

**FEDERAL MEDICAL CENTER  
3301 LEESTOWN ROAD  
LEXINGTON, KENTUCKY 40511-8799**

**ADMISSION  
&  
ORIENTATION  
  
HANDBOOK**

**May 2012**

# INDEX

|   |    |
|---|----|
| <b>MISSION STATEMENT</b> .....                | 4  |
| <b>WARDEN'S COMMENTS</b> .....                | 4  |
| <b>INTRODUCTION</b> .....                     | 5  |
| <b>UNIT MISSION STATEMENTS</b> .....          | 5  |
| Antaeus Unit .....                            | 5  |
| Bluegrass Unit .....                          | 5  |
| Cardinal Unit .....                           | 5  |
| Commonwealth Unit .....                       | 5  |
| Health Care Unit .....                        | 5  |
| Mary Todd Unit .....                          | 5  |
| Veritas Unit .....                            | 5  |
| Younity Unit .....                            | 6  |
| <b>UNIT TEAMS</b> .....                       | 6  |
| <b>GENERAL FUNCTIONS OF UNIT STAFF</b> .....  | 6  |
| Unit Manager .....                            | 6  |
| Case Manager .....                            | 6  |
| Counselor .....                               | 6  |
| Unit Secretary .....                          | 6  |
| Unit Officer .....                            | 6  |
| Program Reviews .....                         | 6  |
| Town Hall Meetings .....                      | 6  |
| Team Participation in Parole Hearing .....    | 6  |
| <b>UNIT RULES</b> .....                       | 7  |
| Wake Up .....                                 | 7  |
| Call-Out and Change Sheets .....              | 7  |
| Sanitation .....                              | 7  |
| <b>PERSONAL PROPERTY LIMITS</b> .....         | 7  |
| Storage Space .....                           | 7  |
| Clothing .....                                | 7  |
| Legal Materials .....                         | 7  |
| Hobby Craft Materials .....                   | 7  |
| Commissary Items .....                        | 8  |
| Radios and Watches .....                      | 8  |
| Jewelry .....                                 | 8  |
| Job Assignments .....                         | 8  |
| <b>UNICOR</b> .....                           | 8  |
| <b>CASE MANAGEMENT</b> .....                  | 8  |
| Escorted Trips .....                          | 8  |
| DNA Testing .....                             | 8  |
| Furloughs .....                               | 9  |
| Central Inmate Monitoring System .....        | 9  |
| Inmate Financial Responsibility Program ..... | 9  |
| Incoming Publications .....                   | 9  |
| Freedom of Information .....                  | 9  |
| Inmate Access to Central Files .....          | 9  |
| Inmate Access to Other Documents .....        | 10 |
| Executive Clemency .....                      | 10 |
| Fines and Costs .....                         | 10 |
| Release Preparation .....                     | 10 |
| Release Planning .....                        | 10 |
| Parole .....                                  | 10 |
| Residential Re-Entry Center Transfers .....   | 10 |
| Community Based Residential Program .....     | 10 |
| <b>Correctional Systems Management</b> .....  | 11 |
| Records Office .....                          | 11 |
| Mail Room .....                               | 11 |
| Special Mail .....                            | 11 |
| Inmate Correspondence with Media .....        | 11 |
| Correspondence Between Inmates .....          | 12 |
| Rejection of Correspondence .....             | 12 |
| Notification of Rejection .....               | 12 |
| Change of Address/Forwarding of Mail .....    | 12 |
| Receiving & Discharge (R&D) .....             | 12 |
| Incoming Property .....                       | 13 |
| <b>HEALTH SERVICES</b> .....                  | 13 |
| Hospital Administration .....                 | 13 |
| Sick Call .....                               | 13 |
| Physical Examinations .....                   | 13 |
| Medical Supplies .....                        | 13 |

|  |    |
|--|----|
| Pharmacy .....                                       | 13 |
| Physical Therapy/Occupational Therapy.....           | 13 |
| Medical Laboratory .....                             | 13 |
| Radiology .....                                      | 13 |
| Health Information Management (Medical Records)..... | 14 |
| Nutritional Services.....                            | 14 |
| HIV/AIDS.....  | 14 |
| Hepatitis B Vaccination .....                        | 14 |
| Sexually Transmitted Diseases .....                  | 15 |
| Medical Restrictions.....                            | 15 |
| Medical Clearance .....                              | 15 |
| Refusal Of Medical Treatment .....                   | 15 |
| Advance Directives .....                             | 15 |
| MRSA .....   | 15 |
| Joint Commission Notification .....                  | 16 |
| Health Care Rights And Responsibilities .....        | 16 |
| Reduction in Sentence (Compassionate Release.....    | 17 |
| Dental Clinic .....                                  | 17 |
| <b>INMATE COPAYMENT PROGRAM</b> .....                | 17 |
| <b>EDUCATION AND RECREATION PROGRAMS</b> .....       | 18 |
| <b>CORRECTIONAL SERVICES</b> .....                   | 19 |
| Counts .....   | 19 |
| Unit Census .....                                    | 19 |
| Institution Lock Down Census .....                   | 19 |
| Emergency Counts/Lockdowns.....                      | 19 |
| Proper Inmate Dress.....                             | 19 |
| Pass System .....                                    | 19 |
| Controlled Movements .....                           | 19 |
| Drug Surveillance .....                              | 20 |
| Telephones .....                                     | 20 |
| Attorney Phone Calls.....                            | 20 |
| <b>VISITING</b> .....                                | 20 |
| Attorney Visits .....                                | 20 |
| Visiting Hours .....                                 | 21 |
| Visiting Guidelines - Inmates .....                  | 21 |
| Visiting Guidelines - Visitors.....                  | 21 |
| Directions to FMC.....                               | 21 |
| Contraband.....                                      | 21 |
| <b>RELIGIOUS SERVICES DEPARTMENT</b> .....           | 22 |
| <b>LEGAL AID</b> .....                               | 22 |
| Notary Public .....                                  | 22 |
| Copies of Legal Materials.....                       | 22 |
| Federal Tort Claims.....                             | 22 |
| <b>PROBLEM RESOLUTION</b> .....                      | 23 |
| Inmate Request To Staff Member .....                 | 23 |
| Administrative Remedy Process .....                  | 23 |
| Sensitive Complaints.....                            | 23 |
| <b>DISCIPLINARY PROCEDURES</b> .....                 | 23 |
| Discipline.....                                      | 23 |
| Initial Hearing.....                                 | 24 |
| Disciplinary Hearing Officer.....                    | 24 |
| Appeals of Disciplinary Actions.....                 | 24 |
| Special Housing Unit.....                            | 24 |
| <b>SAFETY</b> .....                                  | 24 |
| On The Job Injuries.....                             | 25 |
| <b>PSYCHOLOGY SERVICES</b> .....                     | 25 |
| COMMISSARY .....                                     | 25 |
| Limitations.....                                     | 26 |
| Deposits To Accounts .....                           | 26 |
| Commissary Fund Withdrawals.....                     | 26 |
| TRULINCS .....                                       | 26 |
| Telephone System .....                               | 27 |
| <b>CLOTHING ROOM</b> .....                           | 27 |
| <b>FOOD SERVICE</b> .....                            | 28 |
| <b>DRUG TREATMENT PROGRAMS</b> .....                 | 30 |
| <b>CONCLUSION</b> .....                              | 32 |
| <b>INMATES RIGHTS AND RESPONSIBILITIES</b> .....     | 33 |
| <b>PROHIBITED ACTS &amp; DISCIPLINARY/</b>           |    |
| <b>SEVERITY SCALE</b> .....                          | 35 |

**MISSION STATEMENT**

**FEDERAL MEDICAL CENTER  
LEXINGTON, KENTUCKY**

The mission of the Federal Medical Center is to protect society through providing confinement services to committed offenders. In carrying out the judgments of the Federal Courts, we provide a safe, secure and humane environment which encourages an opportunity for positive change. In addition, as a Federal Medical Center, we provide medical services and drug treatment to the inmate population.

**WARDEN'S COMMENTS**

Welcome to FMC Lexington. This booklet is intended to summarize activities and programs available to you during the period of your confinement. You will be required to attend the institution's Admission and Orientation Program. This program will introduce you to FMC Lexington staff responsible for the programs and operations of the institution. I encourage you to review this booklet very carefully. If you have any questions or need further clarification, please discuss them with a member of your unit staff.

Deborah A. Hickey, Warden

**INMATE INFORMATION HANDBOOK  
FEDERAL MEDICAL CENTER  
LEXINGTON, KENTUCKY**

**INTRODUCTION**

The purpose of this handbook is to provide incoming inmates to the Federal Medical Center with general information regarding the Bureau and its programs. It also describes this institution and presents the rules and regulations inmates will encounter during confinement. The material in this handbook will help new inmates more quickly understand what they will be encountering when they enter the institution and will hopefully assist them in their initial adjustment to institution life.

**UNIT MISSION STATEMENTS**

**Antaeus Unit**

Antaeus Unit houses both general and Care Level 1-3 inmates and is located in the west wing of the institution. The physical layout of the unit housing area includes three floors consisting of three dormitories and a configuration of rooms. There are three televisions located in the first floor lobby and two televisions located in the courtyard. All floors have laundry facilities. The microwaves are located on the first floor. Six inmate telephones are available for inmates in the lobby. The staff complement of the unit is one Unit Manager, two Case Managers, two Counselors, and one Secretary. All administrative offices are on staff alley located on the first floor of the unit.

The Unit Manager and Counselors are available 7:30 am to 9:00 pm, Monday - Thursday, and 7:30 am to 4:00 pm on weekends/holidays. Case Managers are available 1:00 pm to 2:00 pm, Monday -Thursday, and on their late nights.

**Bluegrass Unit**

Bluegrass Unit is a general housing unit located in the west wing of the institution. The physical layout of the unit housing area includes three floors consisting of three dormitories and a configuration of one, two, and four person rooms. One dayroom containing televisions and card tables is provided for various recreational pursuits. All floors have laundry facilities and microwaves. Seven inmate telephones are available for inmates adjacent to the front lobby. The staff complement of the unit is one Unit Manager, two Case Managers, two Counselors, one Secretary and a part-time Psychologist. Administrative offices are on staff alley located on the first floor of the unit.

**Cardinal Unit**

Cardinal Unit is a general population unit with a capacity of 330 inmates. It is located in the northeast corner of Central Park, adjacent to the "A" Building and bordered on the south by Younity Unit. Unit programs and operations continue to be based on "management by objective concepts," in which communication and team work are stressed between staff and inmates.

Accountability and responsibility are the primary components of this unit plan.

The unit operates on a functional unit system where staff and inmates are actively involved in programming which encompasses the opportunities provided by the various departments in the institution. Major program areas are education, industries, vocational training, counseling, medical services and recreation leisure-time activities.

Counseling groups in the unit emphasize the development of objectives and individual goals to promote personal growth.

**Commonwealth Unit**

The mission of Commonwealth Unit is to provide a safe and humane environment for inmates that have varying degrees of medical problems, and have been medically designated to this institution. The medical needs of the inmates range from acute care to long-term chronic care. Inmates who are terminally ill are considered for compassionate release by the staff. The unit staff are responsible for developing individual inmate programs which include mental health therapy and release planning. Individual counseling, group counseling and other forms of group activities are offered to those inmates who wish to change their behavior, or who are in need of medical intervention so they may lead a productive and crime-free life upon release. Commonwealth Unit also maintains a forensic evaluation program. Inmates are assigned to the unit who have been ordered by the Court to undergo mental health evaluations prior to trial.

**Health Care Unit**

Health Care Unit (HCU) houses medically designated inmates. The medical conditions of these inmates range from acute care to long term chronic care. Unit staff provide release planning for inmates who arrive with short sentences. Some other inmates are terminally ill and require compassionate release and hospice consideration by staff. Additionally, we provide counseling to grieving family members as the result of inmate deaths. We have a mission more parallel to that of a long term health care facility than that of a hospital.

**Mary Todd Unit**

Mary Todd Unit is a general population housing unit with the mission of providing a safe, humane, and positive environment for inmates to live. The physical layout of the unit housing area consists of one floor with all rooms currently set to house six inmates. The unit team consists of one Unit Manager, one Case Manager, one Counselor, and one Secretary.

**Veritas Unit**

The mission of Veritas Unit is to provide care, custody, and control for all assigned inmates and to provide drug treatment programming for the inmates assigned to the treatment unit. Therefore, staff are charged with maintaining a clean, safe, secure unit with a positive atmosphere. In addition, staff provide inmates with health care, educational, vocational counseling, and work programs.

The unit management concept allows inmates to have personal access to their team members so program goals may be established and progress may be reviewed regularly.

Unit staff assist inmates in release planning when appropriate. Inmates who are eligible will be considered for community corrections center placements for six months. Inmates will be scheduled for both unit and institutional pre-release programs.

#### **Younity Unit**

Younity Unit is located on the east side of the main compound at FMC Lexington. Younity Unit is a two-story structure with a planned capacity of 230 inmates. Inmates are housed in private rooms, multiple person rooms, and dormitories. Unit staff consists of a Unit Manager, two Case Managers, two Counselors, one Secretary, and one Psychologist. All unit staff offices are located on the first floor of the unit. Unit services available to inmates include: laundry, television rooms, and telephone facilities.

The mission of Younity Unit is to provide a safe, clean and orderly environment for staff and inmates. The statement of purpose is for staff to be accessible and responsive to unit inmates, while providing quality case management and unit-based programs.

### **UNIT TEAMS**

A unit is a self-contained inmate living area that includes both 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 units so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one or more Case Managers, two or more Counselors and one or more Unit Secretaries. The Staff Psychologist, Education Advisor, and Unit Officer may sit on the Unit Team.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team.

Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. A member of 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 usually schedule their working hours in such a manner that at least one of them will be available at times when inmates are not working.

### **GENERAL FUNCTIONS OF UNIT STAFF**

#### **Unit Manager**

The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the Team, reviews all Team decisions, and 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. He or she is responsible to report to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist Department Head who provides technical assistance to 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. The Case Manager is a frequent member of the Unit Discipline Committee.

#### **Counselor**

The 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 unit programs and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. The Counselor is a frequent member of the Unit Discipline Committee.

#### **Unit Secretary**

The Unit Secretary performs clerical and administrative duties. In some institutions, the Secretary may sit as a member of the Unit Team.

