



# *POST PLEA/GUILTY CONVICTION INFORMATION*

U.S. Probation & Pretrial Services Office

District of South Dakota

Federal Bureau of Prisons

## PURPOSE AND GOAL

The purpose of this class is to help defendants and their family members reduce the fear, stress, and anxiety associated with the criminal justice process and Bureau of Prisons (BOP). It is our hope that this information will ultimately allow you to receive the maximum benefit from your incarceration, and lead to your successful reintegration into the community following your sentence.

Regardless of what stage you are at in your case, you and your family will benefit from the information provided. We will discuss a variety of topics that will include: the sentencing process, self-surrender, the Bureau of Prisons, and family issues.

Please see your U.S. Probation & Pretrial Services Officer for additional information or if you have any questions.

*This information is provided as a service to defendants and their families. Information is derived from the U.S. Probation & Pretrial Services Office, Federal Bureau of Prisons, and the South Dakota Department of Social Services. This information is current to the extent possible. Some information may vary by institution.*

*You are encouraged to use [www.bop.gov](http://www.bop.gov) and other listed websites for the most current information.*

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## 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 be 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.

## Voluntary Surrender

If you were on release (bond supervision) at the time of sentencing, you may be allowed voluntary surrender. This means that about 14 to 30 days after sentencing you will report directly 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.

An inmate does not need to bring any property with them. They will be issued clothing from the institution and the clothes they are wearing when they arrive will be mailed back to their home address. They may wear a wedding band, without any stones. They may also have a religious medallion valued at less than \$100.00. You may bring prescription eye glasses, dentures, medical or orthopedic devices, prescription medicine (these will be verified through Medical Services), legal documents (pertinent to their current federal case) including copies of any documents issued by the Court, US Marshals, or US Probation staff.

Please bring Social Security Card, Drivers License, birth certificate, DD 214 and/or other forms of identification (these will be maintained by the unit team). An inmate is authorized to bring cash or negotiable instruments with them which will be deposited into an inmate account.

*What time should an inmate arrive at the facility on the day he is required to voluntary surrender?*

It is recommended that all voluntary surrenders arrive no later than 1:00 pm.

## 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 FOIA. For example, the Court of Jurisdiction, sentence imposed, and projected release date 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.

If you are a member of a law enforcement agency, please mail or fax your request on your official letterhead, or submit your scanned official request via e-mail. Without proper documentation, your request cannot be processed.

## Designations

The Bureau'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 and Custody Classification manual. 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), 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.

**Law enforcement agencies:** Please mail or fax your request on your official letterhead, or submit your scanned official request via e-mail. Without proper documentation, your request cannot be processed.



## Prison Types & General Information

The Bureau operates institutions at five different security levels in order to confine offenders in an appropriate manner. Security levels are based on such features as 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. Each facility is designated as either minimum, low, medium, high, or administrative.

### 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 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.



FPC Yankton

### 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 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.



FCI Florence

### 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

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.



MCC Chicago

## Satellite Camps

A number of BOP institutions have a small, minimum security camp adjacent to the main facility. These camps, often referred to as satellite camps, provide inmate labor to the main institution and to off-site work programs

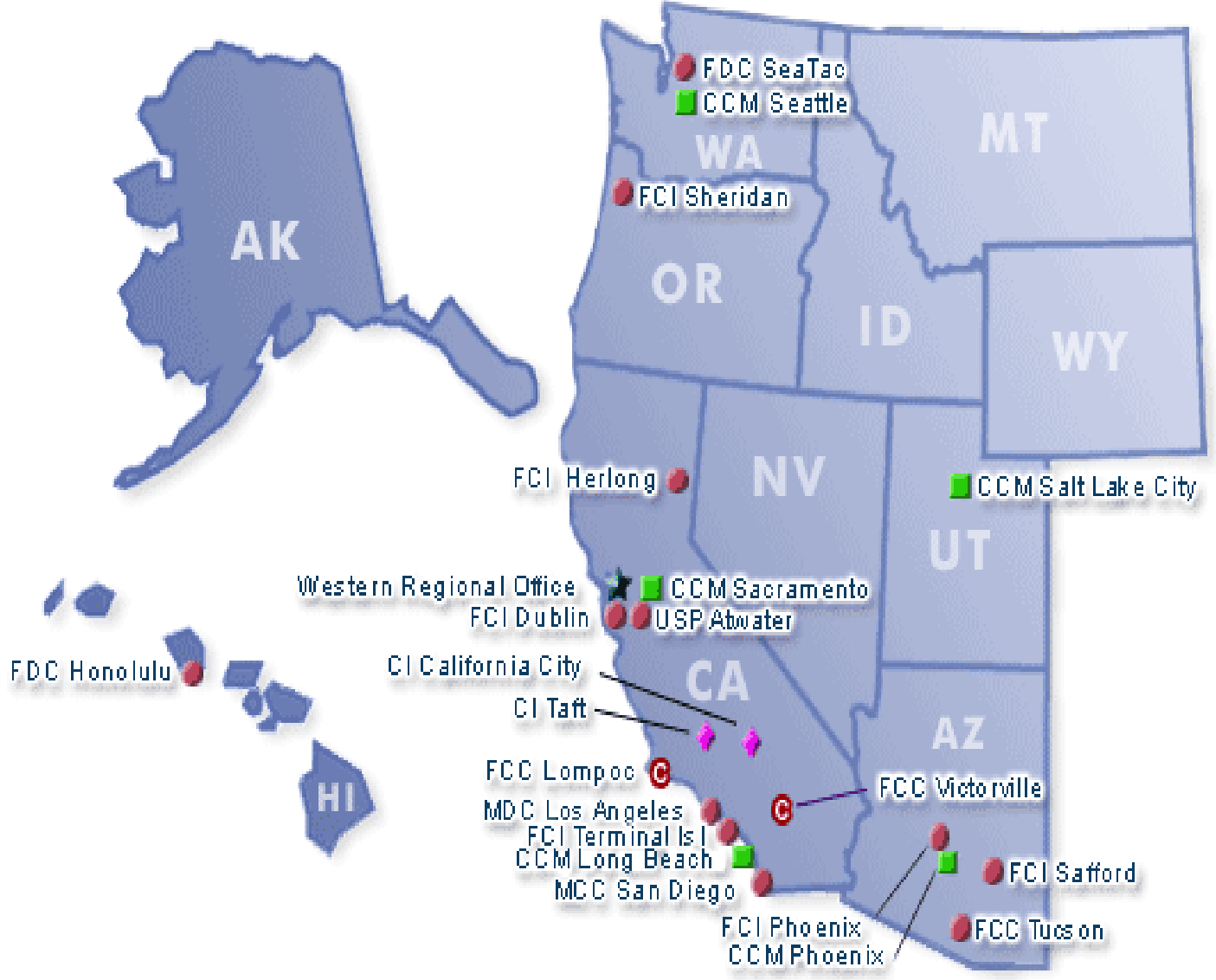
## State Facilities

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

Please visit [www.bop.gov](http://www.bop.gov) for additional information.

