

UNITED STATES GOVERNMENT

# Memorandum

TO : Chief, Division of Hospitals, BMS  
Attention: Mr. Lee Weinrich, Information Specialist

FROM : Medical Officer in Charge  
USPHS Hospital, Lexington, Kentucky

SUBJECT: Handbook for Patients

DATE: August 7, 1964

Enclosed are three copies of our recently revised Handbook for Patients. These are forwarded for your information and files. These Handbooks are for use within the hospital and not for public distribution.

*Robert W. Hasor*  
Robert W. Hasor, M. D.

*4/16 add.*

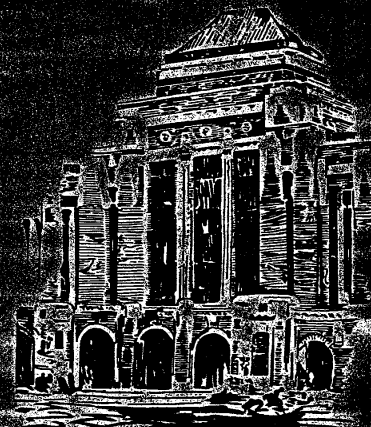


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HANDBOOK

for

PATIENTS



UNITED STATES PUBLIC HEALTH SERVICE HOSPITAL

LEXINGTON, KENTUCKY



DEPARTMENT OF  
HEALTH, EDUCATION AND WELFARE  
PUBLIC HEALTH SERVICE  
BUREAU OF MEDICAL SERVICES  
DIVISION OF HOSPITALS

MAY 1962

MESSAGE TO YOU  
From Hospital Staff

Regardless of who or what prompted you to come, the important thing is WHY you are here. The WHY is to receive treatment which in time will enable you to return to your family and friends at home and live a normal, healthy life.

The treatment program of this hospital is similar to the programs in other psychiatric hospitals. The goals of all psychiatric hospitals are to relieve suffering and anxiety, to help the patient to understand and improve his relationship with others, and to live comfortably, effectively, and happily in his home within the community.

You will discover a small 'community' within this hospital structure of which you are a 'citizen'. You will be given a vocational assignment in some activity of the hospital. Many of these assignments will provide an opportunity to establish good work habits, learn a trade, as well as help us maintain the hospital. You will share the feeling of a job well done along with other patients and personnel who will be working side by side with you.

The recreational facilities are provided for your enjoyment after work or between working hours. There are opportunities to further your education if you wish.

Your participation in the treatment program will help the hospital attain its goals. We are here to help you. Your cooperation in the program of the hospital will bring your goal closer - the day you

will be ready, able, and willing to go home to assume the responsibilities and pleasures of life in your home community.

*Robert W. Rasor*

Robert W. Rasor, M.D.  
Medical Officer in Charge

## INDEX

ADDICTS ANONYMOUS	30
ADJUSTMENT, YOUR	8
ADMISSION PROCEDURE	1
ADVERSE BEHAVIOR	10
ALIENS	40
BLUE GRASS TIMES	30
BULLETIN BOARDS	32
CLOTHING, GENERAL	
Clothing, Laundering	17
Clothing, Hospital or Personal	17
Discharge Clothing	18
Requests For Clothing From Home	17
Repairs and Alterations	17
COMMISSARY	19
COMMITTED FINE AND COSTS	38
CONDUCT, GENERAL	9
CONTRABAND - SEARCH	28
CONTINUED TREATMENT UNITS (Population)	6
CORRESPONDENCE	
Mail, Incoming	14
Mail, Outgoing	12
Prisoner's Mail Box	15
Within The Hospital	14

# INDEX (cont'd)

RELIGIOUS SERVICES	16
SAFETY PRECAUTIONS	41
SEARCH - CONTRABAND	28
SICK CALL, MEDICAL AND DENTAL	8
SOCIAL SERVICE	26
TELEPHONE CALLS AND TELEGRAMS	12
TRANSFER OF PRISONERS	32
TREATMENT PROGRAM, GENERAL	1
VISITORS	11
VOCATIONAL AND EDUCATIONAL TRAINING AND ASSIGNMENT	27
WHITE CARD	25
WITHDRAWAL WARD	3
WRITS OF HABEAS CORPUS	39
YOUR FUNDS	2

# INTRODUCTION

This Handbook is your guide. Answers to most, if not all, of your perplexing questions as well as the rules that govern how you will live and conduct yourself while here are in this Handbook. It is given to you to help you understand the aims and purposes of the hospital and why rules are necessary here as in any community.

## YOUR TREATMENT PROGRAM

Your treatment started when you were admitted. It will continue as long as you are here, perhaps in many forms. First, comes the withdrawal of drugs. After you are free of drugs, your treatment program may include any medical, surgical, dental or physical therapy treatments necessary for your well being. The psychiatric, social service, and psychological staffs offer you a valuable treatment program. Your vocational assignment is an important phase of your treatment program.

Individual and group psychotherapy is recommended for many after intensive study by the hospital staff. If you have received therapy from a psychiatrist or a guidance clinic in the past, please tell the doctor, psychologist or social worker assigned to your area. Take this opportunity to help yourself - let the staff know you want assistance from them.

## ADMISSION PROCEDURES

At the time you were admitted to the hospital, it was necessary for you to answer many questions, sign several papers, surrender your property, money, and have a physical examination.



Your answers to the questions gave necessary information for your Medical Record which will help the staff to plan your course of treatment. You were given a receipt for any property and money you brought with you. Your property is stored for safe-keeping and you will get it back when you leave. Any medications will be destroyed. Your money is deposited to your account for your use while in the hospital (See Chapter on Patients' Commissaries). Money and negotiable documents are not permitted to be in your possession, and are considered contraband articles. Prisoner patients must either send their articles of clothing home at own expense or donate them to the hospital.

You signed an affidavit permitting the censorship of incoming and outgoing mail. This censorship is necessary. Bureau of Prisons regulations require it and it helps to maintain a drug-free environment and prevents receipt of illegal materials or contraband articles.

You were also photographed. Weeks later when you see that photograph you view it with shock and disbelief and fervently wish it were out of circulation. It is you. You are stuck with the photograph as long as you stay here, but you don't have to be stuck with the you the camera revealed.

