



Down Time

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About the Author

In 1996, David Novak pleaded guilty to one count each of mail fraud and making a false distress signal. As a result of his guilty plea The Honorable Carolyn R. Dimmick, United States District Court Judge for the Western District of Washington, sentenced David to serve one year and one day.

David self-surrendered to Federal Prison Camp Eglin in Northwest Florida on January 28, 1997. After an award for good conduct, David was released from federal custody on December 8, 1997 and completed his three-year period of supervised release on December 7, 2000.

Before his incarceration, David owned a flight school in the Seattle area and served as a consultant for Microsoft, working with their Entertainment Business Unit on various Flight Simulator products. Earlier career highlights included serving as a Contracts Manager for Boeing Defense & Space as well as a Regional Manager for Tie Communications, Inc., a telecommunications manufacturing and distribution company.

Since his release from federal custody, David has served as a sentencing and designation consultant on cases in over 45 different federal district courts—much of his work on behalf of defendants targeted in some of the past decade's highest profile federal cases. David currently has clients in over 60 different federal institutions who, thanks to his expertise, have been saved hundreds of man-years of incarceration.

David travels extensively in support of his clients and is currently working on the development of a television series about his work. David and his wife Erin make their home in Salt Lake City, Utah.

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Introduction

Why You Need This Book

DownTime was written with three distinct audiences in mind—the professionals of the legal community, who provide support and guidance to defendants, individuals facing incarceration and the family members who support them. *DownTime* will inform, educate and explain the challenges faced by men and women leading up to and during a period of incarceration in a Federal Bureau of Prisons facility.

None of us is prepared for incarceration. No matter what people say there is nothing comfortable about spending time in prison. For most of us, life consists of a routine. Work, social, family and personal commitments fill our time. None of us actually gives thought to spending time in prison. Unfortunately, more and more men and women are facing this challenge. *DownTime* is a guide. *DownTime* will help readers to overcome their lack of knowledge about incarceration.

While incarcerated I noticed that almost every new inmate experienced the same problems—the same challenges—that I did upon my incarceration. I always felt bad for new inmates. I empathized with how they felt. Their feelings of loneliness, isolation, helplessness and fear were always obvious. All of these feelings were magnified when they found that they were unable to make a simple phone call home. So many of the problems faced by new inmates are avoidable. It is with this in mind that *DownTime* was written.

DownTime will serve members of the legal community, and the defendants that they are charged with counseling, as an excellent source of reference material. Legal professionals will also gain insight into a facet of the legal system that they have not been exposed to in this way before.

DownTime also serves as an excellent reference for inmates families. Although the primary focus of *DownTime* is on the inmate, several sections have been included specifically for family members. Inmate's family members certainly face their own frustrations. Being processed for visits, communicating family emergencies and dealing with other support issues are all discussed in various sections of this book.

Nothing can completely ease the fear felt by men and women facing incarceration. Their only weapons are accurate information and some insight into what they are facing. The information found in *DownTime* cannot dispel all of the fear associated with incarceration. It can however provide enough insight and assurance to assist inmates and their families during this difficult transition. Readers of *DownTime* will be armed with a significant amount of anecdotal information. They will command a much greater reservoir of knowledge than most people who face incarceration.

DownTime is not a panacea. The information in this book will however, provide a significant amount of insight and comfort to those who read it.

Gender Specific Information

The vast majority of information contained in *DownTime* is gender neutral—it applies to all inmates. Gender specific questions have, where appropriate, been addressed in the frequently asked questions section found at the end of each chapter.

How to Use This Book

DownTime was written in a format to make specific information readily accessible to its readers. There are two primary ways to use *DownTime*:

If you want to learn about a specific area, such as how to have money sent to you while you are incarcerated, you can flip to that section and get your answer quickly.

If you want to fully understand the process you, and your family, will be going through during your period of incarceration you should read the book cover to cover. Reading the whole book will help you to form a more thorough understanding of the entire Bureau of Prisons experience.

How This Book is Organized

DownTime is organized into eight chapters and three appendices. The sections within each chapter cover specific topics in detail. Each chapter, and the sections they contain, may be read individually. The last section of each chapter is dedicated to frequently asked questions about the material contained in that chapter.

This method of organization allows each reader to procure only that information they desire. Occasionally readers will be referred to another section in the book. This is done when the information found in additional sections is considered necessary to fully understand a topic.

DownTime is, for the most part, organized along chronological lines. Chapter One provides background information about the Bureau of Prisons. Chapters two through six deal with specific periods leading up to and including initial incarceration. Chapter seven deals with some specific areas of interest and Chapter eight addresses the period beginning with release from prison through the initiation of supervised release. Readers will find that the appendices of *DownTime* are an integral part of the book. They contain a wealth of useful information. A brief summary of each chapter follows:

Chapter 1—The Bureau of Prisons (BOP)

This chapter provides readers with some data about the Bureau of Prisons. Interesting demographic and statistical information covering both the inmate and staff populations of the Bureau of Prisons is included.

Chapter 2—The Process

This chapter provides a brief review, in laymen's terms, of the basic Federal criminal justice process. This chapter provides readers with some insight into the process from a defendant's point of view. Specific areas covered include denial of bond and remanded custody.

Chapter 3—Before Incarceration

This chapter addresses the time between indictment and incarceration. Common oversights, and how to avoid them, are thoroughly addressed in this chapter. This chapter also addresses some of the housekeeping details individuals should address before their incarceration.

Chapter 4—Inmate Etiquette

This chapter addresses the unwritten rules and regulations of the general inmate population. A number of specific dos and don'ts are addressed.

Chapter 5—Initial Custody

Arrival at the designated Federal Bureau of Prisons facility is reviewed in this chapter. The intake process is addressed systematically. Given the very stressful nature of this period, information in this chapter focuses a great deal of attention upon the processes new inmates will experience during their first several hours of incarceration.

Chapter 6—Admission and Orientation

This chapter focuses on the two to four week Admission and Orientation (A&O) process that new inmates undergo. The orientation process, job assignment and the initial inmate classification are addressed in this chapter. The process of sentence computation is also reviewed.

Chapter 7—The View From Within

This chapter takes an in depth look at different facets of prison life. Recreation, education, religious and social activities are explored in

depth. Significant attention is focused upon the maintenance of normalcy during incarceration.

Chapter 8—Release and Community Custody

In this chapter, we address transition from incarceration back to the community. Halfway house and home confinement are discussed as well as the transition to Supervised Release.

Appendix A

Typical Federal Prison Camp weekday and holiday schedules are provided in this appendix. Although there will always be local variations the schedules provided are typical for a minimum security institution.

Appendix B

An overview of the Bureau of Prisons position on inmate discipline as well as a look at inmates' rights and responsibilities.

Appendix C

A glossary of prison terms. Like any culture, inmates have developed their own colorful vernacular. Readers will find the terms included in this appendix entertaining as well as informative.

Writing Conventions

An informal style of writing has been used throughout *DownTime*. Most sections of *DownTime* have been written from the inmate's point of view. This style of writing was chosen for several reasons. Number one—it allowed the author to convey personal experience and empathy for the men and women facing incarceration. Number two—it provides all readers of *DownTime* with a vehicle to promote their empathy for inmates. It was felt that this form of writing would make the information more accessible to readers of *DownTime*.

Each chapter ends with a section titled *Frequently Asked Questions*. Many of the questions and answers in these sections are written in the first person—from the inmate's point of view. Foremost among the reasons for adopting this style is the ability to convey concise in-

formation in a more relaxed, reassuring tone to the men and women who face incarceration.

I believe that this style of writing actually assisted in achieving the primary goal of this book—a better understanding of the processes and challenges faced by individuals exposed to incarceration within the Federal Bureau of Prisons.

In the interest of clarity, the use of acronyms has been kept to a minimum throughout *DownTime*. A complete list of acronyms and slang will be found in *Appendix C—Glossary of Prison Terms*.

Time Signatures

In keeping with Bureau of Prisons policy, all time signatures used throughout *DownTime* follow the military or 24-hour format.

1

The Bureau of Prisons (BOP)

Introduction

Prior to the 1930 Act of Congress creating the Federal Bureau of Prisons, there were seven Federal prisons, each separately funded and operated under local policies and procedures established by each Warden. The 1930 Act directed the development of an integrated system of prisons to provide custody and programs based on the individual needs of offenders.

The stated mission of the Bureau of Prisons is to protect society by confining offenders in the controlled environments of prison and community based facilities that are safe, humane, and appropriately secure, and that provide work and other self improvement opportunities to assist offenders in becoming law abiding citizens. It is important to note that the Bureau of Prisons is not charged with rehabilitation. Its charter is the protection of society—the warehousing of inmates.

All Federal inmates who are able must work and are paid a small wage, a portion of which some inmates use to make restitution to victims through the Inmate Financial Responsibility Program. About one fourth of the inmates are employed by Federal Prison Industries, Inc., a Government corporation that produces a range of goods and services from office furniture to electronic cable assemblies for sale to Federal Government clients. Inmates and most Bureau of Prisons staff members refer to this organization as UNICOR.

Most inmates serve the last 10% of their sentence in a community correction center, or halfway house. Inmates who reside in halfway house hold jobs in the community while preparing for their release. Several hundred halfway houses around the country are privately operated under contract and monitored by the Bureau of Prisons. While serving time at a halfway house or on home confinement, inmates are still in the custody of the Bureau of Prisons.

For operational efficiency, the Bureau is divided into six geographical regions, each headed by a Regional Director, that provide technical support and on site assistance to field locations. Regional Offices are located in Philadelphia, Pennsylvania; Annapolis Junction, Maryland; Atlanta, Georgia; Dallas, Texas; Kansas City, Kansas; and Dublin, California.

Bureau of Prisons Facilities

As of March 2006, the Bureau of Prisons consisted of 106 separate penal institutions with additional facilities under construction. A complete Bureau of Prisons facility guide is available on the Bureau of Prisons' website located at www.bop.gov

The Bureau of Prisons operates institutions of several different security levels to appropriately house a broad spectrum of offenders. Security levels are based on such features as the presence of external patrols, gun 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 placed in one of five groups: minimum, low, medium, high, and administrative.

Minimum Security

Minimum-security prisons are known as Federal Prison Camps. They have dormitory style housing, a relatively low staff to inmate ratio, and no fences. 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 institution or the

base. The press coined the term "Club-Fed" to describe minimum-security Federal Prison Camps.

Low Security

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

Medium Security

Medium security Federal Correctional Institutions have strengthened perimeters (often double fences with electronic detection systems), cell type housing, a wide variety of work and treatment programs, and an even higher staff to inmate ratio than do low security institutions, providing even greater internal controls.

High Security

High security institutions, also known as United States Penitentiaries, have highly secure perimeters (either walled or double fenced), multiple and single occupant cell housing, and close staff supervision and movement controls.

Administrative

Administrative facilities are institutions with special missions, such as the detention of non-citizen or 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 are capable of holding inmates of all security categories. Federal Detention Centers, Federal Transit Centers, Federal Medical Centers, Metropolitan Corrections Centers are all examples of administrative level facilities.

Bureau of Prisons Inmate Population

As of March 2006, the Bureau of Prisons incarcerated a total of 189,587 men and women. This population was housed in 106 facili-

ties of various security levels. The average age of Federal inmates is 37 years old.

Who is a Federal Inmate?

With few exceptions, only inmates convicted of violating Federal laws are sent to Federal prisons. Individuals awaiting trial for violating Federal laws are also held in Federal prisons. The Federal Bureau of Prisons also houses a few state inmates. However, most inmates convicted of violating state or local laws are sent to state, county or city facilities.

Inmates by Security Level

Minimum:	34,548	(19.1%)
Low:	70,725	(39.1%)
Medium:	45,763	(25.3%)
High:	18,993	(10.5%)
Unassigned:	10,853	(6.0%)

Inmates by Gender

Male:	176,445	(93.2%)
Female:	12,642	(6.8%)

Inmates by Race

White:	44,092	(24.4%)
Hispanic:	57,863	(31.9%)
Black:	72,433	(40.2%)
Asian:	2,890	(1.6%)
Native American:	3,040	(1.7%)

Bureau of Prisons Staff

As of March 2006, the Bureau of Prisons employed a total of 34,438 men and women. The following sections present the reader with various facts about Bureau of Prisons personnel.

Staff by Gender

Male:	24,912	(71.8%)
Female:	9,526	(28.2%)

Staff by Race and Ethnicity

White:	22,130	(64.4%)
Hispanic:	3,829	(11.1%)
African American:	7,160	(20.9%)

Frequently Asked Questions

1) What types of institutions does the Bureau of Prisons administer?

The Bureau of Prisons administers United States Penitentiaries, Federal Correctional Institutions, Federal Prison Camps, Federal Detention Centers, Bureau of Prisons Medical and Administrative facilities and, through contract, various halfway house and community correction programs.

2) What type of institution will I go to?

During the course of your presentence investigation your security level, and thus the type of institution you will be designated to, will be determined. Contributing factors to your custody classification level include: the nature of your crime, the severity of your crime, the anticipated sentence for your offense, your past criminal history and the level at which you cooperated with the Federal Government.

3) Are there any coed prisons?

Although no Bureau of Prisons facility is coed in the traditional sense, several female prison camps are located adjacent to higher security male institutions. Both male and female inmates are separately housed in Federal Detention Centers, and Federal Bureau of Prisons Medical Centers. At no time are male and female inmates allowed to fraternize.

4) *Do men's prisons have women guards?*

By policy Bureau of Prisons, staff is comprised of both male and female personnel regardless of the institution. Although it is uncomfortable having guards of the opposite sex most inmates adapt quickly.

5) *Are there multi-lingual guards?*

At those institutions that house a large number of Hispanic inmates, many of the staff are fluent in Spanish.

6) *Will there be violent offenders in my prison?*

The Bureau of Prisons endeavors to maintain like type offenders together. With this in mind, most inmates at any institution are of the same security level. In short, inmates of Federal Prison Camps do not often have to worry about being housed with known violent offenders. The only exception to this policy of segregating inmates is during transport. At that time, all inmates are thrown together. This is the reason that all inmates are treated like high security offenders during transport.

7) *What is the typical Bureau of Prisons guard like?*

The staff members of the Bureau of Prisons are as diverse as the inmates. There are both good and bad staff members. In general, the guards with whom you will have contact will be performing their jobs and then going home at the end of the day. You will, of course, run into those guards that feel it is their privilege to harass you in any way they see fit. This is becoming less and less common. For the most part guards and staff members will treat you in a professional manner.

2

The Process

Introduction

Most defendants would agree that few events in their life are as intimidating as prosecution by the United States Government. Further, most who have gone through the process would agree that their lack of understanding did little to alleviate the fear they felt. Regardless of the crime an individual is charged with, if the Federal Government prosecutes them, they will go through the same basic process. This process includes the following steps:

- Arraignment
- Plea Bargain
- Enter Plea
- Trial if necessary
- Presentence Phase
- Sentencing
- Post Sentence Phase

In this chapter, we briefly review, in laymen's terms, the steps in the basic Federal judicial process. Significant attention is spent on the last three steps: Presentence Phase, Sentencing and the Post Sentence Phase. It is important to note that the information contained in this chapter is in no way intended to provide legal opinion or expertise. It is intended solely as an illustration of the process people charged with a Federal crime pass through.

Although the focus of *DownTime* is federal incarceration, no book on this topic would be complete without an exploration of the federal

judicial process. This chapter addresses the process in general terms and is not, in any way, meant to be an exhaustive missive on the process.

Arraignment

Shortly after being charged with a crime against the United States of America, an individual is arraigned. During the arraignment, formal charges are read to the defendant. The defendant is asked if they understand the charges that are being brought against them. From the defendant's point of view this step is important in that bond is determined at this time. One of three things will usually occur as the result of an arraignment:

- The defendant is released on their own recognizance and told when next to appear before the court.
- The defendant is released after placing some sort of bond, or guarantee, with the court to assure their return to court. At times, a defendant is remanded to the custody of the United States Marshals until their bond has been posted.
- The defendant is remanded to the custody of the United States Marshals and held until their next court date.

Plea Bargain

If a defendant's lawyer and representatives of the United States Attorney General's office are able to come to terms then a plea bargain has been achieved. Generally, a plea bargain includes the dropping of some charges and a recommendation for a particular sentencing range in return for a guilty plea on other charges. At this point, the defendant would change their plea from not guilty to guilty and a sentencing date is scheduled.

Enter Plea

At this point, the defendant, with the advice of their lawyer, enters their plea to the crime with which they are charged. If a defendant pleads guilty at this time, they would skip a trial and proceed directly

to the presentence phase of the process. If a plea of not guilty is entered then a date for the initiation of a jury trial is set.

Trial

If the defendant and the United States Attorney General's office are unable to come to an agreement on a plea then a jury trial is held. During the course of the jury trial both the defendant and the United States Government get the chance to present evidence. The ultimate responsibility of the jury is to arrive at a verdict.

Verdict

Three things can occur as the result of a jury trial:

- The defendant will be found innocent and released
- The jury will be hung (unable to come to a decision and a mistrial will occur)
- The defendant will be found guilty and a sentencing date will be set

At this point, the judge may remand the defendant to the custody of the United States Marshals until sentencing occurs. Refer to *Chapter 5—Initial Custody* for more information on this topic.

Presentence Phase

It is impossible to overemphasize the importance of the presentence phase to any defendant or criminal practitioner. This phase of the process became even more important when the United States Supreme Court ruled that the Sentencing Guidelines were no longer mandatory but advisory. (*United States v. Booker*, No. 04-104, January 12, 2005).

By virtue of its decision, the Supreme Court of the United States once again allowed sentencing judges latitude in the determination of sentence. Although the sentencing guidelines continue to exist in an advisory capacity judges, for the first time in over three decades, have an opportunity to craft sentences based on the specifics of the case

currently before them. In order to make this determination Judges rely upon a number of government and defense supplied documents.

By far, the most important document in the determination of sentence is the presentence investigation report (PSR). Upon a finding or admission of guilt, the Court commissions the United States Probation Office, ostensibly an impartial arm of the Court, to author a draft PSR. Information contained in this report is gathered a number of ways:

- Documents supplied by the Assistant United States Attorney prosecuting the case
- Documents supplied by law enforcement
- Documents supplied by the defendant
- Information obtained from the Internal Revenue Service, credit reporting agencies, banks and other government agencies
- Information obtained from state regulatory authorities
- Information obtained during an interview with the defendant
- Information obtained from the defendant's family, coworkers, and business associates, schools and employers
- Information obtained from victims of the defendant's crime

Once collected this information is compiled into a standard format and provided in draft form to both the prosecution and defense. Both sides have the opportunity to object to the conclusions drawn by the author of the report, correct inaccuracies and insist upon Court intervention to address issues that remain unresolved.

The typical presentence investigation report is between 15 and 50 pages in length and contains the following information:

- Identifying data
- List of codefendants
- Offense(s) charged
- Offense conduct

- Loss analysis if applicable
- Victim impact
- Adjustment for acceptance of responsibility
- Sentence guideline calculations
- Defendant's criminal history
- Personal and family data
- Physical condition
- Mental health
- Substance Abuse
- Education and Employment records
- Net worth and cash flow analysis
- Sentencing Options
- Factors that might warrant departure

In addition to providing the sentencing Court with information necessary to arrive at an appropriate sentence the presentence investigation report also serves as the foundation upon which the Bureau of Prisons determines the appropriate custody classification level, facility designation, program placement and correctional programming for its inmates.

In short, the Bureau of Prisons will always look to the presentence investigation report as the "Bible" for any inmate. Information contained in the presentence investigation report determines:

- Appropriate custody classification level for the inmate
- Class of facility suitable for incarceration (Federal Prison Camp or Federal Correctional Institution)
- Furlough eligibility
- Sentence reduction eligibility
- Housing assignment while incarcerated
- Dietary requirements
- Visitation limitations
- Home confinement eligibility
- Conditions of supervised release
- Professional restrictions after release

Too often, those dealing with the presentence investigation report are completely unaware of the uses outlined above. For this reason it is imperative that prior to entering this phase defendants, their families and their attorneys become intimately familiar with this process, how to prepare for it and, most importantly, how to use it to their greatest advantage.

Since 1997, *David Novak Consulting* has used our intimate knowledge of the presentence phase to procure our clients the best available long-term outcome given the facts of their case. During this time we have worked hand in hand with many of this nation's premier criminal defense practitioners and, through our hard work, unparalleled knowledge and an ability to communicate within the framework of the process built a nationwide reputation as a leader in the field of presentence consulting.

If you would be interested in speaking to us about the specifics of a case, please feel free to contact us at (801) 364-7747 to schedule an appointment.

Sentencing

During the sentencing hearing, your lawyer will argue for the low end of the range. It is common for the prosecutor to argue for the high end of the range. At this point, your lawyer may also request that you be allowed to self-surrender or allowed to serve your sentence at a particular prison.

Generally, the court will agree to requests for designation to a particular institution if there are adequate reasons to support the request. Support for this type of request would include proximity to family, educational opportunities available at that institution, or medical requirements. The defendant will also be given the chance to say something to the court at this time. It is customary for the defendant to make a statement of contrition to the court before the sentence is passed.

The judge will then make a statement supporting the sentence they are about to pass. After they have made their statement, the sentence will be announced.

I will always remember the panic I felt as the judge passed sentence on me. My knees were knocking, I had a facial tick, my stomach was in knots and I felt as though I was going to vomit. The one thing that I tried to keep in mind at this point was that it was almost over. The waiting, the guessing, the anguish over the outcome was all about to go away. I was about to begin the process of healing.

After sentencing the judge will either continue your bond until you are ordered to report via the self-surrender process or you will be remanded to the custody to the United States Marshals for transport to a holding facility until the Bureau of Prisons designates your permanent Federal facility.

Self-surrender

As reporting to prison goes the self-surrender process is much more humane. It gives you the opportunity to put your affairs in order and to prepare yourself, mentally, emotionally and physically for the challenges that lay ahead.

Approximately two to four weeks after your sentencing, you will receive a Letter of Designation from the Bureau of Prisons. This letter will state the institution to which you have been designated and the time and date on which you must report. You will also be provided the institution's telephone number and address. Now it is time to catch your breath—again—and begin implementing the strategies addressed in *Chapter 3—Before Incarceration*.

Remanded Custody

At the time of your sentencing, or in the case of a jury trial the time a guilty verdict is handed down, the judge may remand you to the custody of the United States Marshals. If remanded to the custody of the United States Marshals you will be taken into custody in the court-

room and proceed directly to a holding facility where you shall be held until sentenced or designated to a permanent Federal facility.

Frequently Asked Questions

1) *What is a plea bargain?*

A plea bargain is an agreement between the United States District Attorney and a defendant charged with a crime. In return for a guilty plea by the defendant, and the avoidance of a costly jury trial, the United States District Attorney agrees to limit the scope of the charges brought against the defendant and to recommend a particular sentence to the courts.

As an example: An individual may be charged with five counts of trafficking in cocaine. In return for an agreement to plead guilty to one count and cooperate with continuing investigations (which might require testifying in court against a codefendant) the United States District Attorney will drop four counts of trafficking in cocaine and agree to recommend that the minimum mandatory sentence for this crime be waived.

2) *Will the United States District Attorney always offer a plea bargain?*

In most cases, the defendant will be provided the opportunity to enter a plea bargain arrangement with the United States District Attorney. You will talk at some length with your lawyer about this topic.

3) *What if I do not accept the terms of the plea bargain offered?*

If an individual refuses to plead guilty to a crime and is brought to trial then several things occur. Minimum mandatory sentences will apply. No credit for cooperation will be given when calculating the sentence of the defendant if they are found guilty. Generally due to the fact that the defendant will be tried on all the counts of their indictment they will receive a significantly longer sentence than if they had agreed to plead guilty to a lesser number of charges.

4) *How is the amount of my bond determined?*

Several variables are used to determine the amount of bond. First is the risk that you will not appear for future court dates. This risk is calculated by looking at the severity of the crime you have been charged with, the length of sentence you will receive if convicted of the charge, previous criminal history, your ties to the community, your danger to the community, your psychological stability and the impression you make upon the Probation Officer who conducts the interview.

5) *How does a bail bond work?*

Bail bond companies provide individuals charged with a crime with the opportunity to post otherwise unaffordable bonds. Bail bond companies are best portrayed by the following example: Say that a bond of \$50,000 is required before release. If the individual does not have that amount of money, they may approach a bail bond company. The standard fee of most bail bond companies is 10% of the bond. That is to say if the court requires a bond of \$50,000 the defendant must pay of fee of \$5,000 to the bail bond company. The company will then post the \$50,000 with the court and the defendant is released pending their next court date. It is important to note that the 10% paid to the bail bond company is their fee. It will never be returned.

6) *If I post my own bond when do I get it back?*

Bond is returned, or released, when all of the court dates set for an individual have been met. This normally occurs after the resolution of all criminal charges.

7) *How thorough is the Presentence Investigation?*

The presentence investigation report, or PSR, is a very thorough look into your past. The first step in the presentence investigation process is an interview between the defendant and the Probation Officer tasked with writing the presentence investigation report. This meeting will be very similar to a job interview. You will be asked a number of questions about your education, professional, and family background.

Your lawyer should spend some time with you in preparation for, and accompany you to, this interview. Remember that the presentence investigation report becomes the central document in your Bureau of Prisons file. The information contained in this document will follow you throughout your incarceration, community custody and supervised release.

8) How is the length of sentence determined?

The United States Sentencing Guidelines are used to determine an advisory sentence that will, in most cases, be followed by the Court. The primary variable in calculating the base length of sentence is the severity of the offense.

Departures from the sentencing guidelines are made for a number of reasons. Individuals identified as leader organizers or kingpins receive upward departures. That is to say that their recommended sentences often exceed the upper limit of the sentencing guidelines. Individuals who cooperate with the United States Attorney General's office are often rewarded with sentence reductions.

9) What are minimum mandatory sentences? Are they in fact mandatory?

In 1991, Congress enacted the Truth in Sentencing law. With this law Congress, and not individual judges, set the minimum sentences for a wide spectrum of crimes. During the presentence investigation, an advisory guideline score will be determined. This score will have a sentencing range associated with it. As an example, a score of 11 has a range of 10 to 16 months.

If no departures from the guidelines are requested your sentence will fall within that range. In certain instances, this range may be substantially modified. These types of modifications are normally reserved for those individuals who have cooperated with the United States Attorney General.

10) Will I know whether I will be allowed to self-surrender?

By the time you arrive at court to be sentenced, there will be very few surprises. Your attorney will have prepared you. Generally, your attorney will have some idea of the sentencing range, type of institution you will be incarcerated in and whether you will be allowed to self-surrender. Regardless of what is anticipated, it is important that defendants be prepared for immediate incarceration. Surprises do occur.

3

Before Incarceration

Introduction

The time between indictment and incarceration is very emotional. I know. I've been through it. I had never been so scared in my life. Nor had I ever been so ill prepared for the challenges that I faced. Before this event, I had no experience with the judicial system. I quickly found out that the process was overwhelming.

This period was incredibly emotional, not only for me but for my family and friends as well. If your case is like most Federal cases then the day of sentencing is almost anti-climatic. You and your lawyer will have a good idea of the sentencing range that you are exposed to.

As my case worked its way through the legal process, I relied heavily upon the good counsel of my lawyer, Dave Allen, and consciously chose to give up the last illusions of control I had held onto. I realized that I was out of my area of expertise and that my fate was squarely in the hands of the courts.

While on pretrial release I undertook to learn all I could about the system in which I found myself. Specifically, I wanted to learn about the Federal Bureau of Prisons. I wanted to know what I could expect before, during and after incarceration. I spent hours and hours surfing the Internet. I downloaded the entire United States Sentencing Guidelines Manual and every Bureau of Prisons policy statement that I could find, all with an eye towards educating myself about prison. It is this information that serves as the foundation of *DownTime*.

This chapter addresses the time between indictment and incarceration. Common oversights, and how to avoid them, are thoroughly addressed in this chapter. This chapter also addresses some of the housekeeping details that should be accomplished before incarceration. When properly used the information in this chapter will greatly decrease the stress experienced by inmates and their families during the initial period of incarceration.

Regardless of whether a defendant is immediately remanded to the custody of the United States Marshals or one of the fortunate individuals allowed to self-surrender the information in this chapter will assist them during their initial period of incarceration.

Several of the topics, discussed in detail elsewhere in *DownTime* are touched upon in this chapter. The topics covered in this chapter are limited to information individuals must know and the steps they should take before incarceration. Taking the steps outlined in this chapter will aid readers in a smooth transition to prison life.

Pretrial Release

Defendants released on bond will be under the supervision of the Federal Pretrial Service. The job of the Pretrial Service Department is to ensure that the terms or conditions of a defendant's pretrial release are maintained. At a minimum, they will ensure that defendants are available for their court dates and that they are not participating in any criminal activity.

While awaiting the outcome of my case, I was under the management of this department for approximately five months. During this period, I found the individuals within the Pretrial Service Department to be courteous and professional. I was required to check in once a week by phone. During these check in calls I was asked a series of routine questions: Had my residence or place of employment changed? Were there any issues that I required assistance with? How would I be traveling to my next court appearance? Never once was I made to feel poorly by these men and women.

The only inconvenience I suffered during my time on pretrial supervision was the requirement for periodic drug testing. Each evening I was required to call in and listen to a recorded message. The message would announce which individuals were required to report for a drug screening urinalysis the following day. During my five months on pretrial release, I was called in for a drug screening about once a month.

While in prison I heard stories told by a number of individuals about the poor treatment they received at the hands of their Pretrial Service Officers. After considering the types of individuals who told these stories I am inclined to believe that there may have been cause for some of the treatment these individuals received.

Generally, while on pretrial release you are on a type of probation. You may not leave the area in which you have been released, you may not use any form of illicit drug, you may not commit any criminal act and any contact with a law enforcement agency must be reported. This includes any type of traffic infraction. Overall, most individuals will find the requirements of pretrial release to be easily adhered to.

It is very important that you follow the conditions of your pretrial release. Both your lawyer and the Pretrial Service Officer will review these conditions with you. You should continue to prepare for the challenges you will face. You will be under the supervision of the Pretrial Service Department until you are remanded to the custody of the United States Marshals or the date you self-surrender. The following are common conditions of pretrial release:

- Remain within the jurisdiction of the United States Federal Court handling the prosecution of your case.
- Do not possess, or be in the company of anybody who is in possession of, a firearm or weapon of any type.
- Check in with your designated Pretrial Service Officer at the times they specify.
- Surrender your passport.

- Make a full financial disclosure to your Pretrial Service Officer upon their request.

Emotional Needs

In good conscience, I cannot address this topic without sharing some personal experiences with you. The emotional fabric of your life will be significantly challenged by your upcoming incarceration. Many of the people who you expect to support you will not. On the other hand, many people from whom you expect no support will rally to your side. Feelings of helplessness, shame, frustration, anger, hurt and sorrow should be expected at this time.

Throughout this period, I reacted like I always had to emotional upheaval. I withdrew. I cut myself off from family and friends. In retrospect, I believe that this was a big mistake. At the risk of offering unsolicited advice as you move through this difficult period, I would encourage a level of openness that might be foreign to many of you.

The way to get through this time and to enjoy the support that most family and friends will offer is be open and honest. Communicate your feelings, whatever they may be. It is also imperative that you realize everybody in your life is affected by this event. Parents, children, siblings, friends, partners, spouses and even the people with whom you do business will be affected by the events you are going through.

I would highly recommend that some form of outside counseling be considered during this time. Several options are available. Private counselors provide one on one sessions that many individuals may find helpful. Another option would be to attend one of the many twelve step programs available in most communities. Alcoholics Anonymous and Narcotics Anonymous are excellent examples of this type of program.

In addition to providing support, you may find the members of these types of groups a valuable resource in terms of personal experience.

Each of you must decide what is right for you at this time. Through it all, it is important that you continue to openly communicate with your spouse and family. This is an incredibly trying time. Properly managed it may actually serve to strengthen family ties and friendships.

Dealing with the shame of what I was going through was one of the most difficult things for me. One of the pieces of information I came across as I researched this book helped me to deal with my shame. In 1997, one out of every 165 Americans was awaiting trial, incarcerated or serving some form of supervised release. By the end of 1999, this number had increased to one out of every 162 Americans.

Today that number stands at 1 out of every 134 Americans, a staggering statistic to be sure. By being open about my situation I was surprised to find several individuals who had overcome similar challenges in their past. Their survival, and their willingness to share their experiences with me, did much to bolster my strength.

Another thing that many defendants will deal with is the judgmental nature of people. Before going through this process, I like many Americans lumped all criminals into a single category. I believed that everybody who went to prison was a violent offender who had terrorized helpless people. Keep in mind that this is the mindset that many of you will now be up against.

Now is the time to recognize what you can and cannot control. Now is the time to concentrate on what you can control. You have no control over what people think of you. You have no control over what is written in the papers or mentioned on news programs. What you do have control over is the way you allow yourself to react. This time will certainly test your mettle. Clear, concise, open and honest communication between you and the people who really matter will help.

The single most important piece of advice I can give to people in this situation is to accept full responsibility for their actions. I cannot tell

you how tiring it is to hear people talk about how they were framed, persecuted and treated unfairly by the judicial system. Let it go. Accept responsibility for your plight and work to manage it to your best advantage.

Disclosure

Discernment is defined in Webster's dictionary as: to perceive as separate and distinct: discriminate. During your time on pretrial release, you would do well to keep this definition in mind. Clearly, you may have little control over who finds out about your situation. If you, like I did, see your face on the evening news and on the front page of your local newspaper chances are many people will already know your situation.

Even in this age of instant information, there will still be people that you must inform of your upcoming incarceration. While in prison I met men whose children thought they were on long business trips. I also met men who found great comfort in the full disclosure they had made to their family and friends. Although prosecuted in Seattle, Washington I spent my pretrial release in Charleston, South Carolina. Although my case had gained great notoriety in Seattle, nobody in Charleston knew what I was going through. I was very careful about who I shared information with.

While in Charleston I secured employment in a small downtown retail store that was owned by three men. I informed two of the owners about my predicament. They were supportive and even supplied me with a letter for court. They suggested that the third owner, an older man, might not be as receptive to my situation. They suggested that I keep this information from him.

I chose to follow their well-intentioned advice. It was the wrong thing for me to do. About two weeks after my incarceration the owner who I had withheld information from found out that I had gone to prison. Discovering my deception, he made some very sweeping misjudgments about my character. I lost him as a supporter

and a friend. To this day, I regret the fact that I was not open with him.

The point I make is that the shame that you attempt to avoid is often less painful than the result of any deception you use to avoid that shame. It is important to keep in mind that in this age of technology there is very little privacy left to people.

While living in Charleston, South Carolina, more than one of my acquaintances found information about my arrest and conviction on the Internet. This presented them with a very one-sided view of the events leading to my incarceration. The only way to combat this lopsided view of events is to be open with those people who you care about before they get their information from some other source.

Often people will take their lead from you. If you are open about your mistakes, and how you plan to learn from them, most people will understand. My conviction and incarceration put a tremendous strain on my relationship with family and friends. I feel that this strain was reduced by my attitude. I admitted my mistakes, paid my price and committed to rebuilding my life as early as possible.

Regardless of the actions you take before your incarceration, there will still be people who insist on judging you. Do not waste your limited emotional resources on these people. Surely, they are entitled to their opinion but that is all. Even the individuals who provide support throughout the process will, at times, be a tremendous strain. It is important to remember that as much as people might empathize with your position it is you who must truly experience it. Take care of yourself.

The advice of a trusted clergy member or the insight provided by a professional therapist may go a long way in helping you to decide which course of action is right for you. Many men that I served time with in prison were handsomely rewarded for their openness. Upon

release from prison, they had the support of their families and jobs awaiting them.

People who had been trusted with open communication before incarceration offered many of these men jobs. Other men lost family and friends during this time. Regardless of what you decide to do give it your best shot.

Whatever you choose to do must be right for you and your family. You must do what is appropriate for you in your situation. Remember that the avoidance of shame may actually lead to a much less comfortable situation than you would find yourself in if you were open and honest in the first place.

Hold your head high. You have made a mistake and you will pay a price for that mistake. You are taking all of the steps to clear your name, pay your debt and restore your place in society. You have nothing to be ashamed of. Do not ever let anybody tell you differently.

Setting Up Communications

The ability to communicate with family and friends is one of an inmate's most cherished privileges. Unlike the free world where you can pick up a phone anytime you want, inmates follow very strict communications procedures. Inmates are provided three avenues of communication while in prison: telephone conversations, mail and visits.

Before having any communication with the free world, an inmate must receive certain approvals. This section will deal with what you can do, before incarceration, to gain those approvals with a minimum of delay. Communication is addressed in *Chapter 7—The View From Within* in detail.

The most important thing to remember is that to do anything in prison inmates are required to fill out a form. The forms inmates

must fill out to have phone numbers or visitors placed on their approved list all require the name, address and phone number of people outside prison. Since inmates are not allowed to keep their address books when they arrive at prison this poses a potential problem.

If you are allowed to self-surrender, you should complete the following procedure. Before your report date, the Bureau of Prisons will send you a letter designating you to a Federal facility. Approximately one week before your report date, you should send a letter to yourself.

This letter should include a list of the names, addresses and phone numbers you will require to fill out phone and visitors lists. Do not attempt to send an address book—it will be refused by the mailroom of the prison. This letter, or for that matter any letter sent to an inmate, must be addressed as follows:

Inmate John Doe
Register Number: 99999-999
Federal Prison Camp Snoopy
PO Box 99999
Nowhere, TX 99999

Make sure you clearly mark the letter "HOLD FOR REPORT DATE ON MM/DD/YYYY" in large block letters. The mailroom staff will set the letter aside for your arrival. You will receive it at your first mail call. The addresses and telephone numbers you include in this letter will be helpful in completing phone and visitors lists. Taking this simple step will help you do your part to speed the process of phone number and visitor approvals.

Those individuals immediately remanded to the custody of the United States Marshals should have a family member send them the required information. This should be done as soon as possible. Inmates who are transferred from city and county jail facilities to Fed-

eral prisons are allowed to bring phone numbers and addresses with them.

Phone Calls

Most Bureau of Prisons facilities use a standard inmate telephone system. This system allows inmates to make collect calls and calls billed to their inmate telephone account. Only telephone numbers on an inmate's approved phone list may be dialed. As of April 2, 2001 all federal inmates are limited to using 300 minutes on the phones per calendar month. This equals approximately 20 15-minute phone calls per month. Once an inmate's 300-minute quota is exhausted, they will not be allowed to make further calls until the first of the following month.

