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Admission & Orientation Handbook

Federal Correctional Institution (FCI) Memphis & Satellite Prison Camp (SPC) Millington

Revised: **April 27, 2012**

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Preface

This booklet has been prepared as a guide for all inmates at FCI Memphis and SPC Millington. We encourage you to review it completely and become knowledgeable about your responsibilities, as well as the institution's regulations, privileges, programs, and other activities available at FCI Memphis and SPC Millington.

We promote respect and cooperation between staff and inmates. Therefore, we expect all inmates to take responsibility in fulfilling all of their obligations and to conduct themselves in an appropriate manner at all times.

We want your time spent here at FCI Memphis and SPC Millington to be productive. Take the opportunity to participate in training, work, educational, religious, and recreational programs provided while you serve your sentence.

D.R. Stephens, Warden

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Introduction
The purpose of this handbook is to provide general information, to incoming inmates, ensuring knowledge of programs, rules, services, policies and procedures established at FCI Memphis and SPC Millington. This handbook cannot answer every question about these institutions; however many common concerns are covered. While attending the institutions' Admissions and Orientation Programs, you will be provided with more detailed information. Explanation of any specific policies of these institutions can be obtained from unit staff. Some schedules, programs, meal periods, etc. set forth in this booklet may be changed throughout the year for unforeseen circumstances.

Location
This Federal Correctional Institution (FCI) is located at 1101 John A. Denie Road, Memphis, Tennessee, 38134 in Shelby County. Memphis is located in the southwest corner of the state next to the Mississippi River. Your visitors can refer to the Memphis Visiting Supplement located at www.bop.gov, which links to the FCI Memphis Homepage. Specific directions are on the following pages.

Transportation Assistance

- **Airport -** Memphis International Airport is located approximately fourteen miles West of FCI Memphis. Air carriers such as United, American, and Northwest have flights in and out of this airport. For further information, contact the carrier direct or Memphis International Airport Information Services - (901)922-8059.

- **Rental Car** - Rental car information can be obtained through the information service's provided number.

- **Taxi Cabs** - There are numerous taxicabs which serve the community, Metro Cab Company (901)323-3333, Yellow Cab (901)577-7777, Checker Cab (901)577-7777, City Wide Cab (901)722-8294 and Metro Bus Service (901)274-6282. A complete listing is available in the Yellow Pages for your reference upon request.

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DIRECTIONS TO THE FEDERAL CORRECTIONAL INSTITUTION (FCI) MEMPHIS

FCI Memphis
1101 John A. Denis Road
Memphis, Tennessee 38134
Telephone Number 901-372-2269

FROM NASHVILLE: Take I-40 West to Exit 12 (Sycamore View). Turn left onto Sycamore View, go through two Red lights. After passing the second red light (Macon Road) go to the fourth street on the right (Long Line Road). Turn right on Long Line Road. Follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the trailers.

FROM MISSISSIPPI (or Memphis Airport): Take I-55 North to I-240 East toward Nashville. Exit onto I-40 East. Travel I-40 East to Exit 12 Sycamore View. Exit the interstate staying to the right, go through the first light (Macon Road) to the fourth street on the right (Long Line Road). Turn right on Long Line Road. Follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the trailers.

FROM MISSOURI: Take I-55 South to I-40 in West Memphis Arkansas. Take I-40 East into Memphis Tennessee to the I-40/240 interchange. Follow I-40/240 East. Continue on I-40 East toward Nashville to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road) to the fourth street on the right (Long Line Road). Turn right on Long Line Road. Follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the trailers.

FROM ARKANSAS: Take I-40 East into Memphis Tennessee to the I-40/240 interchange. Follow I-40/240 East. Continue on I-40 East toward Nashville to Exit 12 (Sycamore View). Exit the interstate staying to the right, go through the first light (Macon Road) to the fourth street on the right (Long Line Road). Turn right on Long Line Road. Follow Long Line Road which turns into John A. Denie Road. The institution will be on the right. Park in the first parking lot behind the trailers.

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DIRECTIONS TO THE SATELLITE PRISON CAMP (SPC) MILLINGTON
SPC Millington
6696 Navy Road
Millington Tennessee 38053
Telephone Number 901-872-2277

FROM NASHVILLE: Take I-40 West to Hwy. 385 North. Go North on 385 until Raleigh-Millington Road. Exit onto Raleigh Millington Road turning right. Turn right on Navy Road. Travel down Navy Road, passing the Naval Support Station on the right. Continue East on Navy Road. The Federal Prison Camp will be located on the left just past the University of Memphis, Millington Campus.

FROM MISSOURI: Take I-55 South to I-40 in West Memphis, Arkansas. Take I-40 East into Memphis, Tennessee to the I-40/240 interchange. Follow I-40/240 East to the Millington Exit. Follow the Millington exit to Hwy. 51 North. Exit onto Hwy. 51 North. Travel North on Hwy. 51 to Millington, Tennessee. Upon entering Millington turn right onto Navy Road. Travel East on Navy Road past the Naval Support Station on the right. Continue East on Navy Road, the Federal Prison Camp will be located on the left, just past the University of Memphis, Millington Campus.

FROM ARKANSAS: Take I-40 East into Memphis, Tennessee. Follow I-40/240 East to the Millington Exit. Follow the Millington exit to Hwy. 51 North. Exit onto Hwy. 51 North. Travel North on Hwy. 51 to Millington, Tennessee. Upon entering Millington turn right onto Navy Road. Travel East on Navy Road past the Naval Support Station on the right. Continue East on Navy Road, the Federal Prison Camp will be located on the left, just past the University of Memphis, Millington Campus.

FROM MISSISSIPPI (or Memphis Airport): Take I-55 North to I-40/240 interchange. Follow I-40/240 East to the Millington Exit. Follow the Millington exit to Hwy. 51 North. Exit onto Hwy. 51 North. Travel North on Hwy. 51 to Millington, Tennessee. Upon entering Millington turn right onto Navy Road. Travel East on Navy Road past the Naval Support Station on the right. Continue East on Navy Road, the Federal Prison Camp will be located on the left, just past the University of Memphis, Millington Campus.

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Intake, Orientation, Classification, and the Unit Team

Intake - Inmates are provided social and medical screening at the time of arrival and will also be screened by the Mental Health Staff.

Upon commitment, for the first week and up to four weeks of stay at these institutions, the inmate will be initially assigned to the Admission and Orientation (A&O) Program. Inmates are immediately provided with a copy of the institution's rules and regulations, which includes information on inmate rights and responsibilities.

All general population housing quarters have been designated as the initial housing assignments for A&O inmates. A permanent housing unit will be dictated, based on the inmate's assigned unit team and bed space availability. Initial housing unit placement will ordinarily become the inmates' permanent housing unit assignment.

Orientation - While in A&O, inmates learn about the programs, services, policies, and procedures regarding this facility. Additionally, staff from various departments will provide lectures related to their respective department programs and functions.

- The **FCI Memphis** Institution A&O Program lectures will be conducted in the Chapel.
- The **SPC Millington** Institution A&O Program lectures will be conducted in the Millington Visiting Room.

Work Detail - After an inmate completes the two-week A&O Program, the inmate will be assigned to a work detail.

Classification Teams (Unit Team) - FCI Memphis & SPC Millington are organized under a centralized unit management system. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. Some unit staff offices are located in the units so staff and inmates can be accessible to each other. Unit staff includes the Unit Manager, Case Manager, Correctional Counselor and Unit Secretary. When available, the Staff Psychologist, Education Advisor, and a Unit Officer will avail themselves to an inmate program review and be considered as unit staff.

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Inmates are assigned to a specific Unit Team. Generally, the resolution of issues and matters of interest while at the institution are most appropriately initiated with the unit team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while incarcerated. Ordinarily, a member of the Unit staff will be at the institution weekdays from 7:30 a.m. to 9:00 p.m. and during the day on weekends and holidays. Inmates need to contact their respective Unit Team for Open House hours and individual unit operational procedures.

General Functions of Unit Staff

Unit Manager - The Unit Manager oversees all unit programs and activities and manages the Unit Team. He or she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the Chairperson of the Unit Team, reviews decisions and also chairs the Unit Discipline Committee (UDC). Additionally, the Unit Manager has direct responsibility for sanitation of the unit by coordinating closely with the Unit Officer and Correctional Counselor.

Case Manager - The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmates' commitment. He or she reports to the Unit Manager and consults with the Case Management Coordinator (CMC) for technical assistance. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is also a member of the Unit Discipline Committee (UDC).

Correctional Counselor - The Correctional Counselor provides counseling and guidance for inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. He or she plays a leading role in all segments of unit programs and serves as a member of the Unit Team. The Correctional Counselor visits inmate work details regularly and assists with security, safety, and sanitation of the unit.

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Unit Secretary - The Unit Secretary performs clerical and administrative duties. The Secretary is under direct supervision of the Unit Manager. It is important to keep in mind that Secretarial Staff are not resource personnel for inmates.

Unit Officer - The Unit Officers/Camp Officers have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them. The Unit Officer/Camp Officer is a valuable member of the Unit Team, whose input is solicited during inmate program reviews.

Communications

- **Bulletin Boards** - The unit bulletin boards contain written communication of interest to inmates. Unit staff work schedules, weekly Food Service menus, call-outs, change sheets, inmate program review dockets, and unit rules and regulations are posted on the unit bulletin boards. It is recommended that these bulletin boards be checked daily. Additionally, inmates have access to pertinent information through the automated bulletin boards on TRULINCs.

- **Town Hall Meetings** - At FCI Memphis and SPC Millington, town hall meetings may be held monthly in each unit. These meetings are held to foster improved communications, make announcements, and to discuss changes in policies and procedures in the unit. Under this forum, questions should pertain to the unit as a whole, rather than personal questions or problems. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present.

- **Open House** - An Open House policy is usually in effect at specific times to address individual questions.

Program Reviews - If you have twelve months or less remaining to serve on your sentence, you will have a scheduled program review every ninety days. If you have more than twelve months remaining to serve on your sentence, you will be scheduled for a program review every 180 days. Program reviews are held by the Unit Team. The Unit Team will be responsible for reviewing programs, work assignments, transfers, custody classifications,

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institutional adjustment, etc. Daily call-outs should be checked for the scheduled time and date of program reviews. Inmate appearance at program reviews will be neat and clean including the proper uniform and shoes.

Unit Team Participation in Parole Hearings - The Unit Team prepares Progress Reports and compiles other information in the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at an inmate's Parole Hearing. The Case Managers' function at the hearing is to assist the Parole examiners, not to be a staff representative for the inmate.

Escorted Trips - Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition or has passed away. Depending on an inmate's custody classification, one or two Correctional Officers will escort the inmate. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved even when all policy-required conditions have been met, based on a determination that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs - A furlough is an authorized absence from an institution by an inmate who is not escorted by a staff member, a U.S. Marshal, or other Federal, or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs. Not all inmates at FCI Memphis or SPC Millington are eligible for a furlough.

The Bureau has a furlough program for inmates who; have community custody, and have two (2) years or less from their anticipated release date.

An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

- Be present during a crisis in the immediate family or other urgent situations.