If you have never been here before, you have a lot of questions to ask. They are not very different from the questions asked by all patients. You may place the question of mail at the top of your list.

How soon can I write outside and tell my family and friends where I am? Can I have visitors? But you are also wondering about clothing, money, how long will you be on the Withdrawal Ward, and what happens next.

If you are a prisoner patient you may begin wondering about "good time". Can you get good time, and how? The answers are here - a few pages on - but meanwhile, first things first.

#### WITHDRAWAL WARD

You pass into the established hospital treatment program through four units starting in the Admission Unit. You go directly from Admission to the Withdrawal Ward, to Orientation Unit, and then to one of the Continued Treatment Units (or Population).

Your stay on the Withdrawal Ward depends on how long it takes to withdraw you from drugs. This varies with the individual and the amount and kind of drugs used. You may stay two weeks, or be transferred out of withdrawal in 48 hours. The Methodone substitution method is used for gradual withdrawal of drugs. A physician will see you every day.

If you are a prisoner you are probably an inactive addict by the time you arrive here to serve your sentence, in which case you will probably spend 24 hours on the Withdrawal Ward and then go on to the Orientation Ward.

While on Withdrawal Ward your activities are limited to that area. You are not permitted to have visitors. Smoking is permitted in day room area only. Reading material is available for you to select from a library cart. If you had money when admitted, you can buy Commissary coupon books. The aid will have the forms for you to fill out and the books are delivered on the regular delivery day. You can buy items from the Commissary carts which are on the wards four times a week.

When the doctor pronounces you well enough to leave withdrawal - about the time you have become restless - you are moved to the Orientation Ward.

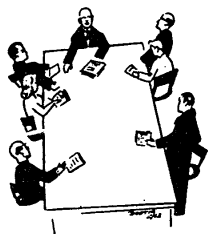
#### ORIENTATION WARD

Here you will reach a better understanding of the hospital and its program for you. You are asked many questions. Some of them make you want to ask a question of your own. "Why?"

Ask. This is how you gain assurance. Gradually you discover a uniformity in the answers you receive - concern for you. This gives you something new to think about, and at first you may not like it.

Use of drugs is self-abuse, and therefore is an indication that addicts neither like themselves very much, nor care very much what happens to them - so you wonder - why should anyone care about me?

A psychiatrist will talk to you individually or in a group, every day on the Orientation Ward. A psychologist will see you at least once during this time. He will give you several tests. They are not the usual kind that can be failed, or passed. They reveal a more complete picture of you.



A social service worker will interview you to find out about your background. Family troubles, the kind of supervision and custody you will live under when you leave, and where you will live, are some of the practical problems he, or she can help straighten out.

A dentist will make a thorough examination of your teeth and provide treatment if necessary.

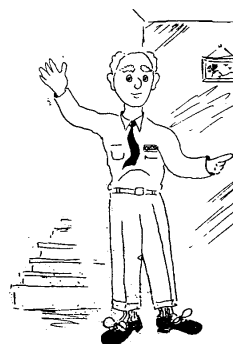
A vocational officer will interview you about a job. The hospital has a variety of jobs, and your assignment rests on previous experience, capability, and the kind of person you are.

An educational specialist will talk with you about educational programs offered.

Other, more personal things are happening to you. For the first time you eat with the rest of the population. You get your first real look at patients who are involved in living and working in the community. You are free to roam around outside your own ward, using the day rooms, and discovering the library.

But, patient rooms are still out of bounds for you. Sometimes, in passing, you get a quick glimpse of an attractive room through an open door. You see curtains, a neatly made bed, a plant flourishing on a window sill, pictures on the wall, a radio, a few books. When you hear a fellow patient refer to "my house", you understand at once - a place of your own.

At the end of your week in Orientation you may think a wry thought - "They know more about me than I know about myself." This is Evaluation - the sum of the total you, gained from your interviews with the psychiatrists, psychologist, social worker, and vocational officer. Begun in this unit, your evaluation never really stops the entire time you are here. It has to be reaffirmed, reconfirmed, added to, and taken away from - to insure that your course of treatment is always the best for you.



The Security Supervisor will take care of much of your orientation in one sitting. You will be briefed on rules so you will know what you can and can't do before you move into the patient dormitory areas. Many of these rules are in this Handbook - some rules and schedules subject to change are posted on the Ward Bulletin Board. Get the habit of reading the Bulletin Board notices.

The Security Supervisor will also describe the function of the Security-Psychiatric Aids (personnel attired in brown uniforms). It is their job to enforce rules. They can also help you over your initial adjustment to population, and repeatedly during your stay. In a practical way, they know you better than anyone else because they live with you around the clock.

#### CONTINUED TREATMENT UNIT (Population)

You are assigned a room and you move into Population. You have your own "house", either alone, or with a roommate. This is where you are going to live. This is your island of privacy. You want to make it as pleasant as possible. Keep the area safe and if you must smoke use precaution against fires.

Let the people on your "alley" (corridor) see your good will and good humor. Be straightforward and worthy. You can't fool another addict. Demand, push, shove and you will be shunned.

Your traffic in and out of your ward is controlled by pass system. Except for going to work area you will need a pass from the aid. Ask the Aid about this before you start roaming around. If you are out on a pass, go directly to your destination and return to ward promptly.

#### Inspection:

If you have never known or cared much for housekeeping, you will now. The pride that results from having made your room as habitable and as attractive as possible will spur you to new habits of cleanliness. Even so, your standards may fall short of the hospital's. Cleanliness and neatness are "musts."

You will have inspection of your room once a week. Your inspector will have a homing instinct for dust in corners you

didn't know existed. You can receive a warning to do better, but after this you either fail or pass inspection. Good housekeeping has a lot to do with a good Dormitory rating, as do attitude and behavior. Poor housekeeping means points off your evaluation, and a second, or even third-rate grade for the whole alley.

You learn to polish brass and glass, and make a bed so smooth you couldn't find a wrinkle in it. Every morning after you go to work your room is inspected by an Aid to see that you've left it clean and neat. Once a month the unit supervisor and a sanitation employee inspect all rooms. Cleaning supplies and equipment are available from the Aid. Your help is needed in keeping public areas clean. Put trash and cigarette butts in proper receptacles.

Destruction of government property can not and will not be tolerated. Violation of this rule may result in additional sentence or fine if you are guilty of such an offense.