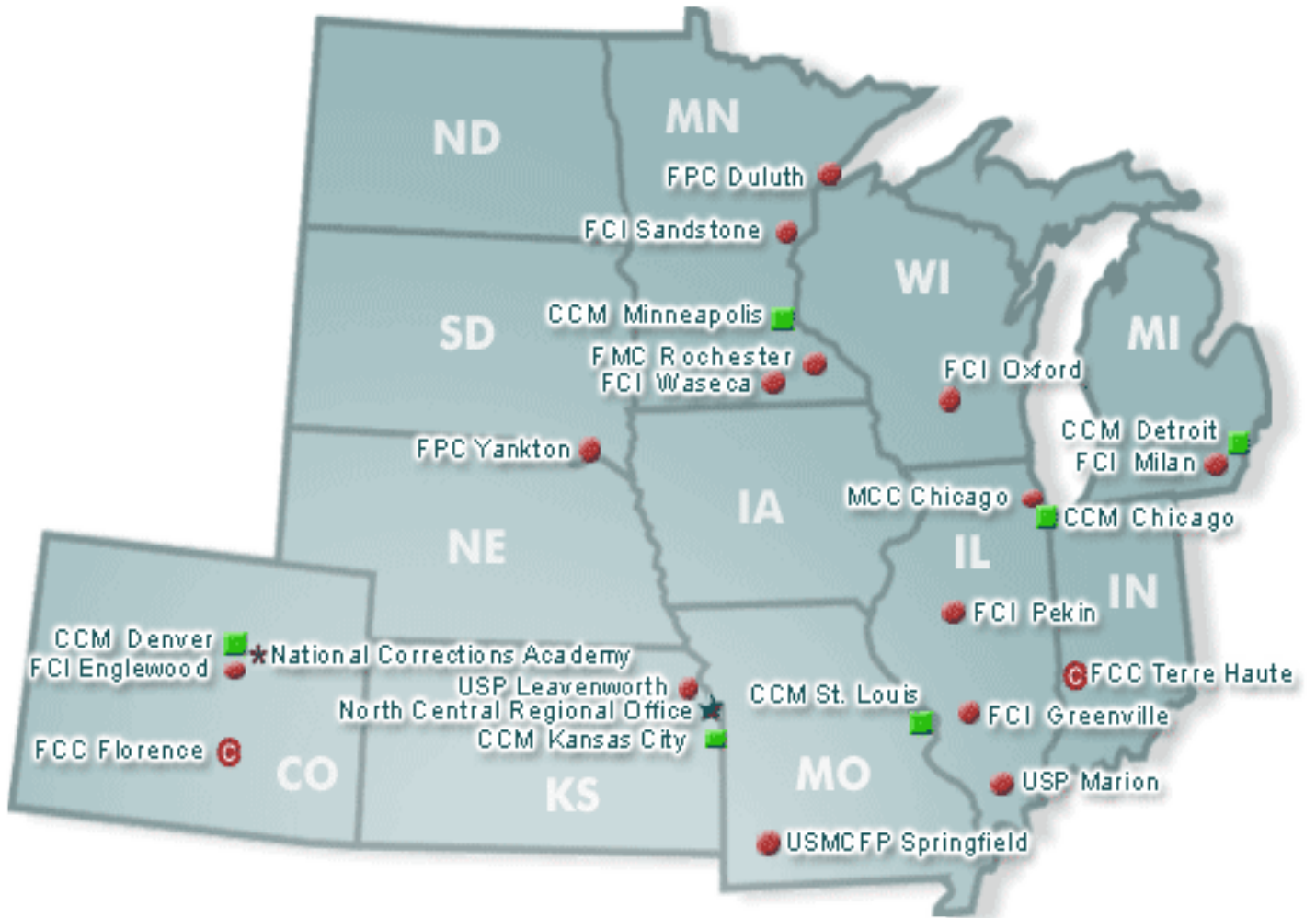
# Western Region Locations

**Legend:** ● Institution    ⓐ Correctional Complex    ★ Regional Office  
■ CCM Office    ◆ Private Facility



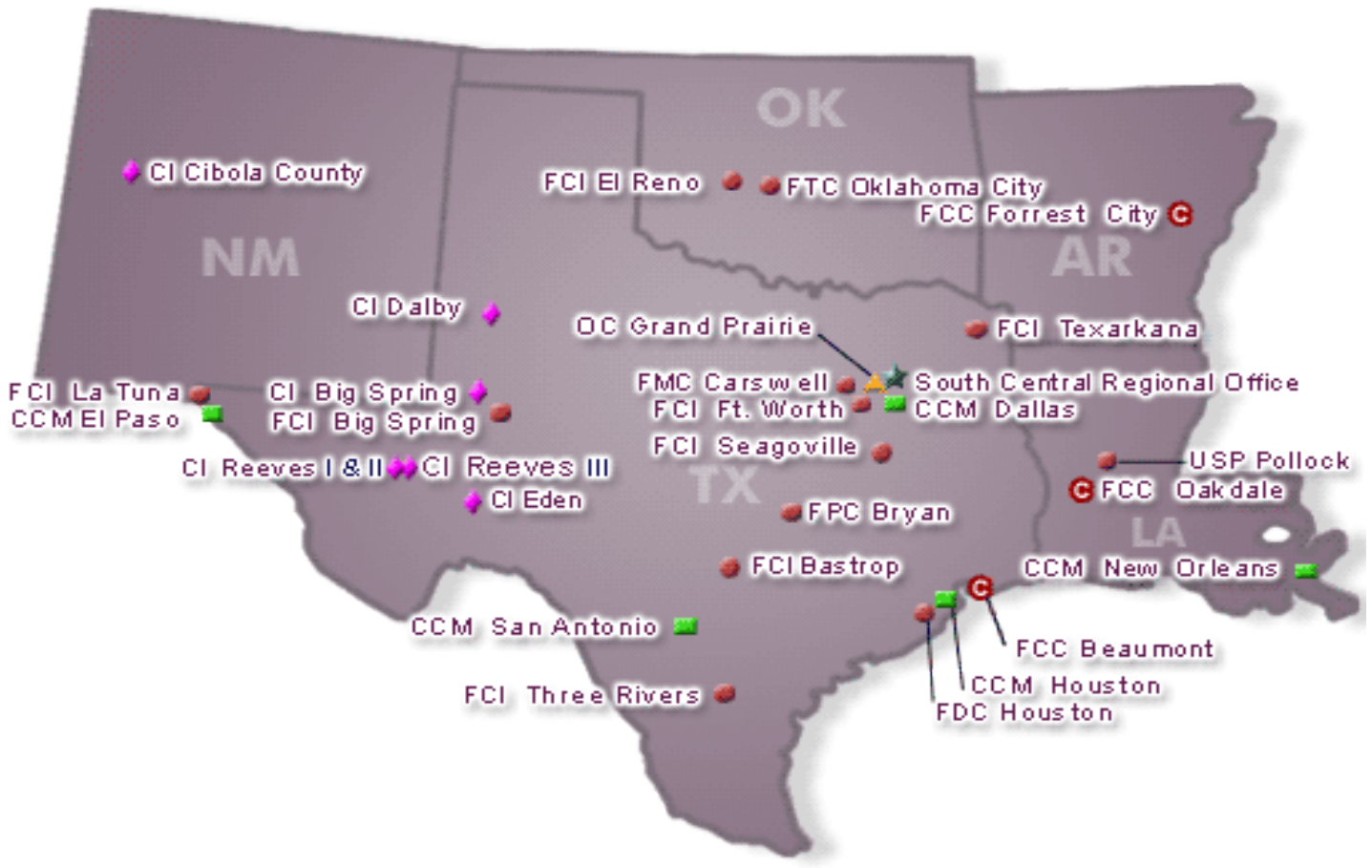
# North Central Region Locations

**Legend:** ● Institution    ⓐ Correctional Complex    ★ Training Center  
■ CCM Office    ★ Regional Office



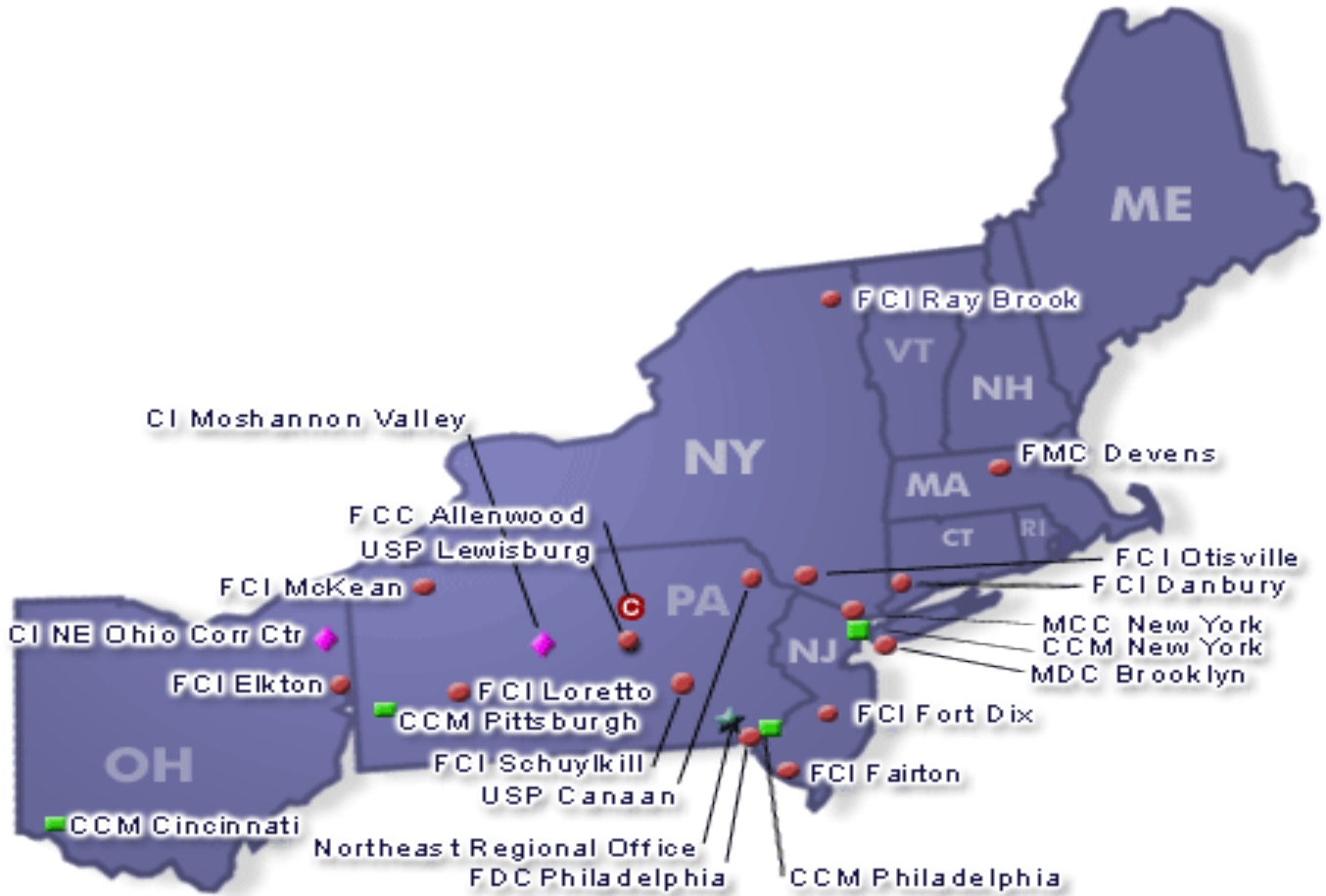
# South Central Region Locations

- Legend:**
- Institution
  - Correctional Complex
  - ◆ Private Facility
  - CCM Office
  - ▲ Office Complex
  - ★ Regional Office



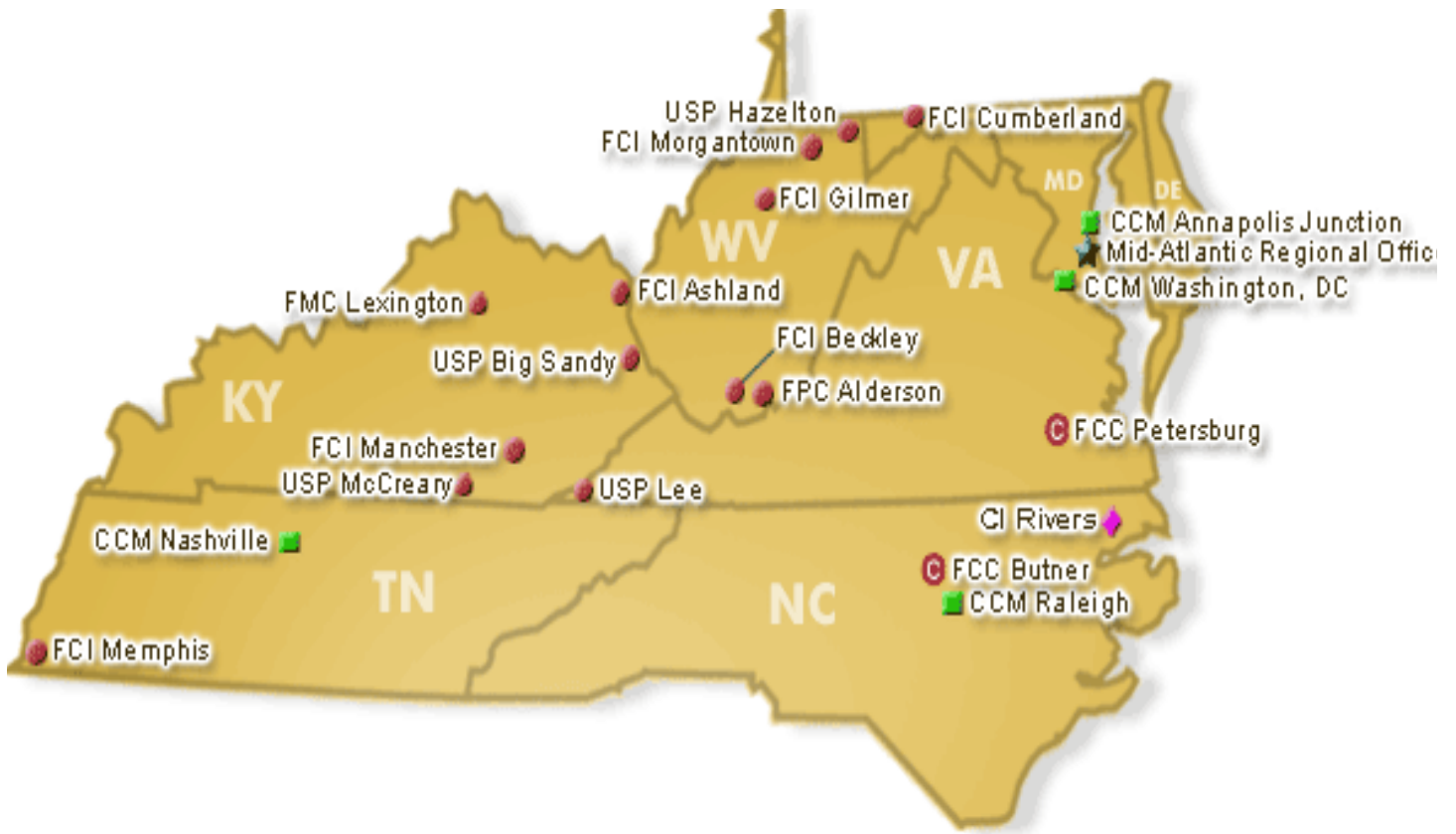
# Northeast Region Locations

**Legend:** ● Institution    Ⓢ Correctional Complex    ★ Regional Office  
■ CCM Office    ◆ Private Facility



# Mid-Atlantic Region Locations

**Legend:** ● Institution    Ⓢ Correctional Complex    ★ Regional Office  
■ CCM Office    ◆ Private Facility



# Southeast Region Locations





## 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 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

### 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. [Click here](#) to view a sample 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.

