

The mission of the Federal Medical Center, Butner, North Carolina (FMC Butner) is to provide protection to society by providing confinement services for committed offenders. We provide a safe, secure, and humane environment, providing an opportunity for positive change while carrying out the judgements of the Federal Courts. In addition as a Federal Medical Center we provide extensive medical services and mental health care to the inmate population.

INTRODUCTION

The purpose of this handbook is to provide inmates new to the FMC with general information regarding the Bureau of Prisons (BOP) and its programs. It also describes policy and procedures specific to this institution, including the rules and regulations inmates must follow during their confinement. The material in this handbook will orient new inmates with what they will encounter when they enter the institution, and should assist them in their initial adjustment to institution life.

UNIT MISSION STATEMENTS

Unit Team

A unit is a self-contained inmate living area that includes 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. The unit staff typically includes the Unit Manager, one or more Case Manager, one or more Counselors and one or more Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are also members of the Unit Team, and may attend team meetings.

Inmates will be assigned to a specific Unit Team. Issues and concerns should initially be addressed with the Unit Team. Failure to initiate requests or grievances at the Unit Team level will often delay resolution of matters, as the Unit Team will usually need to become involved in the process at some point. Therefore, inmates are encouraged to work with their team when possible to resolve any disputes.

Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting goals during incarceration. A member of a Unit Team will be at the institution weekdays from 7:30am to 9:00pm, and during the day on weekends and holidays. Unit Team members usually schedule their working hours in such a manner that at least one will be available at times inmates are not working.

GENERAL FUNCTIONS OF UNIT STAFF

UNIT MANAGER

The Unit Manager is the administrative head of the unit and oversees all unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the “Chairperson” of the Team and

reviews all Team decisions.

CASE MANAGER

The Case Manager is responsible for all casework services and prepares classification materials, progress reports, release plans, correspondence and other materials relating to the inmates commitment. He/she is supervised by the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a member of the Unit Disciplinary Committee.

COUNSELOR

The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of unit programs and is a voting member of the Unit Team. **The Counselor will visit work assignments regularly and is the individual an inmate should approach for daily problems.** The Counselor is a member of the Unit Disciplinary Committee.

UNIT SECRETARY

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

UNIT OFFICER

The Unit Officer has direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities in the unit. Unit officers are in regular contact with inmates and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit officers, during his/her unit assignment, are jointly supervised by the Unit Manager and the Captain (The Chief Correctional Supervisor).

PROGRAM REVIEWS

Program reviews will be held every 180 days, except during the last twelve months of confinement, when they are held every 90 days. Unit Management Staff, normally referred to as the "TEAM", will review program participation, work assignments, transfers, custody classifications, institutional adjustment, etc.

TOWN HALL MEETINGS

Town Hall meetings are held periodically in each unit. These meetings are held to make announcements and to discuss changes in the policies and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. **These questions should pertain to the unit as a whole, rather than personal questions or problems.**

TEAM PARTICIPATION IN PAROLE HEARING

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

The inmate's Case Manager will ordinarily be present at the inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, and should not be confused with the function of a "staff representative" for the inmate.

WAKE-UP

General wake-up for all inmates is 6:00 a.m. The Unit Officer will announce breakfast, when notified by the Corridor Officer. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast. It is the inmate's responsibility to leave the unit for work. **Prior to leaving the unit for work or any activity, the inmate's bed is to be made and all personal property secured according to unit rules.** Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

CALL-OUTS

Call-Outs are a scheduling system for appointments (including hospital, dental, educational, team meetings and other activities) which are posted each day on the unit bulletin board after 4:00 p.m., on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis. **All scheduled appointments are to be kept.** Failure to report to a call-out may result in disciplinary action. The call-out will list the inmate's name, number, location of the appointment, and the time.

CHANGE-SHEET

The Change Sheet which is posted with the Call-Out sheet, is to be checked also. The Change Sheet will indicate all work assignment change.

SANITATION

It is the inmate's responsibility to check his living area immediately after being assigned and to report all damages to the Correctional Officer or Counselor. An inmate may be held financially liable for any damage to his personal living area. **Each inmate is responsible for making his bed in accordance with regulations before work call (including weekends and holidays when he leaves the area).** Each inmate is responsible for sweeping, mopping, and buffing his personal living area, removing trash and ensuring it is clean and sanitary. In living areas occupied by more than one person, the responsibility will be shared by all occupants. Due to their combustible nature, cardboard boxes and other paper containers are not to be used for storage. Lockers must be neatly arranged inside and out and all shelving must be neat and clean. Failure of the daily room inspection may result in disciplinary action.

NOTARY PUBLIC

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

COPIES OF LEGAL MATERIALS

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

FEDERAL TORT CLAIMS

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

PERSONAL PROPERTY

STORAGE SPACE

Storage space consists of an individual's locker, garment bag and one under bed storage container. Locks may be purchased in the institution commissary. The amount of personal property, including books, magazines, letters, newspapers, etc., is limited to those items which can be neatly and safely placed in the space designated. Under no circumstances will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard. Books and magazines are limited to 5 each with magazines being of a current issue.

CLOTHING

All inmates will be fully dressed before leaving their cubicle areas in the morning. Inmates will have their shirts buttoned and tucked inside their pants and their belts buckled prior to departing the unit. The **ONLY** exception will be when participating in recreational activities. Shoes should be kept clean and tied. Civilian clothing of any type (except athletic apparel) is not authorized. Uniforms and coats are stamped with the inmate's name and number and are to be stored in the authorized place. A limited number of personal sweatshirts (2) and sweat pants (2) may be purchased in the commissary. Individual wash cloths, towels, socks and underwear are issued to inmates. **During working hours, Monday-Friday, 7:30 - 4:00, you will be in full Khaki uniform.**

No personal property will be allowed in the dining room, including mugs, jugs, or commissary items. All hats and non-prescription sunglasses must be removed upon entering the dining hall, unless authorized by Pastoral Care.

Shirts: You will be expected to button your shirt but may leave the top two buttons unbuttoned. All shirts, including t-shirts, will be tucked in. Shirts may not be worn with the collar turned up or rolled under. Inmates may not wear shirts in a one sleeve up, one sleeve down fashion. Sleeveless shirts will not be worn in the dining hall.

Undershorts: No undershorts will be worn as an outer garment or displayed on the outside of any clothing at anytime.

T-shirts: Institution issued t-shirts may be worn as an outer garment work shirt on outside work details. On all other details, the khaki work shirt will be worn. On details with unique safety considerations, certain equipment and clothing requirements will be mandated.

Pants: You are required to wear your pants around the waist with pants legs extended to the ankle and properly hemmed. You will wear any and all pants snug around the waist at all times. Additionally, you are not permitted to fold or cuff your pant legs in any fashion. You may not tuck your pant leg inside your shoes or socks unless working on a job or detail using high top boots. You are also required to wear properly fitted pants. You may not pleat the waist area of your issued pants in any fashion. Finally, you may not wear pants with the pockets pulled inside out. Normally, elastic waistband pants belong to R&D and must be returned there once a clothing issue has been received. However, for medical reasons, elastic waistband pants may be issued for permanent wear on a case by case basis.

Belts: Belts are required and must be kept buckled and centered. Belts are not to be excessively long or hang down below the waist at any time.

Coats: You may not wear issued coats inside out.

Footwear: All work details will be required to wear safety shoes while on the job. Shower shoes or slippers will not be worn outside the housing units. Inmates with foot problems must receive written authorization from the Health Services Department.

Headgear: Only headgear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. You will not be allowed to wear sunglasses on any inside work detail unless approved by Health Services. **You may not wear head phones on any work detail inside or outside the institution.** Baseball-style hats will be worn with the sun visor pointed forward.

Athletic Clothing: Athletic clothing, shorts and sweat suits may be worn to the morning,

evening, weekend and holiday meals. On weekends and holidays, inmates may also wear athletic clothing to the recreation yard and in the housing units. A t-shirt or other approved shirt must be worn at all times. Athletic clothing will not be worn inside out or in excessively baggy manner.

At no time may athletic clothing and institution issued uniforms be worn together.

LEGAL MATERIALS

Inmates are allowed to maintain legal materials, regarding a current on going case, and supplies (not to exceed the locally established volume limit) in their locker or under bed storage container. If an inmate has a need for additional legal storage because of the immediacy of a court hearing or case, the Unit Manager will decide if additional storage is required. If required, the Unit Manager will make necessary arrangements.

HOBBY CRAFT MATERIALS

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

COMMISSARY ITEMS

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

RADIO AND WATCHES

An inmate may not own or possess more than one (1) approved radio or watch at any time. Proof of ownership, through appropriate property receipts will be required. When a radio and/or watch are purchased, take the item along with the receipt to your counselor so that it can be added to your approved personal property log. No inmate property may have value exceeding \$100. Radios with a tape recorder and/or tape player are not authorized. **Radios and watches will be inscribed with the inmate's name and registration number at the time they are purchased from the commissary.** Only walkman type radios are permitted and headphones are required at all times. While an inmate is in holdover status he may not purchase, own or possess a radio or watch. Inmates may not give any items of value to another inmate, i.e., radio, watch, sneakers or Commissary items.

JEWELRY

Inmates may retain a plain wedding band (without stones) when admitted into the institution, and with prior approval, a religious medal without stones.

JOB ASSIGNMENTS

Inmates will initially be assigned when they are medically cleared. Requests for job changes must be submitted through the inmate's supervisor if a job change is desired.

Generally the initial assignment for all inmates is food service. Job change requests will be

submitted to the inmate's Unit Team after the current job supervisor has released you from the job assignment and you have been accepted in another position.

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

CASE MANAGEMENT

ESCORTED TRIPS

Escorted bedside visits and funeral trips may be authorized for inmates when an immediate family member is seriously ill, in critical condition, or has passed away. If approved, the number of escorting staff will depend on the inmate's custody classification. **All expenses will be incurred by the inmate, except for the first eight hours of the escorting officers' salary.**

FURLOUGHS

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

The BOP has a furlough program for inmates who have community custody and have two (2) years or less remaining to their anticipated release date. An inmate who meets the eligibility requirements may submit an application for furlough to staff for approval. Furloughs may be granted for the following reasons:

To visit dying relatives (immediate family)

Attendance at the funeral of a relative (immediate family)

Obtaining medical services not otherwise available

Contacting prospective employers.