#### YOUR DISCHARGE

##### Prisoner and Probationer:

Your discharge is determined by length of sentence, parole, and other legal matters. Transportation is paid by the hospital when you are discharged. Discharge clothes are furnished to prisoner patients. If they are indigent and their personel clothing is inadequate, probationers are also furnished clothing.

##### Voluntary Patients:

Your discharge is determined by you. It is to your best interest to remain in the hospital until your doctor recommends your discharge. If you do stay for the full period of treatment, you will be discharged "hospital treatment completed". If you have no money, the hospital will pay your fare home and furnish



your clothes if your personal clothing is inadequate. If you elect to leave contrary to the advice of your doctor, you will be discharged "against medical advice" (AMA). You pay your own fare and furnish your own clothes. You will be required to sign a statement that you are leaving at your own risk and the hospital and its staff are not responsible for the consequences of your act.

#### SICK CALL - MEDICAL AND DENTAL

There are regularly scheduled Medical and Dental Sick Calls. Check the Bulletin Board in your dormitory or ask your Aid how and when to make Sick Call. You are issued a pass for the next scheduled Sick Call. In case of sudden illness or injury, report immediately (or if you are unable to do so - ask someone to report for you) to your Vocational Supervisor or the psychiatric Aid.



Be prompt for all appointments. The time is scheduled for you and if you cannot keep your appointment ask your Supervisor or Aid to cancel it. Your time can be used by someone else.

#### THE ADJUSTMENT

You get what you give. There are exceptions now and then to this time-tested premise for getting along with others, but in the long run it works for everyone.

Be good to yourself. Before you decide to do something or say something ask yourself, "Will this hurt me?" "How will I benefit from this?"

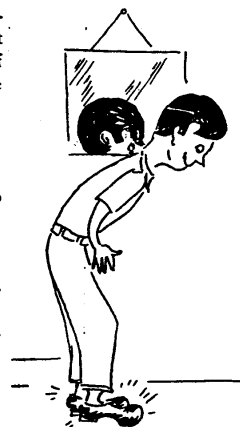
Give yourself a chance. Mind your own business quietly. This in itself is a full-time job. Do what's expected of you without fuss and bother. Remember, it takes time for the staff and personnel to get to know you, and for you to establish yourself as a good citizen of the community.

You will learn to wait. This is good for it teaches patience and patience has not been your forte. You will do a lot of thinking about yourself during those times when you are patiently waiting.

Remember, too, that there is a doctor "in the house" - at all times. If you hurt, physically, or mentally, see him. Talking out your problem is the best way to gain understanding of your special needs - for the doctor, and for you.

#### PERSONAL APPEARANCE

You are expected to keep your body clean and neat. Take pride in your appearance. A clean body and neatness help you function at your best both mentally and physically - and you are more acceptable to your fellow patients.



In the privacy of your rooms dress as you would at home. In public areas, such as dining rooms, on the job or recreational areas, dress in clothes acceptable to the public and activity.

#### CONDUCT

Your ability to adapt to the hospital program is displayed in

your conduct or behavior. General rules of good conduct and manners can be followed without fear of hurting your fellow patients.

You should be so self controlled that personnel need not be constantly reminding you to obey rules. Disregard for rules will necessitate submission of Adverse Behavior Reports. These are evidence that you cannot or will not cooperate with the hospital staff. Minor violations may result in you having to do 2 hours extra duty or loss of show privileges. Serious and repeated infractions of rules can result in loss of good time, your room, and job assignment. Profane and obscene language is unnecessary. Do not use it.

#### INTERVIEWS WITH STAFF MEMBERS

If you want to talk to any staff member about a problem or anything that worries you, there is a form available for requesting an interview. You get the Request Slip form from the Aids on your floor, fill it out, and drop it in the Request Slip box. In a day or two you will be given a pass bearing your name and the name of the person you asked to see, where and when you will see him and what time.

#### MEALS

Sometimes you will hear other patients complain about the



quality of the food while at the same time they are letting out seams to accommodate expanding waistlines. The food is good and it is abundant. The menus are planned to give you a well balanced diet of proteins, minerals and vitamins.

Rules don't permit taking

food from the dining room except fresh fruit, dry cereals, and candy. Rules do permit good manners and conversation in moderate tone of voice.

Check your bulletin board for the correct meal hours. You eat cafeteria style and may have as much as you want of unrationed items. Rationed foods are - meats, desserts, hot breads and butter. To avoid waste, don't overestimate your appetite and take too much. Excessive food waste is naturally reflected in the overall menu.

#### VISITORS

The people on your correspondent's list are the same people who are permitted to visit you. Regardless of how far away they live, it may be wise to submit their names. A visiting list marked "None", or "Name Omitted", indicates you don't care about visits, or don't want any. You may have visitors 30 days after admission. Patients on infirmary wards will have visitors on the ward if unable to come to visitor's area. Visitors rules are suspended for seriously ill patients.

You can have two one-hour visits monthly. Visiting hours are 9:00 - 11:30 a.m., and 1:00 - 3:30 p.m. Monday through Friday. Additional time may be given visitors who come from long distances, if you ask for it. No physical contact is permitted on visits. Visitors cannot exchange articles with you. If they wish to leave money for your account, it will be accepted at the switchboard and deposited to your account (within 24 hours).

For special visitors's passes for Saturday, Sunday or Holidays, enclose a request slip to the Chief of General Services with your outgoing letter. This request should state the reason you wish the visit, the specific date, and complete name and address of visitor. Special visitor passes are limited in number and therefore will be issued on a "first come - first serve" basis. Such requests should be sent in at least two (2) weeks

in advance to permit ample time for visitor to receive it. Week-end and Holiday visits are held only from 9:00 - 11:30 a.m. Visits are held in the presence of an employee.

Visits between men and women patients may be approved of by the Chief, General Services, if certain relationships are established. Send a request slip to the Chief of General Services.

#### TELEPHONE CALLS AND TELEGRAMS

Critical illness, accident, or death in your family constitute emergencies. In such cases outgoing calls and telegrams are permitted after the emergency has been verified by the Chief of General Services.

Calls are made collect, and they are monitored. Telegrams are prepaid from your own funds.