# To Send A Payment via Quick Collect® Para enviar un pago por Quick Collect®



Card Members Fill Out Yellow Shaded Area Only / Los tarjetahabientes solamente necesitan llenar el área amarilla

**WESTERN UNION® GOLD OR PREFERRED CARD NUMBER**  
Número de tarjeta para miembros de Western Union

**Leave This Section Blank**

1 PAYMENT INFORMATION		INFORMACION DEL PAGO	
<b>\$1 - \$5,000</b>	<b>Dollar Amount Not To Exceed US \$5,000</b> El monto en dólares no debe exceder US \$5,000	When sending \$1,000 or more, you must provide identification and additional information. Al enviar \$1,000 ó más, usted deberá proporcionar identificación e información adicional.	
Pay to / Pagar a:	<b>Federal Bureau of Prisons</b>	Company Name/Nombre de la Empresa	
Account / Cuenta:	<b>Not Applicable</b>	Reference Number / Número de referencia:	
Code City / Código de Ciudad:	<b>FBOP</b>	State / Estado:	<b>DC</b>

2 SENDER INFORMATION		INFORMACION DEL REMITENTE	
Sender's Name / Nombre del remitente:	<b>Name of Person Sending Money</b>		
Account Number With Company / Número de cuenta con la compañía:	<b>Inmate Register Number and Name as Committed</b>		
Telephone / Teléfono:	<b>( 123 ) 456-7890</b>		
Address / Dirección:	<b>123 Any Street</b>		
City/Ciudad:	<b>Any Town</b>	State/Estado:	<b>Any State</b>
		Zip/Código Postal:	<b>99999</b>

3 CONSUMER SIGNATURE		FIRMA DEL CLIENTE	
<b>Signature of Person Sending Money</b>			

AGENT USE ONLY	
Additional customer information on the back of this page. Información adicional sobre el cliente al reverso de la página.	
Money Transfer Control Number Número de control de transferencia	
Date / Fecha:	Time / Hora:
Amount Credited / Cargado:	\$
Transfer Fee / Cargo por la transferencia:	\$
Tax / Impuestos:	\$
Total Amount Collected / Cargado por el cobrador:	\$
Rate of Exchange* / Tipo de cambio*:	Amount to be Paid* / Cantidad a pagar*:

IN ADDITION TO THE TRANSFER FEE, WESTERN UNION ALSO MAKES MONEY WHEN IT CHANGES YOUR DOLLARS INTO FOREIGN CURRENCY. PLEASE SEE ATTACHED PAGES FOR MORE INFORMATION REGARDING FOREIGN EXCHANGE. \* IF THE EXCHANGE RATE FOR YOUR TRANSACTION WAS DETERMINED AT THE TIME YOU SENT THE MONEY, THE CURRENCY TO BE PAID OUT AND THE EXCHANGE RATE ARE LISTED ON YOUR RECEIPT. OTHERWISE, THE EXCHANGE RATE WILL BE SET WHEN THE RECEIVER RECEIVES THE FUNDS. \* CERTAIN TERMS AND CONDITIONS GOVERNING THIS TRANSACTION AND THE SERVICES YOU HAVE SELECTED ARE SET FORTH ON THE ATTACHED PAGES. BY SIGNING THIS RECEIPT, YOU ARE AGREEING TO THOSE TERMS AND CONDITIONS.

\*ADEMAS DE LOS CARGOS POR EL SERVICIO DE TRANSFERENCIA, WESTERN UNION TAMBIÉN GANA DINERO CUANDO CAMBIA SUS DOLARES A MONEDA EXTRANJERA. POR FAVOR LEA EN LAS PAGINAS ANEXAS MAS INFORMACION SOBRE EL CAMBIO DE MONEDA. \* SI EL TIPO DE CAMBIO PARA SU TRANSACCION FUE FIJADO EN EL MOMENTO EN EL QUE ENVIO EL DINERO, LA MONEDA EN LA QUE SE HARA EL PAGO Y EL TIPO DE CAMBIO SE INDICARAN EN EL RECIBO DE LO CONTRARIO, EL TIPO DE CAMBIO SE FIJARA CUANDO EL DESTINATARIO RECIBA LOS FONDOS. \* ALGUNOS TERMINOS Y CONDICIONES QUE RIGEN ESTA TRANSACCION Y LOS SERVICIOS QUE USTED HA ELEGIDO SE ESTABLECEN EN LAS PAGINAS ANEXAS AL FIRMAR ESTE RECIBO, USTED DECLARA QUE ESTA DE ACUERDO CON ESOS TERMINOS Y CONDICIONES.

QFMOCCDMS (06/05)

## Female Offenders

The BOP provides female offenders with appropriate programs and services to meet the physical, social, and psychological needs of this group. 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 Women's Bureau of 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 apprenticeship programs in 40 different trades to female inmates.

### 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 of 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 can, however, 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 RRC-based residential 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 then 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.

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. Ultimately, it is at the discretion of the inmate's unit team to refer an inmate to the MINT program.

### 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 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 with an

appropriate clinic outside the institution. BOP policy provides that employees may decline to participate in the provision of abortion counseling or services.

## Institutions Housing Female Offenders

Of the 27 facilities that currently house female inmates, all have mixed populations except for the "Big Six" – Alderson, Bryan, Carswell, Danbury, Dublin, and Tallahassee (although Dublin and Tallahassee each have a small male detention unit).

• Bureau Institutions Housing Female Offenders		
• <u>Camps:</u>	• <u>FCIs:</u>	• <u>Administrative:</u>
• FPC Alderson*	• FCI Danbury*	• MDC Brooklyn
• FPC Bryan*	• FCI Dublin*	• FMC Carswell*
• SPC Coleman	• FCI Tallahassee*	• MCC Chicago
• SPC Greenville*	• FCI Tucson	• MDC Guaynabo
• SPC Lexington	• FCI Waseca*	• FDC Honolulu
• SPC Marianna	•	• FDC Houston
• SPC Pekin	•	• MCC Los Angeles
• SPC Phoenix*	•	• FDC Miami
• SPC Victorville	•	• MCC New York
•	•	• FTC Oklahoma City
•	•	• FDC Philadelphia
•	• Other:	• MCC San Diego
•	• SFF Hazelton	• FDC Seatac
• *with RDAP		



## Substance Abuse Treatment

In Fiscal Year 1989, the Bureau of Prisons designed a comprehensive substance abuse treatment strategy in an effort to change inmates' criminal and drug-using behaviors. This strategy begins with drug abuse education and ends with a strong community transition component.

Inmates are required to participate in a drug abuse education course if (1) there is evidence in their presentence investigation report that alcohol or drugs contributed to the commission of their instant offense; (2) they violated supervised release, parole, conditions of a halfway house placement, or conditions of home confinement based on alcohol or drug use; or (3) the sentencing judge recommended that they participate in a drug treatment program during incarceration. In the drug abuse education course, inmates receive information about alcohol and drugs and the physical, social, and psychological impact of abusing these substances. Inmates who are identified as having a further need for treatment are encouraged to participate in non-residential or residential drug abuse treatment.



Non-residential drug abuse treatment and counseling are available at every Bureau institution. Treatment includes individual and group therapy, group counseling, and the use of interactive cognitive restructuring treatment modules that provide skills-building activities and prepare inmates for their transition to the community.

In addition, more than 50 Bureau institutions have residential drug abuse treatment programs (RDAP). Inmates who participate in the residential program are housed together in a separate unit of the prison that is reserved for drug treatment. The residential program provides intensive half-day programming, 5 days a week. The remainder of the day is spent in education, work skills training, and/or other inmate programming. Upon RDAP completion, aftercare treatment services are provided to the inmate while he/she is in the general population, and also later at the residential reentry center. This maximizes the carry-over of skills, ensuring an effective transition from the institution program to the community.

