
9. One laundry bag

RELEASE OR TRANSFERRED FROM THIS INSTITUTION:

All institutional issue must be returned to the laundry 1 DAY prior to transferring or release from this institution.

Shortages/Lost or Stolen Property: Inmates will bring a REQUEST TO STAFF (Cop-Out) to the Laundry Supervisor signed by the Unit Officer, verifying the inmate's request of missing items.

Institution Issued Clothing: Failure to properly maintain these items will result in the individual being charged for the cost of their replacement, which includes loss by theft.

SCHEDULE FOR SOILED INSTITUTIONAL CLOTHING

FCI - Laundry drop off will be during the morning meal, in the blue container in front of the laundry. Pick up for laundry is during the noon meal until 12:15 PM Monday thru Thursday. Only institutional clothing will be cleaned. Personal clothing is to be washed and dried in the machines located in the housing units.

Clothing Exchange -

Inmates will submit a REQUEST TO STAFF (Cop-Out) to the laundry on Monday and Tuesday. The request should list all items needing exchanged. These items will be ready for pick-up on Thursday and Friday.

NOTE: ITEMS NOT PICKED-UP WILL BE RETURNED TO STOCK AND INMATES WILL NEED TO RE-SUBMIT THEIR REQUEST THE FOLLOWING WEEK.

Hygiene Issue - Every Monday during the noon meal until 12:15 P.M., for indigent inmates only.

Trust Fund Accounts

Inmate funds are retained in a trust fund, from which you may withdraw money for personal spending in the institution Commissary, for family support, or other approved purchases. You may check the balance of your account by utilizing the telephone (TRUFONE) system, or the TRULINCS computers located in each housing unit.

Deposits to Accounts

Deposits to Trust Fund accounts from outside sources will be made through the mail. Deposits may be made in the form of Western Union, Money Orders, U. S. Treasury Checks, and State and local Government Checks. Deposits must be mailed to the following address in the following manner:

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

All negotiable instruments must reflect your committed name and register number. Any negotiable instrument which does not contain this information will be returned to sender. Any funds sent to the institution will be returned to sender.

Trust Fund Withdrawals

Withdrawals from Trust Fund accounts can be made using the TRULINCS computers. The Unit Manager must approve all withdrawals from your Trust Fund account sent to outside agencies, family members or persons.

Only the Associate Warden can approve inmate contributions to recognized charities or withdrawals exceeding \$250.00.

Photo Project

Each inmate is allowed to purchase 10 photo vouchers a week. Photo vouchers are to be used by the inmate purchasing the voucher and cannot be used by any other inmate for any other reason(s). Photo's containing inappropriate poses (sexual in nature, gang signs, etc.) are not allowed and will be confiscated. Group photos over 5 inmates will be allowed once a year on a predetermined date and all requests are subject to review and approval by the Captain. No refunds or retakes will be authorized. Inmates violating these procedures are subject to disciplinary action.

Inmate Telephone System (TRUFONE)

Except during Official Counts, inmate telephones are available from 6:30 A.M. until 9:30 P.M.

Inmate use only telephones are located in each housing unit. The TRUFONE system is a direct dial/collect call, debit system, which allows inmates to place local, long distance, and international telephone calls. Inmates are billed for the telephone calls through their TRUFONE account. A copy of all direct dial rates for telephone calls are located in the Housing Units.

Inmates may transfer funds from their Commissary account to their TRUFONE account by using the inmate telephones or TRULINCS computers located in their housing unit. This may be done at any time during normal operations. **TRUFONE funds will only be transferred back into the commissary account upon release or by request when on telephone restriction more than 30 days.** Inmates may place up to thirty telephone numbers on their TRUFONE account. Telephone calls are limited to fifteen (15) minutes per call with thirty minutes in between sessions.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. You must contact your Unit Staff to arrange an unmonitored attorney telephone call.

Telephones may not be used to conduct a business. Three way calls are not permitted when using the Inmate Telephone System. You are subject to disciplinary action if you are found to be placing three-way calls. The following numbers are prohibited, 1-800, 1-888, 1-900, and 1-976. These types of telephone numbers may not be placed on your telephone account.

Staff assisted calls may be arranged for those inmates who have a demonstrated need.

Inmates in the Special Housing Unit are authorized to use TRUFONE, however, on a restricted basis. All telephone calls made using TRUFONE are subject to monitoring and recording.

All telephone calls, except approved legal calls, are subject to monitoring and recording. Any extortion, threats, conversations violating Bureau regulations (such as planning introduction of contraband, escape plans, running a business, etc.) may result in disciplinary action and/or criminal prosecution.

There are telephones located in each housing unit. No third party or credit card calls are authorized.

Legal calls are defined as those calls made to the same persons or agencies listed in the Special Mail section. To make a legal call, contact your Unit Team. Legal calls may be provided in the event the inmate can provide documentation that he does not have time (i.e., a court suspense date) to process or complete the action needed through regular mail channels. The calls must be made collect or your attorney can call the institution and arrange with the Unit Team a time in which you can be present to receive the attorney's call. Legal calls made by inmates on unmonitored phones will be visually supervised.

Inmate Telephone System (TRUFONE) (Cont.)

Monday - Friday

6:30 A.M. - 10:30 A.M.	1 phone per unit is on
10:30 A.M. - 12:30 P.M.	All phones are on
12:30 P.M. - 3:30 P.M.	1 phone per unit is on
3:30 P.M. - 4:00 P.M.	All phones are off (Count)
4:00 P.M. - 9:00 P.M.	All phones are on
9:30 P.M.	All phones are off (Count)

Saturday, Sunday and Holidays

6:30 A.M. - 9:30 A.M.	All phones are on
9:30 A.M. - 10:00 A.M.	All phones are off (Count)
10:00 A.M. - 3:30 P.M.	All phones are on
3:30 P.M. - 4:00 P.M.	All phones are off (Count)
4:00 P.M. - 9:00 P.M.	All phones are on
9:30 P.M.	All phones are off (Count)

TRULINCS

Inmates are allowed access to an Account Transactions Service that displays their 40 most recent Commissary, Telephone and TRU-Unit transactions respectively. Inmates may view their statements for free or print a statement for \$.15 each.

CHAPTER III

EDUCATION/RECREATION PROGRAMS

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EDUCATION PROGRAMS

The education department at FCI Three Rivers is committed to meeting the individual educational needs of every inmate. It is the hope of the staff at FCI Three Rivers that every inmate will accomplish the educational goals set forth in their individual plan. We look forward to seeing students accomplish their goals.

LITERACY PROGRAM

GED Standard

By policy federal prisoners who are U.S. Citizens and who do not have either a verified high school diploma or a General Educational Development (GED) certificate must enroll in a Literacy Program for 240 hours or until a GED is achieved, whichever occurs first. Inmates may ask to be released from this program after 240 hours by copout. This copout needs to be signed by the inmate's unit team.

The VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1996, and who lacks a high school credential, must participate in and make satisfactory progress toward attaining a GED credential, in order to vest earned Good Conduct Time (GCT).

The PLRA provides that, in determining GCT awards the Bureau shall consider whether an inmate, with a date of offense on or after April 26, 1996, who lacks a high school credential, participate and make satisfactory progress toward attaining a GED credential in order to be eligible to earn the maximum amount of GCT.

For the purposes of 18 U.S.C. 3624, an inmate subject to the VCCLEA or the PLRA shall be deemed to be making satisfactory progress toward earning a GED credential or high school diploma unless and until the inmate receives a progress assignment confirming that the inmate refuses to enroll in the literacy program;

- a. The inmate has been found to have committed a prohibited act that occurred in a Literacy program during the last 240 instructional hours of the inmate's most recent enrollment in the literacy program; or
- b. The inmate has withdrawn from the literacy program.

Although sentenced deportable aliens are exempt from attending the literacy program for the mandated 240 hours, they are still subject to the satisfactory progress provision of the VCCLEA or PLRA and will not earn the maximum amount of GCT if they refuse to enroll in the Literacy Program; however, an inmate alien subject to a final order of removal, deportation, or exclusion is eligible for GCT time at the maximum rate. Inmates will be responsible for verifying final deportation orders with their unit teams.

All inmates participating in the literacy program will be required to take the TABE or SABE test. All incoming inmates will be placed on callout for testing unless their education records confirm previous satisfactory testing. This examination indicates the academic grade level at which an individual functions. This information will help the Education Department place inmates in the appropriate class.

****Note** VCCLEA/PLRA inmates who have/had an EDI GED UNSAT Progress Assignment before education staff verified education credentials (per policy) may have the ability to receive retroactive GCT. Contact Education Staff if you believe you are eligible for retroactive GCT.

GED and ESL Class Times

Monday through Friday:

Mornings: 7:45-9:30 a.m. and 9:30-11:30 a.m.,

Afternoons: 12:30-2:00 p.m. and 2:00-3:30 p.m.

Completion Policy:

Inmates who do not have a high school diploma or GED certificate and are deemed prepared by their scores on the GED pretest, may take the GED examination. The examination consists of five tests: Language Arts Writing, Social Studies, Science, Language Arts Reading, and Mathematics. These tests must be completed within a time limit of approximately eight hours. A passing score on the examination by Texas Education Agency standards entitles the examination-taker to a GED certificate. This is the equivalent of a high school diploma and credit for completion of the Bureau's GED program. You must achieve a minimum comprehensive score of 450.0 on the GED test. GED Testing Service evaluates individual tests. As a designated GED Testing Center, the test is administered to you in the Education Department. You will receive a Texas High School Equivalency Diploma and an achievement award upon successful completion of the program and test. Testing accommodations may be available for inmates that meet certain requirements.

Inmates requesting to take the test in Spanish must complete a 6th test to receive their GED. This 6th is called the GED English-as-a-Second Language (GED-ESL) test. The GED-ESL is designed to assess functional English reading comprehension skills. Students taking the test in Spanish must pass the GED-ESL test before being administered the GED subject area tests. Inmates within 6 months of release are exempt from this requirement.

English-As-A-Second-Language (ESL) Classes

This program is mandatory to all Non-English speaking inmates who are U.S. citizens. All inmates who are required to take the CASAS test and who score less than eighth grade level (e.g. a score less than 225) will be required to attend ESL classes until they achieve a score of 225 upon retesting. Deportable aliens may participate in the ESL program upon request. Inmates enrolled in the ESL program will be considered to be making satisfactory progress in the literacy program unless they have refused GED classes.

Incentives

Graduation ceremonies are conducted once a year for students completing GED, ESL, and Vocational Training classes. A bonus of \$25.00 is awarded for completion of GED, ESL or VT course. Certificates from the institution are also awarded for completion of ACE, Parenting, GED, and ESL classes and an additional certificate from Coastal Bend College is awarded for completion of Vocation Training classes. In addition a Student of the Month will be chosen each month from classes in the Literacy program for significant progress in their studies as well as dedication and hard work. The Student of the Month will be rewarded with a day off from school and work cleared through the Supervisor of Education and Unit Manager. Upon completion of each 240 hours of satisfactory progress, students will be awarded a day off from school. Other incentives will be awarded based on progress through the Literacy Program.

**VOCATIONAL TRAINING PROGRAM:
COASTAL BEND COLLEGE**

Building Services Professional

Coastal Bend College offers a 480 hour course in the basics of commercial housekeeping. This course teaches the fundamentals of establishing your own floor maintenance business. A certificate of completion is issued after the successful completion of 480 hours of classroom instruction and hands on practice. An additional certificate may be earned after the completion of an additional 120 hours for the Advanced Commercial Housekeeping Management Techniques. Participation in this program is open to all inmates.

Building Trades Carpentry

Coastal Bend College offers a 720 hour course in the basics of Carpentry. This course teaches the fundamentals of handling basic tools of the carpentry trade. Inmates, who have completed the basic carpentry course, may qualify to participate in an additional 240 hour course in Advanced Cabinet Making. Participation in this program is open to all inmates.

Heating Ventilation and Air Conditioning

Coastal Bend College offers a 720 hour course of study in the basics of heating, ventilation, and air conditioning. This course requires the minimum of a GED or high school diploma in order to participate in the program.

Computer Applications

Coastal Bend College offers a 384 hour course of study in computer applications. This course requires the minimum of a GED or high school diploma in order to participate in the program.

Welding

Coastal Bend College offers a 720 hour course of study in welding. This course requires the minimum of a GED or high school diploma in order to participate in the program.

