

# SOUTHERN C.H.A.R.M.

**C**REATING

**H**OPE

**A**ND

**R**EASSURING

**M**ANY

We are committed to providing the highest quality service to the Court by appropriately assessing the risks of nonappearance and danger to the community with the least restrictive conditions of release. We ensure community safety through responsible supervision of defendants.

**Carolyn Romano- Chief U. S. Probation Officer**

## **Are you feeling anxious about your sentencing?**

Southern C.H.A.R.M. is for you and your family.

**C.** Creating  
**H.** Hope  
**A.** And  
**R.** Reassuring  
**M.** Many

U. S. Probation/Pretrial Services for the Southern District of Mississippi offers this class to defendants and their families to help reduce fear, stress, and anxiety associated with the sentencing process, and supervision beyond the pretrial stage.

By providing general information about the sentencing process, and beyond, the U. S. Probation Office, the U. S. Marshals Office, and the Bureau of Prisons hope to reduce the level of anxiety, fear and confusion experienced by defendants and their family members. Please note that U. S. Probation/Pretrial Services cannot predict or guarantee the actual outcome of any case or BOP designation or experience.

Enclosed is important information for you and your family members concerning the sentencing process and beyond. Please read and save this important information.



## **The Presentence Investigation (Purpose and Procedure)**

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

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

The main purpose of the presentence report is to assist the court in determining an appropriate sentence. The information gathered also aids the probation officer in supervision during probation or supervised release; and aids the Bureau of Prisons in placement, classification, programming and release planning. If such information is not made available for this purpose, the Bureau of Prisons' ability to make decisions regarding educational programming, furloughs, family visits, and prerelease planning may be impaired.

The probation officer will ask you information about the offense, your prior criminal history (if any), and your personal and financial history. The financial information provided is important in determining if a fine will be imposed or waived. Information will also be obtained from other sources. You may be asked to sign releases to permit documents, records, and other information to be gathered for this purpose. You have the option to have your attorney present at all times when you are personally interviewed by the probation officers and the right to refuse to disclose information. The probation officer will ask questions in each of the relevant areas mentioned above. Answering or declining to answer questions posed can influence calculation of the sentencing guideline range and your sentence.

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

## **Sentence Computations**

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

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

Note: General questions about the sentence computation process can be answered over the phone. Some information regarding sentencing computation is public information and may be provided without filing a request under the Freedom of Information Act (FOIA). For example, the Court of Jurisdiction, sentence imposed, and projected release date are examples of information that may be released. However, other information (i.e., arrests or periods of prior custody) about a particular inmate's sentence computation is not public information and may not be released via the telephone or internet.

When an inmate is housed at a Bureau institution, questions about a sentence computation should be brought to the attention of Inmate Systems staff at the facility. If the inmate is not satisfied with the response received, he/she may file an appeal through the Administration Remedy process. The inmate's Unit Team can assist him/her with the Administrative Remedy process.

The release of such information can only be obtained by submitting a written request with an original authorization form that has been signed by the inmate. Faxed or copied authorization forms are not acceptable.

## Designations

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

Upon sentencing in Federal District Court, the Bureau of Prisons (BOP) has the sole responsibility in determining where an offender will be designated for service of his/her sentence in accordance with Program Statement 5100.08. Inmate Security and Custody Classification Manual. Prior to a designation occurring, the Designation and Sentence Computation Center must receive all sentencing material regarding the offender for consideration. These documents are processed and received from the sentencing Court, U. S. Probation Office, and the U. S. Marshals Service.

The Bureau of Prisons attempts to designate inmates in facilities commensurate with their security and program needs within a 500-mile radius of their release residence. If an inmate is placed at an institution that is more than 500 miles from their release residence, generally, it is due to specific security, programming, or population concerns. When an inmate is referred for a re-designation transfer, these same criteria are applied in making a decision for transfer to a new facility.

Inmates are designated/re-designated to institutions based on:

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

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

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

## **Prison Types and General Information**

(The Bureau operates institutions at five different security levels in order to confine offenders in an appropriate manner. Security levels are based on such features as the presence of external patrols, towers, security barriers, or detection devices; the type of housing within the institution; internal security features; and the staff-to-inmate ratio. Each facility is designated as either minimum, low, medium, high, or administrative.)

