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FORWARD

When people from different backgrounds are living together, it becomes necessary to establish rules to preserve the rights and safety of everyone, maintain a clean environment, and enforce regulations for the well being of all concerned. This booklet has been prepared to help you become familiar with those rules and provide other information concerning your unit.

Our objective is to provide you with essential information that will aid you in adjusting to the institution and acquaint you with some of the programs and services available to you. We urge you to carefully review the entire booklet and to make good use of the available programs and activities at FCI Safford.

The information contained in this handbook can change quickly, thus, making it sometimes necessary to check with the appropriate staff for specific information. It is also necessary to continually check the unit bulletin boards for procedural and other changes. All policies referred to in this booklet are available from the Law Library section located in the Education Department or from your Unit Team Members.

If you have any questions concerning the rules or regulations in this booklet, contact your Unit Staff for further information. The Unit staff consists of the Correctional Counselors, Case Managers, Unit Secretaries, and the Unit Managers.

Conrad M. Graber
Warden

1. INTRODUCTION

Welcome to the Federal Correctional Institution, Safford, Arizona (FCI Safford). The purpose of this booklet is to provide you with general information about FCI Safford, as well as the various programs and activities available. You are presently in Admission and Orientation status (A&O). Much of the general information contained in this booklet will be explained to you in detail by staff during the A&O lectures. These sessions are presented for your benefit and information. Refer to this booklet during your orientation period and during your entire stay at FCI Safford. This booklet is yours to keep. Work with us to make your time here at FCI Safford a beneficial experience.

2. ADMISSION AND ORIENTATION PROGRAM

The Admission and Orientation Program consists of a number of activities requiring your attendance and participation. The A&O Coordinator will explain these activities to you. The forms given to you during A&O are very important and should be returned to the coordinator when you have completed the program. You will be given a physical examination, as well as, educational testing and a psychological interview. Please feel free to ask the appropriate department about the results.

3. SEXUAL ASSAULT

WHAT IS SEXUAL ASSAULT:

According to the Federal Bureau of Prisons, sexual assault is any forceful or threatening sexual behavior forced on you by one or more inmates. This includes pressure, threats, or other actions and communications to for you to engage in a partial or complete sexual act.

YOUR RIGHT TO BE SAFE FROM SEXUAL ASSAULT:

While you are incarcerated, no one has the right to pressure you to engage in sexual acts. You do not have to tolerate sexual assault or pressure to engage in unwanted sexual behavior regardless of age, size, race, or ethnicity. You have the right to be safe from unwanted sexual advances and acts.

ABOUT YOUR SAFETY:

If you feel your right to be left alone sexually is being violated, BOP staff are available to help you deal with this problem. You should feel free to discuss your concerns about sexual assault with any staff member. Some staff, like Psychologists are specially trained to help you deal with problems in this area. If you are in an emergency situation, approach any staff member. It's part of their job to ensure your safety. You do not have to name other inmates to receive assistance, but specific information may make it easier for staff to help you.

If you are sexually assaulted you should immediately ask for medical treatment. Even though you may want to clean up after the assault, it is important to see medical staff before you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault.

AVOIDING SEXUAL ASSAULT:

Here are some things you can do to protect yourself against sexual assault:

- Do not accept gifts or favors from other inmates. Most gifts or favors from other inmates come with strings attached to them.
- Be Alert! Do not use contraband substances such as drugs or alcohol. These can weaken your ability to stay alert and make good judgments.

- Be direct and firm if other inmates ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Avoid out of the way or poorly lit areas of the institution.
- Choose your associate's wisely. Look for people who are involved in "safe", positive institutional activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense a situation may be dangerous, it probably is.

COUNSELING SERVICES RELATED TO SEXUAL ASSAULT:

Most people need help to recover from the emotional effects of sexual assault. If you are the victim of a sexual assault whether it's recent or in the past, psychology staff are available to counsel you. If you feel the need to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

BEFORE YOU ATTACK ANOTHER INMATE REMEMBER.....

Sexual assault is a serious crime. The Bureau of Prisons will investigate all reported sexual assault incidents. If you are found guilty of sexual assault, you will be subject to disciplinary action which may include loss of good time, time in disciplinary segregation, and/or additional criminal charges and time in prison.

If you are interested in more information on this topic, Psychology Services staff is available to assist you.

4. THE INSTITUTION

MISSION:

The primary mission of this facility is to operate a correctional program that seeks a balanced application of the concepts of punishment, deterrence, incapacitation and rehabilitation of the inmates placed here. This facility offers a sanitary, safe and secure environment which offers quality programs and services to its inmates.

DESCRIPTION:

The Federal Correctional Institution at Safford, Arizona, is a low security level facility. It is located within the Western Region of the Federal Bureau of Prisons.

LOCATION, ADDRESS, PHONE NUMBER:

FCI Safford is located approximately seven miles south of downtown Safford, Arizona on Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.

The official mailing address for prison authorities is as follows:

Federal Correctional Institution
 PO Box 820
 Safford, Arizona 85548

The official mailing address for inmates is as follows:

Inmate's Full Name
Federal Prison Register Number
Federal Correctional Institution
PO Box 9000
Safford, Arizona 85548

The address where inmates may receive money is as follows:

Federal Bureau of Prisons
Inmate's Full Name
Federal Prison Register Number
PO Box 474701
Des Moines, Iowa 50947-001

Any money received at this institution will be returned to the sender.

The telephone number for the facility is (928) 428-6600.

5. ADMINISTRATIVE STAFF

All institution staff, including the Executive Staff are available to all inmates during the noon meal (mainline) each day.

WARDEN: The Warden is the Chief Executive Officer (CEO) for the institution and is responsible for its overall operation. In order to perform this function most effectively, the Warden delegates some of this authority to senior staff members. He/She evaluates the advice of staff and committees appointed by him and is the final institutional authority for approval of all major activities which include transfers, furloughs, and other community activities. If you have a problem which cannot be resolved and you have exhausted all other resources, you may write to the Warden by submitting an Inmate Request to Staff Member form or you may speak with him/her during the noon meal (mainline).

ASSOCIATE WARDEN: The Associate Warden reports directly to the Warden. His/Her responsibility is to oversee and supervise the day to day operations of the following departments:

Business Office	Psychology Services
Facilities	Religious Services
Food Service	Health Services
Correctional Services	Computer Services
Inmate Systems	Safety
Unit Management	Case Management Coordinator

If you have a problem which cannot be resolved and you are unsatisfied with the appropriate staff's attempt at resolution, you may contact the Associate Warden by submitting an Inmate Request to Staff Member form or you may speak with him/her during the noon meal (mainline).

SUPERINTENDENT OF INDUSTRIES (UNICOR): The Superintendent of Industries has been delegated the responsibility to oversee the total operation of the institution's Industries operation and the Education and Recreation Department. The Superintendent of Industries reports to the Warden. If you have a problem related to his/her area of responsibility which cannot be resolved in any other way, you may contact him/her with an Inmate Request to Staff Member or speak with him/her during the noon meal (mainline).

CAPTAIN: The Captain reports directly to the Associate Warden. The Captain is delegated the responsibility for the overall security of the institution. The Captain is the Department Head for all Correctional Staff. Any questions concerning his/her area of responsibility should normally be directed through the Lieutenant's Office. A Request to Staff Member form may be sent to the Captain if a matter needs his/her attention.

6. UNIT TEAM/CLASSIFICATION

FCI Safford operates under the Functional Unit Management System. Under the Unit System, staff are more readily accessible and available for problem solving, information, and case management. This system allows for an increased level of staff and inmate interaction than is found under traditional management systems. Upon arrival, you were assigned to living quarters. Those assigned to dorms CA, CB, CC, and CD belong to Cholla Unit. Those assigned to dorms SA, SB, SC, SD, and SE belong to Saguaro Unit. OA, OB, OC and OD belong to Ocotillo Unit. The SE dorm is designated for inmates eligible for a gate pass or who are deemed appropriate for this dormitory.

CASE MANAGEMENT COORDINATOR: The Case Management Coordinator reports directly to the Associate Warden and is responsible for providing technical case management expertise to Unit Management staff and the Executive staff. If you have a problem related to his/her area of responsibility which cannot be resolved in any other way, you may request to see him/her by submitting an Inmate Request to Staff Member form or you may speak with him/her during mainline.

UNIT MANAGER: The Unit Manager reports directly to the Associate Warden and is responsible for the total operation of functional unit management in the institution. The Unit Manager supervises Case Managers, Correctional Counselors, and Unit Secretaries. If you have a problem related to this area which cannot be resolved through a Case Manager or Correctional Counselor, you may see your Unit Manager. This institution has one Unit Manager for Ocotillo Upper and Cholla and one for Saguaro and Ocotillo Lower. Unit Managers also chair most Unit Discipline Committees which will be discussed further in the booklet.

CASE MANAGER: The Case Manager has the responsibility for gathering information about you, analyzing this information and with your assistance and the assistance of other members of the Unit Team, planning a program which will benefit you. The Case Manager also prepares all reports relative to custody classification, furloughs, transfers and release. The Case Managers are also used as members of the Unit Classification Team and the Unit Discipline Committee.

CORRECTIONAL COUNSELOR: The Correctional Counselor has the responsibility for processing your visiting list, assigning you to appropriate jobs, and assigning you to living quarters. They also conduct group counseling activities within the facility. The Counselor is normally a member of the Unit Classification Team and the Unit Discipline Committee.

Your Unit Team will interview you shortly after your arrival and will assist you throughout your stay on matters relating to housing, work assignments, facility programs and parole or release matters.

If you are a direct court commitment and FCI Safford is the first designated institution, or if you were transferred to FCI Safford from another Federal facility, you will be scheduled to appear before the Unit Classification Committee within 28 days of your arrival at this facility. If you were initially committed to this facility as a writ return, you will be scheduled for initial classification within 14 days of your arrival.

During the classification process, you and your Unit Team will discuss program recommendations to include the treaty transfer process, custody classification and release planning. Decisions concerning transfers to other facilities, furloughs and work assignment changes will also be addressed at these meetings.

Following your initial appearance before the Unit Team, you will receive a regular formal review before the Unit Team each 90 days in order to discuss any significant changes in your program plan. If you have one (1) year or more remaining on your sentence, you will normally be reviewed every 180 days. Inmates are required to attend their initial classification meetings and their subsequent program reviews.

