

# CAMP A & O HANDBOOK

**Example: Some rules may vary from institution to institution**

Camp Staff

### **Camp Administrator**

The camp administrator and camp unit manager supervises the management of all camp operations in accordance with policies established by the warden. The camp administrator and camp unit manager may be seen to discuss issues of concern via a verbal or written request.

### **Case Manager**

The case manager is responsible for handling all phases of an inmate's particular case. The duties include classification at team meetings, release planning, and transfers. Additionally, the case manager also acts as a liaison with the community and criminal justice authorities. All inmate emergencies regarding their individual cases may be referred to the case manager at any time by immediate supervisors.

### **Correctional Counselor**

The correctional counselor is available to discuss with inmates any problems or issues of concern. If a solution cannot be immediately reached, the counselor will refer inmates to the appropriate staff member. The counselor handles inmate visiting lists, furlough applications, administrative remedy procedures, and other duties assigned by the camp administrator or camp unit manager.

### **Camp Secretary**

The camp secretary performs clerical and administrative duties. The secretary continually resides as a member of the camp unit team, and is available to discuss with inmates any problems or issues of concern, and any other duties assigned by the camp administrator or camp unit manager. The camp secretary has the authority as other camp staff to write incident reports, hear UDC's and sanction inmates as appropriate to the disciplinary process.

### **Camp Officer**

The correctional officer has the direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They are responsible for the safety, security, and sanitation of the camp housing unit.

## **ADMISSION AND ORIENTATION PROGRAM**

### **Admission and Orientation**

Upon arrival at the camp, either by direct admission or transfer from another institution, all inmates will be placed in an admission and orientation program. During this period, information about all areas relating to incarceration at the camp is provided through lectures given by camp staff and other institution staff members. Specific jobs may or may not be assigned to inmates during this period; however, all inmates are required to attend the lectures and call-outs (hospital and education), and perform any temporary work assignments as specified by staff.

### **Commissary**

An I.D. card, which is issued upon arrival, must be carried at all times and present when shopping at the commissary. Commissary staff will answer questions concerning the amount of money in an inmate's account and the purchasing of special items not included on the regular commissary list. Inmates may also check their accounts via the AMS machine located in the lobby area of the housing unit. Deposits to commissary accounts from outside sources will be sent to the lock box in Des Moines, Iowa. The best way to send money is via Western Union. The form to send money via Western Union is provided in the unit officer's office. All money sent to the institution for deposit in the inmate's account will be returned to sender. The satellite camp sales schedule will be Wednesday and Thursday from 11:00am until 12:00pm. From 11:00am until 12:00pm, sales for Debittek cards, special purpose orders, tickets and stamps, will be open to the population.

### **Camp Boundaries**

The satellite camp is situated to the southeast adjacent to the main institution. Inmates are free to move outside the camp building, but are not allowed to roam at will to all areas of the institution grounds. One exception to this rule is during working hours, Monday through Friday, when inmates report to their assigned work details and are under supervision of their respective detail supervisors. After the 4:00pm count, inmates are not allowed past the handball court or near the garage. Inmates are not allowed to walk beyond the road behind food service, the wooden fence east of the camp housing unit, the walking/jogging track parallel to Simler Ave, and are not allowed past the education building. Inmates caught beyond these boundaries are subject to disciplinary action.

### **Work Assignments**

Every inmate is given a work assignment at the camp. The first assignment may be made on the basis of camp needs or job availability upon an inmate's arrival. When possible, jobs will be determined through an evaluation of an inmate's skills and past job experiences. Inmates should inform the counselor of these skills.

### **Bed Assignments**

The unit team will make initial bed assignments. Any further movement, to include bottom bunk assignments, will be requested through the camp counselor, via cop-out.

### **How to Change Jobs**

Any inmate who has had a job for at least 90 days and wants a job change may fill out an inmate request to a staff member, better known as a cop-out. This request must contain the following information: the job requested, a brief reason for the change, an indication and signature by the current supervisor that there is no opposition to the change, and signed approval by the accepting supervisor. If the request is reasonable and the type of work is available, the counselor will affect the change.