In an unusually compassionate move the Bureau of Prisons has, since 2002, gifted inmates and their families with an additional 100 minutes of phone time during the months of November and December. Although this has occurred for several years now it is important to keep in mind that the BOP is under no obligation to maintain this holiday custom.

All phone calls are subject to monitoring. Remember that you have no privacy while in prison. If it is necessary to talk to your attorney then you must request an unmonitored attorney call. This call must be requested in writing. An Inmate Request to Staff Member addressed to a member of the inmate's Unit Team, is used to make this request.

Make sure that all of the individuals whom you plan to have phone conversations with are aware of the monitoring. It is also important that your family know that you may not be able to call for up to a full week after your incarceration.

In order to have numbers placed on an approved telephone list inmates must fill out a Bureau of Prisons form BP-S505.052. This form, commonly referred to as the phone list, may be obtained from

a member of your Unit Team. The following information is required in order to place any telephone number on your approved list:

- Telephone number you want added to your list
- Name / Relationship of the person you wish to call
- Mailing address of the person you wish to call

As soon as you have been processed and arrive at your unit, ask any inmate or a member of your Unit Team for a telephone list. It is important to fill out the list completely. Any list, which is not completely filled out, will be returned to the inmate. Turn this list in as soon as possible. Most institutions will open a telephone account for an inmate only after receiving the first list of approved numbers from a member of the inmate's Unit Team.

Every person who is placed on your telephone list will receive a letter from the Bureau of Prisons. This letter makes it clear that an inmate of the Federal Bureau of Prisons wishes to call. Be aware that the recipient of this letter has the uncontested right to refuse these calls. This point is important when deciding to communicate with individuals who do not know you are incarcerated.

Visits

Similar visiting guidelines are followed throughout the Bureau of Prisons. Visiting hours are normally Saturday and Sunday from 0800 until 1530. Quite a few institutions also allow weekday evening visits. Visiting information and visiting hours for specific institutions may be found on the BOP website at www.bop.gov

Most Federal Institutions allow what are called contact visits. Inmates are not separated from their visitors by glass or bars. They are allowed into the same room with them.

In order to receive visitors an inmate must first fill out the appropriate form. The following information is required for each person you wish placed on your approved visitors list:

- Name / Relationship of the person you wish to have visit you
- Mailing address of the visitor

Prospective visitors will receive a Visitor Information Form from the Bureau of Prisons. They must complete this form in its entirety before they will be included on your visitors list. When the Bureau of Prisons receives the completed form, a criminal history check will be initiated. Generally, criminal history will preclude anyone, with the exception of an immediate family member, from visiting you in prison.

Inmates are always held responsible for the conduct of their visitors. It is very important that all visitors conduct themselves in a courteous manner while visiting inmates. Visitors' rules are straightforward and should be adhered to at all times. A more thorough look at visiting is provided in *Chapter 7—The View From Within*.

Mail

Inmates are allowed to send and receive an unlimited number of cards, letters, magazines and other periodicals. During the course of my incarceration there were very few days that I did not receive mail. Although most institutions will supply paper and envelopes inmates must pay for postage on outgoing letters.

It is important to note that all incoming letters will be opened. With the exception of non-Polaroid photographs, nothing may be enclosed with letters. It is against the rules for any inmate to receive newspaper clippings, personal items, stamps, sexually explicit photographs, Polaroid photographs or money.

Inmates are allowed to receive subscription magazines and periodicals through the regular mails. They must come directly from the publisher. Any magazines or periodicals sent from family and friends will be refused. In 1999, the United States Courts handed down a ruling that granted the Bureau of Prisons the right to bar federal inmates from receiving any publication that contained material of a sexual

nature. Magazines that include the above referenced material will be destroyed.

All inmate mail, whether a personal letter or a subscription magazine, must be addressed in the following manner. Any deviation from this address format may result in the mail being returned to sender.

Inmate John Doe
Register Number: 99999-999
Federal Prison Camp Snoopy
PO Box 99999
Nowhere, TX 99999

Financial Considerations

While incarcerated the Bureau of Prisons will house you, clothe you and feed you. You will be provided clean living quarters, clothes suitable to the weather conditions you will experience, linens for your bed, basic toiletries and food of a caloric quantity suitable to sustain human life.

The Bureau of Prisons will not provide postage stamps, telephone calls, commercial quality personal hygiene products or clothes and shoes suitable for sports or leisure wear. In fact, to achieve any level of comfort in prison you will have to augment Bureau of Prisons supplied items with purchases from the commissary.

As a federal inmate, you are allowed to spend \$250 per month on commissary items. This figure does not include postage stamps, phone calls or what the Bureau of Prisons calls special purchases. Special purchases are large one-time purchases like tennis shoes, watches and personal radios.

For planning purposes, a minimum budget of about \$100 per month should be considered. This budget does not include phone calls. For those inmates who make numerous long distance calls a larger budget

should be planned. Inmates who make daily calls to family members often spend \$200—\$500 per month.

It is important to keep these figures in mind. Once you arrive at the institution to which you have been designated you will be able to review the commissary list and then determine a rough monthly budget. It is imperative that you make financial arrangements before your incarceration. For those individuals who will self-surrender a postal money order made out in the name of the inmate should be sent to the national Bureau of Prisons Lockbox account described below. These moneys will be used to open your inmate commissary account.

I would suggest an initial amount of at least \$500 be used to open an inmate account. This will allow an initial purchase of toiletries, radio (required to watch TV in most institutions), watch, vitamins, tennis shoes, sweat clothes, postage stamps and telephone account credits.

When sending money to an inmate it is important to use United States Postal Money Orders. All money orders must have the inmate's name and register number clearly written on them.

As of November 29, 2004 all money intended for federal inmates must be sent to the Bureau of Prisons Lockbox facility. Individual institutions will no longer accept money orders sent from family members. Before your incarceration, and whenever money is to be deposited to an inmate's commissary account, a postal money order should be sent to the following address:

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

Tax planning should also be taken into account before incarceration. Inmates are not required to pay income tax on the money that they earn for prison labor. They are however responsible for filing and paying taxes on any moneys earned from outside sources. Many inmates forget to file taxes and find that they are faced with a mess upon their release. The last thing most inmates need is a tax evasion or failure to file charge upon their release from prison.

It is important that inmates have an individual on the outside that is able to send them the personal tax forms that they require while incarcerated. Surprisingly not many prison libraries have these forms on hand. Inmates are limited to handling personal tax matters while incarcerated. Bureau of Prisons policy forbids inmates from working on any facet of a business while incarcerated. This includes business taxes. Waivers to this policy are granted on a case-by-case basis.

Those individuals who will attempt to keep businesses running should note that Bureau of Prisons policy forbids inmates to conduct any business while incarcerated. Talking about business matters on the phone or sending and receiving business correspondence while incarcerated will lead to an incident report. With this in mind, it is important to designate a trusted family member or friend to handle business affairs while you are incarcerated.

Notification of Designation

Whether remanded to custody directly from court or allowed to self-surrender ultimately the day arrives. For those remanded to custody, designation of a permanent Federal institution will occur while they are incarcerated. Those allowed to self-surrender will receive a Letter of Designation in the mail. One day you will go to the mailbox and see a letter from the United States Marshals Service. This letter will contain the following information:

- The institution to which you have been designated.
- The date and time by which you must report.
- The address and phone number of the institution.

After catching your breath, give the institution a call. Let them know that you have been ordered to self-surrender and you would appreciate any information that they might have. Most institutions have a prerecorded message that they will play for you. Note that the person who answers the phone when you call will usually be a member of the guard staff. Expect this person to be quite curt. They will rarely answer questions. There is however no harm in trying.

You should also be aware that most letters of designation order the inmate to report to the highest security facility associated with that correctional complex. If there are a minimum and medium security institution located where you have been designated your letter will probably order you to report to the medium security institution. Do not panic.

Most new facilities collocate various levels of institution into what is referred to as a correctional complex. Administrative management, including receiving and discharge, for all of the institutions are handled in one area, normally the highest security institution. Once processed you will be housed in the facility most appropriate for your situation.

Packing for Prison

In January of 1997, the Bureau of Prisons adopted an austere approach to personal property. They outlawed all of it. Federal inmates are no longer allowed to possess anything that was not issued by the Bureau of Prisons or purchased at a Bureau of Prisons commissary. If you called the phone number noted in your letter of designation you have been made aware of those items that are allowed to be brought into the institution at the time of your surrender. The list of allowable items includes:

- A soft covered Bible, Koran, Torah or other religious text
- One pair of eyeglasses
- One religious medal with a value of less than \$100
- Dentures and/or a dental bridge

- One solid wedding ring with no stones
- Legal paperwork
- Prescription medication in its original container
- Orthotics (if prescribed and documented in your presentence investigation report)

The clothes you are wearing and any personal items in your possession when you report will be confiscated and sent home. No medication, cigarettes, pictures, or anything else will be allowed. There will be no exceptions made to this policy.

Smoking in Prison

In late 2004, the Bureau of Prisons adopted a nationwide smoking ban for inmates in its institutions. For those defendants anticipating a period of incarceration this ban should be taken into account when planning for your transition to life inside.

It is strongly suggested that by the time you are incarcerated you have weaned yourself from tobacco and are over the worst of the withdrawals that smokers often face when quitting. The first week in prison is stressful enough without having to deal with nicotine fits and their associated impact on mood and emotional well-being.

Frequently Asked Questions

1) *What happens if I violate one of the conditions of my pretrial release?*

Your Pretrial Service Officer has a tremendous amount of discretion when it comes to handling any violation of pretrial release. At a minimum, you will be verbally reprimanded. At a maximum, you may have your bond revoked, be immediately remanded to the custody of the United States Marshals and spend the rest of your time awaiting trial in jail.

If you are not sure whether some action will put you in jeopardy it is best to discuss the matter with your lawyer and, if they advise, your pretrial service officer.

2) *How long will I be on pretrial release?*

You will remain under the jurisdiction of the Federal Pretrial Service Department from the time you are released on bond until the time your case is resolved through dismissal, incarceration or probation.

3) *While on pretrial release will my supervising officer come by my place of employment or my home?*

Each Pretrial Release Officer is different in this respect. During the course of my five months of pretrial supervision, my Pretrial Release Officer never visited me at home or at work. I have met and talked to other individuals who received numerous, and at times obtrusive, visits from their Officers. The important thing to keep in mind here is that any Pretrial Release Officer is within their rights to visit you at home or at work any time they choose. If this presents a concern to you for any reason, you should discuss it with your lawyer and, at their direction, with your Pretrial Service Officer.

4) *Are there any support groups for people going to prison?*

Although I am not aware of any support group directly designed for the support of men and women facing incarceration there are a host of options available for emotional support. Twelve step programs like Alcoholics Anonymous, Narcotics Anonymous or Al Anon would all provide the type of emotional support necessary to deal with the types of issues most defendants face. Of course, spiritual support is available from a number of religious organizations. Family members may find support through these same organizations.

There are also numerous online chat groups available for those facing incarceration. A word of warning about these online groups is important. I am personally aware of more than one occasion when something posted by a defendant on an online group came back to haunt them during the sentencing phase of their case. This person had posted a number of candid comments about their belief that the system was unfair and that they had been treated harshly. The Assistant United States Attorney prosecuting the case introduced a copy of this online entry at sentencing and ultimately it was decided that the de-

defendant had not accepted responsibility for their actions and was thus not entitled to the guideline deduction for acceptance. It is also very important to recognize that the simple act of communicating on these forums could be construed as a violation of your pretrial release as you have been associating with known felons. In short—be careful.

5) Am I obligated under the terms of pretrial release to disclose my situation to anybody? If so who?

The answer to this question has a lot to do with your Pretrial Service Officer. Generally, if you are employed in a capacity where your Pretrial Service Officer feels that your pending charges may be of a concern to your employer you will be instructed to disclose your situation. As an example: If you are facing bank fraud charges and are employed in a fiduciary capacity, your Pretrial Service Officer would require you to disclose your situation.

Conversely, if you were facing bank fraud charges and were employed by a fast food restaurant your Pretrial Service Officer would probably not require disclosure. As for disclosure to friends and family: During the course of the Presentence Investigation every employer, business reference, educational institution and medical service provider that you have been associated with will be contacted. Disclosure will be taken care of for you. You may choose to be the first person to break the news to many of these people but that is a choice that you and your loved ones must make.

6) Must I bring money to prison with me?

No. If you plan to open an inmate commissary account you must have your money deposited in the national Bureau of Prisons Lockbox account located in Iowa. Several days before your self-surrender, or anytime somebody wishes to send you money, a United States Postal Money Order with the inmate's name and register number clearly printed on it should be sent to:

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

The inmate will be notified of the deposit to their account within two business days of receipt of funds.

7) Is there a limit to the amount of money that I can have in my inmate account?
 No. Although this calls for some discretion on the part of inmates. It is probably not a good idea to have too much money in your account. The status of your account is always available to Bureau of Prisons personnel.

For those individuals with felony assessments, fines or restitution the balance of their accounts may have an impact on the payments they are asked to make under the Inmate Financial Responsibility Program. Another thing to keep in mind is that inmates are limited to spending \$250 per month at commissary.

8) When will I be able to make my first phone call from prison?

If you are remanded to the custody of the United States Marshals immediately from court you will be brought to a holding facility, often a city or county jail. Most of these facilities allow collect calls to be made by inmates as soon as they are processed. Most Federal facilities will require that all phone calls be made to pre-approved numbers. This approval process can take from 24 to 72 hours. It is a good idea to inform your family that they may not hear from you for up to one week after your arrival at prison.

9) Is there anybody that I may not receive mail from or write to while in prison?

It is important to remember that while incarcerated all of your incoming and outgoing mail will be subject to being opened and read. With this in mind the only limitations placed on inmate mail by the Bureau of Prisons follow:

- No inmate may write to another inmate without prior written authorization by the Wardens of both institutions housing those inmates.
- No inmate may send or receive any mail that contains obscene material.
- No inmate may send or receive any mail that has to do with a criminal act or enterprise.
- No inmate may receive mail from any group determined to support criminal activities or activities considered seditious.

10) *Is it possible to receive phone calls while in prison?*

No. Inmates are not allowed to receive phone calls. If an emergency arises, family members may call the prison and ask to speak with the inmate's Counselor. When leaving a message family members should give the inmate's name, registration number, unit or dormitory number and the nature of the emergency.

11) *May I call somebody not on my approved phone list in an emergency?*

This will be handled on a case-by-case basis. Generally, any request for a deviation from any Bureau of Prisons policy or rule should be addressed to a member of your Unit Team. In most instances, reasonable requests will be honored.

12) *Is there any way I can choose the institution to which I am designated?*

Although you cannot choose the specific institution to which you want to be sent there are numerous ways to successfully influence the Bureau of Prisons designation process. *David Novak Consulting* has assisted hundreds of defendants to procure the designation most appropriate for them and their families. With prison overcrowding and budget cuts designation to distant facilities is becoming all too common. For further information on how we can assist in obtaining an appropriate designation please contact us at (801) 364-7747.

13) *If I am allowed to self-surrender may I request a different report date?*

Yes. Those individuals who are allowed to self-surrender are often granted extensions in order to take care of specific business before

their incarceration. Legitimate affairs would include: dissolution of a business, taking care of medical issues, or putting specific personal or business affairs in order. Your lawyer must make a request for an extension, accompanied by valid support for this request, to the court that sentenced you.

4

Inmate Etiquette

Introduction

We have all seen, read and heard so much about the etiquette of our incarcerated subculture. The rapes, fights, assaults, loan sharking and black market that we have all seen in movies like "The Shawshank Redemption" or HBO shows like "Oz" are the images from which we draw when we find that we are going to prison.

Although these accounts provide some insight into prison life they remain fictional representations of some writer's imagination. This chapter will address some of the undocumented rules of inmate relations—the dos and don'ts of prison life. Each institution's inmates have their own set of customs. Many institution's inmates have even developed their own language. New inmates must quickly learn these customs and language. The customs shared with readers in this chapter are those that apply throughout the Bureau of Prisons.

It is important that before your incarceration you learn all you can about the culture you are about to enter. This type of education is no different than what you would do to prepare yourself to visit a foreign land. Take the time to learn the culture and you will usually enjoy your trip quite a bit more.

Much of what you will read in this chapter will seem mundane. In fact, I believe that if I had read something like this prior to my incarceration I would have found it funny. Having successfully completed my period of incarceration, I now know the importance of these unwritten rules.

My adherence to these rules made my stay in prison as tolerable as was possible under the circumstances. New inmates should keep these rules in mind as they observe prison life during their first several weeks of incarceration. Doing so will promote an understanding of prison culture well beyond their experience level.

Don't Rat

The most important rule amongst inmates is never to tell on another prisoner. Don't be a rat. Nothing can get an inmate in more trouble than being identified as a rat by fellow inmates. Rats are ostracized by the inmate population and are often harassed to the point where an administrative transfer is required.

Rats are the lowest forms of life in prison. Everybody, inmates and guards alike, despise them. I always found it ironic that so many men and women have cooperated with prosecutors in order to have their sentences reduced and yet they still profess to hate rats. I suppose that prisoners being the way they are have just adjusted this very important rule.

Generally, it is very poor form to say anything about a fellow inmate to any Bureau of Prisons staff member. Regardless of how unimportant you think it is. For those people who find themselves in prison without the benefit of street smarts this rule can take some time to get used to. I was fortunate that several senior inmates took the time to educate me during my early days in prison. I was fascinated by this rule. I spent many hours discussing hypothetical situations with fellow inmates. My conclusion: keep your mouth shut and never mention the name of another inmate to staff.

The following example illustrates the point I am trying to make. One day while sitting in my cube, I noticed a guard enter the room. He walked by my cube and entered the one next door. He rummaged through the clothes storage area, opened the lockers and looked under the beds. While going through one of the lockers, he came across

a hard-core pornographic magazine, a clear violation of Bureau of Prisons rules.

At this time one of the two occupants of the cube happened to show up. It so happened that the person who showed up was not the owner of the magazine in question. It belonged to his bunk. In fact his bunk served as the librarian for our dorm. He always had a selection of magazines, many of them pornographic, that he was willing to share with other inmates. The conversation between the guard and the inmate went something like this:

Guard: Is this your cube?
 Inmate: Uh-huh.
 Guard: Is this your magazine?
 Inmate: What magazine?
 Guard: This magazine!
 Inmate: Nope.
 Guard: Whose is it?
 Inmate: I don't know.
 Guard: Is it your bunk's?
 Inmate: I don't know.
 Guard: Who is your bunk?
 Inmate: Some Colombian guy. (I had to chuckle at this because the two bunks were very good friends)
 Guard: Where is he?
 Inmate: Who?
 Guard: Your bunk!
 Inmate: I don't know.
 Guard: Well when he comes back tell him that I want to see him.

At this point the guard left the cube and went on his way. The thing that amazed me about this conversation was how, at no time, did the inmate ever say anything that could be used to the benefit of the guard. The inmate even played dumb when asked the name of the man who he had lived with for the past year.

I suppose one thing that really surprised me was that the guard accepted the inmate's lack of cooperation. In some ways, it seemed to me as though the guard almost expected these types of responses. This example clearly shows the proper etiquette when dealing with a member of the Bureau of Prisons. Never say anything about anybody. Regardless of how harmless a guard's question seems. Mind your own business and keep your mouth shut.

I once asked one of the senior inmates at Federal Prison Camp Eglin whether he could think of any situation when it would be OK to rat on somebody. After thinking for quite some time he said, "If somebody was going to hurt a kid I would rat them out, otherwise I could never see myself doing something like that." This came from a man who was serving a sentence of 12 years. The length of his sentence was based on the fact that he refused to cooperate with prosecutors. I took him at his word. He had earned it.

Don't Cut

Don't ever cut into a line. What a simple rule—something that all of us learned while in kindergarten. As simple as this rule sounds, breaking it can lead to a fight faster than you might imagine. Always respect the time that other people have spent in line ahead of you. You might as well just wait your turn. It will kill some time—the one thing you have a lot of. A variation of this rule: Don't ever save a place in line for anybody. They can get into the line, at the back, when they arrive.

Don't Reach

When in the chow hall a quick way to get your arm stabbed with a fork or knife is to reach across somebody's tray of food. When you want something across the table, ask someone to pass it to you. Your mother would be proud of you.

Don't Ask

As strange as this may seem to an outsider it is not OK to ask a fellow inmate personal questions. Although it may seem very normal to

ask somebody who you are doing time with what they were convicted of you should refrain from doing so. It is better to give things time. If somebody wants to share their history with you, they will do so. You should not spend a lot of time asking about other inmates. If your inquisitiveness ever got back to the inmate you were asking about it could be misinterpreted. This could get you into a world of trouble before you knew what was happening.

People who ask too many questions are often assumed to be rats and are treated as such. The last thing you want while in prison is to be identified as a rat by inmates or guards. Respect others' privacy and demand that they respect yours.

Don't Touch

There are very few things that an inmate is allowed to possess while in prison. Personal property, small keepsakes that might seem insignificant to many, are one of the few comforts allowed men and women serving sentences in prison. With this in mind—don't touch things that don't belong to you.

While in prison I had very few problems. The only time I fought with anybody was when I returned to my cube and found somebody sitting at the desk, holding some family pictures that I had left out. I don't think that this guy meant any disrespect but he quickly found himself on the floor. I stood over him and clearly articulated my unhappiness with his trespass.

The lesson here, if it is not yours then don't touch it. If it belongs to somebody else, always ask before you touch. As strange as this might sound it is this rule that keeps things from being stolen by other inmates. Although things are changing, and inmates steal more and more items, your items will normally be respected by others.

As an example: It is not uncommon to leave something on the recreation yard only to return in an hour to find it right where you left it. Keep in mind that if you are found with somebody else's personal

property you will receive an incident report from the Bureau of Prisons and more likely than not a beating by inmates.

Don't Whine

There are few things as disconcerting to inmates than a man or woman who is constantly whining about how rough they have it. Remember that every inmate has his or her own set of problems. Trouble with family, friends, businesses, fidelity, money and health are but a few of the things that people behind bars have to deal with every day. Learn to keep your own counsel. There will always be people around you who have longer sentences, have paid a higher price, and are worse off than you are. Keep your lip zipped, your head down and just do your time. It will be over before you know it.

Pay your Debts

Because inmates are only allowed to shop once a week a healthy amount of trading and borrowing goes on. This especially holds true with snack foods, coffee, creamer and sugar. Generally, when you borrow something from somebody, say a pack of instant coffee, it is expected that you pay them back in kind on your next commissary day.

If you do not then you might find yourself in trouble. Don't borrow what you cannot pay back in the immediate future. If you must borrow and are unable to pay back immediately, make sure that the person from whom you borrow is aware of this—before hand.

Be wary of people who borrow items near their release date. They often forget their debts and leave you with no chance of being paid back. Use your head. It is important to keep in mind that \$1 inside is like \$100 outside. Do not expect somebody to tell you to just forget the \$2 you owe him or her. It is not going to happen.

For those people who choose to gamble—large debts can often occur while gambling in prison. Generally, providing commissary to the people you owe money to pays off gambling debts. As an example:

You may lose \$17 playing poker. Instead of money, your debtor may want you to purchase him or her an equivalent amount of goods on your next commissary day.

It is not uncommon for people to lose their entire buying limit in one weekend. That is to say that they will owe so much that they will have to exhaust their entire monthly buying limit in order to retire their debts. Be careful of this and manage your money well.

Occasionally larger debts occur and outside help is required. In this case, inmates arrange for a friend or family member on the outside to send their debtor's family, or on certain occasions their debtor's commissary account, the money directly.

Remember that the Bureau of Prisons strictly forbids any form of gambling. Many men and women have had good conduct time taken away and have had their security level upgraded for a single violation of this rule. It is also important to keep in mind that if you involve your family in any way you are exposing them to criminal investigation. Ben Franklin hit the nail on the head when he said, "neither a lender nor a borrower be".

Be Tolerant

One of the most difficult things to get used to while imprisoned is the total lack of privacy. You will never be alone. On most occasions you will find yourself in cramped quarters. In an ideal world all inmates would be quiet, respectful men and women. Unfortunately this is not the case.

You will be living, eating, sleeping, bathing, relaxing and socializing with people from all walks of life. You will be living with people from very diverse educational, social, religious, spiritual, economic and philosophical backgrounds. It is important that you quickly learn to tolerate the differences between these groups.

Each of us has our own heritage, culture and customs. While on the outside you can choose whom you share your space with. In prison you do not have this luxury. Don't fight it. Get used to it.

15-Minute Limits

Most Federal Prisons use something called the Inmate Telephone System. This automated system will cut off phone conversations after 15 minutes. Whether this automated cut off feature is present at your institution or not it is a good idea to show respect to your fellow inmates. Inmates live for those 15 minutes of contact with family and friends. There will be few times when you do not see a line of inmates waiting to use the few phones available.

As a rule: when your 15 minutes are up you should leave the phone and go to the back of the line. I saw several bad fights break out when an inmate failed to show this small courtesy. Remember that their call is as important as yours.

Mind Your Own Business

One sure way to be labeled a rat in prison is to be nosy. Another way to put yourself at odds with the rest of the inmate population is to butt in where you are not invited. It is not OK to walk up to a group of inmates who are having a conversation and simply join in. It is also a bad idea to watch anybody too closely.

This is not to say that you have to look at the ground for the entire length of your incarceration. In fact, you will ultimately become comfortable with a small group of inmates that will become the center of your social life.

For the most part you will share meals and socialize with this small group of men or women throughout your incarceration. Within this group, you may choose to let your guard down. Outside of this group, you should make it a point not to notice what others are doing. If you see a fight break out, walk away.

If you overhear two inmates talking and you feel a burning desire to butt in and share your opinion—don't. The lessons here—see no evil, hear no evil, and speak no evil.

Frequently Asked Questions

1) How can I find out whether doing something would put me in a bad spot?

The best way to conduct yourself in prison is to mimic what you see around you. Early in my incarceration, my bunkie gave me one of the most valuable pieces of advice I have ever received. He said, "Always watch what is happening around you. If you are different—you are wrong."

It took me some time to realize that this applied not only to my conduct around Bureau of Prisons staff members but around fellow inmates as well. Upon your incarceration, you will quickly develop a sense of what is and what is not OK. Your bunkie or celly will be a big help in this area. Other excellent resources to assist your inmate socialization are the men and women who have been incarcerated for long periods. You will quickly notice that most of them are quiet, respectful and at peace with themselves and their surroundings. Follow their lead and you will do well.

2) What happens if an inmate breaks one of these rules of etiquette?

There is no set answer to this question. I have seen fights over an inmate simply looking at another inmate the wrong way. On the other hand, I have seen inmates walk away from situations that would have made my blood boil. Use some common sense and avoid situations that might put you in a bad position. The trick here, as with most things in life, is to avoid the situation. Once you are in a bad spot, it is often too late.

3) Are new inmates expected to know how to act right away or is there some sort of grace period?

Generally, new inmates stick out like a sore thumb in any institution. They all have a look similar to a deer caught in headlights. Most in-

mates will be very helpful to these men and women. They will actually go out of their way to help them out, socialize them, give them some insight into the dos and don'ts of prison life and make sure that they get around OK.

Early in your incarceration you will find people from your hometown or people with business or educational backgrounds similar to yours. These people will be the ones that help you out the most. They will show you the ropes. This grace period will go on for about a month. Then as your face becomes familiar to other inmates, you will be expected to know what to do, when to do it and how to conduct yourself.

4) Is there ever an occasion when it is OK to rat on somebody?

One of the most insightful conversations I ever had in prison was with a group of men that I worked with in the prison bakery. It was very early in the morning and we began discussing this very question. In short, the answer is no. It is never OK to rat. If you have done something that is going to get you beat up, or hassled by other inmates then just take your lumps. Once you go to the staff of the institution you will be labeled a rat and the rest of your stay in prison will be very uncomfortable.

One of the inmates at Federal Prison Camp Eglin was notorious for going to the staff. This man was strongly disliked by all of the inmates. This dislike took the form of many abuses. Inmates threw feces and urine on his bed, spit in his food and completely ostracized him from the inmate population. Being in prison is difficult enough without having this type of notoriety with your fellow inmates.

One of the most difficult things for most inmates to get used to is the us versus them mentality of the inmate population. Many new inmates more strongly identify with the staff members of the Bureau of Prisons than they do with their fellow inmates. This is most often seen with white-collar criminals. It is difficult for these men and

women to realize that their peers are drug dealers, bank robbers and other felons.

It is natural for these men and women, although not very productive, to feel like they are better than many of their fellow inmates. If this happens to you, and it might, you better get over it—quickly. Whether you admit to your crime or not, whether you plead guilty or were found guilty by a jury is now insignificant. The fact is you are an inmate. No better or worse than any other inmate. Realize that regardless of your self-image or social standing on the outside no member of the Bureau of Prisons is your friend.

5) If one inmate disrespects another will a fight always occur?

For the most part each individual inmate handles things in their own way. Clearly not everybody is expected to fight every time that they are disrespected. There does come a point however when you will lose the respect of your fellow inmates for not responding.

A case in point: One day I was sitting in the TV room of my unit. Another inmate, we'll call him Al, was sitting near me. The TV room was almost full but there were still a couple of empty chairs. Another inmate, we'll call him Walter, came in and told Al that he was sitting in his chair. Al told him that he had been in the chair for some time and that Walter should sit in one of the empty chairs. Walter was aware that all of the inmates in the room were casually waiting to see what he would do in response to Al's refusal to move. Walter, with no warning, punched Al in the face and knocked him out of the chair. Al, who happened to be quite a bit larger than Walter jumped up. He looked like he was going to punch Walter. Instead, he clenched his teeth and walked out of the room.

Can you guess what happened to Walter and Al because of this altercation? Walter got the reputation of being a tough guy who should not be messed with. Al on the other hand quickly lost the respect of the inmate population. It was subtle at first but became less so over time. Ultimately Al was so humiliated, had lost so much face with the

inmates that he chose to break a rule that he knew would get him shipped to another institution. Who was right—Walter for sticking up for himself or Al for showing restraint?

6) Under this system of etiquette is sticking up for somebody wrong?

Generally if somebody does something wrong they take their lumps. It does not matter if they are your friend or not. One of the things that all new inmates will hear is "do your own time". You may be surprised how quickly you become callous to the affairs of others. If you stick up for somebody then it will quickly escalate. It is normally better to simply mind your own business and help clean up after something has happened.

7) How are conflicts handled between inmates?

Every inmate handles things in their own way. Most conflict resolutions take one of two forms—verbal or physical. For the most part 99% of all conflicts are handled verbally. Inmates get into shouting matches, call each other names and puff up their chests—usually that is the end of it. When it appears as though something is going to get physical other inmates tend to stay away and just let the two of them handle things on their own.

One day I was sitting in my cube reading a letter when I heard a lot of shouting. The next thing I knew the shouting was getting louder and I could hear people slapping each other. I stood up and observed two inmates kicking, slapping, biting and punching each other. I noticed that all the other inmates watching the fight were doing nothing to break it up so I took my lead from them and just stayed in my cube. These two inmates fought for about two minutes. They were both beat up. In fact one of them had a nasty cut on his ear and it was bleeding.

All of a sudden somebody yelled that a guard was coming and within 10 seconds the fight was over and all the inmates who had been watching were on their hands and knees cleaning up the blood. By the time the guard walked by it was as though nothing had happened.

As surprising as the fight was to me even more surprising was the fact that these two inmates appeared to resolved their frustrations this way.

The point I attempt to make here is that each of us handles things in our own way. For the most part inmates are respectful of one another and conflicts rarely arise.

When one does it is important that it be dealt with immediately. Before it has the opportunity to grow out of hand. Many of the conflicts in prison are the result of the tremendously overcrowded living conditions. Conflict is the natural result of the lack of privacy that prisoners experience.

The watchwords here are tolerance and communication. Deal with frustrations when they are small. If your celly or bunky is bugging you then be honest and deal with it as quickly and realistically as you can. You cannot afford to let things get out of hand.

5

Initial Custody

Introduction

Whether remanded to the custody of the United States Marshals or allowed to self-surrender the first several hours of incarceration are the most difficult for most inmates. With no experience to draw upon each new noise, smell, command and situation is very intimidating. I reported to Federal Prison Camp Eglin at noon on January 27, 1996 to begin serving a one year and one day sentence. I was terrified.

This chapter addresses the first several hours of incarceration. Whether you are taken into custody immediately or allowed to self-surrender the information found in this chapter will help to ease your transition to incarceration.

Remanded Custody

Although the primary focus of *DownTime* is on incarceration within the Federal Bureau of Prisons, many men and women will begin their incarceration in city and county jail facilities. This section is included to provide some insight into the policies and procedures that these individuals will face. Whether allowed to self-surrender or taken into custody immediately every inmate will ultimately arrive at the Federal Bureau of Prisons facility to which they have been designated.

When remanded to the custody of the United States Marshals you will be escorted out of the courtroom with some haste. Depending on the circumstances, you may be allowed to say goodbye to your family. As soon as you leave the courtroom, the Marshals will hand-

cuff you and take you to the courthouse holding cells. These holding cells are normally located in the basement of the courthouse. At this time, you will be fingerprinted, searched and photographed. This will be the first of several booking procedures that you will experience. You are now part of the Bureau of Prisons inventory. You will remain in the holding cell for the remainder of the business day.

At the end of the business, or court day, you will experience Federal Inmate transportation for the first time. You will be put in leg irons, handcuffed and then have both the handcuffs and leg irons bound together with a belly chain. You will then have to perform the Federal shuffle. Shuffling down stairs and through halls until you arrive at the vehicle that will take you to the nearest city, county or Federal Detention Center.

The length of time spent at these facilities varies widely. Some inmates spend days and others spend months. In custody transport is one of the most degrading experiences imaginable. Remember though that all Federal inmates are transported in this fashion. It does not matter if you are a murderer or in custody for spitting on the side walk. Since inmates of all security levels are transported together, the United States Marshals Transport Service will treat all inmates as maximum-security offenders. You will be handled this way the entire time you are being transported as an inmate of the Federal Bureau of Prisons.

As previously stated, Federal inmates, remanded to the custody of the United States Marshals, will often spend some time in a city or county jail. This is done to keep you close to the court until your sentencing or until you have been designated to a permanent Federal facility. Upon arrival at this interim facility, you will be put into a holding cell with all of the street arrests, drunks and junkies until the facility staff is ready to process you.

When the jail staff is ready you will go through the entire booking procedure all over again. This procedure will include fingerprints,

photographs, searches and, at times, delousing procedures. At the end of this process you will be issued jail clothing, usually an international orange jumpsuit and placed in a cell or pod with the other Federal Inmates at that institution.

If you have been remanded to custody awaiting sentencing then you may be here for several months. Each time you are brought back from court you will go through the entire booking procedure again. It does not matter how many times you leave and come back you will go through this same procedure each and every time.

Typical Jail Facility

Generally, these city and county facilities are loud and crowded. Most facilities consist of several cells surrounding what is called a day room. The center of the day room usually has a table or two and there are normally a television and phones bolted to the wall.

You will be placed into either a small cell with two to four men or into a pod of up to twelve men. Either way you will realize quickly that there is no privacy. You might as well get used to performing bodily functions in front of everybody.

Typically, you will be locked down in your cell from 2200 until about 0530. At that time, the cell doors will slide open and breakfast will be served in the day room. Meals at jails vary in quality but for the most part they are horrible. Regardless of whether you are hungry or not make sure that you save everything on your tray. What you do not eat will be good trading stock.

Now is as good a time as any to begin to discuss some of the dos and don'ts of prison life. It is very important to your well-being that you learn and practice these rules immediately. If you follow these three simple rules, you will do well in prison:

- Mind your own business. Never stare, eavesdrop or in any way give anybody the impression that you are interested in what they are doing.
- Learn to ride it out. Do not buck the system. It is important that you learn quickly that you will always lose! If the guards or any prison staff member ever identifies you as a trouble-maker life will be very difficult.
- Stay away from gambling and drugs. Both are comforting diversions for many prisoners. Both are also very easy ways to get yourself hurt. People get killed over what would be considered a very small debt on the street. Remember that inside prison \$1 is like \$100.

If you were remanded to custody before your sentencing then your stay at a city or county jail facility may be quite long. You will stay there until you are sentenced and then designated to your permanent facility. After you have been found guilty of a crime but before a sentence is handed down a presentence investigation is conducted. The presentence investigation report is the document that recommends length of sentence, security level of incarceration and whether you are eligible for special handling due to your cooperation with the Federal Government.

Your presentence investigation will be conducted while you are in custody and will normally be completed within four to six weeks. After the preliminary presentence investigation has been completed you will be given the chance to review the information it contains and challenge anything that you think is incorrect. Once your presentence investigation is complete you will be brought back to court for sentencing.

After sentencing you will be returned to the same facility you left that morning. Once again you will endure the entire booking procedure. You will remain at this facility until the Bureau of Prisons has designated you to your permanent Federal facility.

Ultimately, once all of your court dates have been completed and you have been designated to your permanent Federal facility you will be transported. You may proceed directly to the facility or, more likely, you will be transported from jail to jail until you have arrived at your permanent Federal facility.

I met people in prison who had been on the road for over six months. This was the time it took them to be transported from Miami, Florida to their designated facility in Georgia. Inmates satirically refer to the United States Marshals Transportation Service used by the Bureau of Prisons as diesel therapy.

Regardless of how long it takes you to arrive at your facility find peace in the fact that your sentence is ticking away the entire time. Although it may not seem like it, you will ultimately arrive at your designated facility. Upon arrival, you will quickly begin to settle into the routine of prison life.

Federal Inmate Transportation

Those men and women directly remanded to the custody of the United States Marshals will experience Federal Inmate Transportation.

As a rule inmates are transported during daylight hours only. Due to this restriction it is very common for a relatively short trip, let's say from Miami, Florida to New Orleans, Louisiana to be broken up into about 10 shorter segments. Each segment beginning and ending at a city or county jail. Inmates who are lucky will be held over at a Federal institution.

Each time you stop for the evening at one of these facilities you will go through the entire booking procedure: fingerprints, photographs, search and clothing issue. Depending upon the United States Marshals transportation schedule, you may spend one evening or several weeks in these hold over facilities. Communication with the outside

world during these transit phases is often impossible. Prepare your family for these times. You may be out of touch for weeks at a time.