Names of inmates scheduled for a classification meeting will appear on the institution call-out sheet on the date of the meeting. A Unit Team Classification Docket will also be posted at least 48 hours prior to the scheduled meeting on the Unit Management bulletin board. Inmates who do not arrive on time will be subject to disciplinary action. For your convenience, Unit Staff Members maintain posted open house hours to assist you.

Normal open house hours are as follows:

Monday - Friday: 6:00 a.m. to 7:30 a.m.
11:30 a.m. to 12:00 p.m.
3:00 p.m. to 3:50 p.m.
4:30 p.m. to 8:50 p.m.

Saturday and Sunday: 6:00 a.m. to 3:50 p.m. (excluding count time)

Holidays: 6:00 a.m. to 3:50 p.m. (excluding count time)

7. RULES AND REGULATIONS

Rules and Regulations are established for everyone's consideration. By adhering to the Rules and Regulations of an institution, you are respecting the rights of others to live in a harmonious environment.

1. No inmates may enter a Unit which they are not assigned without staff authorization.
2. Inmates must remain in their assigned living areas (at their assigned beds) after 10:30 p.m., except for the use of the bathroom and the use of the drinking fountain.
3. All inmates will remain in their assigned living areas (at their assigned beds) during all scheduled institutional counts or in their assigned work area, if approved by staff.
4. Talking in a loud and/or boisterous manner is strictly prohibited, especially inside the Unit. Inmates must move about or speak quietly after 10:30 p.m. to respect the rights of the inmates who are sleeping.
5. All radios will be played with the use of an earphone or headphones and at an acceptable level as not to disturb other inmates.
6. Televisions are viewed in the various cabanas on the Compound and in Recreation. Televisions can also be viewed inside the Recreation Auditorium. Abuse of Television privileges may result in termination of the viewing.

7. Inmate telephones are located near A Dorm of Saguaro Unit and Ocotillo Unit. Inmates will be held responsible for their conduct while using the telephones. Monday through Friday, excluding Holidays, inmates may use the telephones while the compound is open for inmate movement. If the Compound is closed, you must return to your assigned area.
8. Inmates are responsible for the amount of personal property in their possession. No property will be allowed which cannot be stored in the provided space.
9. All living areas will be kept clean and always maintained at a high level of sanitation. Beds will be made prior to 7:30 a.m. and your individual area must be clean and prepared for inspection on weekdays, excluding Holidays. On weekends and Holidays, your beds will be made and your area must be clean when you leave the Unit.
10. Inmates are responsible for checking the Call-Outs daily and then reporting to their Call-Outs at the designated times.
11. Inmates will not shower after 10:30 p.m. Showers are closed from 10:30 p.m. to 5:30 a.m.
12. Inmates are to be appropriately dressed before exiting the inmate bathrooms. Specifically, inmates must be wearing any institution authorized shirt and any institution authorized shorts/pants before exiting the bathroom.
13. Inmates should practice a high standard of personal hygiene for their own health and for the consideration of others.
14. Retention of commissary items is limited to the storage space provided and allowed by institutional policy.
15. Hobby crafts items are prohibited from being kept in the living areas unless specifically approved by the Associate Warden.
16. Before departing the Unit, all inmates will be dressed in the proper uniform. During normal working hours (Monday through Friday from 7:30 a.m. to 4:00 p.m.), all inmates will be dressed in full uniform, khaki shirts tucked into khaki pants or, during the summer months, institution issued T-shirts tucked into khaki pants. Inmates must also wear their institution issued belt and safety shoes. No inmate will be permitted to wear khakis in combination with sweatshirts or sweatpants during normal working hours. Only authorized institutional issue clothing and authorized personal athletic clothing may be worn in the institution. This applies to all inmates whether assigned to work or in an unassigned status. Any altered clothing will be considered contraband.
17. Any staff member may search you, your locker and assigned area at any time. You are responsible or everything in your possession, inside your assigned locker and in your assigned area.
18. Inmates will comply with all orders given by staff, especially during emergencies when staff give direction to get out of their way while responding or when give direction to lie on the ground.
19. Card games are only to be played in day rooms or outside tables, with the exception of Ocotillo Unit (Ocotillo inmates may play card games at their bunk area, as there are no day room tables inside Ocotillo unit). At no time may there be more than 4 people playing any card game inside the units. Outside card tables may not have more than eight players, if table size permits. At no time will staff allow inmates to gamble. Inmates found to be gambling will be subject to the discipline process. No games are allowed to be played after the 10:00 p.m. count.

8. RESTRICTED INMATE MOVEMENT

Open movement will be announced every hour on the hour during the normal work week, Monday through Friday, 7:30 a.m. through 3:30 p.m. You will only be allowed a reasonable amount of time in which to conduct your business. All work detail inmates are required to have in their possession a work pass for entrance to any area other than their work assignment shop or area. The movement when announced is for ten minutes allowing you time to get to your destination prior to the close of the movement. Inmates moving about on the compound after the movement has been closed are subject to disciplinary action.

Certain areas of the institution are also restricted to inmates.

- A. **MICROWAVE DETECTION ZONES:** Inmates are prohibited from entering the perimeter fence line areas which are covered by the microwave detection zones, with the exception of work details under direct staff supervision.
- B. **UNICOR AND MECHANICAL SERVICES SHOPS AREA:** Inmates are not permitted in this area with the exception of assigned inmates on their work detail.
- C. **BASEBALL FIELD AND WALKING/JOGGING TRACK:** This area is open from 6:00 a.m. - 8:45 p.m. Monday through Friday. On weekends and holidays, it is open from 6:30 a.m. to 8:45 p.m. The recreation yard is closed each day at 10:15a.m. in preparation for the noon meal and from 7:30 - 8:00 a.m. and during the 4:00 p.m. count.
- D. **INNER COMPOUND:** The Inner Compound area between the front of the dormitories and the front of the Dining Room and Administration Building is open from 6:00 a.m. to 10:00 p.m., Sunday through Saturday, except for those times when preparing for a count.
- E. **WEIGHT LIFTING AREA:** The weight lifting area will be open from 6:00 a.m. to 8:30 p.m. Monday through Friday. On weekends and holidays, it will be open from 6:30 a.m. to 8:30 p.m. Safety shoes must be worn at all times in this area by both users and spectators.
- F. **BASKETBALL AND VOLLEYBALL COURTS:**

<u>MONDAY THRU FRIDAY</u>	<u>WEEKENDS & HOLIDAYS</u>
12:30 p.m. to 8:30 p.m.	8:30 a.m. to 8:30 p.m.
- G. **HOBBY SHOP:** Weekdays - 12:00 p.m. to 3:30 p.m. and 5:30 p.m. to 7:30 p.m.
Weekends - 8:00 a.m. to 3:30 p.m. and 5:30 p.m. to 8:30 p.m.
- H. **OPEN AREA BETWEEN NORTH SERVICE ROAD AND FENCE LINE:** This area is out of bounds with the exception of work details under staff supervision.
- I. **NORTH AND WEST AREAS BEHIND UNIT OFFICES:** This area is out of bounds except for work details under staff supervision.
- J. **WEST AREA BETWEEN EDUCATION AND VISITING ROOM:** This area is out of bounds except for work details assigned to clean and water the area, or for inmates reporting to the visiting room for visits on regular visiting days. These inmates are required to wait for their visits on the southwest corner of the Chapel at the yellow line on the service road.
- K. **RESTRICTION TO DORMITORIES:** All inmates are restricted to their assigned dormitory from 10:00 p.m. to 6:00 a.m. (6:30 a.m. on weekends and holidays) with the exception of inmate night work details on the job or returning to or reporting for work.
- L. **MEAL ROTATION:** Inmates are restricted to their assigned dormitories after the 4:00 p.m. and 10:00 a.m. counts until their dormitory has been released to the Dining Room.

- M. **ADMINISTRATION BUILDING AND BUSINESS OFFICE:** This area is out of bounds except for work details assigned to the area, or for conducting pre-scheduled business escorted by staff.
- N. **GRASS AREAS ON THE COMPOUND AND EDUCATION:** All grass areas are designated as out of bounds with the exception of inmates who are assigned to work on those areas. Use sidewalks and paths to get to your destination.

9. INMATE GRIEVANCE PROCEDURES

Most problems or complaints can be handled informally by bringing them to the attention of staff members. However, if this does not occur, contact your assigned Counselor to obtain an Informal Resolution and any other appeal forms. The Informal Resolution is commonly referred to as a BP-8. Your Counselor will investigate the concern and normally respond to you within five business days.

If you are not satisfied with the response, you can file a BP-229, commonly referred to as a BP-9. This appeal form must be filed within 15 days of the date of your response on the BP-8. Remember to attach one copy of your BP-8 with this appeal. The Warden will normally respond to your appeal within 20 days.

If you are not satisfied with the response, you can file a BP-230, commonly referred to as a BP-10. This appeal must be filed within 20 days of the date of your response on the BP-9. You must attach a copy of the BP-8 and BP-9 with your appeal and copies of any other documentation. The Regional Director will normally respond within 30 days.

If you are not satisfied with the response, you can file a BP-231, commonly referred to as a BP-11. This appeal must be filed within 20 days of the date of your response on the BP-10. You must attach a copy of the BP-8 and BP-9 and BP-10 with your appeal and copies of any other documentation. The General Counsel will normally respond within 40 days.

10. INMATE ACCOUNTABILITY

Official Institution Counts are conducted as follows:

<u>MONDAY THRU FRIDAY</u>	<u>WEEKENDS & HOLIDAYS</u>
12:00 a.m. (Midnight)	12:00 a.m. (Midnight)
3:00 a.m.	3:00 a.m.
5:00 a.m.	5:00 a.m.
4:00 p.m. Stand up Count	10:00 a.m. Stand up Count
10:00 p.m. Stand up Count	4:00 p.m. Stand up Count
	10:00 p.m. Stand up Count

Inmates are required to be in their assigned dormitory cubicle and are to remain quiet during the official count. Inmates are not allowed to leave the cubicle area until their dormitory has cleared count. Inmates are not allowed to leave the dormitory until the entire institutional count has cleared.

Interference with the institutional count system is a serious offense and will result in strict disciplinary action.

Institution departments may place an inmate on the call-out sheet for all routine and necessary appointments (i.e. medical appointments, team meetings, etc). Inmates must check the call-out sheet each evening to ensure they are present for any call-outs. If inmates are on call-out, they may not leave their job assignment unless authorized by their Detail Supervisor. Inmates who do not appear for their call-outs will be subject to the disciplinary process.

