



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

846 N.E. 54<sup>th</sup> Terrace  
Coleman, Florida 33521

March 29, 2018

MEMORANDUM FOR FCC COLEMAN INMATE POPULATION

FROM: R. C. Cheatham, Complex Warden  
Charles L. Lockett, Warden  
M. Ocasio, Warden  
Shannon D. Withers, Warden

SUBJECT: Inmate Book Ordering Procedures

Effective Monday, May 14, 2018, books from a publisher, bookstore, book club, or friends and family will no longer be accepted through the mail. Books will be rejected by mail room staff and returned to sender. The book ordering process will be as follows:

1. An Electronic Request to Staff - Trust Fund Department is to be submitted 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 the 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.

SPOs 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, accumulation 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 to the Trust Fund Supervisor or Associate Warden.



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*R. Cheatham*  
*Charles L. Lockett*  
*M. Ocasio*  
*Shannon D. Withers*

SUBJECT: Changes to Inmate Mail Procedure

Effective Monday, May 14, 2018, please note the following changes to mail procedures at FCC Coleman:

- 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 card stock, and/or contains drawings, writings, etc., made in crayon or marker, the correspondence will be rejected.
- All incoming general correspondence that utilizes a label for either the recipient and/or sender will be 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" and commercial greeting cards will be rejected.
- All legal envelopes from attorneys will be photocopied prior to delivery. You will not get to keep the original envelope.
- The postage stamps on all incoming mail will be removed prior to being provided to the inmate.

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.