

**UNITED STATES PENITENTIARY
ALLENWOOD, PENNSYLVANIA
Inmate Admission and Orientation Handbook**

Introduction

The purpose of this handbook is to provide incoming inmates with general information regarding the Bureau, its programs, institutions, and the rules and regulations they will encounter during confinement. It is not a specific guide to the detailed policies of the Bureau (which are subject to change) or all procedures in effect at each Bureau location. That information is available in the Program Statements located in the inmate law library. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to institution life.

Inmates with literacy difficulty can request assistance with understanding information in this handbook.

Intake, Classification, and the Unit Team

Orientation

Inmates receive a case management and medical screening at the time of arrival and will be screened by the Psychology Services staff. Inmates are immediately provided with a copy of the institution's rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, they learn about the programs, services, policies, and procedures regarding the facility. They will hear lectures from staff regarding programs and departments. At the end of the A&O Program, they will be assigned a work assignment.

Unit Management

Classification Teams (Unit Teams)

Almost all Bureau of Prisons institutions are 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 Offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes the Unit Manager, one Case Manager, one Counselor and one Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer also are considered to be unit staff, and may participate on the Unit Team.

Inmates are assigned to a specific Unit Team. Generally, resolution of issues or matters of interest is appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling, and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution weekdays from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays. The Unit Team members usually schedule their working hours in such a manner that one of them will be available at times when inmates are not working.

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. He/she is a Department Head at the institution and has a close working relationship with other departments and personnel. The Unit Manager is the "Chairperson" of the team, reviews all team decisions, and is a frequent member of the Unit Discipline Committee (UDC). The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is discussed.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, Financial Responsibility Program (FRP), correspondence and other materials relating to the inmate's commitment. He/she is responsible to the Unit Manager on a daily basis and the Case Management Coordinator (a specialist department head who provides technical assistance to unit staff in case management affairs) with reference to specialized training and duties. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the UDC.

Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He/she plays a leading role in all segments of unit programming and is a voting member of the Unit Team. The Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Counselor provides leadership and guidance to other staff in the unit. The Counselor is a frequent member of the UDC.

Unit Secretary: The Unit Secretary performs clerical and administrative duties to include the preparation of release paperwork. The Secretary is a participating member of the Unit Team.

Unit Officer: 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 in the unit. Unit Officers are in regular contact with inmates

in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Education Representative: Responsible for all matters pertaining to your education or vocational training needs.

Psychologist: Qualified to determine if emotional or psychological problems may be affecting your individual adjustment. The Psychologist further suggests and monitors your participation in treatment.

Violent Crime Control Law Enforcement Act: Section 20417 of Public Law 103-322, signed by the President on September 13, 1994 (18 U.S.C. 4042(b)), requires the Bureau to notify state and local law enforcement officials at least five days prior to releasing to Supervised Release, probation or parole, of prisoners who have been convicted of a drug trafficking crime or a crime of violence.

Communications

Normally, a unit staff member is available each day of the week and most evenings until 7:00 p.m. The unit bulletin boards and the TRULINCS system contain written communication of interest to inmates. Unit Managers may utilize monthly Town Hall meetings to dispense information and foster improved communications. Unit team members will utilize either open house hours or an open door policy to address inmate concerns. Inmates are also encouraged to use Inmate Requests to Staff to make requests in writing.

Initial Classification/Program Reviews

Inmates initially designated to the institution will receive initial classification within **28** days of arrival. Unit, Education, and Psychology staff will assess each inmate and work with them to develop an individual plan which will address skill deficits that may deter successful reentry into the community.

Subsequent program reviews will be held every **90 to 180 days**, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. **The inmate may not waive appearance with the Unit Team.** In all units, pre-release programming will be emphasized and staff will address concerns about readjustment, current community issues and educational/vocational opportunities. For eligible inmates, Residential Reentry Center (halfway-house) placements will be considered.

Team participation in Parole Hearings

The Case Manager prepares Progress Reports with input from the Unit Team, and compiles other information from the inmate's central file for presentation to the U.S. Parole Commission or other appropriate agencies. The inmate's Case Manager will ordinarily be present at the inmate's Parole Hearing. The Case Manager's function at the hearing is to assist the Parole examiners, not to serve as a staff representative for the inmate.

