



Institution Supplement

OPI: Communication Management Unit
NUMBER: MAR-5270.07A
DATE: March 20, 2008
SUBJECT: Operation & Security of the
Communication Management Unit
(I Unit)

1. **PURPOSE AND SCOPE** This Institution Supplement establishes guidelines and procedures for the operation and security of the Communication Management Unit (CMU) in I Unit, at the United States Penitentiary, Marion, Illinois.

The CMU is established to house inmates who, due to their current offense of conviction, offense conduct, or other verified information, require increased monitoring of communication between inmates and persons in the community in order to protect the safety, security, and orderly operation of Bureau facilities, and protect the public.

The CMU is a self-contained general population housing unit where inmates reside, eat, and participate in all educational, recreational, religious, unit management, and work programming within the confines of I Unit. Additionally, the unit contains a block of cells located on B Range which are dedicated to segregated housing of those inmates in need of being placed in administrative detention or disciplinary segregation status.

2. **DIRECTIVES AFFECTED**

- A. Directives Referenced

P.S. 5270.07, Inmate Discipline & Special Housing Units (December 29, 1987)

- B. Directives Rescinded

3. **RESPONSIBILITY AND AUTHORITY**

- A. **ADMISSION & ORIENTATION / CLASSIFICATION AND REVIEWS:** The East Corridor Unit Manager is responsible for administering the Admission and Orientation Program (A&O) in compliance with national policy. The purpose of the program is to familiarize each inmate with the unit staff, unit procedures, expected behavior, and programs available. All items on the A&O Checklist will be covered and utilized for verification of participation. As part of A&O, I-Unit inmates will receive a copy of this Institution Supplement and an A&O Handbook.

Classification and reviews of I-Unit inmates will occur according to national policy. Additionally, within five calendar days of arrival, I-Unit inmates will be provided a "NOTICE TO INMATE OF TRANSFER TO COMMUNICATION MANAGEMENT UNIT" form indicating the reasons for their placement in the unit. A blank copy of the form is included with this Institution Supplement, Attachment "A".

B. CONTACT WITH PERSONS IN THE COMMUNITY: The purpose of the CMU in I Unit is to provide increased monitoring of communication of the inmates assigned to it. By operating a self-contained housing unit, staff may adequately regulate and monitor all communications between inmates and persons in the community. All contact between I-Unit inmates and persons in the community may occur according to national policy, with necessary adjustments indicated herein. **Under no circumstances will privileged attorney-client communication be monitored, as prohibited by national policy.**

(a) Written General Correspondence. All incoming and outgoing written general correspondence must be reviewed by staff prior to delivery to the inmate or further processing to the post office.

(b) Telephone Communication. All telephone communication between inmates and persons in the community (except properly placed, unmonitored legal calls) will be:

- (1) conducted using monitored ITS phone lines;
- (2) be live-monitored by staff;
- (3) be subject to recording by staff; and
- (4) occur in English-only (by both the inmate and community call-recipient) unless previously scheduled for and conducted through simultaneous translation monitoring.

Persons from whom an inmate requests placement on the approved telephone list must complete the "**Acknowledgment of Conditions for Telephone Contact with Inmates in the Communication Management Unit, USP Marion,**" form included with this Institution Supplement as Attachment "B", as proof of their acknowledgment and acceptance of these conditions. Monitored calls where either party speaks in non-English will be immediately terminated by the staff monitor unless previously scheduled and conducted through simultaneous translation monitoring. In the event of terminated calls, inmates may be subject to disciplinary action, and the person may be removed from the inmate's approved telephone list.

In no event will the frequency or duration of telephone calls placed by I-Unit inmates be less than one telephone call per month (28 C.F.R. 540.100 (b) of at least three minutes duration (28 CFR 540.101 (d)). Unmonitored legal calls are not affected, and will continue to be managed according to national policy.

(c) Visiting. All visiting between inmates and persons in the community (except properly scheduled, unmonitored legal visits) will be:

- (1) conducted in the main visiting room using non-contact facilities (i.e., secure partitioned rooms, telephone voice contact);
- (2) be live-monitored by staff;
- (3) be subject to recording by staff;
- (4) occur in English-only (by both inmate and visitor) unless previously scheduled for and conducted through simultaneous translation monitoring.

Persons for whom an inmate requests placement on the approved visiting list must complete the "**Acknowledgment of Conditions for Visiting with Inmates in the Communication Management Unit, USP Marion,**" form included with this Institution Supplement as Attachment "C," as proof of their acknowledgment and acceptance of these conditions. Monitored visiting where either party speaks in non-English will be immediately terminated by the staff monitor unless previously scheduled and conducted

through simultaneous translation monitoring. Ordinarily, visiting will be scheduled to occur on weekdays for two-hour periods. Each inmate is authorized four hours of visiting each month (two 2-hour visits or one 4-hour visit.)