### **Minimum Security**

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

### **Low Security**

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

## Medium Security

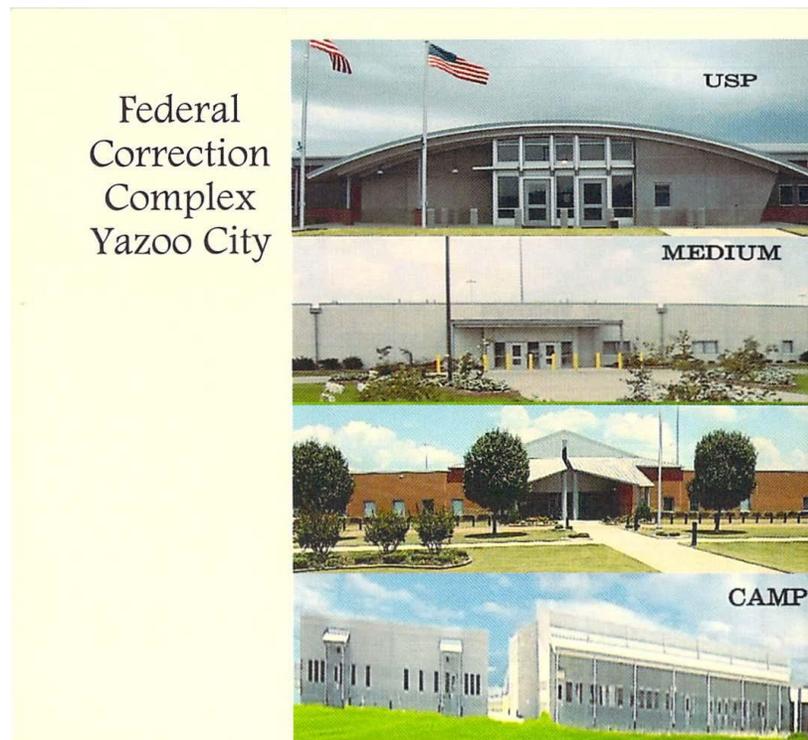
Medium security FCIs (and USPs designated to house medium security inmates) have strengthened perimeters (often double fences with electronic detection systems), mostly cell-type housing, a wide variety of work and treatment programs, an even high staff-to-inmate ratio than low security FCIs, and even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

## High Security

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

## Correctional Complexes

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



## **Administrative**

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

## **Satellite Camps**

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

## **Satellite Low Security**

FCI Elkton and FCI Jesup each have a small, low security satellite facility adjacent to the main institution. FCI La Tuna has a low security facility affiliated with, but not adjacent to, the main institution.

## **BOP Locations**

The BOP has many facilities located throughout the nation: 119 institutions, 6 regional offices, a headquarters, 2 staff training centers, and 26 residential reentry management offices. The BOP also administers contracts with private corporations to operate 14 additional correctional institutions.

## **BOP Websites**

Main website: <http://www.bop.gov/>

Locations: <http://www.bop.gov/locations/>

Inmate Custody & Care: [http://www.bop.gov/inmates/custody\\_and\\_care/](http://www.bop.gov/inmates/custody_and_care/)

## BOP Locations

### BOP locations in Mississippi

# CI ADAMS COUNTY

A contracted correctional institution, operated by a private corporation.

20 HOBO FORK ROAD  
NATCHEZ, MS 39120

Email: [ACC/General@bop.gov](mailto:ACC/General@bop.gov)

Phone: 601-304-2500

Fax: 601-446-5224

Population: 2,447 Federal Offenders

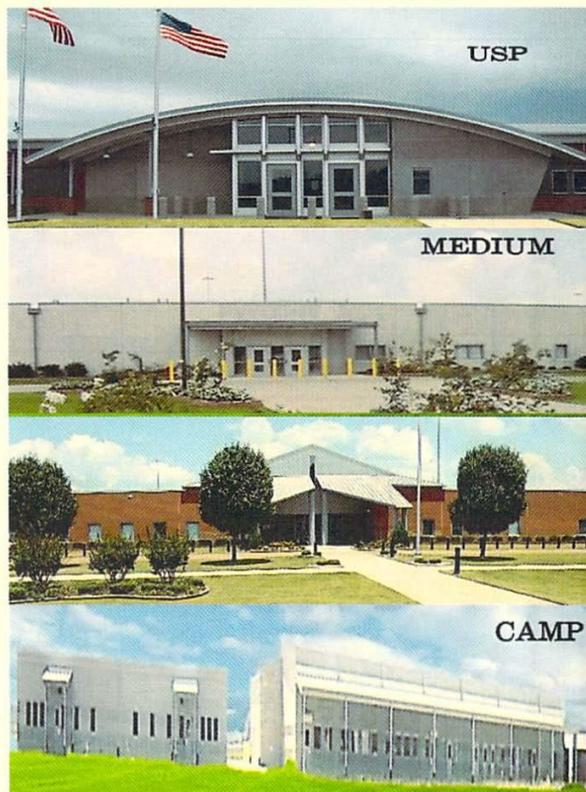
County:

Region: [Southeast Region](#)

Operator: [Corrections Corporation of America](#)

FCC Yazoo City, Mississippi, 2225 Haley Barbour Parkway, Yazoo City, MS

Federal  
Correction  
Complex  
Yazoo City



## Voluntary Surrenders

When you are ordered by the Court to voluntarily surrender, you will be notified by the U. S. Marshals Service (USMS) of your surrender date and provided with the name of the institution where you are to surrender, OR you will be directed to surrender to the U. S. Marshals Office.

