

FCI Otisville Satellite Camp Otisville, New York

Admission and Orientation Manual for Designated Inmates

(Revised February 2011)

This insert is to be read in conjunction with the institution inmate handbook.

GENERAL INTRODUCTION

You were given a Federal Register Number, which will identify you as long as you are in federal custody. This number is commonly known as your "number" or "reg number." It is imperative for you to provide your family and friends with your number so that you may receive correspondence from them while you are in our care. All mail must be identified with your register number when received at this facility. You will also receive a PIN and PAC Number. You will need these numbers to access your phone and email accounts. Do not give these numbers to anyone.

You received a social screening when you arrive at the institution ordinarily by a unit team member. You were given a picture card and a bed assignment. You are placed in the computer for that assignment and may not move to another bed unless you received permission from unit team.

This booklet identifies many departments which you may contact during your confinement in our facility. Your rights and responsibilities are documented in the main A&J Handbook, which you should have received with this Camp insert. A description of the recreational, religious, psychological, medical, dental, and other programs that are here for your benefit are reflected in this insert as well as on unit bulletin boards. Please take the necessary time to read the handbook, this insert and anything placed on the bulletin boards.

UNIT TEAM: Unit staff will assist you with program goals formulation, release planning, personal problem solving, and provide you with a clean, safe place to reside while you are incarcerated at the FCI Otisville Satellite Camp. To accomplish this, you must contribute to your own individual and unit progress and make every effort to treat others with respect and concern. Violation of institution rules or regulations will not be tolerated.

Problems or complaints should be discussed freely with your Case Manager, Counselor, or Camp Administrator. All problems should be resolved informally through direct communication and staff intervention. If you cannot resolve complaints informally or via Inmate Request to a Staff Member (Cop Out), you may file an Administrative Remedy via "Inmate Request for Informal Resolution", also, known as a BP-08, these forms are supplied by your Unit Counselor and must be returned to him or her. They will route it to the Legal Department.

UNIT RULES AND REGULATIONS: They are posted on the Unit Bulletin Board in the Administration Building, you are expected to read and know them. You will be held responsible for adherence to these rules and regulations.

SCHEDULE OF UNIT SERVICES AND ACTIVITIES: A schedule of Unit Activities and Programs is posted on the bulletin board in the Administration Building. These will inform you of particular unit based activities and programs developed and implemented by the Camp Administrator. You should check the boards daily.

COMMISSARY: The Commissary staff will insure the sale is made to the proper inmate by using the inmate identification card. Inmates will sign the sales receipt before receiving any commissary items. All sales are final. Warrantee items purchased from the Commissary are the inmate's responsibility.

Postage Stamps and Pre-stamped Envelopes may be purchased through the commissary. The cost of stamps does not impact the inmate's monthly spending limit.

On Sunday, inmates will receive a Commissary Sheet, which will list the available items and the costs. Inmates should complete the form, and deposit it inside a Laundry bag near the unit officer's station in the common area. You will receive your order on Wednesday. If Monday is a Federal Holiday, the order date and the delivery date will be delayed one day.

A renewal date is set for each inmate for his monthly commissary and telephone account. The date is established by multiplying the fifth number of your inmate ID, and adding one (for instance, if your fifth number is three, then $3 \times 3 + 1 = 10$, so you'll renew your telephone and commissary accounts on the tenth of the month. The normal monthly allowance (\$320.00 as of the date of this document) does not include certain personal hygiene items.

LINEN AND BEDDING: Upon arrival at the institution each inmate will be issued the items below by the R&D officer. These items will be considered the standard issue for use by all incoming inmates.

One Blanket
One Pillow Case
One Washcloth
One Sheet
One Towel

Shortly after arriving at the Camp, inmates will be notified to pick up the balance of their clothing from the Warehouse. Inmates are authorized to have the following clothing in their possession.

Green Pants (3)
Green Shirts (3)
T-shirts (4)
Underwear (Reg) (4) or boxers, but not both
Socks (4)
Gym Shorts (1)
Sneakers (1)
Belt (1)
Brass Buckle (1)
Towels (2)
Wash Cloths (2)
Laundry Bag (1)
Blanket-blend (1)
Blanket-cotton (1)
Sheets (2)
Pillow Case (1)
Pillow (1)
Kitchen White Shirt (2) *
Kitchen White Pants (2) *
Safety Shoes (1)
Winter Coat (1)

* These items will only be issued to kitchen staff workers, who will be approved by the food service administrator or the assistant food administrator.