Family and friends on your mailing list can send you pre-paid wires. Incoming calls cannot be accepted by you mainly because of limited switchboard facilities, and you should advise the people on your mailing list of this.

#### MAIL OUTGOING

You signed an affidavit permitting your incoming and outgoing mail to be censored. This is a Bureau of Prisons regulation. Moreover, it helps keep the environment free of drugs, and illegal, or contraband articles.

You were given two Correspondence and Visiting List Forms. If you haven't filled it out yet, you should. Mail was never as important as it is now. Send both copies to Mail Unit of General Services. The list must be approved by Chief, General Services before mail goes out.

You may put the names of six persons you want to write, or

visit with, on this list.

After the list is approved, correspondence begins, and the sound of your name at mail call is like a blessing.

If you want to make changes in your mailing list, you can do so within 30 days after admission, if you are a voluntary patient; within 90 days after admission if a prisoner patient. Future changes require approval of CTU Supervisor in charge of your Unit. You should request an interview with the Supervisor.

Your writing paper, envelopes and postage are furnished by the hospital.

You may write three letters a week, using one sheet of paper per letter. Write on both sides of the paper if you wish.

When you address your envelope, write the name and address exactly as you wrote them on your mailing list. Sign your full name in the upper left hand corner of the envelope, and at the close of your letter.

If you can't write in English, ask an English-speaking friend to write your letters. Foreign-language letters will be mailed only when addressed to a foreign country.

Using Special Delivery, Registered, or Air Mail service, or mailing a package, requires special permission from General Services. Ask the Aid. The cost comes out of your funds.

Mailing regulations are enclosed with the first letter you write to any person on your mailing list. They explain to family and friends how to address letters to you, the kind of paper to use, and what articles may, or may not be sent you.

#### INCOMING MAIL

Your incoming mail must be addressed to you by name, P. O. Box 2000, Lexington, Kentucky, 40501, and must be signed with full name of sender, must be in English unless otherwise approved. Contents must conform to postal laws.

Money will be accepted for you if it is in one of the following forms: U. S. Postal, Telegraphic, or American Express Money Order, Certified or Cashier's Check, and Cash at sender's risk. Personal Checks, Currency Type Money Orders, Stamps, or any other form of remittance will not be accepted but will be returned to sender.

You can have newspapers, magazines and books if they are sent directly from the publishers. Book titles need to be approved by the Librarian before your order is sent.

Packages will not be delivered to you unless prior permission has been granted to sender. If you want something sent from home, ask your Continued Treatment Unit Supervisor or Aid for necessary form to be filled out.

Any person not authorized by law or by the Surgeon General, who introduces or attempts to introduce by mail or other methods into or upon the grounds of this hospital any habit-forming narcotic drug, weapon, or any other contraband article or thing, or any contraband letter or message intended to be received by an inmate thereof, shall be guilty of a felony and upon conviction thereof, shall be punished by imprisonment for not more than ten years.

#### CORRESPONDING WITHIN THE HOSPITAL

You may correspond with other patients within the hospital by using the special stationery (blue) available at the Aid's office. The envelopes must be addressed in writing, (not printed

nor typed) to the patient you wish to write by name, number and location, and shall bear the return address in the upper left-hand corner consisting of name, number, and location of sender. The envelope must not be sealed. Those letters not properly addressed will be forwarded to the Office of the Chief of General Services for disposition. Writing personal correspondence on your vocational assignment is not part of your job, therefore is not permitted.

This "blue" mail will be placed in the mail boxes available on each Continued Treatment and Infirmary Wards no later than 10:00 p.m. It will be picked up by 12 midnight to 8:00 a.m. personnel.

#### PRISONERS' MAIL BOX

A special privilege for prisoners is usually referred to as the "Prisoners Mail Box". There is no special "box" for this mail. The purpose of this special privilege is to afford prisoners the opportunity for candid discussion of problems with certain government officials not immediately responsible for custody and discipline. Such letters do not count against your authorized three letters per week. You may write to officials indicated below, regarding any problem which you honestly believe cannot be solved through assistance of personnel here or by utilizing regular mail channels. You may send letters through the mail box to: Secretary of Health, Education, and Welfare; Surgeon General of the U.S.P.H.S.; Chief, Division of Hospitals; Federal Judges; Attorney General; Members of the Board of Parole; Pardon Attorney; Secretary of Defense (if military prisoner), and Members of the U. S. Senate or House of Representatives.

Letters addressed to any of the officials above may be sealed and will not be censored at this hospital. You are not required to put any identifying information on the envelope; you are required to address the envelope as clearly and fully as possible.

These letters may be deposited in any mail box in the hospital. They will be delivered to the office of the Chief of General Services and will be mailed to the Chief, Division of Hospitals if they are addressed to the Secretary, Department of Health, Education, and Welfare; the Surgeon General; or the Chief of the Division of Hospitals. Letters addressed to United States Judges will be promptly forwarded directly to the Court. This correspondence should be written in decent, respectful terms and present problems over which the Judge has jurisdiction. All other letters will be mailed to the Director, Bureau of Prisons. These letters are opened and read at the Bureau of Prisons before being forwarded.

#### RELIGIOUS SERVICES

Protestant, Catholic and Jewish services are held regularly. Chaplains of each faith are available for guidance and counsel to individual patients and groups of patients, and regularly make bed-side visits to the sick.

Attending church services is not compulsory, but you will find that participation contributes measurably to your rehabilitation progress.

If you would like a personal interview with your Chaplain you can fill out the Request Slip asking for an audience.

Catholic Sunday Mass is held at 8:00 a.m. for female patients and 9:00 a.m. for male patients. Confession is heard before Mass.

Protestant Sunday Services are held at 7:00 p.m. for female patients and 8:00 p.m. for male patients.

Jewish Saturday Services are at 8:30 a.m. for male and female patients.

Special services are conducted at times announced by the Chaplains.

#### CLOTHING

Suppose your clothing is inadequate or you have outgrown it and you are wondering about getting additional or properly fitted clothing from the hospital or some from home. To send home for clothing you need to get a personal clothing authorization list from the Aid or Supervisor. The Aid on duty will tell you what you can send for, and how many of each.