Before boarding any form of Federal transport inmates are completely strip searched and provided an in transit uniform. During transport, you will be shackled in leg irons, handcuffs and a belly chain. You will have very limited range of motion with your hands. You will remain this way throughout your journey. Pat searches will be administered getting onto and leaving vehicles. Federal inmates are transported in one of three ways: van, bus and airplane. A short description of each mode of transportation follows:

Van

Maximums of 15 inmates are carried in each van. All inmates wear leg shackles, handcuffs and a belly chain. Two United States Marshals will ride in the front of the van. All windows will be barred and tinted. Vans are often used to provide transport to and from court holding facilities to county and city jail facilities.

Bus

Maximums of 40 inmates are carried in each of these buses. Picture a worn out, poorly painted Greyhound bus with heavily tinted windows and you have some idea of the type of bus we are discussing. All inmates wear leg shackles, handcuffs and a belly chain. In addition to the two United States Marshals that ride in the front of the bus another shotgun wielding Marshal is locked into a small gun gallery at the back of the bus.

Buses are used primarily for inter city transportation. Due to the length of most bus trips, a boxed meal will be served. Unfortunately, bodily functions will often have to be attended to during these trips. Both eating and bathroom trips will have to be performed while fully shackled.

Airplane

Inmates commonly refer to this form of transportation as ConAir. The United States Marshals Transportation Service operates a fleet of Boeing 727 and smaller aircraft out of their Oklahoma City air hub. Prepare for the worst airplane flight you have ever imagined. All inmates wear leg shackles, handcuffs and a belly chain. Many inmates who have flown on ConAir have considered it pay back for all the jokes they had ever made about scheduled airlines.

Trust me when I tell you that the service and food are both horrible. Generally, female inmates occupy the front of the plane and male inmates the rear. Getting on and off the plane is preceded by pat and strip searches.

Arrival at Your Designated Facility

There is a marked difference between city and county jail facilities and a Federal Bureau of Prisons facility. The following sections detail the intake procedure for all Federal Bureau of Prisons facilities. Whether you are to be incarcerated at a Federal Prison Camp, a Federal Correctional Institution or a United States Penitentiary the intake procedures followed by Bureau of Prisons personnel will be similar.

Nothing can prepare you for arrival at prison. Whether you are dropped off by friends, arrive by taxi, or are deposited by the United States Marshals Transportation Service the emotions that you feel will be overwhelming. If you are self-surrendering you will experience feelings of fear and apprehension. If you are arriving under the custody of the United States Marshals then you will probably be relieved that your trip is over and you have arrived at your designated facility.

As you were well informed about Bureau of Prisons personal property rules you will have very little if anything in your possession. Your first view of prison will probably not register, as the nauseous feeling you experience upon arrival will dull your ability to process information. The entire process is dehumanizing. You will quickly realize that

you are no longer free. Do not despair. We all went through this. You too will survive.

The Intake Process

Your first view of a Bureau of Prisons facility will be the Receiving and Discharge Office in the administrative section of the prison. This will be the same location where you will be processed out at the end of your sentence or anytime you leave this facility for a court date or transfer to another institution.

One of the transitions necessary at this time must be your surrender to the process. Throughout the judicial process, lawyers often warn defendants not to talk about their case. I remember my lawyer telling me not to discuss my case with anybody. It is important that at this time you recognize that unless your lawyer has specifically told you differently, the legal process is over.

During the course of the intake process you will be asked on numerous occasions what you did to end up here. Be honest and concise. Keep in mind that each of the Bureau of Prisons staff members who deal with you will have complete access to your presentence investigation and all other pertinent paper work. As coached by my lawyer any time I was asked about the specifics of my crime I stated that all pertinent facts were in my presentence investigation.

Upon arrival, you will be placed in a holding cell. You will then be called out by a Bureau of Prisons Receiving Clerk to begin the intake process. Most Bureau of Prisons personnel wear a uniform of gray polyester slacks and a white collared shirt. The shirts are adorned with a Bureau of Prisons shield on the left shoulder and the staff member's name and rank displayed over the shirt's pocket. The intake process will consist of the following steps:

Initial Booking

As with every other facility the first step will be to search you and then begin the process of booking you into the facility. Whether you

have arrived directly here in street clothes or have been transported from another facility you will be strip-searched and issued clothing. Strip searches are degrading and dehumanizing.

You will have to get undressed in front of a Bureau of Prisons staff member. After you have completely undressed they will look in your mouth, behind your ears, up your nose and then ask you to shake your hair out. After this has been completed they will tell you to stand with your back to them and bend over. While bending over you will be told to spread your buttocks apart. Male inmates will also be required to face the staff member and lift their scrotum.

Occasionally body cavity searches will be performed. This type of search is usually reserved for higher security institutions but may be used at the discretion of the Bureau of Prisons anytime they feel the need to do so. After you have been searched you will be issued temporary clothing. This clothing will consist of white underwear, undershirt and socks, khaki pants and shirt and a pair of cheap blue slip on sneakers.

You will place all of your personal affects in a box and complete an inventory form with the Bureau of Prisons Receiving Clerk. You will check the accuracy of the inventory form and then sign it.

For those people self-surrendering at a facility only those items listed in *Chapter 3—Before Incarceration* will be allowed. Everything else will be confiscated and sent home. It is very important that the recipient of this package know that it is coming. Imagine how emotional it could be to get a box from UPS only to find everything, including underwear, that your loved one was wearing when you last saw them. To avoid this I would suggest having the intake clerk simply throw away your clothes and be done with it.

One of the very frustrating things about this process is that the Bureau of Prisons will take away shoes, watches, socks and underwear and then give you the opportunity to purchase like items in their

commissaries! I had to send new tennis shoes home and then purchase the exact same ones through a Bureau of Prisons commissary in order to have anything to wear outside of working hours.

Throughout the course of my incarceration I refused to purchase either a watch or a Walkman type stereo because I would not give the Bureau of Prisons any more of my money than was necessary.

After being issued temporary clothing and completing your personal property inventory you will be fingerprinted and photographed. This photograph is used to make your Inmate Commissary Account Card. All Federal Inmates carry this card. Not only does it serve as identification but it is also used to make purchases at commissary. At many institutions, it is also used to make purchases from vending machines. In addition to a very bad photograph, your card will have your name, date of incarceration, and your register number printed on it. This card must be carried on your person at all times.

Now that you are wearing ill fitting clothes, blue slip on tennis shoes and have your inmate account card in hand you will be issued a copy of the Admission and Orientation Handbook for the facility and placed back in the holding cell to await the first of several interviews.

Medical Interview

You will be called out of the holding cell and interviewed by a member of the Bureau of Prisons medical staff. Your interviewer will probably be a nurse practitioner or a physician's assistant. During the course of this interview, you will be asked to confirm the medical history noted in your presentence investigation.

It is very important that you notify the medical staff of any prescription drug or other medical requirements you have at this time. During the next several weeks as you are processed through the

Admission and Orientation phase you will be given a much more thorough physical examination. This initial medical interview is quite cursory and is intended to make sure that you are not suicidal and that you have no immediate medical requirements.

There are several things to keep in mind while going through this interview. All Federal inmates are required to work during their incarceration. The majority of the jobs performed by inmates have to do with upkeep of the facility in which they are imprisoned. As the pay rates for inmates are in the neighborhood of \$1 per day many people attempt to find medical excuses for not working. The medical staff knows this and assumes that anybody with a medical complaint is simply attempting to get out of work. This insight into the mentality of the Bureau of Prisons medical authorities may help you deal with the lack of compassion you will notice from these caregivers.

During the course of this interview, you will also be asked about your mental health. It is very normal to feel depressed and confused at this point. Be open with the interviewer. Be realistic. Everybody who has ever entered prison feels sick to his or her stomach, empty, hopeless and quite depressed. Know that this will pass once you have adjusted to life in prison.

Unit Team Interview

After your medical interview, you will be introduced to a member of your Unit Team. Each Federal prison is divided into administrative departments called units. A Unit Team administers each unit. The Unit Team consists of a Unit Manager, a Case Manager, and a Corrections Counselor. This team is responsible for the administrative functioning of one or more sets of inmate living quarters.

During the intake process, you will speak to a member of your Unit Team. They will review your Judgment and Commitment document and briefly review rules and regulations with you. You will also be asked to sign for your Admission and Orientation Handbook. By

signing you acknowledge receipt of the handbook and accept responsibility for the rules it contains.

Again, your openness and honesty are suggested here. Many inmates think that by being tough during this phase of the process they will be setting a good precedent for later dealings with these staff members. It was my observation that those inmates that copped an attitude at this time simply succeeded in getting the poorest living quarters and work assignments.

The Unit Team interview will end with you being given the chance to ask any questions you might have. At this time you will be issued a new inmate linen package. This package will consist of two sheets, two blankets, one pillowcase, one towel, one washcloth, a toothbrush and toothpaste, a comb, bar of soap, and a pillow. With the completion of this interview you will be escorted into the prison itself and shown your new living quarters. Now your time begins.

The Compound

Once the intake process is completed, you will get your first look at the prison itself. Inmates and Bureau of Prisons personnel commonly refer to the entire prison as the compound. Regardless of whether you find yourself in a Federal Prison Camp with no perimeter fence or a United States Penitentiary with a wall the compound itself will have many of the same structures. Although each prison is unique in layout a typical Federal Prison compound will contain the same facilities.

During your intake you were in a building referred to as Administration. The Administration building usually houses the Warden's office, the Assistant Warden's office, the Records office, Receiving & Discharge, the mailroom, the Captain and Lieutenant's offices. The segregation unit, also referred to as the special housing unit (SHU) or "the hole" is often in the Administration building.

Control is usually located in the Administration building. Control serves as the headquarters for the guards. From this area the entire compound is controlled and monitored—thus the name. Most telephone and video surveillance equipment is located in Control. Every now and then an inmate is paged to report to control. This is usually for a surprise drug screening urinalysis or because the inmate must meet with one of the senior members of the guard staff to discuss a rule infraction.

After the intake process has been completed you will transit the compound on the way to your housing unit. While being escorted to your sleeping quarters, look around. You will notice well manicured grounds in most Federal prisons. After all, labor is cheap. In addition to the Administration building several other office structures will be present. The chow hall, the infirmary, a chapel, a commissary, laundry, and education facilities will usually occupy specific buildings or sections of buildings.

The largest single structure, or in some cases the largest portion of land, is dedicated to the recreation yard. Recreation, or REC, serves as one of the few positive stress relievers available during incarceration. The last structure you should note is the Visitors Room. In some prisons the Visitors Room, often called the VR, serves as the social center of the compound on non visiting days. By far the largest number of structures in most prisons is dedicated to living quarters. These quarters are called either dormitories or units, depending on the facility.

Dormitories and Units

As with many things in prison what you call your living quarters will depend on which type of prison you are in. Usually living quarters in a Federal Prison Camp are called dorms while living quarters in Federal Correctional Institutions and United States Penitentiaries are called units. Throughout *DownTime* these terms are used interchangeably.

Upon arrival at your facility you will quickly learn that, more likely than not, it is well over its rated capacity. As an example Federal Prison Camp Eglin, the institution where I was incarcerated, has a capacity of 744 men. During my stay there I never knew the inmate population to be below 800 men. At one time it was as high as 944 men. Overcrowding is simply an unpleasant fact in prison—get used to it.

Generally, a prison will have between three to five dorms or units. Although each institution is unique, a typical unit description follows. In an institution that houses 750 inmates there would be approximately five units or dormitories. Each unit houses about 150 people. These units would be further sub-divided into sides, or tiers. I was housed in Dorm 4, side B while at Federal Prison Camp Eglin. In addition to sleeping quarters, each unit will usually have some common area that contains the TV room, card room, Bureau of Prisons staff offices, a guard office, bathroom, showers and laundry facilities.

Most Federal Prison Camps have an open floor concept. That is to say that inmates sleep in dormitory style housing. There are no cells. In fact inmates live in small open cubicles. Inmates at Federal Correctional Institutions and United States Penitentiaries live in cells with between two to 12 people to a room. Whether living in a cube or in a cell living space is at a premium.

Cubicles

Each cube houses one bunk bed, shared clothes hanging space and a desk as well as individual lockers for each inmate. During my incarceration I stored my meager personal possessions in two 1' x 1' cubbyholes. If nothing else you will learn to live in a very small space. For those who have served in the military, especially Navy personnel who have spent time at sea, you will be struck with a sense of familiarity. The living area in my dorm at Federal Prison Camp Eglin was very similar to the enlisted quarters I had once toured aboard the aircraft carrier USS Ranger.

The entire cube covers an area of approximately 6'x7'. That space is equal to a small walk in closet. I often thought about what individuals facing incarceration could do to prepare themselves for the crowded conditions they would be forced to live in. I came up with the following idea. Before heading off to prison tape off a 6'x7' area on the floor of any room in your home. Now stay in that area over a weekend.

Remember that in this area you have a bunk bed, lockers, hanging clothes, and a small desk. You will begin to appreciate the tightness of the quarters in prison. The small aisle that runs down the center of the cube does not allow you and your cube mate access at the same time.

Sound interpersonal skills will greatly decrease the tension that might otherwise be felt in this situation. Generally, new inmates are assigned to an upper bunk. At most Federal Prison Camps lower bunk assignments require about eighteen months of completed incarceration. Exceptions are made for inmates who weigh more than 300 pounds, those that are elderly and those with legitimate medical issues that preclude them from climbing into a top bunk.

Each dormitory at Federal Prison Camp Eglin was broken up into A, B, C and D sides. Each of the sides had 24 cubes in a space about equal to a three-car garage. Depending on your cube assignment you may find yourself head to foot and side by side with other inmates. Those cubes located closest to the bathrooms are said to be on the waterfront.

Due to the constant noise and traffic in and out of the bathrooms, these cubes are some of the least desirable in each dorm. As with anything else in prison some favoritism is shown when living quarters assignments are handed out. Those inmates who are on financial refusal status or those inmates who have simply fallen out of grace with a member of their Unit Team will find themselves placed in or moved to the least desirable cubes.

Cube inspections are performed about once per week. During these inspections a member of the Unit Team will inspect each cube for cleanliness, neatness and contraband. Generally, if the cubicle is kept in good shape the inmates will have no problems.

Every now and then the inspections will be quite thorough and even the most trivial deviation from the cube illustration found in each institution's Admission and Orientation Handbook will be written up. The message here—keep your cube neat and you should not have any problems.

Cells

The typical Federal Correctional Institution or United States Penitentiary cell houses two inmates. Each cell is equipped with one bunk bed, a small sink, a toilet, one desk and a locker for each inmate. Each cell will have a folding chair for each occupant.

Generally, cells offer more room than cubicles at a Federal Prison Camp. There is also much more privacy as each cell has a door which can be closed. Although there is a small window in the door you are not out in the open like you are while in a cubicle at a Federal Prison Camp.

As with bunk assignments at all institutions the top bunk will go to the least senior of the room occupants. The typical Federal Correctional Institution or United States Penitentiary cell is 8'x10'. Cells are generally laid out around an open common area.

Bunkies and Cellies

Generally, cube mates are referred to as bunkies while cellmates are referred to as cellies. The relationship you have with your celly or bunky will be crucial to your successful transition to prison life. Throughout *DownTime*, the terms celly and bunky are used interchangeably.

The initial relationship you develop with your celly will have a direct impact on the success of your transition to prison life. Upon arrival at your institution you will go through a Bureau of Prisons administered intake interview. At the end of this interview you will be brought to your living quarters at which time you should expect the inmates to screen you. The following questions are typically asked of new inmates during this informal, but important, screening process:

- What were you charged with?
- What is the length of your sentence?
- Where are you from?
- How did you get here? Did you self-surrender?
- If you came on the Marshals bus—what route did you take?
- What other institutions have you been to?

Again, you have several choices to make here. Generally, it is best to be honest about your charges, the length of your sentence and anything having to do with your case. Although this information is supposed to be held in confidence by Bureau of Prisons staff members it is amazing how much other inmates will learn about you in a very short time. The purpose of this interview is to determine whether you are somebody to watch out for. In other words—to determine if you are one of us or one of them.

Before the institution of minimum mandatory sentencing rats, people who cooperated with the Government in any way, were the outcasts of the inmate population. So many people now cooperate with the Government in order to lower their sentences that this is rarely the case any longer. It is still a point of pride with many inmates that they turned down plea bargains. They did not cooperate. These are the men and women serving their full minimum mandatory sentences. Occasionally these men and women will look down on inmates who cooperated with the Government.

As a rule of thumb, if the Federal Bureau of Prisons incarcerates an inmate on a drug charge and they are serving less than 60 months

then they cooperated in some form with the Federal Government. In short, they are a rat. Many inmates have come to accept this type of cooperation as an unpleasant fact. It is important however that you do not brag about beating the Government. I always shook my head when I heard people bragging about being charged with a 100-kilo cocaine conspiracy and then claiming that they got a 36 month sentence because the judge liked them.

With minimum mandatory sentencing it does not matter whether the judge likes you or not. Unless the Government has significant reasons for reducing your sentence you will be sentenced to the minimum mandatory. The message here is to be honest.

Another reason for this inmate screening is to determine if you have had problems at any institution along the way. If, for instance, on the way to Federal Prison Camp Eglin from Miami, Florida you were held in the Tallahassee holdover facility you will be asked questions about who was there, who your celly was, and what you thought about different staff members. The information you provide during this screening will help other inmates to properly place you in the social hierarchy of the inmate population.

When I first arrived in prison I was overwhelmed by the entire experience. One day I was at home and the next I was in the middle of my worst nightmare. I was overwhelmed, sick to my stomach and on the verge of tears. I was very afraid of getting assaulted by other inmates. I had no experience to draw on to help me through this situation. Fellow inmates later told me that I looked like Bambi caught in headlights. In retrospect that pretty much summed up the way I felt at that time.

What I was not prepared for was the support I got from other inmates. After your intake you will be dumped into the general inmate population with only the clothes you are wearing and the linens you were issued at Receiving and Discharge. You will not have shower shoes, anything to read, or anything to eat.

I was surprised when some guy I didn't even know offered me a pair of shower shoes. Somebody else offered to get me a pillow for my bed, as there was not one in my new inmate linen kit. When people found out I was from Seattle they let me know who else in the dorm was from the West Coast. They also made sure that I understood the procedures for count and what I needed to do to stay out of trouble my first day in prison. Much to my relief nothing was expected in return for this kindness. These men were just being nice.

For the most part you will get what you give while in prison. If you are considerate of other inmates they will return that consideration. If you show a lack of respect for other inmates you will not be tolerated. All inmates suffer the same degradation, humiliation and deprivation. With this in mind it becomes easy to understand why inmates are very intolerant of any disrespect from other inmates. Bureau of Prisons staff members are free to treat inmates poorly. We have to take it from them. We do not have to take it from our fellow inmates.

I received two very important pieces of advice during my early period in prison. I feel that they are both worthy of sharing with the readers of *DownTime*.

- Do your own time. Do not worry about other inmates coming, going, getting out, getting visits or getting privileges you might not have. They have their lives and you have yours.
- If you are different, you are wrong. Always keep your eyes and ears open while in prison. If you look around and you notice that you are dressed differently than everybody else or if you look around and you are the only person in a room then chances are that you are doing something wrong.

As hard as this is for most of us the one thing you want to do in prison is not stand out. Having been raised in a society that encourages individuality makes this difficult for many new inmates. It is however a very important survival skill.

Frequently Asked Questions

1) *How does the court decide who to remand to custody and who to allow to self-surrender?*

Like the guidelines, which are used in determining the amount of bond for a defendant, a number of variables are considered when determining whether an individual will be allowed to self-surrender.

These variables include the severity of the crime, the length of sentence, the security level of the individual, how well the individual followed the conditions of their pretrial release and, to some degree, the concurrence of the United States District Attorney responsible for prosecuting the case.

2) *If I am remanded to custody will I be allowed to use the phone or receive visits?*

When Federal inmates are remanded to non Federal facilities they fall under the temporary jurisdiction of that facility. Generally, you will be allowed the same privileges of other inmates at that facility.

3) *Will I receive credit for the time I serve in city or county jail after being remanded to custody directly from court?*

Any portion of a day spent in custody will be counted towards your jail credit when your release date is calculated. As an example: If you are remanded to custody directly from court on January 17th then you will receive full credit for that day and all subsequent days. Another example:

If you spend one night in jail awaiting a bond hearing you will receive credit for two days because you spent at least a portion of two calendar days in jail.

4) *What is the difference between a jail and a prison?*

There are several differences between jails and prisons. Cities and counties administer jails. States and countries administer prisons. Jails tend to be smaller facilities that house inmates for periods of up to

one year but rarely longer. Prisons tend to house inmates serving sentences of more than one year.

5) *What is the food like at city and county jail facilities?*

In a word—horrible. Food is generally brought to each cell or the day room on trays. The food tends to be of mediocre quality.

6) *Will I be allowed to buy things at commissary when I am at the city or county facility?*

You will be allowed the same privileges of other inmates of the facility. Generally, city and county jail facilities allow inmates to shop at commissary one day per week. You will normally be required to fill out your commissary list on one day and purchases will be delivered to your cell the next day. For the most part jail commissary items are limited to toilet articles and snack items.

7) *Will I be told when I am to be transported to my designated facility?*

For security purposes inmates are never told about movements of any sort. Transport, transfer to another institution, and dates of medical procedures are all kept confidential until the last moment. This policy is based on the Bureau of Prisons' desire to limit opportunities for escape. Your first hint of transport will normally be when you are awakened earlier than normal, told to strip your bed and pack your belongings.

There may be times during transport when you will be out of communication with your family for a week or two. Prepare yourself and your family for this eventuality.

8) *What happens if I fail to self-surrender when I am instructed to?*

If you fail to self-surrender on your assigned date you will be considered a fugitive and placed on escape status. You will immediately receive an upgrade to a higher security institution and additional time will be added to your sentence. During my time in prison I met several individuals who chose not to report to prison when instructed to

do so. All of them regretted their stupidity. They only succeeded in making a bad situation worse.

9) *If I am allowed to self-surrender may a family member bring me to prison?*

If you are allowed to self-surrender the mode of transport you use to arrive at prison is up to you. Keep in mind though that the emotional drain of a goodbye at the prison gate may not be the best way to start your sentence. Another thing to keep in mind is that if you arrive intoxicated you will immediately be placed in "the hole" and your first night in prison will not be very comfortable. You will also make a questionable first impression on the staff members of your institution.

10) *How long does the intake process take?*

Depending on the number of inmates being processed and the availability of Bureau of Prisons staff members the intake process will take somewhere between one and four hours.

11) *Am I allowed to wander around and explore the compound when I arrive?*

With the exception of Federal Prison Camps all Federal prisons operate under rules of controlled movement. This means that free movement around the compound is only allowed during the first ten minutes of each hour. At a Federal Prison Camp inmates are free to move about at their discretion so long as they do not go out of bounds. Older inmates will normally show new inmates around the compound.

12) *What if my celly and I just cannot get along? May I request a change?*

The last thing in the world that your Unit Team wants is problems in their unit. Within reason they will do what they can to separate people who do not get along. At many institutions cells and cubes are actually traded, sold and bartered for by inmates. Occasionally Cellies will be bought off—paid in commissary to give up their spot in a favorable cube or cell to somebody else.

13) *Will people try to take advantage of me when I first arrive in prison?*

As with any segment of society prison has good and bad people. For the most part older inmates look after newer inmates. Occasionally an older inmate will try to scam a newer inmate. This will usually take the form of borrowing money or intimidating a new arrival into giving them something. New inmates should use common sense when they first arrive. Keeping to yourself until you get to know people is probably a good idea.

14) *I have heard so much about sexual assaults in prison. Do they really occur?*

Prison populations, just like the general population of this country, have become increasingly educated about sexuality. For the most part Federal prisoners who have a desire to practice sexual activities with other inmates have no shortage of willing partners. Although rapes and other sexual assaults occur they are rare.

15) *If I am menstruating will I still be strip-searched?*

Unfortunately, the answer is yes. The authorities will provide personal hygiene items in the strip search area. One thing to keep in mind about strip searches is that the CO's have done this many, many times before and don't like it any more than you do. Just follow their instructions and try to think of something else.

16) *Are women inmates provided appropriate undergarments?*

Yes. In addition to panties most institutions offer either sport type or traditional bras as well. If you need a larger size you can special order them at your own expense. You can also purchase bras from the commissary but they are generally no better than what the prison will issue to you.

17) *Are tampons and feminine napkins provided by jails and prisons?*

Yes—basic items will be provided and, if you wish, commercial quality items may be purchased in most commissaries.

18) *When in prison will I have to go to the bathroom and shower in front of other inmates?*

No—in federal facilities the toilets are located in individual stalls with doors. Showers are taken in individual shower stalls with curtains. In fact you can go your entire time in prison without ever seeing a naked human being.

6

Admission and Orientation

Introduction

After completing the intake process, you will be escorted to your unit. At this time, your sentence truly begins. The Bureau of Prisons assigns statuses to all of its inmates on a daily basis. During the initial two to four weeks of your incarceration, you will be placed on Admission and Orientation status.

Admission and Orientation status gives new inmates the opportunity to familiarize themselves with the policies, procedures and rules of the Bureau of Prisons. It also provides new inmates with a chance to become accustomed to incarceration. During the Admission and Orientation process inmates will receive their clothing supply, be tested by various departments, and receive an orientation talk by the Warden and many of the institution's Department Heads. During this period, new inmates will also have time to learn the layout of the compound and get a feel for general day-to-day life in prison.

The time you spend on Admission and Orientation status will strongly influence your entire period of incarceration. During this period you will meet your Unit Team, be assigned your first prison job, and begin to develop the reputation that will follow you throughout your period of confinement. This period of time, if well spent, will allow you to catch your breath and begin to truly orient yourself.

This chapter will focus primarily upon the inmate's exposure to various departments during the two to four week Admission and Ori-

tation process. A more in depth look at specific inmate centered processes is provided in *Chapter 7—The View From Within*.

Generally the sections in this chapter have been arranged in chronological order. That is to say that they are presented in the order most inmates will deal with them. The information included in this chapter will apply throughout the Bureau of Prisons.

Controlled / Uncontrolled Movement

The type of inmate movement allowed is based upon the security level of the institution. Minimum security Federal Prison Camps do not have controlled movement. All other levels of Federal Bureau of Prisons institutions do. Controlled movement simply means that inmates are allowed to move between different areas of the institution only during specified times.

Federal Correction Institutions and United States Penitentiaries allow inmates to move during the first ten minutes of each hour. At ten minutes after each hour all sections of the institution are locked down and movement is not allowed again until the top of the hour. As an example: After work an inmate wishes to go to the library. The inmate will have to wait until the top of the hour to move from their present location to the library. This move must be completed in the ten minutes allotted. At ten minutes after the hour the library will be locked and all inmates must stay there until the next movement.

Counts

From the time you are processed into the institution until the time that you have received your release from the Bureau of Prisons you are part of their inventory. Remember that the primary function of the Bureau of Prisons is to warehouse individuals convicted of crimes and sentenced to a period of incarceration.

Like any business that carries stock, the Bureau of Prisons conducts scheduled and unscheduled inventories of their merchandise. The only difference between a Bureau of Prisons inventory and an inventory taken by a traditional business is that the Bureau of Prisons is inventorying human beings.

No item is taken more seriously by Bureau of Prisons staff members than these inventories—called counts. Inmates are counted at 0030, 0230, 0430, 1600 and 2200 on weekdays. You must be in your assigned living quarters for all of these counts. During the 1600 count all inmates must be standing and silent. The 1600 count is the most important count of the day. You will note that the longest period between counts is from 0430 until 1600.

During this time you will spend approximately eight hours at work so you will be accounted for in that manner. During weekends, an additional count is held in the middle of the day. The time this count is held varies from institution to institution. This midday count is held on holidays as well. During the midday count, inmates who are in the visiting room are not required to return to their unit. They are counted in the visiting room so as to cause as little inconvenience for visitors as possible.

Without exception nothing will get you in trouble quicker than disrupting a count. All inmates have seen people strongly disciplined for talking or laughing during the 1600 count. Always be in your assigned living quarters at count time or you will suffer the consequences.

Census Counts

Occasionally a census count will be held. This surprise count is intended to catch inmates who are out of bounds or out of their assigned area during the working day. Census counts are also held anytime that an escape is suspected. When a census count is held the entire institution is locked down. Inmates are forced to stay where they are until the count clears. If an inmate scheduled to be at work is found in their unit they will be written up. Inmates jokingly call cen-

sus counts "senseless counts". During my stay in prison, I never knew a census count to go smoothly.

Check-offs

Check-offs are like small counts of specific individuals. Inmates on Admission and Orientation status, vacation status and medical status must be present for all counts as well as several check-offs each day. Check-offs are simply a roll call of certain individuals held at specified times. Most institutions hold a check-off for Admission and Orientation, vacation, convalescent and idle inmates at 1000, 1300, and 1800. These check-offs are in addition to the counts already mentioned.

While on Admission and Orientation status you will not be assigned a permanent job. During each morning check-off you will be given a temporary job assignment for that day. You will be placed in various departments to augment the normal inmate crew. Use this time to explore the different jobs available to you. Observe the Bureau of Prisons personnel who run each department.

These observations may come in handy when it comes time to find a permanent job. If, during one of these temporary assignments, you find a job that you like let the department supervisor know that you would like to work on their crew. During the 1800 check-off you will be given a housekeeping detail like throwing out the garbage, cleaning the bathrooms or policing the area outside your dormitory.

Call-outs

At approximately 1800 each evening a call-out sheet will be posted in each unit of the institution. The call-out sheet lists the changes of status, quarters, work assignments and various appointments for the following day. As an example: if an inmate has an appointment to have their teeth cleaned, it will appear on the call-out sheet. If an inmate is scheduled to attend a class the following day it will appear on the call-out sheet. And if an inmate is to be moved to another unit, dorm, cell or cube it will appear on the call-out sheet.

During your time on Admission and Orientation status you will be on the call-out sheet almost every day. You will attend an orientation; you will be screened by the education, health, dental and psychological departments. You will attend a talk given by the Prison Chaplain. You will be tested for tuberculosis and HIV. You will receive a full physical and dental examination. And the education department will test you. Each of these appointments will be noted on the call-out sheet for the following day.

It is your responsibility to check these lists daily and report to your call-out assignment at the scheduled time. Failure to comply with these requirements will result in disciplinary action.

Phone Calls

If you are like most new inmates the first thing you will want to do is to get your phone account turned on. With the advent of the Inmate Telephone System this task has become much more difficult.

Before making a call to any number, regardless of the billing, that number must be approved by the Bureau of Prisons. As soon as possible after arriving at your living quarters, you should ask a member of the Bureau of Prisons staff or any inmate you might see for a phone list.

This form, officially called the Inmate Telephone Number Request or, more technically, the BP-S505.052, must be completely filled out anytime an inmate wishes to add or delete a phone number from their approved list.

You should completely fill out this form and hand it to a member of your Unit Team. They will forward it to the telephone control office that will assign a personal identification number and open your telephone account. You should anticipate this taking up to five business days. As soon as you are issued a PIN number you will be able to make collect calls to any of the approved numbers on your list. You

won't be able to make non-collect calls until you have purchased phone credits through the commissary.

Remember that all inmate phone conversations are taped and subject to monitoring. It is also important that you realize that any discussions of a business nature will open you to disciplinary charges. Punishments for conducting business while on the phone range from loss of phone privileges to loss of good conduct time.

Phone calls are limited to 15 minutes. Keep this in mind when you are talking on the phone. Since phones are first come first serve there are usually lines to use them. When you have been on the phone for 14 minutes, you will hear a warning tone. The phone will automatically disconnect at the end of 15 minutes. Regardless of where you were at in the conversation, you are expected to leave the phone and go to the back of the line if other inmates are waiting. Failure to do so will result in unpleasantness with other inmates.

You should also keep in mind that under new BOP policy inmates are limited to 300-minutes of phone use per month. Although new inmates will have an incredible desire to spend a lot of time on the phones when they first arrive they should pace themselves. Once their 300-minutes have been expended, they will not be allowed to use the phones until the beginning of the next calendar month.

Visits

Although visiting rules vary, most institutions follow an alternating weekend schedule for visits. Inmates with register numbers ending in odd numbers receive visits one weekend and inmates with register numbers ending in even numbers receive visits the next weekend. This schedule alternates, odd even odd even, throughout the year. Visits on Friday evenings and most Federal Holidays are open to all inmates.

Immediate family members are often automatically approved for visits. As of September of 1997, the Bureau of Prisons will run complete

National Criminal Information Computer (NCIC) criminal history checks on all individuals wishing to visit Federal inmates. Those individuals with criminal history will be denied access to Bureau of Prisons visitor facilities. Inmate challenges to these denials will be handled on a case-by-case basis.

Inmates who wish to challenge the denial of visiting privileges to a member of their immediate family must submit a request for review to a member of their Unit Team.

You should completely fill out and turn in an Inmate Visitor Request form as soon as possible after your arrival. With the cooperation of your Unit Team you will be able to receive visitors the first weekend after your arrival.

Inmates are allowed no more than four adult visitors at any one time. If the visiting room becomes crowded, this number may be lowered and you may be asked to have one or more of your visitors leave. A member of your Unit Team will provide a complete list of rules and regulations and visiting schedules to you.

Remember that you are fully responsible for your visitors' actions while they are visiting you. Some of the most significant rules are:

- No sleeveless shirts may be worn by visitors
- No tank tops may be worn by visitors
- No shorts may be worn by visitors
- Skirts must reach the knee
- Children must be attended at all times
- Visitors must conduct themselves properly at all times
- Visitors, their bags and their vehicles are subject to search
- Any intimate contact will result in termination of the visit
- No legal or business paperwork may be brought to visits

Visits are often emotional. It is quite difficult to get used to talking and sharing in front of 200 people. Often one of the most frustrating

things about visits is the amount of time wasted by Bureau of Prisons personnel processing visitors. There will be occasions when your visitors will wait in line for up to three hours before reaching the Visitors Room. Once there they will often find rude guards. It is very important that they, like you, learn to suppress their frustration. Showing how frustrated you are during a visit will only detract from the limited time you have together.

Depending on the security level of the institution visitors may be able to attend religious services with inmates. This practice is allowed at some minimum security Federal Prison Camps but nowhere else within the Bureau of Prisons. Attending these services will provide your visitors with the opportunity to see the compound, on which you live and work. This brief glimpse into your incarcerated life helps to ease the fears that loved ones have about prison. If your visitors are allowed this privilege participation is highly recommended.

Mail

Inmates of the Bureau of Prisons may send and receive an unlimited amount of mail. Generally, mail call will be held just prior to the 1600 count in the common area of your unit or dormitory. A member of your Unit Team will first make announcements and will then call out the name of inmates who have received mail. Usually mail is passed hand to hand until it reaches the recipient. Bureau of Prisons personnel are not allowed to give your mail to another inmate so it is important that you attend mail call.

Legal Mail

Legal mail is handled separately. Anytime you receive mail from your attorney, it should be clearly stamped "Legal Mail". This ensures that the staff in the mailroom will not open this letter. All legal mail is considered confidential. When you have legal mail you will be put on the call-out list. All legal mail will be opened in your presence. When you send mail to your attorney you are also guaranteed privacy. You must address the letter to the law firm, in which your attorney works and clearly mark the envelope "Legal Mail".

Clothing Assignment and Laundry Services

When you are first processed into the institution you will be provided one set of temporary clothing and shoes. You will also be issued a new inmate linen kit. These items are intended to see you through the first day or two of incarceration. It is important that you make your way to the prison laundry as soon as possible to pick up your permanent clothing allowance.

In January of 1997, the Bureau of Prisons instituted rules that forbade the possession or wearing of any personal item of clothing. Since that time the only clothes allowed are those issued by the Bureau of Prisons or purchased at a Bureau of Prisons commissary. With that in mind, the importance of your initial clothing allowance becomes apparent.

When you present yourself at the laundry facility, identify yourself as a new inmate. Let them know that you are there to pick up your clothes. Generally you will be asked what sizes you wear and told to come back later in the day to pick up your clothes. Your initial clothing allowance will include:

4 Khaki Shirts	1 Khaki Winter Jacket
4 Khaki Trousers	1 Thermal Underwear
6 Under shorts	6 Pairs of socks
6 White T-shirts	2 Wool Blankets
1 Belt	2 Bath Towels
1 Poncho	2 Washcloths
2 Handkerchiefs	2 Sheets
1 Ball Cap	1 Pillowcase
1 Watch Cap	1 Pair of Work Shoes

With the exception of the bed linens, which are exchanged weekly, and the socks, which are exchanged on an as needed basis, these items will be yours for the duration of your stay. A laundry number will be assigned to you. This number will be stamped on all of the clothing that you are issued. If you are assigned to work a job in food

services, three of your khaki shirts and khaki trousers will be exchanged for whites.

You will quickly learn that all of the socks, underwear and undershirts issued by the Bureau of Prisons are commercially manufactured irregular clothing. That is clothing that did not pass inspection and is considered unfit for sale to the public. When I received my first six undershirts, they varied in length from my knees to above my belly button. Many of the underwear are mislabeled, some have legs sewn shut, and many have seams that will split after one or two washes. The message here—don't expect Calvin Klein quality.

Both the khakis, and the whites for food service workers, are manufactured by UNICOR. UNICOR is an inmate staffed corporation whose sole purpose is to manufacture items for Federal Government consumption. Both khaki and white uniforms are made of a 45% cotton, 55% polyester mix. They are hot in the summer and cold in the winter but again, that is what you have to put up with.

It is a good idea to carefully try on each item of clothing after it has been issued to you. The laundry is good about replacing those items that are very poorly fit. Keep in mind that the goal here is to cover your body, not to fit you perfectly. Most institutions have inmates who, for a price, will perform minor alterations to prison issued clothing. I had a pair of pants taken in by one of these inmate tailors. It only cost me one can of tuna!

Many inmates choose to wash their own clothes. This may be done at the inmate's discretion and expense. Laundry soap and dryer softener sheets are available through most institution commissaries. One last suggestion—when you are issued your clothing you will find that much of the khaki and white uniform clothing is used. Usually you will be issued one set of new khakis. It is a good idea to set aside these khakis for visits and special occasions like religious services.