Funds must be received in the form of Money Order or Government Check no personal checks will be accepted. The inmates name and register number must be on these documents. Inmates may also receive funds to their commissary account by **Western Union**. The following procedures should be followed:

- ☒ A Western Union Quick Collect form must be used.
- ☒ Dollar amount: fill out
- ☒ Pay to: Inmate register number and last name
- ☒ Code City: FBOP
- ☒ State: DC
- ☒ Senders Name: fill out
- ☒ Senders Telephone area code and number: fill out
- ☒ Senders address: fill out
- ☒ Senders City, State and Zip code: fill out
- ☒ Customers Signature: Person must sign.
- ☒ The funds will be available to inmates no later than 2-4 hours after sent. There is a \$9.99 fee for the sender.

CONSULAR VISITS: When it has been determined that an inmate has dual citizenship with another country, the Warden can permit the consular representative of that country to visit on matters of legitimate business. The requirement for the existence of an established relationship prior to confinement does not apply to consular visitors. Inmates with dual citizenship may be eligible for treaty transfer.

During the initial application process, unit staff will suggest the inmate contact the nearest foreign Consular office to advise them of his or her desire to be considered for treaty transfer. Foreign officials normally have documents for the inmate to complete and return to the local consulate and can also assist the inmate in providing proof of citizenship. Consular officials may request to visit the inmate at the institution.

EDUCATION DEPARTMENT: In order to duplicate copies of legal documents, inmates are provided with a photocopy machine in the TRULINC room. Copies are ten cents per copy. If the machine is out of order, staff may duplicate documents at a cost of \$.10 per page. A BP-24 form will be prepared for the inmate's signature. For those inmates confined in SHU, unit counselors will duplicate legal documents at a cost of \$.10 per page.

ENGLISH-AS-A-SECOND LANGUAGES (ESL) (Mandatory Program): The mission of the Education/Recreation Department is to provide mandatory Literacy and ESL programs as required by law, and such other education/leisure and related programs which meet the needs and interests of the inmate population, and which provide program options for the positive use of inmate time and enhance successful reintegration into the community. ESL is a mandatory program that was implemented with the Crime Control Act of 1990. This act mandates that all sentenced inmates with limited English proficiency, must attend an ESL program for a minimum of 240 instructional hours, or until functioning at the eighth grade level.

Arrays of educational programs are available to inmates. Class schedules are posted on the unit bulletin board. If you are interested in any of the courses listed on the schedule, please submit an Inmate Request to Staff Member form to the Education Department.

FOOD SERVICE DEPARTMENT: The Food Service department prepares three meals a day, seven days a week for the institution by utilizing an inmate work cadre. In addition to the mainline meals, medically required meals, such as diabetic trays, are provided as determined necessary by the Health Services department. A Common Fare tray is provided to meet the religious diet restrictions of all inmates (to be placed on the common-fare program, submit your request to the Chaplains). A No Flesh tray is provided to inmates who request a meatless diet (to be placed on the no-flesh diet, submit your request to the Food Service Administrator).

The breakfast meal is served at 6:00 a.m., lunch at 11:00 a.m., and dinner after the 4:00 p.m. count clears, Monday through Friday. The weekend meal schedule is breakfast at 6:00 a.m., brunch at 11:00 a.m., and dinner is served after the count clears.

The Food Service department has a per capita budget. This is to cover not only food items, but also equipment, supplies, and cleaning products. Please be conscious of waste. Inmates are not authorized to take or remove any portion of the mainline meal and take it to their housing area. This includes fruit, vegetables and non-perishable items and kosher meals.