### **Types of Jobs**

The jobs available at the camp include: UNICOR industrial warehouse, education, front and rear orderlies, food service, garage heavy, maintenance 1 & 2, recreation orderly, safety, training orderly, USDA, laundry, education clerk, warehouse, personnel, health services orderly, dorm orderly, VY horticulture and VT culinary. To work on a community detail, inmates generally must have community custody and have been at the camp for at least six months and exhibit exemplary conduct and responsibility. Additionally, the inmate must have no pending charges with other law enforcement agencies and must be participating or successfully completed any programs in which they are enrolled. In some cases, the offense committed will be taken into consideration for assignment to a community detail.

### **Town Hall Meetings**

Town hall meetings are routinely held quarterly to make announcements and to discuss changes and procedures of the camp. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the camp as a whole, rather than personal questions or problems. Personal problems/questions should be brought to the attention of the camp staff at appropriate times other than at town hall meetings.

### **Unit Recreation**

Walking/jogging track is open for use from the clearing of the 5:00am count to dusk. On weekdays, the multi-purpose building is open from the clearing of the 5:00am count to 7:30am. The building will close at 7:30am for cleaning and reopen at 11:00am and remain open until the 12:00am count each day. (5:00am until 2:00am weekends and holidays). The unit officer and unit staff have the authority to deviate from these times as necessary. It is each inmate's responsibility to ensure these areas stay clean.

### **Counseling Groups**

The case manager and counselor each offer a counseling group periodically throughout the year. These groups may include life skills, choices and consequences, self-discovery, parenting, stress management, etc. Inmates will be able to sign up for these groups as they are offered.

### **Grooming**

Inmates are responsible for their personal appearance. Clothing should be clean and neat. Dirty clothes should be laundered immediately. Poor personal hygiene will result in unit staff intervention. Uniforms will be worn properly Monday through Friday, excluding holidays, during business hours to include tucking in shirts. No clothing will be worn inside out. Uniforms will be worn when entering the unit team office during normal business hours.

## CAMP CLASSIFICATION AND REVIEWS

The camp unit manager, case manager, and correctional counselor will conduct team classification and reviews as scheduled.

1. Inmate access to camp staff
  - A. Camp staff will be available from 7:30am to 4:00pm on Sundays, Mondays, Tuesdays, Thursdays, Fridays and Saturdays. Staff are available Monday and Tuesdays until 9:00pm.
  
2. Purpose
  - A. You should come to team classification and reviews prepared to discuss custody, transfers, furloughs, visiting list changes, work assignments, program participation, the financial responsibility program and any other matters that require a team decision. When needing to review your central file, send a cop-out to the case manager. Copies from your central file are handled in the same manner.
  
3. Frequency
  - A. If your sentence is one year or less, you will be reviewed every 90 days by camp staff. If your sentence is more than one year, you will be reviewed by camp staff every six months (180 days) until you are within a year of your release date. If for any reason, you cannot attend a scheduled review, you should contact your case manager or counselor to be rescheduled.
  
  - B. Your attendance at initial classification is mandatory. Failure to appear will result in disciplinary action.

## **FEDERAL CORRECTIONAL INSTITUTION CAMP RULES AND REGULATIONS**

Every inmate assigned to the satellite camp is required to know and abide by the rules and regulations set forth by the camp administrator and unit manager. Inmates are expected to maintain their personal and individual area of responsibility in a high state of sanitation. Sanitation is strictly enforced, both throughout all camp areas and the housing unit. Any violation of the following rules and regulations will be met with appropriate disciplinary action.

1. Call-Out
  - A. A call-out sheet is printed daily and is posted on the bulletin board. The call-out sheet will officially notify you of any scheduled call-outs you may have for the following day. You are responsible for reviewing the call-out daily. You are also responsible for notifying your detail supervisor of call-outs prior to the call-out.
  - B. It is your responsibility to make sure you are at your scheduled appointment on time. Failure to report to a scheduled appointment will result in disciplinary action.
2. Change Sheet
  - A. A roster change sheet is also printed each day and posted on the bulletin board. You are responsible for reviewing the change sheet daily.
3. Common Areas
  - A. All mops and mop buckets must be stored in utility closets when not in use. The mops and buckets are to be cleaned prior to storing them in the closet.
4. Equipment
  - A. Your attendance at initial classification is mandatory. Failure to appear will result in disciplinary action.
5. Sanitation of Individual Areas
  - A. Beds will be made in the prescribed manner prior to work-call which is 7:30am Monday-Friday and upon arising but not later than 9:00am on weekends and holidays. Bottom sheets will be tucked in on all sides of the bed. Inmates who are on idle status may lay on a made bed and may use an extra blanket.