If you are directed to surrender to an institution and have questions, please contact that specific institution.



## After Arriving to a BOP Facility

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

**When an inmate voluntarily surrenders to Bureau custody he or she will be permitted to retain only the following items:**

- Plain wedding band (no stones or intricate markings).
- Earrings for females only (no stones) with a declared value of less than \$100.
- Medical or orthopedic devices.
- Legal documents.
- Social Security card and other forms of identification (driver's license, passport, etc.) to be retained in the Inmate Central File until the inmate's release.
- Religious items approved by the Warden as long as they do not present a threat to the security of the institution (religious medallions and chains must have a declared value of less than \$100, male or female).
- Prescription glasses.

**Limitations on Inmate Personal Property**

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

**Medical devices** such as hearing aids, eyeglasses, dentures, wheelchairs, braces, orthopedic/prescription shoes, and artificial limbs are authorized if medically required and approved by the Health Services Administrator.

**Photographs**-Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. An inmate may possess 25 loose photos. In addition to those photos, an inmate may possess a photo album containing photos, provided they are properly stored in the photo album.

**Religious Items**-Each inmate, upon commitment, will be permitted to retain religious items approved by the Warden. Ordinarily, inmates will be permitted to retain one religious medallion and chain with no stones, non-metallic. The item will not be valued more than \$100. The Warden will authorize retention of religious items unless they pose a threat to the security and orderly running of the institution. Inmates may not received these items from home. Personal religious property may be purchased from the Commissary Store and must be approved items.

- **Blue/Black/Red/Camouflage Clothing.** No inmates may be issued, permitted to purchase, or have in their possession any clothing items, or pieces of cloth, in the aforementioned colors.
- **Civilian Clothing.** All inmates are prohibited from wearing any clothing not government-issued or purchased in the commissary.

### **Personal Property to be Purchased in Commissary Store**

- **Commissary Clothing Inventory.** Wardens will restrict clothing to the following colors:
  - Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females.
  - The only exception is for religious headgear.
- **Shoes.** The following may be stocked or sold through the Commissary store process:
  - Athletic, specialty shoes ( court, turf, basketball, or running shoes) (\$100 maximum, no pumps, and no pockets) in black or white, or a combination of black or white, or with gray markings. No other colors allowed.
  - Casual (such as hushpuppies, 1 pair)
  - Shower shoes (one pair)
  - Slippers (one pair)
  - Work shoes (ASTM Standard F2412-05 and F2413-05). 1 pair.

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

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

## **Inmate Money**

(Deposit Fund History)

In 1930, the Department of Justice authorized and established a Commissary at each federal institution. The Commissary was created to provide a bank type account for inmate monies and for the procurement of articles not regularly issued as part of the institution administration. The purpose of the individual inmate Commissary accounts is to allow the Bureau of Prisons to maintain inmates' monies while they are incarcerated. Family, friends, or other sources may deposit funds into these accounts.

Funds may be sent to federal inmates via the United States Postal Service, via the Western Union Quick Collect Program, or MoneyGram. Inmates can receive funds, which are deposited into their commissary accounts.



**U. S. Mail-** If you would like to send an inmate funds through the mail, you must use the United States Postal Service.

- Wait until an inmate has physically arrived at a Federal Bureau of Prisons' facility.
- Obtain a money order.



### **Only Send a Money Order**

Obtain a money order and include both the inmate's:

**Full committed name AND complete eight-digit register number.**

Non-postal money orders and non-government checks will be placed on a 15-day hold.



### **NO Personal Checks**



### **NO Cash**



### **NO Additional Items**

Additional items (non-funds intended for delivery to the inmate) will be **disposed** of.

- Send the money order to our central processing location.

John Doe  
123 Main St.  
Herndon, VA 22071



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

**Western Union (Electronically)** Inmates can receive funds, which are deposited into their commissary accounts. You can send an inmate funds electronically using Western Union's Quick Collect Program.

- Funds are received and processed seven days per week, including holidays.
- Funds sent between 7:00 a.m. – 9:00 p.m. EST are posted within 2-4 hours.
- Funds sent after 9:00 p.m. EST are posted at 7:00 a.m. EST the following morning.