General Automotive (Satellite Camp Only)

Coastal Bend College offers a 720 hour course of study in general automotive repair. This course requires the minimum of a GED or high school diploma in order to participate in the program.

OTHER EDUCATIONAL PROGRAMS

All other programs are advertised by flyers in the unit and education department. Inmates may request enrollment with a cop-out and will be placed on callout for class.

Parenting Program

The Parenting program is structured to help inmates build a solid family relationship while incarcerated. It will also help in identifying current issues, problems, needs and trends in marriage. Classes are by call-outs.

Correspondence Courses

These courses must be approved and coordinated thru the Education Department. Approval must be received prior to the course being ordered. All costs of correspondence courses are the sole responsibility of the inmate.

Adult Continuing Education (ACE)

These are non-credit courses which are taught by inmate tutors. Classes are chosen which best meet the needs of the inmate population. Inmates interested in the ACE program may sign up for available classes via a cop-out after an ACE flyer has been posted in the units or Education Department.

Some classes offered, include: Keyboarding, CDL, Movie Critique, Real Estate, and many others. If you are interested in teaching an ACE course, please contact an Education Staff member.

Employment Resource Center/Employment Preparation Classes

The Education Department has a variety of materials and programs, as well as several trained staff members, available to assist inmates within 24 months of release prepare for post-incarceration. An Employment Resource Center (ERC) is located in the library. The ERC offers a variety of flyers on various topics. Computers are also available to prepare updated resumes and cover letters for use in job searches. Staff are available to assist the inmates with questions regarding these resources.

Employment skills and release preparation classes are also taught by education staff members. These classes are designed to provide training in the latest job search techniques and to give inmates the opportunity to prepare applications, resumes, and cover letters for use in their job search. As part of this program, a mock job fair is held once a year in the Education Department. An Offender Release class is also offered for inmates within 12 months of release. This class focuses on providing information on community resources available in the communities where inmates will be releasing. Some of the resources covered are: housing, transportation, one-stop centers, food stamps, TANF, SNAP, and medical.

LIBRARY SERVICES

The institution has a leisure and legal library located in the main educational complex next to the Recreation Department. The leisure library has books available for loan and DVDs available for viewing with the use of your own headphones. The leisure library subscribes to a variety of magazines and newspapers. Your photo I.D. card is required to view periodicals and DVDs. The Library has access to the state Inter-Library Loan Service. A form 24 must be signed when checking out books from the Inter-Library Loan System.

The Law Library is now in an electronic format (ELL). An inmate law library clerk is available to assist you from 5:00 p.m. until 8:30 on weeknights and all day on Saturdays.

Sign-ups for DVD viewing are on Saturdays from 11:00-12:00 in the library. No one is allowed to view a DVD unless they are scheduled. Sign-ups are restricted to one time slot a week.

The leisure/law library hours are:

<u>Monday thru Thursday:</u>	<u>Saturdays</u>
7:45 a.m. - 10:30 a.m.	7:00 a.m. - 3:30 p.m.
12:30 p.m. - 3:30 p.m.	<u>Sundays</u> - Closed
5:00 p.m. - 8:30 p.m.	
<u>Friday</u>	<u>Holidays</u> - Closed
7:45 a.m. - 10:30 a.m.	
12:30 p.m. - 3:30 p.m.	

Note: Inmates may sign-up for legal library use on Saturdays from 9:30 - 11:00 a.m. by turning in a copout requesting to be included in the Education out count for Saturday at 10:00 a.m. Inmates must turn in their cop out form by the preceding Friday at 12:30 p.m. Also note that inmates must bring their ID card for the count, and if an inmate signs up to be out counted, he must report to the education department at the 9:00 a.m. move. Ordinarily inmates being out counted will remain in the library until last call for main line is announced.

Library Rules

The leisure library is a valuable resource intended for the benefit of the entire inmate population. To ensure that the library collection is maintained at a high level of quality, the following rules are:

1. Only two (2) leisure library books and (4) inter-library loan books may be checked out and in your possession at a time. All ILL book due dates are set by the lending library and may be extended only at the discretion of the lending library.
2. Inmates may extend the check-out of an Interlibrary Loan book only one time. Extension times vary by library.
3. Only leisure library books and Interlibrary Loan books are allowed to leave the leisure library. No magazines, newspapers, or DVDs will be removed from the library area. They may not be taken to other parts of the Education Department.
4. By receiving a book, or Interlibrary Loan book, inmates assume full responsibility for returning it on or before the due date.

By receiving a DVD, newspaper, or magazine, inmates assume full responsibility for returning it on or before the designated yard recall for the time period that you are in the leisure library area. You must return the library book, magazine or newspaper you borrow by the due date in the same condition it was borrowed, or you will be subject to disciplinary action. Possible sanctions include restricting library privileges, monetary restitution and disciplinary segregation.

Copy Service

A debit-card operated machine is available for inmate copy service. The machine is located in the library and is to be used for authorized use only.

RECREATION PROGRAMS

The goal of the Recreation Department is to create a strong, vital, and healthier population through regular and active participation in available programs and activities. Watch Your Bulletin Boards For "Breaking" News About Recreation Activities!!

INTRAMURAL SPORTS/Non-Competitive Leisure Activities

Recreation staff will post announcements for intramural sports throughout the year. Also, the Recreation Staff will organize and schedule individual sports through a sign-up procedure. Basketball, soccer, softball, flag football, handball/racquetball, bocce ball, horseshoes, and volleyball are offered by the Recreation Department. Certificates of Achievement will be awarded to first and second place finishers. Non-competitive leisure activities are also offered by the recreation department. You may participate in board games or card games. You may also check out videos on health, fitness, hobby craft and music from the Video Resource Library.

HOLIDAY ACTIVITIES

Holiday activities include indoor and outdoor tournaments such as: Softball, Basketball, Handball, Track events, Horseshoes, and Table games. Live Entertainment is sometimes provided by inmate bands. **Only Federal Holidays are recognized.** Consumable prizes for holiday tournaments will be awarded to first and second place finishers.

WELLNESS PROGRAMS

The Recreation Department provides a wide variety of wellness programs for inmates to participate. The following programs are provided: Walk Club, Run Club, Bike Club, Stair climber Club, Abdominal Fitness Program, Yoga and the Health Promotion Disease Prevention program (HPDP). Certificates of Achievement are awarded for completion of structured programs. **Certificate of Achievement and sentry credit will be awarded to participants who complete sentry based structured program.**

A Personal Trainer Program is available for inmates that would like to be certified by the National Federation of Personal Trainers (NFPT).

LEISURE FITNESS CENTER HOURS

Monday thru Friday for all inmates:	6:20 a.m. - 10:30 a.m.
For enrolled Fitness Program Inmates only	11:00 a.m. - 3:00 p.m.
	5:00 p.m. - 8:00 p.m.
Saturday and Sunday for all inmates:	7:30 a.m. - 9:30 a.m.
For enrolled Fitness Program Inmates only	11:00 a.m. - 3:30 p.m.
	5:00 p.m. - 8:00 p.m.

BAND/MUSIC PROGRAM

Music Rooms and music equipment are provided for inmate use. Availability is scheduled by Recreation Staff members. Inmates wishing to start a band must submit an Inmate Request to Staff (Cop-out) for application. Any inmate desiring the use of a Music Room for leisure time must submit an Inmate Request to Staff (Cop-out) for application.

HOBBY CRAFT

Anyone desiring to participate in the Hobby Craft program will need to obtain permission through assignment by any Recreation Staff. The Leisure Art/Craft Programs offered are: Art, Leather Craft, Painting, Crocheting, Knitting, and Beadwork. Also available is a Unit Art/Craft Program, programs available are crochet/knitting, art, beading. To enter these programs, you must submit a "Request to a Staff Member" Form (Cop-out) provide a copy of your visiting list and submit an order for supplies needed to start program. Visiting list is used for mailing out projects. Scheduled day to complete paperwork is Saturdays, between 1:00 p.m. and 3:00 p.m., in the leisure center staff office. Hobby Craft items may be disposed of by mailing to an authorized visitor, donated to the Institution, or taken home upon release. **Under no condition shall an inmate sell a Hobby Shop item to another inmate. This is strictly prohibited.** All hobby craft materials may

be purchased through the commissary sales program, and must be approved prior to ordering.

SPECIAL NOTE:

Do not bring extra clothing, blankets, laundry bags, or commissary food items into the recreation department. Violators will not be allowed to enter the area.

Recreation/Interest Questionnaire

In order to better serve the inmate population of FCI Three Rivers, the Recreation Department needs to collect and evaluate information about your interest and participation in various leisure time activities. You will be given a questionnaire at Institutional A & O. Please take a moment to fill out the questionnaire and return it to the A&O Coordinator or the Recreation Department. If you were not given a questionnaire, please stop by the Recreation Department and fill one out.

Recreation Department Rules

1. Religious Ceremony is not allowed in recreation. All Religious activity is to be held in the chapel. The Recreation Department is not a place to have worship ceremonies.
2. Commissary food/hygiene purchase (food products, sodas, detergent, shaving cream, bars of soap, etc) is not allowed in recreation, take purchase back to your unit. If enrolled in the unit art program, store purchased hobby craft items in your assigned room locker.
3. Activities such as picnics, going away parties, birthday parties are not allowed in recreation.
4. Commissary card required to check-out all recreation equipment (horseshoes, bocce balls, racquets, eye protection, table games, mats, medicine ball, softball equipment, basketball, soccer ball, etc). Recreation equipment checked out is to remain within the indoor/outdoor recreation facilities. Do not take any recreation equipment back to a housing unit or any other department. Violation of this rule will result in disciplinary action.
5. Eye protection recommended for racquetball play. Eye protection may be checked out from the recreation office.
6. No food or beverages (soft drinks) are permitted in the indoor fitness center, hobby craft rooms, music rooms, resource room, recreation yard, outdoor wellness area, handball/racquetball area, volleyball area, multi-purpose courts, recreation yard or outdoor gymnasium.
7. Guitar/accordion may be checked out from the outdoor issue room. Mentioned equipment may be played outdoors. I.D. Card (commissary card) required to check-out item.
8. Only inmates enrolled in a leisure art/hobby craft program are authorized to be in either the leather craft room or art room. If you wish to visit the hobby craft area see a recreation specialist to schedule a tour or request permission to observe program. Only inmates enrolled in leather craft are authorized to use leather tools. Tools are not to be taken out of the leather craft room for any reason. Violation of this rule will result in disciplinary action.
9. An inmate wishing to participate in one of the leisure art/hobby craft programs may submit a cop-out to the recreation department stating the program of interest. You must have prior experience to enroll in requested leisure program. (Attach proof of program experience)
10. There is a housing unit art program for inmates wishing to participate. You must submit a cop-out if you wish to enroll in the program. After individual is approved to enroll in program then he will be required to complete all required documentation. Supplies for unit art/hobby craft are purchased through SPO's. Approved unit programs are crochet, arts, pastels, and charcoal. The only supplies approved for the programs are: pencils & color pencils, pens (nonpermanent), charcoal, pastels, drawing paper & pads, yarn and plastic needles. **If an individual is on FRP Refusal Status their SPO cannot be processed**, so you must be FRP cleared to enroll in the Unit Art/Hobby Craft Program. Individual enrolled in program must receive approval before working on a project. All supplies must be

- stored inside participants housing unit locker.
11. Special Purchase Orders will be processed for leisure art, beading, crochet and leather programs. Only inmates enrolled in mentioned programs may purchase supplies through SPO's. Must be FRP cleared to process SPO. Purchased items must be stored inside assigned locker.
 12. Only art, beading, crochet and leather supplies/projects will be stored in hobby craft lockers. Nothing is to be left outside of lockers unless approved by recreation staff, items left unsecured will be considered contraband and confiscated. The Hobby Craft shops are the only areas authorized to store/produce acrylic/water/oil art, beading, and crochet and leather supplies/projects.
 13. Only inmates enrolled in the housing unit art/hobby craft program and/or leisure art/hobby craft programs will be authorized to mail-out recreation approved program projects. Inmate will need to present approved art/hobby craft project tracking form to mail-out completed project(s).
 14. All approved hobby craft projects will be mailed to a verified relative or approved visitor with current address at inmate expense. After approved project is completed an individual has up to 30 days to mail-out project. If project is not mail-out within the 30 days it will be confiscated.
 15. Equipment and supplies will be provided for approved intramural leagues, fitness/wellness programs and the music program. Inmates are not authorized to make their own jerseys and wear them in recreation activities. Jerseys will be provided by the recreation department for approved sports programs.
 16. T-Shirts will be worn indoors at all times. **Inmates may be shirtless on outdoor recreation areas.**
 17. Sheets, blankets, pillows are not authorized in recreation.
 18. The recreation department does not provide any type of equipment to enhance upper body strength. Inappropriate use of recreation equipment (soccer goals, stationary cycles, stair masters, etc.) to enhance upper body strength is prohibited. Do not use, alter or fabricate equipment/materials to enhance upper body strengthening. Disciplinary action may be taken for inappropriate use of equipment, failure to follow rules or destruction of government equipment.
 19. Religious group prayer (3 or more inmates) activity is prohibited in all recreation areas.
 20. Inmate exercise group (3 or more inmates) activities of any nature are prohibited in all recreation areas. All group exercise programs will be approved and supervised by recreation staff.
 21. Hygiene is very important for your health, so please clean workout equipment before and after use.
 22. Personal hygiene in reference to shaving, braiding hair, and haircuts is not allowed in any recreation area.
 23. Inmate Photo Program rules/schedules are posted on bulletin boards.
 24. Any individual in violation of any of the rules/policies set forth by the Federal Bureau of Prisons, Institution, and Recreation Department is subject to disciplinary action.
 25. The recreation department will provide and enforce Code of Conduct rules/procedures for structured programs (Sports Leagues, Hobby Craft Programs, and Fitness/Wellness Programs). Participants will be required to read and sign Code of Rules/Procedures. Failure by an individual to abide to written policies, rules, procedures, program Code of Conduct/Rules set in place for recreation activities/programs may result in disciplinary action, suspension or removal from enrolled program.