- B. Lockers are to be kept in a neat and uniform manner. No food service items, except for two fruits will be stored in the lockers. All perishable food items out of their original containers will be confiscated. Dirty bowls are not permitted to be stored in lockers or on shelves. All clothing is to be folded and stored in lockers; no clothing is to be left on beds, chairs, etc. Shoes are to be placed neatly under the beds. Cardboard boxes or paper bags are not allowed in the living areas. Pictures are not to be hung on walls or outside of lockers. The outside of the lockers should be clean at all times. All bowls, water jugs, radios, headphones, etc must have your last name and register number on them or are considered contraband.
- C. Inmates are responsible for the cleanliness of their area, which includes under and around their bed and locker. Only 1 cup, 1 picture, 1 book and a clock are allowed on the shelves. Living area must be swept and mopped daily.
- D. Newspapers, books, and magazines are not to be accumulated to excess and must be stored inside the lockers. (maximum of 10)
- E. Each inmate is allowed the maximum of one mattress, one pillow, one pillow case, two sheets, and two blankets. Under no circumstances are these items to be taken outside or to another area. Upon release, bedding is to be returned to the laundry. Blankets may not be washed in the washing machine. You must exchange them at laundry exchange on Thursdays.
- F. No musical instruments are to be stored or played in the open dormitories.
- G. Only battery operated radios with earphones, purchased in the commissary are allowed at the camp. Radios must have your register number on them.
- H. Designated walkways have been established. Do not walk on the grass, use the sidewalks.

I. Only the following inmates are permitted in the camp housing area during working hours:

- Unassigned commitments
- Those with the day off
- Those confined to quarter due to illness
- Camp orderlies
- Those called out by camp staff
- Those who work an early or late shift
- Those on vacation
- Those on a work detail within the camp

J. No towels or other items may be hung from the bunks for the purpose of "tenting up." Nothing should obstruct the view of the bunk. Inmates found with towels or other items hanging for this purpose will be subject to disciplinary action.

6. Accountability

A. Inmates in the housing unit during normal business hours are to check in with the camp officer at 8:00am and 12:30pm for accountability purposes.

7. Smoking

A. All tobacco products are strictly prohibited in all areas of the camp. Inmates caught using tobacco products are subject to disciplinary action.

8. Legal Mail

A. Legal, certified, and express mail will be distributed by staff when received. You will be notified or placed on call-out by the mailroom. Should your name appear on call-out for the mailroom, let the camp officer know and report to control for that call-out.

9. Other Mail

A. The camp officer will announce mail call once he/she has sorted mail. Mail call will take place in the camp officer's office.

10. Chairs

A. Chairs have been placed in each dorm for your use.

11. Counts

A. Institutional counts are conducted every weekday at 12:15am, 3:00am, 5:00am, 4:00pm and 10:15 pm. On weekends and holidays, an additional 10:00am count will be conducted. A stand-up count is required for the 4:00pm count.

B. Inmates are to remain in their dormitory until count has cleared. Nothing should obstruct the view of the officer during count.

