



**ADMISSION and
ORIENTATION
HANDBOOK**

2011

ADMISSION AND ORIENTATION HANDBOOK
FEDERAL BUREAU OF PRISONS

- (4) In rare or unusual instances as deemed appropriate by the CEO. In these circumstances, Trust Fund staff will be provided written documentation to support the transfer. This is a one time transaction for the entire balance.

Effective February 16, 2010, all inmates are required to input their contact list in TRULINCS. This includes all telephone numbers. Any telephone numbers not entered by this date will be removed and the inmate will no longer be able to call.

The contact list will also be completed in order to print labels for all outgoing mail. On February 16, 2010, any outgoing mail that does not have a label will be returned. Note: Inmates in the special housing unit will not be required to utilize labels.

Inmates housed in the special housing unit for administrative detention or disciplinary segregation, will have access to the Electronic Law Library and the print terminal. They will not have access to the messaging section of TRULINCS.

Visiting

Inmates are encouraged to have visits in order to maintain family and community ties. Inmates are allowed a limit of five children per visit. Visiting hours are 8:00 am to 3:00 pm on Saturday, Sunday, Monday, and federal holidays. It is the inmate's responsibility to advise their prospective visitors of the visiting hours.

New inmates will be asked to submit a visiting list which will be given to their counselor for approval. Members of the immediate family (wife, children, parents, brothers, sisters) as recognized in the inmate's pre-sentence investigation report will ordinarily be placed on the approved visiting list. Other relatives and friends may be approved after certain checks are made and a prior relationship is verified. Requests for approval for these additional visitors should be made to the counselor at least four weeks in advance of the intended visit. Hold-over and pre-trial inmates will be limited to immediate family on their visiting list. All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only upon arrival and departure.

All inmates will be vested with 40 points at the beginning of each month. One point will represent one hour of visiting time on weekdays. Two points will represent one hour of visiting time on weekends and federal holidays. Unused points will not be accrued to add to the next month's points.

Inmates housed in the special housing unit may only receive visits on Tuesday. The visit will be limited to two hours.