

PRETRIAL ORIENTATION

UNITED STATES PROBATION & PRETRIAL SERVICES
FEDERAL BUREAU OF PRISONS



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THE BUREAU PROTECTS PUBLIC SAFETY BY ENSURING THAT FEDERAL OFFENDERS SERVE THEIR SENTENCES OF IMPRISONMENT IN FACILITIES THAT ARE SAFE, HUMANE, COST-EFFICIENT, AND APPROPRIATELY SECURE. THE BUREAU HELPS REDUCE THE POTENTIAL FOR FUTURE CRIMINAL ACTIVITY BY ENCOURAGING INMATES TO PARTICIPATE IN A RANGE OF PROGRAMS THAT HAVE BEEN PROVEN TO REDUCE RECIDIVISM. APPROXIMATELY 38,000 BOP EMPLOYEES ENSURE THE SECURITY OF FEDERAL PRISONS, PROVIDE INMATES WITH NEEDED PROGRAMS AND SERVICES, AND MODEL MAINSTREAM VALUES.

WELCOME TO PRETRIAL ORIENTATION

OBJECTIVES:

- DISCUSS INMATE DESIGNATIONS
- DISCUSS THINGS TO DO BEFORE INCARCERATION
- DISCUSS THINGS TO EXPECT ON DAY OF INCARCERATION
- DISCUSS WHAT TO EXPECT WHILE YOU ARE IN BOP CUSTODY
- DISCUSS REENTRY OPPORTUNITIES
- ANSWER QUESTIONS

Normal Designation Chronology

- AN INMATE IS SENTENCED.
- THE CLERK OF THE COURT TRANSMITS THE JUDGMENT AND COMMITMENT (J&C) TO THE UNITED STATES MARSHALS SERVICE (USMS).
- A PRE-SENTENCE INVESTIGATION REPORT (PSR) WILL BE WRITTEN BY YOUR UNITED STATES PROBATION OFFICER (USPO).
- THE USMS MAKES A REQUEST TO THE DESIGNATIONS SECURITY AND CUSTODY CLASSIFICATION (DSCC) BRANCH, ADVISING THE OFFENDER IS NOW READY FOR DESIGNATION TO A FACILITY.

FACTORS IN DESIGNATIONS

THE BUREAU OF PRISONS (BOP) ATTEMPTS TO DESIGNATE INMATES TO AN INSTITUTION WITHIN 500 MILES OF HOME. IF AN INMATE IS PLACED OUTSIDE OF 500 MILES, GENERALLY, IT'S DUE TO SPECIFIC SECURITY, PROGRAMMING OR POPULATION CONCERNS. INMATES ARE DESIGNATED/RE-DESIGNATED TO INSTITUTIONS BASED ON SOME OF THESE FACTORS:

- THE LEVEL OF SECURITY AND STAFF SUPERVISION THE INMATE REQUIRES
 - THE MEDICAL AND MENTAL HEALTH NEEDS OF THE INMATE
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CONTINUED

- THE INMATE'S PROGRAM NEEDS (E.G., SUBSTANCE ABUSE TREATMENT, EDUCATIONAL/VOCATIONAL TRAINING, MEDICAL/MENTAL HEALTH TREATMENT)
- VARIOUS ADMINISTRATIVE FACTORS (E.G., BED SPACE; THE INMATE'S RELEASE RESIDENCE; JUDICIAL RECOMMENDATIONS; SEPARATION NEEDS; AND SECURITY MEASURES NEEDED TO ENSURE PROTECTION OF VICTIMS, WITNESSES, AND THE GENERAL PUBLIC)
- ONCE IN THE SYSTEM AND YOU WISH TO REQUEST A TRANSFER, YOU MUST MAKE THIS REQUEST KNOWN TO YOUR UNIT TEAM (UNIT MANAGER AND CASE MANAGER). GENERALLY, TRANSFERS CLOSER TO HOME ARE SUBMITTED ONCE THE INMATE HAS REMAINED AT THE CURRENT FACILITY FOR 18 MONTHS WITH CLEAR CONDUCT

PREPARING FOR INCARCERATION...