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- Obtaining medical services not otherwise available.
- Contacting prospective employers.
- Establishing or re-establishing family or community ties.
- Participating in selected educational, social, civic, religious and recreational activities, which will facilitate release transition.
- Any other significant reason consistent with the public interest.

Pre-Release / Re-Entry Programming - The pre-release and re-entry programs are designed to assist inmates in preparation for release. Inmates will be given aid in developing plans for their personal lives and for work. These programs offer classes and informational seminars concerning the personal, social, and legal responsibilities of civilian life. Routinely scheduled information sessions with a U.S. Probation Officers, other agencies, and potential employers are available.

In all units, pre-release programming will be emphasized, and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, furloughs and residential re-entry center (a halfway house) placements will be considered.

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

Unit staff assists in planning, however, inmates are responsible for making all payments required, either from earnings within the institution or from outside resources. If an inmate refuses to meet their obligations, they cannot work in UNICOR, receive performance pay above the maintenance pay level, participate in any community-based activities, receive release gratuity or make special purchase orders.

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The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Visits - Upon arrival at FCI Memphis/SPC Millington each inmate, in conjunction with his Correctional Counselor or Case Manager, will develop a visiting list. Ordinarily, immediate family members (i.e., mother, father, step parents or foster parents, brothers, sisters, wife and children) will be placed immediately on an inmate's regular visiting list. The inmate should contact staff to be certain an approved visiting list is on file. Other relatives, such as grandparents, aunts, uncles, sister-in-law, brother-in-law, and cousins, may be placed on the approved visiting list if the inmate wishes to have such visits regularly.

- Visiting privileges may be extended to family and associates having established relationships prior to incarceration, unless such visits could reasonably create a threat to the security and good order of the institution.

- Ministerial and religious visits are approved by the institution Chaplain. A minister must be placed on the inmate's visiting list in accordance with institution visiting regulations if continued visiting is desired.

- Special visits, which will not count against an inmate's regularly allotted visiting time, include such persons as clergymen, former or prospective employers (when the purpose of the visit is for an employment potentiality) and attorneys. Visitors in this category will be approved by the Unit Manager in advance and in writing to the Visiting Room Officer and the Front Lobby Officer.

FCI Memphis Visiting
Due to space limitations in the Visiting Room, and to ensure equal opportunity for all inmates to have visits, the following restrictions are placed on the number of visiting hours an inmate, at FCI Memphis, may receive in a given month. Each inmate is allowed 30 visiting points per month. • Each visiting point is equal to one (1) hour of visiting on

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FCI Memphis Visiting
weekdays. • On Weekends two (2) visiting points will be charged for each hour of visiting. • These points are not accumulative from one month to another. • Each visit, regardless of length, will be charged a minimum of one point.

Unit Rules and Regulations (not all inclusive)

In order to minimize maintenance costs, permit uniform inspection and search procedures to maintain orderly congregate living, institutions impose reasonable regulations on inmate conduct and furnishings in housing units. Unit cells/cubicles will be inspected on a regular basis. Typical rules would include items such as:

- Family pictures and greeting cards will not be posted on walls, but may openly be placed on the bulletin boards provided for this purpose.
- Nude or semi-nude pictures or pin-ups will not be posted in public view.
- Room or cell doors are closed when you are not in the room.
- You are responsible for the cleaning and the overall sanitation of your cell/cubicle.
- Housing Unit Orderlies are responsible for the unit sanitation. However, all inmates are responsible for cleaning up after themselves. Trash baskets should be emptied prior to work call.
- If a cell or cubicle does not meet an acceptable sanitation level, corrective action including the initiating of incident reports can be expected.
- Beds will be made each weekday before Work Call. On weekends, beds will be made by 10:00 a.m. At no time, will a mattress be removed from a bunk and placed on the floor.
- Showers are available every day, but inmates may not be in the shower during an official count or during cleaning.
- Inter-room/cell/cubicle visitation is normally allowed in the units. A maximum of four inmates, which include the cell/cubicle occupants, is authorized in a cell/cubicle. During a cell visitation, the door remains open.
- Removal of food from the Dining Room is prohibited.

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- Steel-toed safety shoes must be worn to work, including inmates assigned to orderly positions in the unit. Personal tennis shoes or loafers are not included. Shoes or sneakers (if authorized) may be worn in the dining room area.
- Unit televisions may be viewed during established off-duty hours, which generally coincide with hours the cells or rooms are unlocked. Ordinarily, the televisions will be turned off while unit inmates are completing sanitation requirements.

Daily Inmate Life

Sanitation - It is your responsibility to check your living area immediately after being assigned to a specific cell/cubicle and to report all damage to the Correctional Officer, Case Manager, or Counselor. You may be held financially liable for any damage to your personal living area.

Enforcement of Safety and Sanitation Standards – Inspections for sanitation, misuse of equipment, safety hazards, and the presence of contraband are made daily by institution staff. Inmates will be subject to disciplinary action for violations.

Cell/Cubicle Inspections – Cell/cubicle inspections are conducted Monday through Friday beginning at 7:30 a.m. All inmates are responsible for maintaining a high level of sanitation in their living areas. This includes making their beds in accordance with regulations before work call (including weekends and holidays when you leave the area), and sweeping and mopping their personal living area to ensure it is clean and sanitary. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Deficiencies will be noted and each inmate will be notified of the deficiencies and will be required to correct them. Repeat deficiencies will result in disciplinary actions.

Sanitation Supplies – Supplies are available in the units. The Unit Counselor will dispense authorized supplies to the housing unit orderlies to maintain the cleanliness of the unit. There will be no chemicals or cleaning supplies stored in inmate cells/cubicles.

Weekly Unit Sanitation Ratings –Unit meal rotations are based on weekly sanitation ratings of each unit. The unit with the

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highest rating is called first and the unit with the lowest rating is called last.

Grooming - Inmates are expected to shower regularly and present a neat appearance at all times in order to maintain good hygiene standards. Mustaches and beards are permitted. Inmates, with facial hair, assigned to Food Service will be required to wear beard covers while at work. Additionally, an inmate may be required to wear beard covers on any job assignment if the Work Detail Supervisor determines the length of the beard increases the likelihood of work injury. Inmates are not permitted to wear artificial hairpieces. Barber services are available and a schedule of operation will be posted on the unit bulletin board.

Dress Code – Normally, the full prescribed issue of uniform clothing, if clean and neat, is appropriate for wear in any area or at any activity. Inmates will be fully dressed within 30 minutes after leaving their beds in the morning. Inmates will have their shirt buttoned (with the exception of the top button, which may be opened if desired) and tucked in their pants at all times while outside of their housing unit. Inmates are permitted to wear recreation attire while in the recreation area, on their way to or from this area, or while in the housing unit.

Hygiene Items - Toothpaste, toothbrushes, combs, razors and soap are issued by the institution and are available in the housing units. Brand name items are available for purchase in the commissary.

Wake-up - General wake-up call will be at 5:45 a.m. Monday through Friday. The unit is called to breakfast on the basis of a meal rotation schedule. Once breakfast is called, a reasonable amount of time is allowed for inmates to leave the unit if breakfast is desired. Inmates are responsible for leaving the unit for work. Late sleepers, who are unable to maintain rooms or arrive at work on time, are subject to disciplinary action.

Personal Property Limits - Storage space in most units consists of an individual locker, desk or cabinet. Specific requirements for storage are posted in each unit. Locks may be purchased in the institution commissary. The amount of personal property allowed by each inmate is limited to those items which can be neatly and safely placed in the space designated. Items which

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may be retained by an inmate are limited for sanitation and security reasons, and to ensure that excess personal property is not accumulated which would constitute a fire hazard, impair staff searches of the living area, or pose a housekeeping hazard. Additionally, the following limitations apply to personal property:

- Inmates may not have any personal property item with a value in excess of $100.
- Inmates may not give away, sell, borrow, loan or exchange any items of value with another inmate, i.e., radio, watch, sneakers or commissary items.

The following list is not all-inclusive, but it is a guide to the kind of items an inmate may be authorized:

- **Clothing -** Civilian clothing of any type (except athletic apparel) is not authorized in these institutions. All clothing will be neatly stored in the individual's locker. Three personal sweatshirts and sweat pants may be permitted. Approved authorized footwear may include the following: one pair of steel-toed shoes, one pair of shower slippers, two pairs of athletic shoes and one pair of leisure shoes. Footwear will be placed under the bed. Clothing will not be altered or made in Hobby Craft.

- **Special Purchase Items -** Special purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

- **Legal Materials** - A limited amount of legal materials and supplies may be maintained in a locker or in one authorized box stored under the bed.

- **Commissary Items** - The total value of accumulated Commissary items (excluding special purchases) will be limited to the monthly spending limitation. Special limits may apply.

- **Food Storage** - Food items that are left open create a health and sanitation hazard. These items must be properly sealed at all times. Empty jars may not be used in any manner other than the original purpose of

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the container and must be thrown away when it no longer holds the product intended when purchased. Second use containers are considered contraband.

- **Letters, Books, Newspapers, and Magazines** Inmates are limited to eleven magazines, books, newspapers collectively that can be stored in the locker or shelf provided in each room. Nothing is to be tacked, stapled or scotch taped to any surfaces.

- **Sports Equipment -** A limited amount of sports equipment may be maintained in the unit.

- **Radios -** Inmates may only possess one radio at any given time. Radios with a tape recorder and/or tape player are not authorized. Only walkman-type radios are permitted. Headphones are required for all radio use at FCI Memphis and SCP Millington.

- **Jewelry -** Maximum value limit of $100 per item applies to all allowable jewelry items. Inmates are permitted the following jewelry items:

1 plain wedding band (without stones) with prior approval.
1 religious medal (without stones)
1 watch

Access To Legal Services / FOIA / Privacy Act

Legal Correspondence - Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. See Special Mail section for stipulations and procedures.

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

Legal Material - During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney

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visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls - In order to make an un-monitored phone call between an attorney and inmate, the inmate must follow established procedures at FCI Memphis & SPC Millington. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library - If an inmate has a need to prepare legal materials for court, electronic law libraries are available for use. Typewriters, legal stationary, and carbon paper are available in the Law Library. A variety of legal reference materials are available for use in the electronic law libraries.

Location	Inmate Law Library Locations & Details
FCI	The **FCI Memphis** electronic law library is located in the Education Department and is open during convenient non-working hours, including weekends and holidays. An inmate Law Library Clerk is available for assistance in legal research.
SHU	Access to the electronic law library is also available to inmates in the **Special Housing Unit** (SHU).
SPC	The electronic law library terminals at **SPC Millington** are located along the corridor with Food Service and are generally available when the compound is open for inmate movement.

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

Copies of Legal Materials - In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. Individuals who have no funds and

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who can demonstrate a clear need for particular copies, may submit a written request for a reasonable amount of free duplication.

Location	Location of Inmate Copiers & Details
FCI	A debit card operated machine is available at FCI Memphis in the Education Department for inmate use in duplicating documents.
SPC	The debit card operated machine at SPC Millington is located in the main corridor by the Trulincs terminals.

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

Freedom of Information/Privacy Act of 1974 - The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than to themselves (including Program Statements and Operations Memoranda) will be processed through the Freedom of Information Act, 5 USC 552.