Establishing or reestablishing family or community ties.

Transferring directly to a minimum security institution.

Participating in selected educational, social, civic, religious and recreational activities which will

facilitate release transition.

Any other significant reason consistent with the public interest.

CENTRAL INMATE MONITORING SYSTEM

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

MARRIAGES

If an inmate wishes to be married while incarcerated, the Warden may authorize him 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 an inmate requests permission to marry, he must:

- 1) Have a letter from the intended spouse which verifies her intentions to marry.
- 2) Demonstrate legal eligibility to marry.
- 3) Be mentally competent.

Chaplains are available to discuss with the inmate and fiancée the issue of marriage while incarcerated.

INMATE FINANCIAL RESPONSIBILITY PROGRAM

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

Institution staff assist in planning, but the inmate is responsible for making payments as agreed upon, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. **If an inmate refuses to meet these obligations, the inmate may not receive performance pay above the maintenance pay level and will be placed on commissary restriction.** The status of any financial plan will be included in all progress reports and will be considered by staff when determining security/custody level, job assignments, eligibility for community activities and institution program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

INCOMING PUBLICATIONS

The Bureau permits inmates to subscribe to and receive publications without prior approval. Inmates are authorized to retain 5 magazines and 5 books (soft and/or hard cover, personal or institution issued). Inmates are limited to 2 newspaper subscriptions, and are not allowed to accumulate more than 3 newspapers. 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 must receive all publications from a publisher or a book store. Accumulation of publications will be limited to three current newspapers, five books, five magazines (not to be more than three months old), and to the amount that can be neatly stored in the locker and/or shelf provided in each room. For inmates enrolled in approved educational courses, the Unit Manager may allow for additional space.

The Warden will reject a publication if it is determined to be detrimental to the security, order, or discipline of the institution, or if it might facilitate criminal activity.

Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

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 manufacturing of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs criminal activity.

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

FREEDOM OF INFORMATION

The Privacy Act of 1974 forbids the release of information from agency records without a written request by, or without the prior written consent of the individual to whom the records pertain, except for specific instances. All formal requests for access to records about another person

and/or agency record other than those pertaining to themselves (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act 5 USC 552.

INMATE ACCESS TO CENTRAL FILES

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

INMATE ACCESS TO OTHER DOCUMENTS

An inmate can request review of the "Non-Disclosable Documents" in his central file, 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. A request on behalf of an inmate by an attorney for records concerning that inmate will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions. The inmate will be held responsible for the copying costs of any documents at ten cents (.10) per copy.

EXECUTIVE CLEMENCY

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

FINES AND COSTS

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

RELEASE PREPARATION

Release preparation is designed to assist inmates in preparing themselves for release. Inmates

will be given aid in developing plans for their personal lives and for work. Staff offer classes and information seminars concerning the personal, social and legal responsibilities of civilian life. Release planning must also include a financial savings program beginning immediately upon incarceration. Inmates should be made aware that release gratuities will be limited to funds necessary to assist with immediate release needs. Inmates are expected to make reasonable efforts to save toward their release from all available resources, i.e. inmate performance pay, outside resources, etc. Inmates failing to participate in the Inmate Financial Responsibility Program, or who fail to follow saving programs recommended by the unit team, will normally not be granted a release gratuity.

RELEASE PLANNING

PAROLE

For those eligible, parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his or her full term.

Eligible inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment if serving a Federal District Court sentence. An inmate serving a paroleable DC Superior Court sentence is eligible for their initial hearing 60 days prior to their parole eligibility date. All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a Parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every three months. Application to the Parole Commission for a hearing is the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager. Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiner. The recommendations of the hearing examiners must be confirmed by the Parole Board. This confirmation usually takes three to four weeks and is delivered through the mail on a form called a "Notice of Action." The decision in some cases may be appealed by the inmate. Forms for appeal may be obtained from Case Managers. If granted a presumptive parole date (a parole date more than six months following the hearing), a Parole Progress Report will be sent to the Parole Board eight months before the parole date.

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

If granted Parole by the U.S. Parole Commission, he or she will be required to have an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside.

The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere (parents, wife, friend, YMCA, etc). The proposed parole plan is thoroughly investigated by the U.S. Probation

Officer and must be approved.

The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three to six months before the scheduled parole date.

SUPERVISED RELEASE

A Supervised Release Term is a period of supervision included in a sentence under which an inmate will remain once released from the term of incarceration. Inmates with a Supervised Release Term must be released to the sentencing district, unless a relocation has been approved by the U.S. Probation Office in the proposed district of supervision.

The Case Manager will normally forward the inmates release plan to the USPO at least 90 days prior to release directly to the community, or at the time of referral to a Community Corrections Center. When the proposed district of supervision is not the sentencing district, the Case Manager will forward the proposed release plan to the probation office in the proposed district of supervision in order to obtain relocation approval.

All inmates with supervision have the responsibility to develop and submit to their Case Manager a suitable release plan for investigation and verification by the probation office.

HALFWAY HOUSE TRANSFERS

Inmates who are nearing release and need assistance in obtaining a job, residence or other community resources, may be transferred to a community corrections center. The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) links the Bureau of Prisons with the U.S. Courts, other federal agencies, state and local governments and community. Located strategically throughout the country, CCM's are responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

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

COMMUNITY BASED RESIDENTIAL PROGRAMS

The community-based residential programs available include both typical community corrections centers and local detention facilities. Each provides a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement.

The inmate's payment rate during RRC residence is 25 percent of the inmate's income.

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

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

Each RRC now provides two components within one facility; a pre-release component and a community corrections component. The pre-release component assists offenders making the transition from an institution 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 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.

The other option for community based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the Community Corrections Component in a RRC, serving to facilitate the transition from the institution to the community.

A portion of the Mental Health Division population are individuals committed pursuant to Title 18 U.S. Code, Section 4243 or 4246. These individuals are civilly committed by the Court based on the individual's suffering from a serious mental illness. Actual release plans are based on professional opinions on the level of care needed in the community. Release plans are investigated by U.S. Probation Officers and then submitted to the committing court for approval. Ordinarily, the court will issue an Order for Conditional Release for placement in a State Hospital, Secure State Facility, group home, or with a family member or a friend.

CORRECTIONAL SYSTEMS DEPARTMENT

Records Office

The Records Office is responsible for a variety of functions affecting sentence computations. The Records Office will monitor good time actions, parole actions, detainers, notifications, and fines. They will also monitor and release all inmates at their institution. The Designations and Sentence Computation Center located in Grand Prairie, Texas is the centralized agency to

compute sentence computations and perform any adjustments to sentence computations.

Open House for the Records Office is held on Wednesday and Thursday between 10:45 a.m. and 11:30 a.m. in the Records area. Issues addressed during open house are jail credit, sentence computation, detainers, and procedures pursuant to the Interstate Agreement on Detainers Act (IADA). Any other questions are to be directed to the Unit Team.

Jail Time is time spent in custody prior to the date the federal sentence is imposed. Once the inmate has been sentenced, the jail time ends and the computation begin, providing the inmate is remanded to custody. No time is given for time on a bond, or while in state primary custody released to Federal Authorities on Federal Writ.

Detainers are documents sent to the Warden with a request that this document be logged as detainers. This document could be a complaint, information, indictment, or warrant. It could also be a judgement and commitment order from the state if the inmate has been convicted and sentenced on state charges.

Certified warrants, complaints, information, indictments or Judgment and Commitment Orders for unsatisfied sentences received with a request that this document be logged as a detainer will be maintained in the Records Office. A copy of all detainers or inquiries will be forwarded to inmates. You may request disposal of untried charges under the Interstate Agreement on Detainers Act (IADA). Parole and probation violation does not qualify under the IADA. Inmates must send an Inmate Request to Staff Member form (Cop-Out) to the Records Office, requesting that the Records Office start the IADA process. Nonmember states of the IADA are Louisiana, Mississippi and Puerto Rico, which means that you cannot file for a speedy trial in those states.

Mail Room/Receiving and Discharge

Open House for Mail Room and Receiving & Discharge will be held in the Receiving and Discharge area. It is conducted on Wednesdays and Thursdays from 10:45 a.m. until 11:30 a.m.. There are postage scales and charts located in the inmate Library, for use in weighing outgoing regular and certified letters, or you may bring them to Open House.

Your incoming mail and outgoing mail will be processed at the Consolidate Mail Room located at FCI, Butner, NC. All mail, whether incoming or outgoing, must have your full name, register number, unit and correct return address on the envelope. Outgoing general correspondence may be placed in the mail receptacle located in each housing unit. Mail placed in this box cannot be sealed. General population inmates will be required to deliver their outgoing special mail directly to a staff member in Receiving and Discharge. Special mail will not be accepted by staff unless the inmate can be positively identified, by his commissary card, as the same inmate reflected on the return address. Inmates must identify the outgoing special mail by writing Special Mail or Legal Mail on the front of the envelope. The delivery time for special mail is 10:30 a.m. to 11:00 a.m., Monday through Friday, except holidays in Receiving and Discharge. Inmates housed in FMC 1E, 2 F, J-Unit and 5th floors will deliver special mail directly to the unit officer to be

forwarded to Receiving and Discharge staff. This mail can only be addressed to a legal body such as, Congressman, President, Attorney, Parole Official, news media, etc. Program Statement 5265.11; 7.c, Correspondence, defines requirements and officials authorized to send or receive mail which may be sealed or opened in the presence of the inmates. See Special Mail below.

The following is the P.O. Box address for the Institution:

BUTNER FEDERAL MEDICAL CENTER
P.O. BOX 1600
BUTNER, NC 27509-1600

Unauthorized items received in your incoming mail will be returned to sender. You will be notified, if contraband was received and returned. Types of contraband include, but are not limited to, stationary items, musical cards, cigarettes, maps, food items, double backed (Polaroid) photos, stamps and stamped items, any sexually explicit or nude photos, body hair, drugs, etc.

You may receive soft cover publications (for example, paperback books, newspaper clippings, magazines, and other similar items) only from the publisher, from a book club, or from a bookstore. Limit of five per mailing.