To obtain hospital clothing simply put in a Request Slip to see the Clothing Room Supervisor. Government-issue clothing constitutes your main wardrobe, but it may be augmented by some of your personal clothing. All hospital-issued clothes you have signed for are your responsibility, and each article must be returned to the Clothing Supervisor and accounted for when you are ready for discharge. Don't borrow or lend hospital clothing. If altering and major repairs are necessary, don't do them yourself, put in a request slip to the Clothing Room. Shoes are repaired by the hospital. Put a request in to the Clothing Room stating your shoe needs.

#### LAUNDERING OF CLOTHING

##### Women Patients:

Your Government-issued clothing will have your laundry mark. Turn your soiled clothing in to the Clothing Room on the day designated on the Clothing Room schedule. After it is laundered and pressed it will be returned to you at the Clothing

Room. Do not send personally-owned items of clothing to the laundry. Items of personally-owned clothing are washed daily by the Aid in charge of the Female Laundry Unit. In addition, you may hand-wash articles of clothing and have them dried in the dryer during the hours specified. Check the Clothing Room schedule for these hours. Laundry supplies are available from the Aid in charge.

#### Men Patients:

Your clothing will have your laundry mark. Place your soiled clothing in the soiled linen rooms on your ward before 9:00 a.m. daily. After clothing has been laundered it will be issued to you approximately three days later at the Clothing Room.

Keep yourself clean and neat by sending your soiled clothing regularly to the Laundry.

Preliminary to your discharge you must return all hospital clothing to the Clothing Room and receive clearance.

#### DISCHARGE CLOTHING

#### Prisoners:

The hospital provides it. About 30 days before discharge, the Discharge Clothing Supervisor puts you on call to find out what you will need. Your needs are listed on a selection form which goes to Needletrades Industry, and later you will be called there for fittings. About a week before your discharge, your "going away" clothes will be ready and waiting for you in the Discharge Clothing Unit.

#### Volunteers, Probationers, or Prisoners Serving 6 Months or Less:

You wear out what you wore in, unless it is completely unsuitable, and your family has been unable to send you anything else.

The clothing you wore in will be renovated, cleaned, pressed and even altered, if necessary, for your day of discharge.

If you have nothing to wear out and are indigent, talk to the Discharge Clothing Supervisor at least 3 or 4 weeks prior to discharge date about providing you some clothing.

#### PATIENTS' COMMISSARIES

You will discover that you need coupons before you can shop at the Commissary or from Commissary Carts. Coupon books are sold in denominations of \$1, \$2, \$3, \$4, \$5, \$6, \$10. Check the Bulletin Board for Commissary and Books Sales schedules and any change in routine will be posted on the Bulletin Board.

You are limited in your spending to not more than fifteen dollars per week. Patients may exceed the \$15.00 weekly allowance only when purchasing a single item amounting to more than \$15.00, such as Radios, Phonographs, Television Sets, Watches,



surprising "finds" - books that you've heard about, wanted to read, but never found the opportunity. The selection ranges from mystery books to great fiction and poetry.

Many patients browse in the library regularly as much for the peace and quiet it offers as for the book they will check out and take with them. Book carts are available on Withdrawal, Medical, Surgical Wards, and Kolb Hall.



There are plenty of newspapers - dailies from the country's largest cities - current news and picture magazines, and others of the favorite national magazines. These can not be checked out, but may be read in the library - a peaceful, pleasant way to pass an hour.

Library hours are posted on the door of the Patient Library, and special announcements may be found on the bulletin board. Patients serve as librarians and are happy to assist library users in their needs.

Here are the Library rules:

1. No more than two books per person may be checked out at any time.
2. Books are loaned for a two-week period, but may be renewed for a similar length of time. This should be arranged for before book is overdue.
3. If you receive an overdue notice you must return the book within four days, or be subject to disciplinary action.
4. Books are the responsibility of the borrower.

Library books, magazines, newspapers and supplies taken from the Patient Library illegally are contraband items and patients who have these items in their rooms will be subject to disciplinary action.

Patients with a professional background such as doctors, nurses, pharmacists and medical technicians, may use the Professional Library in the Administration Building on a specified weekly basis after permission has been granted by the Chief of General Services.

#### OUTSIDE PRIVILEGES

You notice other patients going outside on the grounds. You wonder, "Can I go too?" Yes, if you have a White Card.

"What is a White Card?" you ask.

The White Card signifies minimum custody. It is kept on file by the Supervisor or the Aid on duty. If you are a prisoner with a detainer, you may not receive a white card because you are under maximum custody regulations. Volunteers enter the hospital under minimum custody. Probationers are subject to the same custody regulations as prisoners. Normally they must wait three months before General Services may approve and issue their minimum security white card.

When you are issued your white card you can go outside on Saturdays, Sundays, and Holidays without supervision, also play golf. You can breathe fresh air, enjoy the sun, you can get tired, and sleep like a baby that night.

You won't want to lose your "White Card" status. You observe signs that read "Out of Bounds". You don't wave at, or converse with strangers.

Some patients with white cards walk outside to their job assignments.

The abuse of rules by one patient can remove outside privileges for everyone. The loss of your white card and the disciplinary measures you are subject to, become minor compared to the cold resentment of the other patients you have hurt.

#### PREScribed QUARTERS

Unless you are sick, you report to work. If you are sick, a doctor may give you "quarters" for one day, or for several days. "Quarters" means remaining in your room for the rest prescribed by the doctor. You may go to the dispensary, and to meals.

#### SOCIAL WORK SERVICE

The Social Worker is your connecting link with family, an employer, probation officer, courts, or other agencies on the outside. He may help you solve problems which contribute to your being here or if you wish, he will just listen.

Letters sent the hospital asking how you are getting along, are usually answered by the Social Worker. He will discuss this with you.

Moreover, your Social Worker can help you plan now for the kind of life and work outside that you would want and which would help you stay off drugs. Parole matters are handled with your Social Worker. (See Parole).

A Social Worker is assigned to each area of the hospital. The Aid can tell you how to contact him.

#### PAROLE

Some prisoners, with a sentence of six months or more, are eligible for parole when they have finished one-third of their sentence. Others may have a different date set by the Court, or the Court may direct the Parole Board to set the eligibility date.

Still others are not eligible for parole at all. Some (Youth Corrections Act) are released only on parole.