#### **Unit Officer**

The Unit Officer has 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 regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

#### **Program Reviews**

Program reviews will be held every 90 to 180 days. Also referred to as "Team," these are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. These reviews occur every six months, except during the last twelve months of confinement, when they are held every three months.

#### **Town Hall Meetings**

Town hall meetings are held at least monthly in each unit. These meetings are held to make announcements and to discuss changes in the policies and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal problems will be addressed by unit staff members during the regular working hours which are posted in each unit.

**Team Participation in Parole Hearing**

The Case Manager prepares Progress Reports with input from the Unit Team, and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies.

The inmate's Case Manager will ordinarily be present at the inmate's Parole hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not as a staff representative for the inmate.

**UNIT RULES**

In order to minimize maintenance costs, policy permits routine inspections and search procedures to maintain orderly living. Institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers inspect rooms daily and publish individual ratings of sanitation.

Rules include items such as:

Pictures cannot be posted on walls and can only be placed on the bulletin boards. Nude or sexually provocative pictures may not be posted in public view.

All beds are to be made daily in the prescribed manner. If a cell or room is not acceptable, corrective action including incident reports can be expected. Each inmate is responsible for the cleaning and sanitation of his room. Additionally, inmates may be assigned cleaning tasks in the unit during off hours.

Orderlies work 40 hour weeks and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 8:00 a.m. each day.

Beds are to be made each weekday by 7:30 AM. On weekends, beds will be made whenever inmates are awake or gone from the room, cubicle, or cell room. At no time will a mattress be removed from a bunk.

Showers are available every day, but inmates may not be in the shower during an official count. Food Service workers and others with irregular work shifts may shower during the day as long as showering does not interfere with the cleaning of the unit.

Steel-toed safety shoes must be worn to work, including orderly positions in the unit.

**Wake-Up**

General wake-up for all inmates is 6:00 AM. The unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule. The Unit Officer will announce breakfast, when notified, by the Control Center. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

**Call-Out and Change Sheets**

The "Call-Out" is a scheduling system for appointments. The Call-Out issued each afternoon prior to the 4:00 PM count is for the following day. It is your responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Failure to report to a Call-Out may result in disciplinary action.

The "Change Sheet," which is posted with the Call-Out sheet, is to be checked also. The Change Sheet will indicate any job change affecting you. Should you appear on the Change Sheet with a job change, the change will be effective the following work day (or day indicated on the sheet). Should you have difficulty in reading the Change or Call-Out sheets, consult your unit team or Unit Officer for assistance.

**Sanitation**

It is the inmate's responsibility to check his living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, Counselor, or Unit Manager. An inmate may be held financially liable for any damage to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays when he leaves the area). Each inmate is responsible for sweeping and mopping his personal living area, removing trash, and ensuring it is clean and sanitary. Due to their combustible nature, cardboard boxes and other paper containers are not to be used for storage. Lockers must be neatly arranged inside and out and all shelving must be neat and clean. Basic hygiene items are issued by R&D upon initial commitment. After that, inmates may purchase these items through the commissary.

**PERSONAL PROPERTY LIMITS**

**Storage Space**

Storage space consists of an individual's locker. Locks may be purchased in the institution commissary. The amount of personal property is limited to those items which can be neatly and safely placed in the inmate's locker. This includes letters, newspapers, and the allotted number of books and magazines (five each). Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

---

**Clothing**

Civilian clothing of any type (except athletic apparel) is not authorized. All clothing, except socks, are stamped with the inmate's name and number and are to be neatly stored in the individual locker. A limited number of personal sweatshirts and sweat pants may be purchased in the commissary. Individual wash cloths and towels are issued to inmates.

**Legal Materials**

Inmates are allowed to maintain legal materials and supplies (not to exceed a locally established volume limit) in their locker. If necessary, an additional storage area for your legal material may be requested through the Unit Manager.

**Hobby Craft Materials**

Storage space may be obtained through the Recreation Supervisor within the Hobby Shop. Disposal of completed hobby craft work must be arranged immediately after completion. Crafts like oil paintings, leather craft, ceramics, and copper works are not permitted in the housing unit.

**Commissary Items**

The total value of an inmate's accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitations.

**Radios and Watches**

An inmate may not own or possess more than one approved radio or watch at any time. Proof of ownership, through appropriate property receipts, will be required. No inmate property may have value exceeding \$100. Radios with a tape recorder and/or tape player are not authorized. Radios will be inscribed with the inmate's name and registration number by Commissary at the time of purchase. Only walk-man type radios are permitted and headphones are required at all times.

While an inmate is in holdover status, he may not purchase, own, or possess a radio or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers, or Commissary items.

**Jewelry**

Inmates may have a plain wedding band (without stones) and, with prior approval, a religious medal without stones.

**Job Assignments**

The Counselors are responsible for assigning inmate jobs in the institution. Upon medical clearance, inmates are ordinarily assigned to Food Service for a period of at least 90 days before being permitted to request a job change.

For those inmates who are not cleared for Food Service, an assignment will be made in the Mechanical Services Department unless medical restrictions prevent such placement.

Work supervisors will be required to document unacceptable work performance over a period of at least two months before requesting an inmate be given a job change. During this two-month period, the work supervisor will be responsible for detailing the inmate to a less demanding job on the current job assignment with close supervision in an attempt to bring up the job performance level. The exception to the two-month period will be if the inmate's actions warrant an incident report, the inmate could be given a job change.

If an inmate is a new commitment case or medical transfer from another institution, he or she should not be assigned job responsibilities on their housing unit, with the exception of maintaining their living area, until their medical status has been determined. If an inmate is transferred to this institution as a non-medical case, he or she may be required to complete cleaning tasks on the unit upon review of their case. However, the inmate will not receive compensation for those tasks.

As part of the vocational training contract that an inmate signs, there will be a stipulation of a year's appointment in a related job assignment which will utilize the job skills learned in the VT program. This will give the inmate additional practice at the skill and provide a benefit to the institution for having provided the training. Inmates will then be assigned from A&O to a job assignment.

**UNICOR**

Federal Prison Industries (UNICOR) at FMC Lexington averages employing 350 inmates in one factory, support operations, customer service center, and centralized accounts receivable. To work in UNICOR, you must submit an application and get on the waiting list.

Inmates need not be skilled or educated to work in UNICOR. The desire to be self-supporting and learn a skill or trade are primary reasons for working in UNICOR.

Any questions concerning applications, waiting list, or employment in UNICOR should be addressed to the UNICOR Business Manager.

We have an Electronic Cable Factory which employs approximately 160 workers. The Department of Defense is the primary or main customer for this factory. Products include radio frequency cables, junction boxes for communications, wiring harnesses and telephone cabling.

We have a Quality Control Department employing an average of 30 workers, which inspects the factory and the UNICOR warehouse.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

UNICOR has its own Business Office including a Procurement section and a warehouse. These areas combined employ around 15 workers.

The Customer Service Center receives all contracts and orders for UNICOR. Customer orders are sent to other factories in the system from Lexington, based on the orders and factory's backlog. The Customer Service Center employs approximately 90 inmates. Inmates must have a computer clearance and typing skills to work here.

The Accounts Receivable operation bills and collects from customers for all of UNICOR. It employs approximately 50 inmates who must be computer cleared and have typing skills.

## CASE MANAGEMENT

### Escorted Trips

Bedside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. Depending on the inmate's custody classification, one or two correctional officers will escort the inmate. All expenses will be paid by the inmate, except for the first eight hours of each day that the employee is on duty.

### DNA Testing

Any inmate who is convicted of a federal offense will receive DNA testing prior to release from federal confinement.

### Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U.S. Marshal, and/or other federal or state agent. Furloughs are a privilege, not a right and are only granted in the public interest and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs.

The Bureau has a furlough program for inmates who have community custody and have two years or less remaining until their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- To visit dying relatives.
- To attend the funeral of a relative.
- To obtain medical services not otherwise available (with approval of Medical Director and Assistant Director of Correctional Programs).
- To establish or reestablish family or community ties.
- To transfer directly to another institution.
- To participate in selected educational, social, civic, religious, and recreational activities which will facilitate release transition.
- Any other significant reason consistent with public interest.

### Central Inmate Monitoring System

The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor the transfer, temporary release and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager. Inmates in this category who apply for community activities, should apply in ample time to allow the institution to obtain necessary clearances from the appropriate areas.

### Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court-ordered Restitution, fines and court costs, judgments in favor of the U.S., other debts owed the federal government and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The payment plan is to be commensurate with the inmate's ability to pay, which includes the totality of his financial resources.

The inmate must provide documentation of compliance and payment. If an inmate refuses to meet these obligations, the inmate may not work for UNICOR or receive performance pay above the maintenance pay level. The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities and institution program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

### Incoming Publications

The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers and catalogs.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

All soft back books, hard back books, magazines, and newspapers MUST come from the publisher or bookstore. Accumulation of publications will be limited to five magazines and five books. 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, 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:

- o It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
- o It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.
- o It depicts or describes procedures for the brewing of alcoholic beverages or the manufacturing of drugs.
- o It is written in code.
- o It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- o It encourages or instructs criminal activity.
- o It is sexually explicit material.
- o By its nature or content poses a threat to the security, good order, or discipline of the institution.

**Freedom of Information**

The Privacy Act of 1974 forbids the release of information not deemed Public Information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertain, 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) shall be processed through the Freedom of Information Act, 5 USC 552.

**Inmate Access to Central Files**

An inmate may request review of disclosable portions of his central file (plus Presentence Report and/or Summary) prior to the individual's parole hearing or upon written request to 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 or her registration 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.

**Executive Clemency**

The Bureau advises all inmates the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. A pardon restores basic civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (a reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for additional information regarding this program.

**Fines and Costs**

In addition to jail time, the court may impose a committed or non-committed fine and/or costs. "Committed fines" means the inmate will stay in prison until the fine is paid, the inmate makes arrangements to pay the fine, or qualifies for release under the provision of Title 18 USC, Section 3569 (pauper's oath). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payment for a non-committed fine or cost is not required for release from prison or transfer to a contract Community Corrections Center. Inmates may also be assessed the costs of their incarceration for the first year.

**Release Preparation**

FMC Lexington recognizes an inmate's preparation for release begins when the inmate is initially committed to the custody of the Bureau of Prisons. The Release Preparation Program (RPP) is intended to provide an opportunity for inmates to have their release needs effectively identified and considered for the establishment of release plans. Your unit team will begin addressing your release plans with you during your initial program review (team) and each team thereafter. They will make recommendations concerning areas which will assist you in addressing your personal release plans. However, you must remember, it is your plan, not your unit team's. Your unit team is here to assist you in planning for your release from prison, not to plan your release for you. The institution offers a wide variety of educational programs, drug abuse prevention, self-help groups, counselor groups, faith-based groups, and individual psychology sessions to assist you while you are establishing your release plan.

**Release Planning**

**Parole**

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of

clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his or her full term.

Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (**EXCEPTIONS:** inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years). If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager prior to the time of the scheduled parole hearing. This waiver will be made part of the Parole Commission file and the inmate's central file.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. Additionally, application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiner. The recommendations of the hearing examiners must be confirmed by the Parole Board. This confirmation usually takes four to six weeks and is made through the mail on a form called a "Notice of Action." This decision may be appealed by the inmate, with some exceptions. Forms for appeal may be obtained from unit Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board eight months before the parole date.

Parole may be granted to a detainer or for the purpose of deportation.

The inmate should have a release plan approved by the U.S. Probation Officer before being released on parole.

#### **Residential Re-Entry Center Transfers**

Inmates who are nearing release and need assistance in obtaining a job, residence, or other community resources, may be transferred to a Residential Re-Entry Center program.

The Bureau's Community Corrections Branch within the Correctional Programs Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local governments, and the community. Located strategically throughout the country, CCM's are responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community programs have three major emphases: residential community-based programs provided by Residential Re-Entry Centers and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

#### **Community Based Residential Program**

Most Bureau of Prisons community-based residential programs are provided in Residential Re-Entry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRC's are used primarily for two types of offenders:

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

While in this program, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25 percent of the inmate's gross income.

## **CORRECTIONAL SYSTEMS MANAGEMENT**

#### **Records Office**

The Records Office is responsible for monitoring the completion and update of sentence computations at the Designation and Sentence Computation Center, Grand Prairie, Texas. Open House for the Records Office is held each Tuesday between 9:00 AM and 10:00 AM in the Records Office. The Supervisory Systems Specialist, and Case Management Coordinator will be available during main line to respond to questions. The only problems addressed during open house are ones dealing with sentence computations, detainees and jail time issues. Any other questions are to be directed to the unit team.

Bureau Policy requires all sentences be computed within 30 days of an inmate's arrival at the designated institution. The DSCC currently has a waiver that allows the DSCC 60 days from the date of the arrival for completion of sentence computations.

Jail Time is time spent in federal custody prior to the date the federal sentence is imposed. Once the inmate has been sentenced, the jail time ends and the computation begins, providing the inmate is remanded to custody. No time is given for time on bond.

Detainers are documents sent to the Warden from another law enforcement agency with a request that this document be lodged as a detainer. This document could be a complaint, information, indictment, or warrant. It could also be a judgment and commitment order from the state if the inmate has been convicted and sentenced on state charges. You may request disposal of an untried indictment under the Interstate Agreement on Detainers Act (IAD).

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

You will need to send an Inmate Request to Staff Member form (Cop-Out) to the Records Office, requesting that Records Office start this process. Non-member states are Louisiana and Mississippi, which means you cannot file the IAD in those states.

Statutory good time is automatically earned if your sentence is six months or longer and your **offense** was committed **prior to November 1, 1987**. The amount of SGT depends on your length of sentence. It ranges from five days to ten days per month.

Good Conduct Time is automatically earned if your sentence is more than one year and if your offense occurred on or after November 1, 1987. It is earned at the rate of 54 days for each year incarcerated.

Extra Good Time is awarded for working. This good time is awarded to you if it is **submitted by your work supervisor** and your **offense was committed before November 1, 1987**. Industrial good time is automatic once you start to work in UNICOR. Both good times are earned at the rate of three days per month for the first 12 months, in EGT status, and five days per month for any month thereafter.

**Mail Room**

Open House in the Mail Room is conducted from 10:30 a.m. until 12:00 PM, Tuesday through Friday. There are postage scales and charts located in the inmate Law Library, for use in weighing outgoing regular and certified letters, or you may bring them to Open House. All inmate mail must be received through the U.S. Postal Service. Inmate mail will not be accepted from private carriers such as UPS, Fed Ex, etc.