Negotiable instruments are not accepted at the institution but must be sent to the Lock Box Program. Money orders, Government checks, Foreign negotiable instruments (US currency only), Bank drafts and Business checks must have your committed name and register number. If your name and number are not correct or are absent, the money is returned to sender. Cash is not accepted. The address for the Lockbox is:

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

Certified Mail is opened and recorded in a log book in the Mail Room. Inmates will be paged to report to the Mail Room and unit staff will require your signature prior to issuing the certified mail to you.

Special Mail

Special Mail is a category of correspondence which may be sent out of the institution unopened and unread by staff, which includes correspondence to: 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 Officers, Members of the U.S. Congress, Embassies and Consulates,

Governors, State Attorney General, Prosecuting Attorneys, Directors of State, Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys and representatives of the news media.

Special Mail also 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 Prison), other federal law enforcement officers, U.S. Attorneys, State Attorney General, prosecuting attorneys, Governors, U.S. Courts and State Courts. The sender must be adequately identified by using their name and title.

Incoming legal mail must be clearly marked as such - Special Mail or Legal Mail Open only in the presence of the inmate. It must also be identifiable as coming from an attorney or the Court. This marking must be on the front of the envelope. You will be delivered your special or legal mail and accountable mail by a member of the unit team. The mail will be opened and inspected in the inmate's presence. There is an illustration folder on each unit relating to what qualifies as, both incoming and outgoing. If you have any questions, contact your unit staff. Without adequate identification as Special/Legal Mail, staff may treat the mail as general correspondence.

No postage due mail is accepted. Stamps are purchased from the commissary. All postage is paid for by U.S. postage stamps.

HEALTH SERVICES

MEDICAL & DENTAL HEALTH CARE

The Bureau of Prisons (BOP), health care delivery system includes assessment and treatment by BOP staff at the Institutional Health Services Unit, referral to other Bureau of Prisons Medical Treatment Facilities and the use of Community Medical Facilities and Providers. Medical screening occurs at the time of entry into the institution. Inmates are then scheduled for routine physical examinations and laboratory studies according to their designation status. Newly committed general population inmates will be scheduled for physical&dental examinations within 14 days, or earlier if clinically indicated. Any mental health need will be assessed and referrals for treatment will be made as it is appropriate. At the time of the physical examination fitness for duty will be determined and any appropriate restrictions will be assigned.

Inmates are viewed as being a responsible part of the health care delivery process. The Bureau's goals are to encourage healthy practices, address disease prevention and adequately evaluate and treat significant illness.

Patients will be triage as necessary to assure severe/emergency problems receive highest priority.

Administration:

The Associate Warden for Medical monitors the medical and dental services delivered and will review any concerns regarding access to or quality of health care. Concerns or comments can be

presented verbally or in writing and each will be responded to after appropriate review. A Clinical Director, Health Services Administrator, Director of Nursing, Chief Psychiatrist, Chief Psychologist, Quality Manager, and other health care staff will assist the Associate Warden in assuring the quality of health care provided.

Sick Call:

Cadre and 3rd floor inmates who require access to routine medical & dental healthcare should present to the Ambulatory Care Clinic on the 2nd floor for screening at the following sick call times:

Monday, Tuesday, Thursday, and Friday
6:45am to 7:15am

All other inmates will sign up for sick call in their respective housing unit.

Emergency Care:

All emergencies (including any level of injury) should be referred immediately to the medical staff for evaluation and treatment. Medical staff is available 24 hours per day. All injuries will be recorded on an Inmate Injury Report Form. Inmates should notify the closest available staff member to initiate emergency response.

On the Job Injuries:

If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work detail supervisor, who will contact medical staff. The staff member will then report the injury to the institution medical staff. The staff member will also report the injury to the institution safety manager. An inmate may be disqualified from eligibility for lost wages or other compensation if he fails to promptly report such an injury to his supervisor. If injured while performing an assigned duty, and the inmate expects to be impaired by to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

Medications:

Some medications will be dispensed to the general population inmates for self administration, according to written instructions. Inmates are responsible for taking medication as prescribed and reporting any medication problems or reactions to the health care staff for review. Medications dispensed for self administration that have refills remaining and have not expired may be refilled by submitting a medication refill request sheet. The medication refill request forms are located in your housing unit and may be dropped off during scheduled pill line times. Medication refill requests must be submitted in sufficient time to ensure that an adequate quantity of medication remains to allow for continued treatment until the refilled medication is available.

No medication may be possessed by an inmate after the expiration date printed on the label.

All pill line controlled medications for Cadre and 3rd floor inmates will be administered at the pill line window. All others will be given medications in their respective housing unit. Inmates on pill line medications are to report to the pill line window at the time(s) directed. All controlled medications are to be consumed at the pill line window and inmates are subject to mouth checks to ensure compliance with therapy. An inmate refusing a medication should report to the pill line window at the assigned time for administration of the medication and sign a medication refusal form. An inmate who refuses medications will be referred to appropriate medical staff for evaluation.

Inmates receiving medication for psychiatric reasons will be asked to sign a consent form, this form will be maintained in their medical record. Consents may be withdrawn at any time unless otherwise legally mandated. Medications that have been determined to have an abuse potential can be dispensed in liquid form or crushed.

Pill & Insulin Line Times:

Insulin & pill lines will be announced by the staff. Identification Cards are required for all visits to the pill and insulin lines.

Chronic Care Clinics:

Patients with ongoing medical problems or multiple medical problems will be enrolled in the Chronic Care Program. After assignment to a clinic, an inmate will be scheduled on a regular basis for reassessment of medical status and renewal of prescriptions. The goal is to handle the routine management of these illnesses during the scheduled clinic times and not during sick call. Sick Call should be utilized when the inmates status, in regard to the clinic program, changes prior to the next scheduled clinic appointment.

Consultant Clinics:

Certain medical specialists are scheduled routinely to come into the institution. Patients needing to see consultants will be scheduled during routine clinic visits or after evaluation at sick call. Consultant recommendation will be reviewed by full time medical staff who will determine which recommendations will require clinical follow up. Such determinations are made in accordance with sound clinical practice and Bureau of Prisons Policy. All consultant visits require referral from BOP medical staff. Inmates requiring Optometry appointments should sign up at sick call for evaluation by medical staff. An appropriate referral will then be made.

Physical Examinations:

1. A&O: For individuals in predictably long-term incarceration (sentenced/designated), an initial complete physical examination to determine medical needs will be done within 14 days of admission.
2. Release: An inmate being released from custody may request a medical evaluation if he has not had one within one year prior to the expected date of release. Such an examination should be conducted within two months prior to release.

Periodic Health Examinations (Preventive Health Screening):

The following preventive health screens are routinely provided for sentenced inmates. You can request a prevention visit to review needed preventive health services, every 3 years (if you are under age 50) or every year (if you are age 50 and over).

Viral Hepatitis: If you are at risk of Hepatitis B or Hepatitis C viral infections or report prior infection.

HIV: If you are at risk of infection or report prior infection.

TB- Skin Test: Every year unless you had a positive test in the past.

Colon Cancer: Testing for blood in your stool every year beginning at age 50 (sooner if you are higher risk for colon cancer).

Diabetes: If you are at risk, screening every 3 years beginning at age 45.

Cholesterol: Beginning at age 45, screen every 5 years (sooner if you are at risk).

In addition, vaccinations are provided as recommended. Other preventive health services may be made available to you based on your age and specific needs.

Inmate Responsibility:

Once given an appointment an inmate must report to the clinic for assessment. If assessment or treatment is refused, a form documenting such refusal must be signed by the inmate after reporting for the appointment. FAILURE TO REPORT FOR AN APPOINTMENT IS GROUNDS FOR AN INCIDENT REPORT!!!!

Dental Services:

This information is distributed to all incoming inmates in an effort to clarify the policies for scheduling dental patients.

1. All services are provided by Bureau of Prisons staff Dental Officers, Dental Hygienist, and Dental Assistants.
2. Dental Sick Call: 6:45am - 7:15am Monday, Tuesday, Thursday, and Friday.
3. Routine dental care will be provided as resources of staff, time and materials are available as per the Dental Services Program Statement. If an inmate wants to be seen for routine care (i.e. cleaning, fillings, etc), he should sign up for sick call and be evaluated. He will then be placed on the list for dental treatment.

4. As a courtesy to regularly scheduled patients, individuals wishing to speak to the Dental Officer regarding routine questions, concerns, etc., should do so by submitting an Inmate Request to Staff form to the Dental Department.

5. IT IS ULTIMATELY THE INMATE'S RESPONSIBILITY TO SHOW UP ON TIME FOR HIS SICK CALL OR CALL-OUT APPOINTMENT. Failing to show up for a scheduled appointment with the dentist or the dental hygienist will result in the writing of an Incident Report on the inmate.

6. It is important for every inmate to appreciate that quality, safe, timely care is our primary concern, and that it takes a cooperative effort from both the professional staff AND the patients.

7. Inmates transferring in from other institutions who were receiving dental treatment must contact the Dental Clinic (By signing up for sick call) for continuation of care. Your position in the waiting list of the previous institution does not transfer with you nor gives you a special place on our waiting list. Inmates are placed on the waiting list on a first come, first served basis.

Medical Social Worker

The Medical Social Worker is responsible for chairing the Compassionate Release Program, a program designed to release inmates early due to an extraordinary or compelling circumstance that was not foreseen by the Court at the time of sentencing. The Medical Social Worker also provides training to inmate volunteers in the Palliative Care Program.

In addition, the Medical Social Worker in conjunction with a social security representative provides information about government related medical benefits for patients and their families.

The Medical Social Worker is available to provide the following services: 1) crisis intervention 2) brief counseling; and 3) question and answer sessions related to community resources to inmates on the 3rd, 4th and 5th floor..Inmates interested in receiving services from the Medical Social Worker should submit a Cop-Out directly to that social worker.

Infection Control:

A) HIV (Human Immunodeficiency Virus)

Classification of HIV testing includes:

- ▶ Voluntary. Voluntary testing is done when you request testing via an Inmate Request to Staff Member(BP-S148)form, which you turn into Health Services.
- ▶ Mandatory. Mandatory testing is performed when there are risk factors and the test is clinically indicated and/or surveillance testing is required. You must participate in mandatory HIV testing programs. If you refuse mandatory testing, staff will initiate an incident report for failure to follow an order. Your written consent is not required.

► **Involuntary Testing.** Involuntary testing is performed following an exposure incident. Written consent **is not** required. If you refuse testing, testing will be conducted in accordance with the Program Statement on Use of Force.