Each institution works bed linen exchange differently. Normally each unit or dorm is assigned one day per week to exchange bed linens. You bring your soiled linens to the laundry facility on the proper day and they are exchanged, one for one. As for laundry keep in mind that the prison laundry will only wash prison supplied clothing. As clothes are soiled, you separate them into khaki and white loads. You then bring them to the laundry facility and deposit them in the appropriate laundry hamper.

In most cases clothing will be washed and ready for pick up by the following workday. When picking up clothing you report to the laundry and tell the inmate clerk what your laundry number is. They will then give you your clean clothes. Socks may be exchanged one for one anytime they are needed.

If your clothing becomes worn out or in need of repair, the laundry staff will do what they can to take care of you. In general what you will find is that the inmate clerks will do what they can to make you happy. If you treat them politely and acknowledge their extra efforts you might be surprised to find out what they can do for you.

Shoes

The shoes you are issued by the Bureau of Prisons will be the most uncomfortable you have ever worn. All new inmates are issued a pair of steel-toed work shoes. They come in both high and low top. Regardless of which you choose they are uncomfortable. I have yet to meet an inmate that did not get blisters during the break in period of these shoes.

It would be a very good idea to attempt to get some moleskin from one of the health services staff members at your earliest convenience. For those individuals with a legitimate medical need a soft shoe pass may be procured from health services. This pass allows the holder to be issued steel-toed boat shoes instead of the work shoes normally issued. If possible you should attempt to get one of these passes.

Allergies

Health services may also issue passes for cotton blankets to those inmates allergic to wool. The wool blankets that are issued to inmates are of uniformly poor quality. The wool is coarse and uncomfortable. If you suffer from wool allergies, as many inmates seem to, notify your health services primary care provider and they will issue you a cotton blanket pass.

During your first several days you will find a number of inmates will offer to sell you soft shoes or cotton blankets. Be aware that being caught in possession of either of these items without the appropriate pass will get you written up and disciplined.

Commissary

Although the Bureau of Prisons will provide you with all of your basic needs your stay in prison will be made much more comfortable through items you purchase at commissary. When you were processed into the Bureau of Prisons you were issued an Inmate Commissary Account Card. This card serves not only as your means of identification while incarcerated but as a debit card for your commissary purchases.

Each Federal inmate has a commissary trust fund set up in his or her name. This fund, administered by the Bureau of Prisons, is the only source of money for inmate purchases; phone calls, the purchase of postage, restitution payments and fines. This fund is where the income earned through prison jobs is deposited and where payments made to the Inmate Financial Responsibility Program are deducted.

The Bureau of Prisons will hold any moneys you originally brought to prison with you, all moneys earned while incarcerated and any moneys sent to you by family and friends in this trust fund. The Bureau of Prisons pays no interest on this money.

Each inmate is assigned one commissary shopping day per week. The shopping days are based upon registration numbers. Most institutions

allow scheduled shopping Monday through Thursday. Friday shopping, open to all inmates, is reserved for special purchases like watches, radios and postage stamps.

Unlike the free world, there will be no browsing the aisles aimlessly while shopping in prison. Inmates must fill out a commissary list for all purchases. The items you wish to purchase are checked off on a list. This list is turned in at a window similar to a bank drive through. After turning your list in you wait for your name to be called over the loudspeaker.

Once called you proceed back to the clerk's window and present your Inmate Commissary Account Card. After checking your spending limit and account balance the commissary clerk will begin to process your purchase. Items are scanned and passed through a small bin. You place your purchases into your bag (most inmates use a laundry bag for this task), verify your purchases, sign your receipt and leave.

It is very important to check your purchases while you are still at the window. If a mistake is discovered after you leave the window, you are out of luck. No correction will be made. Be careful. Although mistakes are not that common they do occur and as luck would have it they normally favor the Bureau of Prisons.

Another important note—although rules vary from prison to prison you may usually purchase phone credits only on your shopping day. These credits will have to last until your next shopping day so plan accordingly. Newly purchased phone credits are not available for use until the next full business day. Take this into account when making your purchase.

Each inmate is limited to the amount they are allowed to spend in commissary during the course of any month. Most institutions place a monthly spending limit of \$250 on purchases. Phone credits, and special purchases like watches, radios and tennis shoes are not figured

into this limit. It is very common to exceed your limit during the course of a month so purchases should be prioritized.

Like most departments within any federal prison, both Bureau of Prisons personnel and inmates staff the commissary. The Bureau of Prisons personnel handle all of the financial transactions and check out all of the purchases while the inmates fill orders, stock shelves and keep the commissary in good order. The Bureau of Prisons personnel running the commissary are often friendly. They may allow you to purchase phone credits or, on occasion, allow you to shop, on an off day. It is important not to count on these small acts of kindness.

Regardless of your register number most institutions' commissaries will allow new inmates to shop on the first day they are able to. Although each institution commissary has their own inventory, some suggested first time purchases are included in the following list. These items, which should be available at all institutions, are essential in achieving any level of comfort while incarcerated.

- Toothbrush
- Toothpaste
- Toothbrush Holder
- Deodorant
- Soap Dish
- Soap
- Shampoo
- Hairbrush
- Razors
- Shaving Cream
- Cotton Swabs
- Dental Floss
- Laundry Soap
- Toiletries Bag
- Fingernail Clipper
- Lock
- Microwave Bowl
- Thermal Mug
- Sweat Shirt
- Sweat Pants
- Athletic Shorts
- Shower Shoes
- Multi-vitamins

Although prices vary from institution to institution you should expect to pay about \$75 for the items listed above. Again, it is important to note that none of these items are required. The possession of them

will, however, greatly increase the comfort of your incarceration. The multi-vitamins are clearly up to each individual. With the close quarters, stress and lack of fresh fruits and vegetables colds run rampant through most of the year. Vitamins although not guaranteed to ward off illness, will probably help keep you healthy.

Health Services

During the course of the presentence investigation conducted on all Federal defendants a general health determination is made. Those individuals whose health makes their ability to work questionable are usually designated to Bureau of Prisons Medical Centers. These institutions house inmates of all security levels who are deemed unfit for the general population of the Bureau of Prisons.

Once a positive medical history is obtained you will be designated to a particular Federal institution. During the first two weeks of your incarceration you will undergo a full medical and dental examination in order to verify your ability to work.

The sections in this chapter deal specifically with the medical and dental routines followed at most institutions during the Admission and Orientation process. A more thorough description of the procedure for obtaining routine health services is available in *Chapter 7—The View From Within* of this book.

Medical

At some point during the Admission and Orientation period you will be placed on a call-out for Health Services. Upon reporting to the institution dispensary, you will be asked to fill out a health history questionnaire. You will then sit down with one of the medical staff of the institution. This health services staff member will usually be a Physician's Assistant or a Nurse Practitioner. They will review the answers you provided on your health history questionnaire and perform a routine medical examination.

This physical will include checks of your eyesight, hearing, reflexes, and blood pressure and, for males, a prostate examination. Female inmates will also receive—at their discretion—a gynecological exam and PAP smear. Keep in mind that you are free to refuse any of the examinations listed. Anytime an inmate refuses a medical procedure they will be required fill out a Medical Refusal Form but no other consequence will occur.

Due to the close quarters of prison populations special attention is paid to tuberculosis. All new arrivals are tested within 72 hours. The Bureau of Prisons has recently begun to screen all inmates for HIV. Several Federal Prison Camps are collocated with United States Air Force installations. By agreement with the United States Air Force these camps are forbidden to house inmates that are HIV positive.

In general inmates who are HIV positive, but asymptomatic, are allowed to remain in the general inmate population. They will be sent to medical facilities only when their condition, and not the feelings of other inmates, warrants such a transfer.

For those individuals with chronic medical conditions like high blood pressure or diabetes a series of monitoring appointments will be set up during the initial visit to Health Services. Individuals who take prescription drugs will receive their permanent Bureau of Prisons prescriptions at this time. Several items worthy of note—due to the controlled nature of prisons few drugs will be dispensed to inmates for self-medication. Normally inmates will have to stand in pill line once or twice a day to receive their medication. Although this is very inconvenient, it is something you must get used to.

Occasionally new inmates will be denied medication that they have been taking for some time. These medications are denied because the physician on staff feels that there is no need for them. If for any reason you feel that you are being denied medical care, in the form of prescription drugs or medical procedures, it is very important that you initiate legal action immediately.

The Bureau of Prisons will not give you anything. On many occasions it becomes necessary to fight for what is right. First, try to resolve any disagreements with your institution's medical staff. If you are unable to resolve the issue this way, you should approach your Unit Team and request their assistance. If this fails to provide a satisfactory resolution, you should immediately contact your lawyer and request their assistance. Do not hesitate to fight for medical attention. At times, this is the only way to receive the medical care you require.

On the other hand it is important to recognize the limitations of health care within the Bureau of Prisons. Inmates receive medical care roughly equivalent to that provided to our military veterans at Veterans Administration hospitals. Don't expect the level of care that you might have received in the free world—that is simply not going to happen. On the other hand you do have a right to adequate and necessary care.

Dental

All new commitments are provided a routine dental examination during their Admission and Orientation period. In most cases a Dental Hygienist will perform this examination. Unless significant dental care is required immediately, none will be provided at this time.

Inmates who desire to have their teeth cleaned or to receive any non-emergency dental care must request an appointment through the use of an Inmate Request to Staff Member. The wait times for non-emergency care can often be counted in months so make sure to get your request in early.

Psychological Services

New commitments to Federal institutions will receive a very brief psychological screening. This screening will consist of several questions being asked by a member of the Psychological Services staff. The primary purpose of this screening is to ensure that you are not suicidal and will survive the first several weeks of your incarceration.

Unless specifically requested by a new inmate, few psychological services are offered during your incarceration. The primary support you will receive at this time will come from family, friends and other inmates. Many inmates find the lack of warmth and compassion exhibited throughout the orientation process very disconcerting. New inmates should not expect any warmth or compassion from staff members. Doing so will lead to nothing but disappointment. It is imperative that you learn to take care of your own emotional needs.

Education

All new inmates are required by law to prove that they have achieved at least a high school diploma or its equivalent. Those inmates unable to establish such proof will be forced to attend preparation classes for the General Equivalency Diploma (GED).

Proof of education is usually included in the presentence investigation report. This will normally suffice. At times Educational Department staff will insist that you supply copies of actual diplomas or transcripts for their records. During the Admission and Orientation process inmates will also receive an orientation that will familiarize them with the educational opportunities available to them at their specific institution.

Non-native English speaking inmates will be forced to take a standard English comprehension test. Inmates who score below 225 points on this test will be enrolled in English as a Second Language classes. They will be forced to take these classes until they score at least 225 on the English comprehension test.

Chapel

Regardless of their previous philosophies, many men and women develop strong religious affiliations in prison. Most Federal institutions have a full time Chaplain on staff. The job of the Chaplain is to provide for the spiritual well-being of inmates. Although most Chaplains are of mainstream Christian or Roman Catholic denominations they

do a good job of administering to the needs of Muslim, Jewish, Jehovah's Witness, Mormon and Native American practitioners.

During the Admission and Orientation process inmates will get a chance to meet the Chaplain and learn about the various religious services available to inmates. Prison Chaplains also administer the common fare program. This alternative menu Food Services program is intended to be as non-offensive to Jewish and Muslim inmates as possible. As this diet tends to provide access to more fruits and vegetables many inmates profess spiritual need to the Chaplain in order to be approved for this special diet.

Orientation Meeting

The orientation meeting in most institutions runs for an entire day. During the course of the orientation meeting new inmates will hear from each of the institution's Department Heads. Although each institution is unique, most will have the following departments: Administrative Services, Food Service, Health Services, Construction and Maintenance Services (CMS), UNICOR, Recreation, Education and Safety. Each of these departments will be represented at the orientation meeting.

I found the most informative portion of the orientation meeting to be the review of Bureau of Prisons rules and regulations. This was the only time during my incarceration that a member of the Bureau of Prisons spent time explaining rules and regulations to me. I was surprised to find that new inmates were just thrown into the general population and expected to know how to act.

The Bureau of Prisons relies heavily upon more experienced inmates to socialize new arrivals. The Bureau of Prisons, as an organization, does a uniformly poor job of informing and teaching new arrivals what is expected of them.

In addition to learning about each of the departments and some basic policy, many institutions use the orientation meeting as a way for

each Department Head to recruit new workers for their organizations. Each of the Department Heads will tell the new inmates what services their departments provide and what sorts of inmate jobs are available within each of these departments.

The highlight of most orientation meetings is the opportunity to hear the Warden of the institution speak. Contrary to the Hollywood image of prison Wardens—reality is less dramatic. Most Federal prison Wardens have spent the majority of their professional lives in various positions within the Bureau of Prisons. Many of them began as guards and have worked up through the civil service ranks to their current position. As a group, these men and women are highly motivated professionals that do a difficult job well.

The primary job of any Warden is to ensure that Bureau of Prisons policy is followed on a day-to-day basis at their institution. They are also responsible for the health and welfare of the inmate population that they are charged with housing. Most Federal Bureau of Prisons Wardens are approachable and open to hearing legitimate inmate concerns. In fact, many Wardens will hold Town Hall style meetings to maintain close contact with the inmate population of their facility.

During the course of the orientation meeting new inmates will have an opportunity to ask Bureau of Prisons staff members questions that they may have come up with during the Admission and Orientation process. For the most part the staff members will be open and candid with these inmates. The main speaker, the master of ceremonies, at the orientation meeting I attended was, by coincidence, my Unit Team's Correctional Counselor. The anecdotes he shared with the inmates were as, if not more, informative than the rest of the meeting.

During the orientation meeting inmates will be given numerous forms to fill out and sign. These forms will become part of their permanent central file and ensure that the inmates have been pro-

vided all of the information they are entitled to receive under Bureau of Prisons policy.

Initial Unit Team Meeting

The culmination of the Admission and Orientation process is the initial Unit Team meeting. Team meetings, commonly referred to as teaming, are held every six months for most inmates and every 90 days for inmates within one year of release. The Unit Manager, Case Manager, Corrections Counselor and the inmate will attend most team meetings. This meeting will cover a lot of ground in a short period of time. Topics covered will include: a review of the inmate's Judgment and Commitment document, the Inmate Financial Responsibility Program and a sentence computation review. The inmate will also be assigned their first permanent job assignment during this meeting. Inmates will be allowed to ask questions of the Unit Team during this meeting. A brief look at each portion of the initial Unit Team meeting follows:

Program Review

During the initial Unit Team meeting, a brief review of the inmate's transition to incarceration will be conducted. The form used as the agenda for the team meeting is called the Program Review form. A member of the Unit Team will review the status of several things: the cleanliness of quarters, conduct and adjustment, your medical status, participation in the Inmate Financial Responsibility Plan and the inmate's religious and leisure activities.

The program review portion of the meeting will conclude with a member of the Unit Team making recommendations that they feel would benefit you during your incarceration. They may recommend participation in specific classes, Alcoholics Anonymous or Narcotics Anonymous meetings or various leisure activities. These recommendations will be noted on the Program Review form. Progress in these areas will be checked and noted at your next Team Meeting.

Judgment and Commitment

The Court who prosecuted your case issues the Judgment and Commitment document. This document is the official record of the crime(s) you were sentenced for and the terms and conditions of your sentence. This is the document required to commit an individual to incarceration by the Bureau of Prisons.

In addition to noting the term of your sentence felony assessments, fines and restitution are also noted. Generally, the Courts have two options with regard to fines and restitution. They may order payment to begin immediately—that is during incarceration, or they may defer payment until the inmate is placed on supervised release. The vast majority of Courts order immediate payment. If you have any issues pertaining to the terms of your sentence or the payment of fines and restitution they should be addressed immediately. Do not rely upon a member of your Unit Team to resolve any discrepancies. Contact your lawyer immediately.

Inmate Financial Responsibility Program (FRP)

Under the terms of this program the Bureau of Prisons forces inmates to make payments towards felony assessments, fines, restitution and child support while they are incarcerated. During your initial team meeting a member of your Unit Team will review the Court ordered financial portion of your sentence and recommend monthly payments. The pressure placed on inmates making \$20 per month to make large monthly payments has left many inmates with the feeling that members of the Unit Team are given a percentage of the moneys they collect. Although this is a common topic of conversation amongst inmates, I have never found any document supporting this view.

During the course of my first Team Meeting, my Counselor asked me what I was willing to pay towards my restitution. I suggested paying \$20 per month. This was the amount that I would be earning each month working in the prison bakery. She made it quite clear that this would not be acceptable and suggested \$100 per month. When I in-

formed her that I did not have that amount of money, she suggested that I contact my family and get the money from them!

I informed this individual that I, and not my family, was responsible for the poor choices I had made and that I was offended by her suggestion. Ultimately we settled upon payments of \$25 per month.

It was not until much later that I learned that a minimum payment of \$25 every three months is all that is required of inmates. Paying more than this minimum amount will not earn an inmate more good conduct time or special privileges. Be warned that you will feel coerced by members of your Unit Team to make larger payments. New inmates should know that members of the Bureau of Prisons have no legal authority to insist on more than the minimum payment of \$25 every three months.

On the other hand, Bureau of Prisons policy states that those inmates with court ordered payments are allowed \$75 per month in their commissary account. 50% of any amount above \$75 may be garnished as part of the Inmate Financial Responsibility Program. In order to avoid this garnishment it is important that inmates come to some agreement with their Unit Team about these payments.

Monthly payments to the Inmate Financial Responsibility Program will be debited the first business day of each month. If the money to satisfy this payment is not in the inmate's account on this day the inmate will be placed on Financial Responsibility Plan Refusal status.

Inmates on Financial Responsibility Plan Refusal status will have this factor considered when they are assessed for participation in various programs including furloughs, halfway house, telephone use, visiting privileges, recreational activities and lower bunk assignments. Inmates who remain on Financial Responsibility Plan Refusal status for a prolonged period of time are usually reassigned to the least desirable living quarters and jobs.

Sentence Computation

New inmates will receive a Sentence Computation Sheet at their initial team meeting. This sheet provides the inmate and Bureau of Prisons staff members with all of the information necessary to plan the length of incarceration.

The sentence computation sheet includes the date of commitment, the total term of sentence, jail credit earned, good conduct or GCT time, statutory or full term release date, 10% date and the projected good conduct release date.

Inmates sentenced to more than one year are awarded good conduct time. This time is commonly referred to as good time or gain time. The law currently allows 54 days of good time to be awarded to inmates for every year of their sentence. The law also provides facility for community confinement during the last 10% of an inmate's sentence. The 10% date is the date at which an inmate becomes eligible for confinement in a community corrections center—commonly referred to as a halfway house.

There is no guarantee that you will depart for halfway house on this date. The most important date to most inmates is the projected satisfaction date at the bottom of the computation sheet. This is the date at which your commitment to the Federal Bureau of Prisons has been completed, assuming full award of eligible good time. This is the date you will go home. My projected release date was December 9, 1997. One of the things that always kept me going through difficult times was the knowledge that I would spend that night at home, in my bed.

Special attention should be paid to the jail credit portion of the computation sheet. The majority of the errors that occur when calculating sentence computations are in the award of jail credit time. Any day or portion of a day that you have spent incarcerated during the judicial portion of your case should be credited to you as time served. This time should then be deducted from your sentence.

Many individuals, even those that have been allowed to self-surrender, have spent some time in jail while waiting for their bond to be posted. Even if you spent 10 minutes in custody you should receive credit for an entire day. This is very important. If you have any questions about this you should immediately fill out an Inmate Request to Staff Member and request clarification from a member of your institution's Records Department.

Job Assignment

During the period most inmates spend on Admission and Orientation status they have had the opportunity to work in various departments within the institution. Most inmates have figured out which jobs are good and which are to be avoided. It is important that individuals on Admission and Orientation status begin to develop a relationship with the hiring supervisor of the department in which they want to work.

If, during the Admission and Orientation process, you find a job you like it is important that the supervisor contact your Unit Team before your initial team meeting. They must request that you be assigned to their department. If no request is made inmates will usually end up with the least coveted jobs. Examples of the jobs available at most institutions include:

Food Service

Cooks, bakers, salad men, orderlies, dishwasher operators, and clerks

Construction & Maintenance Services (CMS)

Electricians, roofers, plumbers, cement finishers, masons, mechanics, welders, painters, carpenters, motor repairmen, draftsmen, engineers, architects, laborers, and clerks

Education

Librarians, teacher aids, and clerks

Clothing Room

Clothing dispensers and clerks

Maintenance

Landscape workers and building orderlies

Inmates are also employed as clerks in various departments within the institution. Some institutions provide apprenticeship programs for individuals in various fields. These inmates are placed in jobs that support their vocational training programs.

For those inmates interested in better paying jobs the only resource available to them is employment with UNICOR. In 1934 an act of Congress formed the Federal Prison Industries, Inc. Federal Prison Industries, a wholly owned subsidiary of the United States Government, has adopted the trade name UNICOR. UNICOR provides a wide variety of products and services to the United States Government. By legislation requirements, the corporation sells only to the Federal government with the United States Bureau of Prisons being one of its largest customers.

Functionally, UNICOR operates through four different product divisions; each headed by a Division Manager. The divisions are as follows: Graphic and Services, Furniture Products, Clothing/Textile Products, and Electric, Plastics and Optics divisions.

The official mission and chief function of Federal Prison Industries is to provide training and employment to inmates confined to Federal institutions. The Government claims that the employment of inmates in UNICOR allows those inmates an opportunity to acquire knowledge and skills in a trade, vocation or occupation, which may provide a means of earning a livelihood upon release.

From an inmate's point of view employment at UNICOR allows an hourly wage of about \$1.50 to be achieved. In any other area of industry, this wage would be illegal and expose the management of

such an organization to Federal indictment. UNICOR, however, is absolved from following routine Federal labor laws.

If an inmate is interested in employment at UNICOR, they should make this known to their Unit Team as soon as possible. Although it varies between institutions waiting lists for employment at UNICOR are often as long as 24 months.

BP-A148, Inmate Request to Staff Member (cop-out)

The form most commonly used by Federal inmates is the Inmate Request to Staff Member commonly referred to as the "cop-out". You will learn very early in your incarceration that the Bureau of Prisons is a huge bureaucracy.

In order for anything to be accomplished, a request must be made in writing. As foolish as it seems very little will be done for you by a member of your Unit Team until you have requested action in writing.

The cop-out form is used to request appointments with any staff member. If you would like to have your teeth cleaned you fill out a cop-out. If you would like to have an unmonitored telephone call with your attorney, you fill out a cop-out. If you want to change living quarters, change jobs, or get cotton blankets for your bed you fill out a cop-out. You will fill out a cop-out any time you want anything from the Bureau of Prisons.

Bureau of Prisons staff members must respond to your cop-out within 72 hours of receipt. If you are unhappy with their response you should attempt to resolve your issue with them. If you are unable to reach any resolution then you will fill out a BP-9 form.

The BP-9 form is an inmate request to the Warden of the institution. It too requires a written response. If you fail to achieve adequate resolution with a BP-9 then you will use a BP-10, addressed to the Regional Director of the Bureau of Prisons. If still unhappy, a BP-11

is filed with the National Director of the Bureau of Prisons. If you have exhausted all avenues of resolution within the Bureau of Prisons, you may attempt a judicial resolution through the Courts. BP-9 forms are commonly used by inmates to document questionable behavior on the part of Bureau of Prisons personnel. It is not uncommon for this type of inmate complaint, lodged against a member of the Bureau of Prisons, to be taken quite seriously by the Warden if it is well written and presents sound arguments.

Frequently Asked Questions

1) *How long will I be on Admission and Orientation status?*

The duration of the Admission and Orientation process varies from institution to institution. Normally new commitments will be on Admission and Orientation status for one to three weeks.

2) *Do all institutions have an Admission and Orientation Handbook?*

Yes they do. All new arrivals at an institution will be provided an Admission and Orientation Handbook. They will be required to sign a receipt accepting full responsibility for the rules and regulations contained in this book.

3) *What happens if I miss a call-out?*

The consequences for missing a call-out vary with the type of call-out. If you had a call-out for a dental appointment and missed it, you might receive a verbal warning or have to wait another three months to have your appointment rescheduled. If you miss a call out for a meeting with the Case Management Coordinator, a senior member of staff, you will receive a disciplinary infraction—commonly referred to as a “shot”.

4) *What happens if I miss a check-off?*

Since check-offs are like miniature counts it is important that you treat them quite seriously. If you miss a check-off, you should immediately talk with other inmates who were present at the check-off and find out how the officer handled it. Quite often officers find check-

off duty to be a nuisance and are not very serious with it. They will simply say: “Everybody on convalescence raise their hand.” After looking out at the inmates they will say “OK, see you back at the next check-off”. Other officers will handle check-offs very seriously. If you have missed check-off when one of the more serious officers was on duty, it would be a good idea to track that officer down and attempt to check-off with them. Depending on their mood, they may issue you extra duty, a verbal warning or a disciplinary infraction.

5) *Will I get paid while I am on Admission and Orientation status?*

While on Admission and Orientation status the Bureau of Prisons inmates earn maintenance pay. This level of pay provides \$5 per calendar month to an inmate.

6) *How long will it be before I can make phone calls?*

A number of variables will determine this answer. If the institution uses the Inmate Telephone System you should be able to make calls within about three business days of your arrival. Be aware that some inmates have had to wait up to two weeks for their telephone accounts to be set up. The time required to set up this account will vary widely.

7) *How do family members get in touch with me in case of an emergency?*

Although they may not contact you directly, they may call the prison and request to speak to a member of your Unit Team. It would be a good idea if you provided your family with the names and titles of your Unit Team as soon as possible.

8) *How carefully does the Bureau of Prisons monitor phone calls?*

The Bureau of Prisons records every phone call made by inmates. The exception to this are officially scheduled attorney phone calls. Clearly with the number of inmates and the number of calls being made there is no way that every call can be monitored. Spot monitoring is employed on all calls and specific inmates have all of their calls scrutinized.

9) *Can I tell if my call is being monitored?*

There is no way to tell if your call is being monitored. You should always assume that everything you say, whether you are on the phones or not, is heard by or reported to members of the Bureau of Prisons.

10) *What hours are the phones available for use?*

Phones are available from 0530 through 2330. They are closed approximately 30 minutes before and after every count. This will vary from institution to institution.

11) *Do Bureau of Prisons staff members open all incoming mail?*

All incoming mail will be opened and checked for contraband. Specifically inmates are barred from receiving the following:

- Money
- Postage Stamps
- Sexually explicit photographs
- Newspaper clippings

If any of these items are found in mail addressed to an inmate they will be disposed of and both the inmate and the person sending those materials will be notified of the items disposition.

12) *Do Bureau of Prisons staff members open all outgoing mail?*

During my period of incarceration I sent letters almost every day. Bureau of Prisons personnel never opened any of them. It is important, however, to remember that with the exception of legal mail the Bureau of Prisons has the right to read all of your outgoing mail.

13) *When may I get my first visit?*

Most inmates will be allowed to receive visits the first weekend after their incarceration. Occasionally your Unit Team will not have processed your visiting list in time and visits may be delayed for a week.

14) *What if I arrive at prison on a Friday. When will I get my clothes?*

Those individuals that are processed into prison on a Friday will usually be forced to wear the temporary clothes issued by the Receiving and Discharge office through the weekend. When the clothing room reopens on Monday they will be issued their permanent clothing.

15) *How will I know when to exchange bed linens?*

Most institutions have a unit-by-unit schedule for changing bed linens. As an example: At Federal Prison Camp Eglin there are five dormitories. Dormitory 1 changed its linens on Monday, Dormitory 2 on Tuesday and Dormitory 3 on Wednesday. On the scheduled bed linen day all of the occupants of the dormitory would strip their beds and exchange linens before going to breakfast. Beds were left stripped until 1400 in order to give them time to air out.

16) *What if I am allergic to the clothes they issue me? What are my alternatives?*

The Bureau of Prisons, although austere, is humane. Inmates that have a legitimate allergy to the clothes or the soap used in the laundry are normally accommodated in some way. The most common complaints are from inmates unable to tolerate the scratchy wool blankets. In this case after the Health Services Administrator issues a Cotton Blanket Pass the inmate will be issued cotton blankets.

17) *Will the funds deposited to my Inmate Commissary Account be available to me right away?*

Funds are generally available within two business days of deposit to the national Bureau of Prisons Lockbox account located in Iowa.

18) *How do I know when my commissary shopping day is?*

The Admission and Orientation Handbook for each institution will list the commissary schedule for that institution. You may also ask other inmates.

19) *What if I buy something at commissary and then decide I do not want it? May I return it?*

Once you sign the commissary receipt and walk away from the commissary you will not be allowed to make an exchange. Be careful and make sure you have purchased the right items and that you have checked them before leaving the commissary.

20) *How do I buy tennis shoes?*

The Recreation Department at an institution will administer the purchase of tennis shoes and athletic equipment. Normally these types of purchases may be made once a week, Mondays from 1700 until 1800 as an example. You will fill out an order form and wait two to six weeks for your order to arrive. Most institutions have a brisk black market in used tennis shoes. Although technically forbidden by Bureau of Prisons rules, staff members rarely disrupt the market in used shoes. Shrewd buyers will find shoes for as little as \$5 a pair on the black market.

21) *What if I have exceeded my monthly spending limit? Will exceptions be made?*

Once you have spent your \$250 for a given calendar month you will not be allowed to make additional purchases. There will be no exceptions made to this rule. Remember that phone credits and postage stamps are not covered by this spending limit.

22) *How do I get change for vending machines?*

At institutions that still use coin operated vending machines the commissary will have special hours for the purchase of change. Inmates are allowed to have no more than \$20 of change at any one time. Due to the problems associated with gambling, more and more institutions have done away with change of any sort and modified their vending machines to work with Inmate Account Cards. Purchases are made by swiping an Inmate Account Card through a reader and then making your selection. The cost of the purchase is immediately debited from the inmate's commissary account.

23) *How do I get postage stamps?*

Postage stamps are purchased through the institution commissary. Stamps are available for purchase only one day per week, usually Fridays.

24) *How can I find out what the balance of my Inmate Commissary Account is?*

You may check with the commissary clerk or make an automated inquiry at those institutions equipped with an automated inquiry machine.

25) *What are the Doctors and Dentists who work within the Bureau of Prisons like?*

Many of the health care professionals that work within the Bureau of Prisons are officers of the Uniformed Public Health Service. These men and women wear military uniforms and rank insignia similar to those worn by officers of the United States Navy.

For the most part these men and women are professionals who provide adequate health care. Keep in mind that they are not family practitioners. Their apparent cynicism may be due to the constant exposure to a system that devalues the humanness of the men and women it houses. It was my experience that many of these men and women automatically expect any inmate to be lying about their health in order to be excused from work. Keep this in mind when seeking medical attention.

26) *Are inmates allowed to request a second medical opinion?*

Any type of procedure that is serious enough to warrant a second opinion will find the inmate being transferred to a Bureau of Prisons Medical Center. These Medical Centers, collocated with major civilian medical centers like the University of Kentucky and The Mayo Clinic, will, as a matter of course be much more in line with the type of health care available in the civilian world.

For those procedures that do not require a transfer to a Bureau of Prisons Medical Center second opinions are not available. Many of

the health care personnel working within the Bureau of Prisons seem to have a take it or leave it attitude about health care. When a procedure is recommended to an inmate, it is accepted or not.

27) What happens if the medical staff does not provide the care that I feel I require? What are my options?

An individual called the Health Services Administrator manages each institution's Health Services Department. This individual is tasked with providing adequate health care to the inmate population while, at the same time, staying within their allotted budget. Many of the procedures that would be routinely performed on civilians are considered unnecessary in prison.

Any time an inmate feels that they are being denied necessary medical care they should immediately file a BP-9 form and follow up with additional forms if necessary. Never allow the Bureau of Prisons to deny you the care you require. Be aware that you may need to fight in order to receive medical care. Fight within the system and be patient. It is important that inmates inform their lawyer and get them to assist as early in the process as possible.

28) Are annual physicals available to inmates?

During the first 14 days of incarceration all inmates are given a full physical examination. Those inmates over the age of 50 are eligible for an annual physical examination that includes an electrocardiogram, colon cancer screening and a glaucoma screening. Inmates under the age of 50 are eligible for a biannual physical examination. Inmates scheduled for release are also eligible for a physical if they have not received an examination within the previous 12 months. Inmates must fill out a cop-out, addressed to their primary health care provider, to request a physical.

29) How is insulin dispensed to diabetic inmates?

Insulin dependent inmates must report to the institution clinic during scheduled pill lines in order to receive their insulin. They are allowed

to inject themselves but must do so in front of a Bureau of Prisons staff member.

30) Is tuberculosis a major concern in prison?

The overcrowded conditions prevalent within the Bureau of Prisons make any type of airborne infectious disease a serious concern. All new commitments are tested for tuberculosis within their first 72 hours of incarceration.

31) Are inmates able to maintain Kosher and other religious restrictions while incarcerated?

Several institutions within the Bureau of Prisons actually have kosher kitchens. Respect for religious requirements is observed throughout the Bureau of Prisons. Although strict adherence to religious requirements is not always possible, every effort is made to accommodate legitimate religious needs.

32) Can the Bureau of Prisons force inmates to pursue a General Equivalency Diploma (GED)?

Yes, they can. Any inmate unable to show that they have achieved either high school graduation or its equivalent will be required to prepare for and pass a General Equivalency Diploma (GED) test prior to their release.

33) Will members of the Unit Team be available to inmates on a daily basis through the Admission and Orientation period?

Most Unit Team members schedule open house hours during their working day. These open house periods, usually from 1500 until 1545, are there to provide inmates access to Bureau of Prisons staff each day.

34) What should be done if an error is found on the Judgment and Commitment document or on the Sentence Computation form?

A cop-out should immediately be written and sent to the Records Office of the institution. If no resolution is forthcoming then your lawyer should be notified.

35) *How are inmates matched to job assignments?*

Job assignments are based upon the needs of the institution. At times, an inmate's skills will be matched with a job, at other times an inmate will be barred from holding a job because of their skills. An example: Inmates with medical and dental degrees will not be allowed to work in the Health Services Department of the institution while inmates who have worked as plumbers will be encouraged to continue this work while incarcerated.

36) *How long must inmates stay at a job before a change is allowed?*

Inmates must stay at an assigned job for at least six months before any job change request will be reviewed.

37) *What happens if an inmate refuses to work while in prison?*

Inmates who are physically cleared to work but refuse to do so will be put in the institution's segregation unit. The segregation unit is commonly referred to as "the hole". Inmates who refuse to work will also be denied privileges like phone use and visits. Occasionally good conduct time will be taken away and on rare occasions, inmates refusing to work will be sent to higher security institutions.

38) *What happens if an inmate does not follow the recommendations made by their Unit Team on a Program Review form?*

They may be denied transfer to more desirable quarters, denied job changes or denied other privileges. Ignoring a recommendation made by your Unit Team is not a technical violation of Bureau of Prisons rules. Those inmates that make a habit of ignoring these suggestions often wish that they had not.

7

The View From Within

Introduction

In the preceding chapters of *DownTime* we have looked at the period leading up to and immediately following incarceration. Without a doubt some of the most difficult challenges inmates and their families face occur during those periods. Although many men and women wonder whether they will survive the stress, they ultimately do and the realization that they must adapt to their new life sets in.

Although the importance of family support cannot be overestimated, each man and woman serving time within the Bureau of Prisons finds that they, and they alone, must serve their sentence. Communications with family and friends helps to break the monotony of prison life but, for the most part, one of the biggest challenges faced by inmates is the battle against boredom.

Prison life is routine. The same schedules are followed day in and day out. Get up, eat, go to work, counts, mail call, eat, hang out, waste some time, go to sleep then get up and do it again. It is the routine of prison life that makes it tolerable and intolerable at the same time. In this chapter, we will explore some of the processes that will become routine during your incarceration. As opposed to taking a day in the life view of prison we will explore, step by step, many of the routines that you will go through during your time in prison.

Once again, it is important to note that no two Federal Bureau of Prisons institutions are the same. Each institution in the Bureau of Prisons will have its own cadence, its own pulse. This chapter focuses

on the processes common to every Bureau of Prisons facility. The sections within this chapter are not arranged in any particular order. Read any of them or all of them, in the order you chose.

Shopping

One of the many things that surprised me during my period of incarceration was how humans strive for normalcy—regardless of the circumstances. One of the weekly routines that inmates participate in is shopping. Inmates are allowed to shop at the institution commissary once a week. The commissary stocks a number of personal hygiene, foodstuff, clothing and other sundry items. All of the proceeds from an inmate's job and all moneys sent to an inmate from sources on the outside are deposited into their Inmate Commissary Account. These accounts are operated like debit accounts and are the only legal forms of monetary exchange available to inmates.

In addition to the legal commissary all institutions have thriving black markets. These markets cater to inmates who desire items that are illegal or not available in their institution's commissary. It is important to note than any inmate buying or selling contraband items is in direct violation of Bureau of Prisons policy. These inmates are exposing themselves to disciplinary action. In this section we look at both of these markets. The commissary, or legal market, and the contraband, or black market.

Commissary

I have been out of prison for some time and still enjoy walking up and down the aisles of grocery stores. In fact I even enjoy spending time waiting to be checked out at the end of my shopping. In *Chapter 6—Admission and Orientation* we looked at your initial shopping trip to the commissary. In this section, we explore shopping in a more in depth manner.

When you are in prison, you will lose the ability to select the items you want. Shopping at commissary is a rather frustrating affair and it will take you some time to learn to use the system properly. One of

the first things that inmates must remember is that they are limited to spending \$250 per month. This limit is easily exceeded if one does not plan properly. The first month that you are incarcerated you will come up against this limit. Since you will be making a number of one-time purchases like sweat shirts, sweat pants and all of your original toiletries the money goes fast. Inmates with registration numbers ending in 00-49 begin their shopping month on the 1st of each month. Inmates with registration numbers ending in 50-99 begin their shopping month on the 15th of each month. Thus if an inmate with the registration number 26086 spends all of their money on the 5th day of a month their spending limit will not be reset-until the 15th of that month.

Inmates are allowed to shop one day per week. Most institutions schedule shopping days based on inmate's registration numbers. Inmates with numbers ending in 00-24 shop on Monday, 25-49 on Tuesday, 50-74 on Wednesday, and 75-99 on Thursday. Fridays are reserved for the purchase of postage stamps, tickets that are used for photographs during visits and, in those institutions that still allow it, change.