TO-DO LIST BEFORE INCARCERATION

#1. Obtain a duplicate original of your personal identification (birth certificate, social security card, and/or driver license)

TO-DO LIST BEFORE INCARCERATION

#2. Obtain documentation that shows proof of your GED/High School Diploma.

PROOF OF GED/HSD

THE DOCUMENTATION MUST BE AN OFFICIAL TRANSCRIPT FROM AN ACCREDITED INSTITUTION. IF YOU ARE USING YOUR PSR AS PROOF, IT MUST BE STATED THAT THE OFFICIAL TRANSCRIPT WAS OBTAINED, REVIEWED, AND VERIFIED BY YOUR USPO. IF YOU ARE UNABLE TO SHOW PROOF WITHIN 60 DAYS OF YOUR ARRIVAL, YOU WILL BE ENROLLED IN THE GED PROGRAM.

TO-DO LIST BEFORE INCARCERATION

#3. Resolve any pending charges, detainers, or unpaid fines, including traffic tickets. If these issues have been resolved, bring official copies of your receipts.



PENDING CHARGES/DETAINERS

An inmate may have pending charges/detainers. It is in the offender's best interest to pursue resolution of any and all pending charges/detainers, to include local and state jurisdictions. Pending charges/detainers will prohibit an offender from being referred for halfway house placement and may prohibit placement in certain programs. Pending charges/detainers should be resolved as early as possible to prevent a delay in obtaining placement in a halfway house and programs that an offender may otherwise be eligible for. Bring valid proof of resolution of pending charges/detainers with you.

TO-DO LIST BEFORE INCARCERATION

#4. Obtain a list of your current prescriptions to include medication dosages and any documentation related to orthopedic/medical devices.



MEDICAL & PSYCHOLOGICAL RECORDS

Obtain documentation or records that will help with medical and psychological treatments. Note that certain medications that you are on currently may not be available (i.e. Wellbutrin/Benzodiazepines). Include any documentation for substance abuse history or treatment.

TO-DO BEFORE INCARCERATION:

#5. Prepare to establish an inmate commissary account to be used for phone, email, and commissary. Funds may be sent to Federal inmates via the [United States Postal Service](#), and/or electronically via the [Western Union Quick Collect Program](#) or the [Money Gram ExpressPayment Program](#). In all cases, the inmate must physically be housed at a Federal Bureau of Prisons' facility before funds can be received and posted. If the inmate is not physically in a Federal Bureau of Prisons' facility, the funds cannot be posted and will be returned or rejected.



INMATE ACCOUNTS

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 issued regularly as part of the institution administration. The purpose of individual inmate Commissary accounts is to allow the Bureau of Prisons to maintain inmates' monies while they are incarcerated. Family, friends, or other sources may deposit funds into these accounts. These funds may be used for Commissary purchases and E-Mail minutes and Telephone minutes

ALL deposits must be made to your account through:

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

INMATE ACCOUNTS CONTINUED

- **U.S. Postal Money Order:** The deposit must be in the form of a money order made out to the inmate's full committed name and complete eight-digit register number. **Effective December 1, 2007, all non-postal money orders and non-government checks processed through the National Lockbox will be placed on a 15-day hold.** The Bureau of Prisons will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. Personal checks and cash cannot be accepted for deposit.
- **Western Union Quick Collect:** Funds can also be sent through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways: **1) At an agent location with cash, 2) By phone using a credit/debit card, or 3) ONLINE using a credit/debit card.**
- **MoneyGram ExpressPayment Program:** Funds can also be sent through MoneyGram's ExpressPayment Program. All funds sent via MoneyGram's ExpressPayment will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 p.m. EST will be posted by 7:00 a.m. EST the following morning. Funds sent to an inmate through the MoneyGram ExpressPayment Program may be sent via one of the following ways: **1) At an agent location with cash or 2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only)**

SEE www.bop.gov / inmate accounts for further instructions on these deposits

TO-DO LIST BEFORE INCARCERATION

#6. Address any errors in your
PSR.