12. Lights On
- A. Lights will be turned on at 6:00am Monday through Friday. On weekends and holidays, lights will remain off until needed.
13. Lights Off
- A. All lights are to be turned off at 10:30pm Sunday through Saturday. This is to accommodate food service workers.
14. Camp Sick-Call
- A. All inmates will sign up for sick-call at the health services unit. Sign up time is from 6:00-6:30pm . Sick-call will be held Sunday, Monday, Wednesday, and Thursday. Pill line is daily at 6:00pm at the health services unit.
15. Meal Schedule
- A. Camp inmates are afforded three meals per day. Meals are to be eaten in the dining hall only. Under no circumstances is food to be taken beyond the dining area (exception: fresh fruit). The serving schedule is as follows:
- |                     |  |
|---------------------|--|
| Breakfast:          | 6:00-7:00am                            |
| Coffee Hours:       | 6:30-7:30am                            |
|                     | (Weekends only)                        |
| Brunch:             | 10:30-11:30am                          |
|                     | (Weekends and Holidays)                |
| Lunch – F/S Workers | 10:30am                                |
| All others          | 11:00-11:45am                          |
| Dinner:             | Immediately following the 4:00pm count |
- B. Inmates must be attired in appropriate institutional green clothing and footwear for all noon meals except weekends and holidays at which time they may wear personal clothing. No hats, headbands, or sleeveless shirts of any type are authorized in F/S unless approved by the Chaplain. Shirts are to be tucked into trousers.
16. Television Rooms
- A. In an effort to facilitate the maintenance of sanitation in the camp television rooms, these rooms will be off limits from 7:30am -11:00am. Televisions will be turned off at 12:00am weekdays and at 2:00am on weekends and nights preceding a holiday. The unit officer has the authority to deviate from this schedule when necessary. You are not authorized to “save” places. Water jugs, books, etc. left unoccupied will be confiscated.

## 17. Washers and Dryers

- A. Washers and dryers will remain opened except from 8:00am - 9:00am, Monday through Friday for cleaning. Washers and dryers are closed from 12:00 midnight until 6:00am. Do not use washers for washing blankets.

## 18. Inmate Visiting

- A. Visiting is permitted on weekends and holidays from 8:00am – 3:00pm in the camp visiting room.
- B. All inmates going into the visiting room must be attired in the green issued clothing and appropriate footwear (black shoes).
- C. The following items are the only items allowed into the visiting room: a comb, wedding band, and a religious medal.
- D. Only visitors on the authorized list will be admitted. 16 years and older must have proper photo. Only five visitors may visit at one time.

## 19. Laundry

- A. Clothing and bedding exchange is Thursday from 11:00am – 12:00pm on a one-to-one basis and Thursday is also hygiene supply day. The laundry is located in building 322 (north side of warehouse)

## 20. Clothing

- A. The following list is not all inclusive, but is a guide to the kind of items an inmate may be authorized.
  - 2 sweat suits (no blue, black or logos, less than \$100 in value)
  - 2 pair of athletic shoes (less than \$100 in value, one pair may be steel toed)
  - 2 pair athletic shorts (no logos, solid color only)
  - 2 baseball caps (no blue, black or logos, solid colors only)
  - 1 pair of shower shoes or thongs
  - 1 wedding band (plain, no gems or stones)
  - 1 religious medal (less than \$100 in value)
  - 1 watch (less than \$80 in value)
  - 10 books, magazines, newspaper (accumulative total)
  - 1 religious headgear (approved by Chaplain)
  - 1 walkman type radio, engraved with your register number (not altered in any way)
  - 1 large insulated plastic cup
  - 1 plastic shaker glass with lid
  - 1 beach towel

- 1 insulated water jug (one-half gallon)
- 1 plastic jug
- 1 book light
- 1 roll of stamps (60 total)
- 1 pair of sunglasses
- 2 pair of eyeglasses (authorized by health services administrator)
- 1 photo album
- 1 combination lock
- 1 laundry bag
- 1 alarm clock
- 1 pair headphones
- 1 sewing kit

#### STANDARD ISSUE

- 4 pair trousers (green pants)
- 4 shirts (green shirts)
- 4 T-shirts (solid color, no collar)
- 4 pair under shorts
- 4 pair socks
- 1 belt and buckle (no solid buckles)
- 1 coat (in season)
- 1 pair safety shoes
- 4 towels
- 4 washcloths
- 1 pillowcase
- 2 sheets
- 1 mattress cover

## 21. Telephones

- A. The trust fund ITS offers debit and collect calling. The inmate is allotted a total of 300 minutes per calendar month for phone calls. This includes collect calling and debit calling. The inmate's ITS account is accessed by using a personal access code (PAC). Called parties that cannot receive collect phone calls may contact value added communications (VAC) at 1-800-913-6097 to set-up a prepaid account. International called parties can contact VAC by dialing 972-367-0070.
- B. Inmates may submit a list of up to 30 names and Telephone numbers to be included on their telephone list using the telephone number request form. Cellular phones are not authorized and will not be approved by the unit team. Attorneys may be included on an inmate's telephone list with the understanding that all calls made through the trust fund telephone system (ITS) are subject to monitoring.