INDIGENT INMATES – Staff may waive the cost of duplication for indigent inmates, if the material to be copied is minimal, and the requests for duplication are not large or excessive. An inmate who has neither funds nor sufficient postage and who wishes to mail legal mail (includes courts and attorneys) or Administrative Remedy forms will be provided the postage stamps for such mailing. To prevent abuses of this provision, the Warden may impose restrictions on the legal and administrative remedy mailings. (See Program Statement 5265.11, Correspondence)

INMATE REQUEST TO REVIEW CENTRAL FILE: An inmate seeking to review their Inmate Central File shall submit a request to the Case Manager via Inmate Request to Staff Member. The inmate's request will be acknowledged and will be permitted when practicable. All file reviews will be done under constant and direct staff supervision. Materials which have been determined to be non-disclosable will be removed from the file before inmate review.

Law Library: The Law Library available to inmates is contained on the fourth computer from the door in the e-mail room in the Administration Building. An inmate who wishes to access the online legal research site has priority over inmates who wish to use the computer for regular e-mail access through TRULINCS. Additional legal books are available in the Education Room in the Administration Building.

MAIL: OUTGOING MAIL- A secure mail depository for outgoing general and "Special Mail" (see section pertaining to "Special Mail") is located by the unit officer's station. You are required to place general mail in the depository.

Outgoing mail is collected from the depositories every day, excluding weekends and federal holidays, no later than 8:00 a.m. You are reminded that you are responsible for the contents of the letters you mail. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal law.

All outgoing mail must display a complete return address on the upper left hand corner on the front of the envelope (see example below). The return address must include your committed name. Your committed name is the name used by the arresting officer as noted on the detention order at the time of your admission to this facility. Please notify your correspondents not to address mail using nicknames or aliases. If you have a hyphenated last name, ensure your incoming and outgoing mail displays both surnames. The return address portion of the envelope and all incoming correspondence and publications should be completed as follows:

Your committed name and register number
FCI Otisville, Satellite Camp
P. O. Box 1000
Otisville, NY 10963

Writing paper, envelopes, pens, and pencils are provided. They may not be obtained from outside sources. You may purchase additional items from the commissary. Unit staff will assist you in determining proper postage. Stamps or stamped items may not be received through the mail. International, certified, registered, insured and return receipt mail services are provided upon request. Contact your unit counselor team if you do not have sufficient funds to purchase postage stamps.

INCOMING MAIL: All mail is picked up daily at the U.S. Post Office except weekends and federal holidays. Incoming mail is delivered to the inmate population within twenty-four (24) hours of receipt; authorized packages within forty-eight (48) hours. Mail call is held in the housing unit after the 4:00 p.m. institution count, Monday through Friday. All incoming inmate general correspondence is opened and inspected. Unauthorized items (contraband) are removed and returned to sender with a form explaining the reason for rejection.

These are examples of items commonly returned to sender as nuisance contraband:

- Postage stamps or stamped envelopes
- Unsigned greeting cards
- Musical greeting cards
- Blank stationery
- Newspapers not forwarded by the publisher
- Complete sections of a newspaper
- Excess books or magazines in one package
- Double-faced Polaroid photographs
- Nude personal photographs
- Plastic novelty items

INCOMING PUBLICATIONS: You may receive (at one time), 5 magazines or soft covered books. The person mailing the envelope must write the exact contents on the outside of the envelope (i.e.: 5 Soft covered books). If they do not write the contents on the envelope or have more than 5, the envelope will be rejected. If you are receiving legal papers from your family, the envelope cannot be over 1 pound or it will be rejected. You may not have in your possession, or receive in the mail, more than five (5) books or three (3) magazines in one parcel. Any envelope or packages that contain multiple publications must be clearly marked on the outside of the package or

envelope, indicating the nature of the contents. All other packages will be returned to sender unless a package authorization is received in the mailroom.

Federal inmates may not receive sexually explicit publications. Commercial publications received in the Mail Room intended for delivery to inmates which feature depictions of nudity or sexually explicit conduct will **not** be distributed. Refer to Institution Supplement 5800.10B, Mail Management, for additional information regarding restrictions related to sexually explicit commercial publications.

You are not permitted to receive through the mail a personal photograph in which the subject is nude, or partially nude, or where the photo depicts sexually suggestive acts.

CORRESPONDENCE BETWEEN CONFINED INMATES: You are permitted to correspond with another inmate provided you have received approval. See your counselor to receive appropriate approvals. In order to do so, you must be immediate family members, or co-defendants (with active litigation). All outgoing and incoming approved inmate-to-inmate correspondence is opened and inspected.