All incoming and outgoing mail is processed by the institution Mail Room. All general correspondence must be processed through the unit officer. Place outgoing general correspondence in the unit mail box, located in each unit. Mail placed in this box must be unsealed. All outgoing inmate mail must have the inmate's committed name, register number, unit, Federal Medical Center (no abbreviations), P.O. Box 14500, Lexington, KY 40512. Failure to do so will result in the mail being returned to sender.

Most unauthorized items received in your incoming mail will be returned to sender. You will be notified, if contraband was received and returned. Types of contraband include, but are not limited to, stationary items, double backed (Polaroid) photos, stamps and stamped items, sexually explicit photos, body hair, plant shavings, drugs, etc. Commercially published information or materials which contain sexually explicit information or materials which contain nudity are not allowed to be received from any source.

Newspapers, magazines, softback and hardback books must be sent from the publisher or bookstore. There is a limit of five each.

Certified Mail is opened, listed in a log book in the Mail Room, and is signed for by unit staff. Unit staff will deliver the mail to the inmate.

**Outgoing Special Mail**

The mail may be sealed and must contain the correct return address as listed above and is to be marked "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff. Legal/Special mail is to be delivered to Mail Room Staff by the inmate Monday through Friday from 7:30 AM - 8:00 AM. This mail may be sealed and must contain the correct return address as listed above and is to be marked Legal/Special Mail. This correspondence may be sent to the following: President and Vice President of the United States, U.S. Department of Justice (including 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, U.S. Probation Officers, 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 Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

You must present your identification card with the mail to the Mailroom Officer for proper identification.

**Incoming Legal Mail**

You will be placed on the call-out for 7:30 AM, Tuesday - Thursday to receive legal mail. Legal Mail must be clearly marked as such, "Special Mail - Open only in the presence of inmate". This marking must be on the front of the envelope. You will be placed on call-out for 7:00 a.m. Tuesday through Thursday to receive legal mail. If you receive legal mail on Friday, you will be called to the mailroom. Legal mail will be opened in your presence. There is an illustration folder on each unit relating to what is and is not legal mail, both incoming and outgoing. If you have a question, contact your unit staff. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the front of the envelope and clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate.

Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected. No Postage Due mail is accepted. Stamps are purchased from the commissary. All postage is paid for by stamps.

**Inmate Correspondence with Representatives  
of the News Media**

An inmate may write through Special Mail procedures to representatives of the news media, if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau custody.

Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

**Correspondence Between Inmates**

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are currently involved. The following additional limitations apply:

Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).

The Unit Manager at both institutions must approve the correspondence, if both inmates are in Federal Prison. If an inmate is in another type of facility such as a state prison or county jail, you must have the approval of **BOTH** Wardens or CEO to correspond.

**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, discipline of the institution, protection of public, or if it facilitates 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). An inmate may not direct a business while confined. This does not; however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his or hers at the time of his confinement. For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

**Notification of Rejection**

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

**Change of Address/Forwarding of Mail**

The Mail Room will provide inmates with change of address cards required by the U.S. Post Office. These cards are given to inmates who are being released or transferred to notify correspondents of a change of address. A Bureau change of address form will also be completed by the inmate upon his departure and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for the purpose of forwarding all general mail (as opposed to Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

**Receiving & Discharge (R&D)**

R&D open hours are 10:30 AM until 12:00 PM., Tuesday and Friday, only for inmates mailing out packages. Prior approval from Unit Staff (Approval to Mail Package form), must be on file in R&D.

**Incoming Property**

Inmates who have incoming property from another institutions, or release clothing property from the approved source, will have their names added to a property list which is posted outside of R&D's front door. Inmates may check this list daily if they are expecting property, and if their name is not listed - their property has not arrived. **ONLY** Bureau authorized property **by policy** will be allowed to be issued from the incoming packages, **and** transferred out of the institution upon inmate's departure. To receive release clothing, the inmate must have an "Approval to Receive Package" form on file in the Mailroom before the package will be accepted. This form is generated by the inmate's Unit Staff. Any property received without proper approval on file, **will be returned to the sender.**

**HEALTH SERVICES**

The overall Bureau health care delivery system includes local medical facilities and the medical referral centers. On-site emergency medical care is available 24 hours a day, seven days a week.

**Hospital Administration**

Hospital Administration offices are located on the 2nd floor of the "B" building. These include the office of the Associate Warden of Clinical Programs, Health Services Administrator, Assistant Health Services Administrator, Director of Nursing, Director of Quality, and the Clinical Director. Access to this area is by pass/appointment only. Inquiries to these individuals may be made through the "cop-out" system.

**Sick-Call**

Sick-call at FMC Lexington is offered four days/week (Monday through Friday), except for Thursdays and holidays; however, emergencies will be seen at any time. In order to obtain a sick-call appointment, you must report to the Central Clinic (2nd floor, "B" building) from 6:30 AM - 7:00 AM. Patients will be assessed and those with non-emergency chronic problems may be given an appointment at a later time. The Central Clinic is a restricted access area. Inmates without appointments or institution passes are considered "Out of Bounds," and disciplinary action may be taken.

After your complaint has been addressed during the sick-call sign-up process, your health care needs will be evaluated by a health care provider. You will then be placed on the call-out to be seen within a time frame based on your health care needs. Inmates will

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

be allowed to report for their appointments in Central Clinic during the appropriate time of movement.

Inmates in detention or segregation are unable to sign up for this procedure. For that reason, a medical staff member makes rounds on the special housing unit at least once every day.

Only medical emergencies will be seen after normal sick call hours. A staff member **must** contact the medical staff for their approval prior to your arrival in the Central Clinic. A medical emergency is a condition that threatens life, limb, or sight. It is **not** a house call for a minor problem that can wait until sick-call.

**Physical Examinations**

If you are a new commitment to the Federal Bureau of Prisons, you will receive a physical examination within 14 days of arrival. Inmates under age 50 can **request** a physical examination every two years, those over 50 can **request** a physical examination annually. At a minimum of two months prior to being released, you may request a physical examination; however, if you had a physical within less than one year of your release date, we will not do another.

**Medical Supplies**

Distribution of medical supplies is every Wednesday from 11:30 a.m. until 12:30 p.m. located in the corridor across from the library.

**Pharmacy**

The pharmacy is located in the main corridor of the "B" building, directly opposite the Lieutenant's Office. There are designated times for "pill line," and these times are posted outside the pharmacy window. Weekend and holiday pill-line times are different than on weekdays. Inmates in the Special Housing Unit are provided their medications daily by medical staff making rounds.

Inmate identification is required to pick up medications. Over the counter medications are available in the commissary. If you are not indigent, you are expected to buy them and be prepared in case you become ill. If you are indigent, you can request "Inmate Request for Over The Counter Medication" form from the clinic or pharmacy. The form can be dropped off at pharmacy and the pharmacy will provide these medications at no charge, as stated on the form.

**Physical Therapy/Occupational Therapy**

The Physical Therapy Department (PT) is located on the first floor of the "B" building directly opposite the Dental Clinic. Inmates are referred to the PT department through the physician and physician assistant. This area is off-limits unless on Call-Out.

**Medical Laboratory**

The Medical Laboratory is located on the third floor of the "B" building. As in other areas, this is a restricted access area to those inmates who do not possess an appointment or a pass.

All laboratory tests must be ordered by an authorized clinician, such as a Physician or Physician's Assistant. Inmates with lab tests ordered will be placed on call-out in the a.m. in one of two categories. Call-outs with a category of LAB FAST must be fasting (nothing to eat or drink except water) for 12 hours prior to testing. Please **drink plenty of water** so you do not become dehydrated during the fast period. The other call-out category is CENT LAB. You DO NOT have to fast for this category of testing, as eating will not interfere with testing ordered for this day.

It is your responsibility to check for Laboratory call-outs on a daily basis; all scheduled call-outs are to be kept. Failure to report to a call-out may result in disciplinary action. If you want to refuse testing, report at the scheduled time and request a Refusal of Treatment Form from a member of the lab staff.

**Radiology**

The Radiology Department (X-Ray) is located behind the Central Clinic on the second floor of the "B" building. This is a restricted access area to those inmates who do not possess an appointment or a pass.

**Health Information Management (Medical Records)**

The Health Information Management Department (Medical Records) is located behind the Central Clinic on the second floor of "B" building. The office is open to inmate inquiries on each regular activity movement, Monday through Friday, 8:00 a.m. to 3:00 p.m. This notice describes how medical information about you may be used and disclosed and how you can get access to this information. Please review it carefully.

This notice describes the practices of all health services employees and any health professional allowed to enter information into your inmate health record.

**Our Pledge Regarding Health Information:** The Federal Medical Center at Lexington uses health information about you for treatment, for administrative purposes, and to evaluate the quality of care that you receive. Your health information is contained in a medical record that is the physical property of the Federal Bureau of Prisons. Medical reports must be exchanged freely between Federal and non-Federal health care professionals and other organizations to contribute to a fuller understanding of your physical and mental status. Except as required by law, any record maintained by Health Services Staff that contains your clinical, social, financial, or other data will be treated in a strictly confidential manner and will be protected from loss, tampering, alteration, destruction, unauthorized duplication, and unauthorized or inadvertent disclosure of information.

**How FMC Lexington may use or disclose your health information:**

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

1. **FOR TREATMENT** - FMC Lexington may use your health information to provide you with medical treatment or services. For example, information obtained by a health care provider, such as physician, nurse, or other person providing health services to you, will record information in your record that is related to your treatment. This information is necessary for health care providers to determine what treatment you should receive. Health care providers will record actions taken by them in the course of your treatment and note how you respond to the actions.
2. **FOR CONTINUITY OF CARE** - We may share information with community health care providers (i.e. the University of Kentucky Medical Center and Samaritan Hospital) and health service departments in other law enforcement agencies (i.e. U.S. Marshals and U.S. Immigration) for the purpose of providing health care to you when you are transferred to those agencies.
3. **FOR PAYMENT OF COMMUNITY SERVICES** - We may share information with community providers who have given care to you for the purpose of verifying and payment of services received.
4. **FOR HEALTH CARE OPERATIONS** - FMC Lexington may use and disclose health information about you for operational purposes. For example, your health information may be disclosed to members of the medical staff, risk or quality improvement, and others to: evaluate the performance of our staff, assess the quality of care and outcomes in your case and similar cases; learn how to improve our facilities and services and; determine how to continually improve the quality and effectiveness of the health care we provide.
5. **REQUIRED BY LAW** - FMC Lexington may use and disclose information about you as required by law. For example, FMC Lexington may disclose information for the following purposes:
  - a. For judicial and administrative proceedings or pursuant to a court order,
  - b. To assist law enforcement officials in their duties;
  - c. To prevent or control disease; injury or disability;
  - d. To report deaths;
  - e. To report reactions to medications or problems with products;
  - f. to notify a person who may have been exposed to a disease or may be at risk for contracting or spreading a disease or condition;
  - g. To notify the appropriate authorities if we believe a patient has been the victim of abuse or neglect.
6. **PUBLIC HEALTH** - Your health information may be used or disclosed for public health activities such as assisting public health authorities or other legal authorities (i.e. state health department, Center for Disease Control) to prevent or control disease, injury, or disability, or for other public health activities.
7. **HEALTH OVERSIGHT ACTIVITIES** - FMC Lexington may disclose your health information to a health oversight agency for activities authorized by law. Examples of these activities include audits, investigations, and inspections to monitor the health care system and compliance with law or regulations (i.e. Joint Commission for the Accreditation of Healthcare Organizations, the American Correctional Academy).
8. **DECEDENTS** - Health information may be disclosed to funeral directors or coroners to enable them to carry out their lawful duties.
9. **HEALTH AND SAFETY** - Your health information may be disclosed to avert a serious threat to the health or safety of you or any other person pursuant to applicable law.
10. **WORKERS- COMPENSATION** - Your health information may be used or disclosed in order to comply with laws and regulations related to Workers- Compensation.

**You have the right to:**

1. Obtain a paper copy of this notice of information practices upon request.
2. Inspect and obtain a copy of your health information that is maintained by FMC Lexington by completing an Inmate Request to Staff Member (BP-S148) addressed to the Medical Record Administrator.
  - a. Prior to review of records by you (or copies given to you), health services staff will review the records to determine if a legitimate security concern exists (i.e. whether there is any information which, if disclosed to you, might reasonably be expected to harm you or another person).
  - b. You may review HIV-related information, but may not receive a copy. HIV-related health records may be forwarded to a third party of your choosing outside the institution, provided that you authorize the disclosure in writing.
  - c. If information is withheld from you, you will be provided a copy of the SF-600 entry denying the release and advised that you may send a Freedom of Information Act (FOIA) request for the withheld records to the: Central Office, Office of General Counsel  
Freedom of Information (FOI) Section  
320 First Street NW  
Washington, DC 20534

**Nutritional Services**

Nutritional Services offices are located in the third floor of the "B" building. There is a separate diet kitchen and dining room located in Food Service. All special diets must be ordered by a physician. Dietary classes are available as well as private counseling upon referral.

**HIV/AIDS**

You will receive current information about infectious diseases during your orientations. This will include BOP policies, information regarding HIV testing, as well as additional information about tuberculosis and hepatitis.

The Hepatitis B vaccination is available for those working in the following areas: plumbing, hospital, dental, laundry, central clinic, sewage treatment, icp's, orderlies on Health Care Unit, Commonwealth Unit, physical therapy, and the wheelchair shop.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

**Hepatitis B Vaccination**

The Hepatitis B vaccination is available for those assigned to work in areas that have the potential for exposure to blood and body fluids.

**Sexually Transmitted Diseases**

During A&O you will receive a copy of the STD information booklet for incoming inmates. The STD booklet for inmates being released will be given to you during the merry-go-round process.

**Medical Restrictions**

Medical restrictions are limitations placed on activities by the Medical Department for medical reasons. These restrictions are placed for a specified period of time. It is your responsibility, if you have medical duty limitations, to renew them prior to their expiration.

If you arrive at this institution with medical restrictions, it is your responsibility to have these renewed upon arrival. This can be accomplished through sick-call and/or cop-out system.

**Medical Clearance**

Medical clearance for return to the referring institution is completed by the medical staff after completion of medical treatment or refusal of medical treatment, if appropriate. Once medical clearance is given, the medical summary is sent to your unit team to process necessary paperwork for return to your parent institution.