All times, schedules programs, activities, procedures, rules, Code of Conduct are subject to change throughout the year due to security, to ensure the orderly running of the institution, department needs or due to staff coverage.

Watch Your Bulletin Boards For "Breaking" News About:

Intramural Sports/Leagues:

Basketball, Softball, Soccer, Volleyball, Racquetball, Bocce Ball, Horseshoes, Table Games, Flag Football

Recognized Federal Holidays

New Year's Day, Labor Day, Martin Luther King's Day, Columbus Day, Presidents' Day
Veterans' Day, Memorial Day, Thanksgiving Day, Independence Day, Christmas Day

Only Federal Holidays are recognized.

Certificate of Achievement will be awarded to First and Second place finishers in **Sports Leagues**. First and Second place finishers in **Federal Holiday** tournaments will be awarded consumable items.

Non-Competitive Leisure Activities

Board Games/Card Games, Music Program, Resource Libraries, (Videos and books are available for check out on the following topics; Health, fitness, hobby craft and music).

Hobby Craft Classes & Leisure Programs:

Art (acrylics, water colors, pastels, pencil, charcoal, etc), Beading, Leather Craft
Wood Dowel Frame, Unit Art Programs (art- color pencil, beading, crochet, greeting cards).

Fitness/Wellness Programs

Run & Walk Club Class, Yoga Club Class, Stair climber Program Class, Abdominal Fitness Program Class, Bike Program Class, NFPT

Certificate of Achievement will be awarded to participants who complete approved non-sentry structured program. Certificate of Achievement and sentry credit will be awarded to participants who complete sentry based structured programs.

Open House

The Education Department holds open house every Tuesday and Friday from 10:30 a.m. - 11:25 a.m. to provide an opportunity to see staff and ask questions relating to the Education Department. Recreation Open House is every Sunday 1:00-3:00 p.m.

Education Staff

Camp Administrator/Executive Assistant	S. Phelps
Supervisor of Education	S. Kasper
Education Technician	M. Bartlett
Literacy Coordinator/Employment Skills	J. Amador
Camp Coordinator	T. Moore
Distance Learning//ILL/Law Library	C. Selhke
ESL/ GED Instructor	K. Howen
Spanish Parenting/Leisure Library Coordinator	A. Campos
Adult Continuing Education/ESL Coordinator	J. Lara
Instructional Technology Coordinator	B. Kubala
V.T./Apprenticeship Program Coordinator	C. Clopton
Teacher/Employment Resource Center	V. Zamzow
V.T. Coordinator	D. Yarbrough
Commercial Housekeeping Instructor	W. Slingerland
Carpentry Instructor	R. Rodriguez
HVAC Instructor	M. Brown
MicroSoft Applications Instructor	L. Garza
Welding	G. Brandt
General Automotive	D. Oliveres
Camp Waste Water Instructor	B. Tanguma

Recreation Staff

Supervisor of Recreation	G. Torres
Recreation Specialist	R. Hatley
Recreation Specialist	D. Romero
Recreation Specialist	C. Almendarez
Recreation Specialist	A. Fernandez
Recreation Specialist	F. Aleman
Recreation Specialist	A. Diaz

CHAPTER IV

PSYCHOLOGY PROGRAMS

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PSYCHOLOGY PROGRAMS: Open House - Monday & Wednesday (8:30 a.m. to 9:30 a.m.)

The Psychology Department is located behind Jim Wells B Unit. The institution employs Psychologists to provide mental health services for inmates. Among some of the services provided by the Psychology Staff are Crisis Intervention, individual and group therapy, Drug Treatment Programs, Relapse Prevention Groups, Psycho-Educational Programs (e.g., Anger Management, Stress Management, and Communication Skills). For an appointment to see the psychologist regarding a mental health issue, send an "Inmate Request to Staff Member" to the Psychology Department, then watch the call-out sheet for your appointment day and time. If you have an emergency mental health problem, request a Staff Member to call the Psychology Department for an immediate appointment.

DRUG ABUSE PROGRAMS: The Bureau employs a five component Drug Abuse Program (DAP) treatment strategy which includes: Screening and Referral, AA/NA, Drug Abuse Education, Non-Residential Drug Abuse Treatment, Residential Drug Abuse Treatment (RDAP), and Follow-up Services.

Drug Abuse Education: You will be required to take drug education classes: (1) If you have a Judicial recommendation for any type of drug treatment; (2) If you have returned to BOP as violator of supervised released on parole for drug or alcohol abuse; (3) If your instant offense involved drug or alcohol use; or (4) If there is a history of alcohol or drug use. (According to Program Statement 5330.11, Section 2.3.6(e) (dated March 16, 2009), 550.51(e) Effects of non-participation: "If inmates considered for placement...refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements, such inmates...are not eligible for performance pay above maintenance pay level, for bonus pay, or for vacation pay...and are not eligible for a Federal Prison Industries work assignment". The acquisition of positive life skills is viewed as the means through which participants can change the negative thinking and behavior patterns which led to their drug use and criminality in the past. **If you are not required to take Drug Education, but you wish to enroll as a volunteer, submit a request to your Case Manager if you are interested in Drug Abuse Education.**

Non-Residential Drug Abuse Treatment: Available to those who do not meet the admission criteria or are waiting for the Residential Drug Abuse Program, received detoxification from alcohol or drugs upon entering the BOP, or have been found guilty of an incident report for use of alcohol or other drugs. Submit a request to Psychology or sign-up on the bulletin board outside the entrance of the Psychology Department.

Residential Drug Abuse Program: To apply for an interview, submit a request to Psychology or sign-up on the bulletin board outside the entrance of the Psychology Department. Selections for up-coming groups are prioritized by projected release dates. **Interviews for the 500 hour Residential drug abuse will not occur until 48 months of GCT release. Inmates with less than 24 months remaining on their sentence will not have sufficient time remaining on their sentence to complete the program, however, are encouraged to enroll in other drug treatment programs.**

Interviews for RDAP will be announced on the daily call out. An inmate who was sentenced to a term of imprisonment pursuant to the provisions of 18 U.S.C. Chapter 227, Subchapter D for a **non-violent offense**, and who is determined to have a documented substance abuse problem, successfully completes a Residential Drug Abuse Program during his or her current commitment, and successfully **completes Follow-Up Services may be eligible**, in accordance, for early release by a period not to exceed 12 months. Early release is based on the length of sentence.

SEXUALLY ABUSIVE BEHAVIOR PREVENTION & INTERVENTION: While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

II. What is sexually abusive behavior?

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

- . Rape
- . Sexual Assault with an Object
- . Sexual Fondling
- . Sexual Misconduct by staff

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

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

An incident is considered Inmate-on-Inmate Abuse/Assault when any sexually abusive behavior occurs between two or more inmates.

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

It is important to understand that sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts and/or illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will NOT be prosecuted or disciplined for reporting the assault. However, inmates who knowingly file false reports will face disciplinary measures.

III. Protecting Yourself and Others from Sexually Abusive Behavior.

There are strategies you can use to protect yourself and others from sexually abusive behavior. These strategies include:

- . Carry yourself in a confident manner at all times.
Other inmates may target you if they believe you to be fearful.
- . Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- . Do not accept an offer from another inmate to be your protector.
- . Find a staff member with whom you feel comfortable discussing your fears and concerns.
- . Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- . Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- . Stay in well-lit areas of the institution.
- . Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or

religious services. Get involved in these activities yourself.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

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

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

IV. What Should You Do if You Are Sexually Assaulted?

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

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

V. Understanding the Investigative Process

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

VI. Supportive Services

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

VII. Consequences for Assailants

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

VIII. How Do You Report an Incident of Sexually Abusive Behavior?

It is important that you tell a staff member if you have been sexually assaulted. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member you trust.

Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with appropriate officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff. You can:

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

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

Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

PSYCHOLOGY GROUPS: Depending upon staffing, groups such as Anger Management, Stress Management, Attacking Anxiety, and Communication Skills will be offered. Notices will be posted in the housing units when these classes are offered.

DIVERSITY IN THE CRIMINAL JUSTICE SYSTEM: As a result of your incarceration, you may have been removed from that part of Society "most familiar" and "most comfortable" to you, and placed in a multi-cultural environment that is not so familiar and not so comfortable.

We all come from different classes, races, religions, experiences, backgrounds, and families. You have been placed in an environment where you will be exposed to different races, classes, ages, cultures, and religions.

In order to successfully and even "harmoniously" exist in a correctional environment, you need to gain an understanding of the dynamics of diversity in a prison / correctional setting, and develop a healthy level of respect for it.

Respect starts with self. Developing a healthy level of respect for diversity, at a minimum would mean developing an attitude that may say, "I respect you enough not to violate you." or, "I may not share the same religion, culture, experiences, or beliefs, but I respect you enough not to violate you or your culture." and possibly, "My goal is to exist here without incident and return safe and sound to my freedom."

A. Cultural Diversity:

1. When we say "cultural diversity", we mean that:

People are different from each other because they share different backgrounds, which are their personal experiences, beliefs, training, education, religion, and value systems.

Culture provides people with a sense of identity through its characteristics, such as its values and norms, beliefs and attitudes, relationships, communication and language, sense of style and space, style, appearance and dress, work habits and practices, and food and eating habits.

2. Why be aware of "cultural differences"?

Through cross-cultural experiences, people become more broad-minded and tolerant of cultural "differences". New insights for improving human relations are gained and intercultural experiences are maximized.

Cultural awareness represents a new body of knowledge. It helps individuals understand that culture and behavior are relative and that they should be more tolerant of others and less judgmental and stereotypical in their thinking.

3. Why is it important to develop and maintain a healthy attitude of respect and tolerance when it comes to diversity in the correctional environment?

As noted earlier, we all come from various backgrounds and experiences in life. We have come together in this environment and will be exposed to different races, classes, ages, behaviors, religions, and cultures. Our goal is to exist here in harmony, without incident. Everyone should strive to better themselves or by engaging in meaningful programs to better prepare to live a responsible and crime free life for yourselves and your families.

4. What are the consequences of not developing and maintaining a healthy attitude of respect and tolerance when it comes to diversity in the correctional environment?

- a. Incident reports
- b. Increased security level
- c. Arrest, jail, segregation
- d. Additional time on sentence
- e. Loss of family support
- f. Loss of visiting privileges
- g. Loss of pride, self esteem
- h. Loss of friends
- i. Loss of programming opportunities
- j. Loss of room or housing assignment
- k. Loss of commissary privileges
- l. Loss of phone privileges
- m. Loss of incentive pay
- n. Loss of control
- o. Isolation

5. Examples of behaviors that show respect for our differences.

- a. Not verbally disrespecting another's culture, gender, religion, or background.
- b. Not physically disrespecting another's culture, gender, religion, or background (graffiti, destroying property, etc.)
- c. Not nonverbally disrespecting another's culture, gender, religion, or background (inappropriate hand gestures or body language)
- d. Skills needed to skillfully / harmoniously exist in a Correctional Environment.

