



DEPARTMENT OF THE NAVY
NAVAL EDUCATION AND TRAINING PROFESSIONAL
DEVELOPMENT AND TECHNOLOGY CENTER
6490 SAUFLEY FIELD ROAD
PENSACOLA, FLORIDA 32509-5237

IN REPLY REFER TO:

NETPDTCINST 1610.2A
Code N831

31 JAN 2000

NETPDTC INSTRUCTION 1610.2A

Subj: CONDUCT WITH FEDERAL PRISON CAMP INMATES

Ref: (a) Federal Bureau of Prisons, Federal Prison Camp,
Saufley, Pensacola, Florida Detail Supervisors
Training of 8 Oct 99

Encl: (1) Guidelines for Conduct with Federal Prison Camp
Inmates

1. Purpose. To ensure NETPDTC military and civilian personnel understand and adhere to guidelines for proper conduct Federal Prison Camp inmates as outlined in reference (a).

2. Cancellation. NETPDTCINST 1610.2

3. Revision. Since this is a major revision, marginal notations are not annotated. This instruction should be read in its entirety.

4. Introduction. This instruction provides NETPDTC military and civilian personnel ready access to information concerning Federal Prison Camp rules. Enclosure (1) provides guidelines that represent a functional approach to conduct with Federal Prison Camp inmates.

5. Restrictions; All NETPDTC military and civilian personnel are governed by the following restrictions in their dealings and relations with inmates:

a. Title 18, U.S. Code, Sections 1791 and 3571. These sections set forth the law governing introduction of contraband upon or from the Federal penal or correctional institute. In general, contraband is described as any article not issued through official channels., purchased in the institution commissary unit, or received without prior approval of the proper institution authorities. Therefore, in conformance with the law, no item of any nature will be given to or accepted from Federal inmates, regardless of how trivial they may seem. Violations to the U.S. Code provide a penalty of imprisonment for not more than 20 years, a fine of not more than \$250,000 or both, to a person who provides or attempts to provide to any inmate any prohibited object.

b. Prisoner's Mail. All personal mail of inmates, both incoming and outgoing, may be inspected; therefore, any attempt by inmates to have anyone mail or receive letters for them is a

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Prison Camp violation and will be reported immediately to the Camp Warden.

c. Personal Services. No personal services of any kind will be performed by Federal inmates nor will any person request or receive personal services from any Federal inmate.

d. Use of Telephones and Computers. At no time will a Federal inmate be permitted to use a telephone or computer for any purpose,

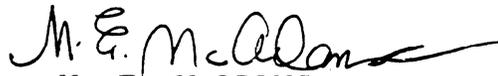
e. Use of Vehicles. Inmates will not be permitted to drive or ride in any unauthorized vehicle.

f. Instructions to Inmates. All inmates used on work details will have an approved detail supervisor with them. All instructions for inmate details will be made to the detail supervisor and not directly to the inmate.

g. Complaints Concerning Inmates. All complaints concerning conduct, work or violation of base regulations by inmates will be made directly to the Warden, Federal Prison Camp, Pensacola.

h. Leaving the Reservation. Inmates may not be taken off the Federal Reservation at Saufley Field without prior approval of the Federal Prison Camp Warden.

i. Personal Relationships. Inmates may not engage in conversations or develop relationships of a personal nature with NETPDTC military personnel or civilian employees. Contact with inmates must remain professional and business related at all times.


M. E. McADAMS

Distribution: (NETPDTCINST 5216.1B)
Lists I and II

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GUIDELINES FOR CONDUCT WITH FEDERAL PRISON CAMP INMATES

These guidelines for conduct are not all-inclusive, but represent a functional approach for proper conduct with Federal Prison Camp inmates.

- a. **DO** conduct yourself in accordance with the Bureau of Prisons Rules and Regulations - ask prison staff when there is any question about what rules apply to their particular activity.
- b. **DO** report to prison staff any unusual actions or behavior violations of any regulation you observe.
- c. **DO** remember that being a supervisor is not being a friend to an inmate.
- d. **DO** consult with prison staff on any situation which arises that makes you uncomfortable or if you become aware of anything that presents potential ethical or legal problems.
- e. **DON'T** become involved in any business or personal relationship with any inmate, his family, or his friends.
- f. **DON'T** give, or offer to give, to an inmate, friend, or family member any article whatsoever.
- g. **DON'T** accept any personal gift or favor, no matter how trivial, from an inmate or friend.
- h. **DON'T** promise to make any phone calls or make any community contacts for any inmate unless this has first been cleared by the Federal Prison.
- i. **DON'T** bring any correspondence to an inmate or mail any correspondence for any inmate.
- j. **DON'T** give an inmate any medication without the authorization of the Federal Prison Camp Health Services Administrator.