



U.S. Department of Justice

Federal Bureau of Prisons

Federal Correctional Complex
Forrest City, AR 72335

February 7, 2007

MEMORANDUM FOR FCC FORREST CITY STAFF

FROM: Amy Carlton, Associate Warden (Administration)

SUBJECT: Safety Shoe/Boot Procedures

This memorandum is being forwarded as a update to the memorandum distributed on November 8, 2006, addressing the same subject matter. In an effort to provide variety in the approved means through which eligible staff may obtain safety shoes/boots, an option to purchase through local vendors has been added. The boot truck will still be available for staff wishing to obtain safety shoes through that means. Our goal is to have more than one shoe/boot truck, each associated with a different company, made available at the Complex.

These efforts to offer options for obtaining safety shoes/boots are expected to eliminate all concerns expressed by staff. Please review the attached procedures and ensure compliance so that the entire process will operate smoothly.

I trust this information will be helpful.

A handwritten signature in black ink, appearing to read "Shon Foreman", is written over a horizontal line.

Shon Foreman, President, Local 0922

Reviewed/Approved

Date

SHOE/BOOT TRUCK PROCEDURES

- * Captain's Secretary schedules boot/shoe truck visit each month (non specific date).
- * Captain's Secretary sends out an e-mail one week in advance of the boot/shoe truck visit. This e-mail serves as a notification to staff that they are due their nine (9) month boot/shoe issue. If a staff member does not report to the boot/shoe truck after their initial receipt of the e-mail notice, a second notice will be forwarded when the boot/shoe truck is next scheduled. After the initial and second notifications are forwarded to staff, no additional notifications will be forwarded. The nine (9) month boot/shoe issue time frame begins anew upon staff's receipt of each boot/shoe issue.
- * Staff due their nine (9) month boot/shoe issue will report to the boot/shoe truck to make a selection. Staff will sign-in upon entering the truck to ensure there is a record of their visit. Staff approved for safety shoe issuance are allowed to expend up to \$95.00 on boots/shoes. Only staff eligible for dielectric boots will be allowed to expend up to \$140.00. Staff are not authorized to subsidize the allowance amount in order to purchase a more expensive pair of boots/shoes. Correctional Services staff will only be allowed to purchase black boots/shoes. Staff who are authorized to wear the work uniform, gray pants and shirt, are strongly encouraged to purchase black shoes/boots but may purchase brown shoes/boots depending on availability.
- * If the boots/shoes are available and in stock on the truck, the staff member will sign for their selection and take the boots/shoes with them. The Captain's Secretary will maintain a copy of each staff member's fitting slip. The fitting slip will note whether the staff member received their boots/shoes or if the selection will be shipped.
- * If the boots/shoes are not available, the boot/shoe truck staff will order the selection and arrange for it to be shipped to the institution warehouse. Staff who are having their selection shipped to the warehouse should e-mail the Captain's Secretary to notify of the pending shipment. The Captain's Secretary will track receipt of the shipment to ensure timely processing by boot/shoe truck staff. The boots will be shipped in 3-4 weeks per Iron Age Company representatives.
- * Warehouse staff will notify the Captain's Secretary when boots/shoes are received. The Captain's Secretary will notify the respective staff member to report to the warehouse to retrieve the boots/shoes. If the staff member is available to retrieve the boots/shoes from the warehouse during normal work hours, they may do so. If staff are not available to retrieve the boots/shoes from the warehouse during normal work hours, the Captain's Secretary will retrieve the boots/shoes and hold them for the respective staff member.
- * If the boots/shoes are not received in a timely manner, the respective staff member will contact the Captain's Secretary regarding the untimely receipt. The Captain's Secretary will contact Iron Age representatives via telephone and e-mail. The respective staff member and the Captain's Secretary will maintain close contact until the concern is resolved and the boots/shoes are received. If notification is received from Iron Age that the selection is no longer available, staff may review a catalog maintained by the Captain's Secretary to select another style or they may visit the boot/shoe truck again at the next scheduled visit to the Complex.

SHOE/BOOT COMMUNITY VENDOR PROCEDURES

- * Captain's Secretary sends out an e-mail notifying staff that they are due their nine (9) month boot/shoe issue. If a staff member does not notify the Captain's Secretary that a boot/shoe selection has been placed on hold at an authorized vendor after the first e-mail, a second notice will be forwarded the next month. After the initial and second notifications are forwarded to staff, no additional notifications will be forwarded. The nine (9) month boot/shoe issue time frame begins anew upon staff's receipt of each boot/shoe issue.
- * Staff due their nine (9) month boot/shoe issue may choose to locate suitable safety shoes from locally approved vendors as listed below:

Hess Shoes (Wynne)
Co-Op (Forrest City)

Shoe Show (Wynne)

Staff may place a pair of boots/shoes **on-hold** at one of the vendors previously listed. The vendor will record the staff member's name and FCC Forrest City on the selection and hold the selection until it is purchased by the Captain's Secretary or an appropriate designee. Staff approved for safety shoe issuance are allowed to expend up to \$95.00 on boots/shoes. Only staff eligible for dielectric boots will be allowed to expend up to \$140.00. Staff are not authorized to subsidize the allowance amount in order to purchase a more expensive pair of boots/shoes. Correctional Services staff will only be allowed to purchase black boots/shoes. Staff who are required to wear the work uniform, gray pants and shirt, on a daily basis are strongly encouraged to purchase black shoes/boots but may purchase brown shoes/boots depending on availability.

- * Staff who have been notified of their eligibility to receive a shoe/boot issue must forward an e-mail to the Captain's Secretary when they place a pair of shoes/boots **on-hold** at a local vendor. The e-mail to the Captain Secretary must include the staff member's name who has placed the shoes/boots **on-hold**; the name and location of the vendor; a brief description of the shoe/boot (style, size, color, etc.), and shoe/boot price. At a minimum of once per month, the Captain's Secretary will procure all the **on-hold** shoes/boots for which e-mail notifications have been received. Once the **on-hold** shoes/boots have been procured, the Captain's Secretary will notify the receiving staff member via e-mail or telephonically (if possible). Safety requirements, costs, and color requirements are applicable to all purchases.
- * Staff may not utilize their personal or government issued credit cards to purchase shoes/boots. Only the Captain's Secretary or the appropriate designee may purchase shoes/boots via a credit card. Staff who purchase shoes/boots independently will not be eligible for government funded reimbursements.
- * **Staff will not be allowed to visit local vendors during on-duty hours nor will staff be compensated for time spent shopping for safety shoes/boots. The local vendor option is just that - an option. The boot truck will still be available for staff who prefer to obtain safety footwear through that means.**