6. Skills needed to promote respect for our differences?

- a. Thinking and acting RATIONALLY (what's in my best interest)

- b. Understanding what my goals are and how I need to think and behave to reach them.
 - c. Develop and attitude of honesty, tolerance, respect, and responsibility.
 - d. Be more open-minded; be willing to learn about other cultures.
 - e. Examine my own levels of intolerance and stereotypes.
 - f. Seek out responsible individuals to assist in diffusing situations of intolerance.
 - g. Benefits of adopting an attitude of respect and tolerance for human diversity
7. Examples of benefits of adopting an attitude of respect and tolerance for human diversity.

- a. Existing in harmony without incident.
- b. Lower levels of stress.
- c. Mold pro-social skills.
- d. Healthy relationship with self and others.
- e. No interruption in programming.
- f. No interruption in living assignment.
- g. No disciplinary transfers.
- h. No increase in security level.
- i. No additional time on sentence.
- j. No uninterrupted visitation privileges.
- k. No uninterrupted commissary privileges.

8. The Bureau of Prisons position on discrimination and/or violence:

The Bureau of Prisons has **ZERO TOLERANCE** for any form of discrimination and/or violence. Historically, inappropriate levels of racial/cultural intolerance have disrupted the safety and orderly operation of Bureau of Prisons' (BOP) institutions. The BOP recognizes that specialized programs are required to minimize the negative influence of intolerance. These programs are offered through the psychology department.

Conclusion: In many instances we are taught lies about ourselves and others. It takes the slow, painful process of a lifetime to learn the truth. We are taught that differences are reasons to fear, put down, and target others for violence. Everyone is different

These are some points to consider: We all grew up with certain beliefs.

1. Beliefs are not necessarily based on fact.
2. Learning to change beliefs is difficult.
3. By learning to face truths, differences provide opportunities.
4. Differences are not a threat.
5. Begin to see how a lack of respect, responsibility, honesty, and tolerance brought you to prison.
6. Breaking the cycle of irresponsibility, disrespect, dishonesty, and intolerance is difficult.
7. Breaking the cycle makes you a better person, parent, neighbor, sibling, son, brother, and friend.

RELIGIOUS PROGRAMS: There are a wide variety of Religious Programs offered at FCI and SCP Three Rivers. Faith groups authorized by the BOP are allotted time and space for worship and study on a weekly basis. Currently the institution has **fourteen** groups actively meeting. Please refer to the Chapel Schedule for your religious preference meeting times. The department also has a number of volunteers who lead services and study sessions on a regular basis. We also have contractors working in the department on a weekly basis.

Each inmate is given the opportunity to declare a religious preference; however, your individual religious preference does not preclude you from participating in any of the regularly scheduled or special Chapel programming. Your individual religious preference does allow you to be approved for authorized work proscriptioin days and participation in an annual ceremonial meal. All requests for authorized programming must be submitted in

writing on the Religious Event Worksheet to the Chapel. This worksheet may be picked up in the Chapel. Chapel staff does not automatically include inmates as authorized participants for holy day celebrations based on Sentry designations. To request a religious preference change, a written request to Chapel staff is required.

In addition to specific worship and study time, the Religious Service Department offers a wide variety of materials for spiritual enrichment. There is a video library available for the population during their leisure time. The department has one classroom dedicated for video viewing. You are required to use your personal headphones to take advantage of this program along with your I.D. to check out a video. Furthermore, there is a Chapel classroom dedicated as a general library with reference books, audio tapes, and other materials some of which are available for check-out. Please consult Chapel staff for more details.

All religious headgear and medallions are available for purchase via SPO (special purchase order) and through commissary.

A special religious diet is available to approved inmates following an interview process. If you are approved for the Common Fare Diet, a special food tray will be available during regular meal times. If you are not approved, the interview process may begin again after six months.

In the case of a serious illness or death of an immediate family member, your family should be informed to call the institution as soon as possible with the emergency information. The institution phone number is 361-786-3576. It is your responsibility to pass this information onto your family, so that in the event of an emergency, the notification can be processed according to policy and procedures. Once the emergency is verified, the Chaplain may assist an inmate with counseling and possibly a phone call to appropriate family members. In the case of an immediate family member death, the Chapel staff will be available to facilitate the process of receiving a recording of the funeral/memorial service.

On a monthly basis (third Thursday of each month) the Chapel conducts a Life Connections Orientation class for those interested in the Life Connections program. A short video about Life Connections will be viewed during A&O.

Both Chaplains and the Religious Services Counselor work at least two evenings a week. During these evening programming times, you may come to the Chapel and speak with them to address any concerns.

CHAPTER V

HEALTH SERVICES

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HEALTH SERVICES:- (PHILOSOPHY OF MEDICAL CARE): Introduce you to Health Services Department and explain the process by which to obtain medical care. The Federal Correctional Institution at Three Rivers offers quality health care that is appropriate for the Bureau of Prisons' inmate population and consistent with recognized community health care and correctional standards.

It is the policy of the Bureau of Prisons to provide medical care and treatment for inmates during incarceration that will maintain health. All medical care will be provided by the Health Services Department staff. If necessary you may be referred to a consultant.

YOU MUST PRESENT YOUR INMATE IDENTIFICATION CARD TO RECEIVE ANY SERVICES AT THE HEALTH SERVICES DEPARTMENT. NO EXCEPTIONS.

FOR AN APPOINTMENT TO SEE MEDICAL ADMINISTRATION: The Federal Correctional Institute in Three Rivers provides primary health care for acute and chronic conditions including diagnosis, treatment, education, and counseling for inmates.

ROUTINE MEDICAL APPOINTMENTS: (Sick Call): Should you need medical or dental attention, triage sign up is conducted Monday, Tuesday, Thursday, and Friday, from 7:00 a.m. to 7:30 a.m. in Health Services. Inmates with medical concerns or those requesting an appointment must complete the Inmate Sick Call Triage Sheet upon arrival at Health Services. Inmates must present with their identification card and the form filled out to obtain a triage visit. During triage, your medical or dental needs will be evaluated and you will be assigned a medical priority visit. Medical staff on duty will make a medical determination concerning the complaint and take the appropriate action. Emergent and urgent issues will receive an evaluation the same day. Issues that are assigned a routine ranking, will have their appointment scheduled in the future or in conjunction with chronic care clinic visit. Sign up for dental care in the dental area. There will be no triage on federal holidays. During triage sign up, your medical or dental needs will be evaluated and you will be given an appointment time. Other appointments with health service providers are scheduled and callout sheets are posted on the bulletin boards in the units. It is your responsibility to monitor the callout sheet on a daily basis. Except for emergencies, you will not be permitted in Health Services without an appointment. You must present your inmate identification card each time you come to Health Services for triage, callout, or pill line.

In addition to being responsible for reporting, on time for any scheduled appointment, the inmate is also responsible for advising his detail supervisor of any medical appointments and his medical status. The detail supervisor will release the inmate to Health Services and the scheduled appointment time. Appointments will be scheduled in conjunction with the controlled movement system during regular inmate work hours, Monday through Friday.

CHRONIC CARE APPOINTMENTS: During your intake or your physical examination all medical conditions will be assessed by the Health Services staff to determine if your medical conditions require regular monitoring. If so, you will be placed into a chronic care clinic for your specific condition. You will be scheduled **every 6 months, or more often if appropriate**. During this clinic visit your condition will be assessed and you will be prescribed medications, request for testing will be submitted, and if needed restrictions given. Your clinic visit is very important because this allows for both you and our staff to assess the success of your treatment plan or make adjustments as needed.

DENTAL APPOINTMENTS: As part of the Admission and Orientation process, you will be seen in the dental clinic for a full dental exam. ***If routine dental treatment is needed, you will need to submit an Inmate to Staff Request.*** Dental problems may occur during your stay here, and in the event you need to see the Dentist, please report to sick call. You may request other dental services, such as annual checkups, cleaning, etc., through an "Inmate Request to Staff Member" form addressed directly to the Dentist. If transferred to the Special Housing Unit (SHU) you will be allowed to make sick call requests only (NO ROUTINE DENTAL CARE IS PERFORMED IN SHU). If your placement in SHU lasts for more than one year, then routine care can be requested.

INMATE CO-PAY: The Federal Prisoner Health Care Co-payment Act (FPHCCA) of 2000, PL 106 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 co-payment for health care visits they initiate.

Co-payments are charged when:

1. An inmate requests a health care visit, for example: visits as a result of triage (formerly known as sick call) including both medical and dental; requests for routine dental care; after-hours evaluations that are not a medical emergency.
2. An inmate is found responsible through the disciplinary process to have injured an inmate who then requires a health care visit.
3. Inmates in the Special Housing Unit will not be charged for daily rounds, but will be treated the same as general population for other visits.
4. Only one charge per visit for the same complaint, even if the inmate is seen by multiple providers.
5. If seen by medical staff for one problem, and dental staff for another problem, even if on the same day, is considered two visits.
6. Will be charged a co-payment if a visit is requested by any non-medical staff member (Supervisor, Lieutenant, Executive Staff, and Warden)

No co-payment is charged when:

1. Based on health care staff referrals, e.g., MLP to Physician, RN to physician, outside consultants, pre and post-operative assessments or wound care.
2. Staff approved follow-up appointment for a chronic condition (chronic care clinics, lab or x ray studies).
3. Preventive health services (vaccinations, TB testing, dental prophylaxis).
4. Emergency services (injuries, evolving MI, strangulated hernia, etc.)
5. Mental health care
6. Substance abuse treatment.
7. Staff ordered BP monitoring, wound care, patient education, insulin administration, and scheduled finger sticks.
8. The Federal Prisoner Health Care Co-payment Act (FPHCCA) of 2000, PL 106 294, 18 U.S.C. § 4048 requires inmates pay a \$2.00 co-payment for health care visits they initiate. Indigent inmates will not be charged a co pay. Health care will not be denied to an inmate just because they are indigent. An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

PHARMACY - MEDICATION (PILL LINE) : Pill line hours are posted. Prescriptions that are not "pill line" medications can be obtained during listed prescription pickup times at the pharmacy. Instructions are listed on the prescription bottles. It is your responsibility to take the medication as ordered. Medication found in your property that has expired will be confiscated. When a medication is ordered to be taken on pill line, report according to the posted times. You must present your identification card at pill line. Insulin administration will be done in Health Services according to case by case basis. All prescriptions must be picked up from the Pharmacy within five days of the prescription being ordered.

MEDICATION REFILLS: When you need a refill of a medication, you will fill out the refill request form and place it into the refill box located outside the pill line window in Health Services. Do NOT put your empty pill bottle or tubes in the box. You need to put the refill in the box by 7:30am in order to receive you refill the next day. If you take chronic (i.e. high blood pressure) medications, plan ahead to ensure you do not run out of medication over the weekend. The pharmacy does not do refills on the weekend or holidays.

Over-the-counter (OTC): Medications are not provided. You may purchase OTC medications from the commissary. Indigent inmates can contact medical for specific OTC medications.

PHYSICAL EXAMINATIONS: Health Services staff conducted an intake screening examination when you arrived at this institution. Within 14 days you will be given a complete physical examination if you have not had one at another Bureau of Prisons facility. You may request an exit physical examination by accessing the Triage process between 60 and

120 days prior to your release.

MEDICAL CARE LEVEL: The BOP has developed a medical care level system to ensure inmates are placed in an institution that can provide them the necessary medical care. There are four care levels. FCI Three Rivers is a Care Level One institution, which allows inmates to have chronic medical conditions, but only if stable and require minimal monitoring. After your physical is completed you will be assigned a medical care level. ***Your care level may change throughout your incarceration if you experience new medical problems, complications with existing medical conditions, or injuries. If your care level changes you will be transferred to an appropriate institution to meet your needs.***

DUTY STATUS: As soon as you have completed the A&O process, you will be assigned a medical classification for duty. Changes in your medical condition may require reclassification of your duty status during your incarceration. Temporary illness or recovery from medical problems may affect your duty status temporarily, when possible you will be cleared to return to work and/or school. The Health Services Department does not recommend job assignments. We provide physical limitations / restrictions only.