**Refusal of Medical Treatment**

All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical tests or treatment, this will be documented. You will be asked to sign a Refusal of Treatment form which explains the possible consequences and complications of such a refusal. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign.

Diagnostic procedures relating to potential communicable diseases such as, but not limited to, tuberculin tests, chest x-rays, urethral smear, serology for syphilis, or blood specimens for hepatitis are mandatory for the protection of the other inmates and staff. Refusal of such diagnostic procedures will require you to be medically isolated from the general population for an appropriate period of time to be determined by the Clinical Director. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the refusal treatment refusal form.

**Advance Directives**

Advance Directives (Living Will) are available for you at this institution. If you have questions regarding this, please contact your physician. These documents will be notarized upon signature, and witnessed by at least two staff members.

**MRSA**

What is MRSA? - Staphylococcus aureus, often referred to as "staph" is a common type of bacteria that is found on the skin and in the nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. Certain "staph" bacteria that have become resistant to first-line antibiotics are called MRSA. MRSA infections are more difficult to treat, but usually respond to incision and drainage and/or antibiotics.

How is MRSA spread from person to person? - MRSA is usually spread through direct physical contact with an infected person, but may also be transmitted through contact with contaminated objects or surfaces. MRSA is not spread by coughing unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA? - Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal. Never touch another person's wounds, infected skin, or dirty bandages. Don't scratch skin rashes. Maintain excellent personal hygiene through regular showers and by keeping your living space clean, include the regular laundering of your bed linens. Don't ever share personal hygiene items with others, including toiletries and towels. Clean off any surfaces shared with others such as weight benches. Use a towel or shirt as a barrier between your bare skin and exercise equipment. Shower after participating in close-contact recreational activities whenever possible. Don't get a tattoo in prison. Don't use injection drugs. Don't have sexual contacts with other inmates.

How does a person know that he or she has a MRSA infection? - Culturing pus from a skin infection is the most common way to detect MRSA.

Can MRSA be treated? - MRSA skin infections are often treated first with frequent warm soaks and draining the wound. Strong antibiotics can be effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous (IV) antibiotics in the hospital. Always seek medical attention if you develop a boil, red or inflamed skin, insect or spider bite, or a sore that does not go away.

**JOINT COMMISSION NOTIFICATION**

FMC Lexington is accredited by Joint Commission under long term care and ambulatory care standards. The purpose of the Joint Commission survey is to evaluate FMC Lexington's compliance with nationally established Joint Commission standards. Survey results are used to determine whether, and the conditions under which, accreditation should be awarded.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

Joint Commission standards deal with the safety and quality of health care issues of the environment in which health care is provided. You are encouraged to report safety and quality of care concerns to your supervisor or manager for resolution. If your concern is not appropriately addressed within the organization, you may report your concern to Joint Commissions. Please note this does not supersede any requirements for reporting any observed misconduct or violation of safety or quality of care to appropriate executive staff.

Correspondence should be addressed to:           Division of Accreditation Operations  
  Office of Quality Monitoring  
  The Joint Commission  
  One Renaissance Boulevard  
  Oakbrook Terrace, IL 60181

                          Or Call:                   1-800-994-6610  
                          Or Fax:                   630/792-5636  
                          Or Email:                JCAHO.org

**Health Care Rights and Responsibilities**

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 can't be denied due to lack (verified) of personnel funds to pay for your care.
  - 1B. 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 encounters 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.
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.
  - 2B. You have responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institutional staff including the physician, the Health Care Services Administrator, members of your Unit Team, and Associate Warden and the Warden.
  - 3B. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form (cop-out), or the accepted Grievance Procedures.
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.
  - 4B. You have the responsibility to provide the Bureau Of Prisons with accurate information to complete this agreement.
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.
  - 5B. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.
  - 6B. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.
  - 7B. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.
  - 8B. You have the responsibility to maintain your health and not 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 manner. Be provided information about pain and pain management, as well as information on the limitations and side effects of pain treatments.
  - 9B. 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.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

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.

10B. 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.

11B. 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 the Bureau Of Prisons Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release.

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

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

13b. 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.

14B. You have the responsibility to maintain the cleanliness of personnel 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.

15B. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal.

There may come a time when you are unhappy with the medical care you are receiving, You should attempt to informally resolve the issue with your healthcare provider first. In the event you are unsatisfied, although it is your right to file an Administrative Remedy, you should attempt to informally resolve the issue in person or via Inmate Request to Staff with the Health Services Administrator (HSA) or his designee at mainline from Monday – Friday. In the event you are unsatisfied with the HAS's response, you may seek the review of issues related to your medical care through the Bureau's Administrative Remedy Program.

**Reduction in Sentence (Compassionate Release)**

A Reduction in Sentence (Compassionate Release) is considered for an inmate who is terminally ill (life expectancy of one year or less) and/or who is severely debilitated. Requests for consideration can be initiated by the inmate's family or by the inmate submitting an Inmate Request to Staff (Cop-Out) to the institution's Bioethics Committee Chairperson.

**Dental Clinic**

The Dental Clinic is located in the "B" building on the first floor. It is staffed with several full-time dental health professionals including dentists, dental hygienists, dental assistants, etc., The normal hours of operation are 8:00 a.m. to 3:45 p.m. Monday through Friday, except on federal holidays. Most inmate dental problems are handled on site and specialty dental consultation is available on a limited as needed basis, at the discretion of the Chief Dental Officer.

Urgent dental care evaluation is available thru Dental Sick Call (tooth aches/ abscesses, broken fillings, broken dentures, etc.). Sign up for Dental Sick Call is Monday, Wednesday and Friday from 7:15 AM to 7:30 AM, at the Dental Clinic. Inmates with urgent dental conditions that arise outside of normal hours should see the Physician Assistant on Duty for evaluation.

Routine dental care is provided on a space available basis (fillings, dental cleaning, dentures, etc.). Inmates that desire routine care should submit a Cop-Out to the Dental Department and those inmate names will be added to the Dental Department waiting list. Routine dental treatment is rendered on a first come first serve, space available basis and inmates are to watch the Call-Out for times and dates of appointments. Routine questions about individual dental care issues should also be addressed to the Dental Department using the Cop-Out. Oral hygiene items (dental floss, tooth brushes, etc.) can be purchased at the commissary.

The Dental Department also has some limited space in Vocational Training Programs for Dental Assistants, sponsored by the Department of Labor. Inmates desiring information about or interested in participation in this program should submit an Inmate Request to Staff Member to the Dental Department.

**INMATE COPAYMENT PROGRAM**

Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), the Federal Bureau of Prisons and FMC Lexington provide notice of the Inmate Copayment Program for health care, effective October 3, 2005.

A. Applications: The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. Health Care Visits with a Fee:

1. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below. These requested appointments include Sick Call and after-hours requests to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charged a \$2.00 co-pay fee for that visit.
2. You must pay a fee of \$2.00 for health care services, charged to your Inmate Commissary Account, per health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visits with no Fee: We will not charge a fee for -

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

If a health care provider orders or approves any of the following, we will also not charge a fee for: Blood pressure monitoring; Glucose monitoring; Insulin injections; Chronic care clinics; TB testing; Vaccinations; Wound Care; or Patient education.

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

- D. Indigence: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days. If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account. If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.
- E. Complaints: You may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

## EDUCATION AND RECREATION PROGRAMS

Education programs available at the institution include General Education Development (GED), post-secondary educational opportunities, and vocational training programs. The department is here for your benefit. Please take advantage of the opportunities offered.

The General Education Development Program (GED) is an opportunity for those individuals who have not completed their high school education to do so. FMC Lexington is an official GED testing center. Congress has mandated the Bureau of Prisons to implement the provisions of the 1994 Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Reform Act (PLRA). The Laws mandate participation in the literacy program until attainment of 240 hours of satisfactory classroom attendance or a GED credential. Failure to participate fully in the program will effect Good Conduct Time (GCT). Those in need of a GED will be tested on the Adult Basic Learning Exam (ABLE) and then placed on the waiting list until an opening is available in an individual GED class. Through the use of classroom instruction, you will have the opportunity to prepare for the GED exam. An inmate without a GED or verified high school diploma is not promotable above pay grade 4.

The English as a Second Language (ESL) is designed to teach non-English speaking inmates communication skills that will enable them to function in an English environment. The ESL program is mandatory for all non-English speaking inmates who will be remaining in the United States. Those mandated or in need of communication skills will be identified during A&O. They will be tested and, if necessary, placed in an appropriate class. To complete the ESL program, one must successfully pass the Comprehensive Adult Student Assessment Survey (CASAS).

Apprenticeship programs are offered through the Education Department and the United States Department of Labor. The department coordinator may be contacted for further details regarding enrollment and completion criteria. Programs offered by apprenticeship are listed in the Education Handbook.

The Career Resource Center offers counseling and referral sources to assist in the development of realistic educational and employment objectives prior to release. The center is your source for financial aid applications, educational counseling, college, and adult continuing educational correspondence information. A guidance counselor is available to assist in career exploration, career assessment and the development of long and short range career goals.

The Parenting program provides classes in fundamental parenting skills. The program is designed to assist incarcerated inmates in maintaining positive relationships with their children.

The Education Department maintains a Leisure and Law Library. The Leisure Library has numerous books available for circulation and reference. The Law Library provides: law books, policy statements, institution supplements and other materials. Legal materials cannot be checked out and must be used in the Law Library only. Services for the blind are offered in conjunction with the State of Kentucky for the Blind and Lexington Blind Rehabilitation Center.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

LIBRARY HOURS

|                           |                     |
|---------------------------|---------------------|
| Monday - Friday           | 7:45 AM to 10:00 AM |
|                           | 10:30 AM to 3:15 PM |
| Monday- Thursday          | 5:00 PM to 7:50 PM  |
| Saturday/Sundays/Holidays | 11:00 AM to 3:50 PM |

Copiers are located in the library for inmate use.

Vocational programs available include Computer Applications, Building Trades, Braille Transcription, and Horticulture. All programs offer you the opportunity to gain training that is both exciting and rewarding. The programs combine classroom and live work experience to prepare you for the rigorous demands of private industry. Prior knowledge is not a prerequisite to the program. However, as in all vocational programs at FMC Lexington, a high school diploma or GED equivalency is required.

**RECREATION**

The policy statements for the Recreation Department are Program Statement 5370.11 and Institutional Supplement LEX-5370.11. The hours of operation are 6:30 AM to 8:15 PM. These times are effective with the exceptions of count times and daylight visibility.

Recreation officers structured fitness classes, such as Circuit Training, Step Aerobics, Yoga, Jump Rope, and Spinning. You may work out by utilizing the available equipment, exercise books, track, Health education classes and Health Resource area located in Recreation. The Recreation Department also offers Intramural Sports Leagues. Outdoor leagues include Basketball, Soccer, Flag Football, Softball, Volleyball and Bocce Ball. Indoor Leagues include Basketball, Volleyball and Billiards. The primary purpose of our Intramural Sports Program is to provide an organized, safe and enjoyable form of recreation for all interested inmates. Emphasis is placed on creating a positive, non-threatening, atmosphere in which players, coaches, officials and spectators can relax and enjoy the social interaction of athletic competition. As such,, there is no tolerance for unsportsmanlike conduct, in many cases, constitutes a violation of Bureau policy and may result in disciplinary action above those stated by the intramural rules and regulations.

The Recreation Department offers a Hobby Craft Program which includes a Unit Art Program, Ceramics, Painting, Crochet, Leather Works, and T-Shirt Design. Hobby Craft items will be purchased using a Special Purchase Order through an approved vendor.

Movies on DVD are rented weekly, in accordance with Program Statement 5370-11 and the institution's purchased licensing agreement, and shown in the units to the general population.

Dress appropriate for your activity. Shirts will be worn at all times, and no food items will be allowed in the Recreation Department. No plastic bags will be worn while exercising. This is an unsafe act and will not be allowed. Protective eyewear, dust mask, and ceramic kiln gloves are available in the Hobby Craft check-out room. Hair cutting is only allowed in the Barber Shop of the Recreation Department.

Recreation Staff have an open door policy. In addition, you may speak with supervisory staff during mainline.

**CORRECTIONAL SERVICES**

**Counts**

At the Federal Medical Center there are scheduled Official Counts at 12:00 Midnight, 3:00 AM, 5:00 AM, 4:00 PM, and 9:00 PM. On weekends and holidays there is a 10:00 AM official count. The 4:00 PM count is a stand-up count and the 10:00 AM, count on weekends is also a stand up count. This means each inmate, unless unable to do so for verified medical reasons, is required to stand at the 4:00 PM, weekday count and the 10:00 AM, weekend count. All other unit counts you will stand next to, or be in your assigned bunk or bed. **Remember, there is absolutely no talking or movement during count. In addition, radios are to be turned off during count. When the count is complete you will be given instruction by the Unit Officer as to your activities.**

The only exception is when you are on an "out-count." When you are out-counted you will normally be on a work assignment requiring you to be outside your assigned unit at a specific count time. When on out-count, your supervisor, or the person responsible for your supervision, will instruct you as to the proper procedure for counting. During each count the staff member is required to be certain an actual person is counted. For this reason you should not sleep or rest with covers or blankets covering your head.

**Unit Census**

After the work call in the morning and after the noon meal, the Unit Officer is required to perform a census count of each unit. This officer must be presented with the inmate's name and number during these censuses. Inmates are to make their presence known to the staff member taking the census to assure proper accountability. If you do not belong in the unit and are discovered during the census, you can receive disciplinary action.

**Institution Lock Down Census**

At any time a lock down census may occur and will be announced by staff on the public address system. In such instances, inmates will cease all movement and report to the closest staff member. You will give your name and number to this individual. There will be no movement to or from the area and any call-out will be re-scheduled. When the census is cleared, normal

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

movement resumes.

**Emergency Counts/Lockdowns**

Emergency Counts may be necessary for a number of reasons. When informed of an emergency count, inmates are to follow instructions given by staff immediately and without question.

**Proper Inmate Dress**

When walking throughout the institution, you must be dressed in your institution clothing during normal work hours (7:00 AM until 4:00 PM), Monday through Friday. Inmates must wear institution pants, institution shirt (or t-shirt), belt, and authorized shoes (work boots and tennis shoes). Your shirt must be tucked in and your pants must be at your waist.

**Pass System**

At the Federal Medical Center, a ten-minute period has been determined adequate to move to any area of this facility. Should there be a need for you to be issued a pass, you must have the pass on your person while moving to another area and present the pass to any staff member when instructed to do so. You are allowed to move **ONLY** where the pass indicates.

