

Admission & Orientation Handbook



**Federal
Correctional Complex
Allenwood
Low Component**

**Low Security Correctional Institution
Allenwood, Pennsylvania**

Revised 01/01/2022

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Introduction

Welcome to the Low Security Correctional Institution (LSCI), ALLENWOOD, Pennsylvania. LSCI Allenwood is part of the Federal Correctional Complex (FCC); therefore, most of the policies and programming will be consistent throughout the complex.

LSCI Allenwood staff are committed to ensuring the successful transition of individuals into the community to become productive members of society. We support the Bureau of Prisons' Reentry Initiative by offering a variety of educational programs and vocational training opportunities designed to facilitate change and prepare individuals for a smooth transition into the community.

This Inmate Information Handbook is provided to help you understand the operation of this institution, the Bureau of Prisons (BOP), and our policies and procedures.

The material in this Handbook will provide assistance in understanding what you will be encountering when entering prison, and hopefully assist you in your successful adjustment to life at this facility. Additionally, this handbook can serve as a handy resource of information you may need throughout your incarceration. If you know of any reason you cannot function at this institution, you should immediately inform staff.

This booklet is not designed to answer all of your questions; therefore, you are encouraged to address your additional questions to your Counselor, Case Manager, Unit Manager, or Unit Officer, who can further explain policies and procedures to you. You are also encouraged to supplement this information with knowledge obtained through reading Institution Supplements (LSCI Allenwood policies) and Program Statements (BOP policies) available in the Law Library.

I encourage you to read and review this handbook and to participate in all the programming available at this facility. This will assist you in having a smooth transition into a structured environment.

Warden, LSCI Allenwood

ADDRESSES:

<p><u>LSCI, ALLENWOOD</u></p> <p>Low Security Correctional Institution, Allenwood P.O. Box 1000 White Deer, PA 17887-1000</p> <p>Include your Unit, Name, and Register Number</p>	<p><u>BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT</u></p> <p>P.O. Box 209 White Deer, PA 17887</p>
<p><u>REGIONAL OFFICE</u></p> <p>Northeast Regional Office U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, PA 19106</p>	<p><u>U.S. PAROLE COMMISSION</u></p> <p>U.S. Parole Commission 90 K Street, Suite 300 Washington, DC 20002</p>
<p><u>CENTRAL OFFICE - BUREAU OF PRISONS</u></p> <p>Director, Bureau of Prisons 320 First Street, N.W. Washington, DC 20534</p>	<p><u>PARDON ATTORNEY</u></p> <p>Office of Pardon Attorney 145 N. Street, N.E. Room 5E.508 Washington, DC 20530</p>

DIRECTIONS: The Low Security Correctional Institution (LSCI) Allenwood, is located directly off Highway 15, eleven (11) miles south of Williamsport, PA, and twelve (12) miles north of Lewisburg, PA. If you are arriving via US Interstate 80, take north exit 210B (old exit 30B), to highway 15 and proceed north approximately five (5) miles. The institution is on the left at the traffic light.

TRANSPORTATION: This area has no public transportation (city bus service) between the institution and the surrounding areas. There are private transportation services that are available, however, privately owned vehicles or rental vehicles are suggested.

The area is serviced by the Williamsport/Lycoming County Airport, Montoursville, PA (570-368-2444) and Fullington Trailways Bus Lines (1-800-942-8287). Am Track service is available into Harrisburg, PA, approximately 70 miles south. Local taxi service is available Susquehanna Valley Taxi in Northumberland (570-701-1300) or Billtown Cab Company in Williamsport (570-322-2222).

CONTACT WITH THE COMMUNITY AND PUBLIC

Inmate Visiting: Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 AM to 3:00 PM Friday through Sunday, and Federal Holidays. It is the inmate's responsibility to advise their prospective visitors of the visiting hours and send a copy of the regulations governing visiting.

LSCI Allenwood utilizes the point system for visiting. Inmates will be afforded a total of twelve (12) points for the opportunity to visit each calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day visit, one (1) point used for normal weekday visits (Friday), and Federal Holiday visits will be two (2) points.

Inmates designated to LSCI Allenwood will be responsible for obtaining visiting forms from their Correctional Counselor and mailing them to each prospective visitor. The prospective visitor must return the forms directly to the Correctional Counselor. A background check will be completed on all visitors to include immediate family members before being placed upon the approved visiting list. The list will be compiled by the Correctional Counselor after verifying that all listed persons are acceptable. Upon completion of the updated visiting list, the inmate will be provided a copy of the approved list. It is the inmate's responsibility to notify his approved visitors of their approved visiting status.

Special visits will be addressed via Inmate Request to Staff "CopOut" to their Unit Manager. All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Khaki shirts, khaki trousers, an appropriate undershirt and institution issued work shoes are the only attire (with the exception of inmates in the Special Housing Unit) authorized for wear into the visiting room. The only items an inmate may have in his possession when entering or departing the Visiting Room are a comb, wedding band, prescription eyeglasses, life sustaining medication (nitroglycerin, inhaler) and religious medal. Visitors must also be properly dressed; this is addressed in the Visiting Room information for the inmate to mail to visitors. Copies are available from the Correctional Counselor. Inmates are not permitted to exchange items with visitors in the Visiting Room or retain items to bring into the institution.

A valid Photo Identification is required for visitors. The authorized form of identification is an official State or Federal issued identification document with the visitor's photograph and signature such as: Valid State Driver's License with photograph, current passport with photograph, or Alien Identification Card with photograph. Birth Certificates are not considered proper identification. Persons without proper identification or who have expired identification will not be permitted to visit.

Visitors will be subjected to a search of their belongings and will be screened with a metal detector. In addition, inmate visitors will be subject to random illegal substance testing, using the Ion Spectrometry Device. Visitors' purses, attorneys' briefcases, etc. will also be searched. Other personal articles belonging to visitors should be locked in the visitor's vehicle. Visitors are permitted to bring a reasonable amount of money into the Visiting Room to purchase items from the vending machines. It is strongly suggested this be in the form of coins and small bills as change is not readily available. Institutional Supplement, Visiting Regulations, Attachment #1 is specific for list of authorized items a visitor may bring into the Visiting Room. Inmates are not permitted to receive any type of money or draft for their commissary account while in the Visiting Room. Visitors who are unable to clear the walk-through metal detector will be denied entrance. If a visitor has a medical condition that will cause them not to clear the walk-through metal detector, medical documentation will be required and a hand-held metal detector will be utilized.

Emergency Visits: In cases where an inmate is seriously ill, the inmate and/or family member may request a special visit through the inmate's Unit Team. This visit will be approved by the Warden and supervised according to guidelines established by the Captain. Should the medical emergency involve a family member, the family member and/or inmate may also request a special visit through the inmate's Unit Team; however, a thorough investigation will be completed prior to any request to visit during non-visiting days and will be forwarded to the Warden for approval. If a family member has a family medical emergency, they can contact the institution at (570) 547-1990.

VISITING DAYS: FRIDAY TO SUNDAY AND FEDERAL HOLIDAYS (8:00 AM – 3:00 PM)

VISITOR INFORMATION

1. The Low Security Correctional Institution (LSCI) Allenwood, is located directly off Highway 15, eleven (11) miles south of Williamsport, PA, and twelve (12) miles north of Lewisburg, PA. If you are arriving via US Interstate 80, take the north exit (210B), (old exit 30B), to highway 15 and proceed north approximately five (5) miles. The institution is on the left at the traffic light.
2. All persons authorized to visit at this facility must abide by all institution rules. **NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION, THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED.** All visitors (16 years and older) must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An authorized form of identification is a document with the visitor's photograph and signature.
3. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over **MUST** fill out a visitors form and have it sent to the respective Counselor. The number

of visitors an inmate may visit is limited to five. Infants who are two years of age and under will not be encompassed in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from their respective Unit Manager. Adults will maintain control of their children at all times.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food or drinks will not be permitted to be brought in from outside the institution. Visitors may purchase food for the inmate, but may never give the inmate money. Inmates are not permitted to remove food items from the visiting room.

5. Visitors are not permitted to bring any type of photographic equipment on institution grounds. Possession of a cell phone is permissible, however, it must be powered off and must remain in your vehicle or in the institution securable locker provided in the front lobby.

6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.

7. Allowable baby items are as follows: 3 diapers, 2 plastic baby bottles containing formula 3/4 full, 1 sealed plastic jar of baby food, 1 empty plastic baby bottle, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic ziplock bag containing baby wipes.

8. Games or toys will not be permitted into the visiting area. Newspapers, magazines, clippings, photos, etc. will not be permitted. NO make-up inside the institution at any time.

9. This is a smoke free facility, therefore, visitors are not authorized to bring any tobacco products into the institution or visiting room.

10. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a CORRECTIONAL SETTING, and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors prior to visiting, that clothing MUST be appropriate for an institution setting and should not demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, dresses or skirts which reveal any part of the buttocks or crotch area, see-through blouses/dresses, halter tops, midriff tops, strapless tops/dresses and spandex type leggings WILL NOT be permitted. Religious Headwear may be worn. However, all headwear will be searched prior to entering the Visiting Room. No headwear is permitted unless the headwear is religious. Visitors are not permitted to wear gray colored sweat wear. Visitors will not be permitted to wear a combination of pants and shirts that resemble the khaki colored inmate uniform.

11. UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR. Undergarments containing metal (i.e. under wire bra) could activate the metal detector and may need to be removed; HOWEVER, UNDERGARMENTS ARE REQUIRED FOR ADMISSION. Persons having metal plates or prosthetic devices must have written documentation from a doctor.

12. Prospective inmate visitors will be randomly tested using the Ion Spectrometry Device (Illegal Substance Detective Device), located in the front lobby. Any positive test results will result in denial of visitation.

13. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.

14. Visitors will not be permitted to wear flip flops.

15. Visitors are not permitted to give any item(s) to inmates for retention.

16. THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT, AND POSSIBLE LOSS OF FUTURE VISITS.

NON-CONTACT VISITING

All Special Housing Unit (SHU) inmates will visit using the Non-Contact cells. Visits will be two hours in duration and no more than two inmates can visit at the same time. In addition, only three inmate visitors will be permitted to visit with each inmate at the same time. Non-Contact visiting is conducted on a "first come, first served" basis. In the event visitors arrive to visit a third inmate, they will be advised of how long it will be until the visit already in progress will end. The visitor can choose to come back at the designated time or can be processed and wait in the Lobby area until the designated

time. Inmates on separation status will NOT visit at the same time. This will also occur on a “first come, first served basis.” All inmate visitors will be positioned directly in front of the inmate they are visiting and will communicate using a closed line phone system. Inmates visiting in the Non-Contact cells are NOT permitted to receive any food items or drinks from the visiting room vending area. Inmates who visit over the noon meal time will be fed upon return to the SHU. In addition, inmates visiting in the Non-Contact areas will NOT be permitted to take photographs with their visitors.

Use of the Non-Contact cells will also occur for visitors that have a confirmed positive test result using the Ion Spectrometry device. The same procedures will apply as above with the exception that up to a total of five visitors will be permitted to visit with the inmate. If both Non-Contact cells are already in use, the visit still may be permitted. In this instance, the visit will take place in close proximity to the officer’s station and will occur under close supervision of the visiting room staff. As a reminder, as per PS 5522.02, “to protect the safety, security, and orderly operation of Bureau institutions, a confirmed positive test result for an illegal substance(s) may satisfy the reasonable suspicion standard warranting further investigation, searches, controlled visitation, or denied visitation”.

Finally, Non-Contact visiting cells will also be utilized for all inmates whose visiting privileges have been renewed after losing said privileges for being found guilty for any of the following prohibited acts:

- 108 – Possession, manufacture, introduction, or loss of a Hazardous tool (cell phone)
- 111 – Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 – Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 – Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 205 – Engaging in sexual acts

Upon restoration of the inmates visiting privileges, unit team staff will make a notation of the restoration date in the visiting program. These inmates will only be permitted to visit using the Non-Contact visiting cells for a period of six months after restoration of the privilege. After the six month period, full visiting privileges will be restored. In the event that the inmate is not sanctioned to loss of visiting privileges as a result of incurring the incident report, the six months of non-contact visiting will begin as soon as the inmate is found guilty of committing the act. In addition for inmates transferring to this institution as a result of the charges listed above, six months of non-contact visiting will begin upon arrival at this institution.

INMATE CORRESPONDENCE: Inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing general correspondence mail is placed in mailboxes located in the Housing Units. “Special” outgoing mail (legal, certified, insured, and registered) shall be hand carried by the inmate to the Correctional Systems Department office, Monday through Friday, between 7:30 AM and 7:40 AM and be handed to a Mail Room staff member. All inmates working during these times need to obtain permission from their supervisor and must show proper identification to mail room staff. During periods when inmates are restricted to the housing unit, e.g. conditions of fog, inmates are responsible for hand delivering their legal mail to their unit team staff no later than 7:30 AM, unit team staff will then deliver legal mail to the mail room. Legal mail can be brought up to the CSM Department after movement restrictions have been lifted but “Legal Mail” may not be processed to go out until the next day. All outgoing mail may be sealed in accordance with the Bureau’s open correspondence privileges. The outgoing envelope must have the inmate’s name, Register Number, Low Security Correctional Institution, unit, and return address in the upper left hand corner. Additionally, all outgoing mail MUST have the TRULINCS generated mailing label affixed. Mail without these items will be returned.

Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Incoming Correspondence, First Class Mail, newspapers, and magazines will be distributed Monday through Friday (except holidays) by the Evening Watch Officer in each Housing Unit after the Official 4:00 PM Count is “clear”. Legal and Special Mail will be delivered by the Unit staff as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Inmates are to advise those writing to them to put their Committed Name and Register Number on the envelope to aid the prompt delivery of mail.

Modified Incoming Mail Procedures:

The introduction of narcotics through the mail and use of narcotics by inmates continues to pose a threat to the safety and security of Bureau of Prisons' institutions. To assist institution staff throughout the Northeast Region in reducing potential drug introduction through the mail, the following modified procedures for processing incoming inmate mail have been reviewed and approved. These practices may assist with detection of narcotic interdiction, if determined necessary and appropriate by each Warden. Please ensure proper advance notification to the inmate population should you choose to modify your local procedures.

All incoming general correspondence envelopes and paper must be white in color. If an incoming correspondence envelope is other than white, is written on paper other than white, or contains glitter, stickers, lipstick, is stained or contains an oily substance, the mail may be rejected in accordance with Program Statement, 5265.14, Correspondence, Section 6 (d).

Postage stamps on all incoming mail may be removed prior to being provided to an inmate. Processing procedures do not apply to appropriately marked legal/special mail.

The Bureau of Prisons permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. At minimum security and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. Accumulation of publications will be limited to 3 magazines, 5 books, and 2 newspapers.

The Warden will reject a publication if it is determined to be detrimental to the security, good order or discipline of the institution, or if it might facilitate criminal activity. Publications which may be rejected by the Warden include, but are not limited to, publications which meet one of the following criteria:

It depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.

It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons' institutions.

It depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.

It is written in code.

It depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.

It encourages or instructs in the commission of criminal activity.

It is sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.

"Special Mail" is a category of correspondence which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts. For incoming correspondence to be processed under the special mail procedures (see §§ 540.18--540.19), the sender must be adequately identified on the envelope, and the front of the envelope must be marked "Special Mail — Open only in the presence of the inmate".

You will be notified by Unit Team staff that you have Special Mail and need to report to your Unit Team to receive the mail. The designated staff member will open your incoming Special Mail in your presence. The items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if it meets Special Mail requirements. However if the contents of the letter or any letter received in the mail room do not meet the special mail requirements your letter will be treated as general correspondence and in this case, the mail may be opened, read, and inspected.

An inmate may write through Special Mail procedures to representatives of the news media if specified by name or title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in the Bureau of Prisons custody. Representatives of the news media may initiate correspondence with an inmate. Correspondence from a representative of the news media will be opened, inspected for contraband, for qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family, or is party in a legal action (or witness) in which both parties are involved. The following additional limitations apply:

Inmates must provide current documentation (dated within the past six months) to support both inmates are parties to or a witness in a current legal action. Inmates must provide supporting documentation at subsequent team reviews to continue correspondence privileges.

Such correspondence may always be inspected and read by staff at the sending and receiving institutions.

The Superintendent/Warden at both institutions must previously approve the correspondence. Unit Managers may approve correspondence privileges between inmates at federal facilities.