EYEGLASSES AND CONTACT LENSES: If you need glasses or have other vision problems, request an evaluation through triage. You will be scheduled for a screening test. If the results of the test indicate a need for an optometric evaluation you will be referred. If glasses are prescribed, a pair of standard issue eyeglasses will be provided. If the optometric evaluation reveals a need for eyewear and you desire other than standard issue glasses, at your own expense, you must submit an Inmate Request to Staff Member (BP-148) to the Health Information Management Department requesting that a copy of the current eyeglasses prescription from your medical record and submit it for approval by the HSA for approval. After approval the request along with the eyeglasses prescription will be sent to the Inmate Systems Management (ISM) staff. ISM staff will place you on callout to complete a Package Authorization Form and issue you a copy.

SAFETY ORTHOPEDIC SHOES: All institutional job assignments require you to wear safety (steel toed) shoes on the job. The institutional shoe/boot meets job safety requirements. In the event you have a medical condition that requires special shoes, the Health Services Department will provide you with them. A request for examination can be made by reporting to sick call. You are not permitted to wear an athletic shoe inside the visiting room; therefore no pass will be issued for such a request.

OUTSIDE MEDICAL CONSULTATIONS: There are times when a medical condition may require treatment in a local hospital, a contracted physician's office, or a Federal Medical Center. Each referral for outside medical care is approved or denied by the Utilization Committee. You will be notified in writing of the committee's decision.

HIV TESTING: As part of the A&O process, you will receive detailed instructions about HIV and AIDS, how it is contracted, and how it is treated. One of the obvious reasons for testing for the HIV virus is to identify the disease early. Early detection assures the best medical care. All newly committed inmates will receive a presentation of the BOP issued AIDS video during A&O. Here are some other reasons for HIV testing:

Clinical Indications - Fungal infections of the mouth, persistent swelling of the lymph nodes, unexplained weight loss or fevers.

You may request a HIV test by submitting a request to staff to Health Services. By policy, you will be counseled before the test and when you receive the results. Watch the call out for an appointment for post-test counseling. Test results are strictly confidential.

EMERGENCY MEDICAL PROBLEMS: Medical emergencies should be brought to the attention of the nearest staff member immediately. Emergencies are defined as life-threatening events such as chest pain, severe bleeding, etc. All non-emergencies must be handled through triage procedures listed above.

SPECIAL HOUSING UNIT (SHU) SICK CALL: Inmates confined in SHU will be offered sick call once a day during SHU rounds by a health care provider. Dental services will be limited

to dental emergencies only. Pill lines will be conducted twice a day (as necessary).

LIVING WILLS: Each inmate may obtain and fill out an Advance Directive for Health Care for the State of Texas. Inmates may direct, in advance, to withhold or withdraw certain medical treatments when recovery or cure is not possible. Inmates may appoint, in advance, proxy decision makers who will make critical health care decisions for them should they become incapacitated and unable to make such decisions for themselves. The person selected to be the proxy cannot be another inmate or a staff member. Inmates are to understand that DNR orders will never be invoked while an inmate is housed at a general population institution. Emergency resuscitative measures must and will always be performed on an inmate who suffers cardiopulmonary arrest at a general population institution. Advance Directives, including Do Not Resuscitate orders, may only be implemented at community health care facilities or medical referral centers.

COMPLAINTS: Attempt to first resolve all complaints and issues informally. Talk to the medical staff involved with the issue or submit a copout to that staff member or the Health Service Administrator requesting help. If the issues are not resolved, you can file a formal complaint through the Administrative Remedy process.

MEDICAL RECORDS: To obtain copies of your medical record, submit a Inmate Request to Staff Member by institution mail to the Health Information Management Department stating what information is needed. Requests will be processed in the order they are received.

SEXUAL ASSAULT: If you are sexually assaulted, you should immediately inform staff. You will be examined and evaluated by appropriate staff. All complaints will be investigated.

HEALTH PROMOTION DISEASE PREVENTION: Health Services fully supports patient education, disease prevention programs and active participation in your health care. Programs are offered through your unit team, psychology, recreation, and health services.

SMOKING CESSATION PROGRAM: The Bureau of Prisons is advancing toward a clean air environment throughout all Institutions. As part of this project, FCI Three Rivers is offering an Inmate Smoking Cessation Program for which you may voluntarily participate in during A&O. To participate, you must complete the following steps:

1. You must complete an Inmate Request to Staff Member to Health Services indicating your desire to participate in the Nicotine Replacement Therapy Program. Inmates requesting nicotine replacement therapy patches must have an initial medical assessment in order to purchase a six-to ten-week supply of nicotine replacement patches. After the medical assessment, the Nicotine Replacement Therapy Approval form (Attachment A) will be forwarded to Psychology Services. Psychology Services will enroll the inmate in a Smoking Cessation Class.
2. You must meet with Health Services to discuss the possible side effects, obtain vital signs, and to obtain the approval form for Commissary to provide the nicotine replacement therapy patches **for purchase**.

IMMUNIZATIONS: Unless otherwise documented, all inmates are required to receive a tetanus and PPD upon arrival at the institution. Yearly influenza vaccine is offered to the population with emphasis placed on those "at risk." Hepatitis B vaccine series will be offered to those inmates working in potentially hazardous areas, and Pneumococcal vaccine is offered when clinically indicated.

HEALTH CARE RIGHTS AND RESPONSIBILITIES: While in the custody of the 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 show respect when engaging with your health care providers. A copy of the Health Care Rights and Responsibilities is posted in the front lobby of Health Services and is provided for your review in this booklet. It is in your best interest to involve yourself in your care and treatment as prescribed/ordered.

ATTACHMENT A

Health Care Rights and Responsibilities

Your Health Care Rights:	Your Responsibilities:
<p>1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified)of personal funds to pay for your care.</p>	<p>1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.</p>
<p>2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.</p>	<p>2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.</p>
<p>3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.</p>	<p>3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, main line, or the accepted <i>Inmate Grievance Procedures</i>.</p>
<p>4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.</p>	<p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.</p>
<p>5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.</p>	<p>5. You have the responsibility to keep this information confidential.</p>
<p>6. You have the right to obtain copies of certain releasable portions of your health record.</p>	<p>6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.</p>
<p>7. You have the right to be examined in privacy.</p>	<p>7. You have the responsibility to comply with security procedures should security be required during your examination.</p>

ATTACHMENT A

Health Care Rights and Responsibilities (Cont.)

Your Health Care Rights:	Your Responsibilities:
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow up.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.
11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in Bureau of Prisons' Policy to include preventative services, emergency care and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' Policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

CHAPTER VI

CORRECTIONAL SYSTEMS SERVICES

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Correspondence

Contact with the Community and Public: Correspondence: In most cases, you are permitted to correspond with the public without prior approval or the maintenance of a correspondence list. All outgoing mail, must contain your committed name (as indicated on your judgment in a criminal case), a register number, housing unit, complete return address in the upper left corner and a preprinted label for receiving address (with the exception of legal mail). Outgoing legal mail will be delivered to the mail room on a daily basis during the 9:30 a.m. move. You must provide your identification card. Inmates at the satellite camp, will place all outgoing sealed mail in the mailbox located outside the Health Services Unit. Legal mail will be delivered directly to a camp staff member with proper identification. You must assume the responsibility for the contents of all of your mail. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal Laws. Inmates may be placed on restricted correspondence status based on misconduct or a matter of classification. You will be notified of this placement and provided any opportunity to respond.

Mail service is not provided at the institution on weekends and/or federal holidays.

Incoming Correspondence: First class mail to include newspapers and magazines is distributed Monday through Friday with the exception of federal holidays by the evening watch officer in each housing unit. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Non-special certified mail is issued by Correctional Systems Department staff, for issuance, you will be placed on **callout each Tuesday through Friday for 8:30 A.M. On Fridays and the day prior to a federal holiday, you will be located by Correctional Systems Department staff and/or unit staff.**

To aid in the prompt delivery of your mail, please advise those writing to you to list your committed name as reflected on your judgment in a criminal case, your register number and unit on the front of the envelope.

All packages received at the institution must have prior authorization, with the exception of legal mail, provided it is properly labeled.

Incoming Publications: The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means, a book or a single issue of a magazine or newspaper.

Newspapers and magazines can only be received from the publisher. Soft cover publications for example, (paperback books, newspaper clippings, magazines, and other similar items) and hard cover books can only be received from the publisher, book club or a book store. The sender's address shall clearly be identified on the outside of the package.

The accumulation of publications will be **limited to 10 magazines, five books, and two newspapers.** These must be neatly stored in the locker in your room due to sanitation and fire safety reasons. The Unit Manager may allow more space for legal publications upon request.

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

- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices;
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons institutions;

Correspondence (Cont.)

- It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs;
- It depicts, describes or encourages activities which may lead to the use of physical violence or group disruption;
- It encourages or instructs in the commission of criminal activity;
- It is sexually explicit material which by its nature or content poses a threat to the security, good order, or discipline of the institution, or facilitates criminal activity.

Special Mail: "Special Mail" means correspondence mailed to the following: President and Vice President of the United States, the U.S. Department of Justice (including the Bureau of Prisons), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers) and State Courts, Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Probation Officers, other Federal and State law enforcement officers, attorneys, and representatives of the news media.

"Special Mail" also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

For incoming correspondence to be processed under the special mail procedures (see 99540.18-540.19), the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail - Open only in the presence of the inmate.

An inmate is expected to use the special mail privilege responsibly. It is your responsibility to take your special mail to the mail room with your ID card during the 9:30 am movement for FCI inmates.

Special mail is issued and opened by Correctional Systems Department staff in the inmate's presence. For issuance, you will be placed on callout **each Tuesday through Friday for 8:30 A.M. On Fridays and the day prior to a federal holiday, you will be located by Correctional Systems Department staff and/or unit staff for issuance of the legal/special mail.**

Each envelope will be checked for contraband and to ensure the documents contained qualifies for the special mail privilege. The mail will not be read or copied if the sender has accurately identified himself/herself on the outside of the envelope and the front of the envelope clearly indicates the correspondence is "special mail, open in the presence of the inmate, attorney/client mail." Without proper markings as special mail, the staff member may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

Correspondence Between Confined Inmates: An inmate may be permitted to correspond with an inmate confined in any other penal or correctional institution if the other inmate is either a member of the immediate family, or is a party or witness in a legal action in which both inmates are involved.

The appropriate Unit Manager at each institution must approve the correspondence procedures if both inmates are housed in federal institutions. When denying an inmate's request to correspond, the Unit Manager will document the reason(s) for the denial.

The Wardens of both institutions must approve of the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

Rejection of Correspondence: The Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Examples include:

- Matter which is non-mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
- Direction of an inmate's business (prohibited act 408). A sentenced inmate may not direct a business while confined.

Notification of Rejection: The Warden will give written notice to the sender concerning the rejection of publications. The sender of the rejected publication may appeal the rejection. You will also be notified of the rejection of correspondence and the reasons for it, and you also have the right to appeal the rejection.

Statutory restrictions require return of commercially published material which is sexually explicit or features nudity. All commercially published material will be processed for rejection by Mail Room staff. A notice of rejection will be prepared and forwarded to each effected inmate.

Certified / Registered Mail: Inmates desiring to use certified, registered or insured mail may do so. You can contact your Counselor for assistance to ensure you apply adequate postage for all services requested. Usage of services by inmates for outgoing mail such as express mail, private carrier services, COD, or stamp collecting while confined are not authorized by policy.

Inmate Funds: Funds being mailed to inmates must be sent to the Federal Bureau of Prisons National LockBox. If you wish to have funds sent to you from family members, friends, or others, they must be sent to the following address:

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

Computations, Fines & Costs, Detainers

Sentence Computation: The Designation & Sentence Computation Center (DSCC) in Grand Prairie, Texas is responsible for the computation of inmate sentences. Any questions concerning good time, prior custody credit, parole eligibility from federal sentence, and terms of supervision are resolved by CSD staff upon request during **open house hours each Tuesday and Thursday at the 9:30 A.M. move, or by submitting a Request to Staff Member form (cop-out).**

Fines and Costs: In addition to a term of incarceration, the Court may impose a committed or non-committed fine and/or other costs. A committed fine means the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine or qualifies for release under the provisions of Title 18 U.S.C. Section 3569(paupers' oath). Inmates wishing to satisfy fines, costs or restitution must contact unit staff.

Non-committed fines have no condition of imprisonment. However, if the non-committed fine has not been paid in full prior to release, the inmate must agree in writing, to adhere to an installment schedule after release.