The 1994 Violent Crime Control and Law Enforcement Act provided a powerful incentive for inmates who volunteer to participate in the residential drug abuse program. Non-violent inmates who are diagnosed with a substance use disorder may be eligible for up to a year off his/her sentence, at the discretion of the Director of the BOP. Policy regarding an inmate's potential for early release may be found in the [Policy](#) area of the BOP website. (Also see 5221.01, Early release procedures under 18 USC 3621(e)).

The Bureau and National Institute on Drug Abuse combined funding and expertise to conduct a rigorous analysis of the Bureau's residential drug treatment program. Research findings demonstrated that RDAP participants are significantly less likely to recidivate and less likely to relapse than non-participants. The studies also suggest that the Bureau's RDAPs make a significant difference in the lives of inmates following their release from custody and return to the community.

### **What type of drug treatment does the Bureau of Prisons offer?**

The Bureau offers a wide range of treatment services for offenders with varying levels of drug problems.

- Drug Abuse Education classes are offered at every Bureau institution.
- Non-residential drug abuse treatment is offered at every Bureau institution for offenders with low level drug problems, those waiting to enter a Residential Drug Abuse program (RDAP), or those who do not have the time to enter and complete the RDAP.

- RDAPs are designed for those with severe drug abuse problems and are available at nearly half of the Bureau's institutions.
  - Transitional Drug Abuse Treatment is also offered at every institution as a required component of the RDAP or for inmates with a drug problem preparing to release to the community.
  - Community transitional drug treatment is available to inmates with drug problems who have been transferred to Residential Reentry Centers (RRCs) in preparation for release from Bureau custody.
- 

### **What does RDAP include?**

In RDAP, inmates are engaged in group counseling for 3-4 hours per day over a 9 month period. Treatment is delivered by drug abuse treatment specialists, who are supervised by a drug abuse program psychologist.

RDAP participants live together in a housing unit separate from the general population. The cognitive-behavioral program includes components to break down criminal thinking, build rational thinking, improve relationships and interpersonal skills, and help inmates develop a strategy to maintain recovery and a crime-free lifestyle.

After an inmate completes the unit-based phase of the RDAP, he/she must participate in institution and/or community transitional drug abuse treatment. Institution transition includes a review of RDAP when transferred to the general population. The community transition program is required of all inmates who complete the unit-based portion of RDAP and are later transferred to a Residential Reentry Center (RRC), usually for six months at the ends of his/her sentence. Community transition includes continued treatment with a community-based treatment provider and a formal treatment report to U.S. Probation when an inmate leaves Bureau custody and transfers to supervised release under U.S. Probation. This ensures a continuity of care for the inmate under supervision.

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### **Who is eligible to participate in the Bureau's RDAP?**

All of the inmates who volunteer for and meet the criteria of a drug use disorder, i.e., substance abuse or dependence, as defined in the American Psychiatric Association's Diagnostic and Statistical Manual (DSM). The determination for qualification is made by the drug abuse program coordinator, a psychologist, who will affirm or reject a diagnosis based on offender self-report and appropriate collateral documentation.

Resolving pending warrants and detainers is critical to gaining entrance into RDAP. Any issue which interferes with placement in an RRC can exclude an inmate from RDAP participation.

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### **How does an inmate volunteer for treatment?**

An inmate may volunteer by sending a request for treatment to his/her case manager or the institution's drug abuse program coordinator, available at every Bureau institution.

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**Are offenders able to gain early releases from incarceration if they complete residential treatment?**

The 1994 Violent Crime Control and Law Enforcement Act allows the Bureau's Director, at his/her discretion, to provide up to one year early release for non-violent inmates who complete the entire RDAP.

The RDAP coordinator, the offender's case manager, and, when appropriate, legal staff will review the offender's record to determine if he/she is provisionally eligible for an early release. Offenders who are found to be provisionally eligible by policy must complete all components of RDAP, institution transition, and community transition, as well as sustain clear conduct.

For further information on early release eligibility, see Program Statements 5330.10, 5331.02, and 5162.10.

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**Are inmates with detainers ineligible for early release?**

Ordinarily, if an inmate has a detainer, they are unable to furlough transfer to a RRC, and therefore, are unable to complete the third component of RDAP (community transition services). Inmates with detainers who are accepted by a RRC may be eligible for early release consideration.

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**Can an offender participate in RDAP if he/she is not eligible for an early release?**

If otherwise qualified for admission, an offender can participate in RDAP, regardless of his/her early release eligibility.

Please visit [www.bop.gov](http://www.bop.gov) for additional information.

## RDAP Locations

### NORTHEAST REGION

FCI Danbury (CT) female  
FCI Fairton (NJ)  
FCI Elkton (OH)  
FCI Fort Dix (NJ)  
FPC Lewisberg (PA)  
FPC McKean (PA)

### SOUTHEAST REGION

FPC Edgefield (SC)  
FCI Coleman (FL)  
FCI Jesup (GA)  
FCI Marianna (FL)  
FPC Miami (FL)  
FPC Montgomery (AL)  
FPC Talladega (AL)  
FCI Tallahassee (FL) female  
FCI Yazoo (MS)  
FPC Pensacola (FL)

### SOUTH CENTRAL REGION

FCI Bastrop (TX)  
FCI Beaumont (TX)  
FPC Beaumont (TX)  
FPC Bryan (TX) female  
FMC Carswell (TX) female  
FCI El Reno (OK)  
FCI Forrest City (AR)  
FCI Forrest City (AR)  
FMC Fort Worth (TX)  
FCI La Tuna (TX)  
FPC La Tuna (TX)  
FCI Seagoville (TX)  
FPC Texarkana (TX)

### MID-ATLANTIC REGION

FPC Alderson (WV) female  
FCI Butner (NC)  
FMC Lexington (KY)  
FPC Cumberland (MD)  
FCI Beckley (WV)  
FPC Beckley (WV)  
FCI Morgantown (WV)

### NORTH CENTRAL REGION

FPC Duluth (MN)  
FCI Englewood (CO)  
FPC Florence (CO)  
FCI Florence (CO)  
FPC Greenville (IL) female  
FPC Leavenworth (KS)  
FCI Milan (MI)  
FCI Oxford (WI)  
FPC Sandstone (MN)  
USMC Springfield (MO)  
FCI Waseca (MN)  
FPC Yankton (SD)

### WESTERN REGION

FPC Dublin (CA) female  
FCI Dublin (CA)  
FPC Lompoc (CA)  
FPC Phoenix (AZ) female  
FCI Phoenix (AZ)  
FPC Sheridan (OR)  
FCI Sheridan (OR)  
FCI Terminal Island (CA)

FCI – Federal Correctional Institution  
FMC – Federal Medical Center  
FPC – Federal Prison Camp  
USMC – United States Medical Center

## Mental Health Treatment & Counseling

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 are available for informal counseling. Services available through the institution are enhanced by contract services from the community.



## Medical Care

The Bureau provides essential medical, dental, and mental health (psychiatric) services by professional staff 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.

## Visiting, Telephone, E-mail & Correspondence

### Visiting

The BOP encourages visiting to help inmates maintain morale and ties with family members, friends, and others in the community. Inmates are permitted face-to-face visits with approved family and friends, and confidential visits with attorneys.

Each institution schedules visiting hours, and inmates receive this information during the orientation process so they can advise family members and others as to how and when they can visit. Institutions may restrict visitation based on security concerns. [See visiting information.](#)



### 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.

### 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. See [e-mail information and FAQ.](#)

### 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 facilitate criminal activity.

## Visiting Hours & General Information

This page provides basic information about visiting. It does not cover every situation.

Each Federal prison has set up certain days and times, called "visiting hours," for family and friends to visit inmates. There are more than 114 prisons (not including 12 contracted facilities), 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 other 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](#) at [www.bop.gov](http://www.bop.gov)** 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.