Inmate Request to Staff "Cop-Out" submitted through Unit Team and confirmed approval by the Warden prior to corresponding.

Rejection of Correspondence - The Warden may reject correspondence sent by or to an inmate if it is determined detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity. Correspondence which may be rejected by a Warden includes, but is not limited to, correspondence which contains any of the following:

Matter which is non-mailable under law or postal regulations.

Matter which depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption;

Information of escape plot's, plans to commit illegal activities, sexually explicit material, or violate institution rules.

Code, Threats, extortion, obscenity, or gratuitous profanity;

Direction of an inmate's business (prohibited act 408). An inmate may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable an inmate to protect property or funds that were legitimately his at the time of his commitment. Thus, for example, an inmate may correspond about refinancing a mortgage for his home or sign insurance papers; however, the inmate may not operate (for example) a mortgage or insurance business while confined in the institution.

The Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reasons for it. The inmate also has the right to appeal the rejection. The Warden shall refer the appeal to a designated officer other than the one who originally disapproved the correspondence. Rejected correspondence ordinarily will be returned to the sender.

Mailing of Inmate Property - To have personal items mailed out of the institution the inmate will contact his respective Counselor. Inmates wishing to have personal items mailed into the institution will send an Inmate Request to Staff "Cop-Out" to the department head responsible for the requested item as follows:

Unit Manager/Associate Warden (Programs) - Release Clothing.

Health Services Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids.

Associate Warden (Programs/Operations) - questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

Forwarding of Mail - The Correctional Systems Department will forward all general mail for 30 days once an inmate departs the institution either via transfer or release. Special/Legal Mail will continue to be forwarded after 30 days.

Certified/Registered Mail - Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established at our institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

INMATE TELEPHONES: There are four (4) telephones on each side of the Housing Units for inmate use. Calls will be made using the Trust Fund Inmate Telephone System (TRUFONE) as referenced below. No third party or credit card calls can be made on these lines.

1. Upon arrival at LSCI Allenwood, a TRUFONE account is created for each inmate.
2. Each inmate will receive a Phone Access Code (PAC) and inmate dialing instructions. This PAC is not to be given to any other inmate. New inmates are required to additionally submit an Inmate Request to Staff through the Trust Fund Department to have their Voice Recognition (V-pin) recording established for the telephone system. Once established, an inmate may listen to the voice recording by pressing 112.
3. Inmates must compose their telephone lists on the TRULINCS computers in their respective Housing Unit. A maximum of 30 active numbers are permitted on each inmate's telephone list.
4. A voice recording will announce that "This call is from a Federal Prison" at the beginning of the telephone call as well as throughout the duration of the call. Individual numbers as well as the inmate's instructions can be programmed in Spanish or English. If Spanish is the preferred language, this needs to be stated on the Telephone Request form.
5. Telephone numbers which are prohibited per Policy Statement 5264.08, Telephone Regulations for Inmates, are as follows:
 - a. 800
 - b. 888
 - c. 900
 - d. 976
 - e. Credit card access numbers
 - f. Third party calls
 - g. Any call to telephone numbers which the actual expenses cannot be directly deducted from the inmate's account, excluding collect calls. Calling hotels and motels is prohibited per Complex Supplement 5264.08.
6. Inmates program all numbers and contact information through the TRULINCS computers.
7. Upon receipt of a PAC, the inmate will be required to contact the Trust Fund Department to have their voice recording processed into the system. An inmate can inquire about his Trufone/Commissary account 5 times per day and purchase Trufone credits 2 times per day. This account can be checked by dialing 118.
8. To use the Trufone, the inmate enters the telephone number he desires to call, waits for the tone, enters his PAC, and states his first and last name. He must have at least 1 minute worth of money in his account to complete a direct dialed call.
8. Changes to phone lists are permitted at any time on the TRULINCS computers and are active within 15 minutes. There is a limit of 300 minutes per month per inmate. Inmates should regulate the number of calls they make in order to maintain ties throughout the month. The 300-minute allotment will reset during the month based on the fifth digit of the inmate's Register Number. The schedule is as follows:

0 – re-validates on the 1st day of the month

- 1 – re-validates on the 4th day of the month
- 2 – re-validates on the 7th day of the month
- 3 – re-validates on the 10th day of the month
- 4 – re-validates on the 13th day of the month
- 5 – re-validates on the 16th day of the month
- 6 – re-validates on the 19th day of the month
- 7 – re-validates on the 22nd day of the month
- 8 – re-validates on the 25th day of the month
- 9 – re-validates on the 28th day of the month

11. There is a 30 minute time delay between completed calls. Whether the telephone call lasts 3 minutes or 15 minutes, the time delay between making calls is 30 minutes.
12. Telephone calls are accepted by the called party by simply dialing 5. They also have a choice to deny all future calls made to their telephone number by dialing 77.
13. English and Spanish are the only language alternatives. If calls are being made to someone who does not understand either of these languages, the inmate is responsible to inform the person being called in their language how to accept a telephone call by writing them a letter if necessary.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Unit Manager to arrange an unmonitored attorney call. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct a business. Inmates are not permitted to use the telephones during their work hours.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Phone calls by inmates in Administrative Detention and Disciplinary Segregation will be placed by utilization of the Trufone. Inmates in Administrative Detention/Disciplinary Segregation will be permitted one (1) social call every thirty (30) days after being confined to this status. Inmates who are on telephone restriction will not be allowed to utilize the Trufone system until sanctions are completed.

TRULINCS: Trust Fund Limited Inmate Computer System provides inmates with an alternative means of written communication with the public. Use of Trulincs is a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege of particular inmates. Inmates who are excluded from participating are notified of the specific reason(s) in writing. Inmates are required to acknowledge the consent information on the login screen in order to access the electronic messaging portion of the program. An inmate may only exchange electronic messages with persons in the community who have accepted the inmate's request to communicate. Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to, victims, witnesses, other persons connected with the inmate's criminal history, law enforcement officers, contractors, or volunteers. Inmate use of the program in violation of the procedures subjects the inmate to disciplinary action or criminal prosecution.

All inmates in general population are required to place a TRULINCS-generated mailing label on all outgoing postal mail. Inmates housed in the Special Housing Unit (do not have access to the system) therefore, are not required to use the labels.

INTAKE, CLASSIFICATION, AND THE UNIT TEAM ORIENTATION

Upon commitment, and for the first week of your stay at this institution, you will participate in the Unit Team Admission and Orientation (A&O) Program as a means to acclimate you to the Unit Team process. Within the first 30 days of your arrival, you will participate in the Institutional Admission and Orientation Program. While in A&O, you will learn about the programs, services, policies, and procedures at this facility.

Inmate Identification: Inmates are required to wear their issued commissary card (attached to lanyard) around their neck at all times except when in their assigned cubicle. The identification (commissary card) must be worn on the outside of the outermost garment.

Classification Teams (Unit Teams) - Allenwood is organized into a Unit Management System. A Unit is a self-contained inmate living area that includes both housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in that Unit. The Unit Staff includes the Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. When appropriate, the Staff Psychologist, Education Advisor, and Unit Officer will sit on a Unit Team review meeting and be considered as Unit Team members.

Each inmate is assigned a specific Unit Team. Generally, attempts to resolve issues are most appropriately initiated with the Unit Team. Ordinarily, a member of the Unit Staff will be at the institution on weekdays from 6:00 AM to 7:00 PM, and from 8:00 AM to 4:00 PM, on weekends and holidays.

Central Inmate Monitoring System - The Central Inmate Monitoring System (CIMS) is a method for the Bureau's Central and Regional Offices to monitor and control the transfer, temporary release, and participation in community activities of inmates who pose special management considerations. Designation as a CIMS case does not, in and of itself, prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager.

Treaty Transfers - In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, approximately 84 countries have entered into a Treaty agreement with the U.S. Treaties which allow for a citizen of one country, convicted of a crime in another country, to be transferred to the individual's country of citizenship for completion of sentence. For specific information regarding the countries that have treaties and limitations on transfers, inmates should contact their Case Manager.

Additionally a Treaty Transfer brochure will be available during the Institution Admission and Orientation Program for all inmates who are citizens of participating foreign countries. The brochure is an informational document which explains the Treaty Transfer Program and the benefits of participation.

Institution Hearing Program (IHP): Those inmates who are not U.S. Citizens designated to this institution for the purpose of participating in the IHP hearing can expect to have an interview with a staff member from the U.S. Immigration and Customs Enforcement (ICE). This interview will take place as soon as ICE staff receives their inmate alien file. The ICE agents will determine whether the inmate will be served a Notice of Hearing before an Immigration Judge, an Administrative Removal Order, or if a previous Deportation Order will be reinstated.

Upon completion of the investigation and service of a Notice to Appear, the inmate will be scheduled by the Executive Office for Immigration Review (EOIR) for a hearing before the Immigration Judge. If the ICE Judge orders the inmate deported, and he has more than 12 months left to serve on this sentence, he may be referred to the Designation and Sentence Computation Center for transfer to an appropriate release site.

If the inmate is served an Administrative Removal Order or ICE reinstates a previous Deportation Order, the same as above will apply in regard to transferring the inmate to an appropriate release site.

Consulate Visitation: Inmates have access to their Consulate via written, telephone communication (ITS) and visitation. Consulate visits will normally be arranged by Consulate staff via memorandum through the Unit Team staff or the IHP Coordinator.

GENERAL FUNCTIONS OF THE UNIT STAFF

The **Unit Manager** is the administrative head of the general Unit and oversees all Unit programs and activities. The Unit Manager is a department head at the institution and has a close working relationship with other departments and personnel. The Unit Manager reviews all team decisions, and ordinarily “chairs” the Unit Discipline Committee. Additionally, the Unit Manager has direct responsibility for the sanitation of the Unit by coordinating closely with the Unit Officers and the Correctional Counselors.

The **Case Manager** is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate’s commitment. He or she is supervised by the Unit Manager and serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

The **Correctional Counselor** provides counseling and guidance to the inmates within the unit in areas of institutional adjustment, personal difficulties and plans for the future. Although supervised by the Unit Manager, he or she plays a leading role in all segments of Unit Programs. The Correctional Counselor will visit inmate work assignments and is the individual to approach for resolution of daily problems. They are responsible for the security, safety and sanitation of the Unit. The Correctional Counselor is a frequent member of the Unit Discipline Committee.

The **Unit Officers** have direct responsibility for the day-to-day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities. Unit Officers are jointly supervised by the Unit Manager and the Shift Supervisors (Lieutenant).

The **Unit Secretary** performs clerical and administrative duties, to include preparing release paperwork. The Unit Secretary’s office is normally off limits to inmates unless they are summoned there by staff.

SELF IMPROVEMENT PROGRAMS

Pre-Release Programming - The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life.

Release Orientation Program (ROP) - This program is designed to orient releasing inmates to life in the community. Although release preparation begins on your first day of incarceration, the ROP program is ordinarily initiated within 30 months of your projected release date. Course topics include, Health and Nutrition, Employment, Personal Finance/Consumer Skills, Information/Community Resources, Release Requirements and Procedures and Personal Growth and Development.

Inmate Financial Responsibility Program - Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs which is referred to as the Inmate Financial Responsibility Program. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal Government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff will assist in planning, but the inmate is responsible for making all payments required either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, the inmate cannot work for UNICOR nor receive Performance Pay above the maintenance pay level (\$5.25 per month), or spend more than \$25.00 per month in commissary. The status of any financial plan will be included in all Progress Reports and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, institutional program changes and housing. The U.S. Parole Commission will also review financial responsibility progress at parole hearings. The Unit Team will strictly monitor the level of your participation as the Bureau of Prisons considers the Financial Responsibility Program a critical issue.

INMATE RELEASES

Sentence Computation - All computations of inmate sentences are completed by the Designation and Sentence Computation Center, Grand Prairie, Texas. An inmate will be given a copy of his sentence computation as soon as it is prepared, normally within his first 30 days of incarceration. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, will be resolved by staff upon request, if clarification is needed.

Fines and Costs - In addition to jail time, the court may impose committed or non-committed fines and/or costs. Committed fines mean that the inmate will remain in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Discharge of indigent prisoner). Non-committed fines have no condition of imprisonment based on payment of fines or costs. Payments for a non-committed fine or cost are not required for release from prison or transfer to a contract residential reentry center.

Detainers - Warrants (or certified copies of Warrants) based on pending charges; over lapping, consecutive, or unsatisfied sentences in Federal, State, or Military jurisdictions will be accepted as detainers. Detainers and untried charges can have an effect on institution programs. Therefore, it is the inmate's responsibility to initiate efforts to clear up these cases. Case Management staff may give assistance to offenders in their efforts to have detainers and pending charges against them disposed of. Unit staff can verify addresses, telephone numbers to the court, docket numbers, etc. Records Office staff conduct formal inquiries into the status of these cases; however, it is the inmate's responsibility to take the appropriate steps to get them resolved.

The Interstate Agreement on Detainers Act (IADA) allows for the disposition of untried charges, indictments, information, or complaints that have been lodged as a detainer by party states. The United States of America, the District of Columbia, and any U.S. state or territory that has codified the IADA into its statutes have been identified as party states. The states of Mississippi and Louisiana, the Commonwealth of Puerto Rico, and the territories have not joined the IADA to date.

When an inmate departs on writ, he is only authorized to take with him legal paperwork pertaining to the case. When he returns from writ, he is only permitted to bring back with him legal paperwork pertaining to the case. No property that is accumulated while on writ status, regardless of whether he was housed in a local, county, state, or federal facility, is authorized to be brought or shipped to LSCI Allenwood.

Residential Re-Entry Center (RRC) Transfers - Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to an RRC. Eligibility for placement in community programs should be discussed with your Unit Team.

Release Gratuity - All inmates are encouraged to begin planning and saving funds for release upon their arrival to prison. The Unit Team will make a recommendation for gratuity upon your release to a Residential Reentry Center (RRC) or release to the community. Inmates releasing to a detaining authority are not eligible for a release gratuity.

WORK ASSIGNMENTS, WORK REPORTS, AND PERFORMANCE PAY

Work Assignments and Work Reports - As you finish your orientation period, your Correctional Counselor will assign you to a permanent work detail. All inmates are expected to maintain a regular job assignment and will be assigned to a job based primarily on institution needs. Factors considered in determining specific work assignments are your physical condition, education level, previous work experience, general aptitude, ability to benefit from training and plans for the future, as well the needs of the institution. Reports evaluating your work performance will be prepared by your supervisor every thirty (30) days for Performance Pay. Rates of performance pay are addressed in Complex Supplement, "Inmate Work and Performance Pay."

Federal Prison Industries and the Trust Fund Sales Unit have a separate pay scale. Job changes are posted daily on Trulincs by the "Daily Change Sheet."

DAILY INMATE LIFE

The Unit bulletin boards and TRULINCS contain written need-to-know communications for inmates. It is the inmate's responsibility to check this daily after the evening meal for the next day's scheduling/call-outs/change sheets. The Unit Managers will utilize this area to announce Town Hall Meetings, at their discretion, to foster improved communications. These meetings are held to make announcements and to discuss changes in institution policies and procedures.

The standard working attire from 7:15 AM to 4:00 PM is khaki shirt and khaki pants. If a sweatshirt is worn, it must be worn under the khaki shirt. This uniform of the day must be worn with shirts tucked inside pants in all areas of the institution except the gymnasium, recreation yard, and the housing units when off-duty. Inmates will be cognizant of the requirement to remain clothed at all times, with the exception of inmate shower stalls, due to the presence of opposite gender staff who are employed within the institution. Inmates will be reminded of this requirement during Intake Screening and the Admission and Orientation process.

Personal Property Limits - Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. Specific limitations on personal property is define in Complex Supplement "Inmate Personal Property."

Quarters Rules - Unit Rules and Regulations are posted in the common area/TRULINCS of your assigned unit. Should you have any questions regarding these rules, consult the Unit Officers or the Correctional Counselor.

Wake-up - General wake-up for all inmates is after the 5:00 AM count clears. The Unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule starting at 6:00 AM The Unit Officer will announce breakfast, when notified, and the Control Center will announce meal times by utilizing the Public Address System. Inmates are given a reasonable amount of time to leave the Unit if they desire breakfast.

Late sleepers who are unable to maintain their cubicles neatly and arrive at their work detail/callouts on time are subject to disciplinary action.

