



Institution Supplement

OPI: Communication Management Unit
NUMBER: MAR-5321.07A
DATE: November 13, 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 to 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 for those inmates in need of being placed in administrative detention or disciplinary segregation status. All national policies applicable to general population inmates apply with conditions specified within the supplement.

2. **DIRECTIVES AFFECTED**

- A. Directives Referenced

P.S. 1330.16, Administrative Remedy Program (August 23, 2001)

- B. Directives Rescinded

____ MAR-5270.07A, Operation & Security of the Communication Management Unit
(March 20, 2008)

3. **RESPONSIBILITY AND AUTHORITY**

- A. **ADMISSION & ORIENTATION / CLASSIFICATION AND REVIEWS:** The executive assistant is responsible for administering the Admission and Orientation Program (A&O). 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 I Unit A&O Handbook. A&O has been recorded on a DVD and will be presented to each inmate in I Unit.

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.

(a) Written Correspondence. Mail call is held Monday through Friday between the hours of 12:00 p.m. - 2:00 p.m. You must be present to receive your mail. Mail leaving the institution must be hand-delivered to unit management staff. Mail leaving the institution must contain a return address which includes your name and register number. Legal and special mail will ordinarily be delivered by the case manager. Outgoing special mail (i.e., attorney, federal courts, probation officers, etc.) may be sealed, and delivered to the unit management staff during mail call hours.

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

1. be conducted using monitored ITS phone lines;
2. be live-monitored by staff;
3. be recorded;
4. occur in English-only (by both the inmate and community call-recipient) unless previously scheduled for and conducted through simultaneous translation monitoring;
5. be limited to a single 15-minute call per week;
6. be scheduled Monday through Friday, excluding federal holidays between the hours of 8:00 a.m. and 2:30 p.m.

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.

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

1. be conducted in the main visiting room using non-contact facilities (i.e., secure partitioned rooms, telephone voice contact);
2. be live-monitored;
3. be subject to recording;

4. occur in English-only (by both inmate and visitor) unless previously scheduled for and conducted through simultaneous translation monitoring;
5. Nonverbal communication (i.e. hand signals, sign language) may result in termination of the visit;
6. be scheduled Monday through Friday, excluding federal holidays between the hours of 8:30 a.m. and 3:00 p.m. Each inmate is authorized four hours of visiting each month (two 2-hour visits or one 4-hour visit.)

Any violations may result in immediate termination of the visit. 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.

4. HOUSING CONDITIONS / UNIT PROGRAMS / SERVICES:

(a) Cell Assignments: Ordinarily, I-Unit inmates will be housed in single bunk cells. 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 on Monday, Tuesday, Thursday and Friday in the unit examination room. Medications will be delivered and/or administered in the unit twice daily. Inmates may request to be seen by a physician. Specialized services may be provided in the institutions's main health services unit as needed.

(c) Mental Health Services: Psychology staff will make regular rounds within the unit. Inmates may request to be seen by psychology staff, which will occur within the unit.

(d) Meals: All inmate meals will be served and consumed in the unit.

(e) Education/Recreation Services: Inmates will ordinarily be permitted to leave their cells and participate in activities in the unit from 6:00 a.m. to 9:45 p.m., except during counts.

A basic leisure and law library are located within the unit. Additional materials may be requested from the main leisure and law library. A photocopier has been provided for inmate use at their expense.

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

opportunities will also be provided.

Earphones will be utilized when playing radios at all times. Radios may be played on the recreation yard, walkways during off-duty hours, and in individual inmate cells. Alteration of a radio is not permitted and will be confiscated as contraband.

Televisions are available in the unit for viewing. The recreational areas contain various recreation activities to include handball, basketball courts, sit-up benches, stationary bikes, stair-stepping machines, and walking.

(f) Religious Services. Religious service opportunities will be provided in the unit.