## Who Can Visit?

This page provides basic information about visiting. It does not cover every situation.

**To visit, you must be on the inmate's approved visiting list.** The inmate gives a list of proposed visitors to staff, who investigate the proposed visitors before putting anyone on the list. The list may include:

- Immediate family: mother, father, step-parent(s), foster parent(s), brothers and sisters, spouse, and children. (Common-law spouses are considered immediate family if the state recognizes common-law marriages.)
- Other relatives: grandparents, uncles, aunts, in-laws, and cousins.
- Friends and associates: usually, an inmate's visiting list should not include more than 10 friends and associates.

**When an inmate arrives at an institution,** he/she receives an institution handbook that has visiting procedures, including:

- prison address/phone number, directions, and information about local transportation
- days and hours of visitation
- approved dress code
- items authorized in the visiting room
- special rules for children
- items visitors may bring to give to the inmate
- identification requirements for visitors
- special visitor requirements

An initial visiting list is ordinarily established within a few days. It includes immediate family members approved to visit.

*"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 P.S. 5267.07)*

Additional family members and friends may be added following investigation.

The inmate is responsible for giving each approved visitor the visiting guidelines and directions to the prison.

### **Other types of approved visitors**

- for foreign inmates (i.e., non-U.S. citizens), officials from their home country's embassy or consulate
- members of religious and civic groups
- clergy, former or prospective employers, sponsors, and parole advisors, when the visit is to help with release planning and discussion of family problems
- attorney visits: special rules apply for attorneys. Attorney visits are private and usually take place somewhere other than the visiting room. See P.S.1315.07, Legal Activities, Inmate.

**If you have previously been convicted of a crime**, staff will decide, based on what sort of crime and how recent it was, whether you will be allowed to visit. If you are on probation, parole, or supervised release, you are required to have written authorization from the supervising official to visit.

**Children under 16** must have an adult with them when they visit. Their parent or guardian must approve their being on the visiting list. Some institutions have programs for young children during visitation.

**Pets** are not allowed. Only assistance dogs that help a visitor with a disability are allowed. You must show certification that the dog is trained for that purpose.

## **Visitor Background Checks**

*This page provides basic information about visiting. It does not cover every situation.*

Because some inmates have criminal associates, **staff may need background information from potential visitors** before they can be considered for the visiting list. If there is little or no information available about a person, visiting may be denied.

**Staff will give the inmate a Visitor Information Form to send to each proposed visitor.** This form must be filled out by the visitor and mailed back to staff. Staff may then decide to contact other law enforcement agencies or the National Crime Information Center (NCIC) to complete the investigation. The inmate is told when a person is not approved to visit. It is the inmate's responsibility to notify that person.

## **Business Visits**

**Inmates cannot conduct business in prison.** An inmate is expected to assign authority for a business or profession to someone else. Occasionally, it may be necessary to make a decision that will substantially affect the assets or prospects of the business. In such cases, the Warden can allow a special visit.

## **Visiting Inmates in Special Circumstances**

**Inmates who just entered prison** (before a visiting list is established)

Usually, you can visit if you are an immediate family member (as verified in the inmate's Pre-Sentence Report). This also applies to inmates who transfer from one facility to another. You should call the prison beforehand to ensure you will be allowed to visit.

## Sick inmates

If the inmate is in the prison's health services unit, the Medical Officer may decide not to allow a visit for health-related reasons. Sometimes inmates go to hospitals in the community. Usually only immediate family can visit, according to the hospital's policy. In either case, be sure to contact the prison before you visit.

## Inmates in the special housing unit

Usually, you can visit an inmate in detention or segregation. The prison will set up special visiting procedures. Visiting may be restricted (or the visiting privilege might be revoked) if the inmate committed a prohibited act relating to visiting, or if visiting might threaten the order or security of the institution. Inmates can lose their visiting privileges, but only after a disciplinary hearing.

## Visiting Room Procedures: General Information

This page provides basic information about visiting. It does not cover every situation. For the official regulations, see Program Statement (P.S.) 5267.07, [Visiting Regulations](#).

### General procedures

- When you arrive at the institution, you must show a photo ID and sign a visitors' log. Your name will be checked against the inmate's visiting list.
- Staff will show you guidelines for visiting the institution. You will have to sign a statement that you do not have anything in your possession that is a threat to the security of the institution.
- Staff can search you or your property.
- Staff will be in the visiting room at all times to supervise each visit. The visiting room may be monitored using security cameras or other devices.

**Special note:** the [Visiting Regulations](#) indicate: "The Warden may monitor a restroom within the visiting area when there is reasonable suspicion that a visitor or an inmate is engaged, or attempting or about to engage, in criminal or other prohibited behavior."

- Staff will not allow you to visit unless you cooperate with all requirements.

### Visiting room dress code

Wear clothing that is appropriate for a large gathering of men, women, and young children. Wearing inappropriate clothing (such as provocative or revealing clothes) may result in your being denied visitation.

For example, you will not be admitted if you wear:

- revealing shorts
- sundresses
- halter tops
- bathing suits
- see-through garments of any type
- crop tops

- low-cut blouses or dresses
- leotards
- spandex
- miniskirts
- backless tops
- hats or caps
- sleeveless garments
- skirts two inches or more above the knee
- dresses or skirts with a high-cut split in the back, front, or side
- any clothing that looks like inmate clothing (such as khaki or green military-type clothing)

### Visiting room behavior

Because many people are usually visiting, it is important visits are quiet, orderly, and dignified. The visiting room officer can require you to leave if either you or the inmate is not acting appropriately. In most cases, handshakes, hugs, and kisses (in good taste) are allowed at the beginning and end of a visit. Staff may limit contact for security reasons (to prevent people from trying to introduce contraband) and to keep the visiting area orderly.

**Contraband** is anything that is not allowed in the prison, such as drugs, weapons, unauthorized medicines, or unauthorized money. Attempting to bring contraband into a prison is a serious crime. If convicted, you can be imprisoned for as many as 20 years.

### Items allowed in the visiting room

You can take the following items into the visiting room:

- identification (picture ID required)
- money
- baby care items (pacifier, diapers, diaper wipes, see-through baby bottle with contents, and blanket), if indicated
- medication, such as asthma sprayers or nitroglycerin tablets (medications will be kept by the visiting room officer during the visit)

For other items, check before you visit, because this can differ between prisons. Items not allowed in the prison must be left outside the visiting room (and are not the prison's responsibility).

The visiting room officer will not accept articles or gifts of any kind unless they have been approved in advance. Therefore, if you want to leave something for an inmate (such as a package), you will have to call the prison in advance to receive prior approval. Money cannot be left with staff for deposit in the inmate's account.

The officer watches to make sure nothing is passed between an inmate and a visitor. If the officer thinks that any item constitutes contraband, he/she may examine it.

## Conjugal Visits: General Information

The Federal Bureau of Prisons **does not** permit conjugal visits.



Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)
4. Telephone Number (Including Area Code)		5. Race and Sex of Visitor	
6. Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No		6a. If yes, provide Social Security No: _____	
		6b. If no, provide Alien Registration No: _____	
		6c. Provide Passport No: _____	
7. Relationship to above-named inmate		8. Do you desire to visit him/her? <input type="checkbox"/> Yes <input type="checkbox"/> No	
9. Did you know this person prior to his/her current incarceration? <input type="checkbox"/> Yes <input type="checkbox"/> No			
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.			
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:			
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:			
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):			
14. Driver's License No. and State of Issuance			

AUTHORIZATION TO RELEASE INFORMATION

I hereby authorize release to the Warden of: \_\_\_\_\_ any record of criminal offenses for which I have been arrested and convicted, and any information related to those convictions.  
(Institution, Location)

Signature for Authorization to Release Information \_\_\_\_\_ (Sign and Print Name) Parent or Guardian  
(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.  
To be filed in Inmate Central File, FOI Section 2

(This form may be replicated via WP)

Replaces BP-A629 of Sep 00

FILE IN SECTION 3 UNLESS APPROPRIATE FOR PRIVACY FOLDER

**SECTION 3**

**THIS FORM MUST BE THOROUGHLY COMPLETED;  
FAILURE TO DO SO MAY PRECLUDE VISITING.**

## TRULINCS FAQs

### What is TRULINCS?

The Trust Fund Limited Inmate Computer System (TRULINCS) is a new program currently being deployed by the Federal Bureau of Prisons (BOP) to provide inmates with some limited computer access, to include the capability to send and receive electronic messages without having access to the Internet. This program is designed in part to assist in the inmate's eventual release to the community. Electronic messaging has now become a standard form of communication within most American homes and businesses, and it can now be used to help inmates stay connected to their families. Strengthening or re-establishing family ties helps inmates improve the likelihood of a successful reentry into the community, thus reducing the potential for recidivism.

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### Do inmates have access to the Internet?

No Internet access is provided.

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### Who funds TRULINCS?

No taxpayer dollars are used for this service. Funding is provided entirely by the Inmate Trust Fund, which is maintained by profits from inmate purchases of commissary products, telephone services, and the fees inmates pay for using TRULINCS.

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### Do all BOP facilities have access to TRULINCS?

No, but the list of facilities where it is available is growing, and TRULINCS is expected to be in all BOP facilities by June 2011. Ask your inmate contact about it!

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### How do I correspond with an inmate by e-mail?

Inmates are limited to sending and receiving electronic messages only from individuals on their approved contact list. An inmate must request to exchange electronic messages with a person in the community by placing that person on their contact list. If staff approves the inmate's request to exchange electronic messages, the system generates a message to that person advising them of

the request and gives the prospective contact the option of accepting or rejecting the request and any future electronic messages from that particular inmate; or rejecting the request and any future electronic messages from any Federal inmate. The inmate will be notified of the requested contact's reply action, and messaging may begin if approval is received from the contact.

---

**What can I do if I have not received a system-generated message, but the inmate added me to their contact list?**

Verify with the inmate that they entered your e-mail address properly. Pay special attention to the spelling of addresses and domain names (.com, .net, etc.). Many mail clients have filters to protect users from spam and viruses. Once you have verified the inmate entered your correct e-mail address, you should check your junk mail folder to see if a filter diverted the message.

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**I accepted the system-generated message, but the inmate has not been notified.**

Responses will only be accepted from the exact e-mail address placed on the inmate's contact list. Messages from forwarded domains, alias addresses, or mis-configured mail software will not be recognized by TRULINCS and, therefore, cannot be delivered. Please verify your Reply Address in your mail client's account settings. It must be the exact address entered on the inmate's contact list. Do not alter the reply message or the subject line.

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**I tried to approve or refuse communication with an inmate by clicking the appropriate response, but nothing happened.**

Many mail clients' viewing capabilities are defaulted to view text formatted messages to reduce the number of viruses introduced to your computer. To approve/refuse communication with an inmate, your viewing capability must be set to view html formatted messages in order to launch the appropriate hyper-link to approve/refuse communication.

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**Is e-mail correspondence monitored?**

Yes; all e-mail correspondence is subject to monitoring. Inmates consent to monitoring when they agree to participate in the program. Contacts consent to monitoring when they approve corresponding with the inmate and are notified each time they receive correspondence from the inmate.

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### **Are there rules?**

E-mail correspondence may not jeopardize the public or the safety, security, or orderly operation of the correctional facility. Additionally, it may not exceed 13,000 characters (i.e., approximately two pages) or have attachments. Correspondence that is not consistent with these restrictions will be rejected. Any attachments sent with electronic messages will be stripped and not delivered to the inmate.

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### **What can I do if I want to stop corresponding with an inmate?**

Contacts may remove themselves from a specific inmate's contact list or refuse all future Federal inmates' requests for message exchanges at any time by selecting the applicable action identified in the footer of each inmate message.

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### **What can I do if I accidentally declined to correspond but actually want to correspond?**

If a member of the public accidentally responds that they do not want to correspond with the specific inmate or any Federal inmate and a block is placed on their e-mail address, they must provide a written request to the Warden of the facility where the inmate is located to remove the block. Requests must include the contact's name, physical address, e-mail address, and telephone number.

## Education, Vocational & Job Training

The Bureau offers a variety of programs for inmates to acquire literacy and marketable skills to help them obtain employment after release. All institutions offer literacy classes, English as a Second Language, parenting classes, wellness education, adult continuing education, library services, and instruction in leisure-time activities.

Inmates who do not have a high school diploma or a General Educational Development (GED) certificate must participate in the literacy program for a minimum of 240 hours or until they obtain the GED. Non-English-speaking inmates must take English as a Second Language.



Occupational and vocational training programs are based on the needs of the inmates, general labor market conditions, and institution labor force needs. An important component is on-the-job training, which inmates receive through institution job assignments and work in Federal Prison Industries. The Bureau also facilitates post-secondary education in vocational and occupationally-oriented areas. Some traditional college courses are available, but inmates are responsible for funding this coursework.

Parenting classes help inmates develop appropriate skills during incarceration. Recreation and wellness activities encourage healthy life styles and habits. Institution libraries carry a variety of fiction and nonfiction books, magazines, newspapers, and reference materials. Inmates also have access to legal materials to conduct legal research and prepare legal documents.

Please visit [www.bop.gov](http://www.bop.gov) for additional information.

## Inmate Skills

### Inmate Skills Development

Through the Inmate Skills Development (ISD) initiative, the Bureau is focusing on building the kinds of skills essential to successful reintegration – 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 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 these relate to release readiness. Once fully integrated with the Bureau's legacy information system, the ISDS is expected to:

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

Dynamic in nature, this tool, which is gradually being rolled out to 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, and can be shared via a web-based application 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. 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 Workforce Development Partnership, which also includes representatives from the U.S. Departments of Education, Labor and Veterans Affairs; 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 continuity of support and care. This coordinated, competency-based model for re-entry is expected to help increase the likelihood of a successful community transition upon release.

The ISD Branch serves as the Bureau's point of contact for this initiative. For additional information, please e-mail the [ISD Branch](#).

## 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 18% 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.



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.

## Employing Ex-Offenders

Work opportunities provide hope and a chance for achieving success to newly-released Federal ex-offenders. Employers are encouraged to participate in creating opportunities to help individuals become law-abiding, productive citizens. Many ex-offenders are willing to start in minimum wage jobs that offer a future. The benefits of employing ex-offenders include:



**Service to the public:** By providing work opportunities, employers help ex-offenders become tax-paying citizens who contribute to the community, and give them a chance to share in the American dream.

**Skilled employees:** Most ex-offenders have completed programs designed to help them develop the skills needed to achieve success in the "world of work." Many have had employment and training in UNICOR, and/or in vocational and occupational training programs. Some have valuable skills and can fill jobs for which skilled workers are hard to find.

**Possible eligibility for Government business incentives:**

*Bonding programs:*

[UNICOR's Federal Bonding Program](#) is available to eligible Federal ex-offenders.

For ex-offenders *without* UNICOR work experience, a prospective employer or employee may be eligible for the U.S. Department of Labor Employment & Training Administration's [Federal Bonding Program](#) (FPB).

Some states offer a free service that provides individual fidelity bonds to employers for job applicants with a conviction record. Check with your state's employment service.

[Work Opportunity Tax Credit](#) (WOTC): Gives an immediate contribution to an employer's "bottom line" by providing eligible employers with a Federal tax credit for hiring an ex-offender.

[Job Training Partnership Act](#): Can reimburse some training wages; offers additional services that vary by state.