Most institution's commissaries will be open during the morning, again in the afternoon and for a third short period after the 1600 count has cleared. This allows all inmates, regardless of job assignment, to shop on their assigned day. The security level of the institution will determine the presence of guards. At a Federal Prison Camp the Bureau of Prisons clerks who run the commissary are the only staff present. At Federal Correctional Institutions and United States Penitentiaries guards will be present at all times.

A Bureau of Prisons commissary looks like a bank drive through window. Inmates are on the outside and the clerks are on the inside. Communication takes place through a small hole cut in a very thick piece of Plexiglas. Normally the folks that work in the commissary are nice. They get to know you during the course of your incarceration. It is not unknown for them to make small talk or even give in-

mates little treats on occasion. In certain situations they may even allow you to shop on a day that you are not scheduled. They will never, however, allow you to exceed your spending limit. Keep this in mind when planning purchases.

On your assigned shopping day, you will go to the commissary with your laundry bag. This bag will be used to transport your purchases back to your living quarters. After checking to see what items are out of stock you fill out a commissary list.

After filling out your list, you turn it in to one of the inmate clerks. They will then scurry around and pick up all of the items you ordered. If the commissary is out of stock on an item you ordered they will not substitute. While your order is being filled you will mill around outside socializing with other inmates. Ultimately your name will be called over the loud speaker. You will proceed back to the window, turn over your Inmate Commissary Account card to the clerk, and check out. As they enter each item you have purchased it will be thrown into a pass through bin. When they have checked everything out you will be given a receipt to sign.

Be careful. Once you sign this receipt your Inmate Commissary Account will be debited and you will not be allowed to make corrections. Make sure that all of the items listed on your receipt are actually present and then sign the list. You will be given a yellow copy to keep. It is very important that you hold on to all of your receipts. You never know when some guard with an attitude is going to challenge an item you have in your possession. It is always important to be able to point to a receipt and say "see—I bought it at commissary!"

Commissary Special Purchases

Most institutions reserve one day per week for special purchases. Special purchases are more expensive items like watches, personal

radios and tennis shoes. These items require a waiting period between the time they are purchased and the time that they are available. Waiting periods vary. Two to four weeks is standard. As these items are purchased only one time during an inmate's period of incarceration, their cost is not included in that month's spending limit. Most institutions will offer inmates a number of choices in each of these items. All of these items are required to have the inmate's register number scribed on them for identification purposes. If you are caught with an item that is not marked it will be confiscated and you will receive an incident report for the offense.

As with all of the other items desired by inmates there is an active black market in used radios, watches and tennis shoes. The letter of the law prohibits inmates from selling items to each other. In reality the prison staff rarely regulates this type of buying and selling. If you choose to make a purchase of a used item, it is a very good idea to shop around. New inmates are often taken advantage of so be careful.

Black Market

When most of us think of a black market we picture drugs, prostitutes, and other illicit goods. Who would have ever thought that the basis of a black market would be eggs, vegetables or haircuts? Although illicit items are, and always will be, available in prison the majority of the items bought, sold and bartered for on the black market are foodstuffs. Most of the items found on the black market fall into one of three major categories: food, services, and drugs.

Most food items available on the black market are items that have been stolen from the kitchen of the institution. These items are used by inmates to supplement the diet available in the chow hall. In many lower security institutions, Federal Prison Camps in particular, fast food and other store bought items are often available for a price. Seafood, steaks, pizza, fried chicken, donuts, and Chinese food can be had if you know the right people.

Inmates that work on off camp details usually smuggle these items in. It is not unheard of for guards to bring something to an inmate. Although this rarely happens it does occur. Any item that needs to be smuggled into the institution will be sold at a premium. For the most part inmates are expected to pay cash for any smuggled item.

Services are also available on the black market. This is the area of the black market that is the most loosely regulated by Bureau of Prisons officials. Services are normally paid for through barter. Cans of tuna fish or junk food are convenient substitutes for money. Some of the most common services available on the black market are: haircuts, laundry, bed making, cell cleaning, tailoring, ironing, errand running, and even letter writing.

The darkest corner of the black market is host to the sale of illicit items like drugs, alcohol and pornography. Anything can be purchased in prisons. Prices are often dependent upon the security level of the institution. Something that costs \$5 in a Federal Prison camp might cost \$25 in a United States Penitentiary.

As Federal Prison Camps are open, lacking a perimeter fence, the availability of alcohol should surprise nobody. Store bought alcohol, everything from Jack Daniel's whiskey to Remy Martin Cognac, are readily available. At higher-level institutions, Federal Correctional Institutions and United States Penitentiaries, hooch is the only available drink. Hooch, also called buck, is a homemade alcohol laced concoction that packs quite a wallop. Known for neither its palette pleasing tastes nor nose pleasing aroma hooch has only one purpose. To make you forget, if only for a minute, that you are in prison.

Every drug known to man is available in prison. Everything from marijuana, cocaine, heroin, acid, hash and methamphetamine to the most exotic steroids are available for purchase. You simply need to know who to talk to.

With the rules of the free enterprise system running the show pricing is all over the map. Prices are determined by what the market will support. With hundreds of men and women bored out of their minds and little opportunity for positive diversion you might not be surprised to know that the market will support quite a bit. Although not intended to condone the buying and selling of contraband by inmates, the following list of items and their typical prices has been included to provide readers with some insight into this aspect of prison life.

Green Pepper	\$0.25	Donuts	\$0.25
Tomato	\$0.50	Paint a Cell	\$10.00
Loaf Bread	\$1.00	Pleat Pants	\$3.00
Eggs (1 dozen)	\$0.75	Haircut	\$0.75
Turkey Loaf	\$2.00	Laundry	\$1.00
Steaks	\$2.00	Ironing	\$0.50
Onion	\$0.25	Clean Cell/Cube	\$5.00
Sandwiches	\$0.75	Hooch (1 gallon)	\$20.00
Pound Cake	\$5.00	Marijuana (1 joint)	\$10.00
Chicken Patty	\$0.75		

For the most part, whatever you want while in prison can be acquired. The most important item to keep in mind is the price you will pay if caught with that item. Many men and women have tragically worsened their situation because they were caught with something that provided them a few moments of comfort. Before doing anything that is against Bureau of Prisons policy, it is very important that you step back and ask yourself—Is it really worth it? More often than not, the answer is no.

Eating in the Chow Hall

Imagine that you are back in elementary school. It is time for lunch and the entire school rushes into the cafeteria. You line up, grab your plastic trays, utensils, cups and plates and then shuffle through the line. You are served by dour faced men and women wearing hairnets who spoon mysterious looking food onto your plate. Teachers and

parent volunteers are placed at strategic positions throughout the cafeteria cautioning their charges not to run, to clean up their tables and to eat everything on their trays. The whole room buzzes with the excited voices of young people talking about the kickball game to be played at recess or about how poorly they did on the last math test.

Well, hold that image in your mind's eye. Now substitute a couple of things. Instead of a room full of children you have a room full of inmates—all wearing Bureau of Prisons khaki. Instead of teachers and parent volunteers you have Bureau of Prisons guards and staff members. The buzz of excited voices has been replaced with the racket of very loud adults complaining about the food, the living conditions, the Department of Justice and the latest edict handed down from the institution staff taking yet another of their diminishing privileges away.

The chow hall of any institution is, in many ways, its heart. Meals are the anchors for each day's schedule. Overall, the noise level in the chow hall is so high that conversation is impossible. It seemed to me that the designers of Bureau of Prisons facilities were tasked with keeping any warmth or softness out of the buildings that were to be used by inmates. Most Bureau of Prisons chow halls are noisy affairs with tile floors, concrete walls, and few amenities. They are designed to facilitate the rapid feeding of up to 1,000 inmates three times a day. Tables are Formica, chairs are hard plastic bottomed with metal backs, attached four to a table. Lighting is fluorescent and harsh.

The chow hall of any institution is at the center of the contraband market. The foundation of the black market is food that cannot be bought in the commissary. Meat and poultry, fresh fruits and vegetables, spices, sugar, coffee, eggs, even cookies and baked goods are routinely smuggled out of chow halls and kitchens to be sold on the black market. Although this practice is strictly forbidden it continues.

Several words of advice—given time every inmate is bound to see, hear or get caught up in doing something that is in violation of Bu-

reau of Prisons rules. Nowhere is this more likely to happen than in the chow hall. You will routinely see inmates taking sugar, coffee, fruits, vegetables and other foodstuffs out of the chow hall. Don't notice. Turn a blind eye. Nothing will get you in trouble faster than noticing the illegal activity of fellow inmates. Turn your head and walk away.

Another thing to keep in mind is that favoritism is often visible in the chow hall. Don't be surprised when the five men in front of you get larger or better portions of food than you. Don't be surprised when the man in front of you gets a chicken breast and you are given a leg. Keep your mouth shut and move on. An intricate social order runs any inmate population. Over the course of time you will become aware of this order and may find that you are rewarded by it.

Be patient and don't envy the good fortune of another inmate. When you see somebody being treated better than you be happy they are doing well. Whatever you do—don't ever complain to a Bureau of Prisons staff member. This will get you labeled a rat faster than you could imagine.

Chow halls serve three meals seven days a week. Monday through Friday breakfast, lunch and dinner are served. On weekends coffee hour, brunch and dinner are served. During the course of the year several special meals are served. Thanksgiving and Christmas are made as special as possible and Memorial Day, Labor Day and the Fourth of July are often set aside for barbecues.

Bureau of Prisons Food Service Departments follow a cycle program of meals. Each cycle consists of a five-week period. Every five weeks the menu begins on day one and proceeds through the entire cycle then repeats. Each institution will modify these cycles depending upon local availability of fruits, vegetables, surplus goods and foodstuffs sold out of date.

Most meals at Federal Prison Camps are served buffet style. Inmates are allowed to serve themselves. All other Federal Bureau of Prisons institutions serve their meals cafeteria style with portions controlled by Food Service personnel.

Although adequate from a caloric point of view, the quality of Bureau of Prisons meals leaves a lot to be desired. The lack of fresh fruits and vegetables, the high starch and fat content and the lack of variety are all noticeable. The Bureau of Prisons budgets approximately \$2.30 per inmate per day for food. That number speaks for itself.

Breakfast

Breakfast is served from 0530 until 0630 Monday through Friday. Common entrees include scrambled eggs, French toast, pancakes and oatmeal. Side dishes include grits, bacon, sausage, potatoes, cold cereals and occasionally fresh fruit. Beverages include coffee, water and various soft drinks. Milk is normally, but not always served. Juice is occasionally available.

Lunch

Lunch is served 1100 until 1230 Monday through Friday. Common entrees include hamburgers, hot dogs, knockwurst, fish sandwiches, chicken patties, pasta, stew, burritos, and cold cut sandwiches. Side dishes include various boiled vegetables, French fries, potatoes, rice, beans, soups, breads and salads. Desserts will often consist of one of the following: fruit, cookies, cakes, pies and puddings. Beverages include water and various soft drinks. Milk and coffee are occasionally available at lunch.

Dinner

Dinner is served 1430 until 1530 and then after 1600 count until 1700 Monday through Friday. Common entrees include fried fish, baked chicken, fried chicken, meat loaf, Salisbury steak, roast beef, turkey, pizza, lasagna, and stew. Side dishes include various boiled vegetables, French fries, potatoes, rice, beans, soups, breads and salads. Desserts will often consist of one of the following: fruit, cookies,

cakes, pies and puddings. Beverages include water and various soft drinks. Milk and coffee are occasionally available at dinner.

Coffee Hour

Served 0630 until 0730 Saturday, Sunday and Holidays. Various coffee cakes, Danish and donuts are served during coffee hour. Beverages include coffee, milk, water and soft drinks. Juice is occasionally available.

Brunch

Brunch is served from 0800 until 1000 Saturday, Sunday and Holidays. Common entrees include scrambled eggs, French toast, pancakes and oatmeal. Side dishes include grits, bacon, sausage, potatoes, cold cereals and canned fruit. Beverages include coffee, water and various soft drinks. Milk is normally, but not always served. Juice is occasionally available.

Eating on Your Own

The longer you spend in prison the more bored you will become with the food available in the chow hall. Since the cooks in prison chow halls must cook for the tastes of the lowest common denominator the majority of the fare is bland. Many men and women choose to make their own meals. This not only varies the fare available on a day-to-day basis but also allows meals to be eaten in places other than the chow hall.

Many inmate cooked meals contain contraband—items that have not been purchased through a Bureau of Prisons commissary. Much of this contraband has been taken from the chow halls and kitchens. Although this practice is strictly forbidden it is common throughout the Bureau of Prisons. This section accepts this practice with no judgment implied and hopefully none inferred by the readers of *DownTime*. It is just a fact of prison life. Each inmate needs to decide what is right for him or her.

Recipes for several popular inmate cooked meals have been included in this chapter. One of the things I noticed about inmate cooking was the overuse of Jalapeno, cayenne and black pepper. It seemed like anything that could add some heat to the dish was used in abundance. Perhaps this is to be expected since the food available in Bureau of Prisons chow halls is uniformly bland. Clearly, the Galloping Gourmet has nothing to fear from inmate cooking. You may want to attempt several of these recipes with family and friends. If nothing else the creativity of inmates is evident in these dishes.

Cooking Utensils

Regardless of whether you purchase your ingredients in the commissary or cook with contraband, you will need some cooking utensils. All Bureau of Prisons commissaries sell microwave cooking bowls, thermal mugs, plastic utensils, can openers and one-gallon water coolers. Although these utensils are often all that is needed to prepare a meal occasionally, inmates require additional equipment.

Many inmates cook in empty cookie containers. These containers can be acquired by purchasing their contents at the commissary. Others simply use Food Service plates and bowls, although this practice is just about guaranteed to get an inmate written up by a guard. Others cook in a variety of plastic containers smuggled out of Food Service. The biggest problem when cooking in prison is finding something sharp to dice, mince and slice with.

Inmates normally do one of two things. They both break apart disposable razors and use the blades or they make a knife out of the top of a tuna fish can. To do this they clean the top and then fold over about a third of it. The folded portion serves as the handle while the exposed edge serves as the knife. The top of any table serves as a cutting board.

Store Bought Meals

Every Federal Bureau of Prisons institution has a commissary. Each commissary is responsible for its own inventory and ordering. To

some degree, inmates have control over the items available in each commissary. This control comes through the participation of inmates in commissary committees and through the laws of consumerism.

The staples of inmate cooking are dehydrated rice, dehydrated beans, tortilla chips, noodles, canned tuna fish, canned chicken meat, canned roast beef, Vienna sausages, peanut butter, salsa, jarred hot peppers, tinned sardines, canned mackerel, garlic, soy sauce and olive oil. Some commissaries stock fresh vegetables like onions and bell peppers but this is rare.

Almost every inmate meal will use either rice or beans as its base. No stoves or ovens are available so all cooking is done using hot water and microwaves. You would be amazed how creative meals can become. It is common practice for a number of inmates to get together and pool their supplies to come up with a communal dish.

As long as the meal that you make is not found to contain contraband guards will not bother you. They will confiscate, and at times force you to throw out, meals that have been made using unauthorized cooking containers. The only containers that inmates are allowed to cook in are the microwave bowls that may be purchased in commissaries. Occasionally commissaries will sell large plastic containers of cookies or candy. These containers make ideal cooking utensils but may be confiscated. Many commissaries also sell small one-gallon thermos containers. These, although difficult to clean, are often used to cook in.

Meals Containing Contraband

The creativity of the general inmate population will never be realized by anybody who has not served time in prison. In addition to being one of the most resourceful groups of people on the planet, inmates are capable of making some wonderful meals with the strangest of ingredients.

Due to its proximity to Louisiana, Federal Prison Camp Eglin is home to a large number of men from the New Orleans area. Each and every Friday night these men, and their invited guests, would get together, pool their resources and come up with some of the most imaginative meals one could think of.

Obviously, the ingredients necessary for traditional Cajun cooking were not to be found in a Federal Bureau of Prisons commissary. This small obstacle never seemed to deter these fine men. They somehow found ways to import shrimp, shellfish, spices, and vegetables on a regular basis.

All prisons have thriving black markets. Inmates may purchase drugs, alcohol, medicine, steroids, pornography, and an almost limitless number of food items. For the most part food items available on the black market have been stolen from the chow halls and kitchens.

Generally, any item used in the Food Service Department is available for sale if you know who to talk to. When reviewing the examples of black market items some readers may be surprised by the low prices. To put the prices in perspective it is important to remember that the average wage for an inmate is \$0.12 per hour—a whopping \$4.80 per week.

It is rare for an entire meal to be made up of contraband. Usually the contraband items are mixed in with items purchased in commissary. Inmates and guards play wonderful cat and mouse games when it comes to cooking meals. All of the guards realize that contraband is mixed with most of the meals but many of them choose to turn a blind eye and allow the inmates this small luxury. Other guards enforce the letter of Bureau of Prisons policy. These guards not only confiscate meals that contain contraband but will write up all of the inmates that were enjoying that meal.

Clearly, each individual needs to decide whether or not to expose themselves to the disciplinary process inherent with breaking any Bu-

reau of Prisons rule. Most inmates take a strength in numbers approach when it comes to breaking rules. The typical inmate will take a step back and observe the common practices of other inmates. They will also observe the reaction of guards to certain types of rule infractions. After making these observations they make the decision which is most appropriate for them.

Regardless of whether you choose to include contraband in your meals or not I am confident that at some time during your incarceration you will find yourself eating the most wonderfully creative culinary delights imaginable. Bon Appetit!

Inmate Recipes

There is a story about the ingenuity of inmates. It is said that if you took two inmates, one with cigarettes and one with matches, and put them at the top of telephone poles that were 100 yards apart within 20 minutes they would both be smoking. Although this story is told tongue in cheek it illustrates the creative lengths inmates will go to in securing some small level of comfort otherwise denied them.

The culinary concoctions developed by inmates are another wonderful example of this creative effort. In this section, we will look at some of the common fare cooked by inmates throughout the Bureau of Prisons. Since each institution has its own diverse inmate population there are many local variants.

Here are several inmate favorites. You might choose to try some of these recipes at home. I think you will find that the ambiance of a Bureau of Prisons facility is required to derive any enjoyment out of these meals. Ingredients printed in *Italics* are available on the black market at most Bureau of Prisons institutions.

Beans and Rice

This most basic of prison meals is a wonderful diversion from chow hall fare. A number of variations to this meal are possible. Canned

tuna, chicken, roast beef, mackerel, Vienna sausages, or even some peanut butter provide interesting additions to the basic recipe.

Dehydrated Refried Beans
Dehydrated Rice
Picante Sauce
Minced Garlic

Jalapeno peppers
Diced Onions
Diced Tomato
Diced Green Pepper

Combine equal amounts of dehydrated rice and beans in a container. Add Picante sauce, Jalapeno peppers and minced garlic to taste. If desired add diced onion, tomato or green pepper. Mix thoroughly to combine all ingredients then add enough hot water to completely cover all ingredients. Wait about two minutes then stir one more time, cover and set aside for approximately 15 minutes.

Pasta with Olive Oil and Garlic

A nice light meal for those hot summer evenings—this meal requires some creativity to cook the pasta to its ideal state. A one-gallon water cooler is almost a necessity to properly cook the pasta. Due to its quick cooking time, Angel Hair pasta is desirable.

One package of Pasta
Minced Garlic
Olive Oil

Black Pepper
Parmesan Cheese
Paprika

Place your pasta in the one-gallon water cooler. Fill two bowls with water and microwave them until the water is boiling. Dump the water into the one-gallon water cooler and put the top on tightly. Shake the water cooler vigorously. Set aside long enough for the pasta to cook. When using angel hair pasta cooking time is about three to five minutes. While the pasta is cooking place your minced garlic in the bottom of one of the microwave bowls (a full bulb is about right for one pound of pasta). Cover the garlic with olive oil and microwave for about two minutes. Drain the water out of the one-gallon water cooler, pour the hot garlic and olive oil over the pasta and mix thoroughly. Mix in Parmesan cheese and spice to taste.

Seven Layer Bowl

You'll know that the weekend has arrived when inmates begin making this most universal of all prison recipes. Although each institution's recipe will vary, based on what is currently available through the commissary and the black market, the basic premise remains the same.

Layer a lot of different foods into a bowl and spice it up. Best when served with tortilla chips on the side. Make sure that you have plenty of water around when you eat this. It is hot! This dish seems to get better when it is given time to rest between making and eating. Most inmates make this dish after 1600 count on Friday and then eat it sometime that evening.

Dehydrated Rice
Shredded Cheddar Cheese
Dehydrated Refried Beans
Diced Onion
Jalapeno Peppers

Picante Sauce
Diced Tomatoes
Crushed Tortilla Chips
Canned Roast Beef
Diced Green Peppers

Mix the Picante sauce, diced tomatoes, diced onion, diced green peppers and Jalapeno peppers together in a bowl. It is best to set this aside for a number of hours to allow the flavors to blend. In separate bowls cook the dehydrated rice and dehydrated refried beans. Open the can of roast beef and rinse it thoroughly. After rinsing the beef shred it with a fork and set it aside. Now you're ready to assemble the dish.

Cover the bottom of a microwave bowl with refried beans; cover the beans with a layer of crushed tortilla chips. Sprinkle the shredded beef over the tortilla chips. Layer the diced vegetable mixture, rice and cheese on top of the beef. Continue to layer the bowl until you are near the top. Make sure the last layer is made up of the diced vegetables. There you go—a seven layer bowl.

Entertainment

One of the largest battles inmates face is finding things to occupy their non-working time. Time is the one thing that most inmates have in abundance. In the not too distant past inmates had a variety of entertainment options available to them. Many of these positive diversions have been removed from prisons under the mistaken belief that inmates were leading a much too luxurious lifestyle.

Television news shows like "60 Minutes" and "20/20" have done little to dispel this myth. In fact these shows continue to promote the "Club Fed" perception of prison. I wonder if these reporters would have a different view if they were guests of the government for even a short period of time.

During my period of incarceration, I witnessed a number of confrontations between inmates. The greatest number of these confrontations came about as a result of disagreements over what television show to watch, who had the right to the remote control, who was sitting in what seat in the television room or who owed what to whom after card games.

The need to follow inmate etiquette is never stronger than when it comes to free time. Free time, and the limited entertainment available to inmates, is a jealously protected commodity in prison. This is not to say that every time you sit down to watch a TV show in prison you are in danger of getting into a fight. On the contrary, it is a wonderful way to pass the time and to stay in touch with what is happening in the outside world.

In this section we will look at the various forms of non-athletic entertainment available to inmates incarcerated within the Federal Bureau of Prisons. Keep in mind that not all institutions will have every form of entertainment discussed in this section.

Television

Think about having 50 of your closest friends over for an evening of television. Imagine attempting to get these 50 like minded people to agree on a show. Now you have some idea of how difficult television viewing in prison can be. Although each institution is different, it is standard for each living unit to have a television room.

Most institutions have an inmate television committee that meets once every week. These committees come up with a television schedule that is then posted on each of the unit's bulletin boards. Normally a certain category is assigned to each unit's television. Unit 1 will always have sports, Unit 2 will always have the evening news, Unit 3 will carry all of the NASCAR events and so on.

Obviously, sports are a big draw for male inmates. Depending upon the time of year it is not uncommon to find most of the inmate population in front of televisions watching the Super Bowl, the NBA Finals, the NCAA Final Four, the World Series, the Indianapolis 500 and various NASCAR events.

During the most popular TV events seats are at a premium. In fact, it is not uncommon for inmates to begin saving seats hours before the start time of a ball game or a movie. This leads us back to inmate etiquette. As previously mentioned most units will have their own TV room. This room will be the largest single room in the unit. A TV will be mounted on the wall at one end and the room will be filled with rows of folding chairs. When you walk into a TV room do not be surprised to find many of the chairs tilted over and laying on the floor. This means that somebody has claimed the chair.

Another means of marking a chair is to leave some personal item on it. Most inmates use a piece of Bureau of Prisons clothing with their laundry number on it. During peak TV watching times like the Super Bowl or the NBA Finals don't be surprised to see chairs saved hours before an event. To disrespect this, to sit in a chair that has been

saved, is a quick way to place yourself in harms way. A confrontation will develop.

Many institutions have strong confederations of inmates. I hesitate to use the term gang because it is a bit too strong. It is not uncommon for all of the Puerto Ricans to sit in one section, all of the blacks in another and all of the Cubans in yet another. After you have been in prison for some time you will come to recognize these patterns. At times these sections will have the chairs marked. A small Puerto Rican flag or the name or initials of a group written in magic marker or scratched into the back of the chair are common ways to mark reserved areas.

It is important to recognize that even though those chairs may not be occupied it is not a good idea to sit in them unless you are willing to confront the chair owner. More and more institutions have recognized this as a problem and have removed all of the chairs from TV rooms. Each cell or cube is stocked with a folding chair for each of its occupants. When any of the occupants of that cube or cell wish to watch TV they simply bring their own chair to the TV room.

Another thing to keep in mind is that TV viewing in prison will, more likely than not, require you to purchase a personal radio. Due to the crowded nature of these rooms, it is all but impossible to hear what is being said on TV without earphones. Each of the TV's in various units will be set to a specific FM station. To watch TV in that unit you set your radio to the appropriate frequency.

In minimum security institutions—Federal Prison Camps—inmates are allowed to move freely between dormitories to watch TV where they desire. In higher security institutions this practice is not allowed. At Federal Correctional Institutions and United States Penitentiaries there will often be multiple TV's in each unit's TV room. Each of these sets will be tuned to a separate channel with a different FM station. You simply tune your radio to the station you wish to watch.

Although it takes some practice to master you will find this set up to be ideal during the football season.

Movies

Recognizing the need for positive diversions for the inmates more institutions are showing feature movies on weekends. These movies are shown in various TV rooms throughout the institution and are a real shot in the arm for the inmates. As a result of Bureau of Prisons policy no "R" rated movies are allowed. In order to show movies that are popular with the inmates and not in violation of this policy many institutions use the same movies that have been edited for airline viewing. These heavily edited movies cut out all of the sex, much of the profanity but none of the violence. I always found that a bit ironic.

As with major sporting events, these movies are very popular with inmates. TV rooms are usually very crowded during these showings. Each movie is scheduled two to four times during the weekend. The most popular movies tend to be in the action adventure category. Any movie that includes lots of gunplay, fast cars, and explosions will be quite popular in prison. Without a doubt the most popular movie shown during my period of incarceration was Al Pacino's "Scarface". With its emphasis on fast money, fast women and the drug running lifestyle of the protagonist the popularity of this movie in a Federal prison should come as no surprise. On the other hand the night that the movie "Fargo" was shown I had my pick of chairs in the TV room.

Library

Every institution has its own lending, legal and religious libraries. These libraries, which fall under the administrative organization of the Education Department, vary in size from small rooms to full-blown library facilities. Reading is one of the most popular leisure activities in prison. Legal and religious research are both a close second.

Books are checked out just like any other library. An inmate will choose the book(s) that they want and check them out with the inmate librarian. Many libraries also subscribe to local and national newspapers as well as periodicals like Time, Newsweek, Rolling Stone, Popular Mechanics and U.S. News and World Report.

In addition to the books available through the lending library, many institutions also have libraries adjacent to the chapel. The Chapel library at Federal Prison Camp Eglin had dedicated sections focusing on Judaism, Islam, Christianity, Native American studies and Catholicism. The Chapel library also had a large collection of self-help works. Topics ranged from Alcoholism to Zen Buddhism.

Every institution is required to maintain a Legal Library. Operating schedules vary from institution to institution. Inmate clerks staff legal Libraries. These clerks can provide tremendous assistance when working on legal paperwork. As a group, these jailhouse lawyers are amazing in their grasp of the criminal legal process. They are a valuable resource when filling out Bureau of Prisons forms. Be aware however that inmates should never rely upon these clerks to provide the legal expertise of a professional lawyer. There is simply no substitute for professional legal counsel.

In short, finding adequate reading material in prison will rarely be an issue. Many inmates receive the latest books from the outside world. Inmates may receive hard covered books if they are sent directly from a bookstore or the publisher. I have often stated that inmates probably account for a good portion of *Amazon.com's* sales.

Soft covered books may be sent to inmates from family members. Some institutions require that inmates fill out a package request form before they will accept any such shipments. It is a good idea to check your institution's policy with a member of your Unit Team or go to the mailroom during their scheduled open house to check on this policy.

Board Games

A variety of board games are available to inmates of most institutions. Many inmates actually manufacture their own board games. Chess, checkers, backgammon, dominos, Parcheesi, Monopoly, and a host of other games are available at most institutions.

The level of play in backgammon and chess is often impressive. It is common for tournaments to be held at various times during the year. I spent a significant amount of time playing backgammon during my stay in prison. These games, especially when played with an individual whose company you enjoy, provide an excellent opportunity to waste some time. Remember that anything that helps to pass time is welcome.

Card Games

Card playing is very popular in prison. Two of the most popular card games played in prison are Bridge and Pinochle. Inmates who have a desire to learn either of these two games will have no shortage of time, teachers or opportunity to practice while incarcerated. In addition to Pinochle and Bridge, games like Hearts, Spades, Crazy 8's and Casino are also very popular.

It is not uncommon to see every table in common areas filled with very loud, boisterous card players. Players often bet push-ups on the outcome of games. It seemed to me that the louder players shouted the more enjoyment they seemed to derive from these games.

Gambling

Gambling is strictly forbidden by Bureau of Prisons policy. With that said—no look at entertainment in prison would be complete without discussing this pastime. Inmates will gamble on just about anything. The outcome of a ball game, NASCAR, the Kentucky Derby, the next hand of poker, chess games, backgammon, when the guards will be coming in to count and who will be divorced next.

Gambling is such a problem amongst inmates that the Bureau of Prisons has begun to phase out the use of change in vending machines. Inmates will be forced to use their Inmate Commissary Account Card to purchase items out of these machines.

Without a doubt the most popular form of gambling is card playing. Boisterous poker games go on throughout the weekend in a number of locations. The only time these games are not going on is when a mandatory count is in progress. Most gambling debts are paid off with commissary items. If I lose \$20 during the course of a card game I will buy that amount of items on my next commissary shopping day for the person I owe. Occasionally debts become so large that more creative means of pay back are required.

If I owe John Smith \$200 I may have my wife send his wife the money or I might have my wife send \$200 to his Inmate Commissary Account, thus retiring the debt. During my stay in prison several people had their security level upgraded and ended up behind the fence for gambling. These men were shipped from the relaxed atmosphere of a Federal Prison Camp to a stricter Federal Correctional Institution for gambling.

As with any rule infraction inmates should give some thought to the consequences of their actions before doing anything that exposes them to disciplinary action. It is very important to recognize that the failure to pay a debt to another inmate is second only to being a rat in terms of inmate etiquette. Men and women who fail to pay their debts are ostracized, confronted and, at times, physically accosted for their infraction upon this social rule of order.

Hobby Shop

Many Federal Bureau of Prisons institutions have hobby shops. The Education Department administers these hobby shops. The goal of these shops is to provide inmates with positive diversions while they are incarcerated. Generally the number of inmates who are allowed to

participate in hobby shop activities is strictly limited. It is not uncommon for an 18-month waiting list to exist.

In addition to filling time, many inmates supplement their incomes with the crafts that they manufacture in the hobby shops. Institution hobby shops support leather working, crocheting, knitting, painting, and drawing. Many of the men and women who make items sell them to fellow inmates. Some even send them to family members to sell in the free world.

Keep in mind that this practice is frowned upon by Bureau of Prisons policy. That said it is still common to see inmates with beautifully worked leather watchbands, picture frames and book covers. The sight of heavily muscled, tough looking inmates crocheting wonderfully intricate doilies and cute teddy bears never failed to make me smile.

Current Bureau of Prisons policy requires anything made in an institution's hobby shop be immediately shipped out of the prison. This rule is necessary, as there is little storage space available to inmates. All of the costs incurred for supplies are the responsibility of inmates. Many institutions allow inmates to have hobby supplies and equipment sent into prison for their use. These items are locked up in the Hobby Shop when not being used by the inmate.

Music

Most institutions within the Federal Bureau of Prisons have active music programs. Inmates are allowed to use the instruments in the music room and, in some cases, actually sign instruments out for use elsewhere. Most institutions have a number of active bands. These bands play a variety of music. Everything from gospel and country western to reggae and hard rock are represented. Several times during the year these bands offer concerts for the inmate population. These concerts are normally well attended.

Inmate musicians also provide support for religious services. In addition to bands most religious services have full choirs in attendance. Members of these choral groups are often excused from their work assignments to practice. Inmates interested in participating in the music program should contact a member of the Recreation Department at their earliest convenience. There are normally significant waiting lists to participate in these programs.

Education

For years, I have heard and read much about the staggering recidivism statistics of convicted felons. I, like many men and women, could not understand these statistics. Why would men and women who had so recently been released from prison re-offend and find themselves right back inside? I never understood these statistics until I spent time in prison.

When I decided to write *DownTime* one of my goals was to keep editorializing to an absolute minimum. When writing about the Education Department of the Federal Bureau of Prisons I cannot help but stray from that goal. No other single area within the Bureau of Prisons is worthy of the level of scorn I have for this Department.

It is important to note that I have the utmost respect for the men and women who staff the various Education Departments within Federal Bureau of Prisons institutions. In fact, the frustration of these individuals with the policies of their employer is often obvious. It is my belief that the misguided education policies of the Federal Bureau of Prisons are the single largest contributor to the high recidivism rates experienced in this country.

Inmates have few opportunities to better themselves through education. It appears to many that the Bureau of Prisons places a much higher value on the development of inmate's bodies than it does upon the development of their minds.

Within the Bureau of Prisons population of over 180,000 inmates, there are a significant number of men and women who would jump at the chance to improve their education while incarcerated. These men and women would love the opportunity to learn a skill, polish existing skills and procure the credentials so necessary in today's highly competitive job market. Unfortunately, the hopes and dreams of these individuals are not in line with the current budget or policies of the Bureau of Prisons.

With the exception of mandatory high school completion (GED) and English as a Second Language (ESL) courses few educational opportunities are available to inmates unless they pay for tuition and books. In fact the primary focus of Federal Bureau of Prisons educational policy appears to be on Drug Abuse Programs (DAP). These courses, offered only to individuals who qualify under stringent guidelines, focus on lifestyle management issues and do little to prepare individuals for the financial realities of life in the free world.

All incoming inmates are tested or interviewed to determine their educational and vocational needs and goals. Inmates who arrive in prison without a verified High School or General Equivalency Diploma (GED) will automatically be enrolled in a GED class. These inmates will be given the Adult Basic Level Examination (ABLE) to determine their functional level in reading, writing and math.

In this section we will briefly review the current academic, vocational and social educational opportunities available to inmates of the Federal Bureau of Prisons. Again, each institution has its own programs, specifically within the vocational education area. Inmates interested in pursuing educational goals while incarcerated should discuss their options with a member of their institution's Educational Department during their Admission and Orientation period.

High School Diploma (GED)

The General Equivalency Diploma (GED) is a program designed to help inmates qualify for a High School Equivalence Diploma. Atten-

dance is mandatory for all inmates that lack verified High School or GED diplomas. They must attend classes for a minimum of 120 days or until they successfully pass the GED examination. These classes are taught every evening after work hours. Inmates often teach the GED courses.

During the course of the presentence investigation educational accomplishments are noted and verified. Upon entry into prison inmates with a presentence investigation report that fails to document and verify high school graduation will be forced to complete the GED course. It is imperative that, regardless of the level of education achieved, high school graduation be verified by the author of your presentence investigation. Failure to verify this fact before incarceration will cause significant frustration for new inmates.

English as a Second Language (ESL)

Non-native English speakers who fail to score at least 225 points on an English comprehension test must take English as a Second Language (ESL). This course is designed to help non-native English speakers achieve proficiency in the use of English. Bureau of Prisons policy states that inmates must remain in the program until they achieve at least a 225 on an English comprehension test. These courses are taught in the evenings after work hours. English as a Second Language courses are taught by bilingual inmates.

College Courses

At one time the Bureau of Prisons allowed lower security inmates to attend local community colleges for night classes. Other institutions allowed inmates to procure degree-oriented classes through correspondence courses. Unfortunately, with the advent of the Internet, most of these types of courses now require online access—something specifically forbidden federal inmates.

At this time one of the only options available to federal inmates with a desire to pursue higher education is offered by Ohio University located in Athens, Ohio. This offering, titled “College Program for the

Incarcerated” is specifically designed to work within the framework of limitations experienced by its incarcerated students. Further information is available on their website.

It is important to remember that inmates must pay for all tuition, lab fees and books through their Inmate Commissary Account. One should also keep in mind that even though you may be incarcerated in a particular state you may not qualify as a resident of that state with respect to tuition fees.

Vocational Training

The Bureau of Prisons has designed a group of vocational training programs for qualified inmates. These programs are designed for serious minded, motivated individuals who need to establish or change occupational skills. Participants in these programs are often required to work on specific work details as part of their educational commitment.

In some cases guild recognized apprenticeship programs are available. Inmates interested in vocational training should specifically request information from a member of the Education Department during their Admission and Orientation period.

In order to qualify for any vocational training program inmates must have a High School or GED diploma, six months of clear conduct and have been in their current facility for a minimum of six months. All inmates who meet the above criteria are eligible to attend these classes except those refusing participation in financial responsibility or drug programs.

Adult Continuing Education

Many institutions within the Federal Bureau of Prisons offer inmates a variety of adult continuing education courses. Inmate organizations like Toastmasters International and The Association of Black Awareness sponsor most of these courses—others are sponsored by various community organizations and by the Bureau of Prisons itself.

Some of the most valuable continuing education courses are sponsored by the Psychological Services Departments of institutions. These courses, focusing on coping, communication and stress management skills are a welcome diversion from the day to day routine of prison life. Courses vary widely from prison to prison. Available courses are posted on Unit bulletin boards, in libraries and at the Education Department.

Drug Abuse Program (DAP)

The Federal Bureau of Prisons currently administers two drug abuse programs. A 40-hour program and a 500-hour program. Any inmate with a history of significant drug or alcohol use will be automatically required to attend the 40-hour Drug Abuse Program class. This class focuses on standard anti drug and lifestyle change philosophies.