PSRs

Inmates may not possess a copy of their PSR while incarcerated. The Bureau has access to an offender's PSR. A PSR is an important document for the Bureau in reviewing past history and accurate truthful information on an offender. If there are errors or inconsistencies in the PSR, ensure corrections are made prior to incarceration.

TO-DO BEFORE INCARCERATION:

#7. Resolve outstanding court-imposed fines, fees, and costs, if possible. Bring official receipts of payments. Any unpaid fees will be paid through your participation in the Financial Repayment Program (FRP).

ARRIVING AT THE BOP



UPON ARRIVAL AT THE INSTITUTION, YOU MAY BRING THE FOLLOWING:

- Prescription glasses
- Plain wedding band (no stones or intricate markings)
- Medical or orthopedic devices
- Legal documents related to current case
- Approved Religious Items
- Documentation (personal identification, educational, medical, psychological)

Forms of identification will be retained in the Inmate Central File until release.

DURING YOUR
INCARCERATION...

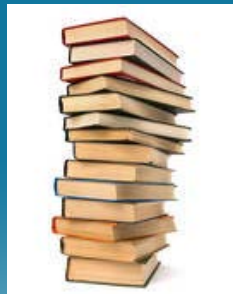
PERSONAL PROPERTY

- The BOP limits the amount of personal property (jewelry, photographs, books, magazines, etc.) inmates may have and the types of publications offenders can receive. The institution issues clothing, hygiene items, bedding and provides laundry services. Offenders may purchase other personal care items, shoes, some recreational clothing, and some food items through commissary. Civilian clothing is not authorized for retention by offenders.
- The only packages an inmate may receive from home are those containing release clothing. Release clothing packages may only be received 30 days prior to release.

BOOKS

For Minimum and Low security facilities, magazines and soft back books can be mailed in from any source. For all other security levels, they must be sent directly from the publisher.

For all security levels, hard-back books must be sent directly from the publisher.



VISITING

Inmates are permitted face-to-face visits with approved visitors. The inmate must have known the proposed visitor(s) prior to incarceration.

Each institution has varying visiting hours that normally include weekends. Inmates should advise the proposed visitor when/if the proposed visitor has been added to the inmate's visiting list. All visitors, including children, must be on the inmate's visiting list and must clear the metal detector.

TELEPHONES/CORRESPONDENCE

Each inmate is allowed 300 minutes per month on the telephone (the limit is usually increased around the holiday season.)

Ordinarily, the inmate pays for the calls; in some instances, inmates can make collect calls. All telephone calls are monitored. An inmate can request an unmonitored legal call.

Third-party calls or other alternative call arrangements are not permitted.

INMATE EMAIL

Inmates can receive electronic messages (e-mails). Inmates are limited to sending and receiving emails from individuals that are on their approved contact list. An inmate must request to exchange emails with a person by placing that person on their contact list. Email correspondence may not jeopardize the public or the safety, security, or orderly running of the correctional facility. Additionally, it may not exceed 13,000 characters (approximately two pages). Email that is not consistent with these restrictions will be rejected.

GENERAL CORRESPONDENCE

The Bureau encourages inmates to write family, friends, and other community contacts to maintain these ties during incarceration. Inmate correspondence is either “general” or “special mail.” “General Correspondence” is opened and inspected by staff. “Special mail” is opened only in the presence of the inmate (typically legal mail.) Inmate-to-inmate correspondence must be approved through unit team and the Warden on an individual basis.



Planning for your reentry...