**Controlled Movements**

At the Federal Medical Center, controlled movements are in effect from 8:00 AM until the institution is locked down to begin the midday meal. Movements will be announced by the Control Center and relayed either by staff or the public address system. At the close of the noon time meal, controlled movements will continue. The next movement will normally be at 12:50 PM. At 3:45 PM, there will be a general movement back to the housing units from all activities and most work details in preparation for the 4:00 PM, official count. Normally, the movements are to begin ten minutes prior to the hour and last in duration for ten minutes. There are also "one way" movements at the end of leisure time activities in the evening (to pill line and other specific areas). These movements will be announced, as are regular movements. This facility maintains controlled movements at ten minutes to the hour or to and from specific events/locations as announced by the Control Center.

**Drug Surveillance**

Inmates will normally be required to submit a urine specimen within a two-hour period. Failure to do so without a verifiable medical reason will be considered a refusal and the appropriate disciplinary actions will be taken. Inmates refusing to submit a urine specimen will have appropriate disciplinary action taken against them. A verbal refusal will result in a waiver of the two-hour time period, and disciplinary action may be implemented immediately.

**Telephones**

Telephone use at the Federal Medical Center, Lexington, Kentucky, is everyday 6:00 AM to 11:30 PM.

There will be only one telephone in use during the normal work day, Monday through Friday. Individual use of the telephone will not exceed fifteen minutes in length. Inmates are limited to 300 telephone minutes per month, either collect or pay-as-you-go. No third party or credit card calls can be made on these lines. Any noted abuse of the telephone regulations will result in disciplinary action. Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution and, if sustained, will result in administrative disciplinary action. All inmate telephones are subject to monitoring and recording. Inmates must contact their Unit Manager, Case Manager, or Counselor to arrange an unmonitored attorney call. It is expected that each inmate will handle his or her calls in such a manner which will allow equal use of the phones by all inmates. Telephones will not be used to conduct business transactions.

Inmates in Administrative Detention and Disciplinary Segregation who request legal calls must schedule these through unit staff by cop-out.

Institutional phones may not be used without permission of a staff member.

3-way phone calls are prohibited.

**Attorney Phone Calls**

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution and schedule the call through their unit team. Phone calls placed through the regular inmate phones are subject to monitoring.

**VISITING**

Inmates are encouraged to have visits in order to maintain family and community ties. All inmates may submit a visiting list to the their Correctional Counselor for approval. Members of the immediate family (wife, children, parents, brothers, or sisters) will ordinarily be placed on the approved visiting list upon request from the inmate and after a review of their Pre-Sentence Investigation Report. Other relations, friends, and a common-law spouse, may be approved after applicable criminal checks are accomplished. Requests for approval for additional visitors should be made to the Counselor at least three weeks in advance of the intended visit.

**Frequency of Visitors and Number of Visits**

Visiting is based on a point system. Inmates are granted a total of (12) visiting points a month. It is the inmate-s responsibility to budget the allowable 12 points during each month. Visits that occur on weekdays are counted as (2) points, and visits that occur on weekends and holidays count as four (4) points. Friday is considered a weekend day and four (4) points will be deducted.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

Inmates may have a total of five visitors at one time. If more than five visitors arrive to visit an inmate, the visitors will be required to alternate during the visit, however, visitors will not be allowed to wait on the institution grounds.

Holdovers and pre-trial inmates may be limited to immediate family on their visiting list.

Entry into the visiting room for inmates is next to Bluegrass Unit. There is a door adjacent to the entrance into the Bluegrass Unit and the Safety Department where inmates enter and exit. The door is marked Visiting Room Entrance.

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

Inmate patients in community hospitals may have visits. These visits must be approved by the Unit Team in advance. Special exceptions and needs should be addressed to the Unit Team, with the Associate Warden (Clinical Programs) being the final approving authority.

Inmates participating in clergy visiting programs coordinated by the Religious Services Department will not have these visits count against the limit for regular visits.

Attorney visits will be coordinated by the Unit Team. Requests for attorney visits will be made to the Unit Team.

**Attorney Visits**

Attorneys will make advanced appointments for each visit. Attorneys are encouraged to visit during the regular working hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal materials may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal material through the mail as often as possible.

**Visiting Hours**

|                |                                  |                   |
|----------------|----------------------------------|-------------------|
| WEEKDAY VISITS | Monday                           | 2:30 PM - 9:00 PM |
|                | Thursday                         | 2:30 PM - 9:00 PM |
|                | Friday                           | 2:30 PM - 9:00 PM |
|                | Saturday/Sunday/Federal Holidays | 8:30 AM - 3:00 PM |

Visitors are NOT permitted on institution grounds until visiting times. Processing of visitors will stop at 8:15 PM on weekdays and at 2:15 PM on weekends and holidays.

**Visiting Guidelines - Inmates**

Dress in the visiting room will be the work uniform (white institution-issued t-shirt, khaki pants, khaki shirt, belt, with black work boots. The only exception will be inmates who provide medical documentation from Physical Therapy authorizing them to wear medical shoes. Coats are not allowed in the Visiting Room and, if worn, must be left in the visual-search room.

Inmates may wear an approved religious medallion; carry a handkerchief, comb/brush, prescription eyewear and a wedding band. Medication deemed necessary by medical staff will be authorized for visiting room use. The Visiting staff will maintain possession of the medication. Appropriate conduct is required in the visiting room by inmates and visitors. Inmates will follow the instructions of the staff at all times. The Unit Team provides inmates with visiting guidelines to mail to prospective visitors. These guidelines are an attachment to the Institution Supplement on Visiting Regulations. This attachment provides inmates and visitors with a concise and handy reference concerning visiting regulations, times and other pertinent information.

**Visiting Guidelines - Visitors**

Photo identification is required for visitors. These may include a State Driver's License or State ID Card, or two other forms of identification with photo, full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors must be properly dressed. Khaki colored pants, short shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the visiting room. Footwear must be worn by all visitors.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc., will also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or left in their personal vehicles.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. A reasonable amount of infant care items and/or sanitary napkins may be brought into the Visiting Room. No food may be brought into the visiting room, but vending machines are available.

Inmates are not allowed to receive coins, money or any object while in the visiting room. Money for commissary accounts should be sent through the mail, using a U.S. Postal Money Order.

No items may be exchanged in the Visiting Room without prior approval by the appropriate staff member.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

When the visiting room becomes overcrowded, visits may be terminated in order to accommodate others wishing to visit.

Children under 16 years of age must be accompanied by an adult member of the family. Parents are to maintain control of their children at all times.

**It is a federal offense to introduce or attempt to introduce any article into, or upon the grounds of this institution, without the expressed consent of the Warden or authorized representative. You are prohibited from introducing narcotics, alcohol, firearms, or explosives onto the federal reservation. Any effort to circumvent or to evade these regulations, may result in the denial of future visits. Any violation of federal laws will be referred to the appropriate agency. Also visitors need to know that persons and packages can be searched at any time at this facility.**

**DIRECTIONS TO THE FEDERAL MEDICAL CENTER**

The Federal Medical Center, Lexington, Kentucky, is located approximately seven miles north of Lexington on U.S. Highway 421 (Leestown Pike). To drive to FMC Lexington from Interstate 64 or 75, take exit 115 to Kentucky Highway 922 and proceed to Highway 4 (New Circle Road) drive west on New Circle Road to exit 7, and take Highway 421 North for approximately 4 miles. The institution is on the right and its location is well marked. Motel, restaurant, and local cab services are readily available in the Lexington area.

Should visitors be spending the night in the Lexington area, the following is a short list of motels available:

|                              |                     |                                  |                     |
|------------------------------|---------------------|----------------------------------|---------------------|
| <b>Best Western</b>          | <b>800-528-1234</b> | <b>Residence Inn by Marriott</b> | <b>859-231-6191</b> |
| <b>Days Inn</b>              | <b>800-325-2525</b> | <b>Holiday Inn North</b>         | <b>859-233-0512</b> |
| <b>Red Roof Inn</b>          | <b>800-843-7663</b> | <b>La Quinta Inn</b>             | <b>800-531-5900</b> |
| <b>Quality Inn Northwest</b> | <b>859-233-0561</b> |                                  |                     |

**CONTRABAND**

Contraband is defined as any item or thing not 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 and confiscate contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of all property should be kept in the inmate's possession. Inmates may not receive any other items another inmate. An altered item, even if it is 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.

**RELIGIOUS SERVICES DEPARTMENT**

The Religious Services Department has a lot to offer. The Chaplains are available to assist you with your religious needs; religious programs allow you to grow in a positive and meaningful direction; and the Chapel is a place for you to pursue your spiritual life. See LEX 5360.09 for details.

The Religious Services Department is located in the basement. It is staffed with three chaplains, a secretary, and a volunteer coordinator. The normal office hours of operation and the schedule of religious events are posted throughout the institution. Pastoral counseling and consultation is available according to need. The Religious Library with literature, videos and audio tapes is located in the office area.

Emergency phone calls from family members to inmates are forwarded to the Chaplain's Office by calling the institution's main phone (859)255-6812. A Chaplain will notify you once the information has been verified. Emergency phone calls from inmates to family members are available on a limited basis at the Chaplain's discretion.

Religious preferences of inmates are noted in SENTRY during initial screening. Changes are made only by request on a cop-out and after consultation with a Chaplain. Religious preferences determine eligibility for Work Proscription days (Holy Days), ceremonial meals, fasts, and wearing of religious items. Religious preference labels for quick identification are available.

Pastoral visits are arranged through the Religious Services Department. The process is two-fold: 1) inmates must submit requests for pastoral visits via Cop-out, and 2) individuals providing the pastoral visit must submit a written request on letterhead stationery.

PVS, a national program, provides personal non-religious visits for inmates who don't receive regular visits. Visitation takes place in the Visiting Room during normal visiting hours. PVS may be requested on a Cop-out to the Volunteer Coordinator.

Religious Services Department Volunteers provide various religious services. Religious volunteer programs and activities are coordinated, scheduled, and supervised by the Chaplains.

Religious items may be purchased either through the Commissary or a religious vendor. Items such as Pray Oils, Muslim Kufis, Rastafarian Crowns, and Native American Bandannas are sold in the Commissary or through a Special Purchase Order.

**LEGAL AID**

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

FMC Lexington has a main inmate law library which contains all materials required by federal regulations and BOP policy. The Special Housing Unit has a basic law library with the materials required by policy.

Although the BOP Staff Attorney at FMC Lexington cannot assist inmates with legal or policy questions/issues, this institution does have an established inmate legal aid program in conjunction with the University of Kentucky (UK) School of Law. Each semester law students from UK interview inmates regarding their requests for legal assistance. After the initial interviews, UK law students will select the cases they wish to accept. Although not all cases can be accepted, all inmates who submit legal aid requests will receive an initial interview with a law student. The law students may assist inmates with legal issues in all areas of the law.

Inmates interested in obtaining legal help from law students in the program, should send a cop-out to the Legal Aid Program Coordinator. The cop-out be sent via institutional mail. Upon receipt of the request form, the inmate will be placed on a waiting list. The waiting period varies depending on inmate demand and student availability. When an inmate is scheduled for an initial interview, he will be placed on Call-Out. Special interview arrangements are occasionally made for inmates needing emergency legal consultation. Inquiries may be made to Legal Aid Program.

Additionally, the Education Department offers training to inmate law clerks employed in the law library. These law clerks assist inmates who are not literate or otherwise capable of performing their own legal work. Inquiries may be made to the Education Department.

#### Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with one of the institution's notary publics.

#### Copies of Legal Materials

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. A copy machine is available in the Education Department or Law Library for inmate use with Debitex cards. Staff may make the copies for a nominal fee if the machines are not working. Individuals who have no funds and who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication to the unit manager.

#### Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form from the Safety Manager.

### PROBLEM RESOLUTION

#### Inmate Request 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. "Cop-Outs" may be obtained in the living units from the Correctional Officer on duty. Staff members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

#### Administrative Remedy Process

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or through "Cop-Outs." When 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.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. The inmate must attempt to resolve the issue(s) by speaking with the staff member(s) relevant to the issue(s). If the issue cannot be informally resolved, **the Counselor will issue a BP-229 (BP-9) form** (usually within 48 hours of the time the inmate approached the employee with the problem). **The inmate will return the completed BP-229 to the staff member designated by the Warden**, who will review the material to insure an attempt at informal resolution was made. **The BP-229 complaint must be filed within twenty calendar days from the date on which the basis for the incident or complaint occurred**, unless it was not feasible to file within that period of time. Institution staff have twenty calendar days to act on the complaint and to provide a written response to the inmate. **This time limit for the response may be extended for an additional twenty calendar days**, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within seventy-two hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty calendar days from the date of the BP-229 response. **The Regional Appeal is written on a BP-230 (BP-10) form**, and must have a copy of the BP-229 form and response attached. **The Regional Appeal must be**

**answered within thirty calendar days**, but the time limit may be extended an additional thirty days. The inmate must be notified of the extension. If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. **The National Appeal must be made on a BP-231 (BP-11) form** and must have copies of the BP-229 and BP-230 forms with responses.

**The BP-231 form may be obtained from the Counselor.** The National Appeal must be answered within forty calendar days, but the time limit may be extended an additional twenty days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information: Statement of Facts, Grounds for Relief, and Relief Requested.

#### Time Limits (in calendar days)

**Filing**      BP-229: 20 days of incident  
                  BP-230: 20 days from BP-9 response  
                  BP-231: 30 days from BP-10 response

| <b>Responses</b> | <b>Extensions</b> |
|------------------|-------------------|
| BP-229: 20 days  | BP-229: 20 days   |
| BP-230: 30 days  | BP-230: 30 days   |
| BP-231: 40 days  | BP-231: 20 days   |

#### Sensitive Complaints

If an inmate believes a complaint is of such a sensitive nature that he or she would be adversely affected if the complaint became known to the institution, he or she may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-229 at the institution.

## DISCIPLINARY PROCEDURES

#### Discipline

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 Lieutenants, Unit Discipline Committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations and are provided with copies of the Bureau's prohibited acts, as well as local regulations.

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor or the staff initiating the incident report.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations, except those in the high and greatest severity category. Based on your sentencing guidelines (PLRA or VCCLEA rated as violent), two or more Moderate level (300) incident reports and all High (200) and Greatest (100) severity level incident reports must be referred to the DHO for disposition. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

#### Initial Hearing

Inmates must ordinarily be given an initial hearing within three work days of the time staff become aware of the inmate's involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his or her behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

#### Disciplinary Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain or SHU Lieutenant conducts periodic reviews of inmates in Disciplinary Segregation and Administrative Detention.