Inmates Access to Central Files - An inmate may request review of disclosable portions of his central file (plus Pre-sentence Report and/or Summary) prior to the individual's parole hearing, or any time he makes a request. Unit staff will permit the review of the central file via request to a staff member.

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

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Inmates should review Program Statement 1351.05, Release of Information, for procedures on how to access records.

Problem Resolution

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Any problems should be brought to the attention of staff in the department concerned. If initial communication is unsuccessful, the concern should be addressed with the Department Head. This direct approach allows staff to become aware of concerns early in the process and ensures a greater likelihood of speedy resolution of problems.

Inmate Requests to Staff - The Bureau's form, BP-A0148, Inmate Request to Staff, commonly called a "cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a Cop-Out will answer the request in a reasonable period of time. The answer will be written on the bottom of the request form. This process may be automated through TRULINCS where available.

Administrative Remedy Process - When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Acts Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy process is the documentation of the informal resolution attempts written on an informal resolution form. Inmates may obtain this form from their Correctional Counselor. On the informal resolution form, the inmate will briefly state the nature of the problem and list the efforts made to resolve the problem informally.

Filing BP-9 - After the informal resolution form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) form (usually within 48 hours of the time the inmate approached the employee with the problem). The inmate will return the completed BP-9 along with the informal resolution form to the Counselor, who will review the material to insure an attempt at informal resolution was made. The BP-9 complaint must be filed within twenty (20) calendar days from

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the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Staff members in the institution have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days and the inmate will be notified of the extension.

Emergency BP-9 - When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within forty-eight (48) hours from receipt of the complaint.

Appeal BP-9/Filing BP-10 - If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

Appeal BP-10/Filing BP-11 If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) form and must have copies of the BP-9 and BP-10 forms with responses.

The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) calendar days if the inmate is notified.

The BP-229, BP-230, or BP-231, forms should be written in three sections:

1. Statements of Facts
2. Grounds for Relief
3. Relief Requested

Administrative Remedy Time Limits (in calendar days)	
Action	**Time Limit**
BP-9 Filing	20 - 120 days Phone Complaint / ITS
BP-10 Filing	20 Days from BP-9 response

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Administrative Remedy Time Limits (in calendar days)	
Action	**Time Limit**
BP-11 Filing	30 days from BP-10 response
BP-9 Response	20 days from acceptance of filing, extension 20 days
BP-10 Response	30 days from acceptance of filing, extension 30 days
BP-11 Response	40 days from acceptance of filing, extension 20 days

Sensitive Complaints - If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution.

- If the Regional Director agrees that the complaint is sensitive, it will be accepted and a response to the complaint will be processed.
- If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised of the determination in writing. The complaint will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution level.

Correctional Systems

Central Inmate Monitoring System - The Bureau of Prisons monitors and controls the transfer, temporary release (e.g., on writ), and community activities of certain inmates who present special needs for management. Such inmates, known as Central Inmate Monitoring (CIM) cases, require a higher level of review which may include Central Office and/or Regional Office clearance for transfers, temporary releases, or community activities. This monitoring is not to preclude a CIM case from such activities, when the inmate is otherwise eligible, but rather is to provide protection to all concerned and to contribute to the safe and orderly operation of federal institutions.

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Incoming Correspondence - First class mail is distributed Monday thru Friday (except holidays) ordinarily by the evening watch officer in each unit. Newspapers and magazines may also be delivered at this time. The number of incoming letters an inmate may receive will not be limited unless the number received may place an unreasonable burden on the institution. Inmates are asked to advise those writing to them to put the inmate's registration number and quarters assignment on the envelope to aid the prompt delivery of mail.

Incoming Publications - The Bureau permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive publications only from the publisher, book club, or book store.

Inmates may retain a collective total of eleven publications (newspapers, magazines, books) to the amount that can be neatly stored in the locker and/or shelf provided in each room, because of sanitation, and fire safety reasons. The Unit Manager may allow more space for legal publication upon request.

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

- It depicts nudity or sexually explicit material.
- It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons' institutions.
- It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
- It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
- It encourages or instructs in the commission of criminal activity.

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- It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

Special Mail – "Special Mail" is a category of correspondence which may be sent out of the institution unopened and unread by staff.

- The following are examples of **outgoing special mail**: correspondence to the President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorney's Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U. S. Courts, U. S. Probation, Members of the U.S. Congress, Embassies and, Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Police Commissioners, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State Law Enforcement Officers, Attorneys and Representatives of the news media.

- **Incoming special mail** includes mail received from the following: President and Vice-President of the United States Attorneys, Members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other Federal Law Enforcement Officers, U.S. Attorneys, State Attorney General, Prosecuting Attorneys, Governors, U.S. Courts and State Courts.
    - A designated staff member opens incoming special mail in the presence of the inmate. This is done by the mailroom staff Tuesday through Friday. Special mail received on Friday or for inmates housed in SHU is delivered by unit staff. These items will be checked for physical contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is special mail only to be opened in the presence of the inmate. Without adequate identification as special mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Legal Correspondence - Legal correspondence from attorneys will be treated as special mail if it is properly marked. The

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envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "Special Mail" - open only in the presence of the inmate. It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Inmate Correspondence with Representatives of the News Media -

- Inmates may not receive compensation or anything of value from the news media.
- Inmates may write to representatives of the news media, using special mail procedures. The media representatives' name or title must be specified.
- Correspondence received from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

Correspondence Between Confined Inmates

- Inmates may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, and/or the party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:
    - Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).
    - If both inmates are confined in Federal Institutions, the Unit Manager must authorize the correspondence. In unusual situations, the Unit Manager must forward the authorization to the Warden.
    - If one inmate is in a Non-Federal facility, then the Warden must be the approving official.

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

- Matter of which is not mailable under law or postal regulations.
- Information of escape plots, of plans to commit illegal activities, or to violate institution rules.

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- Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment.
    - For example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

Notification of Rejection - The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property - Inmates wishing to have personal items mailed into the institution will send an inmate request to the department head responsible for the requested item as follows:

- Correctional Counselor - Release Clothing
- Health Service Administrative - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.
- Chaplain - wedding bands within property regulations.
- Associate Warden (Programs) - questionable item or items not covered in the other categories will be submitted to the Associate Warden (Programs) for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

Change of Address/Forwarding of Mail - The Mail Room will provide inmates with change of address cards required by the U.S. Postal Service. These cards are given to inmates who are being released or transferred, to notify correspondents of a change in address.

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General mail received after 30 days will be returned to the sender. Special mail will be forwarded indefinitely.

Certified/Registered Mail - Inmates desiring to use certified, registered, or insured mail may do so through the Mail Room. An inmate may not be provided services such as express mail, private carrier services, or stamp collecting while confined.

Funds Received Through the Mails - All funds being sent to inmates at FCI/SCP Memphis must be sent to the National Lockbox. See the section on inmate deposit fund for more details.

The institution mail room will not accept funds received from outside the institution. Any funds received will be returned to the sender. More detailed information related to this topic is included in the inmate deposit fund section.

Commutation of Sentence/Pardon - The Bureau advises inmates on commutation of sentences. This is a form of executive clemency power used to provide post-conviction relief to inmates during their incarceration. Unit Team can be of assistance in this area.

Sentence Computation - The Designation and Sentence Computation Center (DSCC) is responsible for the computation of inmate sentences. An inmate will be given a copy of his sentence computation as soon as it is certified. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision are resolved by staff upon inmate request for clarification.

Fines and Costs - In addition to jail time, the court may impose a committed or non-committed fine and/or costs.

- Committed fines mean the inmate will stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (pauper's oath).
- Inmates with a non-committed fine, scheduled for release, directly from prison or through transfer to a contract facility with a term of supervised release to follow, must sign a written agreement to adhere to a payment schedule as set by the court or the inmate will NOT be released from custody. Once an agreement is signed and on file with Correctional Systems staff, the U. S. Attorney will be notified of any balance not paid in full.

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Detainers - Detainers and untried charges can have an effect on inmate participation in institutional programs.

- Unit Team may give assistance to offenders, in their efforts, to resolve pending charges and detainers. The degree to which the staff can assist in such matters will depend on individual circumstances.
- Some detainers, other than probation or parole violator warrants, may be processed under the procedures of the "Interstate Agreement on Detainers." Correctional Systems staff will assist with this process.
- If an inmate has knowledge of pending charges, he must resolve these charges to avoid delaying halfway house consideration.

Good Conduct Time - This applies to inmates sentenced for an offense committed after November 1, 1987 (SRA, VCCLEA, and PLRA sentences). Title 18, U.S. Code, Section 3624(b), authorizes credit toward the service of a sentence for satisfactory behavior. Normally, fifty-four (54) days of Good Conduct Time (GCT) may be earned for each full year served on a sentence in excess of one year. Good Conduct time is prorated for the last partial year. No GCT can be earned, or awarded, to a sentence of one year or less. Good Conduct Time is also affected by educational requirements.

Parole - Inmates who committed their offense prior to November 1, 1987 are often eligible for parole. Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Residential Re-entry Centers (halfway house) - Inmates who are nearing release will be reviewed under the five (5) factors established in the Second Chance Act, and may be transferred to a community correction's program.

Each RRC now provides two components within one facility, a pre-release component and a community correction's component.

- The pre-release component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision.
- The Community Corrections component is designed as a punitive sanction. Except for employment and other

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required activities, the offenders in this second more restrictive component must remain at the RRC, where recreation, visiting, and other activities are provided in-house.

Important Addresses - Inmates are urged to attempt to rectify any concerns they may have concerning conditions of confinement or parole matters at the institution level; however, if an inmate wishes to write the Regional Offices of the United States Parole Commission, or the Bureau of Prisons, he may do so by writing to the following addresses:

Mid-Atlantic Regional Office
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701

United States Parole Commission
90 K Street Northeast 3rd Floor
Washington, D.C. 20530

Correctional Services

The major responsibilities of the Correctional Services Department are the security of the institution, accountability of inmates, and maintaining a safe and humane environment.

Official Counts – Five official scheduled counts will be conducted on weekdays and six official scheduled counts on weekends and holidays. In addition, emergency counts, (official counts completed at times other than those specified) will be conducted as conditions require. There will be no inmate movement or talking during any count. Scheduled official counts are as follows:

Official Scheduled Count Times		
	Scheduled Time	**Description**
1	**12:00 a.m.**	
2	**3:00 a.m.**	
3	**5:00 a.m.**	
4	**4:00 p.m.**	**Inmates secured in assigned cell standing count**
5	**9:30 p.m.**	**Inmates secured in assigned cell**
6	**10:00 a.m.**	**Saturday, Sunday, and Holidays standing count**

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- The counting officer must be absolutely sure that he or she sees human flesh and/or a living breathing human body while performing all official counts. Therefore, inmates are not to be completely under covers during counts. During standing counts, all inmates are required to stand next to their bunk inside their assigned room/cell.
- Disciplinary action will be taken for inmates who are not in their assigned area during a count.
- Disciplinary action will be taken if an inmate leaves his assigned area before the count is cleared.
- All cell doors in the FCI units will be secured at 9:00 p.m. for the official 9:30 p.m. count.