During the week, all beds need to be made by 7:30 AM. You are allowed to lay down on the made bed.

Smoking - This institution has been designated as a tobacco free facility. Any type of smoke, chewing tobacco and tobacco products are considered contraband. Therefore, the use or possession of these products is prohibited and will result in disciplinary action.

Inmate Identification Cards - All inmates assigned at this institution will receive an inmate identification card attached to a lanyard. Inmates are required to display their identification card around their neck, on the outermost garment, at all times to include the housing unit.

Barber Shop - Barber Shop procedures are under the guidance of the Captain's Office. The barbershop is located within the Education Department. The Barber Shop will be open on Monday through Friday, at 7:30 a.m. and after the 10:00 a.m. count is clear on Saturdays and Sundays. There will be no "saving" of space in the barber shop. Haircuts are on a first come, first serve basis. There will be a maximum of 12 inmates in the barber shop at all times. Inmates waiting for a haircut will remain in the barber shop except during open movement times. There will be **absolutely no movement** from the barber shop outside the open movement periods. The barber shop will be closed with the announcement of yard recall.

CUSTODY AND SECURITY PROCEDURES

Limitation on wearing headphones/ear pieces - Inmates are not permitted to wear headphones/ear pieces, or any other item that may impair their hearing while on the compound. The only exception would be protective hearing devices issued to perform work on a work detail.

Counts - It is necessary for the staff to count inmates on a regular basis. During a count, inmates will stay quietly in their cubicles until the count is announced as "clear". Inmates are required to be standing in cubicles for the 4:00 PM, 10:00 PM, and 10:00 AM weekend counts in the Housing Units.

Official counts will be conducted at 12:00 Midnight, 3:00 AM, 5:00 AM, 4:00 PM and 10:00 PM. Other counts may occur during the day and evening. On weekends and holidays, there will be an additional count at 10:00 AM. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Call-Outs - Call-outs are a scheduling system for appointments (which include hospital, dental, educational, team meetings and other activities) and are posted each day on TRULINCS Computer System located in the housing unit. It can be viewed on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis and be at the appointment at the designated time. Disciplinary action will be taken when an inmate fails to arrive at a call-out on time.

Change Sheets - Change Sheets are an inmate's notification of a change in job or unit quarters assignments. Change Sheets are also posted on TRULINCS Computer System located in the housing unit. It is the inmate's responsibility to check this Change Sheet daily and move living quarters only at the posted time. No movement of living quarters is authorized before stated times.

Facilities Work Pass - The Detail Supervisor will issue this pass to specific inmates whose names must appear on the pass for specific work in designated areas of the institution. The inmates on a Facilities Work Pass are responsible for maintaining the pass and ensuring a staff member at the designated location signs the pass upon entering and upon departing the area. The staff member shall also record times of entry and departure. All tools and equipment listed on the Facilities Work Pass are the responsibility of the inmates and any tool or equipment that is missing/lost/stolen will

result in disciplinary action taken against those inmates listed. The staff member at the work location will process inmates, tools and equipment into and out of their area of responsibility. The staff member will also ensure the inmates are in the location designated on the Facilities Work Pass. Inmates present in any area other than specified on the pass are "Out of Bounds" and will be subject to disciplinary action. The inmates are also responsible for returning the Facilities Work Pass to the Detail Supervisor upon completion of assigned work.

Controlled Movement - From 7:30 AM until 8:40 PM, Monday through Friday, movements throughout the institution is regulated by a procedure known as "Controlled Movement." The purpose of Controlled Movement is to ensure the movement of inmates from various areas is orderly. "Open Movements" will begin on the half hour and end ten (10) minutes later. The beginning and end of each move will be announced over the institution Public Address System. During the 10-minute period of "Open Movement," inmates may move from one area of the institution to another. During workdays, the first "Open Movement" will begin after the 8:40 AM Unit Census. This means that after the AM Census, inmates may travel to any unrestricted area of the institution during the "Open Movement" period, provided they are scheduled off work, unassigned from work, or on vacation. After the 12:40 PM Unit Census is completed, movements will also start for the afternoon hours.

Inmates departing the housing units on the one-way recreation move preceding mainline must go to recreation. Recreation will be secured at the end of the move and will reopen to movement at the announcement of mainline closed. Inmates enrolled in 11:30 a.m. programming in Education are permitted to report to Education on the 10:40 a.m. recreation move.

Out of Bounds - Some areas are designated by a posted sign as "Out Of Bounds." However, you are "Out Of Bounds" anytime you do not have authorization to be in any area of the institution. Authorization is granted by means of an authorized institution pass, assigned detail, assigned Housing Unit, or officially enrolled in a program. Inmates cannot enter any housing unit other than the unit to which they are assigned unless they are in possession of a pass for that unit. If you have any question as to the requirements, it is your responsibility to ask staff in order for you to remain within the prescribed institution limits.

Contraband - Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the introduction of contraband and will make an effort to locate, confiscate, and dispose of contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item must be kept in the inmate's possession. Any altered item, even an approved or issued item, is considered contraband and disciplinary action may be taken if found in your possession.

Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

Searches - Any staff member may search an inmate's cubicle/cell at any time. The inmate if present will be directed to leave the immediate area until completion of the search. The property and living area will be left in the same general condition as found.

Drug and Alcohol Surveillance - The Bureau of Prisons operates a Drug and Alcohol Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample or breathalyzer for this program and the inmate does not do so within the established time period, disciplinary action will be taken.

PROGRAMS AND SERVICES

FEDERAL PRISON INDUSTRIES

The Corporation - Federal Prisons Industries, Inc. is a wholly owned government corporation established in 1934, under an Act of Congress and an Executive Order. In 1978, Federal Prison Industries, Inc. adopted the trade name UNICOR, under which it does most of its business.

The corporation is administered by a Board of Directors appointed by the President to serve without compensation. The board represents Industry, Labor, Agriculture, Retailers and Consumers, the Department of Defense, and the Attorney General.

The chief function of this self-supporting corporation is to provide training and employment for inmates confined in Federal Penal and Correctional Institutions. A substantial part of the earnings of the corporation are expended in carrying out vocational training and general education programs, under which more than half of the inmates receive training. The articles produced in the industries operated at these institutions are made in strict conformance with Federal or other applicable specifications.

The corporation strives to produce quality products at competitive prices with timely delivery. Sales are restricted, by law, to departments and agencies of the Federal Government.

UNICOR LSCI, Allenwood - UNICOR LSCI Allenwood currently consists of AWUP Office furniture group/seating factory. AWUP offers an array of different available positions some of these positions are: Sewing, Tacking Upholstering, Quality Assurance, Clerical/Office clerks, and various general orderlies for sanitation & maintenance for the factory. AWUP is also in its initial stages of adopting an AUTO CAD Program. AWUP also has a Product Support System which provides support to eight other UNICOR factories. A primary function includes the durability testing for products such as desks, tables and chairs.

Industrial Pay - current UNICOR inmate pay rates are as follows:

<u>GRADE</u>	<u>DAILY PAY</u>	<u>HOURLY RATE</u>	<u>OVERTIME</u>
P	\$10.12	\$1.35	\$2.50
1	8.62	1.15	2.30
2	6.90	.92	1.84
3	5.17	.69	1.38
4	3.45	.46	.92
5	1.72	.23	.46

At LSCI, Allenwood, emphasis is placed on Literacy classes and the General Equivalency Diploma (GED). UNICOR supports the inmate's effort to participate in the Literacy and GED Programs as an incentive for a better wage scale. With a high school diploma or a GED, wages are paid to a grade 1 level; without a GED or high school diploma to a grade 4 level.

Hiring Procedures - UNICOR provides inmates confined in Bureau of Prisons institutions with an opportunity to obtain an industrial work assignment. The industry waiting list is maintained by the Sustainability Manager. An inmate requests for employment in UNICOR must be made through the unit staff. UNICOR is an Equal Opportunity Employer and may not discriminate on the basis of race, religion, nationality, age, handicap, or political benefits in offering employment and promotion opportunities.

Transfers - Inmates employed with UNICOR at another institution who have been transferred to LSCI Allenwood for other than disciplinary reasons, will be given hiring priority. If a vacancy exists, the inmate shall be placed at the top of the Industry Waiting List. Pay Grade 4 will be the entry level. However, consideration will be given for accelerated promotion as quickly as possible to the inmate's former grade level after the required demonstration period (usually 30 to 60 days).

Promotions - Once hired, Sustainability Manager or his/her designee has the authority to make specific job assignments, and to promote or demote inmates. A probationary period is not required for an industrial worker. Promotions in grade 4 through 1 require a minimum of 90 days in grade before becoming eligible for promotions. Staff may promote any inmate to a higher grade work assignment when the inmate's abilities, qualifications, and work performance are consistent with good promotion practices, and when a vacancy exists. **NOTE:** Workers must present proof of a High School Diploma or GED prior to promotion to a Grade 1 or P Grade.

Work Performance - The Sustainability Manager may declare an inmate ineligible for any or all benefits connected with the inmate's unsatisfactory work performance for the month in which such actions occur. The Sustainability Manager may not independently declare ineligibility as a result of inmate misconduct. Actions of this nature must be handled under disciplinary procedures. The Sustainability Manager may recommend such actions to the inmate's Unit Discipline Committee.

Health and Safety - Report all accidents to your immediate supervisor regardless of how small they are. Never operate machines or hand tools which you have not been trained to use.

Steel toe shoes are required in all areas of UNICOR. The use of eye and ear protection and protective clothing are also required in some areas of the factory. Failure to use and/or follow these safety regulations could result in removal from UNICOR.

INMATE SERVICES

Clothing Exchange & Laundry – Refer to Complex Supplement, 4500.12, Laundry/Clothing Room Operation for issues concerning amount of institution issued clothing authorized for possession, procedures for laundering, etc.

Commissary - Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release, or may be mailed home. LSCI Allenwood uses a point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

Inmates may shop in the Commissary once a week. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check the balance of their account through the inmate telephone system during non-working hours or via the TRULINCS computers in the housing units. If any further questions arise with regard to the inmate's account, he should submit an "Inmate Request to Staff"

Member,” BP-Admin-70, form to the Trust Fund Department. Borrowing commissary items from other inmates is against policy and will not be tolerated.

Inmate sales are Monday thru Thursday 6:15 AM - 12:40 PM (start of morning mainline through the end of the lunch mainline). Shopping days are determined by housing units. Shopping rotation changes quarterly, and memorandums are posted that list the current quarterly shopping schedule.

Inmates are permitted to spend a total of up to \$360.00 each month for regular purchases; however, there is a \$180.00 bi-weekly spending limit. Postage stamps, over the counter medications, and copy cards will not count against the monthly spending limitation. Twice per month, on the 1st and 15th of each month, each inmate’s account is “validated”; that is, the spending period begins with validation. Inmates are responsible for maintaining personal property within limits as defined in Complex Supplement on “Inmate Personal Property” (ALF 5580.08D, Attachment #1).

Deposits to commissary accounts from outside sources will be made via Western Union or Moneygram either online, in person, or through the U.S. Mail Service to the LockBox in Des Moines, Iowa. When sending money through the mail to LockBox the address must be as follows: **Federal Bureau of Prison, Register Number, Committed Full Name, Post Office Box 474701, Des Moines, Iowa 50947-0001.** For Western Union deposits, you must have your family submit proper inmate name, register number, and city and state code. The city code will always be FBOP and the state code will always be DC.

Withdrawals of inmates funds from Commissary Accounts will be made through utilization of the standard withdrawal form processed on the TRULINCS computers in the housing units. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents and other family members and for purchase of special discharge clothing. The Unit Manager can also approve withdrawals for the legitimate debts and other obligations such as attorney fees, birth certificates, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden can approve withdrawals exceeding \$500.00. Inmate fund transfers are automatic when an inmate transfers to another federal institution. If an inmate does not immediately receive funds, he should request that his Counselor check with staff at the sending institution to determine if his funds can be located. All funds received by the institution will be posted to the inmate’s account when received.

ENVIRONMENTAL & SAFETY COMPLIANC DEPARTMENT

The Safety Program in this institution is designed to ensure a safe and healthy living and working environment for inmates and staff. Safety staff conduct regular and irregular inspections of all areas within the institution to ensure compliance with laws and Bureau of Prisons policy.

Sanitation - You are required to maintain a high level of sanitation in your living area. Your personal property is to be stored in the provided personal storage lockers. The top of the lockers will remain clear. Windows are not to be blocked and windowsills will remain clear. No items will be permitted on walls, ceilings, or doors. Inmates who create shelves within their lockers, add hooks within their quarters, or alter their quarters in any other manner will be subject to disciplinary action. Floors will be cleaned and trashcans emptied on a daily basis, and as needed to prevent trash from accumulating on the floors. Cleaning supplies are available from the designated Unit Sanitation Supply Areas. Safety supplies are not to be stored in your cubicles (unless authorized by Safety Staff). All inmates are expected to participate in the Institution Recycling Program by utilizing the recycling containers in the Unit.

Fire Prevention - Fire prevention and protection is of paramount importance to the well-being of inmates and staff in this institution. State of the art fire protection systems are incorporated into all areas to ensure your safety in case of fire. Inmates who abuse or misuse these systems will be subject to disciplinary action. You will be required to participate in a fire drill each quarter in both your Housing Unit and work place. Please take these drills seriously and learn the location of evacuation routes. Evacuation Plans are posted throughout these areas. We request your cooperation in reporting any fire to the nearest staff member so lives and property can be protected. Piles of trash or rags in closed areas, combustible

material, items hanging from fixture or electrical receptacles, or other hazards cannot and will not be tolerated.

Basic Safety Regulations - In order to maintain a safe and secure environment, basic safety regulations must be followed. During A&O, you will be provided a copy of the Basic Safety Regulations, as well as an explanation of the Initial Job Orientation once you have been assigned to a work assignment.

FOOD SERVICE

Food Service -The FCC Allenwood Food Service Department implemented the National Menu in January 2008. The National Menu is a five-week cycle menu developed for use at all Federal Bureau of Prisons sites. The National Menu promotes efficiency within the Food Service Department by eliminating replication of efforts at the local level. The National Menu meets the U.S. Department of Agriculture's National Dietary Guidelines. The National Menu in conjunction with the National Product Specifications, ensures healthy choices are available. The National Menu allows inmates to make important choices about their eating habits. Inmates can control the amount of sugar, fats and sodium by selecting the "Heart Healthy" items on the menu. Heart Healthy choices are available all three meals of the day, for all entrees and sides. The National Menu meets the National Dietary Guideline by offering more whole grains, fruit, and vegetables for a more healthy lifestyle.

Three versions of the National Menu were developed for selection at the local level. While all versions of the menu offer the same choices for lunch and dinner, the breakfast menu varies in the choice of breakfast served. The breakfast menu options vary from a hot breakfast, to a continental breakfast, to a combination of both hot and continental breakfasts. The Food Service Department, in conjunction with the complex wardens, has chosen the combination breakfast menu at this complex.

With the start of the National Menu, inmates are not permitted to remove fruit or any food item from the dining hall. Additionally, sugar is controlled by adding sugar directly to food products. Sugar will not be distributed at breakfast. Sweetened and unsweetened choices of breakfast cereal and coffee are available.

Certified Religious Diet Program - FCC Allenwood offers the Certified Religious Diet program. Inmates desiring to participate in this program must first see the Chaplain. Food Service cannot place you on this program unless the correct paperwork has been received from the Chaplain.