The following information is to help you understand about the human immunodeficiency virus (HIV), how it's spread, what risks increase the chances of becoming infected and, about the test that determines if you are infected.

HIV is found in the blood, semen, vaginal secretions of an infected person. This virus is associated with the development of the disease commonly known as the acquired immunodeficiency syndrome (AIDS), which can weaken the body's ability to fight off infection, resulting in an increased risk of infection that is life threatening. This test determines if you have HIV antibodies in your blood and are infected with HIV. It is not a test for AIDS.

Risk & Factors that may increase the chance of becoming infected

1. Have had sex with a man.
2. Have had sex with a woman.
3. Injected drugs.
4. Have had sexual relations with a person of the opposite sex with any of the following:
 1. intravenous/injection drug use
 2. bisexual male
 3. person with bleeding disorder (e.g. hemophilia)
 4. transfusion recipient with documented HIV infection
 5. transplant recipient with documented HIV infection
 6. person with HIV infection or AIDS, of unknown risk
5. Received clotting factors for bleeding disorder:
6. Received an organ transplant or had artificial insemination
7. Have worked as health care or laboratory worker with contact with blood or other potentially infectious bodily fluids
8. Have a tattoo that was administered in jail or prison.

Some commonly asked questions about testing are listed below:

- 1) Who will see my test results?

Note: The results of your test are confidential and revealed only on a "need to know" basis, such as to your health care provider(s) or the state health department if required by State law. No one

else outside of the Bureau of Prisons or health department can be given your test results unless you authorize a release of information.

2) What are the possible test results?

A negative test result means no HIV antibodies are detected in your blood at this time.

A positive test results means there is an infection with HIV. It does not mean you have AIDS.

A test can rarely be inconclusive (neither negative or positive). Your provider will discuss the need for retesting, should this occur.

3) Could the test results be inaccurate?

Based on the steps processed by the laboratory to confirm the test, the results are considered more than 99% accurate. It is highly unlikely that the result is inaccurate.

Inaccurate HIV antibody results are termed *false negative* or *false positive*.

A *false negative* means the test indicates no evidence of infection when the individual is actually infected.

A *false positive* means the test indicates evidence of infection when the individual is actually not infected. This is extremely rare.

4) Why would a false negative occur?

A *false negative* usually occurs because the test may not detect infection that's in the early stage. This happens because the test measures proteins (antibodies) in the blood that develop over weeks to months as the body reacts to infection with the virus. Antibodies may be detected as early as a month after infection with HIV, but can take up to 6 months to be measurable. Therefore, if a person was recently infected, the HIV antibody test may be negative. This is an example of a false negative. If you think you are at risk of being infected or have recently engaged in risky activity and your test result is negative, you should discuss the need for retesting with your medical provider.

5) Why would a false positive occur?

A *false positive* can be associated with past injecting drug use, pregnancy, certain blood abnormalities, other related-viruses, and even contamination of the blood sample. Although, this is very rare, a small chance of this occurring still exists. If you are absolutely certain you have none of the risk factors and received positive test results, discuss your concerns with your health care provider.

6) What if my results are positive?

If your results are positive, you are infected with HIV. Your doctor will advise you of additional testing and recommended treatment options for HIV infection. Remember, a positive result does not mean you have AIDS and with current treatments, persons with HIV infection are living longer and healthier lives.

7) How long do I have to wait for the test results?

The results are usually available in about two weeks. Check with your provider on the process for obtaining your test results.

8) Can this test affect me in any way?

This test requires a sample of your blood be taken as in any other blood test. You cannot get AIDS from having the test done. If you are at risk of being infected, knowing whether you are infected is critical for preventing the spread of HIV infection to others. Most important, knowing that you are infected, is essential so that you can be appropriately monitored and treated.

9) How can I protect myself from HIV infection?

During incarceration:

Abstain from sexual activity with other inmates, do not inject drugs, do not share razors or toothbrushes with other inmates, or get a tattoo, and avoid all other high risk behaviors. If you have a history of using illegal drugs or have a problem with alcohol abuse, seek advice on drug treatment programs available during incarceration and upon release from health care staff, social workers, psychology staff, or drug counselors.

Upon release:

Abstain from sexual activity or have sexual intercourse with only one partner and know whether they or she is infected or not. Talk honestly with your sexual partner and if they do not know if they are infected, encourage them to get tested. If you do choose to engage in sexual activity, the best current method of prevention is to use a condom or “rubber” to prevent contact with your partner’s body fluids. This is no absolute protection, since condoms can tear. Becoming pregnant or getting a woman pregnant when infected which may pass HIV infection to the unborn child. You should seek further advice and HIV education on more specific methods of preventing infection from your health care provider or from community AIDS prevention organizations upon release.

Abstain from injecting drugs, which is strongly associated with many health risks including infection with the hepatitis B virus, hepatitis C virus, and HIV. Many local health departments and community AIDS prevention organizations can refer you to drug treatment programs and other support services in the community.

If you do continue to engage in injection drug use, you should use clean needles whenever possible, and never share your needles or other injection drug use equipment with others. You may reduce your chances of infection by rinsing the “works” with a bleach solution but this is not always effective or safe. You should contact a health care provider knowledgeable in this area to get specific instructions.

If you have any future questions, discuss them with your health care provider.

B) STD (Sexually Transmitted Disease)

Questions & Answers as You Enter This Correctional Facility:

Your health is important to those who work in this facility. Medical staff members are willing to discuss any health concerns you have.

An important health issue is sexually transmitted diseases or STD's. STD's are among the most common infectious diseases in the U.S. Anyone who has unsafe (unprotected) sex can get an STD. If you have had unprotected sex (without a condom) with a woman, you may have come into contact with vaginal fluid and genital sores or lesions. This contact may have exposed you to an STD.

If you have had unprotected sex with a man, you may have come into contact with semen and genital sores or lesions. This contact may have exposed you to an STD.

This information will tell you about common STD's and what their symptoms look like. You may have been infected with an STD in the past. You may have ignored or not noticed the symptoms. Because untreated STD's can cause serious health problems, you may want to be tested. If you have questions about STD's or think you have any symptoms, sign up for sick call. It is okay to ask questions and talk with medical staff members. This information will be handled confidentially.

When you arrive at a Bureau of Prisons (BOP) facility, you are advised in writing of the disciplinary system there. Engaging in sexual acts and/or making sexual proposals or threats to another, constitutes a prohibited act (high category), and you are subject to sanctions as defined in the BOP policy on Inmate Discipline and Special Housing Unit. Stay Safe. Don't have sex with other inmates.

Things to Know About STD's:

Men and women who have any form of unprotected sex are at risk for STD's. This is true regardless of age, race, ethnic background, or income. It is true whether your partners are of the same sex or the opposite sex. You can prevent STD's and the best way is to avoid having sex. Sex with other inmates is not allowed and can be dangerous. Many STD's can be cured with medicine. Others can be treated to avoid more problems. Even after you have been treated for an STD, you can become reinfected. Treatment is not a vaccine; it cannot prevent future infections. You may be infected with an STD and not have any symptoms. If you have had unsafe sex and not been tested for STD's in awhile, talk to a healthcare worker. If you have HIV, being infected with an STD can make the HIV worse. If you have any questions about STD's, talk with medical staff

Common STD's in the U.S.:

Chlamydia/Gonorrhea:

- ▶ Caused by bacteria and spread during vaginal, anal, and oral sex.
- ▶ Can be treated and cured with antibiotic drugs.
- ▶ May or may not have symptoms. When symptoms are present, they can include burning when urinating (peeing).
- ▶ Symptoms in men include discharge from penis, burning and itching around the head of the penis, pain or swelling in the testicles (balls).
- ▶ Symptoms in women include vaginal fluid that does not look normal, lower abdominal or back pain, pain during sex, and bleeding between menstrual cycles.
- ▶ If men do not seek treatment for this STD, it can spread to the epididymis (a tube that carries sperm from the testis) and cause pain, fever, and sterility.
- ▶ If women do not seek treatment for this STD, it can spread into the womb or fallopian tubes and cause pelvic inflammatory disease (PID) and infertility.

Syphilis:

- ▶ Caused through contact with lesions or open sores on the outer genitals, vagina, anus, or in the rectum. Sores can also occur on the lips and in the mouth.
- ▶ Symptoms may include one or more sores, lasting 3 - 6 weeks, at the spot where bacteria entered the body; sores will heal but infection remains, possible rash on the palm of the hands or bottom of the feet; these rashes clear up on their own.
- ▶ Without treatment you may have fever, swollen lymph glands, sore throat and patchy hair loss. Later there may be damage to the brain, nerves, liver, bones, joints, eyesight and death.

Human Immunodeficiency Virus (HIV):

- ▶ Caused by a virus spread through unsafe vaginal, anal, or oral sex. Antiretroviral drugs can help build your body's resistance to deadly illnesses and cancers. They do not cure HIV.
- ▶ It is possible to be infected with HIV and not have any symptoms for 7 - 10 years.
- ▶ HIV attacks and weakens your immune system. A weakened immune system can lead to serious illness and possibly death.

Hepatitis B Virus (HBV):

- ▶ Spread through unsafe sex with an infected person. There is a vaccine to prevent HBV.
- ▶ About 30% of persons with HBV have no signs or symptoms.
- ▶ HBV symptoms are fatigue, abdominal pain, jaundice (yellowish skin) and loss of appetite.
- ▶ Chronic HBV infection occurs in about 6% of adults.
- ▶ Death from chronic liver disease occurs in about 15 - 25% of infected persons.

Herpes Simplex Virus (HSV):

- ▶ Genital herpes can be spread during unsafe sexual contact
- ▶ Antiviral drugs may shorten and prevent outbreaks, but they cannot cure herpes

- ▶ Symptoms include blisters on or around genitals or rectum. Herpes sores may also appear on the mouth and can be spread to partners.

Human Papilloma Virus (HPV):

- ▶ Spread through unsafe sexual contact
- ▶ You may have HPV and not be able to see it. You may notice genital warts (soft, moist, pink or red swellings around the genitals)
- ▶ Infection often goes away on it's own, but HPV that does not go away can lead to cancer.