Sometimes the parole application is considered by the Parole Board without a personal appearance by the applicant. Other applicants may appear before the Board once. Still others (Youth Act, Federal Juvenile Delinquency Act) may appear before the Board at intervals prior to release.

All parole matters are handled by your Social Worker. Getting the answers to your parole questions is an individual problem, emphasizing the need to keep in close touch with the Social Worker. Not only can the Social Worker answer your questions and help with special problems, he also can foresee difficulties which may arise in connection with your release plans.

#### VOCATIONAL AND EDUCATIONAL TRAINING AND ASSIGNMENT

A job, or vocational assignment, means more than just laboring or working. It is a cure for boredom and monotony. It is a constructive use of part of your daytime hours. Through your vocational assignment you receive the direct benefits of other patients and personnel who contribute to make your stay here as profitable as possible. Also, you make your contribution to the general welfare of the hospital community. You are now a resident of a very real and dynamic community of more than 1500 people.

This hospital, therefore, places great emphasis on your working assignment. When you leave here you will, if you want to, have acquired good work habits. If you have no training and no experience, there is much you can do about it here.

Talk to the Vocational and Educational Officer about your ambitions for work and education. He will do his best to place you in a job that will be most beneficial to you - and one you will like.



Certain training and educational classes are available to you. If you haven't a high school diploma, you can study and may get one while you're here. Ask about joining a class.

Prisoners may earn Industrial or Meritorious Good Time while they receive on-the-job training.

The Vocational Officer can help you make plans for more extensive training and education after you go outside.

Job assignments include Printing, Needletrades, Woodcrafts, Agriculture, Microfilm, Dental Clinic, Nursing, and many others. Ask the Vocational Officer about them. Your work week will not exceed 40 hours per week.

You have a work evaluation which, like your Dormitory evaluation, is based on a point system. The progress you make in rehabilitation is reflected in evaluation ratings and have an effect on discharge date.

#### CONTRABAND - SEARCH

Contraband is any article not authorized or issued by hospital authority, or purchased on Commissary, or which you were not permitted to keep when you were admitted. It includes any article with alcoholic contents-spices, obvious weapons, uncensored letters, and so forth. Contraband is also something you have which belongs to another person, either patient or personnel. Written approval from the Chief of General Services is required before you can receive anything from another patient, or employee. Possession or introduction of contraband can result in Federal prosecution of all parties involved, whether patient or personnel. The patient can lose good time, or receive an additional sentence.

Regular, but unannounced room checks are made for contraband. Occasionally a patient is subject to search. This may take place anywhere. You may only have to empty your pockets,

or remove a sweater. If all your clothing has to be removed it will be done in the privacy of an examining room. Any staff member has the authority to make a search. You will only be searched by a member of the same sex.

#### EMERGENCY LEAVE

##### Prisoners and Probationers:

The Medical Officer in Charge may approve leave to attend a funeral, or the bedside of a seriously ill wife, husband, mother, father, or child, provided:

1. You are not a maximum security risk, and
2. You do not have a bad record in your community, and
3. You or your family can pay your own expenses and that of a Security Aid escort, including travel and a certain portion of overtime pay if any involved. Travel cannot start until the money has been received at the hospital.

The visit is limited to 24 hours. There will be only one trip.

You will be lodged in an approved institution overnight, and at all times when not in transit, or at the bedside of the ill relative, or at the funeral.

##### Volunteers:

May be granted emergency or therapeutic leave by the Clinical Director. Need for the leave must be recommended by the patient's physician, or Chief of General Services, or his representative.

#### ADDICTS ANONYMOUS

The hospital cooperates in the sponsorship of an Addicts Anonymous group, an affiliation you may well want to continue later in the city where you live.

Addicts Anonymous is patterned after Alcoholics Anonymous. Anyone is eligible who admits powerlessness over drugs and expresses a sincere desire to stop taking them. It is a bond of communication for an addict, who, after he goes outside, often feels that no one can understand him but another addict. Joining an AA Group can fill this need, reassure the addict that he is not alone, and reinforce his own determination to stay off drugs by helping other addicts do the same.

Regular meetings of AA are held three times a week. Find out who your AA chairman is from your Aid or Supervisor.

Joint male and female AA group meetings are held once a week.

#### Other Group Programs:

You may want to participate in cultural and intellectual activities while in the hospital. If you are interested in drama, music, lectures, debates and unit movies, discuss this with your ward doctor.

#### PATIENTS' PUBLICATIONS

Two patient publications are published in the hospital: "The Blue Grass Times" and "The Key".

The TIMES is published tri-weekly under the direction of the Vocational and Educational Unit for distribution of institutional news and information to patients. It also provides patients means of self-expression.

News items and literary contributions may be submitted to the Editor or to the Chief of the Vocational and Educational Unit.

As this Hospital's official journal for patients, the TIMES can be relied upon as a source of accurate information. The editorial staff goes to great lengths to provide its readers with completely authentic, up-to-date accounts of all Hospital activities.

The KEY is the official publication for the Hospital's Addicts Anonymous Group. It is published once a month under the direction of the Vocational and Educational Unit and provides members of AA with an opportunity to express their views in print.

Literary contributions are encouraged and may be submitted to the Editor or the Chief of the Vocational and Educational Unit. The KEY is devoted exclusively to AA and related subjects.

#### KOLB HALL

Kolb Hall is the separate building to the west of the main building. Occasionally you may hear someone call it the "Women's Building". At one time it was used for women only. The building is now used for the hospitalization of non-addict psychiatric patients and beneficiaries of the Public Health Service, such as American Seamen, Coast Guardsmen, Commissioned Officers of Public Health Service.

Addict patients are not housed in Kolb Hall unless their treatment program requires special treatment by the staff in that unit.

Addict patients are sometimes assigned to work in Kolb Hall to assist in care of these patients.

## TRANSFER OF PRISONERS

Recommendations for transfer are made for several reasons:

The hospital staff feels that the patient has received maximum hospital benefit;

The patient is unsuited for the type of treatment and care afforded by this hospital;

The behavior of the patient is a detriment to the welfare of other patients and to the hospital;

There are other extenuating circumstances that indicate the welfare of the patient could be served better at a prison .

## BULLETIN BOARDS

New rules, old rules still in effect, rule changes, policies and announcement of coming events, are placed on central Population Bulletin Boards. Check the Bulletin Board daily, to know what is going on, and to avoid an infraction of rules.

