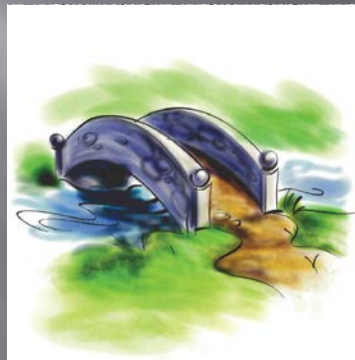


# United States Probation Eastern District of Oklahoma



## PASSAGEWAY



FROM COMMUNITY TO CONFINEMENT

## Message

Entrance into the criminal justice system can be a very stressful time for defendants and their families. There are often many questions regarding the sentencing process, incarceration, supervised release following incarceration, or probation supervision. The enclosed information was compiled to assist you and your family in preparation of your incarceration or in preparation of your involvement in the criminal justice system. This handout is a broad overview of the process and will not cover every question or concern that you may have.

If you or your family would like to visit by telephone or in person, or if you have specific questions about something that we failed to cover, you may contact the Probation Office and schedule an appointment at 918-684-7970. If you would like, you may email us at [okep\\_intake@okep.uscourts.gov](mailto:okep_intake@okep.uscourts.gov) with any specific questions or concerns that you may have and we will try to find an answer.

Thank You,

Bill Bliss

Chief US Probation Officer

# Contents

- ▣ Pre-Sentencing Process
- ▣ Designation Process
- ▣ Prison Security Levels/Locations
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- ▣ Personal Property/Inmate Money
- ▣ Visitation/Telephone/Email
- ▣ Sentence Computation
- ▣ Programs
- ▣ Medical
- ▣ Release Preparation

# The Federal Sentencing Process

- ▣ The presentence report assists the court in determining an appropriate sentence.
- ▣ Information in the presentence report aids the Federal Bureau of Prisons (BOP) with placement, classification, programming, and release planning.



## The Presentence Investigation

### Purpose and Procedure

Upon a plea of guilty or conviction at trial, the court orders that a presentence investigation and report be completed by the United States Probation Office.

Presentence reports are required by Rule 32(c)(2) of the Federal Criminal Procedure. This rule directs that reports shall contain information regarding the defendant's criminal history, background, and financial condition; guideline calculations; an assessment of victim impact; and any other information required by the court.

The main purpose of the presentence report is to assist the court in determining an appropriate sentence. The information gathered also aids the probation officer in supervision during probation, parole, or supervised release; aids the Bureau of Prisons in placement, classification, programming and release planning; and helps the Parole Commission with parole consideration.

(for those offenses committed prior to November 1, 1987). If such information is not made available for this purpose, the Bureau of Prisons' ability to make decisions regarding educational programming, furloughs, family visits, and prerelease planning may be impaired. Because the BOP uses the presentence report to make recommendations and plan prison based programs, it is critically important to defendants that the information about them is accurate. For example, admission into the Residential Drug Abuse Program (RDAP) is now predicated upon documented drug use in the year leading to arrest.

The probation officer will ask you for information about the offense, your prior criminal history (if any), and your personal and financial history. The financial information provided is important in determining if a fine will be imposed or waived. In the absence of information showing that no fine, or that a lower fine, should be imposed, the court will ordinarily impose a fine within the guideline range. Information will also be obtained from other sources. You will be asked to sign releases to permit documents, records, and other information to be gathered for this purpose. You have the option to have your attorney present at all times when you are personally interviewed by the probation officer and the right to refuse to disclose information. The probation officer will ask questions in each of the relevant areas mentioned above. Answering or declining to answer questions posed can influence calculation of the sentencing guideline range and your sentence.

U.S. Probation Officers are judicially appointed to assist the court in the sentencing and supervising of persons convicted of federal offenses. They are not employees of the Justice Department, but work directly for the U.S. District Court. They function as the court's independent investigators and their aim in the presentence investigation is to provide a report to the court with relevant, fair, objective and accurate information that will assist in arriving at the proper sentence.

# The Designation Process

Security Level  
Medical Classification  
Program Needs  
Various Administrative Factors  
Request for Judicial Recommendation



## Designations

The Bureau of Prison's classification and designation functions have been centralized at the Designation and Sentence Computation Center (DSCC), located at the Grand Prairie Office Complex.

Upon sentencing in Federal District Court, the Bureau of Prisons has the sole responsibility in determining where an offender will be designated for service of his/her sentence in accordance with Program Statement 5100.08, Inmate Security Designation and Custody Classification Manual. **You should be aware that neither your sentencing Judge, the probation officer nor your attorney have any authority in the final decision regarding designation. The Court can make a recommendation; however, the final decision is left solely to the Bureau of Prisons.**

Prior to a designation occurring, the DSCC must receive all sentencing material regarding the offender for consideration. These documents are processed and received from the sentencing Court, U.S. Probation Office, and the U.S. Marshals Service. The Bureau attempts to designate inmates to facilities commensurate with their security and program needs within a 500-mile radius of their release residence. If an inmate is placed at an institution that is more than 500

miles from their release residence, generally, it is due to specific security, programming, or population concerns. When an inmate is referred for a re-designation transfer, these same criteria are applied in making a decision for transfer to a new facility. Inmates are designated/re-designated to institutions based on:

- the level of security and staff supervision the inmate requires,
- the level of security and staff supervision the institution provides,
- the medical classification care level of the inmate and the care level of the institution,
- the inmate's program needs (e.g., substance abuse treatment, educational/vocational training, individual and/or group counseling, medical/mental health treatment, sex offender), and
- various administrative factors (e.g., institution bed space capacity; the inmate's release residence; judicial recommendations; separation needs; and security measures needed to ensure protection of victims, witnesses, and the general public.)