OVERNIGHT OR EXPRESS DELIVERY MAIL: Use of outgoing overnight mail delivery privileges are not afforded to federal prisoners. Incoming overnight mail will be processed as general correspondence. Incoming overnight mail which satisfies "Special Mail" handling requirements will be processed the same as non-overnight Special Mail.

PACKAGE PROCEDURES: You must have a package permit to receive any item(s) other than regular mail or approved publications (anything over 16 oz.). The "Authorization to Receive Package" form may be obtained from unit staff. Any packages at the post office or delivered to this institution that do not have a package permit will not be accepted and will be returned to the sender.

SICK CALL PROCEDURES: Inmates must fill out sick call sheets for medical sick call. The Physician Assistant (PA) will be at the medical room from Monday thru Friday, at 9:00 a.m., sick call sheets need to be turned in at that time. After review of the sick call sheet, the inmate will be scheduled for an appointment.

EMERGENCY SICK CALL: If you require medical or dental services after regular sick call hours or on weekends and holidays, you must have the unit officer or your work detail supervisor contact health services. Your request will be honored if the physician feels it's necessary and as the schedule allows.

MEDICATION PRESCRIPTIONS: Request for prescriptions will be done by turning in empty medication containers during pill-line (9:00 a.m. and 6:00 p.m.) hours. Distribution of refill prescriptions will be at evening pill-line. Any prescription that is necessary due to a medical appointment will be filled and dispensed to you. When requesting a prescription refill, it is mandatory that you turn in the labeled medication container for use by the pharmacist.

Restricted Medications Pill Line Times:

DAILY

Medication will be delivered to the Camp during the following times:

9:00 a.m. - 9:30 a.m.

5:30 p.m. - 6:00 p.m.

Since Medical Staff has the responsibility for emergencies, these times are approximate, and vary often.

Medication cannot be issued to inmates at Apil line≅ without them presenting their institution identification cards.

OPTOMETRY: If you believe you need eyeglasses or new prescriptions, you should complete a Cop-Out and send it to Health Services. Your name will be placed on a waiting list and you will be seen as scheduling permits.

OUTSIDE CONSULTANT: The Medical Staff will be assisted in providing inmate care by several physicians from the local area. If you believe you need to see a specialist, you must be seen on Sick Call and must be referred by a staff physician. Consultants will provide our staff physician with recommendations related to your medical condition. The final

decision to act on these recommendations rests with the Clinical Director or other staff Physicians. Any questions related to these recommendations should be addressed to the Clinical Director.

REFUSAL OF MEDICAL TREATMENT: All patients have the right to refuse any medical treatment offered or recommended as part of informed consent. If you refuse recommended medical test or treatment, this will be documented. You will be asked to sign a REFUSAL OF TREATMENT FORM which will explain the possible consequences and complications of such. If you refuse to sign this form, staff members will sign this form attesting to your refusal to sign. You have the right to be counseled regarding the possible ill effects that may occur as result of your refusal.

DENTAL SERVICES: If you have a dental emergency, sign up for sick call on the unit sick call list. You will be examined by Health Services staff and an appointment will be given as required. For urgent dental care, you must see a medical staff member who will notify the on-call dentist of the emergency. The Dental Assistant is present at the Camp every Wednesday Morning from 7:00am to 7:30am for Dental Sick call.

INMATE COPAYMENT PROGRAM: Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. 4048), The Federal Bureau of Prisons provides notice of the Inmate Copayment Program for health care, effective October 3, 2005.

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. These requested appointments include Sick Call and after-hours requests to see a health care provider.

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.

If you are considered indigent, you will not have the co-pay fee deducted from your Inmate Commissary Account.

Over-the-Counter Medications Program: Program Statement 6541.01, dated September 10, 2003, establishes a program allowing inmates improved access to Over-the-Counter (OTC) Medications by making them available for sale in the commissary and improve the allocation of medical resources so that inmates' medical needs will continue to be met. Inmates will have access to Over-the-Counter (OTC) medications in the institution commissary. Inmates will use personal resources to obtain OTC medications that are indicated for cosmetic and general hygiene issues or symptoms of minor medical ailments.