Warrants: Warrants based on pending charges, overlapping concurrent, consecutive or unsatisfied sentences in federal, state or military jurisdictions will be accepted for placement of detainers.

Detainers: Detainers and untried charges can have an effect on institutional programs. Therefore, it is of utmost importance that you initiate the effort to ensure they are resolved. It is ultimately your responsibility to resolve these issues. RRC, CCC (halfway

house) placement will not be considered if you have a detainer, and will, ordinarily, not be considered when you have any unresolved charges, unpaid fines or court costs, and/or unpaid child support which may result in a warrant being issued for your arrest.

State detainers for untried charges may be processed under the procedures of the Interstate Agreement on Detainers (IADA). IADA applies to all detainers based on any **untried** pending charges which have been lodged against an inmate by a "member" state. For an inmate to request resolution of the untried charges, a warrant/abstract must be lodged with the institution. If the inmate is aware of a pending charge and/or warrant, it is important for him to notify CSD staff or resolve it through the district attorney or the court prior to a detainer being lodged. **Note:** Louisiana and Mississippi are not "member" states and do not participate in the IADA.

Detainers for probation and/or parole violation cannot be resolved through the IADA. However, the agency can request custody of the inmate by issuance of a state writ of habeas corpus ad prosequendum or ad testificandum.

Computations, Fines & Costs, Detainers (Cont.)

Good Conduct Time: The Comprehensive Crime Control Act became law on November 1, 1987. The two most significant changes in the sentencing statute deal with good time and parole issues.

- Good conduct time of 54 days for each full year served, applies to inmates whose offense was committed on or after November 1, 1987.
- There are no provisions for parole under the new law.

Sentence Computations (Old Law - Pre-CCCA 1984): This applies to inmates sentenced for an offense committed prior to November 1, 1987. In most cases, these individuals will receive statutory good time and may earn extra good time. Additionally, these individuals may be eligible for parole. Due to the diminishing numbers of these cases, an in depth discussion will not be provided. Any questions in relation to your sentence computation, statutory good time, extra good time or parole eligibility dates should be addressed with CSD staff during **open house hours each Tuesday and Thursday at the 9:25 A.M. move, or by usage of a "Cop-Out"**. All questions regarding parole hearings should be addressed with your Case Manager.

Inmate Account Cards: **Inmate account cards are to be carried on your person at all times.** If it is lost or misplaced, it is your responsibility to purchase a new one by submitting an Inmate Request to Staff Member (Cop- Out) form to your assigned Unit Team. Your Unit Team will verify your need for a new card, at which time you will submit a money withdrawal form in the amount of \$5.00. The Unit Team will forward the withdrawal form to the Business Office and the Business Office will notify the CSD Office once the money has been withdrawn from your inmate account. You can pick up your new card in R&D during regular open house hours. If your card is worn out or un-useable, you can exchange it, at no cost to you, during regular R&D open house hours.

CHAPTER VII

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A) SECURITY PROCEDURES:

Counts:

All inmates will be counted on a regular basis. During a Count, you are expected to remain quietly in your cell until the Count is announced as clear. You are expected to be in your cell or cubical during Official Counts, or at your designated out count section.

Official Counts will ordinarily be taken at 12:00 Midnight, 3:00 A.M., 5:00 A.M., 4:00 P.M. (**stand-up**), and 9:30 P.M. (Stand-up)

On Saturday, Sunday, and Holidays, a **stand up** count is held at 10:00 A.M.

Showers will remain open until 9:15 PM and close for the 9:30 PM count.

Staff will take disciplinary action if you are not in your assigned area during a count. Disciplinary action will also be taken for leaving an assigned area before the count is cleared. **You must actually be seen at all counts, even if you must be awakened.**

Crime Stopper Line: To report inmates engaged in prohibited or illicit activity, contact SIS staff at 786-4291 on the inmate telephone system. No area code is required. You will not be charged for this call, and the call will not reflect on your phone records.

Contraband: Contraband is defined as any item or thing **not** authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate, confiscate, and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession.

Inmates may not purchase radios or any other items from another inmate. Items purchased in this manner are considered contraband and will be confiscated. An altered item, even if an approved or issued item, is considered contraband. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator. **Possession of drugs, drug items, weapons, cell phones or other electronic devices, or other illegal items could result in new criminal charges and subsequent prosecution.**

Shakedowns: Any staff member may search your room to retrieve contraband or stolen property. It is not necessary for you to be present when your room is inspected. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random.

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

"Procedures for Group Photos. Pictures will be **limited to five inmates.** All large group pictures or team photos must have prior written approval from the Captain. A request must include name, register number, unit, and signature of each inmate in the picture.

If any type of gang related activity is exhibited in the photographs, the picture will be confiscated and treated as contraband. Examples of this include but are not limited to: flashing hand signs, displaying tattoos, and/or the flying colors in any way.

Group photos are not authorized to be taken in the visitation room. An inmate may only take a photo with his family and/or visitors in the visiting room. No other inmate will be allowed in the picture.

B) INMATE CONTROLLED MOVEMENT:

Controlled Movement: Controlled movements are established to provide for the orderly

movement and supervision of inmates throughout the institution.

During controlled movements, inmates will have a 10 minute time period on the hour to move from one area of the institution to another.

During normal working hours, scheduled movements will be utilized. The following is the schedule for controlled movements:

- **Inmate movement will be restricted to authorized move periods only.**
- **Move periods are approximate and subject to change when required.**
- **Controlled movements are established to provide for the orderly movement and supervision of inmates throughout the institution.**

- See Attachment A for Movement Schedule -

****Work recall will be conducted approximately 40 minutes after each work department is released for the meal.**

During the 10:30 A.M. recall, all inmates on the recreation yard, Chapel, and hobby craft will report back to their Units. All inmates on work passes will report back to their detail supervisor in preparation for the lunch meal. Food Service workers assigned to the 10:30 A.M. shift will report during this move. Unit Officers will secure their doors until notified to release their inmates for the lunch meal by a Lieutenant.

C) VISITING:

Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are:

Saturday, Sunday and Holidays 8:15 A.M. to 3:00 P.M.

New inmates will be asked to submit a visiting list to their Unit Counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) and other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor at least three weeks in advance of the intended visit. **You are allowed six (6) visitors at any one time.** Special visits will be processed by a member of your Unit Team.

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

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean (only institutional issued clothing). Institutional shoes must be worn.

OTHER APPLICABLE REGULATIONS:

Inmate Property Authorized: Inmates will not take anything to visit except necessary items identifiable as: one pair of prescription glasses, one comb, one plain wedding band, one white handkerchief and photo tickets purchased at the Commissary. Inmates are not allowed to exit the Visiting Room with items purchased from the vending machines. Necessary legal papers will be permitted during a visit with an attorney if approved in advance as noted in this supplement. Medication, such as nitroglycerine tablets, may be permitted when authorized by the Health Services Administrator. Other types of medications, such as inhalers for asthma patients or required drugs needed on a daily basis may be brought into the Visiting Room and will remain at the officer's desk. Oxygen tanks will be permitted once they have been checked by the Front Entrance Officer and the #1 Visiting Room Officer.

Visitor Attire: Visitors are expected to use good judgment and taste in their dress, persons who come dressed immodestly and/or provocatively dressed may be denied the

privilege of visiting. Dresses, skirts, or Bermuda shorts may not be worn more than two (2) inches above the knees at any time. No portion of the breast may be exposed. The wearing of t-shirts or other form fitting clothes by female visitors is prohibited. Prohibited clothing items include, but are not limited to: see-through; fish net; form fitting (Lycra or Spandex); low-cut backless; sleeveless; and strapless blouses; athletic shorts; sweat pants; halter tops; swim wear; clothing which exposes the midriff portion of the body, and other revealing clothing items. The wearing of khaki, orange and camouflage and any type of club, gang, or other organization symbols is strictly prohibited. Tight, provocative dress is not acceptable at any time in the visiting room. The wearing of prohibited clothing items under coats or jackets is also prohibited. During inclement weather, a light jacket or coat may be worn.

Visitors must have valid proof of their identity with them such as a driver's license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. All visitors will be screened for metallic contraband by the use of a walk-through metal detector and/or hand held metal detector. Visitors will not be allowed to remove any article of clothing with the exception of shoes, coats, belts, watches, glasses or jewelry in order to pass the metal detector. It is recommended that the wearing of jewelry be limited as all metallic items will need to be removed to pass through the metal detector. Under wire bras are not authorized and will not be allowed to be removed prior to visit. Any person who fails to pass metal detector screening will be denied entrance.

Visitor's Prohibited Items: Visitors are not allowed to take any unapproved items into the Visiting Room. All non-permissible items must remain in the visitor's vehicle in the parking lot. No food items, chewing gum, or medication are permitted in the Visiting Room, with the exception of nitroglycerine tablets. Prohibited items include but are not limited to the following items: large handbags, umbrellas, instant type photos, photo albums, film, cameras, radios, blankets, television sets, pocket knives, electronic games/toys, personal papers or legal documentation, newspapers, magazines, books, pens, pencils, eating and drinking utensils, thermos sports bottles, sunglasses (except prescription sunglasses), luggage, packages, tape players, tape recorders (see exceptions for tape recorders under "Attorney Visits"). A visitor may take one clear plastic container, measuring no larger than 10"x10"x12" with no more than \$20 into the Visiting Room. A visitor may not bring any items into the Visiting Room to give to inmates.

Visitors Children: Each inmate having a visit must assume reasonable responsibility for proper conduct during the visit, including the control of his visitor(s). Children should be controlled to the extent of consideration for other visiting groups and not be permitted to wander from the immediate area of the visit, run about the Visiting Room, or create noise that disturbs other visits.

Failure to control children will result in termination of the visit. Visitors should not lie down or sleep anywhere in the visiting areas. Children under the age of 16 years old may not visit unless accompanied by a responsible adult. Exceptions in unusual circumstances may be made through special approval by the Warden.

Infant Care Items: Infant care items for visitors with infant children will be limited for security reasons. Premixed formula and other liquids or foods in sealed, original containers only will be permitted. Other infant care items will be limited to three (3) clear nursing bottles, four (4) diapers, wet wipes, and one small blanket. Baby powders, ointments, creams, bowls, cups, baby carriers or strollers, etc. are not permitted. There are no areas designated for children only.

Children may not take in toys, books, cards, dolls, crayons or games, including electronic devices. Diaper bags will be permitted only for visitors with small infants and it must be clear plastic. Mothers who breast-feed must have a small blanket or other type of covering to ensure the breast is not exposed during nursing.

You may retain the following items upon entry to the visiting room:

- One comb
- One religious medal with chain

One plain (smooth) wedding band
Prescription eyeglasses

Visitor Identification: Visitors must have valid proof of their identity with them such as a driver's license, state identification card, or passport. If a visitor does not present identification with a photograph, the visitor will not be allowed to visit. All visitors will be screened for metallic contraband by the use of a walk-through metal detector and/or hand held metal detector.

- See Attachment B for Unauthorized Visitation Items -

Legal Visits: Attorney visits will take place during regular business hours and are subject to approval in advance by the Warden. The Unit Team will be responsible for providing adequate supervision for attorney visits.

Special Visits: Special visits for family emergencies or other highly unusual circumstances are not routinely approved. However, a special visit must be authorized in advance by the Warden.

SHU Visiting Procedures: Ordinarily, inmates at FCI Three Rivers will retain their visiting privileges while housed in Administrative Detention (AD) or Disciplinary Segregation (DS) status. However, the following restrictions will apply for inmates in the Special Housing Unit.

Non-contact video conference visiting will be allowed for all inmates in the SHU with the exception of inmates on visiting restriction. Visits will ordinarily be authorized for a two-hour period per inmate on Wednesdays only, between the hours of 9:00 a.m. and 3:00 p.m. Processing of visitors will commence at 8:30 a.m.

Attorney visits for SHU inmates will be conducted in the general population visiting room in the designated Attorney/Client room.

All inmates must wear institution issued clothing in the visiting cell consisting of orange pants, orange t-shirt, socks, underwear and institution issued shoes. Throughout the visit, visitors will abide by all procedures set forth in the Visiting Regulations institutional supplement.

D) INMATES RIGHTS AND RESPONSIBILITIES PROHIBITED ACTS / DISCIPLINARY SEVERITY SCALE

In order to provide a safe and orderly environment, it is necessary to have rules and regulations. To make you aware of these rules and regulations, several tables are included in Program Statement 5270.07, "Inmate Discipline and Special Housing Units," and are available in the Inmate Law Library.