An inmate will be provided with advanced written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his or her choice to represent them, if requested. An inmate may make statements in his or her own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

**Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals are made to the Warden, Regional Director, and the General Counsel. On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on the weight of the available evidence.

Whether an authorized sanction was imposed according to the severity level of the prohibited act.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer and the staff representative.

**Special Housing Unit**

There are two categories of special housing. These are Administrative Detention and Disciplinary Segregation. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trail for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation. Inmates in AD status are not authorized to use or possess tobacco products in their cell or common area.

Disciplinary Segregation is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with essential items such as bedding and hygiene items. Inmates in DS status are not authorized to use or possess any tobacco items in their cell or in any common area.

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A unit staff member will visit the segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular meals daily.

**SAFETY**

The mission of the Occupational Safety and Environmental Health Department at FMC Lexington is to proactively address occupational safety and environmental health\ sanitation issues concerning the facility and the surrounding community through Bureau of Prisons policy, regulatory agency compliance, and customer responsiveness.

This section is designed to provide the necessary information for new inmates to establish an understanding of effective safety techniques, attitudes, procedures for reporting inmate accidents and inmate responsibility in managing a safe and clean working and living environment. Each new inmate is to have knowledge of the Safety and Environmental Health Department functions.

The information presented in A&O will provide the new inmate population a basic knowledge of: inmate tort claim rights, inmate workman's compensation procedures, hazardous chemical communication, fire evacuation and fire drills, the use of fire protection equipment and its locations, job safety, practicing good sanitation and safety skills in the housing units, Personal Protective Equipment (PPE) and the need for proper use, Lock-out/Tag-out programs, and food safety (Program Statement 1600.08, Occupational Safety and Environmental Health).

Safety staff are available for questions or concerns:  
Monday through Friday        7:30 a.m. - 4:00 p.m.  
Mainline                            11:30 a.m. - 12:30 p.m.

**On the Job Injuries**

If an inmate is injured while performing an assigned duty, he or she must immediately report this injury to the work supervisor. The work supervisor will then report the injury to the institution Safety Manager.

If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he or she may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Inmate Compensation booklets explaining the guidelines are available upon request from the Safety Department.

**PSYCHOLOGY SERVICES**

The Psychology Services Department at FMC Lexington, provides a number of treatment and programming options for inmates.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

Each housing unit will have a psychologist or intern psychologist assigned to it. The unit psychologist provides an initial psychological screening during the Admission and Orientation program as well as crisis intervention, brief counseling, and individual psychotherapy as necessary. In addition, unit psychologists frequently conduct psycho-educational group programs addressing topics such as Stress Management, Anger Management, Sexual Abuse Survivor Issues and Values Clarification.

Furthermore, several housing units have particular missions, for example Residential Drug Treatment, Forensic Studies, or Behavioral Medicine. For inmates housed in these units, FMC psychology staff provide specialized services, including the Residential Drug Abuse Program (RDAP), forensic evaluations (for court ordered pre-trial and pre-sentence inmates), and behavioral medicine programs (such as weight loss/ control, chronic pain management, biofeedback).

Lastly, FMC psychologist staff are also involved in the coordination of numerous inmate programs, including Non-Residential Drug Abuse Treatment Program, Drug Education Program, Suicide Prevention Program, Hospice Volunteer and Companion program, and HIV/AIDS Education.

Inmates experiencing a severe crisis (such as suicidal thoughts or behavior) should contact a psychology staff or their staff immediately. However, for inmates interested in receiving any other psychology service, or who seek additional information regarding a psychology service, may submit an Inmate Request to Staff to their unit psychologist.

#### Sexually Abusive Behavior Prevention

Inmates have a right to be safe and free from sexually abusive behavior. Sexually abusive behavior includes:

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

Sexual Misconduct (staff only): 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;

Sexual Assault with an Object: The use of any hand, finger, object or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person;

Rape: The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person forcibly or against that person's will.

Bureau of Prisons staff engages in a variety of strategies to help prevent sexually abusive behavior. All inmates are screened by staff to identify and provide appropriate services for: inmates with a history of sexual victimization while in BOP custody; inmates with a history of sexual victimization while in non-BOP custody; inmates with a history of sexual predation while in BOP custody; inmates suspected of being at Risk for either victimization or perpetration.

A variety of methods are available for reporting sexually abusive behavior. All reports of sexually abusive behavior must be taken seriously by all staff members. Inmates reporting sexually abusive behavior are not required to identify perpetrators in order to receive appropriate treatment. Inmate reporting sexually abusive behavior will be provided protective custody as appropriate. If, for whatever reason, an inmate is not comfortable reporting sexually abusive behavior at the institution, it may be reported directly to the Mid-Atlantic Regional Office.

Appropriate medical and psychological treatment will be made available to any inmate victim of sexually abusive behavior. Treatment and management programs are available for inmate perpetrators of sexually abusive behavior.

The BOP maintains a zero tolerance policy regarding sexually abusive behavior. All allegations of sexually abusive behavior will be thoroughly investigated. Substantiated allegations of sexually abusive behavior will be referred for inmate discipline or prosecution, as appropriate.

## COMMISSARY

Inmate funds are retained by the institution in a trust-fund. The inmate may withdraw funds for family support, legitimate debt payment or to purchase personal items from the institution Commissary. Any funds left in the individual's trust fund account will be given to the inmate upon release or mailed to their forwarding address.

The Commissary is located in the basement of the "B" building. Shopping times are posted on the Commissary bulletin board in the main corridor of the "B" building.

#### Limitations

Inmates have a monthly "spending limitation" that is determined by the Central Office. This set dollar amount of purchases allowed is increased periodically. Inmates can find out their current limitation by checking Trulincs.

The purchase of postage stamps does not count against your spending limitation. Stamp purchases are limited to twenty (20) first-class forever stamps per week. The maximum number of stamps you can have in your possession is sixty (60) first-class stamps.

The TRUFACS system allows for eleven validation cycles; ten regular and one weekly. An inmate is assigned to a cycle by the fifth digit of the inmate's register number. Assignments to the weekly cycle are determined by the Institution. The day each cycle revalidates is controlled by the Central Office. Every three days, a cycle will be revalidated. Use the following formula:  $(3 \times N) + 1 = \text{Revalidation date}$ . N - represents the cycle number, determined by the 5th digit of the inmate's register number. Example: Inmate register number 12345-678 will be assigned to cycle 5 and will revalidate on the 16th of the month,  $(3 \times 5) + 1 = 16$ .

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

**Deposits to Accounts**

Deposits to inmate accounts from outside sources will be made through a centralized inmate collection program referred to as LockBox. All non-postal money orders and non-government checks processed through the National Lockbox will be placed in a 15 day hold. Postal money orders, federal, state, and local government checks will be processed with no hold. Deposits may be made in the form of money orders, government checks, foreign negotiable instruments (in U.S. currency only), and business checks. Personal checks are **not** accepted. All instruments must be completed with the inmate's committed name and register number. Any and all enclosures such as letters, pictures, etc., included with these funds will be discarded and destroyed. All acceptable funds will be posted within 24 hours of receipt. Funds should be forwarded to the following address:

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

Deposits to inmate accounts may be made through Western Union's Quick Collect Program. These funds will be posted within 2-4 hours when initiated between 7 AM - 9 PM. Funds may be transferred at a Western Union location, or by calling 1-800-325-6000, or [WWW.WesternUnion.com](http://WWW.WesternUnion.com). The fees for Western Union vary for each transaction.

For each Western Union Quick Collect transaction, the following must be provided:

1. Inmate Register Number
2. Inmate Committed Name
3. City Code: FBOP
4. State Code: DC

It is mandatory the envelope contain the sender's complete return address.

**Commissary Fund Withdrawals**

BP-199's are used to withdraw monies from your commissary account, they are accessed via TRULINCS. The 199's must be signed in the presence of a unit staff member.

Unit Managers can approve withdrawals up to \$500 for funds to dependents and other family members, subscriptions, legitimate debts and other obligations such as court fees, attorney fees, bedside visits, funeral trips and the purchase of legal books. Withdrawals for approved educational items up to \$250 can be approved by the Supervisor of Education. Withdrawals over \$500 must be approved by either the Associate Warden (Programs), Associate Warden (Industries and Education), or the Camp Administrator, as applicable. The Disciplinary Hearing Officer can approve all withdrawals for repayment of willful and malicious damage to Government property following a DHO finding that the inmate committed such a prohibited act.

**TRULINCS**

TRULINCS is a Trust Fund operated computer system that allows inmates to do several things.

Inmate e-mail to outside contacts (limit 30)

Access to the Electronic Law Library (ELL) (On computers in the Law Library only)

Printing of mailing labels (required for all outgoing mail (Limit of 100 mail contacts.)

You must agree to the regulations that will appear on the screen to use e-mail. This is not necessary to use the ELL or to produce mailing labels.

Locations: The e-mail computers are located on the housing units. The printers and ELL computers are located in the Law Library.

Charges:

.05 cents per minute for time on public messaging (e-mail). This includes typing, reading, and checking for e-mails.

.15 cents per page for printing including Law Library.

There is no charge for printing mailing labels.

Tutors: Each housing unit has one inmate assigned as a TRULINCS tutor. They can be contacted with any questions you may have. They are paid, this is their job assignment. If they are not cooperative, contact your Counselor.

**TELEPHONE SYSTEM**

The ITS (Inmate Telephone System) allows you 300 minutes of use per validation period. This amount is changed during the months of November and December.

You must record your name on the phone system to activate your account. Your PIN and PAC numbers are also required to make a call. See your Counselor to obtain these numbers.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

Phone List: You will enter your own phone numbers via TRULINCS (Full mailing address also required.) There is a limit of 30 numbers. You can make these changes anytime you are on the TRULINCS.

You may also access your Commissary account balances via the phone system.

### CLOTHING ROOM

FMC Lexington provides each inmate with an adequate issue of all necessary clothing items and maintains an effective procedure for the laundering and exchange of these items. Upon arrival, each inmate will be issued four sets of khaki uniforms (pants and shirts). The uniforms issued will consist of two regular uniforms and two work uniforms. It is the responsibility of the inmate to work within the guidelines of Institution Supplement 4505.04, to prevent damage or loss of clothing issued for personal use.

Clothing Room Operating Hours: The clothing room operating hours are from 7:00 a.m. to 1:30 p.m. on Monday through Thursday, and 7:00 a.m. to 11:00 a.m. on Friday. Inmate accounts cards will be required for all services.

Monday-Friday

7:00 am-8:00 am Laundering Service Drop-Off Institutional Issued Clothing Only

7:00 am-8:00 am Khaki Uniform and Coat Repair Drop-Off

7:00 am-9:00 am Mop drop-off and Pick-up

12:30 pm-1:30 pm Pick-Up Repaired Items/Laundered Items

Monday-Wednesday

12:30 pm-1:30 pm Underclothing Exchange

Monday-Thursday

6:30 am-8:00 am Linen Exchange (all items from bed roll)

Tuesday & Friday

6:30 am-7:30 am Issuance and Exchange for Atwood Camp

Excess or Destroyed Institution Issue Clothing: Inmates with excess clothing or who willfully destroy, damage or lose institution clothing are subject to disciplinary action, including paying for the replacement of items. The following are the maximum issued quantities for institutional clothing:

|                      |   |
|----------------------|---|
| Institution          |   |
| Khaki pants          | 4 |
| Khaki shirts         | 4 |
| Jacket (all weather) | 1 |
| Boots                | 1 |
| Boxers               | 7 |
| T-shirts             | 7 |
| Socks                | 7 |
| Hat (stocking)       | 1 |
| Belt                 | 1 |

New underclothing: T-shirts, underwear and socks, will be issued to all incoming inmates. The underclothing will be exchanged every twelve months from date of issue (when available). If an inmate loses his underclothing due to theft or wear and tear, then the inmate will be issued used (clean) underclothing until the twelve-month date for new issue is due. All Khaki clothing, shoes, coats, etc., will be exchanged on an as-needed basis as determined by the Clothing Room Officer. The underclothing exchange at Atwood Camp will be the same with the exception of bras and panties which will be exchanged every six months.

Hemming: The Clothing Room is the only authorized area to hem any institutional clothing. This will be a same-day service with items turned in between the hours of 7:00 a.m. and 8:00 a.m. and picked up between the hours of 12:30 p.m. and 1:30 p.m. The items are to be picked up from the Clothing Room within two days of their arrival.

Footwear (Reissue/Exchange): Inmates may request boot and shoe exchange by submitting a cop-out to the Laundry stating the size and reason for the exchange. All shoes will be reissued/exchanged at the discretion of the Clothing Room Officer. Initial issue is in accordance with the indicated schedule.

Clothing Cards and Labels: Clothing Room staff will make clothing cards and identification labels for all new commitments and exchanges. Identification labels will be attached to all institutional clothing issued to inmates, and records of issue will be maintained on the clothing card. Each inmate will sign for all clothing issued. When an inmate leaves, all government-issue clothing must be returned to the Clothing Room prior to departure.

Protective Clothing: The purchase of protective work clothing may be funded by the inmate services budget or the budget of the assigned shop. Winter issue (thermal underwear) will be issued to details working outside in inclement weather. All protective clothing will be marked and issued by the Clothing Room. Other special clothing and protective equipment will be purchased by the department requiring such items.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

Release Clothing: During the inmate's last scheduled review by the unit team, a decision will be made regarding the inmate's release clothing. Institutional clothing will not be substituted for release clothing. If the inmate chooses to have release clothing sent from home, the procedures incorporated in the Inmate Personal Property supplement will be utilized. In cases where the inmate does not have outside resources and needs clothing, the unit staff will review the release clothing in Receiving & Discharge (R&D) for the inmate's measurements.

Exchange of Unsuitable Clothing: Inmates may request clothing exchanges by submitting a cop-out to the Laundry describing the item requiring exchange and a reason for the request. Any clothing that is worn out or does not fit properly will be returned to the Clothing Room. **Exchanges will be at the discretion of the Clothing Room Officer.**

Release Procedures: Release papers (merry-go-rounds) are to be signed by the Clothing Room Officer prior to an inmate's departure from the institution. Full-term releases, Residential Re-Entry Center transfers or transfers to another institution will bring all institutional clothing to the clothing room one day prior to their departure. At that time, they will be issued temporary uniforms until their release. Camp inmates will turn in their institutional clothing to camp staff one day prior to their departure. Camp inmates may wear their commissary clothing until released. All inmates will turn their bedroll into R&D **or the Laundry** on the day of departure.