The following is an approved schedule for Food Service meal times:

Monday through Friday

Breakfast: 6:00 AM to 7:00 AM

Lunch: 10:45 AM to 12:00 noon

Dinner: After 4:00 PM count clears

Weekends and Holidays

Breakfast: 6:00 AM to 7:00 AM

Brunch: After 10:00 AM count clears

Dinner: After 4:00 PM count clears

You are allowed a reasonable amount of time to eat and enjoy your meal. Inmates will not be permitted to remain in the Dining Room after their meal is finished and are required to return their own dishes and trays to the designated area before departing the Dining Room. Dining Room rules and policies are:

1. No headwear except for approved religious reasons.
2. All inmates must display their ID when entering the Dining Room. Inmates without ID will wait until "Last Call" to enter the Dining Room.
3. Institutional clothing will be worn in the Dining Room Monday through Friday, excluding Federal Holidays, for the Lunch meal. Institution khaki shirts must be worn over t-shirts, sweat shirts, etc. Shirts must be tucked inside pants. Coats will be opened and hats will be removed upon entering the dining room. Athletic clothing cannot be worn.
4. No sleeveless shirts or shower thongs are to be worn in Food Service.
5. No laundry or commissary bags, beverage containers, weight training equipment, radios, books, magazines, etc., is allowed in Food Service.
6. Take no more food than you are authorized. The Food Service Administrator will determine appropriate portion.
7. Wait for your food to be served and do not reach for food in the serving line.
8. Do not argue with inmate workers.
9. Use the appropriate entrance door.
10. There will be no jumping in line or saving space in line for another inmate.
11. Tables cannot be reserved by placing coats or clothing on chairs prior to proceeding to the serving line.
12. Once you leave the Dining Room you may not re-enter the Dining Room for any reason.
13. After you have finished your meal, return your soiled plates, tray, eating utensils, etc., to the designated location.
14. If you have any problems or complaints, address them to the Cook Supervisor, Assistant Food Service Administrator, Food Service Administrator, or the Correctional Supervisor (Lieutenant).
15. No sunglasses can be worn in the dining hall, unless medically indicated.
16. Each inmate is permitted to bring one condiment into the Dining Room.

The mission of Education/Recreation Services is to provide mandatory literacy (GED) and English-as-a-Second Language (ESL) programs as required by law, as well as other education/recreation and related programs that meet the needs and interests of the inmate population, provide options for the positive use of inmate time, and enhance successful reintegration into the community.

English as a Second Language (ESL) - The Crime Control Act of 1990 mandates that non-English speaking Federal prisoners participate in the ESL program. An inmate's communication skill level in English is evaluated at initial classification and interviews. Those found to have limited ability to communicate in English will be referred to the education department to determine proficiency at the 8th grade level or higher based on a nationally recognized achievement test. Inmates scoring less than the 8th grade level of proficiency (i.e., less than 225 on the CASAS test) will be enrolled in ESL until they function at the 8th grade level or above on a nationally recognized education achievement test. If indicated by test scores, participation in ESL will be required regardless of education degree status.

Literacy/GED - All inmates incarcerated in a federal facility after May, 1991, who do not have a verified high school diploma or GED will be mandatorily enrolled in the Literacy Education (GED) Program. Furthermore, those inmates will be required to complete 480 hours of instruction or successfully attain their GED certificate to be eligible for promotion above pay grade 4 in IPP or UNICOR assignments. This pay grade exemption is based on continuous enrollment in class, student effort and teacher recommendation. Inmates must attend literacy classes for 240 hours before they can withdraw from the program. Inmates withdrawing before achieving their GED will not be eligible to promote beyond pay grade 4 in IPP or UNICOR assignments. Within the program, the student pursues a course of study that enables him to develop a more advanced general knowledge in the GED test areas.

The Violent Crime Control and Law Enforcement Act (VCCLEA) and the Prison Litigation Act (PLRA) require inmates who lack a high school diploma to participate in a GED credential program and make satisfactory progress in the program in order to be eligible to vest the maximum amount of earned good conduct time (VCCLEA sentenced inmates) or earn the maximum amount of good conduct time. Inmates sentenced under the VCCLEA and PLRA with a date of offense on or after September 13, 1994, must have a GED, or be making satisfactory progress on obtaining their GED, in order for their Good Conduct Time to be vested.

Unless exempt (pre-trial, holdover, etc.), inmates must participate in the literacy program for one mandatory period of at least 240 instructional hours, or until they achieve a GED credential. For all inmates to receive job pay promotions above the entry level, they must have a high school diploma, a GED credential, or a pay exemption.

Inmates who are exempt from attending GED class due to being non-US citizens must enroll in GED or ESL in order to receive their good conduct time. Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time.

Inmates found guilty of an incident report related to their literacy program enrollment will be changed to GED UNSATISFACTORY PROGRESS, and will not vest/earn their good conduct time. Following an assignment of a GED UNSATISFACTORY PROGRESS code, inmates will be required to complete an additional 240 hours of program enrollment before they can be changed back to a SATISFACTORY code. Good conduct time will not vest while the UNSATISFACTORY assignment exists.

Inmates who are eligible for District of Columbia Educational Good Time (DCEGT) can earn DCEGT for participating in GED, ESL and marketable level occupational training programs. While enrolled in the qualifying education program, inmates will earn DCEGT credit. DCEDGT credit will show up on their sentence computation when they complete or withdraw from the qualifying program.

Education Department Incentives and Achievement Awards - Inmates who earn their GED or complete the ESL program while at FCC Allenwood may be eligible to receive an Achievement Award amount of \$25.00 through the IPP system. Inmates may receive other incentive awards for program participation and performance; these award systems will be announced on a case-by-case basis.

Other Programs - The completion of the literacy program is often the first step towards adequate preparation for successful post-release reintegration into society. Additional educational programs such as advanced occupational training or college are needed in today’s world. Vocational training and apprenticeship programs afford inmates an opportunity to obtain marketable job skills. Inmates who are interested in enrolling in a class or program should submit an *Inmate Request to Staff* form addressed to the Education Department.

Vocational Training / Occupational Education Programs - FCC Allenwood offers a variety of Vocational Training and Apprenticeship Program opportunities for inmates in general population. Inmates must have a verified high school diploma or GED in order to be considered for these programs. Some programs require additional prerequisites for program participation. The table below lists the programs offered at each institution.

Institution	Vocational Training Programs Available	Apprenticeship Programs Available
LSCI Allenwood	<ul style="list-style-type: none"> • Introduction to Culinary Arts • Advanced Culinary Arts 	<ul style="list-style-type: none"> • Cook • Quality Control Inspector (UNICOR) • Upholster (UNICOR)

Adult Continuing Education (ACE) - ACE classes enhance an inmate’s general knowledge on a variety of subject areas. Typical ACE classes include typing, career awareness, and history. ACE classes also cover release preparation content. Such classes are designed to assist inmates in preparing for reentry into society. These classes provide inmates with skills related to resume writing, job interview preparation, and personal finance. Additionally, Informational Career Fairs and Interview-Focused Mock Job Fairs are held at least once per year. These events allow inmates to interact with local community service providers, community employers, and community volunteers in order to gain job interview experience and career information.

Post-Secondary Education (Inmate Correspondence Courses) - Inmates are encouraged to expand their knowledge through a variety of methods, including correspondence courses. In general, inmates are permitted to enroll in an approved correspondence course that involves only “paper and pencil.” Courses requiring equipment are generally not authorized. The cost for correspondence courses must be paid by the inmate. Inmates interested in enrolling in correspondence courses are required to obtain enrollment approval and guidance from the Post-Secondary Education (PSE) Coordinator in the Education Department prior to enrollment. Diplomas or certificates from correspondence high school GED programs do not satisfy the criteria for an adult literacy program completion.

Parenting -The National Parenting Program, which is considered a FSA-credited program, is offered at FCC Allenwood. This program provides inmates information and guidance through directed classes on how to enhance their relationship with their children even while incarcerated. Ordinarily, FCC Allenwood institutions host a Children’s Day event in the visitation rooms on an annual basis. This event allows registered inmate participants to actively engage their child visitors in a variety of pro-social and pro-literacy special events and activities facilitated by Education Department staff.

Library Services - Leisure Libraries: Leisure Libraries offer inmates a variety of reading materials, including but not limited to: periodicals, newspapers, fiction, non-fiction, and reference books. Institutions also participate in an interlibrary loan program with local library partners.

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. The Electronic Law Library includes an extensive range of information on federal legislative and case law. It also includes the Federal Prison System Policy Statements.

Typewriters are available in the library for inmate legal work. Inmates provide the material to utilize the typewriters. A copying machine is available to reproduce materials needed for inmate legal activity. The price to reproduce materials is established by Trust Fund.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30AM – 10:30AM					7:30AM – 3:30PM
11:00AM – 3:30PM					
4:30PM – 8:30PM				Closed	Closed

On Saturday, an out-count sign up is available for inmates wishing to stay in the library during the 10:00 AM count. The Education Department maintains a leisure library book cart located in the Recreation Department for inmates to access leisure library materials on Sunday, when the main library is closed.

First Step Act- The First Step Act (FSA), passed into law in December 2018 and implemented in January 2020, allows eligible inmates to earn additional time credits towards home confinement, half-way house, etc. for completing certain Evidence-Based Recidivism Reduction (EBRR) and Productive Activity (PA) programs. Some of these programs are or will be taught by the Education Department. This program list is ever evolving. See Education Department staff for the latest list of EBRR and PA programs offered.

Note: The staff of the Education Department will provide guidance to all inmates seeking assistance. All inmates are encouraged to enroll in a course of study appropriate to their needs. Please remember to use your time wisely and never hesitate to seek help. Educational opportunities are made available for your benefit and self-improvement.

RECREATION DEPARTMENT

The Recreation Department strives to provide a variety of leisure time activities, programs and services for the inmate population. Our Recreation Department is designed to assist incarcerated individuals gain physical, emotional and educational development. We strongly encourage all inmates to participate in any authorized activities which provide a positive institutional accepted outlet. It is our goal to actively involve as many inmates as possible with positive rewarding programs and activities by means of sharing time, space, equipment, and facilities.

Hours of Operation Gymnasium / Recreation Yard

Monday thru Friday 6:00 AM - 10:30 AM (Activity Recall)

10:45 AM - 3:30 PM

4:30 PM - 8:15 PM

Saturday / Sunday / Holidays 6:00 AM - 9:30 AM

10:30 AM - 3:30 PM

4:30 PM - 8:15 PM

* The Gymnasium & inside weight room are open only limited hours May through September - 6:00 AM to 10:30 AM, Monday through Friday; and 6:00 AM to 9:30 AM, Saturday/Sunday/Holidays.

Daily Hours of Operation Leisure Center

12:30 PM - 3:30 PM

4:30 PM - 7:30 PM

Hobby Craft Programs available in the Leisure Center

Ceramics Crochet Orientation Paper Rolling Orientation

Painting Painting Orientation Drawing class

Drawing Ceramic Orientation Music classes

* Housing Unit Drawing Program

* Submit to Recreation staff an Inmate Request to Staff to participate.

* Must be enrolled to purchase Hobby Craft supplies via S.P.O.

Music

There are a number of instructional music classes in the area of Guitar, Bass Guitar, Piano, music vocals and Music Theory as well as open music instrument use.

Wellness Programs

Step Aerobics Swiss Ball Fit for Life

Silver Streak Cardio NFPT

Jogging Program Medicine Ball Jump Rope

Exercise Fitness bikes Total Body Fitness CPR – Red Cross

Body Composition Analysis Spinning Bike Yoga

Flexibility Wellness Library (17)Courses

* Certificates of completion are awarded to participants who meet minimum criteria for completion.

Leisure Time Activities

Fitness Equipment	Basketball	Guitar
Weight lifting	Bocce Ball	Chess
Walking	Billiards	CD Music Listening
Jogging	Foosball	Piano
Handball	Bingo	Board Games
Puzzles	Card playing	

Athletic Leagues

Billiards	Bocce	Flag Football
Ping-Pong	Horseshoes	Volleyball (indoor/outdoor)
Floor Hockey	Handball/Racquetball	Basketball (indoor/outdoor)
Softball	Basketball age 35 +	Soccer (indoor/outdoor)

***** If you are in general population at the time sign-ups are conducted for a sport or program you must sign up before the deadline in order to participate. Inmates who do not sign up prior to a posted deadline will not participate in that program. Exceptions are given to those inmates in segregation, writ, or outside hospital.***

Holidays

Special activities and tournaments are conducted on all federal holidays. Memorandums are posted in Recreation and the housing units announcing these special events. Sign-ups for all holiday programs are conducted in the Leisure Center.

Suspension from Recreational Programs

Rules have been established for each and every program. You are required to abide by these rules at all times. The Recreation Department provides training opportunities for all sports officials; however, our officials are not certified as professionals. Regardless of what calls are made by the inmate sports officials, Recreation Staff reserve the right to remove an inmate from any game, league, or activity for unsportsmanlike or unprofessional conduct.

Psychology Services

Psychology Services departments in all BOP institutions offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness. All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation (A&O) Program. Psychologists are available for individual and/or group psychotherapy. Inmates interested in services can submit an "Inmate Request to Staff Member" (Cop-out) to Psychology Services. Mental health services are offered in the areas of drug and alcohol abuse, as well as for other behavioral or emotional problems.

If you are new to the BOP, or if you have previously identified mental health or drug abuse programming needs, you will be scheduled for an interview with Psychology Services staff. The purpose of this interview is to review your history and identify your programming needs. A psychologist may make recommendations to support your successful adjustment to prison and prepare you for your eventual release. We encourage you to participate actively in this process. This interview is an ideal time for you to share your interest in specific services, such as drug abuse treatment or mental health counseling.

In Psychology Services there are clinical psychologists who provide assessment and treatment for problems such as depression, anxiety and interpersonal issues. Treatment is offered through individual and group psychotherapy, as well as several self-help programs which utilize self-help books.

This department also offers the Drug Abuse Education class, the Non-Residential Drug Abuse Treatment program and referrals to the Residential Drug Abuse program. In addition to these programs, Psychology Services offers a smoking cessation program. Inmates requiring assistance with smoking cessation or drug abuse can forward a request for such assistance to Psychology Services.

Consultations with psychiatrists are arranged through Psychology Services staff to meet the needs of inmates who may require psychotropic medications.

Counseling Activities

There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, Anger Management, the Parenting Program and other voluntary and self-help groups. In addition, institutions have professional staff as resources that are trained in the various social science fields. Inmate participation in these activities will be encouraged based upon the staff's assessment of inmate needs, but participation in such activities is voluntary. The staff of each unit is available for informal counseling sessions and they conduct formal group counseling activities.

The Psychology Services department at this institution is staffed by staff psychologists, technicians and treatment specialists. The department's offices are located in Corridor 2 between Religious Services and Education, as well as Unit 2A. There are a number of ways to contact Psychology Services at this institution.

You may:

- Submit an Inmate Request to a Staff Member (a "Cop-out") to Psychology Services.
- Speak with a Psychology Services staff member during mainline or as they make rounds in your unit.
- Or in the case of a crisis situation, notify your Unit Officer, Unit Team, or any other BOP staff member of your urgent need to speak with Psychology Services.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness.

If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

In addition, if you suspect another inmate is contemplating suicide, please notify a staff member. Staff does not always see everything inmates see. And, most suicidal individuals display some warning signs of their intentions. PLEASE alert a staff member right away if you suspect a fellow inmate is considering suicide. The most effective way to prevent another person from taking his or her life is to recognize the factors that put people at risk for suicide take warning signs seriously and know how to respond. The warning signs of suicide may include:

- ***threatening/talking to hurt or kill oneself***
- ***feeling hopeless***
- ***feeling rage or uncontrolled anger or seeking revenge***
- ***increased alcohol or drug use***
- ***withdrawing from friends, family, associates***
- ***experiencing dramatic mood changes***
- ***feeling anxious, agitated, or troubles sleeping***
- ***seeing no reason for living or having no sense of purpose***

If your friend, cellmate, coworker, or associate is exhibiting these signs, start by telling the person you are concerned and give him/her examples of what you see that worries you. Listen and encourage the person to seek help. If they are hesitant, offer to go with them to speak to a staff member. If you are not confident they will seek help, notify a staff member yourself. Seeking help for a person in distress isn't "snitching", it is showing concern for the welfare of a fellow human being. If you report your concerns to staff, you can rest easy knowing you did everything within your power to assist the individual.

If you are interested in assisting Psychology Services with suicide prevention efforts, you may choose to participate in this institution's inmate companion program. Inmates who are interested in serving as suicide watch inmate companions must meet the following criteria: (1) be a sentenced BOP inmate; (2) no 100 series incident reports in the past 3 years; (3) may not be in FRP, DRG ED, or GED refusal status; (4) Maximum Security inmates may only work during normal daytime hours (7:30-4:00). If you would like more information about this program, please speak with a member of the department.

Drug Abuse Programs

Drug abuse programming is available in all BOP institutions. The BOP offers a drug education course as well as treatment options for inmates who have abused alcohol and/or drugs.