To send funds using this method, please read and follow these steps carefully:

- Wait until an inmate has physically arrived at a Federal Bureau of Prisons' facility.
- Gather the information you'll need.

**NOTICE:** It's your responsibility to send the funds to the correct inmate. If the information you provide is incorrect, your transaction might be rejected; or worse, the funds may be deposited into the wrong account and not returned.

**You'll need the following information:**

- 0. Account Number: Inmate's eight-digit register number with no spaces or dashes, followed immediately by the inmate's last name (example: 12345678DOE)
- 0. Attention Line: Inmate's full committed name
- 0. Code City is always: FBOP, DC

- Send the funds from a Western Union location, over the phone or online.

**At a Western Union location**

Locate the nearest agent by calling 1-800-325-6000 or visiting: [www.westernunion.com](http://www.westernunion.com)  
You'll need to complete a quick collect form ([see a sample form](#)).  
You can pay with cash.

**Over the phone**

Call 1-800-634-3422 and choose option 2.  
A credit/debit card will be required.

**Online**

Please visit [www.westernunion.com](http://www.westernunion.com) and select "Quick Collect."  
A credit/debit card will be required.

## **Sending funds using MoneyGram**

Inmates can receive funds, which are deposited into their commissary accounts from a MoneyGram. You can send an inmate funds electronically using MoneyGram's Express Payment Program.

- Funds are received and processed seven days per week, including holidays
- Funds sent between 7:00 a.m.- 9:00 p.m. EST are posted within 2-4 hours.
- Funds sent after 9:00 p.m. EST are posted at 7:00 a.m. EST the following morning.

To send funds using this method, please read and follow these steps carefully:

- Wait until an inmate has physically arrived at a Federal Bureau of Prisons' facility.
- Gather the information you'll need.

**NOTICE:** It's your responsibility to send the funds to the correct inmate. If the information you provide is incorrect, your transaction might be rejected; or worse, the funds may be deposited into the wrong account and not returned.

### **You'll need the following information:**

- 0. Account Number: Inmate's eight-digit register number with no spaces or dashes, followed immediately by the inmate's last name (example: 12345678DOE).
- 0. Company Name: Federal Bureau of Prisons
- 0. City & State: Washington, DC
- 0. Receive Code is always: 7932
- 0. Beneficiary: Inmate's full committed name

### **At a MoneyGram location**

Locate the nearest agent by calling 1-800-926-9400 or visiting: [www.moneygram.com](http://www.moneygram.com). You'll need to complete a MoneyGram ExpressPayment Blue Form ([see a sample form](#)). You can pay with cash.

### **Online**

Please visit [www.moneygram.com/paybills](http://www.moneygram.com/paybills) and select "Quick Collect." Enter the Receive Code (7932) and the amount you are sending (up to \$300). First time users will have to set up a profile and account. A MasterCard or Visa credit card is required.

## Issues and/or Problems Sending Money- What can I do?

### **It's been a reasonable amount of time since I mailed the funds, why hasn't he/she received it yet?**

If sufficient time has passed for your mail to have reached Des Moines, Iowa, you should initiate a tracer with whoever sold you the money order.

### **Why were my funds returned?**

The funds could not be posted to the inmate's account. This is most likely because the deposit and/or envelope did not contain valid inmate information. For example, you may have used an inmate's alias rather than the name we have on record or the inmate's register number was missing or incorrect.

### **Where can I get more information?**

For additional details regarding the Inmate Commissary and deposit procedures, please read the [Trust Fund/Deposit Fund Manual](#).

### **Who can I contact with questions about a specific deposit?**

You may contact BOP staff at 202-307-2712 between 8:00 a.m. and 4:30 p.m. ET.

## Communications outside BOP by Inmate

### Stay in touch

Studies show that when inmates maintain relationships with friends and family, it greatly reduces the risk they will recidivate.



Phone Call



E-mail



Send Mail



Send Package



Send Money

## Phone Calls

We extend telephone privileges to inmates to help them maintain ties with their families and other community contacts. Third-party or other alternative call arrangements are not permitted ensuring inmates do not have the opportunity to use phones for criminal or other inappropriate purposes.

### Who Pays?

Ordinarily, the inmate pays for the calls; but in some cases the receiving party pays.

### Restrictions

Limitations and conditions may be imposed upon an inmate's telephone privileges to ensure they are consistent with our correctional management responsibilities.

### Monitoring

A notice is posted next to each telephone advising inmates that calls are monitored. Unmonitored calls to attorneys are permitted in certain circumstances.