During institution triage/sick call, medical staff will refer inmates to the commissary in response to complaints related to cosmetic and general hygiene issues or symptoms of minor medical ailments.

RECREATION: Inmates may take advantage of the wide range of leisure activities when not performing assigned duties. Leisure activities include participation in organized and informal games, wellness activities, curricular and extracurricular activities, sports, social activities, art work, physical fitness, table games, and board games. Recreation staff are available to provide assistance in planning and organizing recreational activities.

RELEASE CLOTHING: Inmates who desire release clothing to be sent in upon release, should make a request to their Unit Counselor, no earlier than 45 days but no later than 30 days prior to their departure date from the institution. This clothing will be issued on the day of departure.

RELEASE GRATUITIES: Inmates being transferred to a halfway house or released may be given a reasonable gratuity, based on individual need to be determined by policy and your Case Manager, with final approval by the CMC. You should save money for your release needs while incarcerated and your expenditures in your commissary for the preceding six months will be considered in determining your gratuity.

RELIGIOUS SERVICES: We offer a comprehensive Religious Services Program. Full time Staff Chaplains coordinate a wide range of religious activities for all faith groups among the inmates. Contract clergy and volunteers further enrich the services of the different religious groups. Each religious faith celebrates a major weekly service and may hold a scriptural study or prayer

session at another time during the week. Every inmate must declare a religious preference to be included on SENTRY as part of his file. Certain religious practices or procedures will be afforded only to those inmates whose religious preference calls for them; i.e., religious headgear, days of work, the Certified Food Program diet and an annual ceremonial meal.

The mission of our Chapel is to meet the basic religious needs of all faiths. We encourage respect and tolerance in an environment of friendship and cooperation among different religious traditions.

Services offered: Religious schedule for all faith groups, inspirational library, videos, audio cassettes and other learning aids. Counseling or Consultation - get in touch with the Chaplain to arrange a session. Community Resources - volunteers, religious groups, pastoral visits. The Chaplains may authorize your Pastor, Imam, Rabbi, Priest or religious representative of your faith to visit with you in accordance with Program Statements.

RELIGIOUS ITEMS/ARTICLES: All religious articles must be purchased through the Special Purchase Order (SPO) process. Religious items should not be sent in from home.

SAFETY AND SANITATION DEPARTMENT: It is the philosophy of the Safety Department to maintain a clean and safe living environment. The following regulations and procedures will be strictly adhered to.

SANITATION: It is the responsibility of both inmates in a room to maintain a high standard of sanitation at all times. All rooms will have a sanitation inspection. Failure to attain a satisfactory sanitation rating may result in disciplinary action. These instructions are a guide to assist inmates in maintaining their individual room areas on a daily basis. By 7:30 a.m. each morning, your bed needs to be made and your living area presentable. Food from the mainline and common fare trays are not allowed in your cells or living area. Common fare meals are to be eaten at the time they are served.

ANIMALS: DO NOT FEED THE ANIMALS! These animals are wild and carry germs. They should not be fed.

COMMON AREAS: Each individual inmate has a responsibility for the maintenance and sanitation of all common areas of the camp, such as the: outside recreation area, showers, unit bathrooms and TV viewing areas. Each inmate should leave these areas as they would hope to find them.

PERSONAL PROPERTY: All personal property will be kept to the allowed amounts. Personal property will be maintained in a neat and orderly manner at all times. The following are requirements for specific personal items: All clothing will be kept inside of lockers, except for dirty items in laundry bags, coats and shoes. Laundry, coats and shoes not kept in lockers will be stored in a neat and orderly fashion at all times. At times you may find a need to mail excess property home through your unit counselor.

Due to fire, safety and sanitation regulations, no more than five (5) books, three (3) magazines, and one (1) newspaper will be allowed in each inmate room. 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.

Storage of any items will not be permitted under mattresses. Cardboard boxes are not authorized for inmate use. At no time will any changes be made in any inmate area to any physical plant structure or fixture without specific approval. Inmates should inspect their own living areas and follow all stated guidelines listed. If there are any problems which need to be corrected, report these to the appropriate staff member.