11. SANITATION

Inmates are required to present a neat and clean appearance of their person and assigned living area at all times. Inmates are required to have their bed made tightly and their general area clean by 7:30 a.m. each day. Inmates assigned to details which work other than the normal work hours and days (Monday through Friday, 7:30 a.m. to 3:30 p.m.) must have their personal area inspection ready by 7:30 a.m. However, they may return to bed and are allowed to sleep on top of the covers. Once inmates awake again, they must readdress their area.

Sanitation in the cubical/bed area is of the utmost importance. All personal property will be kept inside the locker area with the exceptions outlined on the next three pages. At no time is it acceptable to have property, coats, bags, strings, etc. hanging from the bed. The only items allowed outside of the locker is one pressed uniform hung on locker hook, one laundry bag and one jug.

On weekends and holidays, beds must be made and your area should be cleaned. However, you may return to bed and are allowed to sleep on top of the covers. When you wake up, you should readdress your area once again.

On weekdays showers are open from 6:00 a.m. until 7:30 a.m. and from 4:15 p.m. until 10:30 p.m. Showers may be taken on weekends and holidays from 6:00 a.m. until 10:30 p.m. (excluding count times). There are inmates assigned to clean these areas but they cannot do a good job without your cooperation.

Inmate dormitories will be inspected daily, Monday through Friday, during normal work week hours of 7:30 a.m. to 4:00 p.m. Inspections will normally be completed by the Unit Officer, Unit Manager, Counselor, and Safety Manager. Sanitation discrepancy notices will be issued to each inmate for not meeting the sanitation requirements. Corrective action must be taken immediately. Sanitation discrepancy notices will normally result in an incident report and/or bed assignment change.

HOUSEKEEPING CHECKLIST FOR DORMITORIES

INDIVIDUAL CUBICLES/BUNK AREAS: These instructions are meant as a guide to help individuals maintain their personal living areas. Cubicle/Bunk areas should meet these requirements at all times in order to pass any housing area daily inspections.

OVERALL APPEARANCE: Inmates must maintain their assigned cubicle/bunk area clean, neat, and orderly at all times.

COMMON AREAS: Each individual also has the responsibility for maintenance of all common areas of the dormitories they use such as outside areas, showers, washrooms, and restroom areas. Each person should leave these areas neat and clean. In addition, the shower and washroom facilities will be closed from the hours of 7:30 a.m. to 10:00 a.m. and from 12:00 p.m. to 1:00 p.m. daily for regular sanitation maintenance. Showers will not be taken after 10:30 p.m. Inmates assigned to odd-shift hour jobs such as Food Service are expected to cooperate with the Unit Orderlies to ensure that the showers and wash basins are left clean.

BED MAKING: Beds will be tightly made, wrinkle free, and neat with sheets folded approximately 16" from the head. (See attachment A). Extra blankets will be neatly folded and placed at the foot of the bed. All beds will be made and inspection ready by 7:30 a.m. on weekdays and prior to leaving the cubicle area on weekends. All shoes and boots not secured in lockers will be placed neatly under the bed.

BED FRAMES: All bed frames will be dusted and cleaned on a daily basis. No items are allowed to hang off of the beds, except a towel at the foot of bed. No coats, toilet paper, etc., are allowed on the bed posts.

BEDDING: All bedding will be washed frequently to maintain good sanitation and hygiene in inmate living areas.

FURNITURE: All furniture will be free of stains, dirt, and will be dusted daily.

LOCKERS: Lockers must be kept clean and free of dust. Inmates are not allowed to place stickers, calendars, graffiti, or any item on their locker. The altering or moving of lockers is strictly prohibited. A towel and a laundry bag are allowed to be hung from the locker hook.

WALLS: The walls in the cubicle/bunk area are to be kept clean, scuff and stain free on a daily basis. This includes any fixtures in this area also. No items will be placed, taped, or otherwise affixed to any wall surface or fixture in any cubicle/bunk area. No personal items are to be stored on wall tops.

FLOORS AND BASEBOARDS: Floors are to be free of dust and dirt. Daily sweeping and mopping to maintain a clean surface is required. Baseboards will be kept clean and free of dust on a daily basis.

PERSONAL PROPERTY: Personal property over the allowed amounts will not be kept. Personal property will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items:

1. All clothing will be kept inside of lockers except for dirty items in a laundry bag. The laundry bag will be placed on a hook on the outside of the locker or under the bed at the foot of the bunk. Only clothes are allowed to be stored in the laundry bags. All inmates are expected to adhere to the normal laundry schedule so as not to further accumulate dirty laundry. A coat, when stored outside the locker area, will be placed on the other hook located on the outside of the locker or neatly on the bed. Wet towels may be hung on the locker hook until dry, or on a clothes hanger at the foot of the bed. Once dry, it should be put inside the locker.
2. Excessive amounts of newspaper and magazines will not be allowed. No books, magazines, or newspapers will be displayed in the open at any time unless being used or read at the time by the area occupant.
3. Only hobby craft items that are approved by the Associate Warden will be allowed in the cubicle/bunk area. All finished hobby crafts will be mailed from the institution as soon as possible after completion.
4. Water jugs are permitted to be stored outside of the locker, out of sight.
5. All prayer rugs will be secured inside the locker.
6. Any other personal items not mentioned will be kept inside the inmate's locker when not in use or the cubicle/bunk occupant is not present.
7. Storage of items will not be permitted under the mattress.

FIRE SAFETY: At no time will any item such as wood, paper, plastic, or cardboard boxes be brought into any dormitory for inmate use unless it is approved by the local administration.

At no time will any changes be made in any inmate dormitory to any physical plant structure or fixtures that may cause harm or injury to themselves or others. This includes the placement of nails, screws, unauthorized hooks, and illegal radio antenna wires. At no time will lockers, beds, etc., be moved without the expressed approval of the Unit Management Team. Violators will be subjected to the disciplinary process.

12. CLOTHING AND DRESS REGULATIONS

The national policy regarding inmate personal property will be strictly adhered to when processing new inmate arrivals.

Inmates will at no time be allowed to wear clothing in such a manner that is seen as depicting gang involvement, i.e., sagging pants, shirts buttoned at top only, belt buckle worn to one side, etc.

DRESS REGULATIONS FOR THE WORK WEEK: Institution clothing (khaki shirts, khaki pants, and institution issued belt and safety shoes) must be worn at all times while an inmate is working. Clinic

clothing and Food Service smocks and hair nets may not be worn off the job. Inmates must be fully clothed during normal work week hours which are Monday through Friday, 7:30 a.m. to 4:00 p.m.

DRESS REGULATIONS FOR THE DINING HALL: Monday through Friday for the noon meal, inmates must be fully dressed in the dining hall. The dress regulations in the dining hall Monday through Friday for the noon meal is khaki shirts tucked into khaki pants or, during the summer months, institution issued T-shirts tucked into khaki pants. Inmates must also wear their institution issued belt and safety shoes.

MONDAY THROUGH FRIDAY FOR THE EVENING MEALS WEEKEND AND HOLIDAY MEALS: The dress regulations for the breakfast, evening, weekend, and holiday meals is sweat pants and/or sweat shirts, shorts, T-shirt khaki shirts and khaki pants. During leisure hours it is not necessary to tuck the shirt in the pants. Only headgear authorized by the Chaplain will be permitted in the food service area. No sleeveless shirts are allowed in the dining hall.

RECREATION YARD DRESS REGULATIONS: Recreational type clothing, such as sweat pants, shorts, T-shirts will be worn only in the recreation area during the work day. Steel-toed boots must be worn in the weight area.

During the work day, inmates wearing recreational type clothing will not be allowed in any other area. Specifically, the administration building, unit offices, Chapel, R & D, inmate laundry, inmate telephone, T.V. room and inner compound.

Recreational sweat bands purchased from the Commissary may be worn only on the recreation yard. Handkerchiefs are not sweat bands and are not allowed to be worn as head wear.

Inmates are required to wear shirts while on the recreation yard, Monday through Friday, 6:00 until 4:00 p.m. (except for holidays).

The only area authorized to be shirtless is the Sun Tanning area which is designated as the softball field bleachers. Inmates must have on pants or shorts in this area when sun tanning. Shirts must be worn in all other areas.

13. PERSONAL/INSTITUTION ISSUED PROPERTY

Personal property authorized for retention will be limited to those items listed below which can be neatly and safely stored within the cubicle locker space provided. Personal property accumulation to the point of becoming a safety, security, sanitation, or housekeeping problem will not be permitted.

LEGAL MATERIALS: Retention of legal materials will be permitted provided the materials can be stored within storage space provided. The inmate must demonstrate a verifiable need for additional storage space for ongoing legal matters. Unit Staff will monitor and verify the need for additional storage space for legal matters.

STAMPS: Inmates may only have 60 stamps (3 books) in their personal property at one time. If additional postage is needed for special mailing, it must be approved by the Unit Team.

COMBINATION LOCKS: Inmates will not be permitted to plug the keyway of their personal combination locks. Locks that cannot be opened through the use of a master key will not be permitted.

RADIOS: Inmates are limited to the possession of one radio. Radios may be played in the dormitory only with the use of an earphone. No personal property may be loaned or transferred to another inmate. Radios must be engraved with the owner's register number. Any radio with an altered register number will be confiscated.

HOBBY CRAFT MATERIALS: Hobby craft materials will be stored in an area designated by the Associate Warden.

MUSICAL INSTRUMENTS: Musical instruments are not permitted or played in the dormitory areas. However, they are permitted to be played at a reasonable volume in the music room, patios, or outside recreation. They may not be played in these areas during normal business hours.

GUIDELINES FOR PROPERTY AUTHORIZED FOR RETENTION:

INSTITUTION ISSUE ITEMS

3 trousers	1 blanket (summer)
3 shirts	2 blankets (winter)
6 underwear	2 bed sheets
6 T-shirts	1 pillow
6 pair socks	1 pillow case
1 jacket	3 towels
1 pair shoes	3 wash clothes
1 web belt	1 mattress
1 cap	1 bedside locker
2 laundry bags	

ATHLETIC ITEMS

1 sweat suit
1 jogging suit
2 athletic shorts
2 pair athletic shoes
1 weight lifting belt
1 tennis racket
1sweat band
1. pr. weight lifting gloves
5 pair athletic socks

MISCELLANEOUS ITEMS

commissary	hobby craft
legal materials	1 watch
1 Storage container	1 radio & earphones
1 plastic pitcher	photo album
1 shaving kit/bag	1 shower slippers
personal papers, letters, photos, etc.	Religious article
	wedding band (no stones)

Authorized property is limited to items purchased through approved channels, issued by authorized institution staff, or approved items authorized for retention at FCI Safford.