NINE SKILL AREAS



INMATE SKILLS DEVELOPMENT ASSESSMENT

WITHIN YOUR FIRST 28 DAYS OF INCARCERATION, YOU WILL PARTICIPATE IN AN INMATE SKILLS DEVELOPMENT (ISD) ASSESSMENT. VARIOUS DEPARTMENTS WILL ASK YOU A VARIETY OF QUESTIONS TO SEE WHICH AREAS YOU CAN IMPROVE UPON IN ORDER TO MAKE YOUR REENTRY INTO SOCIETY A SUCCESSFUL ONE. GOALS WILL BE ESTABLISHED IN THE AREAS OF: ACADEMIC, VOCATIONAL, INTERPERSONAL, WELLNESS, MENTAL HEALTH, CHARACTER, COGNITIVE, LEISURE, AND DAILY LIVING.

UNIT STAFF

- UNIT MANAGER IS THE ADMINISTRATIVE HEAD OF THE HOUSING UNIT AND OVERSEES ALL UNIT PROGRAMS AND ACTIVITIES. THE UNIT MANGER IS THE CHAIRPERSON OF THE UNIT TEAM AND REVIEWS AL UNIT TEAM DECISIONS.
- CASE MANAGER IS RESPONSIBLE FOR ALL CASE MANAGEMENT SERVICES AND PREPARES CLASSIFICATION MATERIAL, PROGRESS REPORTS, RELEASE PLANS, CORRESPONDENCE, AND ALL OTHER MATERIALS RELATED TO YOUR CONFINEMENT.

UNIT STAFF CONTINUED

- COUNSELOR IS RESPONSIBLE FOR PREPARING VISITING LISTS, JOB ASSIGNMENTS, PHONE LISTS, FINANCIAL REPAYMENT PLANS, AND UNIT SANITATION.
- UNIT SECRETARY PERFORMS CLERICAL AND ADMINISTRATIVE DUTIES.
- UNIT OFFICER HAS DIRECT RESPONSIBILITY FOR THE DAY-TO-DAY SUPERVISION OF INMATES AND THE ENFORCEMENT OF RULES AND REGULATIONS. IN CONJUNCTION WITH UNIT TEAM, THEY HAVE THE SAFETY AND SECURITY RESPONSIBILITIES IN THE UNIT.

CHAPLAINCY SERVICES

- THRESHOLD
- WEEKLY WORSHIP SERVICES
- SELF-HELP GROUPS
- DVDs AND BOOKS
- PRISONER VISITATION SERVICES



EDUCATION SERVICES

- GED/SPANISH GED CLASSES
- COLLEGE CORRESPONDENCE
- TYPING
- COMPUTER CLASSES
- VOCATIONAL TRAINING/APPRENTICESHIP PROGRAMS
- ENGLISH-AS-A SECOND-LANGUAGE
- PARENTING



PSYCHOLOGY SERVICES

- MENTAL HEALTH MAINTENANCE
- PROBLEM-SPECIFIC PROGRAMS WHICH VARY AT EACH INSTITUTION (DRUG TREATMENT, SEX OFFENDER, RESOLVE, SKILLS, CHALLENGE, STAGES)



RECREATION

- PAINTING CLASSES
- HOBBY CRAFT CLASSES
- EXERCISE CLASSES
- VARIOUS SPORTS LEAGUES
- PERSONAL FITNESS PROGRAMS



HEALTH SERVICES

- MEDICAL STAFF INCLUDES NURSES, PHYSICIANS ASSISTANTS, DOCTORS, X-RAY TECHNICIANS, MID-LEVEL PRACTITIONERS, DENTISTS, DENTAL HYGIENISTS, AND DENTAL ASSISTANTS.
- MEDICAL STAFF MANAGE CHRONIC CARE PATIENTS AND MEDICAL EMERGENCIES.



MISCELLANEOUS...

- BOP FACILITIES ARE TOBACCO FREE
- REPORTING INMATE FAMILY EMERGENCIES TO BOP STAFF
- PROTOCOL FOR INMATE FAMILIES CONTACTING BOP UNIT TEAM (LIMITED PUBLIC INFORMATION)
- COMMISSARY SPENDING LIMITS
- INCIDENT REPORTS
- HALFWAY HOUSE PLACEMENT

QUESTIONS?