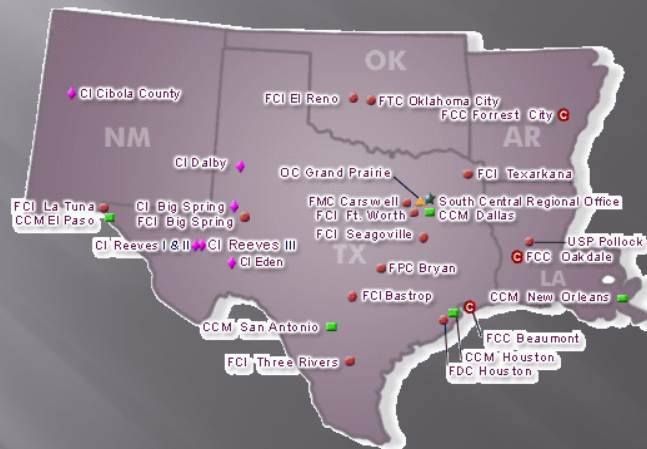
**Note:**

Although general information regarding the designation or transfer process may be provided, specific information about a particular inmate is ***not public information and may not be released via the telephone or internet.*** This information may only be obtained by submitting a written request with an original authorization form signed by the inmate. Due to security requirements, certain information, such as an inmate's pending designation site and/or transfer date, will not be released to anyone even if an original authorization form is provided.

Additionally, any request for transfer **must originate with an inmate's institution Unit Team at his or her current** facility. The DSCC evaluates referrals submitted by institution staff and makes decisions based on the information provided **by the institution. Inmates are encouraged to work closely with members of their institution Unit Team** to determine if transfer to a facility closer to their release residence may be possible.

An inmate could be moved farther from home if they engage in misconduct during their incarceration.

# South Central Region Locations



The Eastern District of Oklahoma is located in the South Central Region. However, an inmate can be designated anywhere in the nation.

The Bureau of Prisons operates institutions at five different security levels in order to confine offenders in an appropriate manner. Security levels are based on the presence of external patrols, towers, security barriers or detection devices, the type of housing within the institution, internal security features and the staff to inmate ratio.



## Minimum Level Institutions/ Federal Prison Camps

- ▣ Provide inmate labor to the main institution and to off-site work programs
- ▣ Limited or no perimeter fencing
- ▣ Dormitory style



### Minimum Security

Minimum security institutions, also known as Federal Prison Camps (**FPCs**), **typically have dormitory housing**, a relatively low staff-to-inmate ratio, and limited or no perimeter fencing. These institutions are work and program oriented; and many are located adjacent to larger institutions or on military bases, where inmates help serve the labor needs of the larger institution or base.

# Low Level Institutions

- Also Known as low security Federal Correctional Institutions (FCI)
- Double-fenced perimeters
- Staff -to- inmate ratio is higher than minimum security facilities
- Mostly dormitory or cubicle housing
- Offer a wide variety of work and program components



## Low Security

Low security Federal Correctional Institutions (**FCIs**) have **double-fenced perimeters**, mostly dormitory or cubicle housing, and strong work and program components. The staff-to-inmate ratio in these institutions is higher than in minimum security facilities.

# Medium Level Institutions

- ▣ Medium security FCIs have strengthened perimeters, often with electronic detection systems
- ▣ Mostly cell-type housing
- ▣ Have a higher staff-to-inmate ratio than low security FCIs and greater internal controls



## Medium Security

Medium security FCIs (and USPs designated to house medium security inmates) have **strengthened perimeters (often double fences with electronic detection systems)**, mostly cell-type housing, a wide variety of work and treatment programs, an even higher staff-to-inmate ratio than low security FCIs, and even greater internal controls.

# High Level Institutions

- ▣ Also known as United States Penitentiaries (USPs)
- ▣ Have highly secured perimeters and towers
- ▣ Multiple and single occupant cell housing
- ▣ The highest staff-to-inmate ratio
- ▣ Close control of inmate movement



## High Security

High security institutions, also known as United States Penitentiaries (**USPs**), have highly-secured perimeters (featuring walls or reinforced fences), multiple and single-occupant cell housing, the highest staff-to-inmate ratio, and close control of inmate movement.

# Correctional Complexes

- ▣ Known as Federal Correctional Complexes (FCCs)
- ▣ At FCC, Institutions with different missions and security levels are located in close proximity to one another
- ▣ Increase efficiency through the sharing of services



## Correctional Complexes

A number of BOP institutions belong to Federal Correctional Complexes (**FCCs**). At FCCs, institutions with different missions and security levels are located in close proximity to one another. FCCs increase efficiency through the sharing of services, enable staff to gain experience at institutions of many security levels, and enhance emergency preparedness by having additional resources within close proximity. Inmates at a FCC can be moved within the Complex, which reduces the need to be moved geographically within the BOP.

# Administrative Institutions

- ▣ Specialized populations
  - Detention of pretrial defendants
  - Treatment of inmates with serious or chronic medical problems
  - Management of dangerous, violent, or escape-prone inmates
  - Administrative facilities, except administrative/maximum, are capable of holding inmates in all security categories.