Storage space consists of one bedside locker. Property authorized for retention is limited to property which can be stored neatly and safely within the storage space provided.

AUTHORIZATION TO HAVE PROPERTY MAILED IN: Those inmates who are near release or have been approved to participate in furloughs may have clothing sent in, to be worn only when departing the institution and when returning to the institution. The authorizing department is the Unit Team. Medical items must be authorized by the Medical Department, religious items by the Religious Department, and educational items by the Education Department.

If an inmate sustains a loss of property as a result of negligence of an employee at a privately managed prison, the inmate has a right to file a claim with that prison.

14. SAFETY

Each new commitment will be required to read and sign the safety regulations. In the event the inmate cannot read, these regulations will be read and explained to him. Each inmate will be provided with a copy of the Inmate Accident Compensation Procedures booklet, which is available in both English and Spanish editions.

1. Every effort will be made to provide a safe work area and environment for each inmate worker and to provide the appropriate safety equipment for each individual.
2. It is the responsibility of each man to use the safety equipment issued to protect him against physical injury and/or health hazards. Make certain you have all required personal, protective equipment on before you begin any operation.
3. You must wear safety goggles when performing any grinding, chiseling, filing, chipping or spraying operation.
4. Hearing protection must be worn on all work stations designated as a high noise level area.

5. Tennis shoes are not allowed on any work assignment. While engaged in weight lifting, safety shoes must be worn.
6. Report all safety hazards immediately to your work supervisor. Do not continue to work in any area or on any machinery or equipment that is unsafe or improperly guarded.
7. Inmate employees will perform only work that is assigned to them. Operation of machines or equipment, or performing any operation that has not been specifically assigned, is strictly forbidden.
8. Operating equipment without using the safety guard(s) provided, or removal of the safety guards, is forbidden.
9. The fabrication or repair of personal items on government equipment (except when authorized in the Hobby Shop) is against safety regulations.
10. Do not try to adjust, oil, clean, repair, or perform any maintenance on any machine while it is in motion. Stop the machine first. Use lockout devices where possible.
11. Do not lift weights at the recreation facility until authorized by the Medical Department.
12. Inmates who are injured while performing their assigned duties will immediately report such injury to their work supervisor (staff member). Failure to report a work injury to your supervisor within a maximum of 48 hours may disqualify you from eligibility for lost time wages or compensation.
13. It is the responsibility of each inmate worker to exercise care, cooperation, and common sense in performing his assigned work. Horseplay on the job will not be tolerated.
14. Any inmate who sustains a work injury and still retains some degree of impairment at the time of release should contact the Safety Manager not less than 45 days prior to release or transfer to a CTC for the purpose of submitting a claim for compensation. This claim must include a medical evaluation before any compensation can be considered.
15. Any tampering with the fire safety equipment in the dormitories and other buildings in the absence of an emergency is forbidden.
16. Inmates will wear safety shoes when at work in all areas.
17. The use of walkman headphones is not permitted for safety purposes.

VIOLATION OF SAFETY RULES: When you violate a safety rule, you not only risk receiving disciplinary action, but loss of life, limb, sight or hearing. Therefore, it is to your benefit in every respect to know safety regulations and follow them. In case of doubt, consult your supervisor or the Safety Officer.

FIRE SAFETY: It is the policy of this institution to periodically conduct fire drills to ensure that all staff and inmates become thoroughly familiar with respective evacuation routes, procedures, responsibilities, and steps to be taken during an actual fire emergency at this institution.

FIRE DRILLS: A minimum of one fire drill each shift will be conducted quarterly for all inmate dormitories. During an actual fire or during a fire drill, all inmates will be expected to comply with staff orders. Inmates should familiarize themselves with the evacuation routes posted in each dormitory and in each building throughout the institution.

Should you encounter a fire within the institution, you should first call for help. If you can safely fight the fire with a fire extinguisher without the risk of injury, you are authorized to do so. Remember to first call for help.

15. VISITING

DIRECTIONS: FCI Safford is located approximately seven miles south of downtown Safford, Arizona on Highway 191. It is approximately 120 miles East of Tucson, Arizona, and 180 miles Southeast of Phoenix, Arizona. From Tucson, Arizona, visitors should travel East on Interstate 10 to highway 191 North. They should travel on Highway 191 North to Highway 366 and turn left. Visitors from Phoenix, Arizona, should travel East on Highway 60 to Highway 70, then East on Highway 70 to Highway 191. Turn south on Highway 191 to Highway 366, then turn right.

LOCAL TRANSPORTATION: There is no local bus or taxi transportation currently available at FCI Safford.

VISITING DAYS AND HOURS: Visiting hours are from 8:00 a.m. to 3:00 p.m. on weekends and Federally approved holidays. Only visitors on your approved list will be allowed to enter the institution. To ensure a prospective visitor the opportunity to visit, they must arrive in the lobby no later than 2:00 p.m. Visitors will not be processed between 9:30 a.m. and until the control center officer has received a good verbal count for the 10:00 a.m. count. Inmates will not be called to the visiting room until the count has cleared.

Only **four visitors** will be allowed to visit at one time, including non-infant children. Exceptions to these rules may be made only with the approval of the Captain.

VISITING FORMS AND VISITING LIST: All visitors must be approved prior to visiting. You must complete fully and accurately the Initial Visitation Form available in the Unit Office building. Be sure all required information is provided. Incomplete or inaccurate addresses will cause delays in processing your visitors' request forms. Your Counselor will review your proposed list and will act upon it shortly after receiving it. If you wish to amend your visiting list, you should submit an Inmate Request to Staff Member form to your Counselor. It is necessary for you to submit a written request in order to change your visiting list.

You are responsible for mailing out Visitor Information forms to prospective non-immediate family visitors who are not mentioned in your Presentence Report (PSI). Normally, all immediate family members are approved to visit as long as they are mentioned in your Presentence Report (PSI) and placed on your visiting list. Children 18 years of age or younger must be accompanied by an adult. If you wish to receive a visit from someone not on your visiting list or during non-normal visiting hours, special approval must be secured at least two weeks in advance of the proposed visit through the Unit Manager.

REQUIRED VISITOR IDENTIFICATION: Positive identification is required of your visitor which may include driver's license, passport, etc. Photo ID is required.

CHILDREN: Failure of your visitor to adequately control the behavior of children in their charge may result in the termination of your visit.

INMATE DRESS REGULATIONS FOR VISITING ROOM: You must wear approved institutional clothing and institution shoes into the visiting room. Your clothing should be clean and neat. No coats are authorized. Leave all personal property in your locker.

ATTIRE OF INMATE VISITORS: Inmate visitors are expected to follow all institutional policies regarding proper attire when entering the institution. Institution Supplement SAF5267.06J Visiting Regulations specifies what is considered to be appropriate attire in the visiting room. When an inmate's prospective visitor has been approved for visitation, it is the responsibility of each inmate to provide him/her with a copy of the Visiting Rules and Regulations. This information can be obtained from the Unit Team Counselor.

Visiting dress rules apply equally to male and female visitors.

- Anyone wearing clothing considered to be too revealing will not be allowed to visit. This may include sun dresses, leotards, miniskirts, backless tops, any sleeveless garment, crop tops, low cut necklines, sheer fabric, see through lace, and clothing of spandex material. No open-toed shoes or sandals of any kind are allowed.
- Any clothing more than three (3) inches above the knee will be considered too short and will not be permitted to enter the institution. This includes shorts, dresses, sun dresses, miniskirts, culottes,

and any dress or skirt with a high cut split, in back, front of side, etc. This applies to all visitors regardless of age.

- Any type of gang insignia, i.e., gang art work of any type on a visitor's clothing, design in their hair, displaying affiliation with gangs, will be brought to the attention of the Operation's Lieutenant. Any type of military style clothing including camouflage clothing will not be allowed.
- Any clothing similar to inmate clothing such as khaki type will not be permitted. Hats or caps will not be permitted inside the Visiting Room.
- Visitors wearing religious headwear may be asked to provide the headwear for a search if first authorized by the Warden or his/her designee and if staff have reasonable suspicion that the religious headwear contains contraband. The IDO and Operations Lieutenant will be notified prior to any search of religious headwear. Once approval for the search of the headwear is approved by the Warden or his/her designee, a staff member of the same sex as the visitor wearing the religious headwear should ask the visitor if they would consent to a visual inspection of their headwear. If the visitor refuses, the visitor will not be allowed to enter the institution. If the visitor consents to the search, the staff member should escort the visitor to a private place. The visitor then should be instructed to remove the religious headwear to allow the staff member to conduct a search of the headwear.
- If it is determined that the visitor is dressed inappropriately, the visitor will not be allowed entrance, but will be given the option to visit the inmate only after appropriate dress has been obtained.
- Clothing that is questionable for a correctional setting will be referred to the Institutional Duty Officer who will make the final decision to approve or deny the visit..

AUTHORIZED ITEMS:

The only items authorized to be brought in by the visitor in the visiting room are:

- One (1) wallet or One (1) transparent change purse no larger than 8" x 8" x 2"
- Four (4) diapers
- Two (2) plastic jars of baby food, unopened
- One (1) clear and empty baby bottle or sippy cup
- Three (3) individual packaged baby formulas
- One (1) baby blanket (winter months only)
- Two (2) sanitary napkins or tampons
- Medication: Only nitroglycerin pills, insulin and prescribed inhalers will be allowed and must be left at the visiting room officer's desk until conclusion of the visit.
- No more than \$20 in change, quarters, dimes and nickels will be allowed for use in the vending machines. Paper currency is not authorized to be brought into the institution.

The only items authorized to be brought in by the inmate in the visiting room are:

- One (1) Religious Medal or Pendant
- One (1) Eyeglasses
- One (1) Authorized Religious head wear
- One (1) Plain Wedding Band
- One (1) Inmate Identification Card

No items brought in by the visitor are allowed to be given to the inmate through the visiting room.

INMATE IDENTIFICATION: Inmates shall provide their commissary card to the Visiting Room Officer for identification purposes.