DISCIPLINARY PROCEDURES:

Investigating Officer: The term investigating officer refers to an employee of supervisory level who conducts the investigation concerning alleged charge(s) of inmate misconduct. The investigating officer may not be the employee reporting the incident, or one who was involved in the incident in question. Ordinarily, the Investigating Officer will have 24 hours to conduct the investigation and provide the inmate with a copy of his Incident Report.

Unit Discipline Committee (UDC): The term Unit Discipline Committee (UDC) refers to one or more institution staff members delegated by the Warden the authority and duty to hold an initial hearing upon completion of the investigation concerning alleged charge(s) of inmate misconduct. The Warden shall authorize these staff members to impose minor sanctions (G through P) for violation of prohibited act(s). In institutions with Unit Management, the authority to hold initial hearings (UDC) and impose sanctions is ordinarily delegated staff member(s) of the inmate's unit team. Wardens shall delegate staff member(s) the authority to hold initial hearings and impose minor sanctions. In emergency situations the Warden may delegate one staff member the authority to hold

initial hearings and impose minor sanctions. The UDC Committee will ordinarily have a maximum of three (3) working days to complete the UDC process. (This excludes weekends and holidays). If the UDC is conducted outside the normal time frame, a memo indicating the reason for the delay, is required from the Warden.

NOTE: As previously mentioned, these time limits are subject to exceptions as provided in the rules.

Discipline Hearing Officer (DHO): This term refers to a one-person, independent, discipline hearing officer who is responsible for conducting Institution Discipline Hearings and who imposes appropriate sanctions for incidents of inmate misconduct referred for disposition following the hearing required by § 541.15 before the UDC.]

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau Rules and Regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violations, the Discipline Hearing Officer (DHO).

It is to your advantage to read and know the Program Statement 5270.07, "Inmate Discipline and Special Housing Units." You can obtain a copy of the entire Program Statement from the Law Library.

See Table 3/Attachment C, Prohibited Acts and Disciplinary Severity Scale.

POSSESSION OF DRUGS, DRUG ITEMS, WEAPONS, CELL PHONES OR OTHER ELECTRONIC DEVICES, OR OTHER ILLEGAL ITEMS COULD RESULT IN NEW CRIMINAL CHARGES AND SUBSEQUENT PROSECUTION.

See Attachment D, Restoration of Good Time

See Attachment E, Sanctions for Repetitive Misconduct

DURING EMERGENCY SITUATIONS, YOU ARE TO FOLLOW THE ORDERS OF STAFF. TO ENSURE THE SAFETY OF ALL, THESE ORDERS MUST BE FOLLOWED IMMEDIATELY WHEN GIVEN.

E) **Dress Code:**

It is the responsibility of each inmate to present himself in a clean and acceptable manner of dress in all areas of the institution. All inmates will be fully dressed on a daily basis. Inmates will either be in the prescribed work uniforms (Monday through Friday during working hours) or in authorized recreational attire. Inmates in the unit with scheduled days off, will be dressed in an appropriate inmate uniform, shorts, shirt, or sweats. Inmates are not authorized to mix and match institutional uniforms with recreational attire.

Normally, the full prescribed issue of work clothing, if clean and neat, is appropriate for wear in any area or at any activity. Work clothing that has been altered is considered contraband. During periods of movement, the full inmate uniform, including a belt and shirt, will be worn. During normal working hours authorized recreational attire may be worn during the work week to go to the recreation yard, or indoor leisure center. If attending Pill Line or Sick Call during the hours of 7:30 a.m. - 4:00 p.m., recreational attire is not authorized.

The work week is defined as Monday - Friday, from 7:30 a.m. - 4:00 p.m.

1. **Shirts:** Inmates will button their shirts but must leave the top button unfastened. All shirts, including t-shirts, will be tucked in. The shirt may be removed from the body when participating in athletic events. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion.
2. **Undergarments:** No undershorts or long underwear will be worn as an outer garment. Long sleeve long underwear tops may be worn under the short sleeve shirt during the work day.

3. **T-shirts:** Institution issued t-shirts may be worn as an outer garment work shirt on outside work details when warranted and authorized by the detail supervisor. On all other details, only the authorized uniform will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated. During the work week, t-shirts will not be allowed in the dining hall as an outer garment. During the work week, t-shirts must be tucked in. The only exception is when the inmate is in a recreational area, participating in an athletic event.
4. **Pants:** Inmates are required to have the length of the pant legs fully extended to the ankle. Inmates are not authorized to tuck their pant legs inside their shoes or socks unless working on a job or detail using high top boots. Inmates are also required to wear properly fitted pants, worn at the waist line. Pants that are sagging are not authorized. Inmates will not pleat the waist area of their issued pants in any fashion. Finally, inmates will not wear pants with the pockets pulled inside out.
5. **Footwear:** All work details will be required to wear safety shoes while on the job. Open-toed foot wear is not authorized in the dining hall at any time.
6. **Athletic Clothing:** Athletic clothing, shorts, sweat suits (or any part of) may be worn to the morning and evening meal on regular work days, to all meals on weekends and holidays, to the recreation yard and in the housing units. When on the recreation yard, a t-shirt or other approved shirt must be worn. The t-shirt may be removed when warranted by the weather and participating in an athletic event. Athletic clothing will not be worn inside out, or in an excessively baggy manner. Sweat shirts may be worn underneath the authorized long sleeve or short sleeve institution shirts (FCI-Khaki, Spruce Green-SCP), except in the visiting room. Sweatshirts may not be worn as an outer garment during the work week.
7. **Headwear:** Only headwear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. Baseball style hats will be worn appropriately with the sun visor pointed forward. Baseball style hats may not be worn indoors except for food service issued hats while at work.
8. **Sunglasses:** Inmates are not be allowed to wear sunglasses on any inside work detail, or inside any building unless approved by Health Services for valid medical reasons.
9. **Altered Clothing:** Any personal clothing that is tapered, dyed, fitted, marked, written on, or otherwise altered from the original manufacturer's condition will be considered contraband, and confiscated. The manufacturing, fabrication or knitting of any clothing or headgear is prohibited.
10. **Food Service Issued Clothing:** Inmates assigned to Food Service are authorized to wear smocks while at work. The smocks will be kept at food service. They may not be taken to the housing units.
11. **Belts:** Belts are required during the work week, at work, and in the visiting room. They must be kept buckled and centered when worn. Belts are not to be excessively long or hang down below the waist at any time.
12. **Coats:** Inmates may not wear issued coats inside out.
13. **Dining Room:** Inmates will be in the work uniform for the noon meal, during the work week, Monday through Friday, (7:30 a.m. - 4:00 p.m.). No personal property will be allowed in the dining room, including mugs, jugs, radios, laundry bags or commissary items (condiments excluded). All headwear and non-prescription sunglasses must be removed upon an inmate entering the dining hall, unless authorized by the Religious Services Department or Medical Department. Sleeveless shirts will not be worn in Food Service.

Food Service inmates on duty status will have their shirts tucked in and wear a protective hat as authorized by the Food Service Administrator.

14. **Visiting Room Attire:** Khaki shirts and pants will be the only authorized clothing to be worn in the Visiting Room by general population FCI inmates. When warranted by low temperatures, inmates may wear a coat to the Visiting Room. The coat will remain in the search room until the inmate departs the Visiting Room. Long john underwear is not authorized for wear in the Visiting Room. At the SCP, spruce green shirts and spruce green pants will be the only authorized apparel to be worn in the Visiting Room. Institution safety toe shoes, commissary purchased shoes and bus shoes, will be the only authorized foot apparel permitted in the Visiting Room. Consideration will be given for foot apparel that is required for medical reasons, and only after the Health Services Administrator grants approval.
15. **Housing Unit Attire:** Inmates who leave their cell to sit in the common area, watch television, approach staff, etc., must wear a top and bottom at all times. Bare chests are not permitted any time an inmate is outside his room, unless he is going to and from the shower.
16. **Personal Appearance:** Inmates will maintain a neat and clean appearance at all times. Regular bathing will also be maintained. Inmates are not authorized to cut into or shave in any letters, numbers, or insignias to their beards, hair, mustaches or skin.
 - a. **Mustaches and Beards:** Mustache and beard guards will be worn by Food Service workers on the serving line and salad bar. Guards will be worn in other areas when it is determined by the supervisor to be a safety requirement.
 - b. **Hairpieces:** Inmates may not wear wigs or artificial hairpieces.
 - c. **Hair Length:** There will be no restriction of hair length as long as it is neat and clean. Inmates with long hair will be required to wear a cap or hair net when working in Food Service or when long hair could result in an increased likelihood of work injury.
 - d. **Personal Hygiene:** Articles necessary for maintaining personal hygiene will be made available through institution issuance and the commissary. Examples of articles to be available are: soap, toothbrush, toothpaste or powder and comb.
 - e. **Wave Caps:** Wave caps (doo-rags) are authorized to be worn in the inmate housing units only, and **may not be removed from the housing units.**

Inmates who fail to adhere with dress code standards outlined within, may receive an incident report for prohibited act code 306, "Refusing to Accept a Program Assignment". The Unit Discipline Committee will sanction inmates accordingly if found to have committed the prohibited act for not conforming to the established dress code.

Furthermore, inmates who engage in this type of prohibited activity will be issued a new set of clothing consisting of a jumpsuit for a period of 30 days from the date the Unit Discipline Committee finds the inmate to have committed the prohibited act. The affected inmate will be required to turn in their prior issue of institutional clothing. Upon conclusion of the 30 day period, inmate behavior will be assessed to determine if the desired effect has been achieved for managing the inmates conformity with the dress code, after which normal institution clothing will be re-issued if warranted.

Attachment A

**FCI Three Rivers Controlled Move Schedule
(Monday to Friday)**

Time	Activity	Notes
4:30 AM	Food Service Work Call	Food Preparation (Approx. 30)
5:00 AM	Institution Count	
6:00 AM	Food Service Work Call Commissary Work Detail to Mainline	Servers (Approx. 20) Released by "A" Side Unit Officers
6:20 AM	Sick Call / Pill Line Move Recreation Move	Sick Call - Monday, Tuesday, Thursday, and Friday only
6:30 AM	Mainline Open	
7:15 AM	Mainline Closed	One Way Move Back to Housing Units
7:30 AM	Work Call for Facilities, Safety, Laundry, and Food Svc.	Inmates departing the units will only be authorized to turn left at the metal detector.
7:40 AM	Education / Recreation Move, UNICOR Work Call, Call outs for Health Svc, Work call for R&D and Religious Services.	Inmates departing the units will only be authorized to go straight at the metal detector.
8:30 AM	10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
9:30 AM	10 Minute Move (Inmate Shoppers to Commissary)	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
10:30 AM	Work Recall/Recreation Closed	One Way Move Back to Housing Units
10:45 AM	Mainline for UNICOR & Facilities	
11:00 AM	Mainline Open / Recreation Open to Inbound Traffic Only	Recreation Inbound Traffic Upon Housing Unit Release for Meal
11:30 AM	UNICOR/Facilities Work Call Education to Mainline	
12:00 PM	Mainline Closed / Recreation Outbound Traffic Only (5 minutes)	Last Call for Commissary Shoppers
12:30 PM	Programs/Education/Recreation Move Institution Work Call	<u>One Way Movement</u> 10 Minutes to Program Areas ~No Traffic to Housing Units~
2:00 PM	10 Minute Move to Programs & Housing Units	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
3:15 PM	Recreation Closed/Facilities Work Recall/Food Service Work Call	One Way Move to Housing Units except for F/S Workers
3:30 PM	Work/Programs Institution Recall	One Way Move to Housing Units
3:45 PM	Initiate Lock Down / All Inmates Secured in Assigned Cells	Inmate Work Details Secured in Out Count Sections
4:00 PM	Institution Stand-up Count	All Inmates Will Stand for Count (SHU Included)
4:50 PM	Pill Line	
5:00 PM	Education/Recreation Move	5 Minute Move
5:10 PM	Mainline Opened	

6:10 PM	Mainline Closed/10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
7:00 PM	10 Minute Move/Trash Run Conducted	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
8:00 PM	5 Minute Move to Housing Units	<u>One Way Movement</u> Barber Shop Secured
8:30 PM	Institution Recall/Recreation Closed	One Way Move to Housing Units
9:15 PM	Initiate Lock Down	All Inmates Secured in Assigned Cells
9:30 PM	Institutional Stand-up Count	