## E-mail

Electronic messaging has become a standard form of communication within most American homes and businesses, and it can now be used to help inmates stay connected to their families. The Trust Fund Limited Inmate Computer System (**TRULINCS**) application enables electronic messages to be exchanged between inmates and the general public in a secured manner. With the inmate's eventual release, maintaining family ties will improve the likelihood of a successful reentry into the community, thus reducing the potential for recidivism.

### Who Pays?

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

### Restrictions

- Each inmate must be approved to use the system and each person that an inmate wants to communicate with must give their permission to do so.
- Inmates access to TRULINCS is controlled and inmates do not have access to the internet.
- Messages can only contain text and no attachments are permitted.
- Message size is limited to 13,000 characters (approximately two pages worth of text).

### Monitoring

Inmates and their contacts must consent to monitoring prior to using the system. In addition, all messages are screened for content that could jeopardize the public or the safety, security, or orderly operation of the facility.

## Sending Mail

The BOP encourages inmates to write to family, friends, and other community contacts to maintain these ties during incarceration. Written correspondence is classified as either *general* or *special* mail.

### General Correspondence

"General correspondence" is opened and inspected by staff for both contraband and content that might threaten the security or good order of the institution.

### Special Mail

Special incoming mail that is specially marked as such, can only be opened only in the presence of the inmate. It too will be inspected for physical contraband and the qualification of any enclosures as special mail.

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

## Sending Packages

Inmates are not allowed to receive packages from home without prior written approval from the inmate's unit team or authorized staff member at the institution. The only packages an inmate may receive from home are those containing release clothing and authorized medical devices. However, inmates may receive magazines, hard and paperback books directly from the publisher (*For more information see: [Policy on Incoming Publications](#)*).

## General Visiting Information

Make sure your visit will be a success by carefully following these four steps.

 STEP 1	 STEP 2	 STEP 3	 STEP 4
<b>Locate the inmate</b> Discover or confirm the whereabouts of the inmate you would like to visit.	<b>Be Approved</b> Before you can visit you must be placed on the inmate's approved visiting list.	<b>Be Prepared</b> Review all visiting rules, regulations, and procedures before your visit.	<b>Plan your trip</b> Find out when you can visit and get directions to the facility.

## Locate the inmate

Sometimes an inmate may be moved to a different facility so that they can benefit from unique programs offered at that location. They might also be moved to receive treatment for a medical condition or for security concerns. Therefore, the first step in planning your visit should be to determine where the inmate is currently housed.

Inmate Register Number:

SEARCH

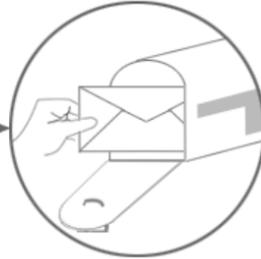
# To visit, you must be pre-approved

You can only visit an inmate if they have placed you on their visiting list and you have been cleared by the BOP.

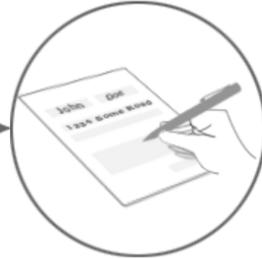
Upon arriving at a new prison, inmates create a visiting list using the following process:



An inmate is given a [Visitor Information Form](#) when he/she arrives at a new facility.



Inmate completes their portion of the form and mails a copy to each potential visitor.



Potential visitor completes all remaining form fields.

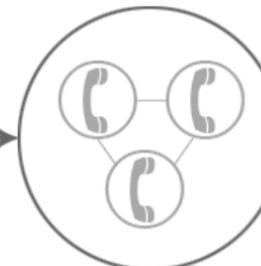


Potential visitor completes the form.

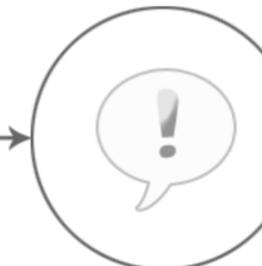
Upon arriving at a new prison, inmates create a visiting list using the following process:



Potential visitor sends the completed form back to the inmate's address (listed on the form).



We may request more background information and possibly contact other law enforcement agencies or the [NCIC](#).



The inmate is told when a person is not approved to visit and it is the inmate's responsibility to notify that person.