If a rule is changed, or a new rule goes into effect and you break it in ignorance, your ignorance is not an acceptable excuse.

What can you say when the Aid replies - "But that rule is on the Bulletin Board."

## CUSTODY

Regardless of your status, prisoner, or volunteer, you will live under some degree of custody. There are four grades of custody: Minimum, Medium, Medium Inside, and Close. You will be placed in one of those grades as determined by the Chief of General Services. Changes of grade are also made by that officer or his representative. All voluntary patients are ordinarily given minimum custody after discharge from withdrawal ward.

### Minimum:

You may pass through primary gates to your work assignment after identification by the Aid at the gate. You will work under minimum supervision of a vocational supervisor and/or a security employee. You may be permitted outside primary gates at scheduled times for recreation and exercise.

### Medium:

You will be under intermittent supervision inside primary gates and under constant supervision when outside of primary gates. You may pass through primary gates to a work assignment or recreation after identification by the Aid on the gate, but only if an employee is available to supervise you.

### Medium Inside:

You will be under intermittent supervision within the primary gates and will pass through primary gates only on court order, transfer, or permission of the Clinical Director. The following are always medium inside custody:

1. All newly admitted prisoners.
2. All prisoners awaiting trial and generally anyone who has a warrant for arrest at the time of discharge.

### Close:

When a prisoner is an escape risk or a serious behavioral problem, he may be under close custody. This requires that the patient be housed in Segregation and fed in the same area. Such a patient may not go or be taken through the primary control except on court order, discharge, or by permission of the Clinical Director.

#### PRE-DISCHARGE EMPLOYMENT PLAN

One month before your scheduled discharge from the Hospital, the Vocational and Educational Unit will call you for an interview. The idea of seeking employment will be discussed with you. If you request it, an application for employment will be sent to the State Employment Office nearest your home. If apprenticeship training is required or desired by you, you will be advised how to investigate the possibilities and you will be given pamphlets on apprenticeship training. If you wish, the Vocational and Educational Unit will write a letter to a prospective employer, giving a record of your vocational training while at this hospital. "To Whom It May Concern" letters will not be written.

#### STATUTORY GOOD TIME

Prisoners may earn deductions from their sentence by good conduct and making satisfactory ratings on their vocational and dormitory assignment. This type of deduction is known as Statutory Good Time. It is credited monthly if earned.

Allowances for Statutory Good Time are based on the length of sentence as follows:

5 days for each month, if the sentence is six months and not more than one year.

6 days for each month, if the sentence is more than one year but less than 3 years.

7 days for each month, if the sentence is three years but less than five years.

8 days for each month, if the sentence is five years but less than ten years.

10 days for each month, if the sentence is ten years or more.

If you have a sentence of less than six months you cannot earn Statutory Good Time.

When two or more consecutive sentences are to be served the aggregate of the several sentences shall be the basis upon which the deduction shall be computed.

Returned parole and conditional release violators are credited at the rate applicable to the term of their original sentence except those sentenced from Washington, D.C.

All or part of Statutory Good Time may be withheld or forfeited for adverse behavior.

#### INDUSTRIAL GOOD TIME

In addition to Statutory Good Time you may earn Industrial Good Time at the rate of two - five days a month if you are assigned to one of the Industries - Agriculture, Needletrades, Printing, or Woodcrafts. An assignment to one of these Industries does not mean that you will receive an automatic award of Industrial Good Time. Your Supervisor recommends the award if you earn it on the job. The number of days earned depends on how well you do your work and how long you have been working on the job. If your rating is fair you may be credited with only part of the allowance, and if poor, no credit at all. If you don't get it one month because it wasn't earned, it cannot be credited to you later on.

Previously earned Industrial Good Time may be forfeited and restored under the same conditions as Statutory Good Time.

Industrial Good Time and Meritorious Good Time cannot be earned simultaneously.

#### MONTHLY MERITORIOUS GOOD TIME

There is another opportunity for you to earn extra good time by an award of Meritorious Good Time at the rate of two - five days a month depending on length of time you have been earning it. The general requirements for consideration for the award is exceptionally meritorious performance on the job demonstrated by a combination of the following: trustworthiness, dependability and ability to work with a minimum of supervision in an exceptional fashion; assignment to an unusual and difficult hazardous task not expected of other patients in the same area; exceptional quality or quantity of work performed; voluntary performance of overtime work and demonstrated willingness to perform overtime work as a regular part of the job; unusual skill and knowledge required by the job and wholehearted application of such skill; exceptional resourcefulness, initiative, and diligence; leadership or teaching of vocational training. Outstanding general performance demonstrated by a combination of the following: efforts of self improvement and contributions to the morale and welfare of the hospital community; leadership and teaching in the educational field; leadership in activities unrelated to work assignment; outstanding general record, and active participation in the prescribed treatment program for three consecutive months. The recommendation is considered by the Meritorious Good Time Board, and if in their opinion an award is merited, they will recommend it to the Medical Officer in Charge.

#### LUMP SUM AWARD OF MERITORIOUS GOOD TIME

Lump sum awards of Meritorious Good Time are sometimes made by the Medical Officer in Charge for any of the following reasons:

1. Act of outstanding heroism.
2. Voluntary acceptance and satisfactory performance of unusually difficult and hazardous assignment.

3. Acts which protect the lives of employees or patients, or the property of the United States Government.
4. Suggestions which result in a substantial improvement of the hospital program or definite economies in operation.
5. Other exceptional meritorious, outstanding services consistent with the general character of the preceding examples.

This good time like all others may be forfeited or restored.

#### FORFEITURE OF GOOD TIME

When the Medical Officer in Charge has reason to believe that a prisoner has violated any rule of the hospital or any applicable State or Federal law thereby warranting a forfeiture of statutory, industrial, or meritorious good time, or all three, he shall appoint a Good Time Forfeiture Board composed of three employees of the hospital to investigate the alleged violation. The prisoner shall be notified of the investigation and given an opportunity to cross-examine all witnesses, unless in the opinion of the Board such cross-examination is not feasible. He shall be permitted to call such witnesses as the Board may deem necessary and proper.