## Administrative

Administrative facilities are institutions with special missions, such as the detention of pretrial offenders; the treatment of inmates with serious or chronic medical problems; or the containment of extremely dangerous, violent, or escape-prone inmates. Administrative facilities include **Metropolitan Correctional Centers (MCCs)**, **Metropolitan Detention Centers (MDCs)**, **Federal Detention Centers (FDCs)**, and **Federal Medical Centers (FMCs)**, as well as the **Federal Transfer Center (FTC)**, the **Medical Center for Federal Prisoners (MCFP)**, and the **Administrative-Maximum (ADX) U.S. Penitentiary**. Administrative facilities are capable of holding inmates in all security categories.

## State Facilities

In some cases the BOP will contract with State or private corrections companies to house inmates when special circumstances arise.

# Voluntary Surrender

- ❑ At sentencing , the judge may allow a defendant to voluntarily surrender to the designated facility on a specific day and time or the defendant can be remanded for immediate service of sentence
- ❑ Notification of designation will be made by the United States Marshals Service, your attorney, and your supervising pretrial services officer



## Voluntary Surrender

If you were on release (bond supervision) at the time of sentencing, you may be allowed voluntary surrender. This means the court may release you after sentencing to report on a specific date and time to the federal prison designated for sentence. Otherwise, you would go directly into custody at the sentencing hearing if you receive a prison sentence. It is your responsibility to get to the institution on the date and time specifically ordered. The U.S. Probation and Pretrial Services Office will help provide additional information about this process.

If you are directed to surrender to an institution and have questions, please contact that specific institution. You can access an institution's e-mail address by using the [Facility Locator](#) on the BOP.GOV website. Enter the name of the institution or, if you don't know it, select the correct choice from the drop-down menu(s). Once you have accessed the institution's page, click the "Contact Information" link and scroll down to the e-mail address.



## Prior to Arrival Day

- ▣ Resolve all outstanding warrants
- ▣ Register for the Selective Service
- ▣ Store important documents
- ▣ Attorney (Power of Attorney, Wills, Trusts, Deeds, Business, etc...)
- ▣ Provide family members with contact information and your assigned federal register number
- ▣ Pay your special assessment/documentation
- ▣ Update prescription glasses
- ▣ Prepare list of medications
- ▣ Create family contact/information list to mail

### Personal Property

You should not bring any additional property with you when you surrender to the designated facility. The facility will issue you clothing. The clothes you are wearing when you arrive at the institution will be mailed back to your home address, along with any other unauthorized property. Please bring your Social Security card, driver's license, birth certificate, DD 214 and/or other forms of identification (these will be maintained by the unit team).

It is important to note that if you surrender to the United States Marshals Service, the information does not apply and you will not be able to surrender with any property.



## Property for Arrival Day

- ▣ When an inmate voluntarily surrenders to Bureau custody, he/ she will be allowed to retain:
  - A plain wedding band (no stones or intricate markings)
  - Earrings (females only) with no stones and of value less than \$100.00
  - Medical or orthopedic devices
  - Legal documents
  - Social Security Card and other forms of identification
    - ▣ These items will be retained in the Inmate Central File until inmate's release
  - Religious items approved by the Warden
  - Prescription glasses
  - Cash or negotiable instruments (money order/cashiers check)

### Arrival Day

**It is recommended that all individuals who are going to voluntarily surrender arrive at the institution no later than 12:00 p.m. or as instructed on your Judgment. If you are unable to transport yourself to the institution, you will need to notify your pretrial services officer at least one week prior to your surrender date. It is likely, should you not be able to arrange transportation to the institution, you will be required to surrender to the United States Marshals Service.**

## Arrival Day

- ▣ Upon arrival at a new institution, an inmate is interviewed and screened by staff from the case management, medical, and mental health units
- ▣ Later, an inmate is assigned to the Admission and Orientation (A&O) Program, where he or she receives a formal orientation to the programs, services, policies, and procedures of that facility. This program provides an introduction to all aspects of the institution.

# Admission and Orientation

- ▣ UNIT MANAGER is primarily in charge of housing unit
- ▣ CASE MANAGER is primarily responsible for monitoring inmate classification, custody, level and progress
- ▣ COUNSELOR is primarily responsible for assigning jobs, telephone privileges and approval for visitation

# Female Offenders

- ▣ Female inmates are medically screened for pregnancy upon admission
- ▣ BOP provides medical social services related to pregnancy, birth control, child placement, and abortion
  - MINT (Mothers and Infants Nurturing Together)

## Female Offenders

The BOP provides female offenders with appropriate programs and services to meet their physical, social, and psychological needs. In 1993, for example, the BOP developed and implemented a new designation and classification system for female offenders to account for the fact that female offenders are less likely to be violent or attempt escape. As a result of this classification system, several facilities changed their mission to provide more low and minimum security bed space for female offenders.

At facilities for female offenders, the BOP provides programs and services that are comparable to those at facilities for male offenders. For example, educational and recreation programs are available to all female inmates. In the area of job training, the agency's apprenticeship training programs have been accredited by the U.S. Department of Labor, Bureau of Apprenticeship and Training. These programs assist in preparing women for a wide range of positions, including auto mechanic, electrician, plumber, painter, bricklayer, data processor, and secretary. The BOP offers female inmates apprenticeship programs in 40 different trades.

## **Birth Control and Pregnancy**

The BOP provides female inmates with medical and social services related to pregnancy, birth control, child placement, and abortion. Inmates are medically screened for pregnancy upon admission and are instructed to inform medical staff as soon as they suspect they are pregnant. If necessary, the childbirth takes place at a hospital outside the institution, and arrangements are made with outside social service agencies to aid the inmate in finding an appropriate placement for the child. Newborn children are not permitted to return to the institution with their mothers. They, however, can accompany an adult visitor in accordance with BOP visiting policy.