## Who can an inmate add to their visiting list?

### Immediate Family:

- Mother
- Father
- Step-parent(s)
- Foster parent(s)
- Brothers
- Sisters
- [Spouse](#)
- [Children](#)

### Relatives:

- Grandparents
- Uncles
- Aunts
- In-laws
- Cousins

### Other types of approved visitors:

- No more than 10 friends/associates
- [Foreign officials](#)
- Members of religious groups including clergy
- Members of civic groups
- Employers (former or prospective)
- Sponsors
- Parole advisors
- Attorneys

In certain circumstances such as when an inmate first enters prison or is transferred to a new prison, a visiting list might not exist yet. In this case, immediate family members who can be verified by the information contained in the inmate's Pre-Sentence Report, may be allowed to visit. However, if there is little or no information available about a person, visiting may be denied. You should always call the prison ahead of time to ensure your visit will be permitted.

Common-law spouses are considered immediate family if the state recognizes common-law marriages.

A child who is under the age of 16 must have a parent or guardian approve their placement on the visiting list.

Foreign officials- A foreign inmate who is a non- U. S. citizen can meet with officials from their home country's embassy or consulate.



### Dress Code

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

*The following items are NOT permitted:*

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>• revealing shorts</li> <li>• sundresses</li> <li>• halter tops</li> <li>• bathing suits</li> <li>• see-through garments of any type</li> <li>• crop tops</li> <li>• low-cut blouses or dresses</li> <li>• leotards</li> <li>• spandex</li> </ul> | <ul style="list-style-type: none"> <li>• miniskirts</li> <li>• backless tops</li> <li>• hats or caps</li> <li>• sleeveless garments</li> <li>• skirts two inches or more above the knee</li> <li>• dresses or skirts with a high-cut split in the back, front, or side</li> <li>• clothing that looks like inmate clothing (khaki or green military-type clothing)</li> </ul> |
|--|---|



### Visiting Duration

By law, an inmate gets at least four hours of visiting time per month but usually the prison can provide more. However, the Warden can restrict the length of visits or the number of people who can visit at once, to avoid overcrowding in the visiting room.



### General Behavior

Because many people are usually visiting, it is important visits are quiet, orderly, and dignified. The visiting room officer can require you to leave if either you or the inmate is not acting appropriately.



### Physical Contact

In most cases, handshakes, hugs, and kisses (in good taste) are allowed at the beginning and end of a visit. Staff may limit contact for security reasons (to prevent people from trying to introduce contraband) and to keep the visiting area orderly. The Federal Bureau of Prisons does not permit conjugal visits.

## Plan your trip

Find out when you can visit and get directions to the facility.



### Visiting Schedules

All institutions have visiting hours on Saturdays, Sundays, and holidays; and most have them at other times during the week. Weekends are the most popular time to visit so prisons may choose to limit visits to either Saturday or Sunday and the day will vary for each inmate. Other factors that can affect the days and times you can visit include:

- the prison location
- the prison type
- inmate visiting needs
- availability of visiting space

The inmate you plan to visit should tell you what the visiting schedule is for that prison; however, if you have any questions please contact that [particular facility](#).



### How to get there

Unfortunately, there is no Government payment or reimbursement for transportation. Please arrange transportation to and from the facility accordingly. If you have any questions, please call the prison facility. Staff can help with directions, including how to get there by public transportation when available.

## Inmate Programs & Services



The BOP provides progressive and humane treatment services to federal inmates and implement programs that facilitate their successful reintegration into society. The following programs and services are offered:

- Education Programs
- Medical Care
- Mental Health
- Religious Programs
- Sexual Abuse Prevention
- Substance Abuse Treatment
- Reentry Programs
- Work Programs
- UNICOR

**Education-** All institutions offer literacy classes, English as a Second Language, parenting classes, wellness education, adult continuing education, library services, and instruction in leisure-time activities.

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

Vocational and occupational training programs are based on the needs of the inmates, general labor market conditions, and institution labor force needs. An important component is on-the-job training, which inmates receive through institution job assignments and work in Federal Prison Industries.

Parenting classes help inmates develop appropriate skills during incarceration. Recreation and wellness activities encourage healthy life styles and habits.

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

## Medical Care

Inmates receive essential medical, dental, and mental health services.



**Mental Health-** The Bureau provides a full range of mental health treatment through staff psychologists and psychiatrists. The Bureau also provides forensic services to the courts, including a range of evaluative mental health studies. Psychologists are available for formal counseling and treatment on an individual or group basis. In addition, Staff in an inmate’s housing unit are available for informal counseling. Services available through the institution are enhanced by contract services from the community.



**Substance Abuse Treatment-** For over twenty years, the Bureau's substance abuse treatment strategy has made a significant difference in the lives of inmates, their families, and their communities. The Bureau's drug abuse treatment strategy has grown and changed as advances have occurred in substance treatment programs. Staff members have maintained their expertise in treatment programming by monitoring and incorporating improvements in the treatment and correctional programs literature, research, and effective evidence-based practices.