FOOD IN THE VISITING ROOM: Visitors may purchase food items to be consumed by the inmate during the visit. Vending machines located in the visiting room are to be used by visitors only. (Inmates are not allowed to use the vending machines).

Inmates responsible for willful and malicious damage to the vending machines could be subject to disciplinary action and could be found liable for payment of damages to the vending machines.

ATTORNEY VISITS: Attorney visits should be conducted during visiting days. It is preferred that attorney visits be scheduled in advance so that adequate private space can be set aside. If an attorney visit must be made during non-visiting days, contact your Unit Team for scheduling and approval.

SPECIAL VISITS: Except in cases of emergency or demonstrated need, visits will be restricted to visiting hours. Other special visits may be approved by the Associate Warden where it is evident the visit cannot occur during visiting hours. Special visits must be approved at least 24 hours in advance. These visits will ordinarily be supervised by Unit Staff.

PRESS OR MEDIA VISITS: Written consent of the inmate is required prior to a visit from a member of the press. The Warden will be the final approving official for any visit by the press or media.

CONTRABAND: The introduction of contraband into a penal institution is a violation of 18, USC, Sections 1791 and 3571, punishable by fine and/or imprisonment. Contraband is defined as any item given to or left where accessible to inmates, such as narcotics, money, alcohol, tobacco, firearms or other items of which specific approval of the institution has not been obtained.

OTHER VISITING ROOM REGULATIONS: All inmates are subject to a visual search prior to reentry to the living area of the institution.

Approved visitors may not leave money with the Visiting Room Officer or the Control Room Officer for deposit into your account. All money to be deposited to your account must be mailed to the address mentioned in Section 3 of this booklet.

Only four visitors will be allowed to visit at one time including non-infant children. Exceptions to these rules may be made after submitting a Request to Staff Member to the Captain for approval.

The privilege to visit will be denied to anyone who attempts to circumvent or evade visitation regulations.

The use of camera equipment or recording equipment without the written consent of the Warden is strictly prohibited.

No written message may be exchanged during a visit.

You may kiss and embrace your family member upon entry into the visiting room and again at the conclusion of your visit. Excessive touching, kissing, fondling, etc. will result in termination of the visit and disciplinary action.

16. DORM ASSIGNMENTS

Correctional Counselors are responsible for making quarters (bed) changes. Those inmates with medical problems requiring bottom bunk assignments will receive priority for placement in a bottom bunk. All other bottom bunk assignments will be made on a seniority basis.

17. JOB ASSIGNMENTS

The Unit Team (normally the Correctional Counselor) is responsible for making inmate job assignments. Inmates normally will be placed on a job assignment most compatible with his interest or job skill. Inmates with severe financial needs will be considered for priority placement on the waiting list in Federal Prison Industries (UNICOR).

The regular work day for the inmate population starts at 7:30 a.m. and lasts until 3:30 p.m. Some work details stagger schedules such as UNICOR, Food Service, Laundry, Recreation, and the Unit Orderlies. Your detail supervisor will explain the normal work schedule should you be assigned to one of those details. Institution needs and medical status take priority over all other concerns when making job placements. Inmates must remain on their job for 90 days prior to getting a job change.

PERFORMANCE PAY: Performance pay may be awarded to inmates who have maintained good work habits and superior performance. Performance pay is awarded based on each individual job classification. You are encouraged to speak with your work supervisor concerning performance pay.

UNICOR: UNICOR employs large numbers of inmates and specializes in the production of textile products for sale to governmental agencies. Products are produced by an assembly line method. Assignments to UNICOR are made from a waiting list. To be placed on the waiting list you must file an application with your Unit Counselor. If eligible, while in UNICOR, you automatically earn Industries Good Time at the rate of three days per month for the first year and five days per month for each month thereafter. By law, you cannot earn Industries Good Time in UNICOR and Meritorious Good Time at the same time. Everyone assigned to UNICOR begins at the lowest pay grade, unless they have prior UNICOR experience, and have not received a disciplinary transfer. Depending on the quality of your work, interest, initiative, prior work history in UNICOR, and education level, you may progress to first grade pay (see attached pay schedule).

Whenever you are absent from your job, you will not be paid. You will receive pay for all legal holidays.

During the first year, it is possible to earn up to six days vacation and up to 12 days for each year thereafter. Depending on the factory status, you may take your vacation or work and receive vacation and work pay.

1st grade = \$1.15 per hour
2nd grade = \$.92 per hour
3rd grade = \$.69 per hour
4th grade = \$.46 per hour
5th grade = \$.23 per hour

FACILITIES DEPARTMENT: The Facilities Department provides support services to the institution through various trade shops and an administrative office. These shops include:

Electric
FAC Administration
FAC Assistant (Engineering)
Garage
General Maintenance 2 (Masonry)
General Maintenance 3 (Plumbing)
General Maintenance 4 (Outside Maintenance)
General Maintenance 5 (Carpentry)
General Maintenance 6 (Vacant)
General Maintenance 7 (Plumbing)
HVAC
Landscape Inside
Landscape Outside
Welding Outside

Each shop is staffed with a foreman and an inmate crew of up to 20 persons.

The Facilities Department has three work schedules: All Day (7:30 a.m. - 3:00 p.m.), AM (7:30 a.m. - 10:30 a.m.) and PM (12:00 p.m. - 3:00 p.m.). Specific work detail assignments will be made by the General Foreman and the Supervisor according to individual skill levels, education class enrollment, and current shop quotas.

Performance Pay in the Facilities Department may be awarded to inmates who have maintained good work habits and superior performance. Performance pay is awarded based on each individual job classification. Each job classification is assigned a pay grade which the inmate assigned there will receive. The pay for each grade is as follows:

Grade 1 = .40 per hour.
Grade 2 = .29 per hour.
Grade 3 = .17 per hour.
Grade 4 = .12 per hour.
Maintenance Pay = 5.25 per month.

You are encouraged to speak to your detail supervisor concerning performance pay.

18. HEALTH SERVICES AND SICK CALL

The Health Services Department is located behind the Institution Laundry.

HOURS OF OPERATION:

ON-SITE MEDICAL COVERAGE

Week Days

6:00 a.m. - 6:00 p.m.

Weekends & Holidays

9:00 a.m. - 5:00 p.m.

Sick call sign-up

6:30 - 7:00 a.m. Mon, Tues, Thurs, Fri

PILL-LINE HOURS:

Week Days

7:00 - 7:30 a.m.

11:00 - 11:30a.m.

4:30 - 4:45 p.m.

Weekends & Holidays

9:30 - 10:00 a.m.

4:30 - 4:45 p.m.

HEALTH SERVICES STAFF: The Health Services Staff consists of a Clinical Director, Dentist, Health Services Administrator, Physician Assistants, Registered Nurses and Health Information Technician. Outside consultants are also available and referrals to those consultants will be determined by the Clinical Director.

Each inmate, upon arrival, will be assigned a Primary Care Provider, who will be responsible for their medical care throughout their stay at FCI Safford.

Health care visits with a fee: 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, exceptions will be listed below. You will be charged a fee for 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 below, you will be charged a \$2.00 copay fee for that visit. 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. You will not be charged a fee for: Health care services based on health care staff referrals, health care staff-approved follow-up treatment for a chronic condition, preventative health care services, emergency services, diagnosis or treatment of chronic infectious diseases, mental health care, or 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 and 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 copay fee. If you are considered indigent, you will not have the copay fee deducted from your Commissary Account. An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

SICK CALL (Medical and Dental): A physician and/or other qualified health care practitioner shall provide routine sick call on four regular work days per week, unless there is a holiday involved. Inmates who attend sick call will be triaged or wait to be seen if indicated. Emergency services will be available at all times, 24 hours a day, seven days a week.

For those inmates whose custody status precludes attendance at regular sick call, Health Services Staff shall provide sick call services seven days a week.

Inmates who attend sick call will be triaged and then given an appointment for the scheduled return visit to the Health Services Unit if indicated. The inmate will present this appointment time to his housing officer or detail supervisor to validate the need for returning to the Health Services Unit.

Individuals who become sick or injured after routine sick call, on weekends, holidays, or evenings should request that their unit officer or work supervisor call the Health Services Department for an appointment or the Operations Lieutenant if no Health Service Staff are available. **DO NOT GO DIRECTLY TO THE HEALTH SERVICES DEPARTMENT WITHOUT PRIOR APPROVAL BY THE MEDICAL STAFF.**

ROUTINE DENTAL TREATMENT: Routine dental treatment is available for sentenced inmates as resources of staff, time, and materials are available. Routine dental care is elective and an inmate may request the care through oral health instruction, indicated prophylaxis and other periodontal treatment, endodontic and restorative treatment. Inmates must submit a cop-out to the Health Services Department. Copayment fees are assessed for dental services according to policy.

PHYSICAL EXAMS: Health Services Staff will complete physical examinations within 14 days of your arrival. This examination includes medical and mental health evaluation, dental examination and ordering of appropriate laboratory tests or diagnostic tests as clinically indicated. The Admission and Orientation (A&O) physicals are routinely performed on Wednesdays. It will include pertinent history, eye testing, dental examination and hands on physical examination. Periodic Health Examinations will be available for age specific inmates as determined by individual patient clinical encounters and Preventative Healthcare Guidelines. An inmate being released from the system may request a medical evaluation if he has not received one within one year prior to the expected date of release. Release physicals should be conducted within two months prior to release.

MEDICAL RESTRICTIONS: Occasionally, it is necessary to restrict an inmate's work and activities for health reasons. The following categories are used:

- A. Medical idle/quarters - The patient is required to stay in his cubicle, leaving the area only for meals, bathroom, required pill lines, count, and scheduled religious services. **ALL OTHER AREAS AND ACTIVITIES ARE RESTRICTED. ABSOLUTELY NO RECREATIONAL ACTIVITY IS ALLOWED.**
- B. Medical convalescence - The patient is not required to work, but must remain in the dormitory during NORMAL working hours, except for medications, meals, and scheduled religious services. Recovery period for operation or injury not to exceed 14 (fourteen) days. **ABSOLUTELY NO RECREATIONAL ACTIVITY**, unless specified by the clinician.
- C. No duty - This is a recovery period for an operation or injury not to exceed 30 (thirty) days. Full institution privileges are allowed. Recreational activity may or may not be allowed.
- D. Restricted duty - Inmate is restricted from certain types of work or work areas due to medical limitations. Restrictions will be specific. When placed on restricted duty, the Medical Staff will provide copies of the status report to the work detail, unit staff, and the control center.
- E. When placed on lower bunk, an automatic athletic restriction will occur.