The BOP offers a community residential program called Mothers and Infants Nurturing Together (MINT) for women who are pregnant at the time of commitment. The MINT program is a residential reentry center-based program that promotes bonding and parenting skills for low-risk female inmates who are pregnant. Women are eligible to enter the program if they are in their last three months of pregnancy, have less than five years remaining to serve on their sentence, and are eligible for furlough. The inmate or a guardian must assume financial responsibility for the child's medical care while residing at MINT. The mother has three months to bond with the newborn child before returning to an institution to complete her sentence. In select MINT programs, the inmate may stay for an additional period of bonding with the child. The decision to refer an inmate to the MINT program is at the discretion of the inmate's unit team.

Inmates in this program participate in pre-natal and post-natal programs such as childbirth, parenting, and coping skills classes. In addition to services specifically related to parenting, MINT sites also offer chemical dependency treatment, physical and sexual abuse counseling, budgeting classes, and vocational and educational programs. Prior to the birth, the mother must make arrangements for a custodian to take care of the child. Institution staff, MINT staff, and community social service agencies may aid the inmate with placement.

### **Abortion**

In accordance with Federal law, the BOP may not use appropriated funds to require any person to perform or facilitate the performance of an abortion. BOP funds are used to pay for abortion services only when the life of the mother would be endangered if the fetus is carried to term or in the case of rape. In all other cases, non-BOP funds must be obtained to pay for an abortion. In all cases, however, whether the BOP pays for the abortion or not, the BOP may expend funds to escort the inmate to a facility outside the institution to receive the procedure. Inmates may receive medical, religious, and social counseling regarding their decision whether to carry the pregnancy to term or to have an elective abortion. If an inmate decides to have an abortion, arrangements are made for these medical services to be provided in an appropriate clinic outside the institution. BOP policy provides that employees may decline to participate in the provision of abortion counseling or services.

# Sentence Computation

- ▣ For sentences exceeding 12 months, an inmate can receive 54 days of statutory good time credit
- ▣ Good time credits can be revoked for disciplinary reasons
- ▣ Receive credit for any time spent in pretrial detention



## Sentence Computations

Sentence computation functions for the Bureau of Prisons (BOP) are carried out at the Designation and Sentence Computation Center (DSCC), located at the Grand Prairie Office Complex in Grand Prairie, TX.

Following sentencing and designation, the BOP calculates inmate sentences in accordance with Federal statute and the following BOP program statements: P5880.30, Sentence Computation Manual/Old Law/Pre CCCA 1984; P5880.28, Sentence Computation Manual (CCCA 1984); and P5880.32, District of Columbia Sentence Computation Manual.

**Note: General questions about the sentence computation process can be answered over the phone.** Some information regarding sentence computation is public information and may be provided without filing a request under the Freedom of Information Act (FOIA). For example, the Court of Jurisdiction, sentence imposed, and projected release dates are examples of information that may be released. However, other information – e.g., arrests or periods of prior custody – about a particular inmate's sentence computation is **not public information and may not be released via the telephone or internet**. When an inmate is housed at a Bureau Institution, questions about a sentence computation should be brought to the attention of Correctional Systems staff at the facility. If the inmate is not satisfied with the response

received, he/she may file an appeal through the Administrative Remedy process. The inmate's Unit Team can assist him/her with the Administrative Remedy process. The release of such information can only be obtained by submitting a written request with an original authorization form that has been signed by the inmate. Faxed or copied authorization forms are not acceptable.

## Personal Property

- ▣ Limited amount of property for security, safety, and sanitation reasons
- ▣ Clothing, hygiene products, bedding and laundry services are provided by facility
- ▣ Additional items can be purchased at the commissary
- ▣ All other items are considered contraband and will be seized



### Personal Property

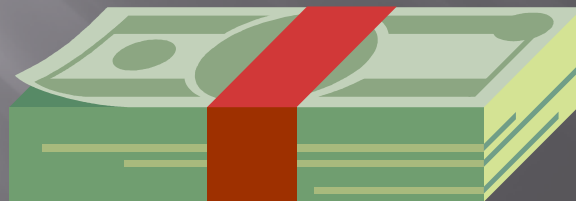
For security, safety, and sanitation reasons, the Bureau limits the amount of property (jewelry, photographs, books, magazines, etc.) inmates may have and the types of publications inmates can receive. The institution issues clothing, hygiene items, and bedding, and provides laundry services. Inmates may purchase other personal care items, shoes, some recreational clothing, and some food items through the commissary. Civilian clothing (i.e., clothing not issued to the inmate by the Bureau or purchased by the inmate from the commissary) ordinarily is not authorized for retention by the inmate.

The only packages an inmate may receive from home are those containing release clothing. Release clothing packages may only be received with prior approval by the inmate's unit team or an authorized staff member within the last 30 days of confinement.

Inmates may only possess those items they are authorized to retain upon admission to the institution, items issued by authorized staff, items purchased by the inmate from the commissary, or items purchased or received through approved channels (to include that approved for receipt by an authorized staff member or authorized by institution guidelines). All other items are considered contraband and will be seized and disposed of (destroyed, mailed out of the institution at the inmate's expense, etc.) in accordance with Bureau regulations. Contraband that threatens the security of the institution may result in disciplinary action and/or criminal prosecution for the inmate.