Drug Abuse Education Course

The Drug Abuse Education Course is not drug treatment. The purpose of the course is to encourage you to review the consequences of your choice to have drugs in your life, to look at the relationship between drug use and crime, and to begin to think about how different your life could be without drugs. Looking at your drug involvement in this way may motivate you to ask for drug abuse treatment. If your pre-sentence report documents a prolonged history of drug use, evidence that alcohol or drug use contributed to the commission of your offense, a judicial recommendation for treatment, or a violation of community supervision as a result of alcohol or drug use, you are required to take the Drug Abuse Education Course. Failing to take this required course results in your ineligibility for performance pay above maintenance pay level, as well as ineligibility for bonus or vacation pay. You will also not be eligible for a Federal Prison Industries work program assignment. If you are not sure what this means, you may want to ask your counselor.

The Drug Abuse Education Course is available in every BOP institution. If you are required to complete the course, your name will automatically be placed on the waiting list for the course. When it is time for you to complete the course, Psychology Services staff will contact you. If you would like to enroll in the course, but are not required to participate, you may submit an Inmate Request to a Staff Member (a "Cop-Out") in order to place your name on the waiting list for the course.

Nonresidential Drug Abuse Treatment

Nonresidential Drug Abuse Treatment is also available. Nonresidential Drug Abuse Treatment has been developed to provide the flexibility necessary to meet each individual's treatment needs, and more specifically for:

- inmates with a relatively minor or low-level drug abuse problem,
- inmates with a drug use disorder who do not have sufficient time to complete the intensive Residential Drug Abuse Treatment Program (RDAP),
- inmates with longer sentences who are in need of treatment and are awaiting placement in the RDAP,
- inmates with a drug use history who chose not to participate in the RDAP, but want to prepare for staying sober in the community, and
- inmates who completed the unit-based portion of the RDAP and are required to continue treatment until their transfer to a Residential Reentry Center (half-way house).

Program completion awards are only available for those who complete the program. If you are interested, ask the institution's drug abuse treatment staff for more information on these awards.

Residential Drug Abuse Treatment

The RDAP provides intensive drug abuse treatment to inmates diagnosed with a drug use disorder. Inmates in the residential program are housed together in a treatment unit that is set apart from the general population. Treatment is provided for a minimum 9 months; however, your time in the program depends on your progress in treatment.

To apply for the RDAP at other facilities, you must send an Inmate Request to a Staff Member (a “Cop-Out”) to obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center. The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 76 BOP institutions. [It is not available at USP Allenwood, however you may be referred to another facility which has the program, if eligible for transfer.]

If you are interested in volunteering for the RDAP and would like to know if you are eligible for the program, contact the institution’s drug abuse program coordinator. You may apply for the program at any time during your incarceration, but your interview, like program admittance, will be based on your proximity to release. Ordinarily inmates are interviewed 42-24 months from release depending on the facility’s security level and waiting list for the RDAP.

Early Release

The Violent Crime Control and Law Enforcement Act of 1994 allows the BOP to grant a non-violent inmate up to 1 year off his or her term of imprisonment for successful completion of the residential drug abuse treatment program (Title 18 U.S.C. § 3621(e)(2)). For more information, talk to an institution drug abuse treatment specialist or drug abuse program coordinator.

Community Transition Drug Abuse Treatment

To successfully complete the RDAP, inmates are required to participate in the Community Transition Drug Abuse Treatment component of the program. The BOP ensures that inmates receive continued treatment when transferred to a residential reentry center (RRC) or to home confinement. The RRC, is structured to help you adjust to life in the community and find suitable post-release employment. RRCs provide a structured, supervised environment and support job placement, counseling, and other services. Within the structure of the RRC, RDAP participants continue their drug abuse treatment, with a community-based treatment provider. The BOP contracts with this provider to deliver treatment services in the community. Inmates must continue to participate in transition drug abuse treatment to earn any benefit associated with successful completion of the RDAP, e.g., early release.

In addition to these drug abuse programs, drug abuse treatment services may also be provided within the context of other specialized treatment programs with the BOP, such as the Resolve Program and the Challenge Program.

Nonresidential Counseling Groups

The Resolve Program also includes a treatment component - non-residential counseling groups. Only those inmates with a history of trauma and an associated mental health problem may participate in Resolve Program counseling groups. These groups are designed to improve coping skills, build healthy relationships, and enhance emotional stability. This institution does not have a Resolve Program.

The Sex Offender Management Program

The BOP offers sex offender treatment programs at our Sex Offender Management Program (SOMP) institutions. SOMP institutions have a higher proportion of sex offenders in their general population. Having a larger number of sex offenders at SOMP institutions ensures that treatment volunteers feel safe about participating in programming.

The BOP's sex offender treatment programs are stratified into two program levels:

1. The Residential Sex Offender Treatment Program [male institutions only]

The Residential Sex Offender Treatment Program (SOTP-R) is a high intensity program designed for high-risk sexual offenders - ordinarily inmates with multiple sex offenses, or a history of contact sexual offenders. The SOTP-R is offered at the Federal Medical Center (FMC) in Devens, Massachusetts and at USP Marion in Illinois.

2. The Non-residential Sex Offender Treatment Program

The Non-residential Sex Offender Treatment Program (SOTP-NR) is a moderate intensity program designed for low to moderate risk sexual offenders. Many of the inmates in the SOTP-NR are first-time offenders serving a sentence for an Internet sex crime. All SOMP institutions offer the SOTP-NR.

When you volunteer for treatment, BOP staff will determine whether the Residential or Non-residential Treatment Program is appropriate, based on your offense history. If eligible for treatment, you will be transferred to a SOMP institution based on your treatment needs and security level.

If you are interested in receiving sex offender treatment and would like to know if you are eligible for the program, contact Psychology Services. You may apply at any point in your sentence. However, inmates ordinarily enter treatment when they have between 24 to 42 months remaining on their sentence. If you are at the beginning of your sentence or have more than 48 months remaining on your sentence, you may want to wait before applying for the program.

Confidentiality

Security needs and the nature of a prison environment affect mental health care in a variety of ways. Confidentiality is an important component of the therapeutic relationship. However, in a prison environment, confidentiality must be weighed against institutional needs of safety and security. Mental health providers in the institution not only serve inmates, they also serve the institution and the public at large.

In the community, certain situations require mental health providers to violate client confidentiality. For example, many states mandate reporting of child or elder abuse. Providers also must notify authorities if a client threatens suicide or serious harm to others. Similarly, prison mental health providers violate confidentiality when an inmate is at risk of serious harm to themselves or others, such as when an inmate presents a clear and present risk of escape or when an inmate is responsible for the creation of disorder within a facility. Confidentiality may also be limited when prison mental health providers share information on a need-to-know basis with prison officials or other federal law enforcement entities. For example, before you are transferred to a residential reentry center, mental health providers must communicate your mental health needs to your unit team.

If you tell a staff member, including a Psychology Services staff member that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on

confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Sexually Abusive Behavior, Prevention & Reporting

I. Introduction

While you are incarcerated, **no one has the right to pressure you to engage in sexual acts**. You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

II. What is sexually abusive behavior?

According to federal law (Prison Rape Elimination Act of 2003) sexually abusive behavior is defined as:

Rape: the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person **FORCIBLY** or against that person's will;

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or

The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the **exploitation of the fear or threat** of physical violence or bodily injury.

Carnal Knowledge: contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.

Oral Sodomy: contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.

Sexual Assault with an Object: the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (**NOTE:** This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).

Sexual Fondling: the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.

Sexual Harassment: repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate/detainee/resident to another; or repeated verbal comments or gestures of a sexual nature to an inmate/detainee/resident by a staff member/contractor/volunteer, including demeaning references to gender, sexually suggestive, or derogatory comments about body or clothing, or obscene language or gestures.

Sexual Misconduct (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior is initiated by a staff member toward one or more inmates. It is also considered Staff-on-Inmate Abuse/Assault if a staff member willingly engages in sexual acts or contacts that are initiated by an inmate.

NOTE: Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal. Inmates who have been sexual assaulted by another inmate or staff member will not be prosecuted or disciplined for reporting the assault. However, inmates will be penalized for knowingly filing any false report.

Additionally, according to Bureau policy, the following behaviors are acts prohibited by the inmate code of conduct:

- Code 114/(A): Sexual Assault By Force
- Code 205/(A): Engaging in a Sex Act
- Code 206/(A): Making a Sexual Proposal
- Code 221/(A): Being in an Unauthorized Area with a Member of The Opposite Sex
- Code 229/(A): Sexual Assault Without Force
- Code 300/(A): Indecent Exposure
- Code 404/(A): Using Abusive or Obscene Language

**** Please be aware that both male and female staff routinely work and visit inmate housing areas. ****

III. Protecting Yourself and Others from Sexually Abusive Behavior/ Sexual Harassment

There are strategies you can use to protect yourself and others from sexually abusive behavior and sexual harassment. These strategies include:

- Carry yourself in a confident manner at all times. Other inmates may target you if they believe you to be fearful.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.

- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well-lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

If you are afraid or feel you are being threatened or pressured to engage in sexual behaviors, you should discuss your concerns with staff. Because this can be a difficult topic to discuss, some staff, like psychologists, are specially trained to help you deal with problems in this area.

If you feel immediately threatened, approach **any** staff member and ask for assistance. It is part of his/her job to ensure your safety. If it is a staff member that is threatening you, report your concerns immediately to another staff member that you trust, or follow the procedures for making a confidential report.

IV. What Should You Do if You Are Sexually Assaulted or Sexually Harassed?

If you become a victim of sexually abusive behavior or sexual harassment, immediately report the incident to a staff member. Staff will offer you protection from the alleged assailant. You do not have to name the inmate(s) or staff assailant(s) in order to receive assistance, but specific information may make it easier for staff to know how best to respond. You will continue to receive protection from the assailant, whether or not you have identified him or her (or agree to testify against him/her).

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault, it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, [pregnancy, if appropriate], and gather any physical evidence of assault. Individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.

V. Understanding the Investigative Process

Once the sexually abusive behavior/ sexual harassment is reported, the Bureau and/or other appropriate law enforcement agencies will conduct an investigation. The purpose of the investigation is to determine the nature and scope of the abusive behavior. You may be asked to give a statement during the investigation. If criminal charges are brought, you may be asked to testify during the criminal proceedings.

VI. Supportive & Treatment Services

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you at this facility. When you report being the victim of sexually abusive behavior or sexual harassment, you will be assessed by a psychologist.

Available supportive services will be discussed in detail at that time. Additionally, if you prefer to contact outside sexual abuse emotional support services, you can call **Transitions of Pennsylvania 120 S. 3rd St Lewisburg, PA 17837 1-800-850-7948 or 570-523-6482 or The National Sexual Assault Hotline 800-656-4673**. However, be aware that inmate communication is monitored in a manner consistent with agency security practices.

VII. Consequences for Assailants

Anyone who sexually abuses/assaults/harasses others while in the custody of the Bureau will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will also be referred to Psychology Services for an assessment of risk, treatment, and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be affected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available and can be discussed with you privately.

VIII. How Do You Report an Incident of Sexually Abusive/Harassing Behavior?

It is important that you tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment. It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, counselor, chaplain, psychologist, work supervisor, your unit officer, an SIS officer, the Warden or any other staff member. Bureau staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis. Any discussions with other officials are directly related to the victim's welfare or law enforcement and investigative purposes.

There are other means to confidentially report sexually abusive behavior/ sexual harassment if you are not comfortable talking with staff. You can:

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (a "Cop-out") or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures. The addresses to the Regional Offices are included in the brochure that was provided to you during intake.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit management staff.
- **Write the Office of the Inspector General (OIG),** which investigates allegations of staff misconduct. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

Office of the Inspector General

U.S. Department of Justice

Investigations Division

950 Pennsylvania Avenue, N.W.

Room 4706

Washington, D.C. 20530

- **E-mail OIG.** You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, **DOJ Sexual Abuse Reporting**. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.
Note: These e-mails:
 - are untraceable at the local institution,
 - are forwarded directly to OIG
 - will not be saved in your e-mail ‘Sent’ list
 - do not allow for a reply from OIG,
 - If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.
- **Third-party Reporting.** Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp. This address and more detailed information about Sexually Abusive Behavior Prevention and Intervention are contained in your brochure.

RELIGIOUS SERVICES

Religious Services offer a wide range of religious programs for inmates. Chaplains of various faiths are available for pastoral care, counseling, or other professional services. In addition to the Chaplains on staff, volunteers offer a variety of programs and services.

Confidentiality - Staff chaplains are available to meet with you individually for a variety of needs. Some of the reasons that you may choose to speak to a Chaplain are:

- a. Difficulty adjusting to incarceration;
- b. Personal problems, grief, or loss;
- c. Religious questions or problems;
- d. Relational issues: with family, with other inmates, or with any other person.

The conversation between an inmate and a Chaplain may be requested to be kept confidential, unless the nature of the conversation demonstrates that you may be a risk to yourself, another inmate, or a staff member, as well as anything related to the safe and orderly running of the institution.

Services – With some exceptions, all regularly scheduled services, as well as special services with outside volunteers, are open to all inmates. A current copy of the Religious Services schedule is posted in the Chapel display case, as well as in the housing units. Special services and holiday services will be announced and posters will generally be displayed. Services which take place during work hours will require that you be placed on the callout (Jumah prayer, Jewish services with the Rabbi, Orthodox Christian, etc.). To be placed on the callout, submit a written request to the Chaplain.

Religious Property - Personal religious property may be ordered through a Special Purpose Order (SPO). Personal religious property **will NOT be authorized to come from home**. Religious items for personal use must be requested and approved by the Chaplain. Items for the faith communities will be purchased by the Chapel and will be maintained in the faith community lockers.

Religious Diet - If you wish to be considered for a religious diet you must submit your request in writing to the Chaplain and a religious diet interview will be conducted. The Religious Services Department will determine the appropriate diet for you. You will be notified through the mail. You will then be assigned to one of two religious diets offered in Food Service, either the No Flesh option, or the Certified Food diet. If you transferred from another institution your religious diet assignment will automatically follow you to Allenwood.

Religious Resources - A number of religious books, audio tapes, and video tapes are available for group or personal use. Individuals may view videos in the chapel on their leisure time. However, an individual may NOT view video tapes when they are expected to be at their work detail. You are encouraged to view the tapes and read the religious material available. Musical instruments are used for religious worship and practice only.

Emergency Notification - In the event that an immediate member of your family, is taken to the hospital or dies, a member of your family may call the institution and request to speak to a Chaplain. The caller will need your registration number, the name of the individual involved, and the name and telephone number of the hospital (or funeral home). **This information will be verified before you are notified.**

Religious (Clergy) Visits - If you so desire, you may designate one individual on your visiting list as your Minister of Record (MOR) by submitting a request to the Chaplain. Please see a chaplain to help facilitate this request as there are specific requirements. This request must include contact information for the MOR so the Chaplain can obtain documentation of the credentials of the MOR. An approved MOR will not count against the maximum number of visitors you are allowed to have on your visiting list, and may visit during normal visiting hours. Arrangement for a visit with your MOR may be made on dates when you are not otherwise approved to receive visits if such a request is made two weeks prior to the date of the visit. It is our hope that we may assist in your spiritual growth and development. We hope that you will make the most of your opportunities by attending worship services and pursuing your personal spiritual life.

HEALTH SERVICES

MEDICAL SERVICES - Routine medical and dental care is offered within the Health Services Department at FCC Allenwood. Local community medical resources may be utilized when deemed necessary by the institution's medical staff. Additionally, an inmate may be transferred to another correctional facility or medical referral center, for more extensive medical care when indicated by the institution Physician.

FCC Allenwood consists of three facilities. Each facility has an Assistant Health Service Administrator, Dental Officer, and Medical Officer who will oversee the medical and dental care provided at your facility. Should you have any administrative, dental, or medical concern, it should initially be addressed to these persons. If you believe that your issue was not appropriately addressed you can submit a request to the attention of the Chief Dental Officer, Clinical Director, or Health Service Administrator. If you continue to believe that your issue was not appropriately addressed, you may submit your grievance through the Administrative Remedy process.

GENERAL POPULATION APPOINTMENTS - Sick call and dental sick call will be held on the days and times posted in the Health Service Department. Appointments for routine medical and dental care are issued at the triage area in the Health Services Department. Routine sick call is not held on weekends and holidays. If the institution is experiencing a situation where inmate movement is not permitted (i.e. institution lock-down), sick call triage will be provided in the housing units. If the medical staff determine the sick call is of an emergent priority, the inmate will be issued a same day appointment slip reflecting

the time of the appointment. The inmate must present this appointment slip to the work supervisor so that you can be permitted to move to the Health Service Department during an institution move. If the medical staff determine the sick call complaint is not of an emergent priority, the inmate will be advised that his assigned medical provider will schedule him for an appointment and he is to watch the callout for the date and time of that appointment. **Sick call request forms** will not be accepted through the institutional mail.