The 500-hour Drug Abuse Program is currently one of the most sought after programs within the Bureau of Prisons. Inmates who successfully complete this 500-hour course are eligible for a conditional sentence reduction of up to 12 months. The opportunity for early release has prompted many inmates to claim a drug abuse problem in order to qualify for this program. Inmates who are admitted to the Drug Abuse Program are often placed in segregated Drug Abuse Program housing units and given part time jobs to facilitate their classes. Currently over 40 Bureau of Prisons institutions have 500-hour Drug Abuse Programs.

Eligibility

Stringent guidelines for both admission to the 500-hour Drug Abuse Program and qualification for early release exist. In order to qualify for admission to the 500-hour Drug Abuse Program inmates must meet the following minimum eligibility requirements:

- Must have a verifiable drug abuse problem. This includes:
- Documentation in the presentence investigation, treatment records or other records, and

- Diagnosis of substance abuse determined through interview with Bureau of Prisons Drug Abuse Program staff member
- Must be within 36 months of release date
- Inmate's security level must match the institution with the 500-hour Drug Abuse Program class.

Early Release Requirements

Inmates who successfully complete the 500-hour Drug Abuse Program may be eligible for conditional early release by a period not to exceed 12 months. Those who are not eligible for early release include:

- Immigration and Naturalization Service (INS) detainees, pre—trial release inmates and contractual boarders (Washington DC, state or military inmates)
- Inmates sentenced under old law
- Inmates with current violent offenses, as defined in 18 U.S.C. 924.
- Inmates with prior conviction for homicide, forcible rape, robbery, or aggravated assault.

Inmates will be eligible for early release under the following conditions:

- Completion of all applicable transition services, including six months in a community correction center or halfway house
- Inmate has not been found to have committed serious prohibited act since completion of the program
- Inmate has not committed an act involving drugs or alcohol
- Inmate must notify Bureau of Prisons Drug Abuse Program staff via a cop-out form that they wish to be considered for early release

After completing the 500-hour Drug Abuse Program class, inmates will lose early release consideration under the following conditions:

- Use or possession of alcohol or drugs
- Violence or threat of violence against a Bureau of Prisons staff member or another inmate
- Commission of any prohibited act
- Commission of any prohibited act involving drugs or alcohol

During my time in prison I met several individuals who used the drug testing required during pretrial supervision to their advantage. These individuals made certain that they tested positive for illegal drug use on multiple occasions during their pretrial supervision so that they would have drug use documented in their presentence investigation.

Although this may seem like an attractive option there are other ways to qualify for the program. In addition to risking revocation of bond, and a quick trip to the nearest holding facility, a dirty urine during your pretrial supervision may actually expose you to a higher sentence when the judge is informed of your failure to abide by the conditions of your pretrial release.

For obvious reasons admission to the 500-hour Drug Abuse Program is highly competitive. It is important that individuals who wish to be considered for this program document their drug abuse history before incarceration.

David Novak Consulting has developed a unique expertise in the area of RDAP preparation. Through our individually tailored consulting program, we have saved our clients literally hundreds of years of prison time. Although the RDAP program is not for everybody, a surprising number of inmates—even those without debilitating substance abuse issues—actually benefit from program participation and enjoy the added bonus of up to a one-year sentence reduction. Those interested in pursuing an application to this program should contact *David Novak Consulting* as soon as possible. We'll do all that is possible to prepare you for admission to this very beneficial program.

Wouldn't it be wonderful to get home up to a year earlier than you expected? If you are expecting a sentence of greater than 28 months there may be an opportunity for the staff of *David Novak Consulting* to help you gain this much coveted sentence reduction.

Recreation

Each Bureau of Prisons facility has a Recreation Department. The purpose of the Recreation Department is to provide quality sports programs and leisure time activities that will encourage participation by inmates of all ages and ability levels. These activities vary from table games to organized team sports. The Recreation Department is responsible for various entertainment and musical events as well as clinics, demonstration and holiday programs. Overall, the primary charter of the Recreation Department is to improve inmate morale and encourage participation in sponsored events.

Inmates are not allowed to possess athletic equipment. Basketballs, baseball gloves, softballs, footballs, soccer balls, racquets for tennis and racquetball, volleyballs and other items are available to be checked out by inmates in the Recreation Department office. Inmates tell the clerk what item they need to borrow and then exchange their Inmate Commissary Account Card for the item. When they are finished with the item they return it to the clerk and their card is returned to them. Inmates who play handball, tennis and racquetball must purchase balls at the commissary.

The surreal nature of watching a softball game on a beautiful summer evening or the excitement that occurs during a dorm league basketball tournament cannot really be described to anybody who has not been to prison. For those few wonderful moments, it is possible to forget that you are in prison. Instead you will be transported to a much different place—a place of childhood memories and warm thoughts. Recreation, commonly referred to as REC, is a wonderful diversion.

In this section we will review some of the Bureau of Prisons recreation programs currently available in most institutions. Not all institutions will have the activities outlined in this section. Participation in recreational activities also varies between security levels. That is to say that inmates in Federal Prison Camps will have freer access to various forms of recreation than inmates in United States Penitentiaries.

Weights

Weight lifting is one of the most popular sports in the Bureau of Prisons. Due to a public outcry over the buffing up of inmates, this pastime may soon be lost to inmates. Ironically, the majority of the Bureau of Prisons staff members, who are willing to go on record, are against removing weights from prisons. Weights provide a positive outlet for some of the aggression that naturally builds up in men and women who are forced to live in such overcrowded conditions.

Weights also provide many individuals with a positive substitute for sex. At this time, many institutions are phasing weights out of their recreation department. As items break they are not being replaced or repaired. Many progressive Recreation Departments will continue to offer some form of weight training to their inmates through the use of Universal type weight machines.

Running/Walking

Both running and walking are very popular pastimes in prison. For those individuals lucky enough to be incarcerated at a minimum security Federal Prison Camp an evening stroll will become part of their routine. For those men and women incarcerated in higher security institutions their walks and runs will be limited by the size of the recreation yard. Many men and women find this pastime to be as stress relieving as weight lifting and other more strenuous sports.

Tennis

Many institutions still have tennis courts. Intent on doing away with the "Club Fed" image that has been popularized by the media many

of these courts have been converted to multi use courts. In addition to tennis, games like volleyball, shuffleboard and basketball are played on these surfaces.

Handball/Racquetball

Most institutions have multi purpose courts that are used for both handball and racquetball. Handballs and racquetballs must be purchased in the prison commissary. Rackets and eye protection are checked out through the recreation office. Tournaments for these sports are held at various times during the year.

Intramural Sports

Most institutions have some type of intramural sports program. These popular programs promote competition amongst the various living units within the institution. Intramural sports programs are commonly referred to as dorm leagues. Seasons for basketball, softball, soccer and flag football are usually scheduled.

Most intramural leagues provide teams for both younger and older inmates. In addition to the Unit's primary team an over 35 or over 40 team is usually formed. This allows a larger number of inmates to participate on a competitive level.

Many Federal Prison Camps also sponsor varsity teams in various sports. These teams play against teams from the surrounding community. Many inmates have passed quite a few evenings watching these, at times, comical games. Tryouts for these teams are highly competitive.

Health Care

Health care in the Bureau of Prisons is administered and provided by Bureau of Prisons and Public Health Service professionals. Unlike the free world, physician's assistants and nurse practitioners provide primary medical care. The quality of health care available to inmates of the Bureau of Prisons varies widely between institutions but is

generally adequate—on par with that care provided by Veterans Administration hospitals.

New inmates may be somewhat surprised by the apparent lack of compassion and warmth exhibited by health care providers within the Bureau of Prisons. Without making excuses for their behavior, it is important to keep several things in mind. All Federal inmates must work if physically able to do so. Motivation to work as an inmate is low, as can be expected from men and women forced to work for as little as \$0.12 per hour. Many inmates, in an attempt to be excused from work details, fake illnesses. With this being a common practice readers will begin to understand the cynical attitude adopted by many of the health care providers within the Bureau of Prisons.

Most medical requirements for inmates are provided within the confines of the institution. Occasionally it becomes necessary to contract with a medical specialist. In these cases the specialist will attend to the inmate within the confines of their institution if at all possible. For those inmates incarcerated in Federal Prison Camps medical furloughs are provided for outside medical services.

As an example: X-rays, visits with cardiologists, minor surgeries and emergency surgeries are normally performed at civilian medical facilities. Inmates incarcerated at higher-level institutions will find themselves transferred to a Federal Bureau of Prisons Medical Center if their condition warrants more serious care.

If, at any time, an inmate feels that the health care being provided to them is substandard they should immediately make their concern known in writing. An immediate appointment with the Health Services Administrator should be requested and your concerns should be made known. Do not hesitate to tenaciously fight for health care—at times that is the only way to receive the care that you need.

It is also important that all preexisting medical conditions be clearly documented and verified in the presentence investigation report. This

document will follow an inmate throughout the course of their incarceration. It is vitally important that all medical conditions be documented to ensure adequate medical care.

Like every other facet of prison life the acquisition of health care services follows a strict procedure. Any deviation from that procedure will cause delay. In this section we look at the various health care services offered by the Bureau of Prisons.

Sick Call

Inmates who wish to see their primary health care provider must sign up during scheduled sick calls. Although each institution will post its own sick call schedule standard sick call is from 0600 until 0630, Monday through Friday. At that time you will explain your problem to the duty health care provider on staff. This individual is usually a physician's assistant or a nurse practitioner. They will determine whether your problem warrants being excused from your work detail. If it is not an emergency you will be given an appointment slip and told when to return. If excused from work you will be placed in one of two medical categories. Each of these categories is described below:

Idle

When placed on Idle Medical Status an inmate must remain in their quarters with the following exceptions: chow hall, pill line, medical appointments, religious services, approved visits, laundry and commissary. Inmates on Idle Medical Status are prohibited from participation in any recreational activity outside of their quarters. In cases where the Idle Medical Status Slip is marked bed rest the inmate will be restricted to their bed.

Convalescent

Inmates on Convalescent Medical Status are excused from work but are not restricted to their quarters. While on Convalescent Medical Status inmates may attend chow hall, pill line, medical appointments, religious services, approved visits, laundry and commissary. They may

not participate in strenuous recreational activities but they may attend classes in which they are enrolled.

Inmates who have been placed on either Idle or Convalescent Medical Status will be disciplined if they are found to be in violation of the conditions of that status.

Physical Examinations

Physical examinations are conducted one day each week. All new commitments to the Bureau of Prisons will receive a complete physical during their first 14 days of incarceration. The intake physical will include a tuberculosis screening, eye examination and hearing examination. Reflexes, blood pressure, dental condition and general physical condition will also be checked. The attending health care provider will also compile a medical history and review the conditions documented in your presentence investigation report.

In addition to the mandatory new commitment physical inmates are allowed to request annual or biannual physicals. The frequency and thoroughness of these examinations is based upon the age and gender of the inmate. All requests for physical examinations must be made in writing via an Inmate Request to Staff Member form. The following services may be requested:

Inmates Over 50 Years Old

Inmates over 50 years old may receive an annual physical. This examination will include an electrocardiogram, glaucoma screening and a colon cancer screening.

Inmates Under 50 Years Old

Inmates under 50 years of age may request a biannual physical. This examination will be similar to the new commitment physical but will not include a dental examination. Screenings for tuberculosis, glaucoma and colon cancer will be provided to those inmates who present some clinical indication to warrant these tests.

Prerelease Physical Examination

Inmates may receive a complete physical before their release if they have not had a physical within the 12 months preceding their release. Requests for pre—release physical examinations must be made in writing via an Inmate Request to Staff Member, at least 45 days before release.

Female Inmates

In addition to the various physicals described above, female inmates may request annual gynecological physicals and PAP smears. Those females that are prescribed birth control pills or other hormones may also receive routine blood work to monitor appropriate levels.

Eye Examinations

With the exception of the initial eye examination that all new inmates receive upon their incarceration, there is no provision for routine eye care within the Bureau of Prisons. Inmates must request all non-emergency eye care via an Inmate Request to Staff Member.

When an inmate is found to require glasses to correct their vision the Bureau of Prisons will prescribe and provide these glasses at no cost to the inmate. Inmates are also allowed to provide their own corrective lens eyeglasses, at their expense, if they are not happy with the style provided by the Bureau of Prisons.

Inmates who wish to have glasses sent into prison must get written approval from their health care provider. The inmate must then proceed to the institution's mailroom and request a package authorization form. After completing this form, the inmate must send a portion of it to the individual who will be mailing their glasses into the institution. If their glasses arrive without this package authorization form they will be refused.

Dental Sick Call

Dental sick call is provided for inmates who are experiencing dental emergencies. The Bureau of Prisons defines dental emergencies in the following ways:

- Toothaches
- Swelling in the jaw or gums that is painful or distorting the face
- Broken dentures, crowns or traumatic wounds
- Complications from previous treatment and other conditions that, in the opinion of the examiner, require immediate attention

Inmates who wish to be examined by the Health Services Dentist on an emergency basis must report to sick call and make their need known. Requests for routine dental care like teeth cleanings, permanent fillings, dentures and examinations should be requested via an Inmate Request to Staff Member. Generally inmates are allowed to have their teeth cleaned once each year. The Dental Department of each institution provides this service on an as available basis.

Pill Line

Inmates who are taking controlled medications must report to pill line in order to receive their prescribed dosage(s) each day. Inmates who are insulin dependent are required to report to pill line as well. Pill line is held three times a day, seven days per week. Times for pill line will vary from institution to institution. A typical pill line schedule follows:

Monday through Friday	Saturday and Sunday
0630 to 0645	0745 to 0815
1100 to 1130	1100 to 1130
1500 to 1530	1500 to 1530

Depending upon the security level of the institution, and the type of medication prescribed, inmates may be allowed to self medicate. Cer-

tain high blood pressure medications and other low dose medications will be prescribed in two-week supplies to an inmate and they may medicate at any time that is convenient for them. The permission to self medicate must be procured from an inmate's primary health care provider.

Emergency Medical Care

Inmates who require emergency medical care will receive prompt attention. A duty staff member is present in the Health Services Department from 0530 until 2000 seven days a week. This individual will make an initial determination as to the severity of the medical problem and proceed as required. When emergency medical care is required between the hours of 2000 and 0530 inmates should immediately notify the nearest Bureau of Prisons staff member.

Inmates housed in dormitories should immediately call Control using one of the emergency phones located in their dorm. Inmates housed in cells should immediately notify the staff member on duty at the nearest guard station.

When the situation warrants such action civilian paramedics, and other health care providers, will be used. It is common for inmates of Federal Prison Camps to be immediately placed on medical furlough status and rushed to the nearest civilian emergency room. Inmates who are housed in Federal Correctional Institutions and United States Penitentiaries will not be treated in such a relaxed manner.

Due to the perceived security threat inmates of higher security institutions, who require emergency care, will be stabilized then redesignated to a Bureau of Prisons Medical Center. These facilities are designed to house inmates of all security levels and have full medical facilities on the compound.

Medical Furloughs

Occasionally it becomes necessary to provide civilian medical care to an inmate. Depending upon the security level of the inmate, and the

institution in which they reside, the Health Services Administrator will have one of several options for providing care.

The criteria for determining which option will be exercised depends upon several variables. They are the nature of the medical problem, the prognosis, the security level of the inmate, the scheduled release date of the inmate, the availability of local medical treatment and the cost of treatment.

Inmates who are housed in Federal Corrections Institutions and United States Penitentiaries will not be eligible for medical furloughs. These men and women will be treated within their home institution or transferred, under custody, to the nearest Bureau of Prisons Medical Center that is capable of addressing their medical needs.

Inmates housed in minimum security Federal Prison Camps will, when the situation warrants such action, be placed on medical furloughs and transferred to local civilian medical facilities for medical attention.

During my incarceration I was placed on medical furlough status and transferred to a local civilian medical facility. This hospital stay was unescorted. I was dropped off at the front door of the hospital by a guard and left on my own to check in. I stayed in the hospital for three days. When my medical treatment was completed, a guard was sent to pick me up. This three-day break from prison routine fell in the middle of my period of incarceration and provided a welcome break. This—despite the pain of a kidney stone.

Regardless of how routine this type of furlough movement may seem inmates on medical furlough are still under the jurisdiction of the Bureau of Prisons. If you find yourself in this situation, it is natural to feel relief when you are in the hospital, out of your prison khakis. Remember that you are still an inmate and any deviation from the rules that govern inmate behavior within the Bureau of Prisons will be severely dealt with.

You should expect to be strip searched, made to give a urine sample for a drug test and required to blow into a breathalyzer upon your return to your institution. Relax as much as is possible but make certain that you do nothing that would jeopardize your clear conduct record.

Visits

Few things are as important to a man or woman who is incarcerated than the opportunity to spend some time with family and friends. This occurs each weekend during visiting hours. The Federal Bureau of Prisons does all that they can to make visits as relaxed as possible while still maintaining the required level of security.

Family and friends will come in their closest contact with the staff of the Bureau of Prisons during visits. For this reason a brief look at visits from their perspective has been included as well. The most significant rule governing visits is that only those individuals approved for visits will be allowed to visit an inmate. A number of very disappointed visitors have been turned away from institutions because they were not on the inmate's visiting list.

Most institutions allow visits Saturdays, Sundays and on Federal Holidays. Visits are from 0800 until 1530. Inmates may visit for this entire time. If an inmate or a visitor leaves the visiting room for any reason the visit will be terminated. Those institutions that follow a point system (explained later in this section) also allow visits during the week. Weekday visits normally occur between 1700 and 2100.

An inmate's initial visiting list should be prepared almost immediately upon their incarceration. The visiting list should be provided to a member of the inmate's Unit Team as soon as possible. Additions to a visiting list may take as long as three weeks to complete so this should be kept in mind when scheduling visits.

Strict rules apply to both inmates and their visitors. Any deviation from these rules will provide Bureau of Prisons staff members with

an opportunity to immediately terminate the visit. Inmates will always be held fully accountable for their visitor's actions. Visitors should be informed of this before their visit.

Occasionally inmates will have conflicts between their work schedule and visiting hours. In this case, it is important to note that the Bureau of Prisons is quite humane. Two things that are rarely, if ever, interrupted are an inmate's visits and their opportunity to attend religious services. Inmates that have conflicting work schedules should let their supervisor know of the conflict at their earliest convenience.

Depending upon the security level of the institution visitors may be allowed to accompany inmates to religious services. There is no Bureau of Prisons wide policy dealing with religious services. Instead it is left up to each institution's Warden to make the decision which best serves their institution. Of primary importance will always be the security of the institution. Those institutions, which allow inmates and their families to worship together normally, adhere to the following schedule:

Friday Evening:	Jewish Worship
Saturday Morning:	Catholic Mass
Sunday Morning:	Christian Service

With the importance of visits understood by both inmates and the Bureau of Prisons visiting privileges are rarely suspended. There are times, however, when an inmate will not be allowed to have visitors. Any inmate placed in segregation, the polite term for the notorious hole, will be denied visitors. Withholding visiting privileges is also used to punish certain disciplinary infractions.

The general atmosphere experienced by both inmates and their visitors will be directly predicated upon the security level of the institution. Obviously, visitors coming to a minimum security Federal Prison Camp will have a significantly different experience than those

visitors processed into a Federal Correctional Institution with its double fence and abundance of razor wire.

Regardless of the security level of the institution the Bureau of Prisons makes every effort to allow contact visits. This type of visit allows inmates and their visitors to sit at the same table. Bars, fences or glass do not separate them. Instead, inmates are allowed to be in the same room as their guests in a more relaxed atmosphere.

Point System

Certain institutions follow a points system for inmate visits. In the point system each inmate is provided 12 points at the beginning of each month. Visits that occur on weekdays will cost the inmate one point while those that occur on Saturday, Sunday or legal holidays will cost the inmate two points. Under this system judicious inmates can maximize the number of visits that they receive in a calendar month.

Odd Even Visiting

Certain institutions follow an odd/even visiting schedule. Like the point system outlined above this schedule is intended to ease overcrowding and, in the long run, enhance the quality of inmate visits. The last digit of the first five numbers in an inmate's register number will determine which category (odd or even) they fall into. Visiting will alternate—one weekend being odd and the following weekend being even. Institutions, which follow this system of visitor scheduling, will provide inmates and their visitors with a printed schedule. Regardless of the alternating schedule all inmates are allowed visitors on the following holidays: Easter, Mother's Day, Father's Day, Memorial Day, Labor Day, Thanksgiving Day, and Christmas Day.

The Visitors Room

The Visitors Room within most Bureau of Prisons institutions is a completely separate structure. This room will contain at least one guard station or desk, separate bathrooms for inmates and visitors,

chairs and tables, vending machines and, at times, an outside seating area. Many Visitors Rooms also have children's facilities.

Most Visitors Rooms are very austere in terms of their decor. White painted walls and highly polished tile floors are the norm for most institutions. The size of the room is dependent upon the inmate population of that institution.

In those institutions that have them the separate children's room provides an area dedicated to families with small children. It is customary for a television, and child sized furniture to be in these rooms. It is important to note that childcare is not provided. Parents will be required to keep their children under control at all times. Failure to do so will result in termination of the visit.

Most Visitors Rooms are amply supplied with vending machines. During the course of visits visitors are free to purchase from these machines. These vending machines are usually well stocked with a variety of snacks, sandwiches, sodas, juices, milk, coffee, ice cream and microwave meals. Microwaves are available for heating up purchases.

The only food that may be consumed is that food which has been purchased in the Visitors Room. At Federal Prison Camps inmates are allowed to make purchases from vending machines while at higher security institutions the vending machines are off limits to inmates throughout the course of the visit.

The type of tables and chairs and the freedom of movement that individuals will enjoy during a visit are also based upon the security level of the institution. Visitors to most Federal Prison Camps will be allowed to pick their own tables and actually move tables and chairs around to accommodate their visit. Visitors to higher security institutions like Federal Correctional Institutions and United States Penitentiaries will be assigned a table and must sit at that table. The tables

and chairs at these higher security institutions will be bolted to the floor.

Bureau of Prisons policy states that inmates are limited to having four adult visitors at any one time. If there is a need for additional adult visitors inmates should communicate this need to a member of their unit team via an Inmate Request to Staff Member Form.

Inmate's Perspective

It is Saturday morning and at about 0730 you start getting ready. You shower, put on your best pair of khakis, which are required to be worn by all inmates during visits, and wait to be cleared to proceed to the Visitors Room. If you are in a Federal Prison Camp you will be paged over the camp public address system. If you are incarcerated in a higher security institution the guard on duty will notify you that you have visitors. If you are at a higher security institution and expect a visit it is a good idea to hang out around the guard station in your unit. This will ensure that you are notified of your visit as soon as possible.

It's usually about 0815 before they call the first inmates to the Visitors Room so be patient. I remember on the day I was expecting my first visit I was ready to go at about 0745 and then had to sit around for about an hour and a half until they called my name. Relax—there is nothing you can do to hurry things up. Just kick back and read a book until you are called.

Before proceeding to the Visitors Room it is important that any unauthorized item being worn or carried be removed. The only items that inmates are allowed to bring into the Visitors Room with them are a comb, handkerchief, an authorized religious medal and a plain wedding ring. Inmates may bring nothing else into the Visitors Room. This includes a watch. Make sure that before your visit you remove any unauthorized items. Failure to do so will result in a significant loss of visiting time. You will be required to proceed back to

your unit, and wait to be called up to the Visitors Room for reprocessing.

Once notified that you have a visit you will proceed to the inmate's entrance to the Visitors Room. There will normally be a line of inmates waiting to be processed in for their visits. When you reach the front of the line you will be called into the search room. The thoroughness of the search is dependent upon the security level of the institution. Inmates at Federal Prison Camps will be told to empty their pockets and to put their hands over their head and lean against the wall. They will then be patted down. A note will be made in the Duty Officer's log of the items that are in your possession. Your Inmate Commissary Account Card will be taken from you and filed and you will be allowed to proceed into the Visitors Room to meet your visitors. Inmates of higher security institutions will be completely strip searched both before and after their visits.

If your visit is taking place at a Federal Prison Camp, you will see your visitors sitting at a table or standing up by the entrance waiting for you. When saying hello, inmates are allowed to share a handshake, hug or a brief kiss with each visitor. The only other physical contact allowed is handholding or an arm around the shoulder or upper back.

Inmates of higher security institutions will proceed directly to the Visitors Room Guard Station, check in, and be told what table that they have been assigned. The physical contact limitations are the same regardless of the security level of the institution. They are, however, much more strictly enforced at higher-level institutions.

There are no words in the English language to describe the emotion that many inmates feel during visits—especially the visits that occur early in their incarceration. For days, weeks or even months contact with loved ones has been imagined and hoped for. You imagine how nice it is going to be and count the minutes until it occurs.

Suddenly you find yourself with your loved ones and instead of being alone you are surrounded by several hundred men, women and children in a noisy room. You cannot help but be aware of the video and audio surveillance as well as the roving guards. All I wanted to do during my first couple of visits was cry. It was so surreal. Here I was in Bureau of Prisons khaki, sitting across from my girlfriend. She looked and smelled wonderful. I could not help but realize how difficult this whole thing must be for her. All we wanted was privacy, quiet, a few intimate moments. Obviously, we got none of them.

As wonderfully enriching as a visit can be it is also very draining. You will sit around for hours at a time and talk, joke, laugh, cry, fight and dream. You will talk about what was, what is, and what you want to be. You will plan your future, reminisce about your past and talk about prison life until you are blue in the face. You will catch up on all of the news from home and attempt to emotionally connect.

In many ways visits are the loneliest time you will have in prison because you cannot help but realize that the clock is ticking and your visitors, unlike you, will leave this place. You will realize that although your incarceration is having a profound affect upon your family and friends you are the one doing the time. You are alone. I share this experience not to dampen the enthusiasm for visits but to make sure that you have a realistic view of them. Visits are wonderful. The visits I received were a tremendous shot in the arm for me. They helped to make my time fly by. In fact, I did my time surviving from visit to visit.

It is very important that inmates and visitors alike understand that feelings of joy, rage, warmth, frustration, hopelessness, hopefulness, pity, scorn, anger, lust, empathy, compassion, loneliness and fear are all normal during the course of a single visit. It is the situation that inmates and their visitors find themselves in while incarcerated that is not normal.

There is nothing in human experience that can prepare a man or woman for this type of situation. Respect that it is different, trying and difficult and make the best of it. If you have realistic expectations about visits then they will be times of joy and support. Inmates and visitors who have unrealistic expectations are simply setting themselves up for disappointment. Keep in mind that the few hours you have together are better than visiting over a telephone or through a pane of glass. Pardon the cliché—it could be worse.

One thing to be very careful about during visits is interaction with the guards. While in prison most inmates learn to bite their tongues. You have made choices that put you in this situation and realize that your life is no longer in your control. The men and women of the Bureau of Prisons determine what you do, when you do it and, to some degree, who you do it with. Living in substandard conditions, eating poor quality food while surrounded by hundreds of inmates in the same situation somehow makes it tolerable.

Occasionally we, as inmates, lose this perspective when surrounded by visitors. For a moment in time, surrounded by family and friends, we feel human again. We feel worthy of respect and compassion. As peculiar as this sounds it is a mistake for an inmate to feel this way. In fact it is important that, to some degree, inmates control this feeling. I was always amazed to see the number of altercations between inmates and guards in the Visitors Room.

I think part of this has to do with the natural desire to protect family and friends from the humiliation and degradation that is part of day to day prison life. I saw inmates take tremendous offense at the slightest lack of manners shown by a guard towards their visitors. I too found myself acting this way on more than one occasion during a visit. I wish I hadn't. It did nothing but upset my visitors, frustrate me and bring me to the attention of staff members of the Bureau of Prisons—always a mistake.

At the end of your visit you are once again allowed to share a handshake, hug or kiss with each of your visitors. Inmates will then check out with the Visitors Room guard, pick up their Inmate Commissary Account Card and wait in line by the inmate's entrance to be processed out of the Visitors Room. Regardless of the security level of the institution the search of inmates on the way out of the Visitors Room is normally much more thorough than the search on the way in. At Federal Prison Camps most inmates will be pat searched at a minimum. Occasionally they will be required to take off shoes and socks and on other occasions they will be completely strip-searched.

Inmates at higher-level institutions will be completely strip searched and, in some cases, may receive body cavity searches when being processed out of the Visitors Room. If contraband is found during these searches the inmates will have visiting privileges suspended immediately. Depending upon the type of contraband further disciplinary action may also result.

Be prepared for the onset of after visit blues. All inmates go through this emotional letdown after visits. Even though I received visits often during my incarceration, I never got used to saying goodbye. On quite a few occasions, I cried and on others, I just sat by myself, or as alone as one can get while in an overcrowded prison, and sulked.

Allow yourself this time but if possible do not let it go on too long. Give yourself 30 minutes to sulk and then snap out of it and get on with your mission—surviving.

Visitor's Perspective

Family members have their closest contact with prison during visits. Most visitors go through some level of discomfort during their visit. Most visitors have little experience upon which to draw when it comes to visiting somebody in a Federal institution. It is important that visitors keep an open mind. They should remember that they are there to provide some level of comfort to the inmate. That is not to say that their feelings are not important. They are. It is very impor-

tant, however, that they realize there are significant limitations to what can be accomplished in this sort of environment.

While going through the intake process many visitors will experience feelings of frustration, humiliation and anger. Depending upon the security level of the institution visitors may be subjected to searches, obtrusive questions and metal detectors. Even though visitors have done nothing wrong, while on Bureau of Prisons property they too must accept the rules and regulations of the Bureau of Prisons.

Each visitor has the right to refuse to accept these rules but will not be granted visiting privileges if they do. Visitors to Federal Prison Camps will follow a significantly different procedure for visits than those people visiting inmates at a Federal Correctional Institution or a United States Penitentiary. For this reason the intake process for visits to Federal Prison Camps and visits to higher security institutions will be addressed separately.

Visiting a Federal Prison Camp

Individuals visiting an inmate at a Federal Prison Camp will proceed directly to the Visitors Room. The structure which houses the Visitors Room will usually be located on the perimeter of the institution so visitors will have easy access to it. After parking, visitors will join the line of people waiting to be processed into the Visitors Room.

Each visitor is required to fill out a Visitor's Information Form. This form, along with some acceptable form of picture identification must be given to one of the Bureau of Prisons staff members manning the desk at the entrance to the Visitors Room. Visitors should anticipate waits of anywhere from 30 minutes up to 3 hours on busy days. Once at the desk for processing, the visitor's identification will be checked and matched to the inmate's Approved Visitors List. If the visitor is not on that list, or if the inmate is not allowed visits on that weekend, they will be turned away.

If a visitor is carrying anything that is not allowed in the Visitors Room they will be told to take it back to their car. Some institutions provide lockers for visitors to place items in during the course of the visit. If a female is carrying a purse that is not see through they will not be allowed to carry it into the Visitors Room.

The guards will make a determination about the suitability of visitor's clothing. It is not uncommon for guards to turn women away for wearing clothing deemed inappropriate for the family environment of the Visitors Room. For this reason it is always a good idea to have a change of clothing in the vehicle in case exception is taken to what is worn.

Once the visitor has been identified and signed in the inmate will be paged over the Camp public address system. Visitors should anticipate a wait of up to an hour before the inmate arrives on busy visiting days.

Visits at Higher Security Institutions

Individuals visiting an inmate at a Federal Correctional Institution or a United States Penitentiary will experience a much more intimidating intake process. Some of the things that visitors will notice upon arrival at higher security institutions are the double fence, gun towers and abundance of razor wire. Visitors to these facilities will check in outside the wire. They will be processed outside of the compound perimeter in a building specifically designed for this purpose. Each visitor is required to fill out a Visitor's Information Form. This form, along with some acceptable form of picture identification, will be given to one of the Bureau of Prisons staff members operating the desk in the Reception Building.

Visitors should anticipate waiting in line anywhere from 30 minutes to 3 hours before getting into the Reception Building. Once at the desk for processing, the visitor's identification will be checked and matched to the inmate's Approved Visitors List. If the visitor is not

on that list, or if the inmate is not allowed visits on that weekend, they will be turned away.

After the visitor's identification has been checked, and it has been determined that they are on the inmate's Approved Visitors List, a search will be conducted. Visitors will be asked to remove everything from their pockets and to remove their shoes. They will then be instructed to walk through a metal detector. Visitors have the right to refuse this search but will then be denied access to the Visitors Room if they do so. After being searched visitors will have their hand stamped with invisible ink. This stamp will only appear under a black light. It will be checked on the way in and out of the Visitors Room.

After the entire reception process has been completed, visitors will wait until a guard is available to escort them through the perimeter fence to the Visitors Room itself. It is not uncommon for visitors to wait up to an hour between the time they are searched and the time that they are finally escorted to the Visitors Room. Again, patience is the watchword here.

Ultimately a group of visitors will be escorted through the fence. The fence will have a profound affect upon most visitors. The feeling described by many visitors is one of finality. They feel somehow as though they left their life on the other side of the fence. This is normal. Believe it or not most visitors will get used to the fence—after all, inmates do.

Once visitors enter the Visitors Room, they will be assigned a table and the inmate will be notified that their visitors have arrived. Visitors should anticipate another wait of up to an hour before the inmate arrives. The rules concerning physical contact are very strictly enforced at higher security institutions.

At higher security institutions if a guard feels that a rule is being violated then the inmate will be told to sit on the opposite side of the table. If another warning is issued then the visit will be terminated.

During the course of a visit, whether it is at a Federal Prison Camp, Federal Correctional Institution or United States Penitentiary visitors will undergo the entire spectrum of emotions. Like inmates, feelings of shame, hurt, sorrow, joy, anger, frustration, hate and hopelessness will be felt. The important thing for visitors to keep in mind is that, for this short time, they are no longer separated from the inmate. They should make the most of it.

Regardless of the type of institution being visited, several things will be experienced by anybody who visits an inmate. Lack of privacy is certainly an issue in any Bureau of Prisons Visitors Room. Another thing that most visitors will have a difficult time with is the noise level in these rooms.

To describe the noise as a dull roar would be an understatement. It is normal for several hundred men and women to be in the Visitors Room at any time. With all of them talking, children screaming, public address announcements and the incessant jingle of coins at the various vending machines the noise level is beyond annoying. Another thing that many visitors will have to contend with is being thrown together with people that they would normally cross the street to avoid. Tolerance and respect for others is definitely called for.

Many visitors have a difficult time with the guards. Most visitors will note a cold efficiency on the part of Bureau of Prisons staff members in the Visitors Room. It should be kept in mind that duty in the Visitors Room is one of the least favored postings for most Bureau of Prisons guards. If for any reason a visitor experiences a problem with a guard while being processed into the Visitors Room, or at any time during the visit, it is important to maintain control.

Visitors should never attempt to argue with a guard. They will always lose. Instead, it is important that they maintain control and immediately request the Duty Officer. The Duty Officer is an individual appointed to act on behalf of the Warden. Duty Officers are normally

senior members of the Bureau of Prisons. The Duty Officer will be much more sympathetic to the needs of the visitor than a guard.

Many guards will back off as soon as a visitor requests to talk to the Duty Officer. Visitors should keep in mind that, if multiple visits are planned, they would be wise to develop a positive relationship with the guards who staff the Visitors Room.

Most people who visit with any regularity will come to know other inmate's families. Many visitors actually develop support systems amongst themselves. This support can be quite positive. Simply talking to somebody who shares their situation can be quite helpful. The feelings of shame and guilt that family members of inmates feel are a natural response given the current philosophies of our society. Developing a healthy, non-judgmental support group with family members of other inmates is often helpful.

In addition to talking and simply spending time with loved ones visits tend to revolve around eating. Although all of the meals will come out of a vending machine sharing a meal will provide some sense of normalcy. After several visits many family members become as adept at coming up with wonderful meals as the inmates themselves.

Saying goodbye at the end of a visit is difficult for all involved. Many tears flow near the exits to Visitors Room's. There is really no avoiding this process. It is difficult, and in many ways inhumane, but it is the only process available. Some peace may be found in the fact that each visit brings inmates and families closer to that much anticipated reunion. At times it will seem as though the calendar is not moving—that time is standing still. At others times pages will fly from the calendar. It is a painful process but, ultimately, it will end.

The departure process visitors experience will be the reverse of the intake process they went through. Visitors to Federal Prison Camps will simply check out with the guards at the desk, walk out of the door into the parking lot and leave. Visitors to higher security institu-

tions will have to check out at the guard's desk in the Visitors Room and then wait for an escort back to the Reception Building. At the Reception Building they will, once again, be asked to show identification. Once this process is complete, they will be allowed to leave the Reception Building and proceed to their car.

Visit Prohibitions

The Bureau of Prisons publishes rules that govern prison visits. These rules cover everything from time and duration of visits to the apparel of visitors. As ridiculous as some of these rules may seem it is imperative that all visitors follow them or they may be denied access to the institution.

Inmates can get copies of the rules and regulations for visitors from a member of their Unit Team. A copy of this document should be forwarded to prospective visitors as soon as possible. Although each institution will have its own rules and regulations, the following rules will be adhered to for all visitors to any Bureau of Prisons facility.

- All visitors must be on the inmate's approved visiting list.
- Inmates are limited to receiving four adult visitors at any one time.
- Visitors must dress in a tasteful manner. The following constraints should be followed:
 - No sleeveless shirts
 - No shorts of any type
 - No short skirts
 - No warm up suits
 - No athletic wear
 - No sheer clothing
 - All women must wear a bra
- During visits, physical contact is limited to hand holding and an arm around the shoulder or upper back. Proper decorum must be maintained at all times.
- Visitors must have picture identification in order to be processed into the Visitors Room.

- Female visitors may carry a purse or small bag—it must be transparent.
- No chewing gum, cameras, cellular phones or beepers are allowed in the Visitors Room.
- Visitors may not bring any legal or business document to inmates.
- Children must be kept under control at all times.
- Inmates will be held accountable for all misconduct by their visitors.

Visitors who break any of these rules risk losing visiting privileges. It is also important to note that the introduction of any contraband into an institution of the Federal Bureau of Prisons is a felony. This rule is strictly enforced and visitors will be prosecuted for this offense!

Legal Visits

Inmates are allowed to meet with their lawyers in person to discuss legal matters. These meetings must be arranged in advance with a member of the inmate's Unit Team. Legal visits are usually conducted in a room set aside for this purpose in the Administration Building. The inmate and their lawyer will be left in private to conduct their visit. Written regulations for legal visits are available to inmates upon request. Legal visits may occur anytime there is a need for such contact.