## Inmate Money

- ▣ Commissary was created to provide a bank type account for inmate monies and for the procurement of articles not issued regularly as part of the institution administration. The purpose of individual inmate Commissary accounts is to allow the Bureau of Prisons to maintain inmates' monies while they are incarcerated. Family, friends, or other sources may deposit funds into these accounts



### **Inmate Money Deposit Fund History**

In 1930 the Department of Justice authorized and established a Commissary at each Federal institution. The Commissary was created to provide a bank type account for inmate monies and



for the procurement of articles not regularly issued as part of the institution administration. The purpose of individual inmate Commissary accounts is to allow the Bureau of Prisons to maintain inmates' monies while they are incarcerated. Family, friends, or other sources may deposit funds into these accounts.

Funds may be sent to Federal inmates via the United States Postal Service or via the Western Union Quick Collect Program. In either case, the inmate must physically be housed at a Federal Bureau of Prisons' facility before funds can be received and posted. If the inmate is not physically in a Federal Bureau of Prisons' facility, the funds cannot be posted and will be returned or rejected.

### **U.S. Postal Service**

Inmates' families and friends choosing to send inmates funds through the mail must send those funds to the following address and in accordance with the directions provided below:

Federal Bureau of Prisons

**Insert Valid Committed Inmate Name**

**Insert Inmate Eight Digit Register Number**

Post Office Box 474701

Des Moines, Iowa 50947-0001

The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight digit register number. **Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15 day hold.** The Bureau of Prisons will return funds that do not have valid inmate information to the sender provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.

The sender's name and return address must appear on the upper left hand corner of the envelope to ensure that the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The Bureau of Prisons shall dispose of all items included with the funds. In the event funds have been mailed, but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

### **Western Union Quick Collect Program**

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) **At an agent location with cash:** The inmate's family or friends must complete a **Quick Collect Form**. To find the nearest agent, they may call 1-800-325-6000 or go to [www.westernunion.com](http://www.westernunion.com).
- 2) **By phone using a credit/debit card:** The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) **ONLINE using a credit/debit card:** The inmate's family and friends may go to [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect"

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

- 1) Valid Inmate Eight Digit Register Number (entered with no spaces or dashes and immediately followed by Inmate's Last Name)
- 2) Committed Inmate Full Name entered on optional line
- 3) Code City: FBOP
- 4) State code: DC

Please note that the inmate's committed name and eight digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. **The Code City is always FBOP and the State Code is always DC.**

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

**Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). Questions or concerns should not be directed to the Federal Bureau of Prisons.**

For additional information concerning inmate Commissary account deposit procedures, please see the Bureau of Prisons Trust Fund/Warehouse/Laundry Manual (PS 4500.04) or 28 CFR Parts 506 and 540. For information concerning a specific deposit, please contact Federal Bureau of Prisons' staff at 202-307-2712 between 8:00 a.m. and 4:30 p.m. ET.

# Visitation



- Face-to-face visits are permitted with approved family and friends
- Confidential visits are permitted with attorneys
- Each prison schedules visiting hours- times vary depending on the facility
- An inmate is allotted at least four hours of visiting time per month
- There may be a restriction on the number of people who can visit at once

## Visitation

***"The Bureau of Prisons encourages visiting by family, friends, and community groups to maintain the morale of the inmate and to develop closer relationships between the inmate and family members or others in the community....The Warden may restrict inmate visiting when necessary to ensure the security and good order of the institution."*** (From P5267.08)

This page provides basic information about visitation. It does not cover every situation. For the official regulations, see Program Statement P5267.08,

Each Federal prison has set up certain days and times, called "visiting hours," for family and friends to visit inmates. There are more than 117 prisons, and visiting hours may vary depending on location and other factors. Some prisons have different types of inmates with different visiting needs. Some have more space and facilities available for visiting than others.

All institutions have visiting hours on Saturdays, Sundays, and holidays; and most have them at other times during the week. Individual prisons can set up evening hours.

The inmate you plan to visit should tell you what the hours are for that prison. **If you have any question about a particular prison's hours, call that prison or use our online [Facility Locator](#) tool to find the visiting hours for the prison.**

By law, an inmate gets at least four hours of visiting time per month. Usually, the prison can provide more. The Warden can decide to restrict the length of visits or the number of people who can visit at once, to avoid overcrowding in the visiting room. Sometimes the prison may have to limit visiting per inmate to one day on a weekend, because it is the most popular time to visit.

Prisons try to allow for families' special circumstances, such as the distance you have to travel or health problems. Staff can help with directions, including how to get there by public transportation when available; but there is no Government payment or reimbursement for transportation. Again, call the prison before you travel for a visit.



## What to Expect on Visiting Day

- ▣ Visitor is to have a Photo ID and sign the visitor log
- ▣ The Photo ID checked by staff and compared to the inmate's approved visitor list
- ▣ The visitor will review the visiting guidelines with staff and sign a statement that there is nothing in his/her possession that is a threat to the security of the institution
- ▣ Staff will be present at all times during visitation
- ▣ Visitor is to be dressed appropriately or will be denied visitation

# Telephone Usage



- ▣ Inmates must have an established telephone contact list before being permitted to make calls
- ▣ Calls are paid for by the inmate
- ▣ Notices are posted by each telephone advising that the calls are monitored
- ▣ Unmonitored calls to attorneys are permitted in certain circumstances
- ▣ Third party or other alternative call arrangements are not permitted

## Telephones

The BOP extends telephone privileges to inmates to help them maintain ties with their families and other community contacts. Ordinarily, the inmate pays for the calls; but in some cases the receiving party pays. Limitations and conditions may be imposed upon an inmate's telephone privileges to ensure they are consistent with the BOP's correctional management responsibilities. A notice is posted next to each telephone advising inmates that calls are monitored. Unmonitored calls to attorneys are permitted in certain circumstances. Third-party or other alternative call arrangements are not permitted; this ensures inmates do not have the opportunity to use phones for criminal or other inappropriate purposes.