**Drug treatment studies for in-prison populations find that when programs are well-designed, carefully implemented, and utilize effective practices they:**

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

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

### **Drug Abuse Education**

This series of classes provides education regarding substance abuse and its effects, and serves to help identify offenders with a need for further programming.

### **Nonresidential Drug Abuse Treatment**

This 12-week, Cognitive-Behavioral Therapy (CBT) treatment program is conducted primarily in a group setting. The content address criminal lifestyles and provides skill-building opportunities in the areas of rational thinking, communication skills, and institution/community adjustment.

This program is for offenders who:

- have short sentences
- may not meet the criteria for the Residential Drug Abuse Program (RDAP)
- are awaiting RDAP
- are transitioning to the community
- have had a positive urinalysis test

### **Residential Drug Abuse Program (RDAP)**

RDAP is the Bureau's most intensive treatment program. CBT is used in a modified therapeutic community model where offenders experience living in a pro-social community. Offenders live in a unit separate from general population; they participate in half-day programming and half-day work, school, or vocational activities. RDAP is typically nine months in duration.

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



# Female Offenders

Female offenders are provided appropriate programs and services to meet their physical, social, and psychological needs



**Female Offenders-** In 1993, the BOP developed and implemented a new designation and classification system for female offenders to take into account the fact that female offenders are less likely to be violent or attempt escape. As a result of this classification system, the missions of several facilities were changed to provide more low and minimum security bed space for female offenders.

Appropriate programs and services are provided to female offenders to meet their physical, social, and psychological needs. At institutions housing female inmates, women are offered many of the same educational and recreational programs as male offenders. Job training is also available with apprenticeship programs in 40 different trades. Accredited by the U. S. Department of Labor and the Bureau of Apprenticeship & Training, these programs offer female offenders career opportunities upon their release.

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

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

Inmates in this program participate in pre-and post-natal classes on such topics as childbirth, parenting, and coping skills. In addition to services specifically related to parenting, MINT sites also offer chemical dependency treatment, physical and sexual abuse counseling, budgeting classes, and vocational and educational programs.

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

# Reentry Programs

Release preparation begins the first day of incarceration.



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

Although it is the Bureau's philosophy that release preparation begins the first day of incarceration, focus on release preparation intensifies at least 18 months prior to release. The Release Preparation Program includes classes in areas such as resume writing, job search, and job retention. The program also includes presentations by community-based organizations that help ex-inmates find jobs and training opportunities after release. The BOP places appropriate inmates in Residential Reentry Centers (1/2 Way Houses) prior to release to help them adjust to life in the community and find employment. Some inmates will be eligible for a release gratuity, clothing, or money for transportation to their release destination.

The Inmate Transition Branch provides additional pre-release employment assistance. Many institutions hold mock job fairs to provide inmates an opportunity to practice job interview skills and to expose community recruiters to the skills available among releasing inmates. Qualified inmates may apply for jobs with companies that have posted job openings.

## Work Programs



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

## UNICOR

Preparing inmates for successful reentry through job training.



**Federal Prison Industries** (commonly referred to as FPI or by its trade name UNICOR) is a wholly owned Government corporation established by Congress on June 23, 1934.

Its mission is to employ and provide job skills training to the greatest practicable number of inmates confined within the Federal Bureau of Prisons; contribute to the safety and security of our Nation's Federal correctional facilities by keeping inmates constructively occupied; produce market-priced quality goods and services for sale to the Federal Government; operate in a self-sustaining manner; and minimize FPI's impact on private business and labor.

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

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

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

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

Visit UNICOR: [www.unicor.gov](http://www.unicor.gov)

## Religious Programs



The Religious Services Branch ensures the Constitutional religious rights of inmates. Chaplains facilitate religious worship and sacred scriptural studies across faith lines in addition to providing pastoral care, spiritual guidance, and counseling. Religious programming is led by agency chaplains, contracted spiritual leaders, and trained community volunteers. In support to BOP policy, inmates may participate in religious observances and holy days; wear religious items; and have access to religious materials.

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The Life Connections Program (LCP) and Threshold Programs offer inmates the opportunity to improve critical life areas within the context of their personal faith or value system. LCP is a multi-faith residential reentry program that is available at five sites across the country at low, medium, and high security levels. It is an intensive, multi-phase program which instills values and character through a curriculum of personal, social and moral development. The LCP program utilizes various faith communities nationwide who serve as support group facilitators or mentors at program sites and release destinations to enhance community reintegration.

Reentry preparation for inmates not eligible for the residential LCP is also offered through the Threshold program that also seeks to strengthen inmate community reentry. Threshold is a non-residential condensed version of LCP that is active in institutions throughout the agency.