Callouts - Call-outs are a scheduling system for appointments (which include hospital, psychology, education, team meetings and other activities). Call-out lists are posted each day on the unit bulletin boards after 4:00 p.m. on the day preceding the appointment. Each inmate is responsible for checking for appointments on a daily basis; all scheduled appointments must be kept. Disciplinary action may be taken for missed call-out appointments.

Controlled Movement - The purpose of controlled movement is to ensure that the movement of inmates throughout the institution is orderly. FCI Memphis has controlled movement during the day and evening hours, seven (7) days a week. Controlled movements are scheduled as follows:

FCI Memphis Controlled Movements		
Time	**Day**	**Description**
6:30 a.m.	**Monday - Friday**	**Facilities work detail movement.**
7:40 a.m.	**Monday - Friday**	**All other work details movement.**
9:30 a.m. 10:30 a.m.	**Monday - Friday**	**10 minute open movement**
Work Call	**Monday - Friday**	**All inmates will report back to their assigned detail when work call is announced after the noon meal.**

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FCI Memphis Controlled Movements		
Time	**Day**	**Description**
12:30 p.m. 1:30 p.m. 2:30 p.m. 3:30 p.m.	**Monday - Friday**	**10 minute open movement**
On Saturdays, Sundays, and Holidays, controlled movement will begin at 8:00 a.m.		
8:00 a.m. 9:00 a.m. 11:00 a.m.	**Saturday, Sunday, and Holidays**	**10 minute open move**
12:00 p.m. 1:00 p.m. 2:00 p.m. 3:00 p.m.	**Saturday, Sunday, and Holidays**	**10 minute open move**
After the evening meal, movement will be on the hour for ten minutes each hour until the compound is closed at approximately 8:45 p.m.		
There will be a five minute recreation move called before mainlines on the day and evening shifts.		

Contraband - Contraband is defined as any item not authorized or issued by the institution through approved channels, or purchased through the commissary. All staff are knowledgeable on the subject of contraband and make an effort to locate, confiscate and report contraband in the institution. Any item in your personal possession must be authorized, and a record of the receipt of the item should be kept in your possession. Inmates may not give away, sell or exchange any items of value with another inmate, i.e., radio, watch, sneakers and commissary items. Items obtained in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Shakedowns – An inmate and/or his cell/cubicle are subject to search by any staff member at any time to retrieve contraband or stolen property.

Drug Surveillance/Alcohol Detection - The Bureau operates a drug surveillance program and an alcohol detection program. Each of these programs includes mandatory random testing, as well as testing of certain other categories of inmates.

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A positive test result or refusal to submit to the test will result in disciplinary action.

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

Visiting

Social Visiting Hours General Population (FCI)	
Days	**Times**
Saturdays, Sundays & Holidays	8:00 a.m. – 3:00 p.m.
Fridays	2:30 p.m. – 9:00 p.m.
Thursdays (1st, 2nd, 4th, & 5th Thursday of the month)	1:00 p.m. – 9:00 p.m.

Social Visiting Hours Federal Detention Center (FDC)	
Days	**Times**
Thursdays	1:00 p.m. – 5:00 p.m.

Social Visiting Hours Special Housing Unit (SHU)	
Days	**Times**
Thursday (3rd Thursday of month only)	5:30 p.m. – 8:30 p.m.

Social Visiting Hours Satellite Prison Camp (SPC)	
Days	**Times**
Fridays	5:00 p.m. – 8:30 p.m.
Saturdays, Sundays & Holidays	8:00 a.m. – 3:30 p.m.

PROCESSING OF VISITORS FOR ENTRANCE INTO THE VISITING ROOM STOPS 30 MINUTES PRIOR TO THE END OF THE VISITING TIME SCHEDULE.

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Visitor Identification - All visitors must provide valid picture identification (valid Driver's License, photo identification (I.D.), Government State or Federal I.D., or a United States Passport) prior to their admission into the institution.

Children - All children under the age of sixteen (16) must be accompanied by an adult on the inmate's approved visiting list. It is the visitor's responsibility to supervise and maintain control of their children at all times.

Visitor Searches/Screening – In accordance with Bureau of Prisons Program Statement 5510.12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and facilities, staff are required to conduct random pat searches on inmate visitors entering institution grounds and facilities. In addition, visitors at the FCI will be checked with a metal detector. All permissible items will be searched using the scanning machine. A reasonable amount of diapers and other infant care items and sanitary napkins may be brought into the Visiting Rooms. No food may be brought into the visiting rooms, but vending equipment is located convenient to the visiting rooms.

Unauthorized personal articles belonging to visitors must be left in their vehicle. Additionally, visitors may be subject to screening with the ION Spectrometry Device. This device tests for the presence of illegal substances, not an individual's use of illegal substances.

Money / Vending –

- **FCI** - Visitors to the FCI are not allowed to bring any money into the Visiting Room, however, a debit card may be purchased prior to entering the Visiting Room allowing for the purchase of items from the vending machines in the visiting room.
- **SPC** - Visitors at the SPC may bring money into the visiting room in order to purchase items from the vending machines. It is permissible for the visitor at the SPC to give an inmate any item from the vending machines to be consumed while on a visit. No inmate will be allowed to handle any money, for any reason.

Property / Money Through Visiting (Not Permitted) - There are no provisions for receipt of money, packages, gifts, etc. during visiting. Written messages may not be left or exchanged and

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documents or papers may not be signed or examined by inmates. The only approved method of financial transaction is through postal channels.

Approved Visitor Dress Code - All visitors must dress appropriately. All female visitors fourteen (14) years old and older will be expected to wear an inner garment covering the chest area. Consideration is given to ensure the manner of dress is not disrespectful to staff, other visitors or other inmates. The following clothing worn by males or females is considered inappropriate for visiting at FCI Memphis and SPC Millington.

VISITOR APPAREL NOT PERMITTED
Sleeveless garments of any kind *(such as vests or tank tops)*
V-neck tops
See-through garments of any kind
Skin-tight clothing of any kind *(including spandex)*
Wraparound skirts
Shorts (shorts are allowed for children only) (Capris are authorized at knee length and if deemed appropriate by our inspecting official)
Jogging/sweat suits of any kind
Plain white T-shirts or T-shirts with logos, pictures, or wording deemed vulgar or offensive
Hats or caps *(except for infants)*
Belly shirts (*abdomen exposed*)
Hip Hugger or spandex pants/jeans
Camisoles worn as outerwear
Hospital scrubs or medical uniforms
Camouflage clothing
Khaki clothing (FCI Only) *(cannot be tan or similar to the type of clothing worn by inmates)*
Open-toed shoes, thongs, or sandals *(feet must be enclosed)*
Articles of clothing displaying any wording or pictures deemed vulgar or offensive
Un-tucked shirts
Sagging pants/jeans
Skirts and dresses must be longer than two inches above the knee
Slits will not extend higher than two inches above the knee

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VISITOR ITEMS NOT PERMITTED
Cameras, video cameras, cell phones, and pagers are not allowed in the visiting room or on institution property
Handbags / purses
Sunglasses
Reading material / photos
Money / currency (***SPC visitors may have up to $20 in coins***)
Food of any kind, including gum and candy (except for infants)
Pocket knives / nail clippers
Strollers / carriages
Lighters / matches / tobacco products
DRUGS of any kind (Prescription meds should be taken prior to entering the visiting room)
Umbrellas (may be left outside of the visiting room)
Make-up, charm bracelets, lockets

VISITOR PERMITTED ITEMS
Clear plastic bag (to store baby diapers). 1 each (clear plastic bag can't exceed L-45" x W-13" x H-11.5")
Clear baby bottles with contents - 3 each
Baby diapers - 3 each
Small jars of baby food - 2 each
Receiving blanket - 1 each
Baby wipes - 1 package
Change of baby clothing - 1 set
See-through drinking cup - 1 each
Items needed for health reasons will be allowed at the discretion of the Operations Lieutenant.
Food and beverages purchased in the visiting room must be consumed and/or discarded prior to departure.
Visitors will be allowed to bring keys, i.e., car and/or house keys into the visiting room.

Education Department

Overview - The Education Department at FCI Memphis and SPC Millington offer inmates a variety of opportunities for self-improvement in fields ranging from academics to vocational training, library services, educational counseling, and recreation. The PRE-GED, GED and Spanish GED Literacy courses are mandatory participation classes for a period of 240 hours or until attainment of a GED. Other education classes and recreation programs are voluntary.

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The following is a general list of courses offered at the FCI or SPC or both facilities:

- **Literacy Program** (PRE-GED & GED)
- **English As a Second Language** (ESL)
- **Advanced Occupation Education** (AOE)
    - Computerized Business Education
        1. Word Processing
        2. Spreadsheets
        3. Database Operations
        4. Graphics
        5. Presentations
- **Occupational Training** (Quality Assurance and Supervision)
        1. MGMT1200 - Introduction to Quality & Productivity
        2. MGMT2300 - Management for Quality I
        3. MGMT2000 - Project Management
        4. ISDS2806 - Supply Chain Management
        5. INET2043 - Statistical Quality Control and Lab
        6. MGMT2040 - Strategic Planning
- **Vocational Training**
    1. Construction Technologies
    2. Building Trades
- **Apprenticeship Program**

The Education Department recognizes and honors special achievement in these programs with incentives and a graduation ceremony. Additionally, inmates, participating in the courses listed above, receive pay at the pay grade 4 (or maintenance pay) for successful hours of class time.

Auxiliary Services – The following are additional services provided in Education:

- **Library Services –** Leisure and Law Library and Inter-Library Loan Program with Memphis/Shelby County Library.
- **ACE (Adult Continuing Education) -** Adult Continuing Education classes are 10 weeks. These classes are offered quarterly and taught by inmates.
- **Pre-Release -** The Pre-Release Program is designed to assist inmates who are within one year of being released. This program assists inmates in improving basic job development skills to include resume writing and the job interview process.
- **Career Counseling Services**
- **Education Advisors**

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Additional information, on Educational programs, is provided in a supplemental handout provided to all inmates by the Education Department during the admissions and orientation program at the institution.

Recreation Department

The Recreation Department offers many opportunities for physical exercise, relaxation, and self-improvement. Through the intramural sports program, inmates can participate in softball, basketball, soccer, volleyball, and flag football.

Wellness Program - The Wellness Program offers instruction on various health/fitness topics and encourages lifestyle changes that will lead to better physical and mental health. Activities available include structured classes, exercise programs and fitness clubs. Participants not only benefit from their lifestyle changes but also receive certificates for program completion.

Wellness activities include the Following:

Weight Management	Smoking Cessation
Aids Awareness	Health Awareness
Nutrition	Stress Management
Aerobics	Abdominals
Step Bench Aerobics	Stretching
Walking	Spin Bike

Leisure Program - A variety of activities are available at the FCI or the SPC or both institutions on the recreation yard, softball field, and in the gymnasium for "off-duty" inmates.

- Recreation Yard - There are facilities on the recreation yard to play horseshoes, boccie ball, volleyball, handball, racquetball, basketball, soccer, shuffleboard, horseshoes, stationary bike program and football. There is a jogging/walking track which is approximately 1/3 mile in length.
- There is an activity room available for ping pong. Recreation also offers a music room for individual practice and for use by groups.