# Email



- ▣ Some BOP institutions allow inmates to utilize text-only email correspondence
- ▣ Email is subject to monitoring in order to maintain security
- ▣ No internet access
- ▣ Is paid for by inmate
- ▣ Can only send and receive messages from individuals on their approved contact list

## **Electronic Messaging (E-mail)**

The BOP allows inmates housed at institutions operating the Trust Fund Limited Inmate Computer System (TRULINCS) access to electronic messaging. Electronic messaging through the use of e-mail allows for text-only correspondence in a secured manner between inmates and the general public. In order to maintain security and the good order of our institutions, electronic messages are subject to monitoring.



## Written Correspondence

- ▣ Inmate mail is classified as either general or special mail
- ▣ General mail is inspected by staff for contraband and content that may be a threat to the institution
- ▣ Special mail is opened in the presence of the inmate and is inspected for contraband and the qualification of any enclosures as special mail
- ▣ Inmates are allowed to subscribe to or receive publications that are not a threat to the security or discipline of the institution, nor facilitate criminal activity

### Written Correspondence

The BOP encourages inmates to write to family, friends, and other community contacts to maintain these ties during incarceration. Inmate correspondence is classified as either “general” or “special” mail. “General correspondence” is opened and inspected by staff for both contraband and content that might threaten the security or good order of the institution. Incoming “special mail” is opened only in the presence of the inmate and is inspected for physical contraband and the qualification of any enclosures as “special mail.” The Program Statement on Correspondence should be consulted for a detailed discussion of “general” and “special” mail procedures.

Inmates may also receive certain commercial publications from the community. The BOP permits an inmate to subscribe to or receive publications without prior approval as long as the incoming publication is not detrimental to the security, discipline, or good order of the institution, or facilitating criminal activity.

# Programs

- Substance Abuse Treatment
- Mental Health Treatment
- Education/GED/English as 2<sup>nd</sup> Language
- Sex Offender Treatment
- Work
- Leisure Time
- Inmate Financial Responsibility
- Inmate Skills Development System



## PROGRAMS

### Substance Abuse Treatment

Twenty years ago, the Bureau implemented its current drug abuse treatment strategy. As the longest running drug abuse program in Bureau history, the treatment strategy has grown and changed with treatment advances of the times. Staff members have maintained their expertise in treatment programming by monitoring and incorporating improvements in the treatment and correctional programs literature, research, and effective evidence-based practices.

Drug treatment studies for in-prison populations have found that when programs are well-designed using effective program elements and implemented carefully, these programs:

- reduce relapse,
- reduce criminality,
- reduce recidivism,
- reduce inmate misconduct,
- reduce mental illness,
- reduce behavioral disorders,
- increase the level of the inmate's stake in societal norms,
- increase levels of education and employment upon return to the community,
- improve health and mental health symptoms and conditions, and



- improve relationships.

Collectively, these outcomes represent enormous safety and economic benefits to the public.

### **Mental Health Treatment**

The Bureau provides a full range of mental health treatment through staff psychologists and psychiatrists. The Bureau also provides forensic services to the courts, including a range of evaluative mental health studies outlined in Federal statutes.

Psychologists are available for formal counseling and treatment on an individual or group basis. In addition, staff in an inmate's housing unit is available for informal counseling. Services available through the institution are enhanced by contract services from the community.

### **Suicide Prevention**

The Bureau recognizes that incarceration can be stressful for both inmates and their family members. Consequently, the agency works diligently to provide education to staff and inmates on suicide prevention. Every staff member receives annual training on this important topic, and many receive additional semiannual training.

After an inmate arrives at an institution, during the admission and orientation process, every inmate receives information on mental health services available at that site. Psychology Services staff at each facility provides crisis intervention and support services as needed. The Bureau's suicide rate is lower than that of the United States population as a whole, and this appears to be related to the agency's rigorous training and prevention efforts. However, one life lost is one too many. Therefore, BOP staff is ever-vigilant in their efforts to both prevent suicide and respond rapidly to potential crises.

As a family member or friend, it may come to your attention during visits and telephone calls, or through letters or e-mails, that an inmate in the BOP's care is in a state of crisis and contemplating suicide. If this occurs, immediately contact the institution where that person is located to inform BOP staff of your concern. With this information, institution staff can follow up to determine if a suicide risk exists and provide appropriate intervention, as indicated.

**Sex offender treatment-** voluntary

### **Other Programs:**

Must participate in GED program if no HS diploma or GED documentation is recorded

Non-English-speaking inmates must participate in ESL

Post-secondary education in vocational and occupational areas

Traditional college courses may be available, but inmates are responsible for funding

Parenting classes

Institutional libraries  
Access to legal materials

### **Inmate work programs**

Sentenced inmates are required to work if they are medically able. Institution work assignments include employment in areas like food service or the warehouse, or work as an inmate orderly, plumber, painter, or groundskeeper. Inmates earn 12¢ to 40¢ per hour for these work assignments.

Approximately 16% of work-eligible inmates work in Federal Prison Industries (FPI) factories. They gain marketable job skills while working in factory operations, such as metals, furniture, electronics, textiles, and graphic arts. FPI work assignments pay from 23¢ to \$1.15 per hour. A high school diploma or General Educational Development (GED) certificate is required for all work assignments above entry level (lowest pay level) in either institution or FPI jobs.