## UNICOR Federal Prison Industries, Inc.

### What Is UNICOR?

Federal Prison Industries (commonly referred to as FPI or by its trade name UNICOR) is a wholly-owned, Government corporation established by Congress on June 23, 1934. Its mission is to employ and provide job skills training to the greatest practicable number of inmates confined within the Federal Bureau of Prisons; contribute to the safety and security of our Nation's Federal correctional facilities by keeping inmates constructively occupied; produce market-priced quality goods and services for sale to the Federal Government; operate in a self-sustaining manner; and minimize FPI's impact on private business and labor.



### A Business or Correctional Program?

FPI is, first and foremost, a correctional program. The whole impetus behind FPI is not about business, but instead, about inmate release preparation ... helping offenders acquire the skills necessary to successfully make that transition from prison to law-abiding, contributing members of society. The production of items and provision of services are merely by-products of those efforts.

Research has shown that inmates who participate in the FPI program are less likely to revert to criminal behavior and are more likely to be gainfully employed following release from prison. The Post-Release Employment Project (PREP) compared inmates who worked in prison industries with similar inmates who did not participate in the FPI program. PREP found that inmates who worked in FPI were significantly less likely to recidivate than inmates who did not participate, for as much as 12 years following release. Inmates who participate in FPI were also less likely to engage in prison misconduct. In addition, minority groups that are at the greatest risk for recidivism benefitted more from industrial work participation and vocational training than their non-minority counterparts.

### Who are the Customers?

By statute, FPI is restricted to selling its products to the Federal Government. Its principal customer is the Department of Defense, from which FPI derives approximately 60 percent of its sales. Other key customers include the General Services Administration, Federal Bureau of Prisons, Social Security Administration, Department of Justice, United States Postal Service, Department of Transportation, Department of the Treasury, Department of Agriculture, and the Department of Veterans Affairs.

For further information about UNICOR, please visit their website at [www.unicor.gov](http://www.unicor.gov).

## Release Preparation

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, 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 Residential Reentry Centers (RRC) 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, and transcripts; and other significant documents needed for a successful job interview. Additional information on release preparation resources for inmates is available through the [Inmate Transition Branch](#).

The BOP contracts with RRC's to provide reentry services to inmates releasing from prison. An inmate designated to an RRC is still an inmate and is subject to BOP policy, including disciplinary sanction. A Contract Oversight Specialist (COS) is assigned to each RRC to monitor the progress of each inmate. The COS serves as the BOP case manager while an inmate resides in a RRC. The primary mission of the RRC is to assist the inmate locate suitable housing and employment as they reenter society. When an inmate has successfully located employment and a place of residence, they can request home detention. Inmates approved for home detention are required to contribute a portion of their gross salary to defray costs associated with their correctional supervision. Progress Review Teams (PRT) are held regularly at each RRC to discuss inmate issues. These meetings include staff from the BOP, the RRC, Transitional Drug Abuse Treatment (TDAT), and the U.S. Probation Office.

It is helpful during the pre-release process if inmates can have a copy of their birth certificate and social security card sent to the BOP, or delivered to them at the RRC. This will assist them in getting government identification which is necessary for job searches and to enter most U.S. Courthouses to report to their assigned U.S. Probation Officer.

The U.S. Probation & Pretrial Services Office is also prepared to help inmates with employment issues upon their release from confinement. Please ask your assigned U.S. Probation Officer for additional information.

## Religious Programs

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.



The BOP has implemented a new program called Life Connections Program at some institutions. The objectives of the program are to foster personal growth and responsibility and to right the relationships among the victim, the community, and in the inmate, using secular outcome-based objectives. The program will use the inmate's personal belief system, whether secular or religious, to bring reconciliation and restoration. Participants will be helped to take responsibility for their criminal behavior. Groups in the community at the inmates' release destinations will be asked to volunteer as support organization for inmate participants upon release. Inmates participating in this program will be housed together.

## Temporary Release From Custody

Under special, limited circumstances, inmates who meet strict requirements may be allowed temporary releases from the institution through furloughs and staff-escorted trips. The use of TRC is solely the discretion of the BOP and inmates and their families should not expect this unique program to apply to all inmates. 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.



## RRC Placement & the Second Chance Act

Section 251 of the Second Chance Act of 2007 changes the Bureau of Prisons statutory authority for making pre-release residential reentry cent (RRC) decisions. The Act requires the BOP, *to the extent practicable*, to ensure that inmates are afforded a *reasonable* opportunity to prepare for reentry into the community and prescribes a maximum allowable amount of time for pre-release placement in an RRC to 12 months. The BOP's goal is to place inmates in RRC's for the amount of time necessary to provide the greatest likelihood of successful reentry into the community. RRC placement decisions are made on a individual basis based on established criteria. Typically RRC placement will be for 1-6 months. Those inmates with special needs which can not be addressed during a six month placement in an RRC may be eligible for additional RRC time – up to 180 days. RRC placement is not a reward, but a phase of correctional supervision designed to assist inmates reenter society as effectively as possible.

## Making the Most of your Time in Custody

Research has shown there are factors that can significantly impact an inmate's success upon release from custody. Some of those identified risk factors include: low self-control, anti-social thinking and behavior, criminal peers, substance abuse, problem-solving skills, level of education, dysfunctional families, and employment. Inmates are encouraged to take advantage of their time in prison to overcome or develop a plan to address these factors when they return to the community. Please consider working with BOP staff to target your rehabilitative efforts in needed areas.

## Additional Resources

THE FOLLOWING LIST DOES NOT CONSTITUTE AN ENDORSEMENT OF OR RECOMMENDATION FOR THE ENTITY LISTED OR ITS MISSION AND PHILOSOPHIES BY THE U.S. PROBATION AND PRETRIAL OFFICES IN THE DISTRICT OF SOUTH DAKOTA. THE LIST OUTLINES PROGRAMS THAT ADDRESS THE NEEDS OF CHILDREN/FAMILIES AFFECTED BY THE INCARCERATION OF A PARENT. THIS IS A LIST, ALTHOUGH PERHAPS NONINCLUSIVE, OF PROGRAMS ADDRESSING THE NEEDS OF THOSE CHILDREN/FAMILIES RESIDING IN SOUTH DAKOTA.

### South Dakota Department of Social Services

Here are some of the many programs provided by Kansas Social and Rehabilitation Services (SRS).

- Child Care Subsidy
- Community Supports and Services
- Elderly and Persons with Disabilities
- General Assistance
- Medical Assistance
- Temporary Assistance for Families
- Community Mental Health Services
- Emergency Food Distribution Services
- Food Assistance
- Low Income Energy Assistance
- Successful Families Program

To learn more about these programs and the eligibility requirements, please contact your local DSS office or go to [www.dss.sd.gov](http://www.dss.sd.gov).

### Family Connections

303 N. Minnesota Avenue  
Sioux Falls, SD 57104  
E-mail: [familyconnect@hotmail.com](mailto:familyconnect@hotmail.com)  
Website: [www.augie.edu/related/familyconection](http://www.augie.edu/related/familyconection)  
Phone: 605-357-0777

The Family Connection is a non- profit organization committed to helping families affected by incarceration. They have a children’s program designed to help children cope with the separation and help them to revision their own lives and choices.

### Big Brothers Big Sisters - Children of Incarcerated Parents Program

Big Brothers Big Sisters is the nation's oldest and largest youth mentoring organization. Their mission is to help boys and girls, most of whom are considered at-risk and living in single-parent homes, achieve their full potential through long-term personal relationships with carefully screened and caring volunteers.

### Amachi Big Brothers Big Sisters Programs

Amachi:

- a West African word that means, "who knows but what God has brought us through this child"
- it is the name of the initiative that connects children of prisoners with mentors recruited through local religious congregations

[www.bbbsse.org](http://www.bbbsse.org)