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- The Hobby Craft Program provides tools, a work room and instruction in various crafts including leather craft, woodworking, painting, and beading. Inmates can order hobby materials and supplies, athletic equipment, athletic clothing and some musical instruments through Recreation Department.
- Current, airplane edited or PG-13 rated, movies are shown in at the FCI and SPC with the following schedule:
  - FCI – Tuesday through Thursday
    1:00 p.m., 5:30 p.m., and 7:30 p.m.
  - SPC – Friday through Sunday
    1:00 p.m., 5:30 p.m., and 7:30 p.m.

FCI Education / Libraries / Recreations Hours of Operation		
Area	**Day(s)**	**Times**
Academic/VT Areas	Monday thru Friday	7:35 a.m. to 11:30 a.m. 12:30 p.m. to 3:45 p.m.
Law Library & Leisure Libraries	Monday thru Friday Saturday**	7:35 a.m. to 11:30 a.m. 12:30 p.m. to 3:45 p.m. 7:30 a.m. to 3:30 p.m.
Gymnasium/Music Room (Gym closed during softball games)	Monday thru Friday Saturday & Sunday	12:30 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m. 7:30 a.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.
Recreation Yard	Monday thru Friday Saturday & Sunday	6:00 a.m. to 10:30 a.m. 12:00 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m. 7:00 a.m. to 10:00 a.m. 11:00 a.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.
Hobby Craft	Mon., Wed., Fri. Tue., Thur., Sat., and Sun.	5:30 p.m. to 8:45 p.m. 12:30 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.

**On Saturdays, an out count is conducted for inmates choosing to remain in the library during the 10:00 a.m. count. This provides inmates an opportunity to meet legal deadlines and read books at their leisure for (8) hours without interruption in services over the weekend. **

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SPC Education / Libraries / Recreations Hours of Operation		
Area	**Day(s)**	**Times**
Academic Areas	Monday thru Wednesday Thursday and Friday	12:00 p.m. to 8:00 p.m. 7:30 a.m. to 4:00 p.m.
Law Library & Leisure Library	Daily	8:00 a.m. to 8:00 p.m.
Music Room	Monday thru Friday Saturday & Sunday	12:30 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m. 7:30 a.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.
Recreation Yard	Monday thru Friday Saturday & Sunday	6:00 a.m. to 10:30 a.m. 12:00 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m. 7:00 a.m. to 10:00 a.m. 11:00 a.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.
Hobby Craft	Mon., Wed., Fri. Tue., Thur., Sat., and Sun.	5:30 p.m. to 8:45 p.m. 12:30 p.m. to 3:45 p.m. 5:00 p.m. to 8:45 p.m.

Inmate Services / Trust Fund

Clothing Exchange & Laundry Issue

- All institutional issued clothing remains the property of the government. Any destruction, loss or alteration of issued clothing will result in disciplinary action.
- The initial, and all subsequent clothing issues, will be of serviceable condition clothing, not necessarily new.
- All issued clothing, towels, etc., are exchanged on a one-for-one basis, at the Laundry Room. The schedule for exchange is:
  - **FCI -** Monday, Wednesday and Friday 6:15 a.m. to 7:15 a.m. and 11:15 a.m. to 12:15 p.m.
  - **SPC –** Monday, Wednesday and Friday 6:15 a.m. to 7:15 a.m. and 11:15 a.m. to 12:15 p.m.

- FCI Memphis and SPC Millington allow inmates to retain additional items of a personal nature. In those cases and others, inmates may wash their personal items using the laundry equipment located in the housing units.

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Inmate Deposit Fund Accounts - Inmates' funds are retained by the institution in trust fund accounts which are non interest-bearing.

- **Withdrawals** - An inmate may withdraw money for reasons of personal spending in the institution's Commissary, for family support or other approved purposes.
- **Account Balances on Release** - Accumulated balances on an inmates' account will be provided to the inmate upon release, or may be mailed home. Account information may be obtained through the Trust Fund automated systems.
- **Deposits to Accounts -** All funds deposited into inmate accounts must be accomplished through the Western Union Quick Collect Program or the National Lockbox. Inmate family and friends may locate procedures regarding deposits on the BOP website at WWW.BOP.GOV.

  - **INMATE ELECTRONIC FUNDS TRANSFER - QUICK COLLECT -** Inmate families and friends may now send funds through Western Union's Quick Collect Program. All funds sent via Western Union Quick Collect will be posted to the inmate's account within two to four hours when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week including holidays). Funds received after 9:00 p.m. EST will be posted by 9:00 a.m. EST the following morning. Funds sent to an inmate through Western Union Quick Collect may be sent via one of the following ways:

    1) At an agent location with cash: The inmate's family or friends must complete a Blue Quick Collect Send Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
    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.
       a) Select Bill Payment
       b) Select Quick Collect

    For each Western Union Quick Collect transaction, the following information must be provided:
    1) Inmate Register Number
    2) Inmate Name
    3) City code: FBOP
    4) State code: DC

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- The 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 is always FBOP and the State Code is always DC.
- Each transaction is accepted or rejected at the point of sale. The sender has the sole 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 the public a nominal fee for U.S. cash transfers up to $5,000 processed at Western Union agent locations. Transfers via the telephone or internet have higher fees. Non-U.S. money transfers also have higher fees.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public).

- **NATIONAL LOCKBOX -** The Federal Bureau of Prisons utilizes a National Lockbox to allow for centralized processing of all incoming inmate funds. All funds being sent to inmates at FCI/SCP Memphis must be sent to the National Lockbox location at the following address:

  Federal Bureau of Prisons
  Insert Inmate Name (must be inmate committed name)
  Insert Inmate Register Number
  Post Office Box 474701
  Des Moines, Iowa 50947-0001

  - The institution mail room will not accept funds received from outside the institution. Any funds received will be returned to the sender with specific directions on how to send the funds to the National Lockbox.
  - Inquiries about lockbox transactions should be directed to the Lockbox at (202)307-2712.
  - Personal checks, letters, pictures, or other items must not be included in envelopes being sent to the National Lockbox. Only the allowable negotiable instrument should be enclosed for deposit. The

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National Lockbox cannot forward any items enclosed with the negotiable instrument. Items, personal in nature, must be mailed directly to the Bureau of Prisons' institution where the inmate is housed.

- Negotiable instruments must have the inmates committed name (no nicknames) and register number printed on them.
- Allowable negotiable instruments are:
  money orders; U.S. Treasury checks, state, and local government checks; any foreign negotiable instruments payable in U.S. currency.
- The senders' name and return address must appear in the upper left hand corner of the envelope to ensure that funds can be returned to the sender in the event the funds cannot be posted to an inmates' account.

Commissary – The Commissary is available to each inmate once per week in accordance with the posted schedules, unless privileges have been limited, restricted, or removed by Unit Disciplinary Committee (UDC) or Discipline Hearing Officer (DHO) sanctions. The following is the ordinary schedule for the Commissary:

- **FCI Commissary** is open for sales four days per week (Monday-Thursday) during mainline from 11:00 a.m. through 12:30 p.m. and reasonably after the 4:00 p.m. count until the last inmate is served, not later than 7:00 p.m.
- The **SPC Commissary** is ordinarily open for sales Tuesday and Wednesday during mainline from 11:00 a.m. through 12:30 p.m. and reasonably after the 4:00 p.m. count until the last inmate is served, not later than 7:00 p.m.

Spending Limitations - The monthly spending limitation is adjusted annually by the Bureau of Prisons and is currently $320.00 per month. The monthly validation is conducted based on the fifth digit of the register number as follows:

Spending Limit Re-Validation Date					
5th Digit	Validation Date	5th Digit	Validation date	5th digit	Validation Date
0	– 1st	4	– 13th	7	– 22nd
1	– 4th	5	– 16th	8	– 25th
2	– 7th	6	– 19th	9	– 28th
3	– 10th				

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All purchases will be included in the monthly spending limit with the exception of stamps and over-the-counter (OTC) medications.

TRUFONE Telephone Accounts – TRUFONE is a privilege granted to inmates in order to assist inmates in maintaining family and community ties. This privilege may be restricted by the UDC or DHO based on disciplinary actions. Calls placed by inmates, other than approved attorney calls, are subject to monitoring and recording.

- Inmates are responsible for accessing their TRUFONE account using an assigned Phone Access Code (PAC) number and voice recognition.
- There are three phones for inmate use in each housing unit.
- Inmates may only use the phones in the housing unit they are assigned to.
- Third party or three way calls are not permitted.
- Phones are generally available to the inmate population between the hours of 6:00 a.m. and 9:30 p.m.
- Funds may be transferred from the Deposit Fund Account to the phone account throughout the day utilizing the 118 option. Once funds are transferred to the phone account, they will not be transferred back to the Deposit Fund account except upon release, telephone restriction for more than 30 days, or as deemed appropriate by the Warden. Approved transfers back to the Deposit Fund account will be a one-time transaction for the entire balance on the TRUFONE account.
- Ordinarily a maximum of 300 telephone minutes are permitted for both direct and collect calls per month.
- Calls will be limited to a maximum of 15 minutes in duration to ensure the opportunity for all inmates to use the system.
- Incoming calls are not permitted on this system.
- Detailed rules, requirements, and access instructions for the TRUFONE system is published in an institution supplement.

TRULINCS – The TRULINCS program is an electronic messaging system intended to supplement, not replace, current and well established means of maintaining contact with persons in the community. Both inmates and electronic message recipients must adhere to the rules and regulations of this program. Detailed rules, requirements, and access instructions for TRULINCS are published in an institution supplement.

- Computers for inmate use with the TRULINCS are located in each housing units. Inmates are only permitted to use the computer

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terminals in their assigned housing unit, or the 12 terminals in the Law Library, or the printer station terminals. TRULINCS computers are generally available to the inmate population between the hours of 6:00 a.m. and 9:30 p.m. daily.

- The maximum number of consecutive minutes an inmate may use a TRULINCS station (session time) is 60 minutes; the interval between sessions is 15 minutes.
- Communication on this system is limited to individuals included on an inmates' contact list. Inmates may only have 100 active contacts on their contact list.
- Messages exchanged on this system may not contain attachments and may not exceed 13,000 characters.
- Inmates are able to access incoming, outgoing, draft, deleted, and rejected messages for 60 days. Messages 60 days old are automatically purged from the inmates' view by the system.
- After three consecutive failed attempts to access the system, the inmate's account is locked. Inmates must submit a written request, to the Trust Fund Supervisor, to have their account unlocked.
- Inmates will not share passwords or access to their accounts. Additionally, inmates will log off the system when leaving the TRULINCS terminal.
- Inmates may purchase TRU-Units service. Only one transfer is permitted per session. Once TRU-Units are transferred, they will not be transferred back to the Deposit Fund account except upon inmate release or TRULINCS restriction.
- Refunds for TRULINCS transactions are only provided in the following circumstances:
  - When granted by the Trust Fund Branch Central Office as a result of a system malfunction.
  - Refunds for printer malfunctions are in the form of a reprint.
- **TRULINCS Inmate to Inmate Communications** – An inmate may be permitted to correspond, via TRULINCS, with an inmate confined in any BOP facility under the same stipulations identified under Inmate to Inmate Correspondence.