Talking to Medical Staff:

If you have had unsafe sex and have not been tested for STD's (or have any reason to think that you may have an STD), talk with the medical staff. Ask any questions you have about symptoms and testing. Even if you were treated for an STD before coming to a correctional facility, if you have had unsafe sex since then you may be infected. The medical staff can provide more information and help you decide about being tested. If you have an STD and don't get treatment, you may have worse health problems in the future.

If I Have an STD, What Treatment Can I Get?:

Getting treated right away will help reduce the long term problems found with STD's. If you have an STD, your health care provider may treat you with pills, liquid medicine, or a shot. If you are given pills, you must take them just like your doctor tells you to. Do not share pills with partners or friends.

STD's caused by bacteria, such as chlamydia, gonorrhea, or syphilis, can be treated with antibiotic medicines.

STD's caused by viruses, such as HIV and herpes, cannot be cured. You will have these diseases for life. Treatment can help reduce or control these illnesses, but there are no cures.

C) MRSA (Methicillin Resistant Staphylococcus Aureus)

What is MRSA?

Staphylococcus aureus, often referred to as "staph", is a common type of bacteria that is found on the skin and nose of healthy persons. Staph bacteria may cause minor skin infections such as boils or more serious infections such as pneumonia and blood poisoning. MRSA is not a "super bug." It is simply a strain of Staphylococcus which is resistant to the usual antibiotics. However, there are other antibiotics which are effective. MRSA is not the "flesh-eating" bacteria.

How is MRSA spread from person to person?

MRSA is usually spread through physical contact with an infected person, but may also be transmitted through contact with contaminated objects. MRSA is not spread by air unless the infected person has pneumonia.

How can I prevent becoming infected with MRSA?

- ▶ Wash your hands thoroughly with soap and water throughout the day, particularly every time you use the toilet and before every meal.
- ▶ Avoid touching other persons wounds, skin infections, or bandages contaminated from wounds.
- ▶ Maintain excellent personal hygiene through regular showers and by keeping your living space clean, including the regular laundering of your bed linens.
- ▶ Don't share personal hygiene items with others including toiletries and towels.
- ▶ Clean off recreational equipment, such as weight benches before direct contact with your body or use a clean barrier such as a towel or shirt.
- ▶ Shower immediately after participating in close-contact recreational activities when feasible.
- ▶ Don't get a tattoo, use injection drugs, or have sexual contact with other inmates.

How does a person know that he or she has a MRSA infection?

Swabbing or aspirating pus from a skin infection performed by trained medical staff is the most common way to detect MRSA.

Can MRSA be treated?

Strong antibiotics are usually effective in treating MRSA. Serious or highly resistant MRSA infections may require intravenous antibiotics in the hospital setting.

NOTE: Always seek medical attention if you develop a boil, red or inflamed skin, or a sore that does not go away that may look like an insect or spider bite.

D) TB (Tuberculosis):

1. The Bureau screens each inmate for TB within two calendar days of initial incarceration.
2. The Bureau conducts screening for each inmate annually as medically indicated.
3. The Bureau will screen an inmate for TB when health services staff determine that the inmate may be at risk for infection.
4. An inmate who refuses TB screening may be subject to an incident report for refusing to obey an order. If an inmate refuses skin testing, and there is no contraindication to tuberculin skin testing, then, institution medical staff will test the inmate involuntarily.

5. The Bureau conducts TB contact investigations following any incident in which inmates or staff may have been exposed to tuberculosis.

E) The Bureau tests an inmate for an infectious or communicable disease when the test is necessary to verify transmission following exposure to blood borne pathogens or to infectious body fluid. An inmate who refuses diagnostic testing is subject to an incident report for refusing to obey an order.

Advanced Directives:

In order to comply with standards of the Joint Commission on Accreditation of Health Care Organizations, the Federal Correctional Complex, Butner, North Carolina, provides information and assistance regarding Advance Health Care Directives applicable to health care in North Carolina.

All people experience sickness and at some point in time you may have to make important decisions about your health care. It is your right and responsibility to make decisions concerning your own health care. It is important to look ahead and consider the possible health related decisions you may face in the future.

Personal Concerns:

Today's public has become aware of medical capabilities to sustain bodily functions long after many believe a quality of life acceptable to the patient has ended or even when patients and families may not wish further treatment. You may become ill and deteriorate over weeks or months or years, or a sudden catastrophe or catastrophic illness may occur. In either case, you may become unconscious or otherwise unable to make decisions. Unless you take certain steps before that happens, you will have no control over the medical decisions that are made for you during your final days.

The following documents are authorized by the statutes of North Carolina.

A. The Living Will:

North Carolina has a law (the Right to a Natural Death Act) that says you can execute a living will and that it will be honored. In effect, when you execute a living will you state that you do not want your life to be prolonged by extraordinary means in the event of a terminal and incurable condition. A living will is simple to fill out and only requires the signature of two witnesses (who are not related to you and are not Bureau of Prison staff) and a notary public. It is a good starting place for people who want to control the end of their life. You write and sign a living will when you are mentally alert and competent. It remains effective when you can no longer direct your health care.

Living wills have limited applications. A living will executed in North Carolina may not be valid in another state since living will laws differ in virtually every state that has one.

B. Health Care Power of Attorney:

There is a better chance that your wishes expressed in your Living Will, will be carried out if you discuss them in advance with your physician and with your next of kin. Even better, you can also name someone to make health care decisions for you by designating a health care agent. Your agent can be anyone you choose from your spouse or adult child to a friend or attorney. In this setting, however, it can not be another inmate or a staff member.

A durable power of attorney is a document that people have drawn up to give someone else the power to handle their business affairs for them should they become unable to act for themselves. A designation of agent for health care decisions does the same thing regarding medical care. Your agent makes health care decisions for you when you no longer can.

A Health Care Power of Attorney executed in North Carolina may not be valid in another state since Health Care Power of Attorney laws differ in virtually every state that has one.

Preparation of Health Care Documents:

Social workers have pre-printed Living Will and Power of Attorney forms. They can assist you in preparing such documents and arrange for the necessary independent witnesses to be secured.

Once completed the original document will be placed in your medical record and you will be furnished a copy for yourself. You should also consider sending copies to your spouse, next of kin, or others you feel should know about the documents. Of course, your designated health care agent must be given a copy.

Revocation:

You may revoke the Health Care Power of Attorney at any time. This can be done in any manner by which you are able to communicate to health care staff or other health care professionals your intent to invoke.

HEALTH CARE RIGHTS & RESPONSIBILITIES

While in the custody of the Federal Bureau of Prisons you have the right to receive health care in a manner that recognizes your basic human rights, and you also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care providers. Additionally, you and your family are encouraged to report any safety or quality of care concerns you may have. This can be done verbally, by an inmate request to staff, or by letter to any staff member who will report your concerns to higher officials. If your concerns cannot be resolved by the institution, you and your family are encouraged to contact the Joint Commission on Accreditation of Healthcare Organizations.

Your Health Care Rights:

1. You have the right to access health care services based on the local procedures at your institution. Health services include medical, dental and all support services. If inmate co-pay system exists in your institution, Health Services cannot be denied due to lack (verified) of personal funds to pay for your care.
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.
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.
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.
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.
6. You have the right to obtain copies of certain realizable portions of your health record.
7. You have the right to be examined in privacy.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.

Your Responsibilities:

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 responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
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 responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the responsibility to keep this information confidential.
6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the responsibility to comply with security procedures should security be required during your examination.
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.

Your Health Care Rights:

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.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.

11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.

12. You have the right to request a routine physical examination, as defined by Bureau of Prisons' Policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).

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

14. You have the right to a safe, clean and healthy environment, including smoke-free living areas.

15. You have the right to refuse medical treatment in accordance with Bureau of Prisons' 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.

Your Responsibilities:

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 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 responsibility to eat healthy and not abuse or waste food or drink.

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

13. You have the responsibility to maintain your oral hygiene and health.

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 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.

Inmate Co-payment Program:

Pursuant to the Federal Prisoner Health Care Co-Payment Act (FHCCA) of 2000 (P. L. 18 U.S.C. § 4048), The Federal Bureau of Prisons and The Federal Correctional Complex, Butner provide notice of the Inmate Co-Payment Program for health care, effective October 3, 2005.

A. Application: The Inmate Co-Payment Program applies to anyone in an institution under the Bureaus'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 on outpatient status at the MRC and inmates assigned to the General population at these facilities are subject to co-pay fees.

B. Health Care Visits with Fee:

1. You must pay a fee of \$2.00 for health care services, charges to your Inmate Commissary Account, per health care visit, if you receive health care services in connection with a health care visit that you requested, except for services described in section C., below.

These requested appointment include Sick Cal and after hours request to see a health care provider. If you ask a non-medical staff member to contact medical staff to request a medical evaluation on your behalf for a health service not listed in section C., below, you will be charges a \$2.00 co-pay fee for that visit.

2. You must pay a fee of \$2.00 for health care visit, if you are found responsible through the Disciplinary Hearing Process to have injured an inmate who, as a result of the injury, requires a health care visit.

C. Health Care Visit with no Fee:

We will not charge a fee for :

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

If a health care provider orders or approves any of the following, we will not charge a fee for:

1. Blood pressure monitoring;
2. Glucose monitoring;
3. Insulin injections;
4. Chronic care clinics;
5. TB testing;
6. Vaccinations;
7. Wound care; or
8. Patient education.

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

D. Indigent: An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

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

If you are NOT indigent, but you do not have sufficient funds to make the co-pay fee on the date of the appointment, a debt will be established by TRUFACS, and the amount will be deducted as funds are deposited into your Inmate Commissary Account.

- E. Complaints: You may seek review of issues related to health services fees through the Bureau's Administrative Remedy Procedures Program (see 28CFR part 542).

EDUCATION SERVICES

Education programs provided for Federal prisoners include General Education Development (GED), English as a Second Language (ESL), post secondary education opportunities, College/Post-secondary Education (PSE) and Adult Continuing Education (ACE), Parenting, Pre-release and Employment Preparation classes. You are expected to take an active rather than a passive role in satisfying your educational needs.

GED

The General Education Development Program (GED) policy requires attendance for a minimum of 240 instructional hours for all U.S. citizen inmates. Inmates subject to the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA) or the Prison Litigation Reform Act of 1995 (PLRA) shall be deemed to be making satisfactory progress toward earning a GED credential. If not, they may be subject to disciplinary action and loss of Good Conduct Time. Those who need a GED will be given the Test for Adult Basic Education (TABE) diagnostic assessment and then placed on the waiting list until an opening is available in an appropriate GED class. (Classes vary from special learning needs/adult basic literacy to advanced high school/GED classes.) Annual graduation ceremonies are held, where inmates may be granted the opportunity to invite family and friends to celebrate in their educational achievements (GED and PSE/college degrees/diplomas).