4. **HOUSING CONDITIONS / UNIT PROGRAMS / SERVICES:** I Unit is a self-contained general population housing unit where inmates reside, eat, and participate in all educational, recreational, religious, unit management, and work programming within the confines of I Unit. All national policies apply to administration of I Unit, except as otherwise modified in this supplement as necessary to affect the unit's mission of increased monitoring of communications, and pursuant to the Warden's authority to make the necessary changes to protect the safety, security, and good order of the facility, or to protect the public.
- (a) **Cell Assignments:** I-Unit inmates will be housed in single bunk cells. Additionally, the unit contains a range of cells dedicated to segregated housing of those inmates in need of being placed in administrative detention or disciplinary segregation status. Cells I02-010L thru I02-016L are designated as segregation housing for I-Unit inmates placed in administrative detention status or disciplinary segregation status.
- (b) **Health Services:** Health Services staff will provide sick call in the morning within the unit five days a week (M-F). Medications will be delivered and/or administered in the unit twice daily. Inmates may request to be seen by a physician in the unit's medical examination room. Specialized services may be provided in the institutions's main health services unit as needed, under conditions which ensure I-Unit inmates' lack of contact with non-I-Unit inmates. Inmates who require examination will be seen in the examination room.
- (c) **Mental Health Services:** Psychology staff will provide I-Unit inmates an initial psychological assessment within 14 days of arrival in the unit for new commitments and within 30 days for transfers. Mental health services thereafter will occur according to national policy. Inmates may request to be seen by a psychology staff member in the unit's medical examination room.
- (d) **Meals:** All inmate meals will be served and consumed in the unit.
- (e) **Education/Recreation Services:** National education policies will be implemented in I Unit. Inmates will ordinarily be permitted to leave their cells and participate in activities in the unit daily from 6:00 a.m. to 10:00 p.m., except during counts.

Leisure and law library services will be provided to inmates daily. Photocopies may be obtained by submitting a Request to Staff Member form to the law librarian or the Case Manager.

Inmates will be provided table games such as chess, checkers and cards. Hobby craft opportunities will also be provided.

There are 11 televisions available in the unit for viewing. The recreational areas will contain various

recreation activities to include handball, stationary biking, stair-stepping machines, and walking.

(f) Religious Services. National religious services policies will be implemented in I Unit. All communication with religious services providers from the community will be monitored as indicated in Section 3 of this Institution Supplement.

(g) Personal Property. National personal property policies will be implemented in I Unit. Inmates are allowed to maintain up to three cubic feet of legal material in their cell. Temporary additional space for active litigation material may be requested from the Case Manager.

(h) Commissary/Trust Fund Operations. National commissary and trust fund operation policies will be implemented in I Unit. Each inmate will be afforded the opportunity to purchase allowable items from the commissary if funds are available in the inmate's commissary account. Commissary purchase forms will be issued on Tuesday of each week by the Case Manager, and after completion of the forms they will be hand-delivered by the Case Manager to the commissary for processing by COB Wednesday. The commissary items will be delivered to the unit and handed out by commissary staff on Thursday of each week. Any special purchases (personal radios, etc.) must be approved by the Case Manager.

(i) Sanitation. I-Unit inmates are responsible for sanitation of their living areas. Unit orderly job assignments will be made by the Case Manager. Inmate showers will be available daily. Clean, serviceable clothing will be issued to each inmate upon his arrival to the unit. Unit laundry service will be available for issued clothing on Monday, Wednesday and Friday. I-Unit inmates are responsible for laundering their own personal clothing. Barber services for I Unit will be conducted within the unit. Inmates should submit an Inmate Request to Staff form at least one week in advance of the desired time for a haircut. An inmate from within the unit will be the barber.

(j) Work Assignments. Work assignments will include orderlies for unit sanitation, Food Service, laundry and recreation, and will be assigned by the Case Manager.

5. **ADMINISTRATIVE REMEDY PROGRAM:** You may appeal your transfer to I Unit, or any conditions of your confinement, through the Bureau's Administrative Remedy Program, 28 C.F.R. 542.10 through 542.19, and corresponding policy. Your case manager will provide you with the necessary form upon request.
6. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Date

//s//
B. A. Bledsoe, Warden

**ACKNOWLEDGMENT OF CONDITIONS FOR VISITING
WITH INMATES IN THE COMMUNICATION MANAGEMENT UNIT,
USP MARION, ILLINOIS**

_____, _____, an inmate housed in the CMU
(Inmate Name) (Reg. No.)

at the United States Penitentiary, Marion, Illinois, requests your name be placed on his approved visiting list.

As a condition of being placed on this inmate's approved visiting list, you agree to the following conditions:

- (1) All communication between you and the inmate will be subject to monitoring and recording by Bureau of Prisons' staff;
- (2) Your conversations with the inmate during the visit will occur in English-only, unless previously scheduled for, and conducted through, simultaneous translation monitoring; and
- (3) Monitored conversations where either party speaks in non-English will be immediately terminated by the staff monitor unless previously scheduled and conducted through simultaneous translation monitoring. In such cases, inmates may be subject to disciplinary action, and you may be removed from the inmate's approved visiting list.

Signature

Date Signed

Printed Name

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

Dear _____:

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

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

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

Sincerely,

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

AUTHORIZATION TO RELEASE INFORMATION

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

Signature for Authorization to Release Information (Sign and PRINT Name) Parent or Guardian

(If applicant is under 18 years of age, signature of parent or guardian indicates consent of minor to visit inmate).

If additional space is required, you may use the back of this form.
 To be filed in Inmate Central File, F01 Section 2
 Replaces BP-3629 of Sep 60