Mailing Labels – All mail being sent out of the institution by inmates requires a computer printed mailing label. Mailing labels are available through the TRULINCS program. Contact information must be entered in TRULINCS and may be printed on designated printer stations. Mail without proper mailing labels will be returned to the inmate. Inmates may only print mailing labels for contact addresses for outgoing mail. Inmates who use

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mailing labels for other than their intended purpose will be subject to disciplinary action for misuse of government property.

Programs and Services

Job Assignments - All inmates are expected to maintain a regular job assignment. Job assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit Staff, in conjunction with the Job Committee and Work Performance Committee approve job changes and see that the changes are posted on the Daily Change Sheet through the Control Center.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, a unit orderly, or in a maintenance shop.

Federal Prison Industries, also referred to as UNICOR, employs and trains inmates through the operation of, and earnings from factories producing high-quality products and services for the Federal Government. At FCI Memphis, UNICOR produces and services electronic cable assemblies and a printing operation. FCI Memphis has a waiting list for factory employment.

Marriages - If inmates wish to be married while incarcerated, the Warden may authorize them to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If you request permission to marry, you must:

- have a letter from the intended spouse which verifies her intention to marry
- demonstrate legal eligibility to marry
- be mentally competent

The Chaplains are available to discuss, with you and your fiancée, the issue of marriage while incarcerated.

Counseling Programs - There are many alternatives for inmates who have personal problems and desire to correct them. These options include Alcoholic Anonymous, Self-Image groups and other

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voluntary groups offered by Unit Team Staff and Volunteers. In addition, FCI Memphis / SPC Millington have professional staff, as resources, who are trained in the various social science fields.

Inmate participation in these activities will be encouraged upon the staff's assessment of inmate needs, but participation in such activities is voluntary. Unit Staff are available in the units for informal counseling sessions and they conduct formal group counseling activities.

Psychology and Psychiatry Programs

Psychologists are available to inmates to provide counseling and other mental health services. FCI Memphis / SPC Millington also has a contract psychiatrist, who is a medical doctor and available by appointment for medication management.

PSYCHOLOGY SERVICES - Psychology Services offers a wide range of professional services to inmates by qualified psychologists. Advanced doctoral students, who work under the direct supervision of a licensed psychologist, are also available to provide professional care to the inmate population.

Every inmate must complete a Psychology Services Inmate Questionnaire within 14 days of his arrival. Inmates must keep their appointment when placed on call-out.

Inmates who are having major psychological symptoms such as depression or anxiety, as well as those with significant interpersonal difficulties are encouraged to seek services. It is common to have inmates seek advice from Psychology Services on such matters as how to resolve a problem with a family member or another inmate, or how to prepare for release back into the community. Inmates are also encouraged to notify staff when they encounter any behavior or situation that may suggest an inmate is upset and/or potentially suicidal.

It is common for inmates to experience feelings of depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, serving a long sentence, experiencing family problems or problems getting along with other inmates or they receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are

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trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Services Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you know another inmate is showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), or hopelessness (giving away possessions, stating that "there is nothing to live for"), PLEASE alert a staff member immediately. Your input can save a life.

Psychology Services are also available to victims of sexually abusive behavior. Sexually abusive behavior is defined in the Bureau's Admission and Orientation Pamphlet on Sexually Abusive Behavior Prevention and Intervention. Key elements contained in this pamphlet are discussed by psychology staff during the A&O lecture, and the pamphlet is provided upon arrival to all inmates. Sexually abusive or intimidating behavior is prohibited and will result in disciplinary action. Evaluation of the need for sex offender treatment or management will be provided to sexually abusive inmates. Inmates meeting the criteria for treatment or management may be transferred.

Available services to inmates include the following: individual counseling and crisis intervention, simple advice concerning personal issues, psychological testing (only by proper referral), specialty groups such as anger management and stress management and drug and alcohol treatment. If an inmate is taking psychotropic medication or there is a need to begin taking it, psychiatric consultations are available through the Psychology Department. Psychiatric Services for inmates who need to be on psychotropic medications are coordinated by Psychology in cooperation with the hospital.

There are different ways of obtaining psychological services. Submitting a cop-out is the preferred way to have an appointment scheduled; generally, it doesn't take more than a week to be seen by someone. However, if a crisis arises that requires immediate attention, an inmate should have another staff member such as a work supervisor, correctional officer, or member of the unit team notify Psychology Services.

In cases of emergencies an inmate will always be seen as expeditiously as possible. Inmates are asked, however, to be discreet about what they call an emergency. Lastly, inmates can

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always talk to anyone from the Psychology Department anywhere on the grounds of the institution.

Drug Abuse Program - A 15-Hour Drug Education Program is offered through the Psychology Department. The program schedule varies, but often involves group sessions several-times a week. In order to complete the program, participants must take a competency-based post-test and obtain a score of at least 70%. Generally, the Drug Education Program is voluntary; however, it is mandatory if (1) There is evidence that alcohol or other drug use contributed to the commission of the offense, (2) Alcohol or other drug use was a reason for violation either of supervised release (including parole) or Bureau community status, (3) There was a recommendation for drug programming during incarceration by the sentencing judge, or (4) There is evidence of a history of alcohol or other drug use. Failure to comply with the treatment recommendations may result in sanctions.

FCI Memphis & SPC Millington will screen inmates for Residential Drug Treatment Program qualification. Incentives are offered to inmates who meet eligibility requirements and complete this program. These incentives include early release and consideration for maximum half-way house placement.

Follow-up drug abuse treatment services are offered to inmates who have completed RDAP at another institution. Inmates who have completed a residential treatment program are fully expected to participate in building upon the principles in which they learned in treatment.

Non-Residential Drug Abuse Treatment is also available for inmates interested in a recovery program at this institution. Alcoholics and Narcotics Anonymous groups are also offered through Unit Team for interested inmates. These programs are offered on a strictly voluntary basis.

Religious Programs

FCI Memphis & SPC Millington offer a wide range of religious programs to inmates. Staff chaplains are available to all inmates. Some contract and volunteer representatives of specific faiths are also available. Special religious diets, holiday observances and other worship activities are coordinated

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through the chaplain's office. Information about these programs is available in the orientation program and from the Chaplains.

Pastoral Care – Inmates should inform family, friends or significant others to call the institution at (901) 372-2269 to report health emergencies. Inmates will be notified only after information/emergency has been confirmed by the Chaplain.

Food Service

Inmates are provided nutritious and appealing meals at FCI Memphis and SPC Millington.

- A salad bar is provided for self-service meal operations, for general population inmates.
- Special diets must be approved by the Health Services Department.
- All inmates are required to scan their identification card (on the identification scanner in food service) when eating any meal at the FCI. Disciplinary action may be taken if an inmate scans his card more than once per meal.

Food Service Operation Schedule			
Meal	**Day(s)**	**FCI Times**	**SPC Times**
Breakfast	Monday thru Friday	6:15 a.m. until 15 minutes after last call	6:00 a.m. – 6:45 a.m.
Lunch	Monday thru Friday	10:45 a.m. until 15 minutes after last call	10:30 a.m. – 11:15 a.m. Mainline for Lunch
Dinner	Monday thru Friday	After the 4:00 p.m. count until 15 minutes after last call.	After the 4:00 p.m. count clears, remaining open for one hour.
Short line	Monday thru Friday	10:15 a.m.–10:30 a.m. 3:15 p.m. – 3:30 p.m.	10:00 a.m. – 10:15 a.m.
Coffee Time	Saturday & Sunday	7:00 a.m. – until end	7:00 a.m. – 7:45 a.m.
Brunch	Saturday & Sunday	11:00 a.m. – until 15 minutes after last call	After the 10:00 a.m. count clears, remaining open for one hour

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Food Service Operation Schedule			
Meal	**Day(s)**	**FCI Times**	**SPC Times**
Dinner	Saturday & Sunday	After 4:00 p.m. count until 15 minutes after last call	After the 4:00 p.m. count clears, remaining open for one hour

Health Services

General Information - The Health Services Department offers a wide variety of services and is staffed by physicians, mid-level practitioners, nurses, pharmacists, dentists and administrative staff. All inmates are assigned a primary care provider (PCP) and may not change PCP's. Outside specialty services are also available on referral by your PCP and approval by the Clinical Director and the Utilization Review Committee. An Inmate Request to Staff Member (cop-out) must be submitted for all routine appointments.

Sick Call & Appointments - Inmates may attend sick call to have their medical conditions evaluated by health care providers.

- **Sick call** will normally be held in the Health Services Unit at the four days per week
  - **FCI -** Monday, Tuesday, Thursday and Friday, from 6:30 a.m. until 7:00 a.m.
  - **SPC –** Monday, Tuesday, Thursday and Friday, from 6:00 a.m. until 6:30 a.m.
- The clinical staff member conducting sick call will triage all patients and determine if immediate care is necessary, an appointment is to be made with the patients PCP at a later date, or no care is required and/or over-the-counter medications are available through the Commissary.
- If an inmate wishes to receive an appointment with their PCP for a routine issue, he may do so by completing an Inmate Request to Staff Member (cop-out) addressed to Medical and depositing it in the institutional mail system. Upon receiving the cop-out the PCP will place the inmate on call-out for their requested appointment.
- All requests for appointments received by the PCP will be triaged and scheduled according to the BOP scheduling guidelines.

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- Those inmates who are not indigent and can manage their complaints with over-the-counter medications will be directed to do so.
- All inmates receiving medical care will be assessed a $2.00 copay, within the guidelines of P.S. 6031.02, Inmate Copayment Program, dated August 15, 2005.
- A call-out or other appointment authorization is required to enter the Health Services Department, unless accompanied by a staff escort or being involved in a medical emergency.
- Failure to report for a scheduled call-out appointment will result in an incident report.
- If an inmate is late for a scheduled call-out appointment, the appointment may be canceled, requiring the inmate to make another appointment by resubmitting a cop-out to the respective staff member.
- When reporting to the pill line, insulin line or any other appointment in the Health Services Department, all inmates must be wearing the proper uniform and present their picture ID commissary card to the staff.

If an inmate is seriously injured or has an emergency at work, recreation, or in their quarters, he should contact your detail supervisor, unit officer or the nearest staff member immediately and Health Services will be immediately notified.

If an inmate is evaluated for the same complaint three times and feels he has not received adequate treatment, he may request an evaluation by the physician via cop-out.

Admission and Orientation - As part of the A&O process, an admission physical examination will be given within 14 days of admission into the federal system. Inmates transferring from other federal institutions will have their record reviewed for any necessary medical testing or examinations. Inmates who are in chronic care and receive long term medication will be evaluated by the physician within two weeks of arrival.

Periodic Health Examinations - The Clinical Director will ensure the availability of age-specific preventive health examinations (e.g., cancer screening) for the inmate population as outlined in the Preventive Health Guidelines.

Release Examinations - An inmate being released from custody may request a medical evaluation if he or she has not had one within one year prior to the expected date of release.