ESL

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

Additionally, inmates who successfully pass the official GED examination and CASAS ESL certification examinations will be awarded \$25.00.

PARENTING

The Parenting program provides parenting classes which teach fundamental parenting skills and assist incarcerated inmates in maintaining relationships with their children. Activities encourage the building and strengthening of family relationships, communications, discipline, childhood development, and family support skills.

POST-SECONDARY EDUCATION STUDIES

PSE and ACE classes provide inmates the opportunity to participate in programs which encourage intellectual and social growth. Accredited curriculum and certificate classes are offered through Vance-Granville Community College and Durham Technical Community College. Courses vary from semester to semester; classes such as Accounting, Business Law, CDL, Intro to Spanish, Financial Management, Western Civilization, and common computer classes such as Keyboarding, MS Office (Word I, Word II, Keyboarding, Powerpoint, and Excel). ACE classes are also taught by inmates in various subject matters---approved inmates with knowledge and experience in a specific subject are afforded the opportunity to instruct non-credit classes to other inmates. Instructional strategies utilized for the ACE courses consist of lectures, videos presentations and group discussions. Independent computer-based learning classes such as Meineke Car Care University, are also offered throughout the year.

Vance-Granville Community College (VGCC) provides an Office System Technology (OST) certification program devised of courses in the fundamentals of business/office management and computer skills. In particular, this program provides instruction in Accounting, Desktop Publishing, Financial Management, Spreadsheet, Keyboarding and Basic Word Processing. Inmates who complete this one-year program receive certification from VGCC.

Advanced technologies have equipped FMC Butner with the ability to provide classes via innovate teaching techniques. For example, FMC Butner Education Services Department utilizes Blackboard and VNet technologies, which grant inmates the opportunity to participate in distance education programs without the need to be on campus. Through these systems, contract instructors can teach classes off-site and still maintain interaction and engagement with students.

PSE/MAIL CORRESPONDENCE COURSES

Inmates are also afforded the opportunity to participate in PSE/Mail Correspondence courses from an off site institution of learning or university. Inmates that are interested in post secondary education opportunities that are not currently being offered by FCC Butner's Education Department must prescribe to the following procedures as well as adhere to policy as written in Program Statement **5354.03 Post Secondary Education Programs for Inmates**. Additionally, all materials other than textbooks (i.e., CDs, DVDs) that correspond to the curriculum must remain in the education department and will be available upon scheduled times. The receipt of the approved post secondary education program must be delivered to the education department. The written request must contain the follow criteria:

- * name of course with curriculum and/or course outline
- * list of required course materials and equipment (calculator, CD player)
- * length of course study (i.e., months, years, etc.)
- * name, address and telephone number of school

Participation in any post secondary/correspondence education programs must be approved by the Education Supervisor prior to an inmate beginning the requested course of study. All costs of the classes are incurred by the inmate and the Education Department is not responsible for any fees or payments.

LIBRARIES

The Education Department maintains a Leisure and Legal Library operating 6 days a week (evenings Mon-Thu, days Mon-Sat). The Leisure Library has numerous books available for circulation and reference to include magazines, newspapers, career planning, multi-cultural studies, parenting, fiction and nonfiction selections. Additionally, the inter-library loan (ILL) program is available for inmates to check-out books thru Durham County Library. The Law Library at FMC Butner is one of the first electronic libraries at a Federal facility, currently, the Electronic Law Library (ELL) utilizes the Lexis/Nexis system (which is one of the community standards for legal research commonly used by lawyers and courts). Legal computers are available and provide the majority of the required material; however, some of the material is still only available in hard copy form. An inmate who needs to use the law library services must contact the Library coordinator to establish an account. Reference and legal materials cannot be checked out and must be used in the Law Library only. Typewriters, photocopier, and paper are made available for inmates to type and copy their legal work.

FMC BUTNER RECREATION DEPARTMENT

The Recreation Department includes activities designed to encourage the inactive individuals as well as those who actively participate. The Recreation Department will provide Intramural Sports, Leisure Activities, Passive and Non-Competitive activities, Unit-Based Activities, Hobby Crafts, Compact Disc Music Program, Movie Program, Wellness Program, and many other activities.

Additionally, the Recreation Department hosts biannual Health Fairs, where inmates can learn and participate in diet and exercise programs and overall health awareness.

Education Staff

J. L. Smith, Complex Supervisor of Education
Tim Amico, Education Supervisor, FMC
William Shaw, Education Technician/Library Coord.
Donna Gerald, GED Teacher/ISDS Coord.
Michael Bullock, PreGED/ESL Teacher
Valerie Faircloth, SLN Teacher/Literacy Coord.

Robert Edwards, Complex Supervisor of Recreation
Terry Chavis, Recreation Supervisor, FMC
Michael Davis, Recreation Specialist
David Yusko, Recreation Specialist
Steven McCorkle, Recreation Specialist

Additional staff are available in Education and Recreation. If you do not know specifically who to address an education or recreation concern to, please submit a cop-out to the education technician and he will route your request to the appropriate staff member.

CORRECTIONAL SERVICES

Counts

At the Federal Medical Center there are scheduled Official Counts at 12:00 Midnight, 3:00 am, 5:00 am, 4:00 pm and 9:00 pm. On weekends and holidays there is a 10:00 am official count. The 4:00 pm count AND the 10:00 am count on weekends are “**stand up**” count. This means each inmate, unless unable to do so for verified medical reasons, is required to stand during the count. All other unit counts you will stand next to, or be in your assigned bunk or bed.

Remember, there is absolutely no talking, taking of showers or movement during count. In addition, radios are to be turned off during count. When the count is complete you will be given instruction by the Unit Officer as to your activities.

The only exception is when you are on an “out-count.” When you are out-counted you will normally be on a work assignment requiring you to be outside your assigned unit at a specific count time. When on out-count, your supervisor, or the person responsible for your supervision, will instruct you as to the proper procedure for counting.

Unit Census

Monday thru Friday, 8:00 AM and 1:00 PM, the Unit Officers and Detail Foreman will conduct a census count. They must be presented with the inmate’s name and number during these censuses. Inmates are to make their presence known to the staff member taking the census to assure proper accountability. If you do not belong in the area and are discovered during the census, you will receive disciplinary action.

Institution Lock Down Census

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

Emergency Counts/Lockdowns

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

Pass System

At the Federal Medical Center, a ten minute period has been determined adequate to move to any area of this facility.

INMATE PASS SYSTEM

Each inmate will receive an inmate pass ID card. This pass ID card will be used to get a recreation or activities pass. Recreation passes will be used to get access to recreation

Activity passes will be used for Education, Chapel, Library
All inmates must have their pass ID card to exchange for the recreation or activities pass.

If your pass ID card becomes lost or destroyed submit a “COP-OUT” to the Lieutenants office.

CONTROLLED MOVEMENTS

At the Federal Medical Center, controlled movements are in effect from 7:30am until the institution is locked down to begin the midday meal, 10:30 AM. Movements will be announced by the Control Center and relayed either by staff or the public address system. At the close of the noon time meal, controlled movements will continue. The next movement will normally be at 12:30pm. At 3:30pm there will be a general movement back to the housing units from all activities and most work details in preparation for the 4:00pm official count. Normally the movements are to begin ten (10) minutes prior to the hour on the half hour and last in duration for ten minutes. There are also “one way” movements at the end of leisure time activities in the evening (to pill line and other specific areas). These movements will be announced, as are regular movements. This facility maintains controlled movements at ten minutes to the hour or to and from specific events/locations as announced by the Control Center.

DRUG SURVEILLANCE

Inmates will normally be required to submit a urine specimen within a two (2) hour period. Failure to do so without a verifiable medical reason will be considered a refusal and the appropriate disciplinary actions will be taken. Inmates refusing to submit a urine specimen will have appropriate disciplinary action taken. A verbal refusal will result in a waiver of the two hour time period and disciplinary action will be implemented immediately.

TELEPHONES

Telephone use at the Federal Medical Center, Butner, NC is as follows:

6:30 a.m. - 11:30 p.m. Sunday through Saturday

Telephones will be shut off 15 minutes prior to each count and turned back on, on the hour, once the count clears. The permitted maximum length of each telephone call is 15 minutes. All inmates are given 300 minutes on their validation date every month. If the minutes are used up prior to the beginning of the validation month you will not have access to making of phone calls.

Inmates are not permitted to use the phone during their working hours. Any inmate needing to make a call during regular working hours, must get written permission of both his counselor and work supervisor, prior to using the phone, via Inmate Request to Staff Member.

Any changes for the purpose of emergency or legal calls from this procedure should be directed to a member of the Unit Team.

Misuse of the procedures of any policies concerning the use of telephones may result in disciplinary action.

Attorney Phone Calls

In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established by the institution and schedule the call through their Unit Team.

When an unmonitored phone call is required there are three methods that this can be accomplished: 1. You notify your attorney to call into your Counselor to arrange a time and date of the call, 2. Your attorney accepts a collect call, 3. You pay for the cost of the unmonitored call. Phone calls placed through the regular inmate phones are subject to monitoring.

Visiting

Inmates are encourage to have visits in order to maintain family and community ties. New inmates are asked to submit a visiting list which will be given to their Correctional Counselor for approval. Members of the immediate family (Mother, Father, brothers, sisters, wife, children) will ordinarily be placed on the approved visiting list automatically once verification is made through the PSI. A common-law spouse will usually be treated as an immediate family member, if the common-law relationship has previously been established in a state which recognizes such a status. Other relations and friends, once the visitation form is received, may be approved after applicable criminal checks are accomplished. Requests for approval for additional visitors should be made to the Counselor or Case Manager at least three weeks in advance of the intended visit.

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

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

Inmates who are too ill to travel to the visiting room may be approved to visit on their unit.

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

When the visiting room becomes over crowded, visits may be terminated in order to accommodate others wishing to visit. Children under 16 years of age must be accompanied by an adult member of the family. Parents are to maintain control of their children at all times.