If an inmate becomes ill after the regular sick-call sign-up time, he should ask his work supervisor or unit officer to call the Health Service Department. Health Services staff will determine if, and/or when an appointment will be scheduled. Appointments for other medical evaluations, tests, and clinics (such as eye exams, blood studies, physician visits, etc.) will be scheduled via the institution call-out roster. It is your responsibility to review the call-out daily and show up on time for all appointments.

Dental sick-call is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. Dental sick call is scheduled on a first come, first seen basis. If the dental sick call is full and an inmate has a dental emergency, the inmate's work detail supervisor can notify the dental department. To obtain *routine* dental treatment, such as permanent fillings, dentures, and cleanings, you must submit an **Inmate Request to Staff** (Cop-Out) to the Dental Department. All routine appointments will be scheduled on the institution's call-out.

SPECIAL HOUSING INMATES - Inmates placed in Special Housing will be seen by a clinical staff member at least once daily. Inmates with routine medical and dental care concerns will be addressed daily. If the medical staff determine the sick call is of an emergent priority, the inmate will be evaluated that day. If the medical staff determine the sick call is not of an emergent priority, the inmate will be advised that his assigned Primary Care Provider will schedule him for an appointment.

PRIMARY CARE PROVIDER - All inmates are assigned a Primary Care Provider utilizing the 4th and 5th number of the Registration Number. Inmates **will not** be permitted to change providers. A list of the Primary Care Providers will be posted in each Health Service Department.

PHYSICAL EXAMINATIONS - All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be completed within 30 days of an inmate's arrival. All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include tests as determined by your Primary Care Provider. This optional examination requires an inmate to report to Sick-Call and request an appointment with your Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future call-out list located in the housing units. Because this physical is for your health and well-being, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process that you do not want performed. All inmates, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than two months prior to release in order for the examination to be scheduled and completed.

PREVENTATIVE HEALTH - Preventative health visits are designed to review the inmate's need for and receipt of preventive health care services are recommended at the following intervals: Every three years, for sentenced inmates under age 50 (with the exception of annual tuberculin skin tests, annual influenza vaccinations for certain inmates, and annual audiograms for inmates at occupational risk) and annually for inmates 50 years of age and older. The frequency of monitoring inmates should be patient-specific, and adjusted as clinically necessary to monitor significant changes in a parameter such as weight or blood pressure. These examinations may include an electrocardiogram, cardiovascular risk, abdominal aneurysm, nutrition, body mass index, blood pressure, rectal examination, tonometry, vision testing, blood work testing, and other tests as determined by your Primary Care Provider. During these examinations, you may refuse any part of the process that you do not want performed.

ON-THE-JOB INJURIES - If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor and will need to report to the Health Service Department for completion of an injury report. The work supervisor will then report the injury to the institution Safety Manager. The inmate may be disqualified from eligibility for lost time wages or compensation if he fails to report a work injury promptly to the supervisor.

ANNUAL IMMUNIZATION/SCREENING - All inmates will be scheduled for mandatory tuberculosis screening on an annual basis. If you have a documented positive result to the skin test, you will receive an annual chest x-ray. If you do not have a documented positive result to the skin test, you cannot request a chest x-ray in lieu of the skin test. This screening will be in the form of the PPD skin test. The date of these screenings will be based on the inmate's previous test date. During the flu season which is typically in early winter, inmates will be offered the influenza vaccination or "flu shot" if their medical condition meets the Center for Disease Control (CDC) guidelines for these immunizations. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. Should you not meet the medical guidelines directed by the CDC, you may request this vaccination by submitting a Request to a Staff Member (Cop-Out) form to the Health Services Department requesting the flu shot vaccination. Depending on the availability of the vaccine, you will be scheduled on a call-out.

EMERGENCY MEDICAL TREATMENT - All emergencies or injuries will be screened for priority of treatment and then will be examined accordingly. Appropriate medical care will be provided by institutional Health Services staff. Medical treatment on evenings, mornings, weekends, and federal holidays is limited to treatment of acute problems only. Treatment needs will be determined by the medical staff. Access to emergency medical care is obtained by notifying any staff member or the activation of the inmate duress system in your cell. Any emergency or injury, must be reported to Bureau of Prisons staff immediately.

HEALTH PROMOTION/DISEASE PREVENTION - The Health Services Department, in conjunction with other departments within the institution, offers numerous programs to enhance inmate health and knowledge of health related issues. Programs include, but are not limited to, educational material and videos, blood pressure and blood sugar screening, drug and alcohol abuse programs, physical fitness and stress and anger management. If you are interested in participating in any of these programs, submit a copout to the Assistant Health Services Administrator.

PHARMACY - Inmate prescriptions are dispensed daily within Health Services. The times for pill lines will be posted in each Health service Department.

Restricted medications will be issued only on a dosebydose basis and must be taken at the Pharmacy window in full view of the person dispensing the drug. You will be required to allow the dispensing individual to inspect your mouth after accepting the medication. A full cup of water is required for taking these restricted medications. If you are placed on pill line, reporting to the assigned times is mandatory. You may choose to refuse the medication, but you are **mandated to report to the pill line**.

Other nonrestricted medications will be distributed through the Pharmacy located within the Health Services Department. In most instances, when you are prescribed medication, you will be able to pick it up during the next work day at the noon pill line. All medications which you are issued will have an expiration date. If your medication has a refill listed on the label, it must be returned for refill prior to the expiration date. Once a medication is expired, it can only be refilled by attending sickcall. Expired medication will be considered an unauthorized item and confiscated.

Refilled medications will be available for pick-up, the next working day, if placed in the refill box prior to noon. Therefore, it is your responsibility to turn in medication refills at least two days prior to a holiday or weekend to ensure you have an adequate supply.

*****ID picture cards are mandatory for any visit to the Health Services Department*****

OTC PROGRAM - Inmates will purchase OTC items at commissary for their occasional use. Commissary Lists will be provided to the inmates for current stock and pricing information. Inmates are instructed that if they report to the Health Service Department for these same items, they will be referred to Commissary as appropriate. Inmates are required to plan ahead for Commissary closures. Health Services will not issue commissary items due to the Commissary being closed.

IDLE, CONVALESCENCE, AND MEDICAL ASSIGNMENTS - In situations where it is necessary to restrict the inmates activities due to health concerns, the inmate may be placed on quarters, convalescence, or medically unassigned status. The medical staff will issue you a Medical Duty Status form that identifies your limitations. It is the inmate's responsibility to deliver one copy to his work supervisor and one copy to his unit officer. The following is a synopsis of restrictions for each medical limitation status:

- a. IDLE** - Temporary disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, religious services, sick-call, visits, and call-outs. No recreation activity.
- b. CONVALESCENCE** - Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.
- c. RESTRICTED DUTY** - Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.
- d. MEDICALLY UNASSIGNED/TOTALLY DISABLED** - Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.

INMATE CO-PAY - Pursuant to the Federal Prisoner Health Care Copayment Act of 2000 (P.L. 106-294, 18 U.S.C. §4048). The Federal Bureau of Prisons and FCC Allenwood provides notice of the Inmate Copayment Program for health care, effective October 3, 2005. The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General Population at these facilities are subject to a \$2 copay fee. Needed offender health care is not denied due to lack of available funds. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff. Indigent inmates are not charged a co-pay fee (An indigent inmate is defined as an inmate who has not had a trust fund account balance of \$6 for the past 30 days.)

INMATE GRIEVANCE PROCESS OF HEALTH CARE CONCERNS - Inmates are encouraged to discuss concerns related to their healthcare with their primary care provider. In addition, they can raise concerns through the inmate co-out systems (paper or electronic e-mail) to be addressed as well. If these processes are unsatisfactory at resolving your concern, the next step is the inmate Administrative Remedy process which is detailed in this handbook.

ADVANCED DIRECTIVES "LIVING WILLS" - This option is available to the inmate population by requesting an appointment with your provider.

RIGHTS/RESPONSIBILITY - While in the custody of the Federal Bureau of Prisons, you have the right to receive health care in a manner that recognizes your basic human rights. You also accept the responsibility to cooperate with your health care plans and respect the basic human rights of your health care provider.

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all support services.	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.	2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden	3. <i>You have the responsibility to address your concerns in the accepted format, such as the Inmate Request to Staff Member form, at main line, or the accepted Inmate Grievance Procedures.</i>
4. You have the right to provide the Bureau of Prisons with <i>Advance Directives</i> or a <i>Living Will</i> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious disease.
9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.	9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of positive and negative changes in your condition to assure timely follow-up.

10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or prescription item.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination as defined in the Bureau of Prisons policy. (If you are under the age of 50, once every 2 years; if over the age of 50, once a year and within one year of your release.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in BOP policy to include preventative services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

FACILITIES DEPARTMENT

The Facilities Department is responsible for maintenance, repairs and/or construction within the Federal Facility.

Maintenance or repairs to your cell area, housings, buildings, work area or grounds will be accomplished by notifying the Unit Officer, work supervisor or appropriate staff member, who will initiate a Work Request. This request will then be forwarded to the Facilities Department for disposition. Do not attempt any repairs or adjustments yourself. This facility adheres to energy conservation practices and we need your cooperation. Make sure lights and water faucets are turned off when not in use.

ACCESS TO LEGAL SERVICES

Legal Correspondence - Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "**Special Mail - Open only in the presence of the inmate**". It is the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

Attorney Visits - Attorney visits are arranged by the Unit Team. Attorneys are required to contact the inmate's Case Manager or Counselor at least forty-eight (48) hours prior to the requested visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits are subject to visual monitoring, but not audio monitoring. The assignment of the privacy rooms in the Visiting Room is on a first come basis. Inmates may refer to the Complex Supplement titled Visiting Regulations for further information. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Only that material needed for litigation in which the inmate is currently engaged, will be allowed in the Visiting Room. The same will be searched for contraband. If there is a need to exchange legal materials, it must be accomplished via the U.S. Mail.

Attorney Phone Calls - In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established in the Complex Supplement titled Inmate Telephone Regulations. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library - The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, certain Bureau of Prisons Program Statements, certain Complex Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends. An inmate Law Library Clerk will be available for assistance in legal research. Legal materials are also available to inmates in Administrative Detention or Disciplinary Segregation status, via the Basic Law Library in the Special Housing Unit.

Electronic Law Library (ELL) – Per Program Statement 4500.12, Trust Fund/Deposit Fund Manual, Chapter 14, Section 14.5 (b),(c), workstations located in the housing units ordinarily are multi-purpose, offering various services, with the exception of Electronic Law Library and print services. Trulincs ELL workstations are located in the Law Library due to the sensitivity of information and supervision within the area.

Notary Public – Notary Services are done by an outside Notary Public scheduled on the second and fourth Thursday of each month. Inmates requesting a document(s) to be notarized must submit an "Inmate Request to Staff Member" along with a signed BP-199(TRULINCS money form) to their Counselor. Funds must be available and withdrawn prior to the inmate being provided the Notary service. Inmates will be placed on call out for the Notary Public service; failure to report to the call out may result in disciplinary action.

Copies of Legal Materials -A photocopy vending machine is available in the Education Department for reproduction of legal materials. Inmates are responsible for purchasing vending credits from the commissary. Vending credits must be purchased at the commissary on the inmate's regular scheduled shopping day. Vending credits are encoded onto the inmate's personal identification card. Inmates can make copies at a cost of \$.15 per page. In other words, \$.15 is deducted from the inmate's personal identification card. Credits must be purchased in \$1.00 quantities. An inmate must maintain a balance of .80 on his card in order to utilize the copy machine. The inmate may purchase up to \$30.00 in vending debits and may have no more than \$35.00 in debits encoded on his ID card at any given time.

Federal Tort Claims - To file an administrative Federal Tort Claim, inmates must complete a Standard Form 95. Inmates can obtain this form by contacting their respective Unit Team, such as the Unit Counselor.

Inmate Access to Central Files - Inmates who wish to review their Central File should submit an Inmate Request to Staff to their Unit Team, who will schedule an appropriate date/time for review. An inmate eligible for parole may request review of discloseable portions of his Central File (plus Presentence Report and/or Summary) prior to his Parole Hearing.

Reduction In Sentence – The Director of the Bureau of Prisons may motion an inmate's sentencing court for reduction in sentence (RIS) for an inmate presenting extraordinary and compelling

circumstances. See 18 U.S.C. § 3582 and Program Statement on *Compassionate Release/Reduction in Sentence*. The BOP may consider both medical and non-medical circumstances. The BOP consults with the U.S. Attorney's Office that prosecuted the inmate and will notify any victims of the inmate's current offense. If the RIS is granted, the judge will issue an order for the inmate's release and he or she will then usually begin serving the previously imposed term of supervised release. If an inmate's RIS request is denied, the inmate will be provided a statement of reasons for the denial. The inmate may appeal a denial through the Administrative Remedy Procedure. Denials by the General Counsel or the Director are final agency decisions and are not appealable. Inmates who feel their request is of an emergency nature (e.g., a terminal medical condition) may state as such in accordance with the regulation. (See 28 CFR part 542, subpart B).

Inmate Access to Other Documents - An inmate can request access to the "Non-Disclosed Documents" in his Central File and Medical File, or other documents concerning himself that are not in his Central File or Medical File, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. An inmate making such a request must provide his full name, current address, date and place of birth for identification purposes. A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request" if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

PROBLEM RESOLUTION

Inmate Request to Staff - The Inmate Request to Staff, commonly called a "Cop-Out," is used to make a written request to a staff member. Any type of request can be made with this form. Beginning in November 2012, only electronic requests submitted via TRULINCS are accepted for a response. Only one electronic Request to Staff may be submitted per day. Requests should not be duplicated and submitted to more than one staff member, and inmates should follow the chain of command in submitting their request. The inmate should receive a response from the lowest level before appealing to the next higher level. Staff who receive a request will answer the request in a "reasonable" period of time.

Administrative Remedy Process - The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or Inmate Request to Staff submissions. When Informal Resolution is not successful, a formal complaint can be filed through the Administrative Remedy Procedure. Complaints regarding Tort Claims, Inmate Accident Compensation, Freedom of Information or Privacy Act Requests, and complaints on behalf of other inmates are not accepted under the Administrative Remedy Procedure.

The first step of the Administrative Remedy Procedure is documentation of Informal Resolution attempts. Inmates may contact their Correctional Counselor or other designated Unit Staff Member to secure an Informal Resolution Form. The inmate will complete the top portion of the form and return it to the Correctional Counselor or designated staff. The Counselor or designated staff member will investigate and document the results of his/her investigation in the bottom portion of the Informal Resolution within five calendar days of receipt.

After this form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form. The inmate will then give the completed BP-229 and Informal Resolution to his Correctional Counselor for delivery to the Associate Warden's Secretary. The Associate Warden's Secretary will either log and receipt the complaint or forward it to the Executive Assistant for rejection.

The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time.

Institution staff have twenty (20) calendar days to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. When a complaint is determined by staff to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply will be made as soon as possible, or within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. The Regional Appeal (BP-230) may be obtained from your assigned Correctional Counselor. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The Regional Appeal is written on a BP-230 (BP-10) Form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons, within thirty (30) calendar days of the Regional Director's response. The National Appeal must be made on a BP-231 (BP-11) Form and must have copies of the BP-9 and BP-10 Forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional (30) days. For more information on Administrative Remedy procedures, refer to Complex Supplement titled Administrative Remedy Program.

If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the complaint will be rejected and returned to the inmate. The inmate may then pursue the matter by filing a BP-9 at the institution.

If a BP-9 is filed to the Warden in direct appeal of an UDC sanctioned incident report, an inmate has twenty (20) calendar days from the date of his hearing to submit an appeal. An inmate has twenty (20) calendar days from the time he receives his DHO report to file a BP-10 to the Regional Office in direct appeal of a DHO sanctioned incident report.

DISCIPLINARY PROCEDURES

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. In accordance with Program Statement 5270.09, Inmate Discipline Program, violation of Bureau Rules and Regulations are dealt with by the Unit Discipline Committees (UDC) or the Disciplinary Hearing Officer (DHO), for more serious violations. Included in this handbook is a copy of the Bureau's Prohibited Acts. If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident.