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Eyeglasses and Contact Lenses - BOP Prescription eyeglasses will be furnished for corrective vision needs. Contact Lenses may only be prescribed when, in the clinical judgment of the optometrist, an eye-refractive error is best treated with the prescription of contact lenses, an inmate will be evaluated to determine whether or not the lenses may be retained. Unless medical staff determine that contact lenses are medically necessary, prescription glasses must be obtained from an appointment made with the institution's optometrist for a prescription. Once the glasses are received, the contact lenses must be returned to personal property or mailed home.

Dental - A dental screening exam will be completed during A & O for newly incarcerated inmates. Inmates may be placed on a treatment list for non-emergency dental procedures or routine cleaning of teeth by submitting an Inmate Request to Staff Member to the dental clinic. In the event of a dental emergency, the inmate must report to Dental sick call. Dental sick call will be held in the Health Services Unit

- **FCI** - Monday, Tuesday, Thursday, and Friday from 6:30 a.m. until 7:00 a.m.
- **SPC** – Monday, Tuesday, Thursday, and Friday 7:00 a.m. until 7:30 a.m.

Pill Lines & Medications - Pill lines have been established for **FCI inmates** receiving prescribed medication determined to be provided one dose at a time. Pill lines are conducted through the Pharmacy window during the morning, mid-day, and evening meal times and at 8:00 p.m. Inmates requiring insulin will report to Pharmacy at the beginning of each meal time. When released from the housing unit or work detail for the morning, mid-day, and evening meal, inmates should go directly to the Pharmacy to obtain their pill line medications and then proceed to Food Service. All inmates reporting to pill line and/or insulin line are required to present their picture ID commissary card. Prescription medications are issued at the **SPC** on an individually scheduled basis.

Prescription Medications, issued in boxes or bottles, can be picked-up during the mid-day meal, evening meal, and 8:00 p.m. pill lines. When the medication bottle/box is empty, it may be dropped in the red refill chute located in the Health Services waiting room next to the Pharmacy window. The refills will be processed and prepared for pick-up if the date on the label

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indicates the prescription is not expired, and the label indicates you refills are remaining. Inmates should attend the food service meal prior to picking up refills.

Over-the-Counter (OTC) Medications - Unless an inmate meets the criteria for indigent status or is being treated for a serious acute or long term medical problem(s), all OTC medications must be purchased from the Commissary.

Living Wills - All inmates are entitled to a Living Will, otherwise known as an advanced directive. A Living Will is a legal document allowing a person to state in advance how they want to be treated should their medical condition prevent them from making an informed decision regarding artificial life support.

If an inmate wants to have a Living Will, the criteria and procedures required are as follows:

1. Obtain a copy of the Tennessee statute pertaining to Living Wills from the Health Services Administrator.
2. Contact family and/or legal counsel to have the document prepared.
3. When the inmate has received a copy of the legal final document, he must make an appointment with the Clinical Director for a review of the document and discussion of his legal request. A copy will be placed in the inmate's medical record.
4. Any time an inmate who has a Living Will is sent out to a local hospital, a copy of the Living Will must also be sent to the hospital's records.

At no time will any Bureau of Prisons staff assist an inmate in preparing a Living Will. If an inmate has any questions concerning a Living Will, he will be directed to the Health Services Administrator.

In the absence of a Living Will, the Bureau of Prisons will ensure life-sustaining measures such as cardiopulmonary resuscitation, ventilators, and other life support mechanics. Removal from life support will require court action either by the Bureau of Prisons or the affected inmate's family.

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NOTICE TO INMATES

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

A. **Application** - The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRCs and inmates assigned to the General Population at these facilities are subject to co-pay fees.

B. **Health Care Visits with a Fee** - An inmate must pay a fee of $2.00 for health care services, charged to his Inmate Commissary Account, per health care visit, if he receives health care services in connection with a health care visit that he requested, except for services described in section C., below.

   1. These requested appointments include Sick Call and after-hours requests to see a health care provider. If an inmate asks a non-medical staff member to contact medical staff to request a medical evaluation on his behalf for a health service not listed in section C., below, he will be charged a $2.00 co-pay fee for that visit.

   2. Inmates must pay a fee of $2.00 for health care services, charged to his Inmate Commissary Account, per health care visit, if he is found responsible, through the Disciplinary Hearing Process, to have injured an inmate who, as a result of the injury, requires a health care visit.

C. **Health Care Visits with no Fee –** No fee will be charged
   1. Health care services based on health care staff referrals;
   2. Health care staff-approved follow-up treatment for a chronic condition;
   3. Preventive health care services;

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4. Emergency services;
5. Prenatal care;
6. Diagnosis or treatment of chronic infectious diseases;
7. Mental health care; or
8. Substance abuse treatment.

If a health care provider orders or approves any of the following, a fee will not be assessed:

- Blood pressure monitoring;
- Glucose monitoring;
- Insulin injections;
- Wound Care; or
- Chronic care clinics;
- TB testing;
- Vaccinations;
- Patient education.

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

D. Indigence: - An **indigent inmate** is an inmate who has not had a trust fund account balance over $6.00 for the past 30 days.

- If an inmate is considered indigent, he will not have the co-pay fee deducted from his Inmate Commissary Account.
- If an inmate is NOT indigent, but he does not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into the inmate's Commissary Account.

Complaints - An inmate may seek review of issues related to health service fees through the Bureau's Administrative Remedy Program (see 28 CFR part 542).

Health Care Rights and Responsibilities - While in the custody of the Federal Bureau of Prisons inmates have the right to receive health care in a manner that recognizes his basic human rights and he also accepts the responsibility to respect the basic human rights of his health care providers.

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HEALTH CARE RIGHTS AND RESPONSIBILITIES FORM

RIGHTS	RESPONSIBILITIES
1. You have the right to access health care services based on the local procedures at your institution. Health Services include medical sick call, dental sick call and all support services. If inmate cop-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.	1. You have the responsibility to comply with the health care policies of your institution, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care. You will also pay the fee for the care of any other inmate on whom you intentionally inflict bodily harm or injury.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concern regarding your health care to any member of the institution staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden and the Warden.	3. You have the responsibility to address your concerns in the accepted format, such as the *Inmate request to Staff Member form*, main line, or the accepted Inmate Grievance Procedures.
4. You have the right to provide the Bureau of Prisons with Advance Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.

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HEALTH CARE RIGHTS AND RESPONSIBILITIES FORM

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

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Disciplinary Procedures

Discipline - It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline committees (UDC) and, for more serious violations, the Disciplinary Hearing Officer. Inmates are advised, upon arrival at the Institution, of the rules and regulations and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

P5270.09 - Appendix B. SUMMARY OF INMATE DISCIPLINE SYSTEM

1. Staff becomes aware of inmate's involvement in incident or once the report is released for administrative processing following a referral for criminal prosecution.

ordinarily maximum of 24 hours

2. Staff gives inmate notice of charges by delivering Incident Report.

maximum ordinarily of 5 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff become aware of the inmate's involvement, weekends, and holidays.)

3. Initial review (UDC)

minimum of 24 hours (unless waived)

4. Discipline Hearing Officer (DHO) Hearing

NOTE: Time limits are subject to exceptions as provided in the rules.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while undertaking informal resolution. If informal resolution is unsuccessful, staff may reinitiate disciplinary proceedings. The requirements then begin running at the same point at which they were suspended.

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Time Limits in Disciplinary Process

1. Staff becomes aware of inmate's involvement in incident and prepares an incident report (normally within 24 hours of becoming aware of the inmates role in the act).

2. Staff gives inmate notice of charges by delivering a copy of Incident Report (normally within 24 hours of the time staff prepared the incident report).

3. The initial hearing, the Unit Disciplinary Committee (UDC) is normally held within 5 days, excluding the day of notice, weekends, and holidays, starting from the day staff became aware of the incident or concluded the inmate had a role in an incident.

4. Disciplinary Hearing Officer - If referred to the DHO by the UDC, the hearing will be scheduled and the inmate will be placed on the Call Out to report to the Special Housing Unit for the hearing.

These time limits are subject to exception as provided in the rules. Staff may suspend disciplinary proceedings for a period not to exceed two weeks while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. At this time, the time requirements start again, at the same point at which they were suspended.

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

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged, by the Bureau of Prisons, for all violations except those in the "High" or "Greatest" severity categories. Violation in the "High" or "Greatest" severity

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category must be forwarded to the Disciplinary Hearing Officer for final disposition. All High severity violations charged to VCCLEA Violent and PLRA inmates must be forwarded to the DHO. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Discipline Hearing Officer - The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC.

- DHO hearings are normally conducted, via video conferencing, with a hearing officer as assigned by the Mid-Atlantic Regional Office. These hearings are conducted in accordance with the Program Statement titled Inmate Discipline Program. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.
- Ordinarily an inmate is provided with advance written notice of charges at least 24 hours prior to an appearance before the DHO. The inmate may waive this requirement.
- An inmate may choose to have a full-time staff member assist them to present their defense at the hearing.
- An inmate may make a statement in his own defense and may produce documentary evidence for consideration.
- The inmate may not question a witness at the hearing; the staff representative and/or DHO will question any witness for the inmate.
- An inmate may submit questions for the witness, however, only relevant questions are asked of the witness.
- Staff will request a statement from an unavailable inmate witnesses whose testimony is deemed relevant.
- The inmate has the right to be present throughout the DHO hearing, except during deliberations.
- The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized.
- The DHO may postpone or continue a hearing as necessary.
- The final disposition is made by the DHO.

Appeals of Disciplinary Actions - Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of DHO decisions are made to the Regional Director (BP-10), and the General Counsel (BP-11).

Appeals of UDC actions are made to the Warden on a Request for Administrative Remedy (BP-9). The Warden's decision may be

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appealed to the Regional Director and the General Counsel on the respective forms.

On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
- Whether the UDC or DHO based its decisions on substantial evidence.
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

Appeals cannot be made before obtaining the DHO report or receiving a copy of the UDC's decision. Initial appeals must be submitted within 20 calendar days of receipt of the report.

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Appendix C. INMATE RIGHTS AND RESPONSIBILITIES

RIGHTS	RESPONSIBILITIES
1. You have the right to expect that you will be treated in a respectful, impartial, and fair manner by all staff.	1. You are responsible for treating inmates and staff in the same manner.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles, and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.
5. You have the opportunity to visit and correspond with family members and friends, and correspond with members of the news media, in accordance with Bureau rules and institution guidelines.	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 unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases, and conditions of your imprisonment.)	6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

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RIGHTS

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.

RESPONSIBILITIES

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 use such materials for your personal benefit, without depriving others of their equal rights to the 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.

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GREATEST SEVERITY LEVEL PROHIBITED ACTS	
100	Killing.
101	Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
102	Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
105	Rioting.
106	Encouraging others to riot.
107	Taking hostage(s).
108	Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.,* hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
109	(Not to be used).
110	Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
111	Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
112	Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
113	Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
114	Sexual assault of any person, involving non-consensual touching by force or threat of force.
115	Destroying and/or disposing of any item during a search or attempt to search.
196	Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
197	Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

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GREATEST SEVERITY LEVEL PROHIBITED ACTS	
198	Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 12 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.