Sanitation is a major area of concern in the Bureau of Prisons. Sanitation will be strictly enforced. It is important to keep sanitation set at high standards to help eliminate dust and dirt and germ-causing bacteria.

INMATE TELEPHONES: Inmates may use these telephones during the day and evening hours. The Bureau of Prisons reserves the authority to monitor and record conversations on these telephones. Your use of institutional telephones constitutes consent to this monitoring. Inmate telephone calls are limited to fifteen (15) minutes per call, 300 total minutes per month. The monthly limit is raised to 400 minutes during the end-of-year holiday season (November/December).

PHONE ACCESS CODE (PAC): You will be assigned a nine (9) digit Phone Access Code (PAC). The PAC is your confidential code. The PAC must be used to process all telephone activities. If you believe your PAC has been compromised, contact your Unit Counselor. Distribution of this PAC to other inmates is prohibited. Once you transfer your funds to your ITS account, they

cannot be returned to your commissary account. When using the Inmate Telephone System, you must not engage in the following activities or you will be subject to disciplinary action. You may not make:

- ∃ 3-way telephone call.
- ∃ A call that is forwarded to another telephone number, regardless of whether that telephone number is on your approved telephone list.
- ∃ Discuss or engage in any business related activities over the telephone. Use the telephone to gamble, call gambling hotlines, or discuss gambling odds. Actively trade stocks, commodities, or anything of value or instruct others to do so.
- ∃ Use the telephone to convey or pass messages from another inmate to a third party.
- ∃ Or imply any threat or speak in code to another person over the telephone.
- ∃ Use another inmate's PAC number.
- ∃ Participate in conference calling.
- ∃ Attempt to use the telephone while on telephone restriction.
- ∃ Pass the telephone to another inmate or accept the telephone from another inmate after a telephone call has been connected.
- ∃ Use the telephone to contact a volunteer, contract worker, staff member, or any former inmate who is in a halfway house or on supervised release.
- ∃ Arrange to have anything of value sent to another inmate or inmate's family without staff authorization.
- ∃ Finally, you must not engage in any other activity or conduct over the telephone which staff interprets as an effort to circumvent our policies and regulations.

Please note that the first day of your "month" is calculated in the same manner as your commissary monthly start date. It is not necessarily the first day of the month.

VCCLEA/PLRA: The Violent Crime Control and Law Enforcement Act and Prison Litigation Reform Act (VCCLEA/PLRA) mandates that an inmate whose offense was on or after September 13, 1994 but before April 26, 1996 and who **lacks** a high-school credential, participate in and make satisfactory progress to attain a GED in order to vest Good Conduct Time. The PLRA provides that in determining GCT awards the Bureau will consider whether an inmate with the date of offense on or after April 26, 1996, who **lacks** a high-school credential, participates and makes satisfactory progress towards attaining GED credential in order to be eligible to earn the maximum amount of GCT. The mandatory enrollment period is 240 hours. GED verification is established when an inmate furnishes the original credential or official GED scores, or when the achievement is officially verified in a pre-sentence investigation report.

CAMP HOURS OF VISITING: Visiting hours are Monday, Thursday and Friday, 1:00 p.m. to 8:00 p.m. and Saturday, Sunday and holidays (on Monday or Friday) from 8:00 a.m. to 3:00 p.m. A short embrace and kiss are permitted at the beginning and conclusion of the visit. Beyond this point, physical contact will not be permitted and will be grounds for termination of the visit.

LOCAL TRANSPORTATION:

Rail line: Metro-North (212) 532-4900

Public Bus: Shortline (914) 343-3903

Private Buses:

(212) 666-7135 from Harlem

(718) 712-2469 from Yankee Stadium

DIRECTIONS TO THE SATELLITE CAMP:

FROM NEW YORK CITY: Take the New York Thruway (Interstate 87) North (follow signs to upstate New York. Stay on I-87 to Exit 16, Harriman exit. From Exit 16, immediately get onto Quick way, Route 17 West toward Middletown, New York. Continue until Exit 120 (3rd Middletown exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at Cumberland Farms, (store right hand side) continues on Route 211 for another 6 to 7 miles into the Village of Otisville entrance is 300 yards on your left. Follow road 2.2 miles up the mountain the Satellite Camp is on the right.