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

Visiting Hours: 2 PM to 8:30 PM - Monday, Thursday, Friday

8:30 AM to 3:30 PM - Saturday, Sunday, Federal Holidays

NO visiting on Tuesday or Wednesday

Be advised that anyone entering the institution for a visit at 3PM will be delayed until the institution has completed and cleared the 4PM count. There are no exceptions.

IDENTIFICATION OF VISITORS

Photo identification is required for visitors. These may include a **valid** State Driver's License, State ID Card, or any other valid Government photo ID card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit. **Expired ID cards will not be accepted.**

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

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

Inmates are not allowed to receive coins, money or any object while in the visiting room. .

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

Attorney Visits

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

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Inmates are to handle the transfer of legal materials through the mail.

SPECIAL VISITS

Special Visits: Business Visitors, Consular Visitors, Representatives from the Community, or Clergy visits are all considered special visits. Arrangements need to be made in advance with your Unit Team to ensure all visitors are approved for admittance to the institution. A special visit is not authorization for an individual **not** on your visiting list.

An inmate wanting to receive visits from his Minister of Record must submit a written request to the Chaplain and can only have one Minister of Record on the visiting list at one time.

IN-PATIENT MEDICAL VISITS

An institution visit by an immediate family member in an in-patient medical area may receive visits if approved by the Physician, Clinical Director, and Unit Team. Arrangements for these visits may be made by either the inmate or the inmate family members.

FAMILY EMERGENCIES

In the event of a family emergency the Pastoral Care Department will work closely with the inmate and family members to ensure timely notifications. Emergency phone calls can be approved, if appropriate.

CONTRABAND

Contraband is defined as any item or thing not issued by the institution, received through approved channels, purchased through approved channels, or purchased through the commissary. All staff are alert to the subject of contraband and make an effort to locate and confiscate contraband in the institution. Each inmate is responsible for all items found in their assigned living area and should immediately report any unauthorized item to the unit officer. Any item in an inmate's personal possession must be authorized, and a record of all property should be kept in the inmate's possession. Inmates **may not** receive any items from another inmate. Any personal clothing that is pegged, tapered, dyed, fitted, marked, written upon (except for name and number) or otherwise altered from the original manufacturer's condition will be considered contraband and confiscated, even if it is an approved or issued item. The manufacturing, fabrication, or knitting of any clothing or headgear is prohibited. Altering or damaging government property is a violation of institutional rules and the cost of the damage will be levied against the violator.

SEARCHES

Any staff member may search an inmate's room to retrieve contraband or stolen property. An inmate need not be present when his room is being searched. The property and living area will be left in the same general condition as found and these inspections will be unannounced and random. Any staff member can pat search any inmate at any time except in emergency situations, visual searches will be conducted by the same sex staff member. Refusal will lead to disciplinary action.

PASTORAL CARE DEPARTMENT

Chaplains access: The Chaplains have an open door policy. Chaplains are available at the Complex six nights a week until 9:00 pm. Counseling is available through the Chaplains or religious volunteers. (See current religious schedule for current events and a specific chaplain's schedule.)

Religious Programs: Group and individual religious meetings are held in the Chapel area. The area also contains a religious library, video and audio tapes.

Phone Calls: Emergency phone calls, relating to immediate family, may be made through a Chaplain. Let your immediate family members know the institutional phone number. Your family may contact the institution and the phone call will be forwarded to one of the Chaplains. The Chaplains will verify the emergency and notify you.

Religious items: Religious head wear will be purchased through Commissary. Items such as Muslim Kufis, Rastafarian crowns and Native American Bandannas are sold in the Commissary. Prayer oils are also stocked in commissary.

Religious preference: Each inmate is encouraged to state their religious preference during the initial screening. If you would like to have it changed at any time, write your request on a Cop-Out and discuss it with a Chaplain. The changes will then be made in SENTRY. The preference will be used to determine eligible inmates for Work Proscription days (Holy Days), ceremonial meals, fasts and wearing of religious items.

Pastoral Visits/PVS: Pastoral visits are arranged through the chapel. You must request a visit by a spiritual advisor, clergy, or minister via a Cop-Out. The minister will then need to send a letter to the Chaplain on his/her letter head stating which inmate he/she would like to visit. PVS is a national program to provide personal non-religious visits for inmates who don't receive regular visits. See the Chaplain to obtain the address to request monthly visits. Pastoral and PVS visits will take place in the Visiting Room during normal visiting hours.

Volunteers: The Pastoral Care Department has approximately 115 volunteers servicing the religious needs of the inmate population. Several of the volunteers visit the various units and hospitals.

Greeting Cards: Cards are available free from the Chapel. Sign up for a maximum of four cards a week then return to the Chapel the following day to pick up the requested cards.

Spiritual: The Chapel is the place to pursue and reflect on your spiritual life. The programs provided will allow you to grow in a positive and meaningful direction.

ADMINISTRATIVE REMEDY/PROBLEM RESOLUTION

INFORMAL RESOLUTION

The Federal Correctional Complex, Medical Center encourages informal communications at all levels of staff and inmates. An inmate may seek information from any staff member. An inmate's Unit Team is available to answer questions and address concerns. This dialog between an inmate and his Unit Team is essential in understanding the complexities of confinement.

INMATE REQUEST TO STAFF MEMBER

All inmates will have the opportunity to address written questions, requests, or concerns to any Bureau employee. This is commonly referred to as a "Cop-Out." The form is entitled "Inmate Request to Staff" and available in the living units from the Correctional Officer on duty. The form is established in Bureau policy under Program Statement 5511.07. It provides a section for the inmate's request, and a section for the staff response.

The form is used as a method to allow written communication between all levels of staff and inmates. Staff will ordinarily respond within a reasonable period of time in accordance to the complexities of the request. Staff will make good faith attempts at informal resolution of an inmate's concern. A copy of the completed form is placed in the inmate's Central File.

ADMINISTRATIVE REMEDY PROCESS

The procedure is established in Bureau policy under Program Statement 1330.13 and Complex Supplement, FCC 1330.13C.

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or through "Cop-Outs." When informal resolution is not successfully, however, a formal complaint can be filed as an Administrative Remedy. Complaints regarding tort claims, inmate accident compensation, Freedom of Information or Privacy Act requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy procedure is to attempt an informal resolution. The inmate must attempt to resolve the issue(s) by speaking with the staff member(s) relevant to the issue(s).

If the inmate still wants the issue reviewed by high-level Bureau officials, the inmate must first present their complaint(s) by submitting a written request (Attachment A - Attempt at Informal Resolution, Complex Supplement, FCC 1330.13C) to a member of their Unit Team, ordinarily the Counselor, in an attempt to informally resolve the issue. Staff will attempt to resolve the issue within five calendar days.

If the issue cannot be informally resolved, the Counselor will issue a BP-229 (formerly BP-9) form. The inmate will return the completed BP-229 to the counselor, who will review the material and ensure an attempt at informal resolution was made. The BP-229 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time. Institution staff have twenty (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 (20) calendar days, but the inmate must be notified of the extension.

When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, and within seventy-two (72) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229, he or she may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (formerly BP-10) form, and must have a copy of the BP-229 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 must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he or she may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be on a BP-231 (formerly BP-11) form and must have copies of the BP-229 and BP-230 forms with responses.

The BP-231 form may be obtained from the Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days if the inmate is notified.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested

TIME LIMITS (in calendar days)

Filing

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

Responses	Extensions
BP-229: 20 days	BP-229: 20 days
BP-230: 30 days	BP-230: 30 days
BP-231: 40 days	BP-231: 20 days

SENSITIVE COMPLAINTS

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

DISCIPLINARY PROCEDURES

Discipline

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

If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor or the staff initiating the incident report.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations, except those in the high and greatest severity category. Violations in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

INITIAL HEARING

Inmates must ordinarily be given an initial hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (**excluding** the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

DISCIPLINARY HEARING OFFICER (DHO)

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

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

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

APPEALS OF DISCIPLINARY ACTIONS

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

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

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

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

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

SPECIAL HOUSING UNIT

There are two categories of special housing. These are Administrative Detention (AD) and Disciplinary Segregation (DS). Three locations where you can be placed: 1E, J Unit and the Special Housing Unit at the LSCI. Administrative Detention separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation. Inmates in AD status are not authorized to use or possess tobacco products.

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 be impounded. Inmates placed in Disciplinary Segregation are provided with essential items such as bedding and hygiene items. Inmates in DS status are not authorized to use or possess any tobacco products.

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

SAFETY

The mission of the Occupational Safety and Environmental Health Department at FMC Butner, is to pro-actively address occupational safety and environmental health/sanitation issues concerning the facility and the surrounding community through Bureau of Prisons policy and regulatory agency compliance. This section is designed to provide the necessary information for new inmates to establish an understanding of effective safety techniques, attitudes, procedures for reporting inmate accidents and inmate responsibility in managing a safe and clean working and living environment. Each new inmate is to have knowledge of the Safety and Environmental Health Department functions. The information presented in A&O will provide the new inmate population a basic knowledge of: inmate tort claim rights, inmate workman's compensation procedures, hazardous chemical communication, fire evacuation and fire drills, the use of fire protection equipment and its locations, recycling, lead/asbestos issues, job orientation training, pest control, job safety, practicing good sanitation and safety skills in the housing units, (PPE)

Personal Protective Equipment and the need for proper use, Lock-out/Tag-out programs and food safety, Latex Issues and Infection Control.

Safety staff are available for questions or concern:

Monday through Friday 7:30 a.m. - 4:00 p.m.

Standing Mainline 10:30 a.m. - 11:30 a.m.

- ON THE JOB INJURIES -

If an inmate is injured while performing an assigned duty, he must immediately report this injury to the work supervisor. The work supervisor will then report the injury to the institution Safety Manager. If injured while performing an assigned duty and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered.

INMATE ACCOUNTS

COMMISSARY

The Commissary is open Monday thru Thursday for open shopping. This means that you may shop any day that you prefer but you may only shop ONE day per week. There is a mailbox located in front of the Commissary. Please turn in your list by 10:00am on the day that you wish to shop. Circle A.M. if you would like to shop before 4pm and P.M. if you would like to shop after 4pm. It is suggested that if you are expecting money that day and you haven't received it to circle P.M..