HIGH SEVERITY LEVEL PROHIBITED ACTS	
200	Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
201	Fighting with another person.
202	(Not to be used).
203	Threatening another with bodily harm or any other offense.

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

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 12 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property
K.	Confiscate contraband.

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AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS	
L.	Restrict to quarters.
M.	Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS	
300	Indecent Exposure.
301	(Not to be used).
302	Misuse of authorized medication.
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
304	Loaning of property or anything of value for profit or increased return.
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
306	Refusing to work or to accept a program assignment.
307	Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
308	Violating a condition of a furlough.
309	Violating a condition of a community program.
310	Unexcused absence from work or any program assignment.
311	Failing to perform work as instructed by the supervisor.
312	Insolence towards a staff member.
313	Lying or providing a false statement to a staff member.
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.,* counterfeiting release papers to effect escape, Code 102).
315	Participating in an unauthorized meeting or gathering.
316	Being in an unauthorized area without staff authorization.
317	Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
318	Using any equipment or machinery without staff authorization.
319	Using any equipment or machinery contrary to instructions or posted safety standards.
320	Failing to stand count.
321	Interfering with the taking of count.
322	(Not to be used).

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MODERATE SEVERITY LEVEL PROHIBITED ACTS	
323	(Not to be used).
324	Gambling.
325	Preparing or conducting a gambling pool.
326	Possession of gambling paraphernalia.
327	Unauthorized contacts with the public.
328	Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
329	Destroying, altering, or damaging government property, or the property of another person, having a value of $100.00 or less.
330	Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
331	Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
332	Smoking where prohibited.
333	Fraudulent or deceptive completion of a skills test (*e.g.,* cheating on a GED, or other educational or vocational skills test).
334	Conducting a business; conducting or directing an investment transaction without staff authorization.
335	Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
336	Circulating a petition.
396	Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
397	Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
398	Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

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MODERATE SEVERITY LEVEL PROHIBITED ACTS	
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS	
A.	Recommend parole date rescission or retardation.
B.	Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
C.	Disciplinary segregation (up to 12 months).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS	
400	(Not to be used).
401	(Not to be used).
402	Malingering, feigning illness.
403	(Not to be used).
404	Using abusive or obscene language.
405	(Not to be used).
406	(Not to be used).
407	Conduct with a visitor in violation of Bureau regulations.
408	(Not to be used).
409	Unauthorized physical contact (e.g., kissing, embracing).

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LOW SEVERITY LEVEL PROHIBITED ACTS	
498	Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as "most like" one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS	
B.1.	Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
D.	Make monetary restitution.
E.	Monetary fine.
F.	Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
G.	Change housing (quarters).
H.	Remove from program and/or group activity.
I.	Loss of job.
J.	Impound inmate's personal property
K.	Confiscate contraband.
L.	Restrict to quarters.
M.	Extra duty.

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

Special Housing Unit

Inmates are placed in the Special Housing Unit for one of the following two reasons:

Administrative Detention - separates an inmate from the general population. To the extent practical, inmates in Administrative Detention will be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention in the following situations; in

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holdover status during transfer, new commitment pending classification, pending investigation or a hearing for a violation of Bureau regulations, pending investigation or trial for a criminal act, pending transfer, for protection, or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation - is used as sanction for violations of Bureau rules and regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving utensils (as deemed appropriate).

Special Housing Unit Rules and Regulations - The following list of rules and regulations pertain to all inmates who are admitted to the Special Housing Unit. All inmates shall follow all rules and regulations while housed in the Special Housing Unit. Inmates who fail to abide by the rules and regulations will be subjected to disciplinary actions.

- **Visual (Strip) Search/Metal Detector -** All inmates will be visually searched, searched via metal detector (hand held), and subject to Urinalysis and Alco-Sensor testing upon entering the Special Housing Unit.

- **Unit/Cell Sanitation -** All cells will be maintained at the highest level of sanitation at all times. All beds will be made daily between the hours of 7:30 a.m. until 4:00 p.m. on weekdays, and 9:00 a.m. until 4:00 p.m. on weekends and holidays. Staff will inspect cells during rounds to ensure order inmates to comply with sanitation standards. Failure to comply will result in disciplinary action. Each inmate will sign a cell conditions form upon entering the Special Housing Unit. Cells will be searched periodically. All cells must pass inspection prior to any inmates being released from SHU.

- **Cell Rotation -** All inmates will be rotated to a different cell, at least every twenty-one (21) days. Some inmates may be required to rotate sooner. Each cell will be inspected for sanitation/damage.

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Linen and Supply Issue:

Special Housing Unit Linen And Supply Issue		
Day	**Shift**	**Issue**
Sunday	E/W	Clothing, Towels, Jumpers
Monday	E/W	Cell Sanitation and Razors
Tuesday	E/W	Clothing Towels and Linen
Wednesday	E/W	Cell Sanitation, Toilet Paper, Razors
Thursday	E/W	Clothing, Towels, Jumpers
Friday	E/W	Cell Sanitation, Toilet Paper, Razors
Saturday	D/W	Hair Cuts, Supply Issue and Hygiene
Saturday	E/W	Linens and Toilet Paper

Note - All items will be exchanged on a one-for-one basis.

Hygiene Items - will be provided once per week. All items will be stored neatly under the bunk. Basic hygiene items, (soap, writing materials and pencils. toothbrush, toothpaste, soap) will be issued, along with SHU clothing and bedding.

Books - will be distributed by the Education Department twice per week. The books will be exchanged on a one-for-one basis. No inmate may possess more than two books.

Haircuts - an inmate barber will be assigned by the Segregation Lieutenant. Haircuts will be conducted on Saturdays.

Razor Restriction - Inmates will be placed on razor restriction for the following reasons:

1. damaging/breaking the razor
2. on recommendation of the Warden, Captain, SHU/Operations Lieutenant, and Psychology Department.

Food – The feeding order will be rotated among ranges weekly. Food trays must be returned after every meal. All food items must be consumed during each meal. Food not consumed during the authorized meal periods must be disposed of properly at the time food trays are collected. Any item not consumed or returned at the end of the meal will be considered contraband and will be subject to disciplinary action. Other than approved commissary items, no food items will be permitted to be retained in the cells.

Commissary - Inmates housed in the Special Housing Unit will be allowed to purchase authorized commissary items, from the

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approved Special Housing Unit commissary list, once per week. Ordinarily, order forms will be passed out and collected from all inmates desiring to make commissary purchases on Wednesday and delivery will be completed on Thursday.

Telephone Privileges - All inmates housed in the Special Housing Unit will be allowed one (1) fifteen-minute ITS social phone call within the first 30 days after admission, and one (1) fifteen-minute ITS social phone call every 30 days thereafter. Inmates will submit an Inmate Request to Staff Member to request a social phone call or a legal phone call. The Unit Team is responsible for assisting inmates with making non-monitored and non-recorded calls.

***All telephones are subject to monitoring. Inmate use of the telephone constitutes consent to this monitoring.**

Electronic Law Library - Inmates will be allowed use of the electronic law library by submitting an Inmate Request to Staff. Ink pens will only be issued in the library and are only for legal use. Legal materials may be retained when authorized by Unit Management, and are restricted to the current active court case only, with proof of eminent deadline. Only one inmate at a time will be permitted in the law library.

Mail - Mail for all inmates will be delivered, Monday through Friday, by the E/W SHU staff. All other inmate's personal property will be maintained in storage until the inmate is released from the Special Housing Unit.

No more than five (5) pieces of personal correspondence will be allowed in an inmates' possession at one time.

The issuance of legal mail, special mail, and personal correspondence will be delivered in accordance with established guidelines. Legal materials may be retained when authorized by the Unit Management, and is restricted to the current active court case only, with proof of eminent deadline. Upon completion of court action, all legal materials will be placed back into storage until released from the Special Housing Unit.

Recreation - All inmates will be given the opportunity for recreation at a minimum of five (5) hours per week. Inmates must be in complete institution-issued clothing and properly worn. Inmates who refuse recreation will not be given an opportunity to reconsider. Inmates electing to take recreation

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will be notified ten minutes prior to the escort. Any inmate not ready at the time the SHU Officer arrives at the cell door for escort will be considered as refusing recreation. Cells must be cleaned and beds made prior to being released to recreation. Inmates will be pat searched and searched by handheld metal detector before entering the recreation area. Recreation will ordinarily be conducted between the hours of 8:00 a.m. to 3:15 p.m. The rotation order for recreation will be changed weekly. Any obstruction, alteration, or damage to the recreation areas will not be tolerated and disciplinary action and restitution measures will be enforced. **No personal property of any kind is allowed in the recreation area.**

Visiting - Inmates housed in the Special Housing Unit will be allowed visits in accordance with the established institution guidelines. All visits will take place in the visiting room.

Medical Treatment - All inmates will have the opportunity to see a medical staff member daily. Inmates with special medical needs or requirements such as emergencies, will be seen as the need arises.

Personal Property - Inmates placed in the Special Housing Unit will be given the opportunity to review their personal property after it has been inventoried and delivered to the Special Housing Unit. Inmates in the Special Housing Unit will be permitted to maintain certain religious items, eyeglasses, and dentures. All other personal property will be maintained in property storage. At no time will an inmate be allowed to possess more than one book of postage stamps or a total of 20 stamps.

Reading Materials - Inmates in the Special Housing Units may possess reading materials, not to exceed (2) books and a Bible or Koran upon request.

Radios - Inmates housed in Administrative Detention will only be allowed to have clear-cased radio and ear buds in their cells. Inmates housed on Disciplinary Segregation status are not allowed radios in their cells.

Any obstruction, alteration, or damage to any government property will not be tolerated. Graffiti, pictures, calendars and other items may not be secured or fastened to the walls, bunk, shower stalls or any other fixture in the cell in any manner. Any items not used for their intended purpose will be

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confiscated (i.e., towels/bed sheets used to block door thresholds, toilet paper used to block air vents/ceiling lights) and will result in disciplinary actions and restitution measures.

Items authorized for inmates in the Special Housing Unit Administrative Detention:

1. Bible or Koran (SHU ISSUE ONLY)
2. Legal Materials (present case only)
3. Postage Stamps (not to exceed 20)
4. Prescription Glasses (NO sunglasses)
5. Shower Shoes (1 pair)
6. Radio w/ear buds and Batteries (clear-cased only)
7. Commissary (approved Administrative Detention Segregation list items)
8. Wedding Band (plain, no stones)
9. Religious Medallion/Authorized Religious Headgear (not to exceed 100 dollars)-nonmetallic
10. Shampoo
11. Deodorant
12. Toothpaste
13. Batteries (one pack of four)

Items authorized for inmates in the Special Housing Unit Disciplinary Segregation:

1. Bible or Koran (SHU ISSUE ONLY)
2. Religious Medallion/Authorized Religious Headgear (not to exceed 100 dollars)-nonmetallic
3. Commissary (approved Disciplinary Segregation list)
4. Wedding Band (plain, no stones)
5. Shower Shoes (1 pair)
6. Legal Materials (present case only)
7. Postage Stamps (not to exceed 20)
8. Prescription Glasses (NO Sunglasses)
9. Toothpaste
10. Deodorant
11. Shampoo

Items with metal or glass will not be permitted in the Special Housing Unit for inmate possession.