Linen Issue: **Upon arrival at the institution, each inmate will receive a bedroll from R&D consisting of two sheets, one pillow case, two towels, two wash cloths, and one blanket.** The receipt and return of all of these items will be acknowledged by each inmate by using Attachments A and B of Supplement LEX-4505.04C. Attachment B must be maintained for 90 days after the inmate's release. R&D will not issue any bedrolls to inmates being released from the Special Housing Unit.

Special Housing Unit: The Special Housing Unit clothing and linen items will be laundered daily. Clothing and linen items will be delivered to and picked up from the Clothing Room by Correctional staff. Inmates placed in the Special Housing Unit will wear orange elastic waist pants. All clothing will be issued by the Special Housing Unit Officer. When inmates leave the Special Housing Unit, the officer will reissue their personal and institutional clothing and linen items.

Soiled Institutional Issue: The institution will provide inmates with laundry facilities. Each inmate has the option of using the institutional laundry or the washers and dryers provided in the housing unit in which they are assigned. Institutional policy and procedures will be followed during the use of laundry equipment and the services provided by the institution laundry. It is the responsibility of the inmate to bring their clothing items to the laundry at the times provided to receive service. All personal clothing (underclothing, jogging pants, items purchased from the commissary) will be the responsibility of each inmate and will only be laundered in the inmate's assigned housing unit.

Soiled Linen Exchange: Soiled laundry, such as bed linens, towels, wash cloths, blankets, and institutional clothing is to be turned in to the Laundry by each individual inmate on Monday and Thursday between the hours of 6:30 am and 8:00 am. The inmate will receive an immediate exchange of clean items for the soiled linen turned in. Non-linen clothing items turned in for washing will be picked up the same work day between 12:30 p.m. and 1:30 p.m., using a chit and bag system. F-4, SHU, Lab, Physical Therapy, Dental Clinic, Dental Lab, Recreation, and Chapel will turn in the soiled items 7:00 a.m. - 8:00 a.m. and clean items are to be picked up between 12:30 p.m. - 1:30 p.m. Monday - Friday. Universal precaution procedures outlined in P.S. 6000.05, will be in effect for all contaminated linen and clothing items.

Hygiene Items: Basic hygiene items are issued by R&D upon initial commitment. After that, inmates may purchase these items through the commissary. Indigent inmates will be provided with the following items from the unit manager (razors, shaving gel, toothbrush, toothpaste/tooth powder, personal bar soap, deodorant, and laundry detergent).

Medical Issue Items: Inmates requiring special medical items (low-cut safety toe shoes, extra pillow, extra blanket) will be placed on call-out once Laundry staff have received the appropriate documentation from Health Services.

**Please note that each person is responsible for the care of their clothing (in simple terms, if you lose or destroy clothing items by leaving them outside your locker or on your work detail, or getting paint or oil on them, you will be responsible for paying for each lost or destroyed article of clothing from your commissary account.**

### FOOD SERVICE

The staff of the Food Service Department at the Federal Medical Center recognizes that wholesome meals are vital to the morale and welfare of all FMC inmates. Our main goal is to serve you nutritionally balanced meals that are attractively served in a clean environment. It is also our goal to offer menu choices which will help promote a AHeart Healthy® diet, low in fat and caloric content. We will note nutritional information including fat, sodium and calorie count for each item on the serving line to aid you in making informed choices.

#### Hours of Operation/Unit Rotation

##### A. Weekdays

**Breakfast** - 6:00 a.m. to 7:30 a.m.

**Lunch** - 10:30 a.m. until twenty minutes after the last unit is called.

**Dinner** - time count is cleared until twenty minutes after last unit is called.

##### B. Weekends/Holidays

**Coffee Hour** - 6:30 a.m. to 7:30 a.m.

**Brunch** - time count is cleared until twenty minutes after the last unit is called.

**Dinner** - time count is cleared until twenty minutes after last unit is called.

**C. Rotation Schedule**

A Rotation Schedule is circulated by the Associate Warden of Operations and is based on a weekly sanitation inspection of the units. The unit which scores the highest on their inspection will eat first for the following week. The schedule will continue according to the order of sanitation scores.

**Chain Of Command**

- A. If you should encounter any problems while in the Food Service Department, please notify any of the food service staff mentioned below. If you do not receive what you believe to be a satisfactory answer, ensure the next person in the chain of command is made aware of the problem.
- B. If you have a problem with your meal (food is not done, etc.), you must show your plate to a Food Service staff member to receive a new tray.
  - 1. Food Service Administrator
  - 2. Assistant Food Service Administrator
  - 3. Cook Supervisor
- C. If you cannot locate any of these staff to report a problem, notify the Operations Lieutenants.

**Food Transported to the Units**

- A. An authorized bag meal may be taken from Food Service. No food is permitted to be removed from Food Service.
- B. Due to the nature of certain foods stored at improper temperatures, bacteria and other food borne pathogens reproduce quickly. Food items transported to the units are not maintained at the proper temperatures and are dangerous to your health.
- C. Personal food items purchased in the commissary may be brought into Food Service for consumption; however, once these items have been removed from their original container, you will not be allowed to take them out of Food Service, with the exception of bottles of hot sauce. Fruit and non-packaged items that cannot be identified as commissary items are not authorized. Items which have been repackaged or are unrecognizable will be confiscated.

**Per Capita Funding System**

The Food Service Department is funded on a per capita basis. For each inmate in the institution the Food Service Department is provided with \$2.98 per day. These funds must also purchase all non-edible supplies and pay for equipment repairs. Do not throw utensils away. These items have to be replaced which cuts into the food budget.

**Rationed Items**

- A. Only one portion of each menu item on the serving line is authorized when exiting to the dining rooms. The meat ration will normally be three ounces for lunch and dinner meals. You may only carry your portion from the serving line. If you want to trade food items or give away your portions, this will be done in the dining rooms. Trading is not authorized on the Main Line.
- B. All desserts are rationed as are canned or fresh fruit. A choice is often placed on the line to provide you with a dessert or a fruit as a Heart-Healthy alternative. You have the choice of fruit or the dessert for that meal, you may not have both.
- C. Fried items such as french fried potatoes and onion rings are rationed. Portions will coincide with the Standard Armed Forces Recipe Cards.

**Inmate Conduct**

Due to the large number of inmates being fed at each meal, it is necessary to mention several rules which will make your dining experience more pleasurable.

- 1. Dress appropriately; the proper inmate uniform is required Monday through Friday for breakfast and lunch. Your personal leisure clothing may be worn for the evening meal and on weekends. Shorts may be worn and shoes must cover your whole foot.
- 2. No loitering in the dining rooms. The seat you are sitting in has to be used a minimum of three times per meal.
- 3. Take your tray to the dish room window when you have finished your meal. Leaving your tray on the table and walking out makes more work for food service workers.
- 4. Personal property such as cups, bowls, plastic containers, bags, and books are not allowed inside the department.

If you are caught leaving your tray, an incident report will be written. Dining room workers will assist handicapped inmates and inmates in wheelchairs only. They are not waiters.

**Food Preference Surveys**

Food Preference Surveys are conducted twice a year, generally in the spring and fall season. Master Menus are revised and reviewed by a Registered Dietician during July and August for the next fiscal year. These surveys give you the opportunity to voice what menu items you like or dislike. It also gives you a chance to make suggestions of what you would like to see on the menu.

**Food Service Duty**

All inmates who are **medically cleared** will work in Food Service for ninety days unless you receive a waiver from UNICOR. When you have completed your ninety-day requirement, you may submit an Inmate Request to Staff Member, signed by the Assistant Food Service Administrator (AFSA) to your counselor to be placed in a different job. Inmates assigned to Food Service are paid through the Inmate Performance Pay system. Pay grades are available from grade four through grade one and jobs vary from clerical positions, warehouse, diet kitchen to main kitchen. You will not receive work-time credit for time spent in Special Housing Unit, on medical idle, or on medical convalescence.

**Meal Tracking System**

We have a meal tracking system, which **requires** each inmate to scan their commissary cards prior to receiving their trays. This system records your register number and if you attempt to go through the line again, it will indicate your register number twice, and signaling you as a double-back. Incident reports are automatically written and you will be charged with a Code 219 (Stealing). This system is operated for the lunch and dinner meals, only.

**Heart-Healthy/No Flesh Alternatives**

We have heart-healthy selections available at all our meals. Examples of such selections are fried chicken or baked chicken. No-flesh alternatives are also available. Examples of these selections are chicken patties or low fat cottage cheese. Symbols are annotated on the menus to identify these items.

**DRUG TREATMENT PROGRAMS AT FMC LEXINGTON**

There are currently five different drug programs at this facility. All five are directed by the Drug Abuse Program Coordinator (DAPC). The five programs will be described in more detail below.

- I. **Drug Education Class**
- II. **Nine-Month Residential Drug Abuse Program (RDAP)**
- III. **Follow-Up Services Aftercare Program**
- IV. **Non-Residential Drug Treatment Program**
- V. **Self-Help Alcoholics and Narcotics Anonymous Meetings**

**I. Drug Education Class**

You are required to take this class if you meet one or more of the following criteria:

- \* There is evidence that alcohol or other drug use contributed to the commission of your offense.
- \* Alcohol or other drug use was a reason for violation either of supervised release (including parole) of Bureau community status.
- \* There was recommendation (or evaluation) for drug programming during incarceration by the sentencing judge.
- \* There is evidence of a history of alcohol or other drugs.

If you are required to take a drug education class, then you do not have to send an Inmate Request to Staff® (cop-out) to The DAPC. Your case manager will enter your name on the waiting list in the computer within 45 days of your arrival. Then you will be placed on the call-out when a Drug Education class begins.

If you are required to take drug education, and you refuse participation, withdraw, are expelled, or otherwise fail to meet attendance and examination requirements:

- \* You will not be eligible for performance pay above maintenance pay level, or for bonus pay, or vacation pay.
- \* You will be ineligible for a Federal Prison Industries work program assignment.

The Warden may make exceptions to the provisions of this section for good cause.

You can volunteer to take the Drug Education class even though you are not required to take it. Please send an Inmate Request to Staff to the DAPC.

**II. Residential Drug Abuse Program**

**Residential Program Structure**

The Bureau's treatment philosophy within the RDAP is evidence-based using rational Emotive Behavioral Therapy (RBT) within a Modified Therapeutic Community (MTC) setting. RDAP participants learn from all treatment staff, interact and grow by observing their peers, listen to positive and constructive feedback and other community members and provide positive and constructive feedback to other community members. The Dual Diagnosis (DD) Program at FMC Lexington consists of 16 beds integrated within the existing RDAP. The DD program is designated to provide specialized treatment for participants who have been diagnosed with both substance abuse and mental health disorders. Individuals in the RDAP work or attend education classes in the morning. They attend drug programming groups in the afternoon and also attend Alcoholics Anonymous (AA) and Narcotics (NA) meetings, or an approved alternative recovery activity, two evenings per week.

**Admission Criteria**

You must meet all of the following criteria to be admitted into RDAP:

- \* You must have a documented history of substance dependence or substance abuse within the year prior to your arrest, and you must meet diagnostic criteria for a substance abuse disorder. Your qualification will be determined through review of your central file and/or an interview with the DAPC or other psychologist.
- \* You must sign an agreement acknowledging program responsibility.
- \* Ordinarily, you must have 24 months or more remaining on your sentence.
- \* You must not be pre-trial.
- \* You must have 42 months or less remaining on your sentence to be considered.
- \* You must be able to speak, read, and write English fluently.

- \* When beginning the program, you must be able to complete all three components of the RDAP. These components include the critical Residential Reentry Center (RRC) or home confinement transfer to participate in the Transitional Drug Abuse Treatment (TDAT). If you have a detainer placed on you during your time in the program, you will be able to complete the program. If you were placed on the waiting list prior to March 16, 2009, you will be able to start and complete the program.
- \* You must be medically approved to reside on the drug treatment unit in order to be enrolled in the RDAP. However, there may be a rare instance when an individual may reside on a medical unit for medical reasons and commute to RDAP. Nonetheless, individuals with medical problems must be able to complete all RDAP components.

**Applying for the RDAP**

If you are interested in participating in the RDAP, please send an "Inmate Request to Staff" to the DAPC. Even if your judge recommended for you to participate in RDAP, you still need to send a request to the DAPC indicating your desire to participate. RDAP is a voluntary program and no one is required to participate.

**The RDAP Waiting List and Being Selected for the Program**

If you qualify for the RDAP and sign the appropriate paperwork, your name will be placed on the waiting list for the RDAP. If you qualify for FMC Lexington's DD Program, you may be placed on an alternative waiting list for the sixteen beds reserved for that program. Nonetheless, you will be selected for the RDAP based upon your Projected Release Date. There is much fluctuation with names and place on the waiting list due to the high volume of individuals entering and leaving this institution.

If you are waiting to enter the RDAP and live on Veritas Unit, you must adhere to the same unit rules as those individuals participating in the RDAP. If you do not follow the rules of the RDAP unit and you are negatively impacting others on the unit, you will receive a warning of removal from the RDAP waiting list. This warning will be made during a treatment team meeting with all staff involved in the process. If your behavior does not change, you will be removed from the RDAP waiting list. After six months, you may formally reapply for RDAP, through an "Inmate Request to Staff" form. The treatment team will meet with you and will make the decision regarding your placement back on the waiting list.

If you decline or are expelled from the RDAP, you must wait three months before you can re-apply for the RDAP.

**Incentives for Participating in the RDAP**

- \* You may earn up to a \$40.00 financial incentive for successfully completing each of the three phases.
- \* You will be recommended for a sixth-month RRC placement. Unit Team may recommend more time depending on your individual circumstances.
- \* You may be Eligible for Early Release according to policy.

**Qualifications for Early Release**

Prior to your name being placed on the RDAP waiting list, drug treatment staff will review your file, collaborate with your unit team, and send appropriate paperwork to an attorney in Grand Prairie to determine if you are Eligible for early release. You will be notified of your eligibility prior to being placed on the waiting list.

You are Ineligible for Early Release if your instant offense is listed as a Crime of Violence or is listed under the Director's Discretion in the Categorization of Offenses Policy.