**Important Information Websites:**

Federal Bureau of Prisons: <http://www.bop.gov/>

BOP Prison Locations: <http://www.bop.gov/locations/>

BOP Inmate Custody-Care: [http://www.bop.gov/inmates/custody\\_and\\_care/](http://www.bop.gov/inmates/custody_and_care/)

U. S. Department of Justice: <http://www.justice.gov/>

Various Justice Department Sections listed below:

<a href="#">Antitrust Division</a>	Environment and Natural Resources Division	National Criminal Justice Reference Service	Office of Justice Programs	Office of the Solicitor General
Asset Forfeiture Program	Executive Office for Immigration Review	National Institute of Corrections	Office of Juvenile Justice and Delinquency Prevention	Office of Special Counsel
Office of the Attorney General	Executive Office for Organized Crime Drug Enforcement Task Forces	National Institute of Justice	Office of Legal Counsel	Office of Tribal Justice
Bureau of Alcohol, Tobacco, Firearms and Explosives	Executive Office for U.S. Attorneys	National Security Division	Office of Legal Policy	Office for Victims of Crime
Bureau of Justice Assistance	Executive Office for U.S. Trustees	Office of the Associate Attorney General	Office of Legislative Affairs	Office on Violence Against Women
Bureau of Justice Statistics	Federal Bureau of Investigation	Office of Attorney Recruitment & Management	Office of the Pardon Attorney	Professional Responsibility Advisory Office
Civil Division	Federal Bureau of Prisons	Office of the Deputy Attorney General	Office of Privacy and Civil Liberties	Tax Division
Civil Rights Division	Foreign Claims Settlement Commission of the U.S.	Office of Information Policy	Office of Professional Responsibility	U.S. Attorneys
Community Oriented Policing Services	INTERPOL Washington	Office of the Inspector General	Office of Public Affairs	U.S. Marshals Service
Community Relations Service	Justice Management Division		Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking	U.S. Parole Commission
Criminal Division				U.S. Trustee Program
Diversion Control Program				
Drug Enforcement Administration				

Pardon Attorney: <http://www.justice.gov/pardon/>

U. S. Courts Website: <http://www.uscourts.gov/Home.aspx>

Our District Probation Website: <http://www.mssp.uscourts.gov/>



Mississippi Works Website: <http://www.mississippiworks.org/>

Mississippi Employment Security: <http://mdes.ms.gov/>

## **Post-Conviction Supervision**

The U. S. Probation Office provides supervision of those persons convicted of federal crimes. Through its officers and other employees, the system works to make the criminal justice process effective and the public safe. They direct persons under supervision to help them stay on the right side of the law. In the federal courts, supervision is:

- A way to monitor the activities and behavior of people released to the community by the federal courts;
- An opportunity to help offenders reintegrate into the community following a period of incarceration;
- In the case of probation, a punishment that is less severe than imprisonment, but still holds people accountable for breaking the law;
- An alternative to jail or prison that costs less than incarceration and gives people convicted of federal crimes the opportunity to live with their families, hold jobs, and be productive members of society.

Supervision addresses several key criminal justice goals. Through supervision, officers:

- Enforce the court's order. Officers make sure people on supervision comply with the conditions the court has set for their release to the community (see standard release conditions below);
- Protect the community. Officers reduce the risk that people on supervision commit crimes;
- Provide treatment and assistance. Officers help people in supervision correct problems that may be linked to their criminal behavior by directing them to services to help them. These services may include substance abuse or mental treatment, medical care, training, or employment assistance.

In working with people on supervision officers:

- Inform them of what the court expects of them;
- Meet with them at home and at work;
- Monitor their compliance with the conditions the court has set for their release;
- Step into control and correct should their person not comply.

## **Standard Conditions of Supervision**

Release conditions are rules set by the court that people on supervision must follow if they want to remain in the community. The court imposes the release conditions to help structure the person's actions and activities. For example, standard release conditions in the Southern District of Mississippi are:

The defendant shall not leave the judicial district without the permission of the court or probation officer.

The defendant shall report to the probation officer in a manner and frequency directed by the court or probation officer.

The defendant shall answer truthfully all inquiries by the probation officer and follow the instructions of the probation officer.

The defendant shall support his or her 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 at least ten days prior to any change in residence or employment.

The defendant shall refrain from excessive use of alcohol and shall not purchase, possess, use, distribute, or administer any controlled substance or any paraphernalia related to any controlled substances, except as prescribed by a physician.

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, personal history, or characteristics and shall permit the probation officer to make such notifications and confirm the defendant's compliance with such notification requirement.