Holidays and Special Occasions

Most inmates will agree that November and December are the most difficult times to be in prison. During these two months, filled with traditional family holidays like Thanksgiving, Christmas, Hanukkah and New Years the isolation of incarcerated life is terrible. Inmates also feel low during special occasions like Passover, Easter and Ramadan. Inmates will miss many birthdays, anniversaries, births and even funerals while they are incarcerated.

With the exception of turkey dinners served in the chow halls and a day off from work, Thanksgiving and Christmas are like any other

day in prison. The inmates are on a holiday schedule and, for the most part, the day revolves around eating. Inmates are not allowed to receive any presents from the outside so this tends to dampen the holiday spirit.

The Bureau of Prisons and several community organizations do attempt to provide inmates with the ability to share holidays and special occasions with family members in alternative ways. Most Chaplains' offices within the Bureau of Prisons have developed cooperative programs with organizations like the Salvation Army to provide inmates with greeting cards at no expense. These programs although not available at all institutions are becoming more popular.

Inmates go to the Chapel and look through a book of greeting cards. They choose the one appropriate to their occasion and fill out a Card Request Form. If the card that has been ordered is in stock then an inmate clerk will deliver it to the inmate's cube or cell. Those institutions that do not participate in this program often stock greeting cards in the prison's commissary. These cards are sold at street prices and may be purchased during regularly scheduled shopping days.

Inmates may also send flowers to loved ones. In order to send flowers an inmate must sit down with a member of their Unit Team and fill out the appropriate Bureau of Prisons form. The inmate will have the money taken directly out of their Inmate Commissary Account. Inmates may also purchase United States Savings Bonds in this fashion. These Savings Bonds may be kept by the inmate or given as gifts. If an inmate chooses to buy Savings Bonds while in prison a member of their Unit Team will store them.

During Christmas, many institutions participate in the Angel Tree program. This program, sponsored by Christian Prison Ministries, allows inmates to have gifts given to their children at Christmas. The gifts are given on behalf of the inmate and are free of charge. This program requires that inmates sign up no later than September of

each year. Application forms may be obtained in the Chaplain's office.

Social Organizations

Inmates at most Federal Bureau of Prisons institutions will have the opportunity to participate in a number of social organizations. These organizations, often affiliated with local community chapters, provide another means of positive diversion for inmates. During team meetings, many inmates will find that their Unit Team recommends participation in one or more of these organizations. As with any Unit Team recommendation, or any recommendation made by a member of the Bureau of Prisons, a positive response will be expected.

Many of these organizations are ethnically based. Others are based upon emotional support or the development of specific skills. The Bureau of Prisons tends to maintain a hands off approach when it comes to these organizations. The Bureau of Prisons allows them to operate in an autonomous manner with loose supervision.

Due to the fact that these organizations conduct their meetings within the boundaries of a Bureau of Prisons institution a staff monitor will be on hand at all meetings. Normally these monitors remain in the background—neither participating in nor reporting on the events of the meeting. They are simply there to fulfill the Bureau of Prisons role as an overseer of inmates activities.

There are far too many organizations to offer a complete list in this section. The organizations listed here were chosen as a representative cross section of those found throughout the Bureau of Prisons:

Association of Black Awareness (ABA)

The Association of Black Awareness is a group dedicated to providing positive role models for young black men. This group hosts workshops and seminars to assist members in the acquisition of skills and knowledge that will ease their transition back into the commu-

nity. Seminar topics range from credit repair to starting your own business.

The Association of Black Awareness also hosts a number of social functions each year. One of the most common themes for these functions are game shows, with inmates as the contestants. These game shows are centered on black history, culture, personalities and events. The Association of Black Awareness meets on a monthly basis. Seminars, workshops and meetings are open to, and attended by, inmates of all colors.

Club Latino

This cultural club is dedicated to preserving Latino culture within the Bureau of Prisons inmate population. Meetings, held in Spanish, are open to all inmates. One of the primary functions of this group is to assist Latino inmates in assimilation to prison life. Members of this group also tutor inmates attending English as Second Language courses. In fact, many of the English as a Second Language instructors are drawn from this group. Meetings are held monthly.

Toastmasters International

Toastmasters is an organization dedicated to helping people become better communicators. Specifically, Toastmasters is focused upon the art of public speaking. In addition to providing a venue to polish speech making skills Toastmasters meetings are entertaining. Speakers, drawn from inmate members of this organization, give three to six minute speeches on a variety of subjects. Most prison based Toastmasters clubs meet semimonthly.

Alcoholics Anonymous

This 12-step program is available at most institutions within the Bureau of Prisons. Many inmates are required to attend these meetings as part of their sentence. Other inmates choose to go to these meetings voluntarily. Meetings in prison are normally limited to Big Book and Speakers Meetings. These limitations are based upon the nature of prison life. Unlike the outside world, where members of Alcohol-

ics Anonymous are free to say anything that is on their mind, inmates must be careful not to incriminate themselves in any way. There are no closed meetings as a Bureau of Prisons staff member must be present at all times.

Narcotics Anonymous

This 12-step program is available at most institutions within the Bureau of Prisons. Occasionally Narcotics Anonymous and Alcoholics Anonymous meetings will be combined. Many inmates are required to attend these meetings as part of their Drug Abuse Program classes. Other inmates choose to go to these meetings voluntarily. During the course of these meetings, inmates must be careful not to incriminate themselves in any way. There are no closed meetings as a Bureau of Prisons staff member must be present at all times.

Religion in Prison

It is said that God is doing a life sentence in prison. While in prison I was amazed at the number of people who adopted very pious lifestyles. In keeping with the Constitution of the United States, inmates are free to practice whatever religion they choose while incarcerated.

The only limitations placed on inmates are those necessary to maintain the security of institutions. Most prisons are staffed with a Bureau of Prisons Chaplain to support the religious needs of the inmate population. The Chaplain is normally a Roman Catholic Priest or a Minister of Christian faith. Most institutions hold religious services on the following schedule:

Friday Evening:	Jewish Worship
Saturday Morning:	Catholic Mass
Sunday Morning:	Christian Service

Both inmates and their visitors may attend these services at minimum security Federal Prison Camps. Jehovah's Witnesses, Mormons, Native Americans and Muslims also hold religious services and observe their Sabbaths in many institutions.

In addition to religious studies, practice, worship and support the Chaplain's office administers the common fare program available at most institutions. This diet, intended primarily as a less offensive diet to practicing Jews and Muslims, is popular among weight and health conscious inmates.

The Chaplain of most institutions is also the individual who will assist during family emergencies. For the most part the men and women who serve inmate populations religious needs are compassionate people who recognize the humanness of inmates. They remain however, employees of the Bureau of Prisons.

A number of religious organizations are represented within the confines of most institutions. These organizations provide both education and fellowship to the men and women serving sentences within the Bureau of Prisons. A brief description of several of these organizations is included for reference.

Nation of Islam

This organization, headed by Minister Louis Farrakhan, is focused on the development of black men and women within their own community. In keeping with Bureau of Prisons policy, meetings are open to all inmates. Non-black inmates rarely attend.

Aleph

This organization provides food, supplies and other materials to Jewish inmates. This organization is responsible for the maintenance of kosher laws during the Jewish holidays. The Passover celebration and the observance of the high holy days are made possible by contributions from Aleph. There are a number of institutions within the Bureau of Prisons that actually maintain kosher kitchens with the assistance of Aleph. Inmates who wish to strictly adhere to kosher laws should request a meeting with the Chaplain of their institution as soon as possible. Aleph will assist inmates in these matters. Aleph also provides educational materials and other support to inmates who desire to learn more about the practice of Judaism.

Christian Fellowship

There is no shortage of Bible study, prayer groups, religious choirs and religious bands within the confines of the Bureau of Prisons. Various Christian organizations are well represented by community volunteers at most institutions. Inmates of all denominations are welcome to attend various religious based entertainment activities during the course of the year. Christmas and Easter are very busy times of year for these organizations. During these Christian holy days, a number of organizations sponsor plays, concerts, bible study and fellowship.

Discipline

The enforcement of discipline in prison varies widely from one institution to another. The manner in which discipline is enforced will be dependent upon the security level of the institution and the individual staff member that witnesses the infraction.

In this section we will look at the enforcement of discipline within the Bureau of Prisons. We will look at both informal and formal resolution of Incident Reports—referred to as “shots” by inmates. As foolish as some of these rules may seem any infraction in an inmate's central file will come back to haunt them. As an example: If an inmate was written up for having too many pairs of underwear (Infraction 401—possessing unauthorized amounts of otherwise authorized clothing) they may be placed on an additional two weeks of restriction when they go to halfway house. This means that they will be forbidden to go on passes or receive any free time for a period of two weeks beyond the standard 14 day restriction.

Although that may not sound like much of a punishment it will become significant when, upon arrival at halfway house, the inmate is told that they are restricted to the halfway house for a full month. Especially when inmates with no incident reports in their central file are cleared to venture into the community two weeks after their arrival.

Before long it will become apparent which staff members write up inmates for small infractions and which staff members are a bit more realistic in their interpretation of the rules. The thing to always keep in mind however is that if you do not break the rules there is no way that staff members can take away the few privileges you have. Remember—be invisible. You do not want to come to the attention of any staff member. It does not matter that everybody else takes sugar out of the chow hall. If you are caught, you will be written up.

Incident Reports

Staff members will write up an Incident Report when they wish to discipline an inmate. Inmates and most Bureau of Prisons personnel refer to Incident Reports as “shots”.

Shots fall into one of four categories. 100, 200, 300 and 400 series infractions. 100 series shots (murder, rioting and inciting violence) are the most serious and 400 series shots (not making your bed properly, not having your shirt tucked in) are the least serious. For the most part 400 series and, to some extent, 300 series shots are not written up in higher security institutions. They are, however, enforced in Federal Prison Camps. Many inmates that have worked their way down from Federal Correctional Institutions to Federal Prison Camps get quite frustrated at, what they call, the enforcement of petty rules.

As with anything else within the Bureau of Prisons a strict procedure has been established for the resolution of infractions. The Lieutenant on duty immediately investigates shots at the time of the incident. The Lieutenant then chooses whether to pursue informal or formal resolution. The procedures for both follow.

Informal Resolution

If the Lieutenant feels the infraction was of little consequence, they suspend the investigation and attempt an informal resolution. Generally, the inmate receives a verbal warning or is given extra duty. This may consist of cleaning up outside their unit or emptying the trash in

the chow hall. If the inmate completes their extra duty than the shot is dismissed and does not appear in the inmate's central file.

Unit Disciplinary Committee

If, upon investigation of a shot, the Lieutenant decides that formal resolution is called for a report is drafted and forwarded to the inmate's Unit Team. Unit Teams hold Unit Disciplinary Committee meetings approximately once every two weeks. At that time, the inmate will be given an opportunity to defend their position. After reviewing the inmate's testimony and the report drafted by the Lieutenant, the Unit Disciplinary Committee will inform the inmate of their decision.

The Unit Disciplinary Committee is limited in terms of the types of sanctions they may impose. The Unit Disciplinary Committee may issue cell or cube restriction, unit restriction, suspend visiting or phone privileges, move the inmate to less favorable quarters, change the inmate's job or issue additional duties. Occasionally the Unit Disciplinary Committee will feel that an infraction is of such weight that a hearing with the Disciplinary Hearing Officer is called for.

When the Unit Disciplinary Committee feels that an infraction warrants a hearing with the Disciplinary Hearing Officer, the inmate will be shipped to a higher security institution or placed in segregation until the hearing.

Disciplinary Hearing Officer

Rule infractions serious enough to be brought in front of the Disciplinary Hearing Officer will usually result in significant sanctions to the inmate. These sanctions include forfeiture of good conduct time, transfer to a higher security institution, and, in some cases, referral to the Federal Bureau of Investigation for criminal investigation. Obviously, no inmate wants to meet the Disciplinary Hearing Officer.

Communicating with Staff

Once incarcerated inmates quickly learn something about staff members of the Bureau of Prisons. They only respond to written requests. Anytime an inmate wants anything: to add a name to their visiting list, to send a package, to make an unmonitored attorney phone call or to change jobs, the request must be made in writing.

Inmates use a number of different forms to communicate with members of the Bureau of Prisons. Some of these forms are readily available to inmates and others must be requested, in writing of course, from a member of the inmate's Unit Team. In this section we will look at some of the forms most commonly used by inmates to communicate with Bureau of Prisons staff members. Note that the BP forms must be used in sequence. That is to say that an inmate may not file a BP-10 until a BP-9 has been filed and responded to.

BP-A148, Inmate Request to Staff Member

This form, referred to by both inmates and Bureau of Prisons staff as the cop-out, is the most commonly used form in the entire Bureau of Prisons. Like all Bureau of Prisons forms, it must be filled out in its entirety before submission. Inmates use cop-outs to make requests of Bureau of Prisons staff members. Examples of requests that require a cop-out form include the following:

- Non-emergency dental care
- Non-emergency medical care
- Change of quarters
- Appointments with any staff member
- Request for a legal visit
- Request for an unmonitored attorney phone call
- Request for an emergency furlough

A written reply to an inmate's cop-out will be provided within 7 days. The reply will be given to the inmate at mail call. Inmates should maintain copies of all cop-outs as they serve as an acceptable form of record throughout the Bureau of Prisons. Almost anytime an inmate

asks a member of the Bureau of Prisons a question they will hear "Turn in a cop-out." As this is the most commonly used form inmates jokingly refer to it as a BP-8 and a half. Most inmates keep a number of cop-out forms in their locker so that they are readily available.

BP-9

The BP-9 form goes directly to the Warden of an institution. Like the cop-out form, it is usually used to make a request of the Warden. When an inmate requests something via a cop-out form and they are not happy with the reply they may file a BP-9. Like the cop-out form the Warden or a designated member of their staff must answer the BP-9 form in writing.

The most common use of the BP-9 form is to write grievances against Bureau of Prisons staff members. Generally, anytime an inmate feels that a staff member has acted towards them in a manner against the rules or policies of the Bureau of Prisons a BP-9 is written. As surprising as it sounds inmates do have some control over the Bureau of Prisons staff through the use of this form. The Warden investigates staff members who are written up on an inordinate number of BP-9's. It is not uncommon for some action to be taken against a staff member because of inmate grievances filed on this form.

The BP-9 form is also the first significant step in any type of conflict or factual resolution sought by an inmate. As an example: If an inmate disagrees with the sentence calculation which has been issued by the Bureau of Prisons their first step would be to file a cop-out requesting a review. If that fails then a BP-9 should be filed. Inmates who intend to follow any legal action, civil or criminal, against the Bureau of Prisons must begin the process with a BP-9.

Within each institution there are inmates who have gained a reputation for writing successful BP-9 forms. Any inmate who wishes to write a BP-9 would profit from consulting with one of these indi-

viduals. As with all forms, copies of the BP-9 form and the reply received should be kept by inmates. Copies of BP-9 forms that contain anything significant to an inmate's case should be immediately sent to their lawyer.

BP-10

The BP-10 form is identical to the BP-9 form in every way with one exception. The BP-10 form leaves the institution and is reviewed by Bureau of Prisons staff at the regional level. Before filing a BP-10 form inmates must have filed and received an unfavorable reply to a BP-9 form.

BP-11

The BP-11 form is identical to the BP-9 and BP-10 forms in every way with one exception. The BP-11 form is reviewed by Bureau of Prisons staff at the national level. Before filing a BP-11 form inmates must first file and receive unfavorable replies to both BP-9 and BP-10 forms.

BP-229

Inmates who wish to have specific administrative facts reviewed file the Administrative Remedy form. Inmates who wish to challenge sentence calculations, good time awards, jail credit awards or law enforcement detainers should file a BP-229 with a member of their Unit Team. Like all BP forms, the BP-229 requires a written response from a Bureau of Prisons staff member. Inmates must request a BP-229 form by submitting a cop-out to a member of their Unit Team. Since the BP-229 form, by definition, is used to seek an administrative remedy it is important that inmates send a copy of any BP-229 form to their attorney.

Furloughs

A furlough is an authorized absence from the institution by an inmate. Furloughs fall into two categories: escorted and unescorted. The Warden is the approving official for any type of furlough. Generally, furloughs are only available to inmates of Federal Prison

Camps. In order to qualify for a furlough an inmate must have achieved community custody level. They must also be within two years of their release date.

Although they have the power to do so, few Wardens grant furloughs except in emergencies. The most common reason a furlough is granted is to allow an inmate to attend a funeral for a member of their immediate family: a parent, spouse, child or sibling. When granting this type of furlough a Warden has several options. Those options are addressed below.

Escorted Furlough

In a strict sense, this option should not really be considered a furlough. Instead, it should be considered an escorted movement. Inmates granted an escorted furlough must pay for the transportation, food, lodging and overtime of the Bureau of Prisons staff that escort them. Before the approval of such a furlough, the inmate must have sufficient funds in their Inmate Commissary Account to cover all of the expenses of the trip. This includes airfare and all of the escort charges previously listed. If an overnight stay is required at the furlough destination then the inmate will be escorted to the nearest jail for the evening. They will not be allowed to spend any time without their escort.

While in prison I met a man who had been approved for an escorted furlough to attend the funeral of his mother. Due to airline schedules, an overnight stay was required. The total cost of this two-day trip was over \$3,500—quite an expensive journey. If this inmate did not have the money in his Inmate Commissary Account before the time of the furlough he would not have been allowed to go. Ultimately his family was able to get the money credited to his account in time and he was able to attend his mother's funeral.

Unescorted Furlough

Technically, inmates are eligible for a one-day furlough, within a 100-mile radius of their institution, from 0800 until 2200, when they are

within 2 years of release. Overnight furloughs, also within a 100-mile radius, may be granted, beginning at 0800 on the first day, until 2300 the following day, for those inmates within 18 months of release. And 5-day furloughs to home communities are available for those inmates who are within 1 year of release.

To qualify for a furlough inmates must have been in their institution for 180 days beyond initial classification date, have good work and quarters reports, have clear conduct for a period of six months, and must not have Financial Responsibility Plan or Drug Abuse Program refusal status.

If an inmate has been transferred from another Federal facility where they were eligible for a furlough, they may be eligible for a furlough 90 days after the previous one. At least 45 days should be allowed to process furloughs, except for emergencies. All furloughs commence at 0800 on the day of departure from the institution.

Inmates who will be using airline transportation while on furlough status must pick up their tickets at the airport. No ticket will be authorized entry into the institution. If transportation from the institution to the airport, train station or bus station is required the inmate must make arrangements through a member of their Unit Team. All transportation costs will be borne by the inmate.

Readers of *DownTime* should understand that although Bureau of Prisons policy allows for this type of unescorted furlough they are rarely granted. Having worked with thousands of inmates and their families I can count on one hand the number of furloughs that I am personally aware of. The message here—don't count on obtaining one during your period of incarceration.

Medical Furlough

Occasionally it becomes necessary for an inmate to be transferred to a civilian health care facility. Medical furloughs make it possible for minimum-security inmates to receive health care at community facili-

ties. Medical furloughs may be escorted or unescorted. Inmates on unescorted medical furloughs will be restricted to the medical facility to which they have been furloughed. Any movement made by an inmate not authorized in writing on the furlough document would be considered an escape.

Unless otherwise noted inmates on medical furlough are obligated to follow the visiting rules of the hospital to which they have been furloughed. Transportation and Bureau of Prisons personnel costs will be borne by the Bureau of Prisons for this type of furlough.

Furlough Transfer

Occasionally inmates who are transferring from one institution to another are allowed to move, unescorted, via a furlough transfer. This type of furlough is intended to give the inmate time to move from one facility to another using scheduled airlines buses or trains. When not transferring to community correction facilities inmates on furlough transfer may not normally use personal transportation. They are usually not permitted to travel with family or friends. This type of furlough will provide just enough time to complete the journey and check into the new facility. Transportation costs for this type of furlough will be borne by the Bureau of Prisons.

Inmates traveling from their institution to halfway house or a community correction center most commonly use this type of furlough. In that case, a member of the family may provide transportation for the inmate. Strict time limits will be issued for the duration of the trip. Any deviation from the time, route of travel or mode of transportation will result in severe penalties to the inmate—including being placed on escape status.

I know of one case where an inmate lost six months of good conduct time as punishment for violating the conditions of his furlough transfer. This individual chose to turn in his bus ticket and take the trip with his wife. He was caught and ended up spending an additional six months in prison for his mistake. It doesn't seem worth it—does it?

Smoking

In 2004, the Bureau of Prisons went smoke free. Although staff members are still allowed to smoke, inmates are not. This caused significant upheaval amongst inmates. For those anticipating a period of incarceration a smoking cessation program—long before their anticipated incarceration date—would be warranted. The stresses of initial incarceration are bad enough without having to deal with nicotine withdrawal at the same time.

Sex

Like most people facing incarceration, the thing I most feared was sexual assault. We have all read the stories and seen the movies. I was surprised to find that the attitude of the general inmate population towards sex is probably healthier than in many other areas of American society. Incidents of inmate-to-inmate sexual assault in Federal prisons are almost unheard of. Generally, inmates respect the rights of each other and expect the same in return.

Healthy men and women who are put in prison for an extended period of time make sexual adjustments. Thankfully, the sex drive of humans is quite adaptive. When there is little possibility of sexual gratification, an individual's libido slows down. It would be nice if inmates could just shut off that part of their humanness but, for most men and women, that is not possible.

The primary form of sexual gratification in prison is masturbation. This practice is simply accepted as a fact by most prisoners. Many men, contrary to Bureau of Prisons policy, use pornography to enhance this practice. In general this is done discretely but occasionally its practice is obvious. It is not uncommon for inmates to be open about masturbation. Many inmates actually have special pictures that they use for this purpose.

One evening I entered a shower stall and was surprised to find a number of pornographic pictures, wrapped in plastic, stuck to the

wall. Before I had the chance to react, an inmate came by to claim his girls. I had to chuckle at the unabashed manner in which he did this.

The practice of consensual homosexuality is as common in prison as it is in society. In fact, gay inmates are usually open about their sexuality. Whenever you pile hundreds of human beings in very close proximity to each other, it is difficult to keep anything secret. Most inmates view homosexuality as indifferently as society does. Some accept it, some scorn it but the vast majority simply could not care less.

Inmates in lower security institutions frequently have contact with members of the opposite sex. As always, when men and women are together, nature will take its course. One thing that all male inmates must be very careful about is their interaction with female Bureau of Prisons staff members. Any lewd comment, look, gesture or activity directed towards any female Bureau of Prisons staff member will be met with severe discipline. During my period of incarceration, I knew of several instances when men were shipped to higher security institutions for whistling at a female Bureau of Prisons staff member. Clearly, this type of behavior is not tolerated.

Frequently Asked Questions

1) *Will I ever be able to shop at commissary on a day that I am not scheduled to?*
Normally new inmates are allowed to shop as soon as they have money in their Inmate Commissary Account. Depending upon the commissary staff, they may be allowed to shop on days that they are not scheduled for. This is rare. Occasionally due to work, education or religious conflicts an inmate will miss their shopping day. It is customary, but not required, for commissary staff to allow these men and women to shop on their off days.

2) *Is it against the rules for an inmate to buy something for another inmate?*
Following the letter of Bureau of Prisons policy, this is a prohibited act. In reality, it happens every day. Shopping at a prison commissary

is a tremendous inconvenience. The endeavor usually consumes from 30 to 90 minutes. Most of this time is spent waiting in line. It is common for cellies and bunkies to take care of one another on commissary days. Shopping for others on commissary day is also the standard way to pay gambling debts. Before shopping an inmate will take orders from the men or women who they owe. They will purchase and then deliver those items to retire their debt.

3) *If an inmate has a problem with something purchased at Commissary may it be exchanged?*

Technically no merchandise may be returned once an inmate signs their receipt. In practice, most commissary staff members will exchange an item if there is an obvious problem with it. No refunds will be given.

4) *What happens if an inmate is caught with black market items?*

A guard's response to this type of infraction will vary. If an inmate is caught with food from the chow hall, they will usually be told to throw it out. If an inmate is caught with food out of the kitchen and it appears as though they are planning to sell it they will be written up. If an inmate is caught with any form of drug or alcohol, they will be thrown into segregation to await the next Unit Disciplinary Committee meeting.

5) *What happens if an inmate misses mealtime in the chow hall?*

If an inmate misses a mealtime, they are out of luck. It is not unusual for new arrivals to finish their processing too late for the evening meal. More likely than not they will be offered something to eat by their celly or bunky. It is important for them to remember this kindness and return it at their earliest opportunity.

6) *Are inmates allowed second helpings in the chow hall?*

With the exception of Federal Prison Camps inmate food service workers portion out meals in most Bureau of Prisons institutions. Until all of the inmates have been served, no seconds will be allowed. At Federal Prisons Camps, inmates are allowed to portion out their

own meals. At these camps, seconds are allowed unless a portion control sign is in evidence.

7) *Are dietary allowances made for religious holidays like Ramadan and Passover?*

As the fasting required of Muslims during the month of Ramadan does not allow them to eat during normal meal services special allowances are made for them each year. During Passover Aleph, a Jewish community organization, provides kosher foods for all Jewish inmates. It has also become common for a Passover Seder to be held. Food for this special meal is provided by Aleph. On occasion inmates are allowed to pool their resources and order kosher foods through the Food Service Director.

8) *Is a vegetarian diet possible while in prison?*

Although a strict vegetarian, or vegan, diet would be difficult to maintain many inmates make the effort. Most inmates who choose to pursue this type of diet opt to be placed on the common fare diet. Inmates interested in being placed on common fare must sign up with the Chaplain.

9) *Must an inmate own a personal radio to listen to TV while in prison?*

More and more institutions are requiring all TV watching to be done with radios. This is due, in large part, to the overcrowded, noisy conditions found in most prisons. Most institution Recreation Departments have personal radios that they will loan to inmates who are unable to purchase their own.

10) *Where can inmates get playing cards?*

Inmates may purchase both pinochle and standard decks in most prison commissaries.

11) *May inmates receive games, cards and sports equipment from family members?*

Inmates may not receive anything of this nature directly from the outside. Some institution's Wardens accept donations of this equip-

ment from inmate's families. The inmate will have to share the equipment with the entire prison population but, at times, this is the only way to get anything to the inmate.

12) *May inmates have personal musical instruments sent into prison for their use?*
The institution's Warden would handle this on a case by case basis. Generally the answer would be no. Inmates will be limited to the instruments available in the music room.

13) *May inmates refuse to take a GED or ESL course?*

Only if they are willing to suffer significant disciplinary consequences.

14) *Can inmates pre-qualify for the 500-hour Drug Abuse Program?*

Since a member of the Drug Abuse Program staff must interview inmates, there is no way to pre-qualify. It is important, however, that inmates be able to substantiate a history of drug abuse and meet all of the other eligibility requirements of the program. Competition for spots in this program is so fierce that in order to have a good chance of admission a very carefully crafted foundation to support admission must be laid months before incarceration.

15) *Are participants in the 500-Hour Drug Abuse Program guaranteed early release?*

Participants in the 500-Hour Drug Abuse Program are guaranteed *eligibility* for early release. Inmates with any history of violence, an Incident Report that has anything to do with drugs or alcohol or any inmate who has a two point gun enhancement will be denied early release. Inmates with a Public Safety Factor rating or with any detainer will also be denied any sentence reduction.

16) *Must inmates participate in physical recreation?*

No, inmates are free to be as lethargic as they wish.

17) *Are medical specialists and sub specialists available to inmates?*

All management of inmate health care will be at the discretion of the Health Services Administrator. The Health Services Administrator

and the inmate's primary care provider will determine when and if any specialist is consulted.

18) May inmates use their own doctors at their expense?

Throughout their period of incarceration, inmates remain the responsibility of the Bureau of Prisons. For that reason only Bureau of Prisons physicians, or those physicians contractually bound to the Bureau of Prisons, may be used.

19) May inmates have prescription glasses sent to them in prison?

Yes—the inmate must receive written authorization from the Health Services Administrator. After written authorization is received, the inmate must arrange for the glasses to be sent into the institution.

Before receiving any package an inmate must request a package authorization form from a member of their Unit Team or a member of their institution's mailroom staff. The inmate must then send a portion of this form to the sender of their package. This portion of the form must accompany the package upon its arrival at the institution or it will be denied.

20) What happens if an inmate misses pill line? May they still get their medication?

If an inmate misses pill line, they must report to the Health Services Department as soon as possible to receive their medication. On occasion inmates have actually been written up for missing pill line because they were asleep or felt too sick to leave their bunk. Inmates prescribed medication must report in person. They may not send a friend to pick up medication for them.

21) May an inmate choose the community medical facility they go to on a medical furlough?

No—most institutions have relationships with a specific facility in the community that is aware of Bureau of Prisons practice and policy.

22) When will inmates be able to have their first visit?

With a bit of cooperation on the part of an inmate's Unit Team visits should be possible during the first weekend following incarceration.

23) What type of clothing should visitors wear?

Visitors must wear clothing suitable for a family environment. No shorts, tank tops or sleeveless clothing will be allowed. Skirts, when worn, must be knee length. No transparent clothing of any type may be worn. Visitors should dress as though they are going to church with their Grandmother.

24) Are there any conjugal visits allowed?

There is no facility made for Federal inmates to receive conjugal visits. Even those inmates who marry while incarcerated are not allowed to consummate their marriage while incarcerated.

25) Is a common-law spouse considered immediate family?

A common-law relationship is only recognized if it is verified and documented in the inmate's presentence investigation report.

26) May family members attend religious services with an inmate?

Most Federal Prison Camps allow family members to attend religious services with inmates. If allowed, they must sit in an area cordoned off from the general prison population.

27) Who can a visitor contact with questions about visiting rules and regulations?

Visitors should contact the institution they plan to visit. The telephone numbers for every Bureau of Prisons facility is listed on the BOP's website located at www.bop.gov

It would be a good idea if the person calling knew the inmate's registration number, dorm or unit number and the name of the inmate's Case Manager.

28) *May visitors visit with more than one inmate at a time?*

This is not allowed. Visitors must specify which inmate they wish to spend time with. They may be allowed to spend time with more than one inmate but not at the same time. Exceptions to this rule would apply for family. If two inmates are related, they may share a visitor.

29) *May groups of inmates and their visitors spend time together during a visit?*

Although common practice at Federal Prison Camps this practice is against the rules of the Bureau of Prisons. This practice is strictly forbidden at higher security institutions.

30) *Can an inmate send flowers to somebody?*

Yes—the inmate must sit down with a member of their Unit Team and coordinate this. The inmate must have the money in their Inmate Commissary Account at the time the order is placed.

31) *May inmates receive cards, gifts or flowers?*

Inmates may receive an unlimited number of cards but are forbidden from receiving gifts or flowers from the outside world.

32) *Are inmates required to participate in social organizations while in prison?*

During the course of Team Meetings, which are held semiannually for most inmates and every 90 days for inmates within one year of release, the Unit Team will make certain recommendations. The Unit Team will normally recommend that inmates attend at least one meeting of each organization. Apparently this attendance is supposed to show some sort of flexibility and willingness to learn about other cultures. As with any recommendation from a Bureau of Prisons staff member inmates would be advised to follow through.

33) *Are inmates required to attend religious services while incarcerated?*

No—participation in any religious activity is strictly voluntary.

34) *Do inmates going through the disciplinary process have any legal representation?*

Unless an inmate's infraction is so severe that they are exposed to criminal charges for their actions no legal representation is available. They should, however, always keep their attorney apprised of any situation of this nature.

35) *Are inmates provided some means of appeal during the disciplinary process?*

Inmates are always free to file BP-229, BP-9, BP-10 and BP-11 forms so long as they follow the appropriate procedure for doing so. This amounts to an appeal process. If an inmate feels that their rights have been violated in any way, they should immediately contact their attorney.

36) *What is an inmate's chance to get a furlough?*

Slim—with the exception of medical furloughs and furloughs issued for inmates to go to an immediate family member's funeral furloughs are rarely granted.

37) *Can female inmates purchase and wear cosmetics?*

Yes. Most commissaries offer female inmates a variety of cosmetics. Foundation, blush, eye shadow, mascara, hair coloring, as well as perfumed body sprays, hair care and skin care items are available at most female oriented commissaries. Selections will vary from institution to institution. These items are also normally very expensive.

38) *Does the Bureau of Prisons supply hair dryers and curling irons in female institutions?*

Yes. These items are found in the restrooms. There are often long lines of inmates waiting for these items—especially on visiting days.

39) *If I am currently taking birth control pills will I be allowed to continue taking them during my incarceration?*

This decision will be handled on a case-by-case basis. If taking the pills for other than birth control purposes it is important that this fact be well documented in your presentence investigation report. A letter

from your gynecologist addressed to the Health Services Administrator of your institution would also be appropriate. Take this letter with you when you self-surrender along with a supply of the pills that you have been taking.

40) I am approaching menopause. Will there be any medications available for this?

As with any medical condition it is imperative that this be appropriately addressed in your presentence investigation report. You should also make your doctor aware of your pending incarceration. As can be expected, the Bureau of Prisons formulary is rather limited. If at all possible your doctor should do all in their power to put you on common generic medications that are widely available.

8

Release and Community Custody

Introduction

Most Federal inmates will complete their period of incarceration in some form of community custody. Community custody allows non-violent Federal inmates to transition from institutional life back into their communities. While completing their sentence in community custody programs inmates are closely monitored. During their incarceration in the community inmates reside in community correction facilities called halfway houses.

These facilities provide food and shelter to inmates. In return, inmates must abide by a strict set of rules. These rules are intended to provide community custody managers with firm control of inmate movement. Inmates, while serving time in halfway houses, are held to a very high level of accountability.

All inmate movements between the halfway house, job sites and furlough venues are closely monitored. Inmates must abide by Bureau of Prisons rules and regulations in addition to the more stringent rules and regulations of the halfway house in which they reside.

In this chapter, we will look at the inmate's release from prison and transfer to the community correction facility. Since community correction facilities are run by a variety of non-profit and for-profit organizations the policies and procedures for each vary. The sections in this chapter will focus on the baseline processes that all inmates will experience—regardless of the halfway house to which they are re-

leased. Sections in this chapter will also discuss home confinement and the inmate's transition to supervised release.

Release From Prison

Ultimately the time for release arrives for over 97% of the men and women incarcerated within the Bureau of Prisons. As with the procedures upon initial incarceration a distinct procedure is in place for the release of inmates. This procedure begins approximately two months before an inmate's release. At that time, a member of the inmate's Unit Team conducts an interview. During this interview several topics are discussed with the inmate. The inmate is informed which halfway house they will transfer to upon their release and the amount of halfway house time they have been approved for. The inmate will also have to commit to the form of transportation they will use to get from the institution to the halfway house.

Approximately two weeks before the departure of the inmate, another meeting with the Unit Team is held. At this meeting, the inmate will complete the furlough papers for their transfer to the halfway house and file any requests for release clothing, release gratuity or assistance with transportation.

Now the counting begins in earnest. Fellow inmates consider men and women within one year of release short. Inmates within several weeks of release will notice that a definite termination process is initiated by most of the people with whom they had socialized. Inmates who had been friends will become distant. Inmates preparing for release will no longer be included in meals or sporting and social events. This detachment—this termination process—is necessary for the inmates that remain in prison.

As happy as inmates are to see one of their number leave the sense of envy is, at times, overwhelming. The way most men and women deal with this is to distance themselves from departing inmates. The inmate populations of many institutions have rights of passage reserved for departing inmates. These traditions amount to a good-natured

form of hazing that is normally ignored by Bureau of Prisons staff members.

Departing inmates will be ambushed and doused with ice water, have ice placed in their bunks and be thrown into showers fully clothed. All of this is intended to be in fun although at times it gets out of hand.

Release Clothing

Inmates who are scheduled for departure from prison may request a set of Bureau of Prisons release clothing. Inmates transferring to a community correction facility via public transportation are required to wear this clothing. This release clothing is provided free of charge. Inmates who are departing the prison via personal vehicle are free to wear athletic clothing purchased in the commissary.

Inmates who desire release clothing must make this request in writing. An Inmate Request to Staff Member should be addressed to the Bureau of Prisons staff member in charge of the laundry. Inmates will be scheduled to come in to the laundry and try on these clothes before release. This outfit will normally consist of a pair of polyester sans-a-belt pants, a pullover shirt and a pair of inexpensive shoes. These clothes will be forwarded to the Receiving and Discharge Office and will be given to the inmate when they are processed out.

Departure Gratuity

Technically men and women being released from the Bureau of Prisons are eligible for a departure gratuity. This money is intended to assist inmates who lack other means of support. By statute, this gratuity may not exceed \$500. Departure gratuities are distributed at the discretion of an institution's Warden.

During my stay in prison, I never heard of a departing inmate receiving more than \$75. The man who received this \$75 gratuity had just completed a nine-year sentence and was being released to a community where he knew nobody. The message here—don't count on it.

As a rule of thumb, inmates who have any money in their commissary account upon departure will not be eligible for a departure gratuity.

Receiving and Discharge Office

The day before release inmates will be placed on the call-out list for the Receiving and Discharge Office. During this call-out the inmate's travel arrangements will be verified. All paperwork will be double-checked and the inmate will be assigned a time to arrive at the Receiving and Discharge Office on the date of their release. Inmates will be provided an international orange Bureau of Prisons property bag. They will be instructed to pack everything they own and return the bag to the Receiving and Discharge Office.

Once the inmate has returned with their personal belongings, a complete inventory of items will be conducted. The Bureau of Prisons prohibits inmates from selling, trading or giving items to other inmates. During this inventory, careful attention is paid to special purchase items listed on the inmate's commissary purchase history report. Specific items that are checked include watches, personal stereos and tennis shoes.

After the personal property inventory has been completed, the inmate will be provided a check out form. The inmate is required to bring this form to the various departments within the institution and check out with each of them. A signature of the Department Head on the appropriate area of the form provides verification of the check out. Each institution uses its own sign out form and required signatures will vary. At a minimum inmates scheduled for release will require signatures from the following departments:

- Laundry
- Health Services
- Psychological Services
- Education
- Recreation

Once this form has been completed it is returned to the Receiving and Discharge Office. At this time the inmate has completed all of the requirements for release. They are now prepared for the longest night of their imprisonment—the last one.

Departure

On the day of release inmates report to the Receiving and Discharge Office at their appointed time. Upon arrival the personal property inventory is double-checked and the inmate signs for their property. The inmate will then be asked to turn in their Inmate Commissary Account Card. Any personal documents, like drivers licenses or social security cards which had been kept in the inmate's central file, will be returned to the inmate at this time. The inmate will be fingerprinted and the institution's release papers will be signed.