You are also Ineligible for early release if you meet the following criteria:

- \* have received a prior early release under Title 18 USC 3621(e);
- \* are a contract boarder (e.g., a state or military);
- \* have a detainer that will prohibit completion of the community treatment component of the RDAP;
- \* committed your federal offense before November 1, 1987; or
- \* committed your D.C. offense before August 5, 2000.

You are also Ineligible for early release if you have a prior felony or misdemeanor conviction for:

- \* Homicide (including deaths caused by recklessness, but not including deaths caused by negligence or justifiable homicide);
- \* Forcible rape;
- \* Robbery;
- \* Aggravated Assault;
- \* Arson;
- \* Kidnapping; or
- \* An offense that by its nature or conduct involves sexual abuse offenses committed upon minors.

**Early Release Time frame**

Following completion of TDAT, individuals found to be eligible for an early release under Title 18 U.S.C. 3621(e) may receive that early release based upon the length of their sentence.

| Sentence Length | Early Release Time-Frame |
|-----------------|--------------------------|
|-----------------|--------------------------|

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

|                   |                        |
|-------------------|------------------------|
| 30 MONTHS or LESS | No more than 6 months  |
| 31-36 MONTHS      | No more than 9 months  |
| 37 MONTHS OR MORE | No more than 12 months |

The early release time-frame reductions are not pro-rated by days. For example, 9 months is the maximum sentence reduction allowed, whether your sentence is 36 months and 0 days, or 36 months and 30 days. If you had a 36-month sentence and it was reduced to a 24-month sentence by the Court, you will receive no more than a 6-month early release.

**III. FOLLOW-UP SERVICES AFTERCARE PROGRAM**

Individuals who have transitioned from a Bureau of Prison's Residential Drug Program are required to immediately receive Follow-Up drug treatment services for a period of up to 12 months, as they remain within prison. If you have completed the residential component of the program, other than at FMC Lexington within the Federal Bureau of Prisons, please send an Inmate Request to Staff to the DAPC requesting Follow-Up drug treatment

**IV. NON-RESIDENTIAL DRUG ABUSE TREATMENT PROGRAM**

**Program Description**

Individuals sometimes cannot or do not want attend the RDAP but still request drug treatment. For instance, some individuals do not have time to complete RDAP or have medical restrictions interfering with full participation. Other individuals may want to participate in drug treatment prior to entering the RDAP. For the Non-Residential Drug Abuse Treatment Program, a treatment plan will be created for you which will include group counseling, journal assignments, and other treatment activities provided by a Drug Treatment Specialist (DTS). The group typically meets two hours per week for six months. Please send an "Inmate Request to Staff" to the DAPC if you are interested in participating in the program.

Additionally, all individuals are interviewed by a Psychologist during A&O. If a psychologist believes you have a substance abuse problem and you are interested in treatment, they will refer to the DAPC. All individuals referred will be placed on call-out to speak to a DTS to see if they wish to participate in the Non-Residential Drug Abuse Treatment Program or any other drug programs.

**Incentives**

- \* Individuals may be recommended for increased RRC placement. RRC placements are based on individual circumstances, but your Unit Team will consider your Non-Residential Drug Abuse Treatment Program participation or completion.
- \* A financial incentive of \$30.00 will be provided to those individuals who successfully complete the Non-Residential Drug Abuse Treatment Program.
- \* Tangible items may be awarded for participation. All items have to be approved by the Warden.

**V. SELF-HELP ALCOHOLICS AND NARCOTICS ANONYMOUS MEETINGS**

Twelve-step self-help meetings are offered Monday, Tuesday, and Wednesday evenings each week between 7:00 p.m. and 7:50 p.m. In society, 12-Step meetings are the most common and readily available means of continuing a program of recovery. Self-help programs such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA) are often powerful and important interventions in an individual's recovery from alcohol and drug abuse and dependence. All of you are welcome and encouraged to attend the meetings held in the DAP group room.

**CONCLUSION**

Hopefully, this information will assist you in your first days in Federal custody. You should feel free to ask any staff member for assistance, particularly your unit staff.

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

P.S. 5270.07  
December 29, 1987  
Chapter 3

**CHAPTER 3  
INMATE RIGHTS AND RESPONSIBILITIES**

| RIGHTS   | RESPONSIBILITIES   |
|--|--|
| 1. You have the right to expect that as a human being you will be treated respect-fully, impartially, and fairly all personnel.  | 1. You have the responsibility to treat others, both employees and inmates, in the same manner.  |
| 2. You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.   | 2. You have the responsibility to know and abide by them.  |
| 3. You have the right to freedom of religious affiliation, and voluntary religious worship.  | 3. You have the responsibility to recognize and respect the rights of others in this regard.   |
| 4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, and opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment. | 4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.  |
| 5. You have the right to visit and correspond with family members and friends, and correspond with members of the news media in keeping with Bureau rules and institution guidelines.  | 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines through your correspondence.   |
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment)   | 6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.  |
| 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.   | 7. It is your responsibility to use the services of an attorney honestly and fairly.   |
| 8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.   | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.  |
| 9. You have the right to a wide range of reading materials for materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.   | 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.   |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.  | 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be excepted to abide by the regulations governing the use of such activities.  |
| 11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or saving accounts, and for assisting your family.  | 11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have. |

ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON

---

P.S. 5270.07  
December 29, 1987  
Chapter 3, Page 2

**PROHIBITED ACTS AND DISCIPLINARY/SEVERITY SCALE**

| <u>Sanction Code</u> | <u>Sanction</u>   |
|----------------------|---|
| Code A               | Recommend parole date rescission or retardation   |
| Code B               | Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an EGT or GCT sanction may not be suspended). |
| Code B.1             | Disallow ordinarily between 50 and 75% (27-41 days) of good conduct time credit available for year (a GCT sanction may not be suspended).                                   |
| Code C               | Disciplinary Transfer (recommend)   |
| Code D               | Disciplinary Segregation (up to 60 days)  |
| Code E               | Make monetary restitution   |
| Code F               | Withhold statutory good time (Note: Can be in addition to A through E. Cannot be the only sanction executed.)   |
| Code G               | Loss of privileges: Commissary, movies, recreation, etc.  |
| Code H               | Change housing (quarters)   |
| Code I               | Remove from program and/or group activity   |
| Code J               | Loss of job   |
| Code K               | Impound inmate's personal property  |
| Code L               | Confiscate Contraband   |
| Code M               | Restrict to quarters  |
| Code N               | Extra duty  |
| Code O               | Reprimand   |
| Code P               | Warning   |

Inmates found in possession of an electronic communication device or related equipment may be charged with a violation of Code 108, Possession, Manufacture, or Introduction of a Hazardous Tool, or Code 199, most like, Code 108, and will be subject to available sanctions if found to have committed the prohibited act.

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

PS 5270.07  
CN-12 10/11/00  
Chapter 4

Table 3 PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition

| CODE                 | PROHIBITED ACTS  | SANCTIONS |
|----------------------|--|-----------|
| 100                  | Killing  | A-G       |
| 101                  | Assaulting any person or an unarmed 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).   | A-G       |
| 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.  | A-G       |
| 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).   | A-G       |
| 104                  | Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any instrument used as a weapon.   | A-G       |
| 105                  | Rioting  | A-G       |
| 106                  | Encouraging others to riot   | A-G       |
| 107                  | Taking hostage(s)  | A-G       |
| 108                  | Possession, manufacture, or 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., hack-saw blade., body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device.) | A-G       |
| 109                  | (Not to be used)   |           |
| 110                  | Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; or refusing to take part in other drug-abuse testing.   | A-G       |
| 111                  | Introduction or making of any narcotics, marijuana, drugs, alcohol, or intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.   | A-G       |
| 112                  | Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.   | A-G       |
| 113                  | Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia not prescribed for the individual by the medical staff.  | A-G       |
| 197                  | Use of the telephone to further criminal activities.   | A-G       |
| 198                  | Interfering with a staff member in the performance of duties. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.  | A-G       |
| 199                  | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the greatest severity nature.) This charge is to be used only when another charge of greatest severity is not applicable.   | A-G       |
| <b>HIGH CATEGORY</b> |  |           |
| 200                  | Escape from unescorted Community Programs and activities and Open Institutions (minimum) and from outside secure institutions-without violence.  | A-M       |
| 201                  | Fighting with another person   | A-M       |
| 202                  | (Not to be used)   |           |
| 203                  | Threatening another with bodily harm or any other offense  | A-M       |

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

|                          |   |     |
|--------------------------|---|-----|
| 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.  | A-M |
| 205                      | Engaging in sexual acts   | A-M |
| 206                      | Making sexual proposals or threats to another   | A-M |
| 207                      | Wearing a disguise or a mask  | A-M |
| 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.  | A-M |
| 209                      | Adulteration of any food or drink   | A-M |
| 210                      | (Not to be used)  |     |
| 211                      | Possessing any officer's or staff clothing  | A-M |
| 212                      | Engaging in, or encouraging a group demonstration   | A-M |
| 213                      | Encouraging others to refuse to work, or to participate in a work stoppage.   | A-M |
| 214                      | (Not to be used)  |     |
| 215                      | Introduction of alcohol into BOP facility   | A-M |
| 216                      | Giving or offering an official or staff member a bribe, or anything of value  | A-M |
| 217                      | Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes.  | A-M |
| 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.  | A-M |
| 219                      | Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks tapes, or computer printouts or other automated equipment on which data is stored.)   | A-M |
| 220                      | Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag) wrestling, or others forms of physical encounter, or military exercises or drill (except for drill authorized and conducted by staff.)  | A-M |
| 221                      | Being in an unauthorized area with a person of the opposite sex without staff permission  | A-M |
| 222                      | Making, possessing, or using intoxicants  | A-M |
| 223                      | Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol  | A-M |
| 224                      | Assaulting any person (charge with this act only when less serious physical injury or contact has been attempted or carried out by an inmate.)  | A-M |
| 297                      | Use of the telephone for abuse other than criminal activity (e.g., circumventing telephone monitoring procedures; possession and/or use of another inmate's PIN number; third party calling; third party billing; using credit card numbers to place telephone calls; conference calling; talking in code). | A-M |
| 298                      | Interfering with a staff member in the performance of duties. (Conduct must be of the high severity nature.) This charge is to be used only when another charge of the high severity is not applicable.   | A-M |
| 299                      | Conduct with disrupts or interferes with the security or orderly running or the institution or the Bureau of Prisons. (Conduct must be of the high Severity nature.) This charge is to be used only when another charge of high severity is not applicable.   | A-M |
| <b>MODERATE CATEGORY</b> |   |     |
| 300                      | Indecent Exposure   | A-N |
| 301                      | (Not to be used)  |     |
| 302                      | Misuse of authorized medication   | A-N |
| 303                      | Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.   | A-N |
| 304                      | Loaning of property or anything of value for profit or increased return.  | A-N |

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

|     |   |     |
|-----|---|-----|
| 305 | Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.   | A-N |
| 306 | Refusing to work, or to except a program assignment   | A-N |
| 307 | Refusing to obey and order of any staff member (May be categorized and charged in terms of greater severity, according to de nature of the order being disobeyed; e.g., failure to obey and order which furthers a riot would be charged as 105, Rioting; refusing to obey and order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered would be charged as Code 110). | A-N |
| 308 | Violating a condition of a furlough   | A-N |
| 309 | Violating a condition of a community program  | A-N |
| 310 | Unexcused absence from work or any assignment   | A-N |
| 311 | Failing to perform work as instructed by the supervisor   | A-N |
| 312 | Insolence towards a staff member  | A-N |
| 313 | Lying or providing a false statement to a staff member  | A-N |
| 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 or Code 200).  | A-N |
| 315 | Participating in an unauthorized meeting or gathering   | A-N |
| 316 | Being in an unauthorized area   | A-N |
| 317 | Failure to follow safety or sanitation regulations  | A-N |
| 318 | Using any equipment or machinery which is not specifically authorized   | A-N |
| 319 | Using any equipment or machinery contrary to instructions or posted safety standards  | A-N |
| 320 | Failing to stand count  | A-N |
| 321 | Interfering with the taking of count  | A-N |
| 322 | (Not to be used)  |     |
| 323 | (Not to be used)  |     |
| 324 | Gambling  | A-N |
| 325 | Preparing or conducting a gambling pool   | A-N |
| 326 | Possession of gambling paraphernalia  | A-N |
| 327 | Unauthorized contacts with the public   | A-N |
| 328 | Giving money or anything of value to, or accepting money or anything value from: another inmate, or any other person without staff authorization.   | A-N |
| 329 | Destroying, altering or damaging government property or the property of another person, having a value of \$100.00 or less.   | A-N |
| 330 | Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.  | A-N |
| 331 | Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool 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 or cosmetics).   | A-N |
| 332 | Smoking where prohibited  | A-N |
| 397 | Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).  | A-N |
| 398 | Interfering with a staff member in the performance of duties. (Conduct must be the Moderate Severity nature.) This charge is to be used only when another charge of moderate severity is not applicable.  | A-N |
| 399 | Conduct which disrupts or interferes with the security or orderly running of the institution or the bureau of prisons. (Conduct must be of the Moderate   | A-N |

**ADMISSION & ORIENTATION HANDBOOK  
FEDERAL MEDICAL CENTER, LEXINGTON**

---

Severity nature). This charge is to be used only when another charge of moderate severity is not applicable.

**LOW MODERATE CATEGORY**

|     |   |       |
|-----|---|-------|
| 400 | Possession of property belonging to another person  | B.1-P |
| 401 | Possessing unauthorized amount of otherwise authorized clothing   | B.1-P |
| 402 | Malingering, feigning illness   | B.1-P |
| 403 | (Not to be used)  |       |
| 404 | Using abusive or obscene language   | B.1-P |
| 405 | Tattooing of self-mutilation  | B.1-P |
| 406 | Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the mail is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault) | B.1-P |
| 407 | Conduct with a visitor in violation of bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction G)  | B.1-P |
| 408 | Conducting a business   | B.1-P |
| 409 | Unauthorized physical contact (e.g., kissing, embracing)  | B.1-P |
| 497 | Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).  | A-N   |
| 498 | Interfering with a staff member in the performance of duties. Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low moderate severity is not applicable.  | B.1-P |
| 499 | Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the Low Moderate severity nature.) This charge is to be used only when another charge of low   |       |

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

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable.

Example: "We find the act of \_\_\_\_\_ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period except for a VCCLEA inmate rated as violent or a PLRA inmate (See Chapter 4, Page 16).