- C. The placement and duration of any telephone Call (this includes calls to a foreign country) is subject to the availability of inmate funds. The maximum length for a telephone call is 15 minutes. Inmate telephone calls are automatically disconnected after 15 minutes or when ITS funds are depleted on direct dial calls. If adequate ITS credits for at least a three-minute direct dial call are not available, the system will not allow the call to be placed. There will be a 15 minute delay between calls.
- D. Inmate telephones will be available Monday through Friday 6:00am -3:30pm and 4:30pm - 11:30pm. Saturdays, Sundays and federal holidays, phones will be operational between 6:00am – 11:30pm. Inmates are authorized to use the telephone only during the time in which they are off duty.
- E. ITS open house hours are Thursdays, 11:00am- 11:30am in the cashier’s cage at the business office.

## 22. Education

- A. The educational programming at the camp provides the mandatory GED program, as well as Pre-GED and English as a Second Language (ESL). All programming is carefully monitored by the educational coordinators as to adherence to course content and student progress. College level programming is offered by Howard College, Big Spring, Texas.
- B. At initial classification, inmates have their educational, vocational and recreational needs and interests assessed by the education representative and the unit team. The inmate is then assigned to the appropriate programs and their progress is monitored thereafter. Those inmates without a high school diploma or GED completion verification will be enrolled in the GED program.
- C. The education department is located in the Education building.

D. A basic law library is also located in the main camp. A typewriter, legal books and magazines are available to inmates. An educational staff member is responsible for the operation of the law library, and they may be contacted (via cop-out) regarding additional materials needed. At no time is the law library to be used for playing games, visiting, eating/drinking. A copy machine is available and Xeroxing costs 20 cents per page. Copy cards are available at commissary.

### 23. Dormitory Assignments

A. All inmates will be assigned a bed and locker by number. Inmates may not change beds or lockers without camp staff approval. Camp staff may remove or place an inmate in any dormitory or bunk as they determine necessary.

B. Inmates who require bottom bunks must have a slip from the medical department. These individuals have priority on bottom bunks due to their medical needs. All other inmates will be placed on a seniority list in order to obtain a bottom bunk.

### 24. Leisure Activities

A. The multi-purpose building shall be open each day for leisure activities until 12:00am. (2:00am weekends and holidays). The building will be available for television viewing, pool playing, hobby craft activities and card playing.

### 25. Barber Shop

A. The barber shop is located in the main building. Haircuts are given on a first come first serve basis. Only authorized barbers are allowed to cut hair or use the equipment.

B. No hair trimming will be done outside the barber shop. Inmates are expected to maintain a high standard of personal appearance and hygiene. We will not regulate the length of hair, but will require a neat and clean appearance.

## CAMP DAILY ACTIVITIES

12:00am	Multi-purpose building, secured (weekdays)
12:01am	Count
2:00am	Multi-purpose building, secured (weekends and holidays)
3:00am	Count
3:30am	F/S wake up Monday-Saturday
4:30am	F/S wake up (weekday only)
4:45am	F/S movement (weekday only)
4:55am	F/S wake up (weekends and holidays)
5:00am	Count
5:15am	TV rooms unlocked; walking track opens
5:30am	F/S movement (weekends and holidays)
6:00am	Lights on in unit (weekdays only)
6:30am	F/S opens (weekdays)
7:00am	F/S opens (weekends and holidays)
7:30am	Work call (weekdays only)
8:00am	Census count (weekdays)
	Inmate Visiting (weekends and holidays)
8:30am	Team classifications and reviews (Thursdays)
10:00am	Count (weekends and holidays) Stand up
	Brunch meal when count clears (weekends and holidays)
	Lunch (F/S workers weekdays only)
11:00am	F/S Opens (weekdays only)
12:30pm	Census count (weekdays)
3:00pm	Visiting terminates (weekends and holidays)
3:30pm	Work release
4:00pm	Count stand up
Dusk	Walking/Jogging track closes
10:15pm	Count
10:30pm	Lights out in unit, noise levels in dorms kept to a minimum