**FCI Three Rivers Controlled Move Schedule
(Weekends and Holidays)**

4:30 AM	Food Service Work Call	Food Preparation (Approx. 30)
5:00 AM	Institution Count	
6:30 AM	Food Service Work Call	Servers (Approx. 20)
6:45 AM	Pill line	
7:00 AM	Mainline Open/Education Move	Library Open
7:30 AM	Recreation Move	
8:00 AM	Mainline Closed/10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
9:00 AM	10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
9:30 AM	Recall	
9:45 AM	Initiate Lock Down / All Inmates Secured in Assigned Cells	Inmate Work Details Secured in Out Count Sections
10:00 AM	Institutional Stand-up Count	All Inmates Will Stand for Count (SHU Included)
10:55 AM	Recreation Move	5 Minute Move
11:00 AM	Mainline Open / Recreation Open to Inbound Traffic Only	Recreation Inbound Traffic Upon Housing Unit Release for Meal
12:00 PM	Mainline Closed/10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
1:00 PM	10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
2:00 PM	10 Minute Move/Trash Run Conducted	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
3:00 PM	5 Minute Move to Housing Units	<u>One Way Movement</u>
5:10 PM	Mainline Opened	
3:15 PM	Food Service Work Call	
3:30 PM	Institution Recall	
3:45 PM	Initiate Lock Down / All Inmates Secured in Assigned Cells	Inmate Work Details Secured in Out Count Sections
4:00 PM	Institution Stand-up Count	All Inmates Will Stand for Count (SHU Included)
4:50 PM	Pill Line	
5:00 PM	Recreation Move	
6:10 PM	Mainline Closed/10 Minute Move	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
7:00 PM	10 Minute Move/Trash Run Conducted	<u>One Way Movement</u> 5 Minutes to Housing Units 5 Minutes to Program Areas
	5 Minute Move to Housing Units	<u>One Way Movement</u>

8:00 PM		
8:30 PM	Institution Recall/Recreation Closed	One Way Move to Housing Units
9:15 PM	Initiate Lock Down	All Inmates Secured in Assigned Cells
9:30 PM	Institutional Stand-up Count	

ATTACHMENT B

UNAUTHORIZED VISITATION ITEMS

CLOTHING NOT AUTHORIZED (TO INCLUDE CHILDREN AGES 4 AND OVER):

1. Dresses, skirts, or mini-skirts with long slits in the middle or side;
2. Mini-skirts or wrap around skirts;
3. Sleeveless, strapless or bareback blouses or dresses;
4. Tight, form-fitting or see through clothing. This includes see through shirts with a shirt underneath;
5. Deep v-neck blouses, shirts or dresses;
6. Shorts or skirts more than two (2) inches above the knee;
7. Caps, hats, and scarves of any kind;
8. Long coats, sweaters and jackets that have hoods attached or extend below the knee;
9. Clothing of any type which would symbolize gang activity or gang affiliation;
10. Halter tops or midriff shirts. Shirts will be tucked in or belted for all visitors ages 4 and over;
11. Fish net shirts, pants or any other clothing item;
12. Lycra or spandex clothing;
13. Athletic shorts/sweat pants (cloth material)/wind suits; Athletic Jerseys
14. Swimwear;
15. Slippers;
16. Shower shoes or "flip flop" type shoes.
17. Any clothing Khaki, Orange or Camouflage in color
18. A jacket cannot cover up an unauthorized shirt.
19. All metal items which will not clear the metal detector. Including body piercing, excess metal on clothing, and underwire in bras.

ITEMS NOT AUTHORIZED

Weapons, ammunition, pocket knives, handcuffs, handcuff keys of any type;
Cosmetics of any kind;
Electronic devices, games and toys of any kind;
Cigarette packages, cigarette lighters, pipes and chewing tobacco;
Photos, albums and photographic material;
Radios, cassettes, walkmans and any recording devices;
no more than three (3) baby bottles with milk or formula;
no more than four (4) baby diapers;
no more than one receiving blanket per child ages 0-12 months;
Glass containers and cans;
Baby powder, ointments and creams;
Purses, Wallets, change bags, baby wipe containers and diaper bags that are not see through;
Pens, pencils, stationary and papers of any type;
Magazines, books, and the Bible;
Sunglasses;
Umbrellas;
Candy, gum or food items of any type;
Eating and drinking utensils;
Baby carriers and strollers.

Visitation Hours

Saturday, Sunday & all Federal Holidays

8:15 a.m. - 3:00 p.m.

(Cut off time 2:00 p.m.)

6 Persons allowed in at one time.
\$20.00 per person limit, no \$20.00 dollar bills.

[TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE
GREATEST CATEGORY

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 inmates personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS

200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

201 Fighting with another person.

202 (Not to be used).

203 Threatening another with bodily harm or any other offense.

204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.

205 Engaging in sexual acts.

- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).
- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of 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 inmates 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.

ATTACHMENT D -

RESTORATION OF GOOD TIME

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his or her delegated representative for final decision.

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act</u>	<u>Max.Amt. Sanctions</u>	<u>Max.Amt. Forf. GT1</u>	<u>W/hd SGT</u>	<u>Elig. Restora tion Forf.SGT</u>	<u>Elig. Restora tion W/hd/SGT</u>	<u>Max. Dis Seg1</u>
Greatest	A-F	100%	Good time creditable for single month during which violation occurs. Applies to all categories.	24 mos	18 mos	60 days
High	A-M	50% or 60 days, whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Low/Moderate	E-P	N/A		N/A (1 st offense) 6 mos (2 nd or 3 rd offense in same Category within six months)	N/A (1 st offense) 3 mos	7 days 15 days

[NOTE: "GT" represents both good conduct and statutory good time and "SGT" represents statutory good time. Forfeited good conduct time is not eligible for restoration. Restoration of statutory good time will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the unit team shall notify the inmate of the reasons for denial. The unit team shall establish a new eligibility date, not to exceed six months from the date of denial.

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent * months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>CATEGORY</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Frequency of Repeated Offense</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months	2d Offense	Low Moderate sanctions plus: 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 EGT (an EGT sanction may not be suspended)
		3d Offense	Any sanctions or more available in Moderate (300) and Low Moderate (400) series
Moderate (300 Series)	12 months	2d Offense	Moderate sanctions (300 series) (A,C, E-N) plus: 1. Disciplinary segregation up to 6 months 2. Forfeit earned SGT or non-vested GCT up to 37 ½ % or up to 45, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended)
		3d Offense	Any sanctions or more available in Moderate (300) and High (200) series.
High (200 Series)	18 months	2d Offense	High sanctions (A, C, E-M), plus: 1. Disciplinary segregation up to 12 months 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended)
		3d Offense	Any sanction available in High (200) and Greatest (100) series.
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months)

CHAPTER VIII

MISCELLANEOUS

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FEDERAL PRISON INDUSTRIES INC. - UNICOR: UNICOR Three Rivers operates a Fleet Management Call Center, which supports a DOJ-wide mandate on record keeping of the entire motor fleet. The Fleet Management operation requires the following job skills: customer service, phone skills, computer skills and automotive experience.

There are many different job opportunities available to anyone interested in learning a trade. There are three (3) waiting lists for employment. (List #1) Prior Unicor Work Experience, (List #2) Financial Responsibility Program (Fines over \$1,000.00) and (List #3), which is a Non-Prior working list. Please submit an *Inmate Request to Staff Member* (Cop-out) to **UNICOR Customer Service Manager**, to be placed on the appropriate list. Position assignments and pay grades are determined by availability, the inmate's interests and his ability.

FOOD SERVICE: Inmates are provided well balanced, nutritional meals made pleasing to the eye and palette at FCI Three Rivers. Self-service meal operations for general population inmates include hot food bars, special diet options and pork free meal programs.

Dress Code for the Dining Hall: Shoes, socks and shirts with sleeves are required in the dining room. Shirts must be buttoned and tucked into your trousers. Headgear, unless provided for approved religious practice is not authorized. Sunglasses are not authorized in the Dining Hall. Sandals and shower shoes are prohibited unless medically prescribed. Athletic type shorts, sweat suits and warm-ups, which are neat and clean in appearance, may be worn on weekends, holidays, breakfast, and after the 4:00 P.M. count.

Dining Hall Policies:

1. Inmate dress code will be followed at all times.
2. When finished eating, all inmates must take their tray and utensils to the tray room to be cleaned.
3. Inmates will not "skip" or "cut" in the serving line.
4. **No fruit, food, or drink of ANY kind will be allowed to leave the dining hall.**
5. **No food or drink item is authorized inside the dining hall except condiments (i.e. hot sauce, spices, etc...)**
6. **Commissary bags, education books, coolers, radios, playing cards, personal cups and bowls are absolutely prohibited in the dining hall.**

SAFETY

Every effort will be made to provide a safe working environment. As a new commitment you are being provided with a copy of the safety regulations (BP 169) and a copy of the Inmate Accident Compensation Procedures. You are required to sign and date the form to indicate you have received this information.

General Safety Rules

Each inmate worker is required to exercise care, cooperation, and common sense in the performance of his work assignment. Horseplay on the job will not be tolerated.

An inmate worker will perform only that work to which he is assigned. Unauthorized use of machines or equipment or performance of work in an area not specifically assign is forbidden and subject to disciplinary action. Machines or equipment in the work area shall not be used to fabricate or repair personal items.

Operating machinery without the use of safety guard (s) is forbidden and will result in disciplinary action.

Do not adjust, oil, clean, repair, or perform any maintenance to any machinery while it is in motion. Stop machinery first and use the lock out devices when provided. To protect against physical injury and/or health hazard, each inmate worker is required to use safety equipment provided. Personal protection equipment, such as hard hats, hearing protection, goggles, respirators, aprons, arm guards, wire mesh gloves, and

safety shoes are to be used in designated areas and must be worn in the proper manner.

Safety goggles must be worn when performing any grinding, chiseling, filing, or sanding operation. Landscape operations involving the operation of weed eaters, or edgers also require the use of safety glasses.

Safety Reports

Safety hazards are to be reported to your work supervisor immediately. If he/she does not agree an unsafe condition exists, you may report the hazard to the Safety Manager for further consideration.

If you are injured while performing your work assignment, no matter how minor it may seem, report it to your work supervisor. Failure to report an injury within 48 hours may result in the forfeiture of lost time wages and/or inmate accident compensation. If you suffer a work injury and feel it has resulted in some degree of physical impairment, you may file a claim for Inmate Accident Compensation. To do so, contact the Safety Manager approximately 45 days prior to your release or transfer to a community corrections center. He/she will assist you in completing your claim and will arrange a medical examination prior to your release.

Fire Equipment

Fire extinguishers and fire hose cabinets are placed throughout the facility for your protection. Notify your supervisor if extinguishers are inoperative, such as loss of pressure or mechanical defects. Pull the hose out, hold the nozzle, and turn the hand wheel to get water. In case of a serious or potentially serious fire, use an institution telephone and dial 222. Identify who you are and the location of the fire. Almost all inmates who are injured or die in fires in penal institution do so because of arson fires. Do not start fires and extinguish all fires before they can jeopardize your safety.

DIRECTIONS TO FCI THREE RIVERS

From San Antonio:

Take I-37 South for approximately 1 hour, 75 miles.

Take the Hwy 281, Three Rivers/Alice exit.

Travel for approximately 3 miles to the town of Three Rivers.

At the 3rd traffic light turn right and travel approximately 8 miles. The facility will be on the left.

From Corpus Christi

Take I-37 North for approximately 1 hour, 75 miles.

Take the Hwy 72, Three Rivers/Kenedy exit.

Turn left, heading west, for approximately 3 miles

At the traffic light turn left

At the second traffic light turn right and travel approximately 8 miles. The facility will be on the left.

See Attachment A for Map

Local Public Transportation is Not Available.

Important Addresses

FCI/SCP Three Rivers

P.O. Box 4000 (Inmate Address P.O. Box 4200)

Three Rivers, TX 78071

Federal Bureau of Prisons

South Central Regional Office

4211 Cedar Springs Rd., Suite 300

Dallas, TX 75219

Bureau of Prisons

Central Office
320 First St., N.W.
Washington, D.C. 20534

United States Parole Commission
5550 Friendship Blvd., Suite 420
Chevy Chase, MD 20815

Conclusion

Hopefully this information will assist you in your first days at FCI Three Rivers. You should feel free to ask any staff member for assistance, particularly your Unit Staff.