MEDICATIONS: Medications prescribed by the Health Services Personnel are dispensed at the Pharmacy (pill line) at the posted pill line times. **YOUR I.D. CARD IS REQUIRED FOR MEDICAL PICK UP.**

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaint related to cosmetic and general hygiene issues or minor medical ailments. Inmates without funds can obtain an OTC (over-the-counter) request through referrals by the health care provider. **However, most OTC's must be purchased at the Commissary.**

IMMUNIZATIONS: The Bureau of Prisons follows the recommendations of the Centers for Disease Control for immunization schedules and doses. The Preventative Health Care Program Statement outlines all immunization recommendations for inmates. Health Services Staff shall maintain the immunization record in each individual health record. Upon request, the Medical Department may provide inmates with records of the immunizations which they received during their commitment for their use following release. The hepatitis vaccine is offered to all inmates who work in high-risk identified areas.

SPECIALTY CLINICS: The Health Services Unit shall conduct specialty clinics as necessary and appropriate. Clinics will be conducted on an as needed basis, but at least quarterly. A physician/physician

assistant will evaluate a patient requiring ongoing medication and follow-up at least every 180 days. The Health Unit Staff will identify those inmates with specific chronic disease requiring follow-up specialty care.

EYEGLASSES: The Bureau of Prisons shall furnish prescription eyeglasses to any inmate requiring them. Inmates may retain eyeglasses possessed by them at the time of admission. Contact lenses will not be allowed unless on the recommendation of an ophthalmologist in consultation with the Clinical Director and the Health Services Administrator when medically necessary. Health Services Staff shall determine whether an inmate possessing contact lenses on admission may retain them for use. Maintenance supplies will be provided if the inmate requires contact lenses due to a medical condition.

RISK & UTILIZATION COMMITTEE: This committee is chaired by the Clinical Director and includes the Health Service Administrator. The committee reviews all outside diagnostic studies, consultant referrals and surgeries, both elective and medically necessary. A written response will be forwarded to the inmate notifying the inmate as to the decision. The response will include the estimated completion time and if denied the reason for denial.

ADVANCE DIRECTIVES/LIVING WILL: Inmates will be offered the option of signing an Advance Directive. A copy of this declaration will be made part of the health record. The advance Directive will follow the guidelines of the Arizona Living Will Act and accompany the inmate to an outside health care facility and will be honored in that facility.

HEALTH CARE RIGHTS AND RESPONSIBILITIES

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

RIGHTS:

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

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

RESPONSIBILITIES:

You have the responsibility to comply with the health care policies of your institution. You have the responsibility to follow recommended treatment plans that have been established for you by institution health care staff, to include proper use of medications, proper diet, and following all health related instructions with which you were provided.

1. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
2. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or contracting of an infectious disease.
3. You have the responsibility to respect these providers as professionals and follow their instructions to maintain and improve your overall health.
4. You have the responsibility to treat staff in the same manner.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to comply with security procedures.
7. You have the responsibility of being familiar with the current policy to obtain these records.
8. You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, open houses or the accepted Inmate Grievance Procedures.
9. You have the responsibility to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed medications.
10. You have the responsibility to eat healthily and not abuse or waste food or drink.
11. You have the responsibility to notify medical staff that you wish to have an examination.
12. You have the responsibility to maintain your oral hygiene and health.
13. You have the responsibility to maintain the cleanliness and safety in consideration of others. You have the responsibility to follow smoking regulations.
14. You have the responsibility to be counseled regarding the possible ill effects that may occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

the use of pork or pork derivatives by placing an asterisk (*) after the food item. Common Fare meals are also served to inmates approved by the institution Chaplain.

21. BARBER SHOP

HOURS OF OPERATION:	Saturday and Sunday.....	7:00 a.m. to 9:30 a.m. 12:00 p.m. to 3:00 p.m. 5:00 p.m. to 9:30 p.m.
	Monday through Friday.....	7:00 a.m. to 10:00 a.m. 10:30 a.m. to 3:30 p.m. 5:00 p.m. to 9:30 p.m.
	Holidays.....	Closed

Only approved, assigned inmate barbers will be permitted access to the Barber Shop for the purpose of cutting hair. No more than two inmates excluding the inmate barber will be allowed in the Barber Shop at any time. No gratuities, fees, or services are authorized to be provided to the inmate barber. Due to structural limitations at this time, perms and shampoos are not allowed.

22. LAUNDRY SERVICES

Upon your arrival, you were issued a full set of institution clothing and bedding material. On the following normal business day morning, you should report to the Laundry Department for size adjustments if necessary.

All institution clothing, including towels and washcloths, should be placed in the mesh laundry bag which was issued to you and returned to the Laundry for washing between the hours of 6:00 a.m. and 7:25 a.m. All bedding is exchanged on a one-for-one basis. Laundry is exchanged by laundry bin number. 0-200 first full week of the month. 201-400 second week of the month. 401-600 third week of the month. 601-up fourth week of the month.

HOURS OF OPERATION:

Laundry Hours:	6:00 a.m. to 7:25 a.m., Monday through Friday
Monday:	Blanket exchange
Tuesday:	Bag and Clothing exchange
Wednesday:	Bag and Clothing exchange
Thursday:	Bag and Clothing exchange
Friday:	Every other Friday, bag and personal hygiene exchange. Toiletries are exchanged on a one-for-one basis.

23. INMATE LAUNDROMAT

For the convenience of inmates housed at this facility, a Laundromat has been established south of the Saguaro Unit and in Ocotillo Unit.

The following rules and procedures will apply during the operation of this facility.

1. Hours of operation will be from 6:00 a.m. until 9:45 p.m.
2. Personal clothing may be laundered in the Laundromat.
3. No blankets or coats will be washed in the Laundromat.
4. No inmate will wash any clothing belonging to another inmate.
5. No clothing will be left unattended in the machines. Any clothing found unattended will be confiscated as contraband.
6. No sitting on top of the machines or folding tables. Misuse of the machines will result in disciplinary action and possible restitution for damages incurred.
7. No card playing.
8. Irons may be drawn from the Unit Officer by use of Commissary Card and will be returned upon completion of laundering your clothing items.
9. Irons and ironing boards are provided for use in the Laundromat only. It is expected that care will be exercised in the use of this equipment. All irons not in use will be turned off.

Any abuse or disrespect of the equipment or violation of the rules as posted may warrant disciplinary proceedings.

HOURS OF OPERATION: 7 days a week -6:00 a.m. to 9:45 p.m.
 Laundry will close Wednesday from 6-12 for cleaning and maintenance.

24. RECREATION AND LEISURE TIME

The Recreation Department consists of the Equipment Issue Room, Hobby Shop, Music Room, Weightlifting Area, Auditorium, and outdoor activities. All recreation areas are open on a daily basis from
 6:00 a.m. to 7:30 a.m.
 8:00 a.m. to 3:30 p.m.
 5:00 p.m. to 8:45 p.m.

Recreational items are available to be checked out from the issue room located near the horseshoe pits. Access into the recreation yard during the normal work week, Monday through Friday, 7:30 a.m. to 3:30 p.m., is via the hourly controlled movement periods. Only inmates who are not required to be at work can attend recreation facilities during work hours. Safety shoes must be worn while in the weightlifting area. Safety glasses are required on the handball and racquetball courts. Failure to adhere to the above regulations may result in an incident report being issued.

Wellness and Diabetic classes are held year round. Copouts are accepted by any recreation officer.

Television viewing is done in the Lower Cabana, the Upper Cabana, the Cabana on the East side of the Auditorium, Ocotillo Cabana and the Auditorium. A TV schedule is posted weekly to notify all of the programming and movies scheduled with hours for each area plainly indicated. There are no reserved seats and no inmate will be permitted to use more than one chair. The TV areas are to be kept neat and clean. Changes in the posted schedule must be approved by the Recreation Supervisor.

Feature length movies are shown in the Auditorium on Friday, Saturday, Sunday and holidays. Movies selected and times of showing will be posted in each dormitory.

25. RELIGIOUS SERVICES AND PROGRAMS

A full time Chaplain is on duty to minister to your spiritual needs. Inmates of all faiths - or no faith - are welcome to come by the Chaplain's office for personal or spiritual reasons. Inmates may also request to be placed on a call-out for an appointment.

Schedules of religious programs are posted in the Chapel and in the housing units. A large variety of videos are available for personal viewing. Books are available to be borrowed. Magazines, bibles, and other literature are available free of charge.

The Chapel was built by the men here, for the men here. It is considered a sacred place for spiritual activities. Where there are no scheduled activities, it is a quiet place for prayer and meditation. It is important that everyone be respectful of others while in the chapel. It is hoped that the chapel and its resources will be a place of encouragement, rest, and strength for you.

26. EDUCATION DEPARTMENT PROGRAMS

The Education Department provides the bulk of programs to the inmate population. The department provides both specific and general education needs and leisure time activities offering skill development and increased knowledge and attitudes that increase potential for success in the community.

While on A & O status, you will come into contact with an education staff member in a mutual discussion of your education background and vocational needs. If you desire any type of academic training, tell the education representative. All educational and vocational questions can be directed to the Education Department.

GED: If you have not yet attained your high school diploma, you are required to attend the GED Program to attain your diploma. You must have a high school diploma or GED to be promoted beyond pay grade 4.

COLLEGE LEVEL COURSES: A variety of college level courses are offered in a classroom setting through Eastern Arizona College, as well as through correspondence. You are required to pay for tuition and books. No financial assistance is available.

VOCATIONAL TRAINING PROGRAM: Vocational training programs are available. These will be covered during the A&O Program.

LEGAL AND LEISURE READING LIBRARY: We have a complete Legal and Leisure Library open to all. Leisure Library is open daily; Legal Library is open weekdays and is available one day of each weekend. Legal Library is closed on Federal Holidays. The libraries are located in the Education Complex. Typewriters are available for legal use only.

27. USE OF TELEPHONES

The maximum length of any telephone call made by an inmate is 15 minutes. A minimum of 30 minutes is required between telephone calls.

Inmates with ITS accounts are limited to 300 minutes of completed calls per calendar month from January to October. An additional 100 minutes is added to their existing minutes for the month of November and December for greater access to their families and friends. The minutes may be used for any combination of collect or debit calls at the inmate's discretion.