### **Inmate Financial Responsibility Program**

The Inmate Financial Responsibility Program (IFRP) requires inmates to make payments from their earnings to satisfy court-ordered fines, victim restitution, child support, and other monetary judgments. Some inmates are assessed a Cost of Incarceration Fee, which is collected under the IFRP. Inmates working in FPI who have financial obligations must pay 50 percent of their earnings to the IFRP. Most fine and restitution money goes to crime victims or victim support groups through the Crime Victims Fund administered by the Office for Victims of Crime in the Department of Justice.

### **Inmate Skills Development**

Through the Inmate Skills Development (ISD) initiative, the Bureau is focusing on building the kinds of skills essential to successful reintegration into society – ranging from activities of daily living, such as budgeting, to cognitive skills, such as the ability to maintain self-control. Once fully implemented, the process will involve identifying inmate strengths and weaknesses using a standardized assessment tool, linking programs used to identify specific deficit areas and tracking the inmate's progress on his/her individualized plan throughout incarceration.

Developed in collaboration with other agencies, including the courts and probation, the Inmate Skills Development System (ISDS) – the automated, web-based, assessment and tracking tool that supports this initiative – was created to help staff identify an inmate's strengths and weaknesses, as they relate to release readiness. **ISDS is expected to:**

- 1) Help link inmates with the most appropriate programs given their specific needs, 2) ensure all parties are focused on the same measurable outcomes, 3) assist in program resource allocation and 4) improve information flow to partners with a stake in the outcome (the Courts, supervision agencies, etc.).

Dynamic in nature, this tool, which is being implemented at all Bureau institutions, incorporates information from a variety of sources, including court documents and behavioral observations. It is administered at the beginning of an inmate's sentence, with subsequent updates to the assessment information over the course of the inmate's incarceration. Output is documented in the ISD Plan, which is shared with supervision agencies. By providing inmates with programs most appropriate to their identified deficit areas, the BOP anticipates that inmates will be better-prepared and more likely to succeed upon release. This is expected to be particularly useful for those offenders with the greatest needs.

Close inter- and intra-agency collaboration is essential to achieving optimal reentry outcomes. A number of interagency initiatives are underway, the most comprehensive being the National Offender Workforce Development Partnership, which also includes representatives from the U.S. Departments of Education, Labor, Veterans Affairs, Housing and Urban Development, and Health and Human Services; the Administrative Office of the U.S. Courts; the Office of Probation and Pretrial Services; the National Institute of Corrections; the Legal Action Center - National Hire Network; and others. Providing a viable means of employment is **critical** to offenders being able to support themselves and succeed as law-abiding citizens and this partnership is designed to enhance reentry success by increasing opportunities for career-oriented employment of ex-offenders and addressing barriers to offender employment.

The Bureau is committed to the goal of creating a seamless transition between incarceration and the community for releasing offenders that ensures a continuity of support and care. This coordinated, competency-based model for reentry is expected to help increase the likelihood of a successful community transition upon release.

# Medical Care

- ▣ The Bureau of Prisons provides essential medical and dental care in a health clinic setting
- ▣ Inmates with acute or chronic medical conditions may require assignment to a medical center or be referred for advanced care
- ▣ All facilities are non-smoking/no tobacco



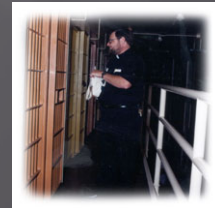
The Bureau's professional staff provides essential medical, dental, and mental health (psychiatric) services in a manner consistent with accepted community standards for a correctional environment. The Bureau uses licensed and credentialed health care providers in its ambulatory care units, which are supported by community consultants and specialists. For inmates with chronic or acute medical conditions, the Bureau operates several medical referral centers providing advanced care.

Health promotion is emphasized through counseling provided during examinations, education about the effects of medications, infectious disease prevention and education, and chronic care clinics for conditions such as cardiovascular disease, diabetes, and hypertension. The Bureau promotes environmental health for staff and inmates alike through its emphasis on a clean-air environment and the maintenance of safe conditions in inmate living and work areas. The Bureau's food service program emphasizes heart-healthy diets, nutrition education, and dietary counseling in conjunction with certain medical treatment.

Health Services departments at all eligible BOP institutions are accredited by the Joint Commission , except Care Level 1 facilities, which are excluded because they serve healthy inmates.

# Religious

- ▣ Religious services are held for inmates of many faiths
- ▣ Led or supervised by staff chaplains, contract spiritual leaders and community volunteers
- ▣ Inmates can observe religious holy days and wear / use religious items consistent with their faith as long as it is consistent with policy and safety/ security of the facility



Institutions schedule religious services and meeting times for inmates of many faiths. Religious programs are led or supervised by staff chaplains, contract spiritual leaders, and community volunteers. Chaplains oversee inmate self-improvement forums such as scripture study and religious workshops and provide pastoral care, spiritual guidance, and counseling.

Inmates can observe religious holy days and wear and use religious items consistent with their faith, as long as this is consistent with policy and with the security, safety, and good order of the institution.

# Temporary Release

- ▣ Under special circumstances, inmates may be allowed temporary releases from the facility through furloughs and staff-escorted trips.



Under special, limited circumstances, inmates who meet strict requirements may be allowed temporary releases from the institution through furloughs and staff-escorted trips. A furlough allows inmates to be in the community without a staff escort.

There are several purposes for furloughs: for example, these enable inmates to be present during a family crisis, facilitate re-establishing family and community ties, and allow an inmate to participate in certain activities to help his/her release transition. The Bureau may authorize staff-escorted trips for purposes such as visiting a critically ill family member; attending a funeral; receiving medical treatment; or participating in educational, religious, or work-related functions.

