



U.S. Department of Justice
Federal Bureau of Prisons
Federal Correctional Complex

Victorville, California

January 23, 2018

MEMORANDUM FOR FCC VICTORVILLE INMATE POPULATION ✓

DAVID SHINN

Digitally signed by DAVID SHINN
DN: c=US, o=U.S. Government, ou=Dept of
Justice, ou=BOP, cn=DAVID SHINN,
0.9.2342.19200300.100.1.1=15001002859786
Date: 2018.01.23 16:21:37 -0800

FROM: D. Shinn, Complex Warden

SUBJECT: Inmate Book Ordering Procedures

Over the past year, each institution within this Complex has experienced multiple occurrences involving illicit drugs. Based on attempts to introduce narcotics via regular mail, legal mail and phones; unauthorized positive urinalysis; inmate on inmate assaults; and inmate on staff assaults, I have determined the necessity of implementing heightened mail-monitoring procedures.

Effective February 24, 2018, the following enhancements will increase the safety and security of staff and inmates within the FCC Victorville Complex:

Books from a publisher, bookstore, book club, or friends and family may no longer be received through the mail. Following implementation, books will not be accepted by mail room staff and returned to the sender at the Post Office. The book ordering process will be as follows:

1. An Electronic Request to Staff will be submitted to the Trust Fund Department specifying the Book Title, Author, Edition and International Standard Book Number ("ISBN"), a unique numeric commercial book identifier assigned to each edition and variation of any book. You may submit your requests to the "inmate to Trust Fund" mailbox.
2. Staff will respond to the electronic request with the book price. The book price is the sum of Retail Price plus 30% Markup plus shipping cost (if applicable).
3. If the price is accepted by the inmate, a Special Purpose Order Request - BP-A200 ("SPO") will be generated and attached to the Electronic Request to Staff. The inmate is to print, sign, and submit the SPO request forms to the Trust Fund Supervisor during mainline.

4. The Trust Fund Supervisor will verify the SPO Request form is complete, includes current prices and catalog numbers, and, if the inmate has sufficient funds for purchase.
5. The inmate's account will automatically be encumbered for each SPO ordered.
6. Upon receipt of the SPO at the institution, staff will write the Inmate's name and register number on the book.
7. The SPO encumbrance will be released automatically at the time staff deduct the funds for the cost of the book from the inmate's account.

Book orders will be processed on a weekly basis.

All Sales are final upon the inmate submitting a signed SPO Request to the Trust Fund Supervisor.

SPO's received for inmates who have been released or transferred will be returned to the vendor, and refunds will be released to the inmate.

Inmates may receive no more than five soft cover books in a single mailing. To prevent the materials from becoming sanitation, security and/or a housekeeping hazard, possession of the publications will be limited to no more than five soft cover books.

Any inmate's excess personal property is to be mailed to a non - Bureau destination of the inmate's choice.

Rejected correspondence will be treated consistent with the applicable provisions of federal regulation and BOP policy.

Should you have any questions, you may address them with the Trust Fund Supervisor or the Associate Warden of Programs.



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Date: 2018.01.23 16:17:40 -0800

FROM:

D. Shinn, Complex Warden

SUBJECT: Inmate TRULINCS Services

Over the past year, each institution within this Complex has experienced multiple occurrences involving illicit drugs. Based on attempts to introduce narcotics via regular mail, legal mail and phones; unauthorized positive urinalysis; inmate on inmate assaults; and inmate on staff assaults, I have determined the necessity of implementing heightened mail-monitoring procedures.

The Inmate TRULINCS Services will be strictly monitored and failure to comply with the institution's TRULINCS regulations and procedures may result in disciplinary action and additional service limitations imposed by each Warden. Effective February 24, 2018, the following enhancements will increase the safety and security of staff and inmates within the FCC Victorville Complex, and the following items are to be corrected prior to the effective date.

- An inmate's contact list may not possess another inmate's immediate family member, friend, or contact located on the inmate's approved list. Exceptions will be made for attorneys, clerks of court, and other contacts approved on a case-by-case basis. This limitation applies to phone numbers, email addresses, and physical addresses.
- All contact names on an inmate's contact list are required to be recorded accurately. Nicknames, slang terms, aliases or anything other than the contact's full legal name will not be accepted.
- When adding contacts to the contact list, the relationship Status is to accurately reflect the contact being added.

Should you have any questions, you may address them with the Trust Fund Supervisor or the Associate Warden of Programs.



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Date: 2018.01.23 16:18:57 -0800

FROM: D. Shinn, Complex Warden

SUBJECT: Inmate Telephone Services

Over the past year, each institution within this Complex has experienced multiple occurrences involving illicit drugs. Based on attempts to introduce narcotics via regular mail, legal mail and phones; unauthorized positive urinalysis; inmate on inmate assaults; and inmate on staff assaults, I have determined the necessity of implementing heightened monitoring procedures.

The Inmate Telephone System will continue to be strictly monitored and failure to comply with the institution's telephone regulations and procedures may result in disciplinary action and additional service limitations imposed by each Warden. Effective February 24, 2018, the following enhancements will increase the safety and security of staff and inmates within the FCC Victorville Complex.

- After a call is completed, there will be a 1 hour waiting period before that inmate may place an additional call.
- One telephone and one Inmate TRULINCS Workstation will be available during normal working hours. All other telephones and inmate TRULINCS Workstations will be unavailable during working hours, those being 7:00 A.M. - 10:30 A.M. and 12:30 P.M. - 4:00 P.M.
- An inmate may not possess another inmate's Personal Access Code ("PAC") or give their PAC number to another inmate. If the PAC number has been compromised (lost or stolen), it is to be reported immediately to a member of the Unit Team or Trust Fund. A fee of \$5.00 will be charged to replace the PAC number.

- Inmates are required to register their voice recognition recording using their first and last name by dialing "111" and the PAC number. Failure to complete the instructions will further delay the use of telephone services.

Should you have any questions, you may address them with the Trust Fund Supervisor or the Associate Warden of Programs.



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Date: 2018.01.23 16:20:21 -0800

FROM: D. Shinn, Complex Warden

SUBJECT: Inmate Mail Procedures

Over the past year, each institution within this Complex has experienced multiple occurrences involving illicit drugs. Based on attempts to introduce narcotics via regular mail, legal mail and phones; unauthorized positive urinalysis; inmate on inmate assaults; and inmate on staff assaults, I have determined the necessity of implementing heightened mail-monitoring procedures.

Inmate correspondence will be strictly monitored and failure to comply with the institution's regulations and procedures may result in disciplinary action and additional service limitations imposed by each Warden. Effective February 24, 2018, the following enhancements will increase the safety and security of staff and inmates within the FCC Victorville Complex:

- All incoming general correspondence envelopes and paper must be white in color. If an incoming general correspondence to an inmate is in an envelope other than white, is written on paper other than white, is made from cardstock, and/or contains drawings, writings, etc., made in crayon or marker, the correspondence will not be accepted and/or rejected.
- All incoming general correspondence which utilizes a label for either the recipient and/or sender will not be accepted and/or rejected. The recipient and sender information must be completed either in ink or through address stamp.
- All incoming correspondence sprayed with fragrance, such as but not limited to perfume or cologne, will be rejected.
- All "homemade" greeting cards will be rejected. Commercial greeting cards will be photocopied prior to delivery. You will not receive the commercial card.

- All Legal envelopes from attorneys will be photocopied prior to delivery. You will not receive the original envelope.

Rejected correspondence will be treated consistent with the applicable provisions of federal regulation and BOP policy. Should you have any questions, you may address them to either the Captain or the Associate Warden.