Inmates who exhaust their 300 minute limitation may be provided, at the Warden's discretion, a telephone call for good cause, and will, ordinarily, bear the telephone call's cost.

Indigent inmates may, for good cause, be authorized an additional collect call beyond the 300 minute limitation at the Warden's discretion.

Phone List: With the implementation of Trust Fund Limited Inmate Computer System (TRULINCS), inmate is no longer required to submit phone lists. It is now the inmate's responsibility to input phone numbers of their contacts. All inmates can have up to 30 active numbers at any given time.

Phone Access Codes: The Phone Access Code (PAC) is a nine-digit number which allows an inmate access to the ITS. This number is generated automatically when an ITS account is created. The inmate should treat the code number as strictly confidential and should not share this number with any other inmate. If an inmate believes his code number has been compromised, he should report it to Unit Staff immediately. Unit Staff will contact the Trust Fund Supervisor who will restrict the phone system for the affected inmate. To obtain a new PAC number, the inmate must pay a \$5 fee, utilizing a Request for Withdrawal of Inmate's Personal Funds Form, to help defray the cost of establishing a new PAC number.

Deposits: In order for an inmate to place debit telephone calls, he must first transfer funds from his Trust Fund Account to the ITS. These ITS credits are transferred by an inmate using the ITS telephone. The amount of this transfer will serve as a credit limit in the individual inmate's ITS account.

As a phone call is made, the actual charges will be calculated and deducted from this amount. Inmates may transfer funds from their Trust Fund Account to the ITS-III to make debit calls after 4:30 p.m. Monday through Friday or all day on weekends. Until a credit balance is established, no debit phone calls can be made. Once established, the credit balance may only be used for making telephone calls. This credit will not be transferred back to an inmate's Trust Fund account, except in the following circumstances:

- Release or transfer to another facility;
- Administrative error made by staff;
- An inmate on telephone restriction for more than 30 days requests in writing that his ITS credits be returned to his Trust Fund account. This is a one time transaction for the entire balance of the ITS account. Inmates found to have committed a prohibited act and sanctioned to a restriction of their Commissary privileges may transfer telephone credits over the phone.

Release: Any funds remaining on an inmate's ITS account upon his release from federal custody will be returned to the inmate's Trust Fund Account at the time his Release and Gratuity Notice is processed by the Trust Fund Accounting Technician. The inmate will not be allowed to place calls after this transaction.

Charges: When an inmate places a call, the ITS will compare the telephone account balance to the cost of calling that number and ensure there are sufficient credits for a minimum 1 minute call. If the minimum amount is not available for the type of call being attempted, the ITS will not allow the call to be completed. An inmate may inquire about the telephone account balance before or after a telephone call by dialing 118 and his PAC.

Only one inmate will be permitted on a telephone at any one time. Inmates not making phone calls will not be permitted to congregate near the telephone area. The use of another inmate's access code is prohibited.

Inmates will be responsible for their use of the telephones. They are expected to conduct themselves in a responsible manner and respect other inmates. Each inmate is responsible for the content of the telephone calls he makes.

The use of the telephone will not interfere with the institution's schedule, programs, work assignments or counts. When a count or census is conducted, all inmates using the telephone shall terminate their calls immediately. During institutional emergencies, use of the inmate telephones will be terminated.

Legal Calls: The ITS does not affect the way in which legal calls are placed. Requests for legal calls must be made via "Inmate Request to Staff Member" directed to the Unit Counselor indicating the reason(s) and/or circumstance(s) regarding the request. Upon approval of the request, the Unit Counselor will notify the inmate of the date and time when a legal call will be placed. Calls requested in this manner shall not be placed over the ITS.

Inmates in Special Housing Units (SHU): Inmates in Administrative Detention (AD) will be allowed access to the ITS once per week. Inmates in Disciplinary Segregation (DS) status will be allowed access to the ITS once every 30 days. Whether in AD or DS, inmates may request access to the ITS via "Inmate

Request to Staff Member" addressed to the SHU Officer. The Correctional Officer In Charge (OIC) during the evening shift will schedule and coordinate all calls. All telephone calls will be documented accordingly (date and time of call, and whether the call was completed).

Prohibited Acts: Violation of any of the rules regarding the use of telephones, such as third party telephone calls and giving/taking a PAC, will be cause for disciplinary action and the possible revocation or restriction of telephone privileges. Conversations about illegal activities, either inside or outside the institution, may lead to criminal prosecution and/or disciplinary action.

Inmate ITS Account Responsibility: Each inmate is responsible for tracking amounts deposited and used on the ITS and for keeping a personal record of telephone numbers on the ITS.

An inmate may request an ITS account statement for any period within the last 120 days upon payment of a \$3.00 fee for each 30-day period or portion thereof. Telephone number printouts are not provided to inmates by the ITS.

28. INMATE CORRESPONDENCE

Incoming general correspondence, including bulk mail (magazines, newspapers, and large packages), will be delivered to each dormitory after the 4:00 p.m. count Monday through Friday. Workers from Food Service, UNICOR, Commissary, and any inmates that are working during mail call can pick up their mail from the Unit Officer.

The Open House hours for the Mail room are 7:00 a.m. to 7:30 a.m., Mondays, Wednesdays and Fridays, except Federal holidays. Open House for Legal Mail is Tuesday and Thursday 7:00 a.m. to 7:15 a.m.

Inmates who wish to receive funds while incarcerated should have their families and friends send funds to the centralized collection facility, commonly known as the National LockBox, at the following address:

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

To insure correct posting to inmate accounts, negotiable instruments must contain the inmate's committed name and register number. The National LockBox will not accept cash or personal checks. Approved negotiable instruments are Money orders, Government checks, Foreign negotiable instruments (U.S. currency only), and Business checks. Inmates are to inform their families and friends that **ONLY** negotiable instruments are to be sent to the LockBox address. **ANY and ALL enclosures with the negotiable instruments (letters, pictures, etc.) will be discarded.**

Family and friends may now send funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted within two to four hours. Funds through Quick Collect may be sent three ways:

1. At an agent location with cash: Family or friends complete a Blue Quick Collect Send Form.
2. By phone using a credit/debit card: Family or friends may call 1-800-634-3422 and press option 2.
3. Online using a credit/debit card: Family and friends may go to www.westernunion.com.
 1. Select Bill Payment
 2. Select Quick Collect

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

1. Inmate Register Number
2. Inmate Name
3. City code: FBOP

4. State code: DC

Inmate name and register number must be entered correctly, if the sender does not provide the correct information, the transaction cannot be completed. The City code will always be FBOP and the State code will always be DC. Each transaction is accepted or rejected at the point of sale. The sender has the responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned. *Western Union will charge a \$9.95 fee for cash transfers from agent locations. Transfers via telephone or internet have higher fees. Any questions regarding Western Union transfers should be directed to Western Union by the sender.

Legal and certified mail will be delivered by a Correctional Counselor Monday through Friday, except on holidays. Legal mail is identified as follows:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client mail be opened only in the presence of the inmate. For this to occur, Bureau policy requires that the attorney adequately identify himself/herself as an attorney on the envelope and that the envelope be marked "Special Mail - Open Only in the Presence of the Inmate," or words with similar language clearly indicating that the correspondence qualifies as special mail and that he/she is requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification and the specific opening instructions, staff may treat the mail as general correspondence and may open, inspect, and read the mail. You, the inmate, are responsible for notifying your attorney of the above required markings.

Outgoing correspondence may be sealed by the inmate and will be picked up daily. All outgoing correspondence must contain the following information in the upper left hand corner on the front of the envelope:

Inmates committed name
Inmates register number
Federal Correctional Institution (**this must be spelled out, the use of "FCI" is not sufficient**)
P. O. Box 9000
Safford, Arizona 85548

If the information is not completed correctly, the mail room officer will return the correspondence to the inmate for corrections.

Request for approval to correspond with other inmates confined in other correctional facilities must be made in writing to the Unit Manager. These requests may only be approved by the Unit Manager and by the designated official of the other facility. Normally, inmates will only be permitted to correspond with other inmates if the other inmate is an immediate family member or a party to a similar active legal matter.

Inmates are required to pay postage on all outgoing mail unless considered indigent by Unit Staff. If you are indigent and require postage for outgoing correspondence, you must request the postage from your Unit Manager.

29. RECORDS OFFICE

Open house will be conducted by the Records Office and Receiving and Discharge (R&D) on Monday and Wednesday from 6:30a.m. to 7:30a.m. During these times, you may come to the Records Office and check on detainers or pending charges, sentence computations, etc. Receiving & Discharge is open for questions regarding personal property issues. If you are unable to come in during the scheduled open house hours, you may submit an Inmate Request to Staff Member to the Inmate Systems Management Department.

30. GROUP AND INDIVIDUAL COUNSELING

The Unit Manager, Case Managers, and Correctional Counselors are available to provide individual correctional counseling to inmates experiencing problems related to incarceration. Correctional Counselors coordinate group counseling sessions in chemical/alcohol abuse and life skills personal development. These sessions are open to any inmate who wishes to attend. Refer to Unit Bulletin boards for current and upcoming groups or feel free to contact your Unit Team.

31. COMMISSARY

- (1) CATEGORIES OF APPROVED ITEMS. The following are categories of items approved for sale at the respective locations within the institution:

Item Categories for sale are:

Postage Stamps	Spices	Shaving Supplies
Photo Tickets	O.T.C. Medications	Health Care / Soaps &
General Food Items	Hair Care Items	Lotions
Cookies & Crackers	Dental Care Misc.	Sundries Batteries
Chips/Bakery Items	Radio/Watch/Calculator	Sports/Clothing
Copier Cards	Prayer Oils	Footwear/Accessory
Ice Cream	Beverages	Religious Headwear
Nuts & Candy	Laundry Products	

(2) Spending Limitation: All purchases are limited to \$160 dollars every two weeks with the exception of O.T.C. medications, Nicotine Replacement Therapy patches and stamps. Another \$50.00 is added during the November/December time frame for a period of 30 days.

(3) Sale Procedures: It is each inmate's responsibility to review his sales receipt and merchandise, prior to leaving the sales window, for accuracy and completeness. After the inmate signs his sales receipt and leaves the Commissary sales window, **ALL SALES ARE FINAL.**

a. All items are sold on an "AS IS" basis with no warranty implied. Absolutely no additions or corrections shall be made, except in the case of administrative error.

b. SPECIAL PURPOSE ORDERS (SPO): Inmates may purchase items not normally sold through the Commissary or provided by the institution subject to the following guidelines:

(1) List of Approved Items. Only items that fall within one of the four areas below are allowed to be purchased through the Special Purpose Order procedure:

Leather craft items: Leather, leather or synthetic lace, leather scraps, dyes, glues and needles under four inches in length. Dyes and glues must be approved non-toxic/non-flammable/noncombustible only.