(g) Ice Machine: An ice machine is provided. This area must be kept clean at all times. Water drainage lines must remain unclogged and will not be used to dispose of food items. The ice machine may be turned off for an indeterminate amount of time if contraband is found in this area.

(h) Commissary/Trust Fund Operations. Commissary purchase forms will be issued on Tuesday of each week by Unit Management staff. After completion of the forms, they will be hand-delivered by staff to the commissary for processing by COB Wednesday. The commissary items will be delivered to the unit and distributed by commissary staff on Thursday of each week. Any special purchases (personal radios, etc.) must be approved by Unit Management staff. Commissary items will be neatly stored in your assigned locker ONLY. Under no circumstances are commissary items to be stored on the floor. Items not stored in their original container are considered contraband and will be confiscated. Original containers are to be disposed of when empty and will not be used for other purposes.

(i) Sanitation/Personal Hygiene. I-Unit inmates are responsible for sanitation of their living areas. Unit orderly job assignments will be made by the unit staff. Clean, serviceable clothing will be issued to each inmate upon his arrival to the unit. Unit laundry service are available in the unit. I-Unit inmates are responsible for laundering their own personal clothing. Barber services for I Unit will be conducted within the all inmates are required to make their beds, clean their rooms, empty their trash containers and turn off their lights prior to leaving for work, on a daily basis. Daily inspections will be made by unit staff for cleanliness and sanitation unit.

Each inmate will be issued basic hygiene items. Additional items may be purchased by the inmate from the institution commissary. Inmate showers are available. Staff will make regular rounds within the unit to assure proper sanitation is being maintained.

(j) Work Assignments. All work assignments will be made by the unit team.

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 Program Statement 1330.16. Unit staff will provide you with the necessary form upon request.

6. **EFFECTIVE DATE:** This supplement is effective upon issuance.

Date

//s//
Lisa J. W. Hollingsworth, Warden

Attachment A

NOTICE TO INMATE OF TRANSFER TO COMMUNICATION MANAGEMENT UNIT

U.S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF PRISONS

Inmate Name (Last, First, Middle):	Register Number:
Warden (print and signature): Lisa J. W. Hollingsworth, Warden	Institution: USP Marion, Illinois

NOTICE: This notice informs you of your transfer to a Federal Bureau of Prisons (Bureau) facility that allows greater management of your communication with persons in the community through more effective monitoring of your telephone use, written correspondence, and visiting. Your communication by these methods may be limited as necessary to allow effective monitoring. Your general conditions of confinement in this unit may also be restricted as necessary to provide greater management of your communications. Your transfer to this unit, by itself, will have no effect on the length of your incarceration. You will continue to earn good-conduct sentence credit in accordance with Bureau policy.

Your transfer to this facility under these conditions is based on the following specific information:

Based on this information, your transfer to this facility for greater communication management is necessary to the safe, secure, and orderly operation of Bureau institutions, or protection of the public. Your continued designation to this facility will be reviewed regularly by your unit team under circumstances providing you notice and an opportunity to be heard, in accordance with the Bureau's policy on Classification and Program Review of Inmates.

OPPORTUNITY TO APPEAL TRANSFER DECISION - You may appeal this transfer decision, 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. A member of your unit team will provide you with the necessary form upon request.

INSTRUCTIONS TO STAFF - Provide the inmate a copy of this form and complete the following information documenting delivery.

Staff Member Name and Position (printed):	Staff Member (signature):	Date Issued:
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Attachment B

**ACKNOWLEDGMENT OF CONDITIONS FOR TELEPHONE CONTACT
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 telephone list.

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

- (1) All telephone communication between you and the inmate will be subject to monitoring and recording by Bureau of Prisons' staff;
- (2) Your telephone conversation with the inmate will occur in English-only, unless previously scheduled for, and conducted through, simultaneous translation monitoring; and
- (3) 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 such cases, inmates may be subject to disciplinary action, and you may be removed from the inmate's approved telephone list.

Signature

Date Signed

Printed Name

Phone Number

Attachment C

**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