An informal resolution of the incident, if permissible, may be attempted by staff. If an Informal Resolution is accomplished, the incident report will not be placed in the inmate's Central File. If an Informal Resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing. Violations of the greatest severity and high severity categories must be forwarded to the Discipline Hearing Officer for final disposition.

Inmates must ordinarily be given an Initial Hearing within five (5) work days after the report is issued, not to include the date of issue, weekends, or holidays. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next workday. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

Discipline Hearing Officer (DHO) - The DHO conducts disciplinary hearings on serious rule violations or repetitive violations less serious in nature. The DHO may not act on a case that has not been referred by the Unit Discipline Committee (UDC).

An inmate will be provided with advance written notice of the charges not less than twenty-four (24) hours before the inmate's scheduled appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue a hearing for good cause. Reasons for the delay must be documented in the record of the hearing. Final disposition is made by the DHO.

Appeals of Disciplinary Actions - Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. All UDC appeals begin with an Administrative Remedy request form BP-229 (BP-9) to the Warden. All DHO appeals begin with an Administrative Remedy request form BP-230 (BP-10) to the Regional Director. If you are not satisfied with the initial response, you can continue the Administrative Remedy process. For a UDC appeal, you must complete all three levels of Administrative Remedy in sequence BP-9 (Warden); BP-10 (Regional Director); and BP-11 (General Counsel). For a DHO appeal, you must complete the last two levels of Administrative Remedy in sequence. The same time frames for timely submissions listed under the Administrative Remedy Process above will be adhered to for all disciplinary appeals.

On appeal, the following items will be considered:

- Whether the UDC or DHO substantially complied with the regulations on Inmate Discipline
- Whether the UDC or DHO based its decisions on substantial evidence
- Whether an appropriate sanction was imposed according to the severity level of the prohibited act

Special Housing Unit Status - The two statuses of special housing are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent possible, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, for protection, or upon completion of confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau of Prisons Rules and Regulations. Inmates in Disciplinary Segregation are denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving articles (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff will provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A Unit staff member will visit the Special Housing Unit daily.

Sanitation is a direct reflection of the orderliness of any area within a prison setting. Therefore, inmates housed in Special Housing Unit (SHU) should be informed that sanitation is one of a number of factors that determines an inmate’s release to the general population. At no time is it appropriate for inmates to maintain clotheslines or excess items that can lead to clutter. Staff on all shifts will write Incident Reports for inmates destroying sheets and making “fish lines” or any other methods used for passing materials from cell to cell. The use of “fish lines” and other means for passing objects will not be tolerated and Incident Reports will be written (Code 329). Further, any violations noted by staff that fall within the guidelines of Prohibitive Acts, will be followed by an Incident Report. **All inmates will be held responsible for their actions and behavior within the Unit.**

The general rule is that inmates are entitled to cloth clothing while restricted to the Special Housing Unit. 28 C.F.R 541.21 (C) (3) (concerning clothing and bedding standard in disciplinary segregation). Nevertheless, if you have destroyed or altered your clothing, your standard-issue clothing will be replaced with paper clothing for a period of 72 hours, pending a show of clear conduct on your part.

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human-being you will be treated respectfully and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates in the same manner.
2. You have the right to be informed of the procedures, and schedules concerning the operations of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to clean living quarters to keep your area free of any contraband, to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept contraband and not to violate the law or Bureau regulations through your correspondence.

<p>6. You have the right to unrestricted and confidential access to the courts concerning conviction, civil matters, pending criminal cases, and conditions of your imprisonment.</p>	<p>6. You have the responsibility to present honestly.</p>
<p>7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.</p>	<p>7. It is your responsibility to use the services of an attorney honestly and fairly.</p>
<p>8. You have the right to participate in the use of Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when available through a legal assistance program.</p>	<p>8. It is your responsibility to use these resources in keeping with the procedures schedule prescribed and to respect the rights of other inmates to use the materials and assistance.</p>
<p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community (certain restrictions and limitations).</p>	<p>9. It is your responsibility to seek and utilize such materials for personal benefit without depriving others of equal rights to use of this material.</p>
<p>10. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.</p>	<p>10. You have the responsibility to meet your financial & legal obligations, including but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your family needs, and for other obligations that you may have.</p>

SUMMARY OF DISCIPLINARY SYSTEM Table 1

PROCEDURES	DISPOSITIONS
<ol style="list-style-type: none"> 1. Incident involving possible prohibited commission of prohibited acts 2. Staff prepares the Incident Report and forwards it to the Lieutenant. 3. Appointment of an investigator who conducts the investigation and forwards the material to Unit Discipline Committee. 4. Initial hearing before the Unit Discipline Committee. 5. Hearing before Discipline Hearing Officer. 6. Appeals through Administrative Remedy Procedure. 	<p>Except for acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges. Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally or drop the charges.</p> <p>Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer to the Discipline Hearing Officer.</p> <p>The Discipline Hearing Officer may impose allowable sanctions or drop the charges.</p> <p>The appropriate reviewing official (Warden, Regional Director, or General Counsel) may approve, modify, reverse, or send back with directions including ordering a rehearing but may not increase the sanctions imposed in a valid disciplinary action taken.</p>

TIME LIMITS IN DISCIPLINARY PROCESS Table 2

1. Staff becomes aware of inmate's involvement in incident.
 - ordinarily maximum of 24 hours
 2. Staff gives inmate notice of charges
 - by delivering Incident Report
- *maximum ordinarily of five (5) work days from the date the inmate is provided his copy of the incident report. (Excludes the day of issuance, weekends and holidays).
3. Initial Hearing (UDC)
 - Minimum of 24 hours (unless waived)
 4. Discipline Hearing Officer (DHO)Hearing
- NOTE: These time limits are subject to exceptions as provided in Bureau of Prisons policy.

Staff may suspend disciplinary proceedings for a period not to exceed two calendar weeks while informal resolution is undertaken and accomplished. If informal resolution is unsuccessful, staff may reinstate disciplinary proceedings at the same stage at which suspended. The time requirements then begin running again, at the same point at which they were suspended.

GREATEST SEVERITY LEVEL PROHIBITED ACTS

100 Killing.

101 Assaulting any person, or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).

102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.

103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).

104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.

105 Rioting.

106 Encouraging others to riot.

107 Taking hostage(s).

108 Possession, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; e.g., hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).

109 (Not to be used).

110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drugabuse testing.

111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.

114 Sexual assault of any person, involving non-consensual touching by force or threat of force.

115 Destroying and/or disposing of any item during a search or attempt to search.

196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.

197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.

198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

- B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).*
- B.1. Disallow ordinarily between 50% and 75% (27-41 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).*
- C. Disciplinary segregation (up to 12 months).*
- D. Make monetary restitution.*
- E. Monetary fine.*
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).*
- G. Change housing (quarters).*
- H. Remove from program and/or group activity.*
- I. Loss of job.*
- J. Impound inmate's personal property.*
- K. Confiscate contraband.*
- L. Restrict to quarters.*
- M. Extra duty.*

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.**
- 201 Fighting with another person.**
- 202 (Not to be used).**
- 203 Threatening another with bodily harm or any other offense.**
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.**
- 205 Engaging in sexual acts.**
- 206 Making sexual proposals or threats to another.**
- 207 Wearing a disguise or a mask.**
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.**
- 209 Alteration of any food or drink.**
- 210 (Not to be used).**
- 211 Possessing any officer's or staff clothing.**
- 212 Engaging in or encouraging a group demonstration.**
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.**
- 214 (Not to be used).**
- 215 (Not to be used).**
- 216 Giving or offering an official or staff member a bribe, or anything of value.**
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.**
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.**

219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).

221 Being in an unauthorized area with a person of the opposite sex without staff permission.

222 (Not to be used).

223 (Not to be used).

224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).

225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.

226 Possession of stolen property.

227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

228 Tattooing or self-mutilation.

229 Sexual assault of any person, involving non-consensual touching without force or threat of force.

231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation which causes an inmate to produce or display his/her own court documents for any unauthorized purpose.

296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).

297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.

298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

299 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as "most like" one of the listed High severity prohibited acts.

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 6 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

MODERATE SEVERITY LEVEL PROHIBITED ACTS

300 Indecent Exposure.

301 (Not to be used).

302 Misuse of authorized medication.

303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.

304 Loaning of property or anything of value for profit or increased return.

305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.

306 Refusing to work or to accept a program assignment.

307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, e.g. failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).

308 Violating a condition of a furlough.

309 Violating a condition of a community program.

310 Unexcused absence from work or any program assignment.

311 Failing to perform work as instructed by the supervisor.

312 Insolence towards a staff member.

313 Lying or providing a false statement to a staff member.

314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, e.g., counterfeiting release papers to effect escape, Code 102).

315 Participating in an unauthorized meeting or gathering.

316 Being in an unauthorized area without staff authorization.

317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).

318 Using any equipment or machinery without staff authorization.

319 Using any equipment or machinery contrary to instructions or posted safety standards.

320 Failing to stand count.

321 Interfering with the taking of count.

322 (Not to be used).

323 (Not to be used).

324 Gambling.

325 Preparing or conducting a gambling pool.

326 Possession of gambling paraphernalia.

327 Unauthorized contacts with the public.

328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.

329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.

331 Possession, manufacture, introduction, or loss of a nonhazardous tool, equipment, supplies, or other nonhazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other nonhazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).

332 Smoking where prohibited.

333 Fraudulent or deceptive completion of a skills test (e.g., cheating on a GED, or other educational or vocational skills test).

334 Conducting a business; conducting or directing an investment transaction without staff authorization.

335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.

336 Circulating a petition.

396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.

397 Use of the telephone for abuses other than illegal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

A. Recommend parole date rescission or retardation.

B. Forfeit and/or withhold earned statutory good time or non-vested good conduct time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).

B.1 Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).

C. Disciplinary segregation (up to 3 months).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband.

L. Restrict to quarters.

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

400 (Not to be used).

401 (Not to be used).

402 Malingering, feigning illness.

403 (Not to be used).

404 Using abusive or obscene language.

405 (Not to be used).

406 (Not to be used).

407 Conduct with a visitor in violation of Bureau regulations.

408 (Not to be used).

409 Unauthorized physical contact (e.g., kissing, embracing).

498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily up to 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).

D. Make monetary restitution.

E. Monetary fine.

F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).

G. Change housing (quarters).

H. Remove from program and/or group activity.

I. Loss of job.

J. Impound inmate's personal property.

K. Confiscate contraband

L. Restrict to quarters.

M. Extra duty

Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL

Prohibited Act Severity Level	Time Period for Prior Offense (same code)	Frequency of Repeated Offense	Additional Available Sanctions
Low Severity (400 level)	6 months	2nd offense	1. Disciplinary segregation (up to 1 month). 2. Forfeit earned SGT or non-vested GCT up to 10% or up to 15 days, whichever is less, and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).
		3rd or more offense	Any available Moderate severity level sanction (300 series).
Moderate Severity (300 level)	12 months	2nd offense	1. Disciplinary segregation (up to 6 months). 2. Forfeit earned SGT or non-vested GCT up to 37 1/2% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available High severity level sanction (200 series).
High Severity (200 level)	18 months	2nd offense	1. Disciplinary segregation (up to 12 months). 2. Forfeit earned SGT or non-vested GCT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended).
		3rd or more offense	Any available Greatest severity level sanction (100 series).

Greatest Severity (100 level)	24 months	2nd or more offense	Disciplinary Segregation (up to 18 months).
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LAWS/COURT ACTIONS EFFECTING SECURITY OF INSTITUTION

IMPLEMENTATION OF COURT SECURITY IMPROVEMENT ACT: Contraband includes UCC Lien Documents and Personal Information of Law Enforcement Officers and Covered Persons:

The Court Security Improvement Act of 2007 added two new provisions to the Federal Criminal Code. Title 18 U.S.C. §1521 established a criminal offense for filing, attempting to file, or conspiring to file, a false lien or encumbrance against the real or personal property of a Federal Judge or Federal law enforcement officer. Title 18 U.S.C. §119 established a criminal offense for making publicly available “restricted personal information” about a “covered individual” with the intent to threaten, intimidate, or incite a crime of violence against such persons, which includes court officers, jurors, witnesses, informants, and Federal law enforcement officers. For purposes of each of these provisions, Bureau of Prisons staff are covered by the Act. Documents which can be used to cause violations of these criminal statutes are contraband and will not be authorized for possession.

All inmates are prohibited from obtaining or possessing Uniform Commercial Code (UCC) financing statements and similar forms. All inmates are also prohibited from obtaining or possessing any documents which contain unauthorized personal information, including, but not limited to, home address, home telephone number, social security number, personal email, or home fax number of any jurors, witnesses, informants, or of any federal official, including, but not limited to, Bureau of Prisons staff, United States Attorneys, Assistant United States Attorneys, Judges, and other Federal agents. Possession of personal information about immediate family members of a covered person is also prohibited. If you are found to be in possession of these types of documents or information, the items will be confiscated. You will be subject to inmate discipline and your case may be referred for possible prosecution. You may use the administrative remedy process to challenge the confiscation or rejection of such materials.

INMATE ELECTRONIC MESSAGING SYSTEM (TRULINCS)

Inmates at LSCI Allenwood may be approved for access to the electronic messaging system (TRULINCS). The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services.

Inmate’s access dedicated TRULINCS workstations installed in various housing units and common areas to perform various functions using their register number, Phone Access Code (PAC), and the fingerprint process or Commissary Personal Identification Number (PIN). Inmate access to these workstations varies depending on the institution.

Account Transactions – This service allows inmates to view their Commissary purchases, TRUFACS Account Balance, FRP Status, and Spending Limit Details. Generate a TRUFONE and/or TRULINCS Account Statement; see their TRUFONE and/or TRULINCS Account Balance, and the Restriction End Date for a TRUFONE/TRULINCS restriction. The inmate may also view all the media/music they have purchased within the last 31 days or select the “All Media” checkbox to see all their music purchases. All transactions default to the past 31 days. To view transactions older than 31 days the inmate must adjust the start and end dates in 31 day increments.

Bulletin Board – This service is used to supplement the use of inmate bulletin boards within the institution for disseminating information to the inmate population.

Contact List - This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service.

If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to www.corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Electronic Law Library (ELL) – This service allows inmates to perform legal research. Program Statement 4500.12, Trust Fund/Deposit Fund Manuel, Chapter 14, Section 14.5 (b),(c), workstations located in the housing units ordinarily are multi-purpose, offering various services, **with the exception of Electronic Law Library and print services.** Trulincs ELL workstations are located in the Law Library due to the sensitivity of information and supervision within the area.

Manage Funds – This service allows inmates to manage their personal funds by creating/canceling Requests for Withdrawal of Inmate Personal Funds (BP-199) and their Pre-Release Account.

Manage TRU-Units – This service allows inmates to purchase TRU-Units using available Commissary funds or transfer TRU-Units back to their Commissary account.

Prescription Refill – This service allows inmates to request prescription refills via TRULINCS of self-carry medications that are ready for refill directly to the Pharmacy. Pharmacy staff will receive the prescription refill request and process the request accordingly. Inmates will follow established local procedures for picking up requested prescriptions.

Print – This service allows inmates the opportunity to print various documents marked for print within TRULINCS. Mailing labels and BP-199 forms may be printed for free. All other documents can be printed at a cost.

Public Messaging – Inmates may correspond with friends and family using public messaging. This is a restricted version of email that will only allow text messages and no attachments. There is a cost per minute fee for using this service. Messages are limited to 13,000 characters.

Request to Staff – This service allows inmates to correspond with staff electronically. The list of available departments varies by institution; however, there is a standard DOJ Sexual Abuse Reporting mailbox available that provides inmate with an additional method to report allegations of sexual abuse and harassment directly to the Office of Inspector General (OIG).

CONTACT LISTS

Inmates must acknowledge and agree to the information displayed on the login screen to be eligible to utilize TRULINCS. Services offered in TRULINCS are: public messaging, viewing/printing account transactions, BP-199 withdrawals, list management for phone, email and postal addresses, electronic bulletin board, and electronic Law Library as well as print services. Inmates may print 5 labels per day at no charge. An inmate's contact list may have up to 100 contacts inclusive of 30 email addresses, 30 telephone numbers and 40 mailing addresses. Inmates who add attorney(s) on the email contact list do so with the understanding that all messages sent via TRULINCS are subject to monitoring.