FROM PHILADELPHIA, PA: Take the New Jersey Turnpike to the Garden State Parkway. Follow the Garden State Parkway North to the New York Thruway (I-87N). Take New York Thruway to Exit 16 (Harriman Exit). From Exit 16, immediately get onto Quick way, Route 17 West toward Middletown, New York. Continue until Exit 120 (3rd Middletown Exit). Make a left at traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turn right at Cumberland Farms, continue on Route 211 for another 6 to 7 miles into the Village of Otisville, you come to a T intersection (Bank is on your left). Make a right at the corner of Sanatorium Avenue. FCI Otisville entrance is 300 yards on your left. Follow road 2.2 miles up the mountain the Satellite Camp is on the right.

FROM NEW ENGLAND: Take the Mass. Turnpike to Hartford, Connecticut exit. Go into Hartford, Connecticut to Interstate 84 West. This goes into New York State. Stay on I-84 West to Exit 4 West in New York. This will put you on Route 17 West toward Binghamton. Stay to your right, get off Route 17 at first exit (Exit 120). Make a left a traffic light off exit ramp (Route 211). Follow Route 211 through Middletown. Route 211 turns right at Cumberland Farms; continue for another 6 to 7 miles into Village of Otisville, you will come to a T intersection (Bank is on your left). Make a right at that corner - Sanatorium Avenue. FCI Otisville entrance is 300 yards on your left. Follow road 2.2 miles up the mountain to the Satellite Camp on the right.

APPROVED DRESS CODE: Visitors will be expected to wear clothing which is not provocative. Clothing which is sexually suggestive or revealing will not be allowed. No bare feet will be allowed except for infants. No clothing that is similar to that issued to inmates will be allowed, i.e., khaki or green military type clothing. The following attire is prohibited:

- ☒ Shorts (except for children under the age of 12)
- ☒ Sleeveless garments (except infants, and children up to 12 years of age)
- ☒ Sweat pants, sweat shirts, sun dresses, leotards, wrap around skirts, crop tops, low-cut blouses, or low-cut dresses.
- ☒ Halter tops, bath suits or backless tops
- ☒ Spandex pants, Tights or clothing with revealing holes
- ☒ Any clothing similar to that issued to inmates or staff uniforms
- ☒ Clothing that is sexually suggestive, revealing or any type of garment that is see through
- ☒ Shoes must have straps securing shoe to the visitors foot (i.e., no flip flops, no clogs)

Proper dress is required for both the inmates and visitors.

IDENTIFICATION REQUIRED: All visitors must provide Government issued identification with a photo. (drivers license, a passport, etc.) before being allowed to visit. **Your name on the identification must compare exactly to the name on the visiting list or you may be subject to denial of visitation.** Your identification is subject to be scanned for authenticity. Visitors possessing altered or false identification will be denied entry into the facility. Visitors entering the institution may be subject to a search. Anyone refusing this search or refusing to sign a Title 18 statement (English or Spanish) will be refused entry into the institution. A search will be made of all carry-in items of a visitor. The visitor must sign this form in the presence of a staff member. The visitor will be present during the time when all items are being searched. The visitor may be checked with a hand-held metal detector and drug detection equipment.

Section 1001, Title 18, U.S. Criminal Code states, "the penalty for making a false statement is a fine of not more than \$250,000.00 or imprisonment of not more than five years, or both." Furthermore, Section 1791, Title 18, U.S. Criminal Code, provides a penalty of up to twenty years in prison for any person who introduces, or attempts to introduce, into or upon the grounds of any penal or correctional institution, or takes or attempts to take, or send therefore, anything whatsoever, without the knowledge and consent of the Warden.

SPECIAL RULES FOR CHILDREN: Inmates are responsible for making certain that their visitors conduct themselves in a dignified manner. Inmates and their visitors are responsible for the behavior of their children. Visits not conducted in an appropriate manner will be terminated.

SPECIAL VISITS: Special visits may be approved on your designated visiting day and must be pre-approved by the Camp Administrator. **Special visits will not be used to circumvent the requirement for background checks for visitors.**

UNAUTHORIZED ITEMS: Newspapers, magazines, cameras, cellular phones, or any other electronic/recording

communications devices. Food and beverages are not allowed in the Camp visiting room. There are vending machines available in the visiting room.