You are allowed a total of 60 first class stamps or the equivalent in your possession at any given time. Any problems or concerns that you have with your order must be settled during the sale before you leave the window. Once you leave the commissary the sale is final.

All shoes must be tried on at the window. Once you leave with them you own them! Under no circumstances will shoes be taken back or exchanged! The commissary does not imply warranty on any items. They are sold as is. All warranties are the responsibility of the company that issued it. If you send something out to be fixed such as a radio or headphones it must be sent home or discarded. It will not be accepted back to the facility. It is your responsibility to keep your receipts.

Your spending limits are validated based on the 5th digit of your register number times (x) 3 plus (+) 1. (**Example: 12345-056, 5x3+1=16**, the 16th is the day that the spending limit will re-validate) The system automatically performs this function on the day they are due. Your total spending limit for the month is \$290.00. Items excluded from the spending limit are ITS credits, stamps and OTC medications.

No eating, drinking or loitering will be allowed in the lobby area. Only inmates called to shop are allowed in the lobby area. Only one inmate at a time allowed at the shopping window unless you have to be assisted by an inmate companion.

ACCOUNTS

Inmate Performance pay is posted by the tenth day of each month. If you have any problems getting funds here from a contract facility or county jail, inform your Counselor.

All funds being sent to you should be sent to the National Lock Box in Des Moines, Iowa. The complete address is posted in the housing units. No letters, pictures, or any other items are to be enclosed in the envelope, nothing will be forwarded to you from the Lock Box, all personal mail needs to be mailed directly to the institution. The approved types of negotiable instruments are the following: U.S. Postal Money Order, Government Checks, Foreign Negotiable Instruments (US Currency Only) and Business Checks. **No Personal checks.** Anything other than a US Postal M.O. or Government check will have a minimum 15 business day waiting period before the funds are released to your account. In the event that funds sent to your account are not received the **sender** must initiate a tracer to locate the funds in question.

Your family and friends may now send funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to your account within two to four hours.

All Form 24's, Request for Withdrawal of Inmate's Personal Funds, must be filled out in black or blue ink. Please write legibly and give complete information and a valid address and zip code. All withdrawals over \$250 must be signed by the AW (these forms may take longer to process). Multiple forms exceeding this amount will be voided and sent back. When sending an envelope such as a subscription, the form should have the address of, C/O FMC Cashier P.O. Box 999 Butner, N.C. 27509.

TELEPHONE SYSTEM (ITSII)

You may submit telephone numbers for any person you choose, including numbers for courts and elected officials. Attorneys may be included on a telephone list with the understanding that these and all other calls are subject to monitoring. All telephone numbers must be approved by unit staff. You do need to select a relationship and provide the name of the person you are calling. The phone access code (PAC number) shall be provided by your counselor or other unit team member. It is your responsibility to safe guard this PAC number. **DO NOT EVER** write your PAC number on any correspondence to the Trust Fund staff, your register number will give us all the information that we need.

30 telephone numbers are allowed on your phone account. Each call last for 15 minutes. You are allowed collect and direct calls. There is a Bureau wide limit of 300 minutes per month for a combination of collect and direct calls, it will reset on your validation date each month automatically. There is a 15 minute wait between completed calls. If the number you are calling has been blocked by the called party, they will need to send a written request and a copy of a recent phone bill to the Trust Fund office through your counselor, requesting that the block be removed.

This phone system is a positive response system. If you place a call and an automated answering service picks up, you will not be able to get through. Someone has to press 5 to accept your call,

and this can't be done by an automated answering service. This feature has been removed from international calls because of the rotary dial system that most of these countries have, therefore you will be charged for any type of answering device that picks up. Any calls placed to international countries are at your own risk.

To access your telephone account for information and transfers, dial 118 and follow the instructions. You may transfer credits twice a day, except during count times. You are designated to make calls from the unit you are assigned to only.

You can not place 800,888,877,900,976,(Toll Free) or three way calls.

LAUNDRY

All clothing is issued upon your arrival and must be returned when you leave this institution. The clothing issue is your responsibility! The laundry will not replace any items reported lost or stolen. They do not issue laundry soap.

Laundry hours are 6:30 am to 7:30 am, Monday thru Friday for linen exchange on a one to one basis. Personal laundry placed in the issued white laundry bag, will be accepted for washing during these hours and will be ready the following business day.

Washers and dryers are provided in all housing units if you choose to do your own laundry. Open house hours are from 6:30 am to 7:30 am Monday thru Friday. All other laundry problems will be addressed at that time.

Six months after your arrival you may exchange tee shirts, boxers and socks for a new issue on a one to one basis. Khaki clothing is exchanged on an available basis.

FOOD SERVICE

The staff of the Food Service Department at Butner, recognize that wholesome meals are vital to the morale and welfare of all FMC residents. Our main goal is to serve you nutritionally balanced meals that are attractively served in a clean environment. The hours of operations are as follows:

WEEKDAYS:

BREAKFAST	6:00 a.m. - 7:00 a.m.
LUNCH	10:45 a.m. - 11:45 p.m.
DINNER	Time count is cleared until twenty minutes after the last unit is called.

WEEKENDS/HOLIDAYS:

COFFEE	7:00 a.m. - 8:00 a.m.
BRUNCH	Time count is cleared until twenty minutes after the last unit is called.
DINNER	Time count is cleared until twenty minutes after the last unit is called.

Due to budget funding, meat items and entrees are limited to one portion per resident. The meat ration will normally be three ounces. In addition, all desserts are rationed as are canned or fresh fruit. You have to choose between the fruit and the dessert, you may not have both. No second portions are provided, and you may only carry your portion from the serving line. **Removal of food from the dining room is not permitted**, with the exception of one piece of fresh fruit. Fruit must be consumed before it spoils.

Food service will issue protective gear to inmates assigned to the department, including smocks and protective head wear authorized by the Food Service Administrator. **These item's will only be worn while on the work detail.**

PSYCHOLOGY SERVICES

The Psychology Services Department at FMC Butner consists of a Complex Chief Psychologist, a Deputy Chief Psychologist, eight Staff Psychologists, Psychology Interns, a Drug Treatment Specialist, and a Psychology Technician. The Cadre and Med/Surg Units each have at least one assigned psychologist and intern. Other staff psychologists are assigned to the inpatient psychiatric unit. We offer individual and group counseling on an as-needed, voluntary basis and coordinate treatment with psychiatry services, when indicated. Group therapies may focus on anger management, stress management, coping skills, grief/loss, depression, and support for various medical problems. FMC-Butner does not have a Residential Drug Abuse Program (RDAP); however, we offer drug education classes as well as non-residential substance abuse counseling on a voluntary or mandatory basis. As new groups become available, information fliers will be posted in the housing units. Psychology Services also provides part-time employment as a suicide watch inmate observer and voluntary work in palliative care. If you are interested in any of these programs, please fill out an "Inmate Request to Staff" form, commonly known as a "copout" and send it to Dr. Reardon (Cadre Units/Suicide Watch Prevention) or Dr. Williams (Med/Surg Units/Palliative Care), or Dr. Landis, Deputy Chief Psychologist. FMC-Butner does not have a Residential Drug Abuse Program (RDAP); however, if you are interested in learning more about RDAP and eligibility requirements, you may submit a Cop-Out to Dr. Landis or to Ms. Mitchell, Drug Treatment Specialist.

DRUG TREATMENT PROGRAMS

There are currently three different drug programs at this facility.

They are:

1. Forty-hour Drug Education Class
2. Transitional Drug Treatment
3. Non-residential Drug Treatment

Forty Hour Drug Education Class

Who is required to take the forty-hour education class?

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

Drug and/or alcohol use contributed to the commission of the crime for which you are currently incarcerated.

Your judge recommended drug programming while you are incarcerated.

You violated parole by using alcohol or drugs.

If I am required to take drug education and I refuse, what will happen to me?

By law, if you are required to take drug education and you decline or fail the class, you will face both of the following consequences:

You will be kept at maintenance pay regardless of where you work or how many hours you work. This pay is \$5.25 monthly.

You will be ineligible to go to a halfway house.

My sentencing judge has recommended that I receive drug treatment while I am in prison.

Will the forty hour program be counted as drug treatment?

No, this class is not the same as drug treatment. It is simply an education class provided in group format. If you are court recommended to attend drug treatment, you need to apply for the Residential Drug Program.

Can I volunteer to take forty hour class even though I am not required to take it?

Yes, send a "Inmate Request to Staff Member" (Cop-Out) to the Drug Program Coordinator.

Transitional Drug Treatment

Inmates who have graduated from a Bureau of Prisons' residential drug program are required to receive transitional drug treatment services for a period of 1`2-months following graduation. If you have graduated from a residential program in the BOP, contact drug treatment staff regarding services available.

Non-residential Drug Treatment

In some cases, inmates cannot attend the residential drug program, but still request drug treatment. In this case, a treatment plan will be created with you which will include counseling services from a member of the psychology department, attendance at AA/NA meetings, reading assignments and written assignments. Inmates may enter into non-residential drug treatment under the following circumstances:

You must have a documented history of substance dependency or substance abuse and meet diagnostic criteria for a substance abuse disorder. This will be determined through review of your central file and an interview with psychology or drug treatment staff.

You have received too little time on your sentence to complete a residential program and/or you have documented medical problems that would interfere with full program participation.

Nine-month/500 hour Residential Treatment Program

Residential drug treatment is not offered at this facility, but is available at FCI Butner, another part of the complex. In order to be considered for the drug program, an inmate must meet the following admission criteria:

You must have a documented history of substance dependency or substance abuse, and meet diagnostic criteria for a substance abuse disorder. This will be determined through review of your central file and an interview with psychology/drug treatment staff.

You ordinarily must have 36 months or less remaining on your sentence.

You must be able to speak, read and write English fluently.

A willingness to accept the requirements of the program as indicated by a signed agreement of program participation.

Qualifications for Early Release

An inmate who successfully completes a Residential Drug Treatment Program in the Bureau of Prisons during his commitment may be eligible for early release (up to 1 year) unless his current offense is termed a crime of violence, or has a prior state or federal conviction for homicide, forcible rape, robbery, aggravated assault or child sexual abuse offenses. Any pending charges or detainers would need to be dropped in order to grant a provisional eligibility for early release.

CONCLUSION

The information included in this handbook is intended to assist you during your period of incarceration. You should feel free to ask any staff member for assistance, particularly your unit team.