Inmates who have transferred in from another Bureau of Prisons institution will have TRULINCS access generally within a day, as their funds and TRULINCS list transfer with them.

Access - TRULINCS is provided by terminals located in each housing unit and is available during the same hours of telephone operations. Inmates may not utilize the electronic messaging system during their assigned work hours or during the timeframe stipulated in their work assignment.

Using the electronic messaging system is accomplished only after an inmate has purchased minutes (TRU-Units) which transfers funds from the commissary/inmate account to the TRULINCS account. **Once an inmate transfers funds to purchase TRU-Units from their TRUFACS, it cannot be reversed - with the exception of release or an extended messaging restriction (60 days or longer).** Inmates may purchase from 40 to 600 TRU-Units at one time and their TRUFACS account is immediately deducted. Each TRU-Unit is charged at \$.05 to the account. Inmates may also check their account balances for inmate accounts, TRUFONE, and TRULINCS.

Restrictions - Inmates on any type of restriction (phone, commissary, messaging, visiting) from another institution will continue to be on restriction at this institution for the duration of the sanction or until transferred.

Miscellaneous Information - Each inmate is required to key their register number, PAC number, and TRUFACS pin number to enter the system.

Inmate messaging is limited to 13,000 characters. Inmates will not have access to the Internet nor will they be able to receive pictures of any other attachments. The delivery of all incoming and outgoing messages is delayed by a minimum of one hour. Inmates are limited to a 30-minute session for messaging and a 30-minute period between sessions. Inmates will be billed as one TRU-Unit (or \$.05) per minute for messaging.

When an inmate enters an email address on the contact list, TRULINCS sends a system-generated message to the contact, providing the contact an opportunity to accept or reject emails with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Electronic Law Library - Inmates will have access to the electronic law library utilizing the TRULINCS system. Inmates are limited to a one-hour session for this access with a 30-minute period between sessions.

Print Services - Inmates are permitted to utilize the TRULINCS system to print inmate account statements, TRUFONE lists, electronic law library information, email messages, contact labels for outgoing mail, and processing the BP-199, Request of Withdrawal of Personal Funds form. Inmates will be billed as three TRU-Units (or \$.15) per page.

Residential Reentry Center (RRC) Placement - The Residential Reentry Management Regional Administrator supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the BOP with the U.S. Courts, other Federal agencies, State and local governments, and the community. Located strategically throughout the country, the RRM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate regional administrator.

Community programs have two major emphases: residential community-based programs provided by RRCs and programs that provide intensive nonresidential supervision to offenders in the community.

Community-Based Residential Programs - The community-based residential programs available include both typical RRCs and work release programs provided by local detention facilities. The RRCs provide a suitable residence, structured programs, job placement and counseling while monitoring the offender's activities. They also provide drug testing and counseling, and alcohol monitoring and treatment. While in these programs, employed offenders are required to pay subsistence to help defray the cost of their confinement. The inmate's payment rate during RRC residence is 25-percent of the inmate's gross income.

Most BOP community-based residential programs are provided in RRCs. These facilities contract with the BOP to provide residential correctional programs near the offender's home community. RRCs are used primarily for three types of offenders:

Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.

Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.

Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment and other required activities, the offenders are required to remain at the RRC, where recreation, visiting, and other activities are provided in-house.

The other option for community-based residential programming is local detention facilities. Some local jails and detention centers are used to confine offenders serving short sentences. Many have work release programs where an offender is employed in the community during the day and returns to the institution at night. These facilities may also be used for offenders sentenced to terms of intermittent confinement such as nights, weekends, or other short intervals. Some of these local facilities have work release programs similar to the community corrections component in a RRC, serving to facilitate the transition from the institution to the community.

The Adam Walsh Child Protection and Safety Act - The Adam Walsh Child Protection and Safety Act (Pub.L. 109-248) was signed into law on July 27, 2006. The legislation organizes sex offenders into 3 tiers, and mandates that Tier 3 offenders update their whereabouts every 3 months. It makes failure to register and update information a felony. It also creates a national sex offender registry and instructs each state and territory to apply identical criteria for posting offender data on the Internet (i.e., offender's name, address, date of birth, place of employment, photograph, etc.).

Conclusion

Hopefully this information will assist inmates during their incarceration and help clarify any concerns they may encounter. New commitments should feel free to ask any staff member for assistance, particularly unit staff. For individuals who are not yet in custody, and who have been given this publication to prepare for commitment, the BOP's RRM or the staff at the institution to which they have been designated can help clarify any other concerns.

AUTHORIZED INMATE PERSONL PROPERTY LIMITS AT LSCI ALLENWOOD:

LSCI ALLENWOOD INMATE PROPERTY LIST

AMOUNT ALLOWABLE DESCRIPTION OF ITEM

1	Address Books
2	*Ankle Support
2	Athletic Supporters
1	Bag or Speed Bag Glove, pair
1	Bag, Commissary (issue-gray)
2	Bag, Laundry (issue-white)
1	Bath Robe (Terry Cloth)
4	Batteries
1	Bead Loom, Small
2	Beads, Indian Strands Small
1	Belt, web with brass buckle (issue)
2	Blankets (issue)
5	Books, total- combination soft and hard
1	Book light - battery type only (AA or AAA batteries)
1	Boots, pair (black only)
1	Bowl - 24 ounces (.71 liters) or less
1	Calculator-battery/solar (Value limit \$25.00)
2	Caps, knit (1 issue) or baseball type - no ski mask types)(White or gray, no logos)
1	Clock-desk (wind-up or AA/AAA batteries only)
1	Coat, Winter (Issue)
1	*Color Pencils, set - 48 count
1	Comb, hair plastic only - 8" length
1	Combination Lock V-85 style only, (issue)
1	Contact Lenses, clear only (pair)
1	Contact Lenses Case
2	Contact Lens Solution, commissary purchase only
1	Cups, plastic
1	Denture Cup
1	Denture, pair
1	Drawing Pad 19" X 24"
2	Eyeglass case
2	Eyeglasses, prescription
1	Gloves, winter (pair)
1	Gloves, weight lifting (pair)
1	Hairbrush, plastic or wood
1	Hairpick, plastic only - 8" length
5	Handkerchief (White only)
2	*Headbands
2	*Knee Wraps
	legal material, not to exceed 14"x14"x19"
25	Letters, personal
3	Magazines
2	*Markers, Non-fluorescent
1	Mirror, hand held
1	Mustache scissors
1	Nail clipper, fingernail (no file)
1	Nail clipper, toenail
2	Newspaper, not more than one week old
1	Pajamas, pair (cotton/white or gray)
4	Pens/Pencils, combination

1	Photo Albums, (purchased in institution commissary)
2	*Picture Frame, plastic, no glass, wood or homemade frames
2	Pillowcase (issue)
5	Plastic Clothes Hanger
1	Plastic Squeeze Bottle
1	*Power Lifting Suit
2	Prayer Oil Vials (1 ounce)
2	Racquetball
1	*Racquetball Racket(value less than \$50)
1	Radio, walkman with head phones (plastic only/no metal head band)
1	MP3 Media Player with headphones
5	Razors, shaving-disposable or blade refills
3	Religious Head Wear, approved by religious services
1	Religious medal (under \$100 value)
1	Ring, plain wedding (white/yellow metal)(no stones, under \$100 value)
1	Scarfs, winter
1	Sewing Kit, small
2	Shirts, green if assigned to Facilities (issue)
3	Shirts, khaki (issue)
2	Shoes, Athletic (No metal cleats)
1	Shoes, Shower
1	Shoes, Work boots (issue)
2	Shorts, Gym - solid color only (White or Gray only) no Logos
1	Shower cap
9	Socks, pair (five pairs of personal tube socks and four pairs of institution issue socks)
40	Stamps, not more than the value of 40 first-class stamps in possession at any time
1	Sunglasses, no mirrored
2	Sweat pants/Running pants (White or gray only) Cotton-poly, No logos
2	Sweat shirt/Running Shirt (White or gray only - No hoods), Cotton-poly, No logos
10	T-Shirts (combination of five personal and five issue)
2	*Thigh braces
2	Thermal Underwear (combination of one personal and one issue)
1	*Thermos Jug-up to 48 oz.
1	*Thread, Spool, Thin White
3	Towels (combination of personal and issue)
2	Trousers, green if assigned to Facilities (issue)
3	Trousers, khaki (issue)
10	Underwear (combination of personal and issue)
2	Washcloths
1	*Watercolors, set - 24 count
1	*Weight Lifting Belt, no large/ornate metal buckle
1	*Weight Lifting Gloves, pair
1	*Weight Lifting Wraps
2	*Wrist bands, cloth - no homemade
2	*Wrist Support
1	Wrist Watch (under \$50 value)

* indicates item(s) use is permitted only while participating in physical recreation and not permitted for leisure time wear!

PROGRAM STATEMENT

OPI: CPD/CSB

NUMBER: 5580.08

DATE: August 22, 2011

Inmate Personal Property

Attachment A

Inmate Personal Property List – National Limit Authorized For Transfer Between Institutions

B = Black

W = White

BW = Black/White Combination

GRY = Gray

GRN = Green (pastel)

C = Commissary Only

I = BOP Issue

Items Apply to All Inmates Unless Otherwise Noted

CLOTHING

Bathrobe

Males - W GRY (no hoods) c (1)

Females - W GRN (no hoods) c (1)

Cap, Baseball

Males - W GRY (no logos) c (1)

Females - W GRN (no logos) c (1)

Handkerchief, W c (5)

Shoes, Athletic/Specialty, B W BW (\$100 value maximum/no pumps/no pockets) court, turf, running shoe, c (2 pr)

Shoes, Casual, c (1 pr)

Shoes, Shower, c (1 pr)

Shoes, Slippers, c (1 pr)

Shoes, Work, c, (1 pr), (I)

Shorts, Gym

Males – W GRY c (2)

Females – W GRN GRY c (2)

Socks, Tube, W c (5)

Stockings/Pantyhose, Females – skintone, c (5)

Sweatshirt

Males – GRY (cotton/pullover/no hoods/no logos) c (2)

Females – W GRN GRY (cotton/pullover/no hoods/no logos) c (2)

Sweatpants

Males – GRY (cotton/no logos) c (2)

Females – W GRN GRY (cotton/no logos) c (2)

T-Shirts/Sleeveless Undershirts

Males – W GRY (no pockets/no logos) c (5)

Females – W GRY (no pockets/no logos) c (5)

Underwear

Males – W GRY (boxers or briefs) c (7)

Females – W (bras/panties) c (7)

PERSONALLY OWNED ITEMS

Address Book, c (1)
Alarm Clock (non-electric), c (1)
Bag, Athletic Tote (no logo), c (1)
Barrettes/Clips/Bows, Females – c (5)
Batteries (not including batteries stored in electronic items), c(4)
Blush Kit, Females - c (1)
Books (hard/soft), (5)
Book/Reading Light, c (1)
Bowl (plastic/24 oz. or less), c (1)
Calculator, small (electronically unsophisticated, inexpensive, non-print feature/battery or solar operated) c (1)
Calendar, small, c (1)
Comb/Pick (plastic), c (2)
Combination Lock, c (1)
Cosmetic Bag, Females – c (1)
Cup (plastic), c (1)
Dentures (1 set)
Earplugs, c (1 set)
Earrings, Females – 1 pr
Envelopes, c (1 box)
Eyeglasses (no stones), (2 pr)
Eyeglass Case (2)
Eyeliner/Pencil, Females – c (2)
Eye Shadow, Females – c (2)
Hairbrush, c (1)
Hangers (plastic), c (5)
Headphones, c (1)
Jug (plastic/up to 1 gal), c (1)
Language Translator, (small, electronically unsophisticated, inexpensive, non-print feature/battery, or solar operated), c (1)
Laundry Bag (mesh), c (1)
Letters (25)
Lipstick, Females – c (3)
Makeup/Foundation/Base, Females – c (2)
Mirror (small/plastic), c (1)
Pen, Ballpoint, c (2)
Pencils, c (2)
Photo Album/Scrapbook with photos, c (1)
Photos (single-faced) (25)
Playing Cards, c (2 decks)
Radio with Earplugs (walkman-type), c (1)
Shaving Bag, Males – c (1)
Stamps (total value equivalent to 40, 1st Class), c
Sunglasses (non-reflective), c (1)
Towel (white/large), c (1)
Watch (\$100 maximum value, no stones, electronically unsophisticated; i.e., inability to send signals), c (1)
Watchband, c (1)

Wedding Band (plain - no stones/white/yellow metal) (1)
Writing Tablet, c (2)

HYGIENE ITEMS

Brushless Shave
Conditioner/Hair
Dental Floss and/or Pick (unwaxed), c (1 container)
Denture Adhesive, c (1)
Denture Brush, c (1)
Denture Cleaner/Powder, c (1)
Denture Cup, c (1)
Deodorant, c (2)
Face Cream, Females
Hair Oil/Gel (non-flammable, non-alcoholic), c (1)
Laundry Detergent
Lens Cloth, c (1)
Lotion, Skin (moisturizing), c (1)
Mouthwash
Nail Clippers (no file), c (2)
Powder/Body/Foot
Razor, c (1)
Scissors, Mustache, Males – (blunt tip), c (1)
Sewing Kit, c (1)
Shampoo
Shaving Cream/Lotion, Males
Soap, Bar, c (3)
Soap Dish, c (1)
Toothbrush, c (1)
Toothbrush Holder, c (1)
Toothpaste, c (2 tubes)
Tweezers (blunt tip), c (1)

RECREATIONAL ITEMS

Athletic Supporter, Males – c (2)
Bra, Jogging, Females – c (2)
Eye Protection, c (1)
Gloves (fingerless/athletic), c (1)
Gloves (handball), c (2)
Harmonica, c (1)
Headbands/Sweatbands, W c (2)
Knee Wraps, c (2)
Knitting/Crochet Needles, c (1)
Mouth Piece, c (1)
Racquetballs (2 cans of 2), c (4)
Softball Glove, c (1)
Tennis Balls (can of 3), c (1)
Tools for Bead Work, c (1)
Weightlifting Belt, c (1)

Weightlifting Gloves, c (1)
Weightlifting Wraps, c (2)
Yarn, Embroidery, Hoops/Needles, c (1 set)

APPROVED RELIGIOUS ITEMS & **APPROVED** MEDICAL DEVICES

Non-perishable commissary items sealed in unopened, original containers may also be transported or shipped.

INMATE VOTING RIGHTS

Currently, the District of Columbia (DC), Maine and Vermont allow incarcerated individuals to vote.

District of Columbia: You must have proper proof of residence (address must match the address listed on the voter application). Those in a federal facility may use your DC home address. If you do not currently have an address in DC (i.e., no family currently residing there), but are still returning to DC upon release, use your last known address.

Maine: You must have an established residence. Residence for the purpose of elections refers to “that place where the person has established a fixed and principal home to which the person, whenever temporarily absent, intends to return.” Meaning, you must intend to return to that address, and you will need to attest to that on the forms.

Vermont: Inmates vote by absentee ballot by using their last known address in Vermont.

Voting materials for DC, Maine, and Vermont are posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to a Residential Reentry Center or Home Confinement, you will receive additional information regarding Restoration of Voting Rights.

The BOP will update information materials regarding changes in voting rights for relevant states as needed.

Incoming and Outgoing Voter Mail

Incoming mail from a Board of Election labeled "Official Election Mail," "Official Election Ballot," "Ballot Enclosed," or similar language indicating the contents of the envelope include an election ballot will be treated as legal mail and inmates will sign for the mail. Only incoming ballots will be treated as legal mail, other types of informational mail are considered general correspondence.

All outgoing inmate mail addressed to a Board of Election will be treated as legal mail.

RESTORATION OF VOTING RIGHTS

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate the right to vote at some point, although this is a state-by-state policy choice. Below is a summary.

In the District of Columbia, Maine and Vermont, felons never lose their right to vote, even while they are incarcerated.

In 18 states, felons lose their voting rights only while incarcerated and receive automatic restoration upon release.

In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.

In 11 states, felons lose their voting rights indefinitely for some crimes, or require a governor's pardon in order for voting rights to be restored; face an additional waiting period after completion of sentence (including parole and probation), or require additional action before voting rights can be restored.

This inmate A&O handbook is a guidebook and does not include all of the situations you may or may not be get involved in. Policy will always take precedent! If you have any additional concerns/questions speak with your unit team.