ITEMS AUTHORIZED: A small clear purse, money in denominations no larger than \$5.00 not to exceed \$50.00. Medication limited to the amount needed during the visiting period. Two (2) diapers, baby wipes, one (1) change of infant clothing, two (2) small sealed clear containers of baby food (no glass containers), and one (1) blanket.

WORK DETAILS: All inmates assigned to outside details will be ready to report at work call in the morning and after lunch. Inmates who are not at job site for processing at the appropriate time may result in disciplinary action.

PSYCHOLOGY SERVICES: The psychology department provides mental health services to those inmates who have a history of mental illness and who have difficulty adjusting to incarceration. Inmates are required to submit an Inmate Request to see Staff form in non-emergency situations to the psychology department. If there is a need for psychiatric medication the inmate will be placed on the list to see the psychiatrist. Staff from the Psychology Department stand mainline at the Camp once a week.

DRUG ABUSE PROGRAM: Drug abuse counseling services are available to inmates. Our two local services include a Drug Abuse Education class and a Nonresidential Drug Abuse Program. Some BOP facilities also have a comprehensive 500 hour Residential Drug Abuse Program (RDAP). Residential treatment includes nine months of counseling and six months of community transitional counseling for inmates who are eligible for a halfway house. Work Cadre inmates may request evaluation for RDAP transfer if their Presentence Investigation supports a current substance abuse diagnosis and if they have sufficient time to complete the entire program. To request services, you may send a cop-out to the Drug Abuse Program Coordinator.

SEXUAL ABUSE/ASSAULT PREVENTION AND INTERVENTION

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

a. Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is **incapable of giving consent** because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

b. Sexual **Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

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

d. Sexual **Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

Your Right to be Safe from Sexually Abusive Behavior:

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.** You do not have to tolerate sexually abusive behavior or pressure to engage in unwanted sexual behavior regardless of your age, size, race, ethnicity, or sexual orientation.

Your Role in Preventing Sexually Abusive Behavior:

Here are some things you can do to protect yourself and others against sexually abusive behavior:

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be "alert" Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

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

What to do if you are Afraid or Feel Threatened:

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area. If you feel immediately threatened, approach any staff member and ask for assistance. It is part of his/her job to ensure your safety.

What to do if you are Sexually Assaulted:

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

Even though you many want to clean up after the assault **it is important to see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom.** Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported.

How to Report an Incident of Sexually Abusive Behavior:

It is important that you **tell a staff member if you have been sexually assaulted.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim=s welfare and for law enforcement or investigative purposes.

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

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

File an Administrative Remedy: You can file a Request for Administrative Remedy (BP-DIR-329). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director, (BP-DIR-330). You can get the forms from your counselor or other unit staff.

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

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

Understanding the Investigative Process:

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

Counseling Programs for Victims of Sexually Abusive Behavior:

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

Management Program for Assailants:

Those who sexually abuse/assault others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

BOP Policy Definitions

PROHIBITED ACTS: Inmates who engage in inappropriate sexual behavior with or direct it at others may be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

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

STAFF MISCONDUCT: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in, sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate=s safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors are also prohibited.

Contact Offices

U.S. Department of Justice
Office of the Inspector General
950 Pennsylvania Avenue, NW Suite 4322
Washington, D.C. 20530-0001

Central Office
Federal Bureau of Prisons
320 First Street, NW
Washington, D.C. 20534

Mid-Atlantic Regional Office
10010 Junction Drive, Suite 100-N
Annapolis Junction, Maryland 20701

North Central Regional Office

Gateway Complex Tower II, 8th Floor
400 State Avenue
Kansas City, KS 66101-2492

Northeast Regional Office

U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106

South Central Regional Office

4211 Cedar Springs Road, Suite 300
Dallas, Texas 72519

Southeast Regional Office

3800 North Camp Creek Parkway, SW
Building 2000
Atlanta, GA 30331-5099

Western Regional Office

7950 Dublin Boulevard, 3rd Floor
Dublin, California 94568