The prisoner may request the assistance of an employee of the Hospital to assist him in presenting his case. At the conclusion of the investigation, the Board shall make formal findings of fact, and, if violations are found, recommendations as to the amount of good time to be forfeited.

The Medical Officer in Charge may order further proceedings, or if the findings of the Board indicate that violations have occurred, he shall determine the amount of good time the prisoner shall forfeit and submit his recommendations to the Director, Bureau of Prisons.

#### RESTORATION OF GOOD TIME

Withheld Statutory Good Time may be restored to you by the Medical Officer in Charge if you earn a "Very Good" or "Excellent" Vocational and CTW evaluation and actively participate in your treatment program for three successive months.

Good time which was previously earned and then forfeited may be restored only by the Director, Bureau of Prisons on the recommendation of the Medical Officer in Charge. After three months evaluation of "Very Good" or "Excellent" on your Vocation and CTW, it may be restored at the rate it was originally earned.

The Adverse Behavior Clinic has the responsibility of recommending restoration of withheld and forfeited Good Time to the Medical Officer in Charge. Three months after Good Time is withheld, or forfeited, your record will be evaluated and each month thereafter until all Good Time is restored or you are discharged. Address questions to the Chief of General Services.

#### COMMITTED FINE AND COSTS

The law says that you will serve thirty days additional time beyond the expiration of your sentence if you are unable to pay a Court-imposed committed fine, or fine and costs.

The additional time starts the day following the day your sentence expires by minimum expiration or mandatory release.

If you have a committed fine, or fine and costs that haven't been paid, you will be interviewed by the Record Clerk, Medical Record Service thirty days prior to the expiration of your sentence, and again on the expiration date of your sentence.

#### DETAINERS

When a detainer is filed against you, you will be notified, and told all the facts.

If you have a detainer on a pending Federal indictment you can have it disposed of under Rule 20 of the Federal rules of criminal procedure, which permits a criminal case pending in a Federal District Court, to be transferred under certain conditions to the Federal Court in the District where the prisoner is confined. Request an interview with the Record Clerk, Medical Record Service, for further information.

#### WRITS OF HABEAS CORPUS

If you question the validity of your sentence, or detention here, responsibility for habeas corpus proceedings rests with you.

Personnel cannot assist you in the preparation of such a writ.

If you prepare a writ, direct it to the Record Clerk, Medical Record Service who will mail it to the Clerk of the specified Court. Original and 2 copies of the writ are required.

#### DEPARTING OR ENTERING UNITED STATES

Title 18 United States Code, Section 201, paragraph 1407, is required reading for patients who come within its provisions before they are discharged. They will be furnished with a copy of the provision and must certify that they have read it before they leave.

It reads in part: "No citizen of the United States who is addicted to or uses narcotic drugs as defined by law (except a person using such narcotic drugs as a result of sickness or

accident, or injury, and to whom such narcotic drug is being furnished, prescribed, or administered in good faith by a duly licensed physician in attendance upon such person in the course of his professional practice) or who has been convicted of a violation of any of the narcotic or marihuana laws of the United States, or of any State thereof, the penalty for which is imprisonment for more than one year, shall depart from or enter into or attempt to depart from or enter into the United States, unless such person registers, under such rules and regulations as may be prescribed by the Secretary of the Treasury with a customs official, agent, or employee at a point of entry or a border customs station.

"Unless otherwise prohibited by law or Federal regulation such custom official, agent, or employee shall issue a certificate to any such person departing from the United States; and such person shall, upon returning to the United States, surrender such certificate to the customs official, agent, or employee present at the port of entry or border customs station. Whoever violates any of the provision of this section shall be punished for each such violation by a fine of not more than \$1,000, or imprisonment for not less than one nor more than three years, or both."

#### ALIENS

Every year each alien must report his address to the Immigration and Naturalization Service during January. If you are an alien and a patient here in January of any year, you must fill out the registration card required and mail it to the Immigration Service.

Any alien who willfully violates the address report provision of the law may be fined up to \$200.00, imprisoned for thirty days; and deported. Cards for reporting may be obtained in the Office of Chief, General Services.

#### DISCHARGES AGAINST MEDICAL ADVICE

If you are a voluntary patient and wish to leave the hospital before your treatment has been completed, you must sign a statement to the effect that you have been informed that your condition requires further hospitalization, that you are leaving at your own risk, and that you release the hospital and its staff of all responsibility for the consequences of your act. If you are under 21 years of age, consult your Social Worker, we may need the consent and signature of your parents or guardian before you can be permitted to leave.

If on an Infirmary Ward you must sign and submit your request for discharge to the Nurse or Aid on duty before 8:00 a.m. If on a CTW you must go to the Ward Aid to sign and submit your request for release between the hours of 7:30 p.m. and 9:30 p.m. You will be scheduled for release at the earliest opportunity at the convenience of the Hospital.

Discharges AMA are not scheduled on Saturday, Sunday or holidays.

#### SAFETY PRECAUTIONS

It is well for you to form and observe safety habits, not only for your protection, but for the prevention of accidents to others. It is not enough to merely suggest that you be "careful."

A few do's and don'ts for your own protection are listed below:

Proceed along the corridors and down the stairs in an orderly



manner--

Avoid confusion or boisterous "horseplay".

Keep off wet or slippery floors.

Watch your step when entering or leaving the building if entrances are surfaced with smooth flooring which becomes slippery during stormy weather.

Be particularly careful in entering or leaving shower baths.

Never lean over railings and under no circumstances sit or stand on railings. The railing is there simply to protect or prevent a fall.

Avoid undue haste passing along corridors and turning corners, a person coming around a corner or out of a building entrance might collide with you.

Be sure to have the proper equipment for washing windows or other work at high elevation.

Only bed patients on the medical and surgical wards may smoke in bed.

Obey the "No Smoking" signs. This is particularly important where paints are being mixed or where paint thinners, linseed oil or other inflammable ingredients are being used.

#### THE LAST WORDS

An effort has been made to tell you about the way the hospital operates and what is expected of you.

Accepted rules of good conduct and good manners are ones which you can safely follow and know that you are not infringing

upon the rights of others.

When problems or questions arise, go to the Aid on your dormitory, or to your Vocational Supervisor. In most instances they will be able to assist you or to refer you to the right person who can provide the needed assistance.