After all of the necessary paperwork has been completed, the inmate will go to the institution cashier's office. The inmate will be given the moneys that remain in their commissary and phone accounts. The institution will give the inmate no more than \$300 in cash. If a balance remains, the inmate will be sent a United States Treasury Check. This check will be sent to the inmate's release address within two weeks.

As most inmates are released via a furlough transfer, and are simply transferring from a prison to a community correction facility, the terms of their transfer are reviewed at this time. Inmates are wished well and sent on their way. This is a tremendously overwhelming moment for most men and women.

For most inmates the elation of being released from prison is quickly replaced with the realization that they must report to a community correction facility in a short time. In fact, most inmates realize that, at this point, they are simply transferring from one prison to another.

Furlough Transfer

Any inmate who is moving from a prison to a community correction facility or directly to home confinement will move via a Bureau of Prisons furlough transfer. A furlough transfer is the movement of an inmate who is not under direct custody.

Inmates on furlough transfer are under very strict time, route and mode of transportation limits. Inmates are allowed enough time to move from prison to their community correction facility. Any deviation from the approved route of travel, stopping off at home for instance, is illegal.

As a rule of thumb, inmates, traveling with family members in personal vehicles, are allowed one hour for each 50 miles of a trip. Inmates traveling on public transportation are allowed just enough time to make connections and transit from the bus or airport terminal to the community corrections facility via taxi.

Inmates who travel on public transportation are provided with a ticket. Before 1998, the Bureau of Prisons would provide airline tickets to inmates whose journey would require more than 24 hours on a bus. Due to budget constraints, this practice has been terminated. Inmates are provided bus tickets and taxi fare plus a small per diem for food in route. Inmates who wish to travel on airlines may do so at their own expense.

Halfway House

All large, and most medium, sized American cities have halfway houses for Federal inmates. In its best form, a halfway house is a converted hotel or apartment building that provides inmates some degree of privacy in small efficiency type apartments. In their worst form, halfway houses are run down buildings which house as many inmates as possible in dormitory style settings while providing poor quality meals.

Most inmates who were incarcerated in minimum security Federal Prison Camps will find the level of control and accountability present at a halfway house difficult to adapt to. As opposed to feeling one step closer to home, many ex-prison camp inmates feel under more control than they did while incarcerated. Inmates coming from higher security institutions tend to make the transition easier. Coming from the controlled movement found behind the fence they welcome the freedoms that life in halfway house affords them.

The primary purpose of a halfway house is to provide an inmate the opportunity to transition from life in prison to life within the community. During their stay in halfway house, inmates are required to work, save money and, hopefully, reestablish family and community ties.

The operation of halfway houses is administered by the Community Corrections Management Office—a Department of the Bureau of Prisons. Community Corrections Management Offices manage a number of contract agencies that provide halfway house services to the Federal government. The contractors providing these services to the Bureau of Prisons range from non-profit organizations like the Salvation Army to a host of for-profit corporations who are much more interested in the maintenance of their profitability than they are in the safety of the community or the welfare of inmates.

Of primary concern to the Bureau of Prisons is that the whereabouts of all inmates housed in community correction facilities are known at all times. The Bureau of Prisons requires that the staff of a community correction facility be able to locate and talk to any inmate within 15 minutes—regardless of the time of day. This level of accountability requires a significant amount of paperwork on the part of both inmates and halfway house staff members.

Inmates of community correction facilities should remember that they are still incarcerated. Failure to adopt this philosophy has caused a lot of trouble for newly released inmates. Community custody

should be looked at as the end of incarceration, not the beginning of freedom.

As community correction facilities are run by so many different organizations it would be impossible to address all of their policies and procedures. Instead, the remainder of this section will address the challenges that inmates face, regardless of the facility to which they are released.

Arrival

Inmates arriving at a halfway house are asked to provide the release documentation they were given when they left their prison. Their personal belongings will be searched, they will be photographed and they will be assigned living quarters. Occasionally halfway houses allow new residents several hours to go home and pick up clothing and other necessary items. Residents who do not live in the immediate area are allowed several hours to go out and shop for personal items.

New residents will be provided a document outlining the rules and regulations of the facility. As occurred upon arrival in prison a number of residents will quiz the new arrival. Questions will include:

- What prison did you come from?
- Where are you from?
- How long will you be here?
- How did you get here?
- What other institutions have you been to?
- Do you know anybody here?

This interview is intended, once again, to make sure that you do not, in any way, pose a threat. One of the first things that most new residents will notice is that the fellowship between inmates that was present in prison is not in evidence here. In fact, people tend to keep to themselves and go about their own business. Perhaps this is due to the closeness to home. Residents tend to fall back into the social and economic groups that they were in before their incarceration.

Upon arrival, all inmates are placed on a 14-day facility restriction. During this time inmates, referred to as residents by halfway house personnel, are restricted to the facility except to search for employment or to work. During this two week period residents will be allowed to receive visits but will not be eligible for passes, furloughs or free time.

Individuals who have a history of violence or were sighted for disciplinary infractions while incarcerated may have this restriction increased to 30, 60 or even 90 days. Residents will be notified of their restriction level during their orientation meeting. Occasionally halfway house staff will petition the Community Corrections Management Office on behalf of the inmate. These petitions, to waive facility restrictions on holidays and special events, are often granted.

Orientation

Halfway house staffs are required to provide a formal orientation to all new residents within several days of their arrival. During this orientation the rules and regulations governing community custody, as well as the halfway house, will be reviewed. Due to the variety of halfway house operations local rules and regulations for each facility differ greatly. The following rules will apply to residents of all Federal community custody programs:

- All residents must hold legal, full time employment
- Residents are required to inform their employers of their criminal history
- Compensation for employment must take the form of an hourly wage or a salary
- Jobs which pay commission or piece work wages will not be permitted
- Residents are forbidden to use any form of alcohol
- Residents are forbidden to use any controlled substance
- Residents must pay 25% of all gross wages to the halfway house

Most residents will be assigned a work detail. These details, required to be performed on a daily basis, range from scrubbing toilets to throwing out trash. The orientation also provides new residents with the opportunity to question halfway house staff about the specifics of their case.

Job Hunting

All halfway house residents must begin searching for full time employment as soon as they have been through orientation. Residents must coordinate their job search with the facility's Job Coordinator. This staff member will assist residents in filling out all of the necessary paperwork and will, on occasion, actually provide some assistance in procuring employment.

New residents of halfway houses will quickly learn that job hunting procedures are designed for employment at fast food restaurants, not professional occupations. In fact, professional type employment searches are actually discouraged at many halfway houses.

New residents should put forth a maximum effort in the procurement of employment. Until full time employment has been obtained, and subsistence payments started, residents are not eligible for passes, furloughs or free time. It is also important to remember that, in all reality, this is not the time to begin rebuilding your career. Halfway house residents should look for prison type jobs—something that, upon release, they will feel comfortable walking away from. Save your career building efforts until you are no longer in custody.

Subsistence Payments

All residents are required to pay the halfway house 25% of their gross wage each pay period. This payment will be prorated for the first and last weeks of residence. All payments must be made in the form of a money order. All payments are rounded down to full dollar amounts. Residents are required to provide the original paycheck receipt showing hours worked, gross pay, deductions and net pay with each payment.

Payments must be made on the day pay is received unless prior arrangements have been made. Residents failing to make subsistence payments will lose pass, furlough and free time privileges. Payment of subsistence is a condition for participation in community correction programs.

Residents experiencing severe hardship may petition halfway house staff or the Community Corrections Management Office to waive or reduce their 25% subsistence payment. Documented proof of hardship must be included with this written petition. The probability of receiving some relief from these payments is poor. During the course of researching *DownTime* I failed to discover a single occurrence of this relief.

Passes and Furloughs

The goal of most halfway house residents is to become eligible for passes and furloughs. Passes are provided to those residents that live within 100 miles of the halfway house. Furloughs are provided to residents that live further than 100 miles from the halfway house. Generally passes and furloughs are issued to all residents who are employed full time, have made subsistence payments and are beyond their period of Community Corrections Management restriction. Most residents qualify for a pass or furlough their third weekend at the halfway house.

Passes and furloughs run from 1700 Friday afternoon until 2100 Sunday evening. During their pass period, residents are free to spend nights at home with their families. Pass restrictions vary between halfway houses. Many require residents to spend the entire time at home while others allow residents to go out between the hours of 0700 and 2100.

During their time on pass residents are required to call in to the halfway house at specified times. They will be checked at irregular intervals either by phone or personal visit. Any deviation from the

restrictions of the pass or furlough will be grounds for immediate termination of privileges and possible return to prison.

Free Time

Residents who have successfully completed a weekend pass or furlough are allowed free time. Free time is generally between the hours of 1700 and 2100 Monday through Thursday. During this time residents who live locally are allowed to go home. Those residents that live beyond a reasonable commuting distance are allowed out into the community to shop or attend various activities.

The restrictions placed on residents during free time vary widely between halfway houses. It is imperative that residents clearly understand the restrictions of their particular halfway house before the initiation of free time.

Home Confinement

Non-violent inmates who are employed full time, have successfully completed two passes or furloughs, have a clear record of conduct and are beyond their 10% date are eligible for home confinement. Home confinement is an alternate form of incarceration that is gaining popularity with many Community Corrections Management offices.

By statute, once an inmate has served all but the last 10% of their incarceration they become eligible for this program. Inmates who participate in this program are required to wear an electronic monitor that serves as a leash of sorts. Anytime the inmate strays beyond an assigned perimeter, usually 100 feet from the monitoring box, authorities are notified. Inmates are allowed to leave their home for authorized appointments and work. All other time must be spent within the 100-foot perimeter.

Some individuals do very well with this type of incarceration. Others find the stress on family members uncomfortable. Inmates eligible for this program are required to pay all costs associated with the

monitoring. These costs range from \$1 to \$5 per day depending upon the Bureau of Prisons contractor providing the services.

Normally inmates with a sentence of less than two years will not be placed on home confinement. Their time in community custody is normally so short that the limited resources of this program are better expended elsewhere.

Supervised Release

Most Federal inmates are conditionally released from prison. For most men and women one of these conditions is a period of supervised release. The United States Probation Office administers supervised release, also called probation, and incorrectly—parole. The United States Probation Office is an organization within the Department of Justice. Supervised release provides the Federal Government with the opportunity to closely monitor men and women who have completed their period of incarceration.

Checking In

Inmates are required to check in with the Probation Office to which they have been assigned within 72 hours of their release from halfway house. Inmates should phone ahead and make an appointment with the specific Probation Officer assigned to supervise their case.

Upon arrival at the United States Probation Office the word used to describe in custody individuals changes once again. While going through the legal process men and women are called defendants. Once incarcerated these men and women are called inmates. Upon transfer to community correction facilities the term resident is used. Upon the initiation of supervised release these individuals return to defendant status.

Upon arrival, the defendant will present their Probation Officer with their release paperwork. The defendant must also provide some form of photo identification at this time. The Probation Officer will pho-

tograph the defendant and then review the conditions of their supervised release.

Every individual convicted by a Federal court was officially sentenced via a document called the Judgment and Commitment. In addition to the period of incarceration to be served by the defendant the terms and conditions of their probation were specified. During the initial meeting with a Probation Officer the defendant's Judgment and Commitment document will be reviewed in detail.

Since each defendant's case is unique the conditions of supervised release will vary. Certain standard conditions of supervised release apply to all Federal defendants. These conditions are very straightforward and require little explanation. Other court ordered conditions might be subtler. For this reason the Probation Officer will spend a significant amount of time reviewing, line by line, the specific conditions of probation, which apply to the defendant.

Standard Conditions

The standard conditions of supervised release that will apply to all individuals under the guidance of the United States Probation Office follow. Any violation of these conditions will be grounds for violation of supervised release proceedings against the defendant. Defendants found guilty of violating the terms and conditions of their supervised release are exposed to severe penalties-up to and including return to prison. The standard conditions of Federal supervised release are:

- The defendant shall not leave the judicial district without permission of the Court or Probation Officer.
- The defendant shall report to the Probation Office as directed by the Court or Probation Officer, and shall submit a truthful and complete written report within the first five days of each month.

- The defendant shall answer truthfully all inquiries by the Probation Officer and follow the instructions of the probation officer.
- The defendant shall support their dependents and meet other family responsibilities.
- The defendant shall work regularly at a lawful occupation unless excused by the Probation Officer for schooling, training or other acceptable reasons.
- The defendant shall notify the Probation Officer ten days prior to any change in residence or employment.
- The defendant shall refrain from excessive use of alcohol.
- The defendant shall not frequent places where controlled substances are illegally sold, used, distributed, or administered.
- 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.
- 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.
- The defendant shall notify the Probation Officer within seventy-two hours of being arrested or questioned by a law enforcement officer.
- 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.
- 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 requirements.

In addition to the standard conditions of supervised release certain unique conditions will apply to each defendant. These conditions may have been stipulated by the court or required by the judicial district in which the defendant was sentenced or is supervised. Regardless of the origin of these conditions, defendants must strictly adhere to each one.

Starting Over

I departed Federal Prison Camp Eglin on September 23, 1997. I spent an additional 78 days at a halfway house in Pensacola, Florida. I completed my sentence on December 9, 1997 and began a three-year term of supervised release. I completed my supervised release on December 8, 2000 and proceeded to reacquire my voting rights.

At one level, the expectations I had upon my release were quite unrealistic. I expected to simply walk away from prison and pick up where I had left off. That was not to be the case. The transition from incarceration back to life in the community is, at times, as difficult as the transition from the community to life in prison. The day-to-day freedoms that are available are, at times, overwhelming. Even simple things like eating what you want, where you want, when you want—take some time to get used to.

One of the largest challenges facing most men and women upon their return to the community is not the way the community views them but how they view themselves. Spending time in prison—the humiliation, degradation and shame—weighs heavily upon most ex-inmates. The difficulty transitioning back to the community is often exacerbated by the requirements of supervised release—drug screening, financial reporting, registration with local law enforcement agencies and monthly reports all serve to remind us that we are still accountable to the Government. We are—in fact—not free.

While on supervised release we remain under scrutiny. One of the ways I maintained a realistic perspective was to view my release from prison as conditional. I knew that I would remain free so long as I

adhered to the conditions of my release. While in prison you will meet a number of inmates who are back inside on violations for failing to follow the conditions of supervised release. Most of these people will share horror stories with you. They will tell you how their Probation Officer had it in for them. How they were treated unfairly and how it is all but impossible to live on supervised release without being violated.

In my experience, these exact same people claim that they were framed or set up by the Federal government in the first place. The fact remains that you and you alone, are the only person who can violate the terms of your supervised release.

Clearly—my time in prison left an indelible mark on me. My focus now is on doing all I can to assist those touched by the challenges of federal prosecution and incarceration. Shortly after being released from prison, I was feeling down. A good friend said to me “Stop being so hard on yourself. Think about all those times you have said if I only knew then what I know now—well now you do!” In fact they were right—now I do.

As you maneuver your way through the challenges you face I wish you all the best of luck and hope in some small way that *DownTime* helps. Remember—as difficult as these challenges are—they are temporary. I know—I have been there.

Frequently Asked Questions

1) How is the length of halfway house stay determined for an inmate?

Since 2002 the length of halfway house has been determined formulaically. Inmates become eligible for community custody (either halfway house or home confinement) when they have completed all but the last 10% of their net sentence (never to exceed six months). As an example: If an inmate is serving a 60-month sentence their net sentence (the sentence less good conduct time) will be approximately

51 months. With this being the case, this inmate would be eligible for up to 5.1 months of community custody.

2) Must all inmates go to halfway house?

Due to the severe overcrowding experienced by most Bureau of Prisons institutions every inmate that is qualified for community custody is expected to spend a portion of their sentence in halfway house.

3) What happens if an inmate is late arriving at their halfway house?

Any violation of the restrictions of a furlough transfer, in this case the time allowed to complete the trip, is serious. Clearly, unavoidable delays, beyond the control of the inmate, do occur. When an inmate arrives at the halfway house late, an investigation is launched. If the reason for the inmate's tardiness was beyond their control, no action is taken. If the inmate is found to be responsible for the delay, they will be disciplined at the discretion of the Director of the halfway house.

4) Once at halfway house can an inmate change their mind and return to prison?

On more than one occasion inmates have requested to leave halfway house and finish the remainder of their term in prison. Obviously, the staff of the halfway house would attempt to talk the resident out of this. If this persuasion fails, then the United States Marshals are called and the inmate is returned to incarceration. Generally, the inmate will complete their sentence at the nearest facility. Quite often, this is a county or city jail that houses Federal inmates on a contract basis.

5) How long does a resident have to find a job after arriving at halfway house?

Rules vary from facility to facility but generally a resident is expected to have full time employment within 15 days of their arrival at halfway house.

6) Are self-employment or working for a family business allowed while at halfway house?

Generally the answer to that question is no. The concern is that the strict accountability required by the Community Corrections Management Office will not be available without an indifferent, direct supervisor. Residents may challenge this rule, and often do.

7) What happens if a resident breaks the rules at halfway house?

The punishment of rule violations at halfway house is commensurate with the rule that was broken. Any act of violence or use of a controlled substance will result in an immediate return to prison. A failure to sign in or out might result in loss of pass or furlough privileges. Failure to make a bed properly might result in extra duty.

8) What happens if a resident fails to check in when they are on pass?

Any deviation from pass or furlough policies, procedures and limitations will result in the immediate termination of the pass and a recall of the resident to the halfway house for investigation.

A

Daily Prison Schedules

Introduction

The following schedules are typical of federal minimum-security facilities. Readers should note that there will be local variations.

Typical Weekday Schedule

Lights on—showers open	0530
Breakfast	0530—0630
Sick Call	0600—0630
Work Call	0630
Check-offs	0645—0800
Telephones open	0530—2145 2215—2330
Lunch	1000—1230
Commissary Hours	1000—1530 1630—1800
Clothing exchange	1400—1530
Evening meal	1430—1530 1615—1750
Mail Call	1530
Compound Closed	1545
Stand-up Count	1600
A & O check-off	1800
Compound Closed	2145
Official Count	2200
Lights Out	2230
Showers Closed	2200—0530

Typical Weekend and Federal Holiday Schedule

Showers Open	0530
Telephones open	0530—2145 2215—2330
Lights On	0700
Continental Breakfast	0630—0715
Visiting Hours	0800—1530
Brunch	0800—1100
Official Count	1230
Evening meal	1430—1530 1615—1750
Stand-up Count	1600
A & O check-off	1800
Compound Closed	2145
Official Count	2200
Lights Out	2230
Showers Closed	2200—0530

B

Inmate Discipline

Introduction

Inmates must have respect for the rights and property of others. Rules, regulations and policies are made to maintain a healthy and peaceful climate and to ensure the orderly operation of each Bureau of Prisons facility.

Certain privileges are granted to eligible inmates provided the privileges are not abused. Violation of regulations may result in an Incident Report (BP-288) and imposition of a variety of sanctions.

In the event of misconduct, staff may write an Incident Report. The Lieutenant on duty first investigates reports and the results are then forwarded to your Unit Team. The team meets as the Unit Disciplinary Committee (UDC) and may impose limited sanctions for most misconduct (for example, taking of privileges, removal from preferred quarters, job change, assigning extra duty, etc.).

For minor prohibited acts, staff may suspend disciplinary proceedings for a period not to exceed two weeks, while informal resolution is attempted. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage they were suspended. The time requirements then begin again, at the same point in which they were suspended.

If charges are more serious, the case will be referred to the Disciplinary Hearing Officer (DHO) who can impose more serious sanctions (for example, forfeiture of good time, recommendation of transfer to

a higher level institution, or referral of the case to the FBI for criminal action in a United States District Court). The internal disciplinary system is outlined in detail in Program Statement 5270.7, which is available either online at www.bop.gov or in the Law Library of every BOP facility.

Inmate Rights & Responsibilities

The following information is taken directly from Bureau of Prisons policy and is required to be conspicuously posted in every BOP facility.

Rights

- You have the right to expect that, as a human being, you will be treated respectfully and fairly by all personnel.
- You have the right to be informed of the rules, procedures and schedules concerning the operation of the institution.
- You have the right to freedom of religious affiliation and voluntary religious worship.
- You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same; an opportunity to shower regularly; proper ventilation for warmth and fresh air; a regular exercise period; toilet articles; and medical and dental treatment.
- You have the right to visit and correspond with family members and friends and correspond with members of the news media if kept within Bureau rules and institution guidelines.
- You have the right to unrestricted and confidential access to the courts by correspondence on matters such as the legality of your conviction, civil matters, pending criminal cases and condition of your imprisonment.
- You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
- You have the right to participate in the use of the Law Library reference materials to assist you in resolving legal prob-

lems. You also have the right to receive help (when it is available) through a legal assistance program.

- You have the right to a wide range of reading material for educational purposes and for your own enjoyment. These materials may include magazines and newspapers, with certain restrictions, sent from the community.
- You have the right to participate in education, vocational training and employment as far as resources are available and in keeping with your interests, needs and abilities.
- You have the right to use your funds for Commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts and for assisting your family.

Responsibilities

- You have the responsibility to treat others, both staff and inmates, in the same manner.
- You have the responsibility to know and abide by the rules, procedures and schedules.
- You have the responsibility to recognize and respect the religious affiliations and worships of others.
- It is your responsibility not to waste food, to follow the laundry and shower schedules, to maintain neat and clean living quarters, to keep your area free of contraband and to seek medical and dental care as you may need it.
- It is your responsibility to conduct yourself properly during visits; not to accept or pass contraband; and not to violate the law, Bureau rules, or institutional guidelines through your correspondence.
- You have the responsibility to present honestly and fairly, your petitions, questions and problems to the court.
- It is your responsibility to use the services of an attorney honestly and fairly.
- It is your responsibility to use these resources, in keeping with the procedures and schedules prescribed and to respect

the rights of other inmates as to the use of the materials and the assistance program.

- It is your responsibility to seek and utilize such materials for your personal benefit without depriving others of their equal rights to the use to this material.
- You have the responsibility to take advantage of activities that may help you live a successful and law abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities.
- You have the responsibility to meet your legal and financial obligations including, but not limited to, court imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs and other obligations that you may have.

C

Glossary of Prison Terms

Introduction

Like any culture, prison inmates have developed their own vernacular. The words and expressions used by inmates and, to some degree, the staff of the Bureau of Prisons, have some interesting origins. The language of inmates is colorful, forceful and concise. The harsh realities of prison life are also apparent in this language.

The language of inmates is dynamic—it is ever changing. For that reason no glossary could ever be complete. The words and terms defined in this glossary are in common use throughout the Bureau of Prisons. In addition to simply providing definitions, each word is included in a sample sentence or phrase.

- 2-digit midget An inmate with less than 100 days until release. (He's a *2-digit midget*.)
- 10% Date The earliest date at which an inmate is eligible for home confinement. This date becomes more important when an inmate is at halfway house as it is one of the requirements for home confinement. (He goes to halfway house tomorrow and his *10% date* is only two weeks after that.)
- A&O Admission and Orientation. Inmates use this term to describe both the A&O Process and a

new inmate still on A&O status. (Did you see the new *A&O's*?)

- AW The Assistant Warden of the institution. (The new *AW* is a pain in the neck!)
- Beef What an inmate was found guilty of before incarceration. (What was your *beef*?)
- Bitch Slap To hit somebody with an open hand. This form of hitting does not usually leave a mark on the person who was hit. (He kept mouthing off so I *bitch slapped* him.)
- Border Brother A Mexican inmate. (The *border brothers* cleaned out the kitchen.)
- BP-8 and a half Another term for an Inmate Request to Staff Member—the cop-out form. This term is used facetiously. (Did you turn in a *BP-8 and a half* to get your BP-9?)
- BP-9 The form used by inmates to make a request or file a complaint directly with the Warden of a facility. One of the more common uses of a BP-9 is to write up inappropriate behavior by a staff member. (He pissed me off so I filed a *BP-9* on him.)
- BP-10 The form used by inmates who have failed to be satisfied by filing a BP-9 with the Warden of their institution. In order to receive a BP-10 form from a member of their Unit Team an inmate must have first filed and received a reply to a BP-9. The BP-10 is addressed to Bureau of Prisons Regional Directors. (I filed

- a *BP-10* about the jail time they didn't credit me for.)
- BP-11 The same as a BP-10 but addressed to the Director of the Bureau of Prisons. This is the last resort an inmate has before filing with the already overburdened court system. (I still haven't gotten an answer to my *BP-11*.)
- Brother An African American inmate. (Is he a *brother*?)
- Buck The homemade alcohol drink that some inmates make. Also called hooch. (Anybody want some *buck*?)
- Bucking Acting insubordinate. Usually used to describe somebody who is not working hard. (We were late at work because half the crew was *bucking*.)
- Bunky A cube mate. This term is used in institutions that have cubicles. (He's my *bunky*.)
- Call-out A mandatory appointment. Call-outs are posted each evening at about 1800. (I can't. I have a *call-out* to education.)
- Celly A cellmate. This term is used in institutions that have cells. (He's my *celly*.)
- Central file The Bureau of Prisons keeps a file on each inmate. This file contains the inmate's Pre-Sentencing Investigation, Judgment and Commitment document, the Sentence Calculation Sheet, all performance reviews, work reports, incident reports and educational re-

- ports. Basically this is the entire history of the inmate with respect to their incarceration. (They told me that if I picked up trash they wouldn't put the shot in my *central file*.)
- CMS Construction and Maintenance Services. This group of inmates, under Bureau of Prisons supervision is responsible for the overall upkeep of the institution. (He works at *CMS*.)
- CO Corrections Officer. (Did you see that ugly woman *CO*?)
- Con-air The United States Marshals air service used to transport Federal inmates between institutions. (He flew *con-air* from New Orleans to Miami.)
- Contraband Any item an inmate is not allowed to have in their possession. (They searched the shop but they didn't find any *contraband*.)
- Control The guard's headquarters. This office is normally where all of the public address announcements are made from and where all of the institution's surveillance equipment is located. (He got paged up to *control*.)
- Cop-out An Inmate Request to Staff Member form. The cop-out is used by inmates to make any request of a Bureau of Prisons staff member. (Did you turn in a *cop-out* for your special visit?)

- Crack House** The unit or dorm set aside as quarters for participants in the residential drug abuse program. (Does he live in the *crack house*?)
- DAP** Drug Abuse Program. The 500-hour, or residential, version of this program is popular as graduates become eligible for a conditional release 12 months before the termination of their sentence. DAP graduates also get up to six months of halfway house time. (Is he in *DAP*?)
- Dead Time** Inmates who agreed to cooperate with the Federal Government in order to obtain a sentence reduction are often called upon to testify in court. One of the conditions of this type of inmate's sentence reduction is continued cooperation when called upon by the Federal Government. At times inmates will have a change of heart and refuse to testify. When this occurs the Court has the right to punish the inmate by adding time to their sentence. This time is called dead time. The name comes from the fact that while the inmate is serving this time their original sentence is not being served. Time has stopped until this Court ordered dead time is completed. (I thought your out date was this month. Nah....I had 18 months of *dead time* a while back.)
- DHO** Disciplinary Hearing Officer. Only those inmates who have been written up for serious disciplinary infractions see the DHO. The DHO is the only individual capable of taking away an inmate's good conduct time. They

- may also recommend a disciplinary transfer to a higher security institution. (He got shipped after his meeting with the *DHO*.)
- Diesel Therapy** The inmates term for any form of Bureau of Prisons transportation. The Bureau of Prisons is moving inmates on a daily basis using air and land transport. Due to the incredible inefficiency of this system, inmates feel that the trip is punishment in itself. (I got about 60 days of *diesel therapy* last year.)
- Dispensary** The prison health clinic. (He went to the *dispensary* for pill-line.)
- Dorm** The term used by inmates at prison camps to describe their living quarters. (He went back to the *dorm*.)
- Down** Imprisoned. (How long have you been *down*?)
- DR** Discipline report. Another name for an incident report. This term is more common to halfway houses than prisons. (I got a *DR* for missing my detail.)
- Duty Officer** The Bureau of Prisons staff member in charge of the institution during nights, weekends and holidays. The Duty Officer is the individual who will handle disputes that occur during visits. (I would like to talk to the *Duty Officer* about that.)
- FCI** Federal Correctional Institution, a medium or low security institution. (He just got here from *FCI Estill*)

- FDC** Federal Detention Center. Usually located in large cities, an FDC is used to house all manner of Federal Inmates. Due to the transitory nature of the majority of their inmates, an FDC rarely has any recreation yard. In fact, it is not uncommon for inmates to go for months without ever stepping outside. (He came from *FDC Miami*.)
- Feds** A term used to describe any Federal law enforcement agency. The FBI, ATF and DEA all fall into this category. (He got busted by the *feds* back in 1994.)
- FPC** Federal Prison Camp, a minimum-security facility. (I did my time at *FPC Eglin*.)
- Free World** The world outside of the prison. (What would you be doing if you were in the *free world* right now?)
- GCT** Good Conduct Time. The only time this acronym is used is during team meetings. (What is your *GCT* release date?)
- Good Time** The time off inmates earn for clear conduct. Currently the amount of good time is set by statute at 54 days per year. This time is deducted from an inmate's sentence. One of the most frequent rumors heard by inmates is that the amount of good time is going to be increased to relieve prison overcrowding. This rumor has been circulating for years—to no avail. (How much *good time* do you get?)

- Goon Squad** A group of well armed guards who are called in to put down inmate unrest or to subdue an out of control inmate. (The *goon squad* went into his cell and hog tied him.)
- Goulash** A meal cooked by prisoners that has no set recipe. It is a combination of everything. (My celly made *goulash* tonight.)
- HACK** Any Bureau of Prisons employee but normally used to describe a guard. Legend has it that the acronym stands for Head Asshole Carrying Keys. As any inmate can attest you always hear a guard coming before you see them because of the jingling of their keys. (Look out! Here comes a *HACK!*)
- Hooch** The home made alcoholic drink that some inmates make. Also called buck. (Anybody want some *hooch?*)
- Hot Shot** Occasionally inmates are spontaneously released. This is normally done when an inmate has won an appeal of their sentence and allowed to go. This is the dream of every inmate. (Didn't you hear? He got a *hot shot* out of here.)
- House** A cell or cubicle. (Come by my *house* later and I'll give you that book.)
- Incident Report** A formal rule violation report. Inmates call them "shots". (I was in the bathroom at 1600 count and they gave me an *incident report*.)

J&C	An inmate's Judgment and Commitment document. This document, issued by the Court who prosecuted an inmate's case, is the official record of sentence. Length of sentence, amount of monetary penalty and conditions of release are all noted on this document. (Did you get a copy of your <i>J&C</i> at team?)
L.T.	A Lieutenant of the guard staff. (Hey <i>L.T.</i> , how's it going?)
MDC	Metropolitan Detention Center. See "FDC".
Out date	The date that an inmate leaves prison and goes home or transfers to a halfway house. (My <i>out date</i> is September 23rd.)
Out of bounds	When in prison this is an area that inmates are denied access to. When in halfway house this is any area (in the community) that a resident does not have permission to go to. (He just went to get the soccer ball and they said he was <i>out of bounds</i> .)
PA	Physicians assistant. Many Bureau of Prisons Health Services Departments employ PA's as primary care providers to inmates. Physicians are only called in when the PA feels their expertise is necessary. (I went to see my <i>PA</i> about that cut.)
Paper	Probation or supervised release. (How much <i>paper</i> do you have when you are out of here?)

Partner	Generally somebody an inmate hung around with in the free world. (My <i>partner</i> and I used to go to ATL every weekend.)
Piss Test	A urinalysis used for drug screening. (They gave me a <i>piss test</i> when I came back from work today.)
Pissed Hot	Failed a drug screening urinalysis. (He got sent to the SHU because he <i>pissed hot</i> .)
Police	See "C.O."
Posse	A group of inmates who socialize together. (He runs with my <i>posse</i> .)
Postal	To become violent. (Did you see him? He almost went <i>postal</i> !)
PSI	See "PSR"
PSR	Presentence Investigation Report. This document is the bible to an inmate. This document specifies the charges brought against the inmate, the story behind the charges as well as a number of other pieces of information. The most important section to most other inmates is the section dealing with cooperation with the government and any recommended downward departure from the sentencing guidelines. (I know he's a rat. I saw his <i>PSR</i> and he got a downward departure!)
Punk	Generally a term used to describe a homosexual. (He's <i>punk</i> .)

R&D	The Receiving and Discharge Office. (I have to report to <i>R&D</i> in the morning.)
Rat	Any inmate who cooperates with the Department of Justice or any member of the Bureau of Prisons in any way. Rats are the lowest forms of life to most inmates. (To hell with him! He's a <i>rat!</i>)
REC	Recreation. Inmates use this term to describe the area of the compound reserved for recreation and athletic activities and as a verb to describe recreation. (They closed REC because of the weather.)
Rule 35	The rule of law invoked by a United States District Attorney to reduce the sentence of a defendant who has cooperated in the prosecution of others. This term is usually combined with the term mother fucker to describe an inmate considered to be a rat. (He's a <i>rule 35</i> mother fucker.)
Run	To hang out and socialize with. (He <i>runs</i> with my posse.)
Scored Out	Used to describe the score achieved on Sentencing Guidelines section of the Pre-Sentencing Investigation. (They gave me the 2 points for acceptance so I <i>scored out</i> at 18.)
Seg	Segregation Unit of any institution. Also referred to as "the hole". This is the area where inmates who have broken major rules are sent. (The HACKs came in and took him to <i>seg</i> .)

Set	A group of inmates who socialize together. (He runs with my <i>set</i> .)
Shake down	A thorough search of a cell, cubicle, building or even the entire prison. (I hear that they are going to do a <i>shake down</i> tomorrow.)
Shipped	A slang term for a transfer. It is usually used to describe a disciplinary transfer to a higher security institution. (He pissed hot so they <i>shipped</i> him.)
Short	Either an inmate who does not have long to go before release or a term used to describe such an inmate. This term is also used in conjunction with the number of days an inmate has remaining. (I'm 23 <i>short</i> then I'm out of this dump.)
Shot	The term used by inmates, and to some extent members of the Bureau of Prisons, to describe an incident report. (I missed my call-out to education and she gave me a <i>shot!</i>)
SHU	The "Special Housing Unit". See <i>seg</i> . (He's in the <i>SHU</i> .)
Snitch	See "Rat"
Stand Up	Used to describe an honorable inmate. (He's a real <i>stand up</i> guy.)
Stash	Contraband. Stash also refers to the place where an inmate stores their contraband. (Did they find your <i>stash?</i>)

Street	An aisle between cubicles or cells. (He lives across the <i>street</i> from me.)
Sweat	A term used to describe inappropriate sexual behavior towards another inmate's family or friends. This is usually directed towards another inmate as a warning. (Hey don't <i>sweat</i> my wife.)
Sweet	Generally a term used to describe a homosexual. (He's <i>sweet</i> .)
Team	The process an inmate goes through when meeting with their Unit Team. These meetings take place every six months until the inmate's final year of incarceration when they occur every 90 days. (Did you <i>team</i> today?)
The street	Any area or time outside of or prior to prison. Usually refers to an inmate's life prior to incarceration. (What did he do on the <i>street</i> ?)
Toss	A search. Usually limited to a smaller area like a cell or cubicle. (Did they <i>toss</i> your cell?)
UA	Urinalysis. See "Piss test"
UDC	Unit Disciplinary Committee. Inmates who have been written up are brought in front of the UDC as the first step in adjudicating any disciplinary infraction. (I need to talk to the <i>UDC</i> today about that shot.)
Unit	The term used by inmates of medium and high security institutions to describe their living quarters. (He went back to the <i>unit</i> .)

USP	United States Penitentiary, a high security prison. (He spent some time at <i>USP</i> Atlanta.)
VR	The Visitors Room. This room, in addition to serving as the venue for visits is the center of the social life of most inmate populations. Most evenings the VR is filled with inmates cooking in the microwaves and making purchases from the vending machines. (Want to go up to the <i>VR</i> ?)
VT	Vocational training. Many institutions within the Bureau of Prisons provide some vocational training opportunities to interested inmates. (She transferred here for the <i>VT</i> classes.)
Walk away date	The date on which an inmate's commitment to the Bureau of Prisons is complete. (My <i>walk away</i> date is December 9th.)
Whites	The clothes worn by inmates who work in food service. (Look at how dirty his <i>whites</i> are.)
Writ	The misuse of a legal term by inmates to describe the trip taken by a fellow inmate on the way to testify on behalf of the prosecution. It is always assumed that any inmate on a writ is a rat and should be avoided. (He left this morning on a state <i>writ</i> .)
Zoo-Zoo's	Sweet snack foods bought at commissary. Items like candy bars and snack cakes. (Hey did you get me those <i>zoo-zoo's</i> at commissary today?)



Additional Services

David Novak Consulting is dedicated to providing a comprehensive range of services to support men and women dealing with the realities of federal incarceration. Whether you are a federal defense attorney, federal defendant, federal inmate or simply an individual interested in learning more about the Federal Bureau of Prisons we can help. A brief summary of our services is offered below.

Consulting Services

Too often defendants and their families are unaware of the importance of various Court related documents until it is too late. By calling upon our extensive knowledge of the United States Sentencing Guidelines, Bureau of Prisons policy and procedure as well as the experience of hundreds of *David Novak Consulting* clients we are able to positively impact the application of justice for many of our clients.

The staff of *David Novak Consulting* has been retained to assist in dozens of high profile cases in addition to regularly being called on by national and international media as subject matter experts in our field. That experience notwithstanding our greatest satisfaction continues to come from working with the thousands of defendants whose case will never make the nightly news.

By carefully preparing clients for the presentence report interview, crafting objections to the PSR, assisting in the development of de-

fense sentencing memorandum and preparing defendants for the BOP intake process we are able to assure our clients that they receive fair treatment under an all too callous system. Since our inception we have succeeded, as an integral part of a comprehensive defense team, in saving our clients hundreds of years of incarceration. We have also assisted defendants and their families in dealing with the wide variety of challenges faced by those caught up in the system. Our services include but are not limited to:

- Presentence investigation preparation
- Guideline departure crafting and analysis
- Drug program positioning
- Facility designation assistance
- Facility transfer assistance
- Family support services

How to Contact Us

We at *David Novak Consulting* pride ourselves in our accessibility. We encourage you to write, phone or Email us at any time. Our contact information is:

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