Inmate-specific questions should be addressed directly to the institution where the individual is confined. You can access an institution's e-mail address by using the Facility Locator. Enter the name of the institution or, if you don't know it, select the correct choice from the drop-down menu(s). Once you have accessed the institution's page, click the "Contact Information" link and scroll down to the e-mail address.

# Release Preparation

- Process begins the first day of incarceration and intensifies the last 18 months of incarceration
- Release Preparation Program
- Halfway House placement
- Inmate Transition Branch



The prospect of having to search for meaningful work upon release from prison can be a daunting one, particularly for inmates who have been out of the labor market for a number of years. Many inmates acquire valuable work experience and skills through programs like Federal Prison Industries (FPI), vocational training opportunities, and/or other occupational education courses offered at Bureau facilities. But inmates nearing release in today's society need to re-learn, or perhaps for the first time, learn how to effectively "search for a job."

Although it is the Bureau's philosophy that release preparation begins the first day of incarceration, the focus on release preparation intensifies at least 18 months prior to release. The Release Preparation Program includes classes in areas such as resume writing, job search, and job retention. The program also includes presentations by community-based organizations that help ex-inmates find jobs and training opportunities after release. The Bureau places appropriate inmates in halfway houses prior to release to help them adjust to life in the community and find employment. Some inmates will be eligible for a release gratuity, clothing, or money for transportation to their release destination.

The Inmate Transition Branch provides additional pre-release employment assistance. Many institutions hold mock job fairs to provide inmates an opportunity to practice job interview skills

and to expose community recruiters to the skills available among releasing inmates. Qualified inmates may apply for jobs with companies that have posted job openings. This Branch also helps inmates prepare release folders that include a resume, education certificates, diplomas, transcripts and other significant documents needed for a successful job interview.



# Term of Supervised Release (TSR)



- ▣ Term of supervision following completion of a the period of confinement
- ▣ Supervised by a United States Probation Officer

Upon your release from custody, you will be assigned a United States Probation Officer. These assignments are typically based on your geographic location. As with the Probation Officer who completed your Presentence Report, this individual is an employee of the United States Courts. Their duty is to monitor your compliance with the rules and conditions imposed on you by your sentencing judge and to report any violation of these rules and conditions. Your probation officer will routinely make unannounced contacts with you at your home or place of employment or elsewhere. They may also regularly contact your family members, your employer or counselor, in order to determine how you are adjusting. Your probation officer may make referrals for substance abuse testing and treatment or mental health treatment, if it is suspected that you are having problems in one of those areas. If you have a question about any of the conditions of your release, you should not hesitate to contact them for clarification. Your officer will review the rules with you upon your release.

### **Standard conditions of supervised release:**

You shall report in person to the probation office in the district to which the defendant is released within 72 hours of release from custody of the Bureau of Prisons (supervised release cases only).

The defendant shall not commit another federal, state or local crime.

You shall not possess a firearm, destructive device, or other dangerous weapon.

The defendant shall cooperate in the collection of DNA as directed by the probation officer.

### **For offenses committed after September 13, 1994:**

You shall refrain from any use of a controlled substance. You shall submit to one drug test within 15 days of release from imprisonment or placement on probation and at least two periodic drug tests, usually within the first 60 days of supervision or as directed by the probation officer.

### **It is the order of the court that the offender shall comply with the following standard conditions:**

- 1) The defendant shall not leave the judicial district without the permission of the court or probation officer;
- 2) The defendant shall report to the probation officer in a manner and frequency directed by the court or probation officer;
- 3) The defendant shall answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer;
- 4) The defendant shall support his or her dependents and meet other family responsibilities;
- 5) The defendant shall work regularly at a lawful occupation, unless excused by the probation officer for schooling, training, or other acceptable reasons;
- 6) The defendant shall notify the probation officer at least ten days prior to any change in residence or employment;
- 7) The defendant shall refrain from excessive use of alcohol and shall not purchase, possess, use, distribute, or administer any controlled substance or any paraphernalia related to any controlled substances, except as prescribed by a physician;

- 8) The defendant shall not frequent places where controlled substances are illegally sold, used, distributed, or administered;
- 9) The defendant shall not associate with any persons engaged in criminal activity and shall not associate with any person convicted of a felony, unless granted permission to do so by the probation officer;
- 10) The defendant shall permit a probation officer to visit him or her at any time at home or elsewhere and shall permit confiscation of any contraband observed in plain view of the probation officer;
- 11) The defendant shall notify the probation officer within seventy-two hours of being arrested or questioned by a law enforcement officer;
- 12) The defendant shall not enter into any agreement to act as an informer or a special agent of a law enforcement agency without the permission of the court; and
- 13) As directed by the probation officer, the defendant shall notify third parties of risks that may be occasioned by the defendant's criminal record or personal history or characteristics and shall permit the probation officer to make such notifications and to confirm the defendant's compliance with such notification requirement.
- 14) The defendant shall submit to urinalysis testing as directed by the Probation Office.

**In addition to the standard conditions of release, the Court may order you to comply with special conditions of release, such as mental health and/or substance abuse treatment, searches or location monitoring. In many cases the Court may also impose restitution or the payment of a fine.**

# Additional Questions



- ▣ Refer to the Federal Bureau of Prisons website
  - [www.bop.gov](http://www.bop.gov)
- ▣ Contact your assigned U.S. Probation Officer
- ▣ My assigned Federal Register Number is:\_\_\_\_\_