Art room supplies: Canvas, art supplies such as paints, brushes, pencils, pencil sharpeners (non-electric), ruler (wood or plastic only), and approved non-toxic/non-flammable/non-combustible solvents.

Hobby craft items: Yarn, beads, small beading looms and knitting needles.

In-house items: Pen, pencil calligraphy pen (felt tip) and drawing pad. Ink pens must be nonpermanent/non-gel with plastic ink inserts. No bottles on ink are authorized for purchase.

Religious items may be authorized on a case-by-case basis by the senior Chaplain together with the Trust Fund Supervisor.

If a like item is available for purchase though the Commissary it is not authorized for purchase through the SPO program.

Commissary merchandise: Softball gloves, cleats, wide width athletic shoes and work boots, watch and calculator batteries, reading glasses, and small or oversized clothing not normally stocked by the Commissary.

(2) Approving Officials. The Supervisor of Recreation shall be the approving official for orders other than religious items. The senior Chaplain, after coordination with the Trust Fund Supervisor, shall be the approving official for orders placed for any religious items. The Warehouse Foreman shall be the approving official for all SPO's offered through the Commissary.

(3) Monetary Guidelines. The following represent price and quantity limits for Special Purpose Orders:

The cost of any single item may not exceed \$99.99.

No more than \$300 worth of orders per quarter may be placed by any inmate.

SPO purchases are deducted from the inmate's \$320.00 monthly spending limit, \$160.00 bi-weekly. Therefore, it is incumbent of all inmates to ensure they can maintain an appropriate spending limit balance before placing an order.

All hobby craft items must be able to fit inside the inmate's assigned hobby craft locker. These guidelines apply to Recreation and Religious items ordered together or separately. Any inmate requests to cancel an SPO after it's been encumbered for any reason, other than (i.e., out of stock, unable to supply, or inmate transfer) will be placed on SPO restriction for six(6) months.

All SPO's will be picked up by Recreation Staff every Thursday night or the last sales night of the week and will be locked up at the Hobby craft building.

32. PAROLE COMMISSION

Parolable inmates will be designated to FCI Safford, only after having received a hearing with the U. S. Parole Commission. Should an inmate require any type of follow-up hearing with the U. S. Parole Commission, he will be temporarily designated to a facility in which hearings are conducted, and returned to FCI Safford. Any questions concerning your case involving the U. S. Parole Commission should be directed to your Case Manager.

33. COMMUNITY PROGRAMS

The Bureau of Prisons supports the use of community programs in selected cases to aid in the successful return to society. Some of the programs include furloughs and halfway house placements. These placements afford inmates a less restrictive type of facility within the community. All community programs contain strict eligibility criteria. You are encouraged to talk to a member of your Unit Team concerning community programs

34. INMATE RIGHTS AND RESPONSIBILITIES

1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.

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

3. You have the right to freedom of religious affiliation and voluntary worship.

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

5. You have the 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.

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).

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

8. You have the right to participate in the use of law library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.

9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.

10. You have the right to participate in educational, vocational training, counseling, and employment programs as resources permit, and in keeping with your interests, needs, and abilities.

11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.

1. You are responsible for treating inmates and staff in the same manner.

2. You have the responsibility to know and abide by them.

3. You have the responsibility to recognize and respect the rights of others in this regard.

4. You have the responsibility not to waste food, to follow the laundry and shower schedule, to maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual acts and introduction of contraband, and not to violate the law or Bureau guidelines through your correspondence.

6. You have the right to present honestly and fairly your petitions, questions, and problems to the court.

7. It is your responsibility to use the services of an attorney honestly and fairly.

8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance.

9. It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal right to use of this material.

10. You have the responsibility to take advantage of activities which will aid you to live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the participation in such activities.

11. You have the responsibility to meet your financial and legal obligations, including but not limited to, DHO and court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.

35. PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

INMATE DISCIPLINARY PROCESS:

1. Staff become aware of inmate's involvement in incident
2. Staff give inmate notice of charge by delivering incident report (ordinarily within 24 hours)
3. Initial Hearing by Unit Discipline Committee (ordinarily within 5 work days from the time staff became aware of the inmate's involvement, which does not include the day staff became aware, weekends, or holidays)
4. Disciplinary Hearing Officer (if appropriate, and a maximum of 24 hours from UDC hearing)

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. Recommend parole date rescission or retardation.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge of assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.	B1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct credit available for a year (a good conduct time sanction may not be suspended).
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218 or 329).	C. Disciplinary segregation (up to 12 months) D. Disciplinary monetary restitution. E. Monetary fine. F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.	G. Change housing (quarters) H. Remove from program and/or group activity. I. Loss of job.
105	Rioting	J. Impound inmate's personal property.
106	Encouraging others to riot	K. Confiscate contraband.
107	Taking hostage(s)	L. Restrict to quarters. M. Extra duty.

GREATEST CATEGORY CONT'D

Sanctions A-M

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

HIGH CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.	A. Recommend parole date rescission or retardation B. Forfeit and/or withhold earned statutory good time or non-vested statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less. And/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense.	B1. Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
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.	C. Disciplinary segregation (up to 6 months)
205	Engaging in sexual acts	D. Make monetary restitution.
206	Making sexual proposals or threats to another	E. Monetary fine.
207	Wearing a disguise or a mask	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
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.	G. Change housing (quarters). H. Remove from program and/or group activity. I. Loss of job.
209	Adulteration of food or drink	J. Impound inmate's personal property
210	(Not to be used)	K. Confiscate contraband.
211	Possessing any officer's or staff clothing	L. Restrict to quarters.
212	Engaging in or encouraging a group demonstration	M. Extra Duty.
213	Encouraging others to refuse to work or to participate in a work stoppage.	
214	(Not to be used)	
215	(Not to be used)	
216	Giving or offering an official or staff member a bribe or anything of value	
217	Giving money to or receiving money from, any person for the purposes of introducing contraband or for any other illegal or prohibited purposes	

HIGH CATEGORY (Cont'd)

CODE	PROHIBITED ACTS	SANCTIONS
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value.	Sanctions A-M
219	Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).	
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill. (Except for drill authorized and conducted by staff)	
221	Being in an unauthorized area with a person of the opposite sex without staff permission.	
222	(Not to be used)	
223	(Not to be used)	
224	Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).	
225	Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.	
226	Possession of stolen property.	
227	Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).	
228	Tattooing or self-mutilation.	
229	Sexual assault of any person, involving non-consensual touching without force or threat of force.	

Sanctions A-M

- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of high severity is not applicable. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.
- 299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

MODERATE CATEGORY

CODE	PROHIBITED ACTS	SANCTIONS
300	Indecent exposure.	A. Recommend parole date rescission or retardation
301	(Not to be used).	
302	Misuse of authorized medication.	B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.	
304	Loaning of property or anything of value for profit or increased return.	B1. Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
305	Possession of anything unauthorized for retention or receipt by the inmate and not issued to him through regular channels.	C. Disciplinary segregation (up to 3 months).
306	Refusing to work or to accept a program assignment.	D. Make monetary restitution.
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity according to the nature of the order being disobeyed; e.g., failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).	E. Monetary fine.
		F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
		G. Change housing (quarters).
		H. Remove from program and/or group activity.
		I. Loss of job.
		J. Impound inmate's personal property.
308	Violating a condition of a furlough.	K. Confiscate contraband.
309	Violating a condition of a community program	L. Restrict to quarters.
310	Unexcused absence from work or any program assignment.	M. Extra duty.
311	Failing to perform work as instructed by the supervisor.	
312	Insolence towards a staff member	
313	Lying or providing a false statement to a staff member	
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (may be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102).	
315	Participating in an unauthorized meeting or gathering.	

MODERATE CATEGORY CONT'D

CODE	PROHIBITED ACTS	SANCTIONS
316	Being in an unauthorized area without staff authorization.	Sanctions A-M
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).	
318	Using any equipment or machinery without staff authorization.	
319	Using any equipment or machinery contrary to instructions or posted safety standards	
320	Failing to stand count.	
321	Interfering with the taking of a count.	
322	(Not to be used).	
323	(Not to be used).	
324	Gambling.	
325	Preparing or conducting a gambling pool.	
326	Possession of gambling paraphernalia.	
327	Unauthorized contacts with the public.	
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate, or any other person without staff authorization.	
329	Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.	
330	Being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards.	
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).	

MODERATE CATEGORY CONT'D

CODE	PROHIBITED ACTS	SANCTIONS
332	Smoking where prohibited.	Sanctions A-M
333	Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational test).	
334	Conducting a business; conducting or directing an investment transaction without staff authorization.	
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.	
336	Circulating a petition.	
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act..	
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or number called; or to commit or further a Moderate category prohibited act.	
398	Interfering with staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.	

LOW MODERATE CATEGORY

CODE	PROHIBITED ACT	SANCTIONS
400	(Not to be used).	
401	(Not to be used).	B1.
402	Malingering, feigning illness	Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14) days of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended)
403	(Not to be used).	
404	Using abusive or obscene language.	
405	(Not to be used).	
406	(Not to be used)	
407	Conduct with a visitor in violation of Bureau regulations	D. Make monetary restitution
408	(Not to be used).	E. Monetary fine.
409	Unauthorized physical conduct (e.g., kissing, embracing).	F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.	G. Change housing (quarters).
		H. Remove from program and/or group activity.
		I. Loss of job.
		J. Impound inmate's personal property.
		K. Confiscate contraband.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity	L. Restrict to quarters.
		M. Extra duty.

Attachment A

BED MAKING: Beds will be tightly made, wrinkle-free, neat and with sheets folded approximately 16 inches from the head. Extra blankets will be neatly folded and placed at the foot of the bed. All beds will be made and inspection ready by 7:30am on weekdays and upon rising on weekends. The chairs assigned to cubicle will be placed on the bed. All shoes and boots not secured in the respective locker will be placed neatly on top of the folded chair.

Bed frames: All bed frames will be dusted and cleaned on a daily basis.

Bedding: All bedding will be washed frequently to maintain good sanitation and hygiene in inmate living areas.