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. Each inmate should plan to retain sufficient funds earned throughout incarceration to support their initial needs upon release. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

It is imperative at initial classification (Team) that inmates are open and honest when answering questions to allow the team to accurately identify needs and make appropriate program recommendations to improve inmates' chances of a successful reentry. Each time an inmate goes to team, he or she will receive a progress update and new recommendations as warranted. Contributors and programming recommendations include Education, Health Services, Psychology, Unit Team, Recreation, Religious Services, the inmate's Work Detail Supervisor, and the inmate. Inmates are strongly encouraged to take advantage of the program recommendations.

Additionally, to make the transition back to the community go as smoothly as possible, inmates should obtain at least two forms of identification to include a Social Security card, Birth Certificate, or Driver's License. Inmates may also be eligible for some benefits upon release (e.g., social security disability, veteran's, Medicare etc.) to make the transition easier. Staff may be able to provide you with information concerning benefits to determine your eligibility and begin the application and begin the application process if applicable prior to release. Lastly, the Career Resource Center, normally located in the Education Department, can also provide you with pre and post release programming and education ideas, potential employment and housing information, as well as potential benefits information.

If granted Parole by the U.S. Parole Commission, the Commission will require an approved parole plan prior to release. An approved parole plan consists of an offer of employment and a place to reside. The job must pay at least minimum wage and normally may not require extensive travel. The place to reside must be a reputable establishment, but can be almost anywhere within the sentencing district (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated by the U.S. Probation Officer and must be approved. The parole plan is part of the material which is submitted in connection with the parole hearing. The Unit Team submits the inmate's release plans to the U.S. Probation Officer approximately three (3) to six (6) months before the scheduled parole date. The current address to the U. S. Parole Commission is: US PAROLE COMMISSION, 90 K STREET, NE, 3RD FL, WASHINGTON, DC. 20002.

Town Hall Meetings

Town Hall meetings are held to make announcements and to discuss changes in the policy and procedures of the unit. Inmates are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole, rather than personal questions or problems. Personal issues will be resolved by unit staff during the regular working hours which are posted in each unit.

Treaty Transfer for Non-U.S. Inmates

Inmates who are not U.S. citizens may be eligible for a transfer to their home country to serve the remainder of their sentence. At initial classification, the inmate will be advised if the inmate's home country has a formal exchange treaty with the United States. The Case Manager will provide additional information regarding an inmate's eligibility for participation in the program. 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.

Foreign Consular

Inmates requesting permission to visit with Consular Officials should review the procedures via their Unit bulletin board. In the event, your country is not listed; please see your Case Manager for the respective address. The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

RRC Transfers

Inmates who are nearing release, and who need assistance in obtaining a job, residence or other community resources, may be transferred to a Residential Reentry Center (RRC).

The Bureau's Residential Reentry Branch, within the Reentry Services Division supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Residential Reentry Manager (RRM) links the Bureau of Prisons 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 Sector Administrator.

Residential Reentry have three (3) major emphases: residential community-based programs provided by RRC's and local detention facilities, programs that provide intensive nonresidential supervision to offenders in the community, and programs that board juvenile and adult offenders in contract correctional facilities.

Community-Based Residential Programs

The community-based residential programs available include both typical RRC's and local detention facilities. Each provides a suitable residence, structured programs, job placement, and counseling while monitoring the offender's activities. They also provide drug testing, counseling, alcohol monitoring and treatment. While residing/participating 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 income.

Most Bureau of Prisons community-based residential programs are provided in Residential Reentry Centers (RRC's). These facilities contract with the Bureau of Prisons to provide residential correctional programs near the offender's home community. RRC's are used primarily for three (3) 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.
- * Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two (2) components within one facility, a pre-release component and a community corrections component. The pre-release component assists offenders in making the transition from an institutional setting to the community, or as a resource while under supervision.

The community corrections component is designed as a punitive sanction. Except for employment and other required activities, the offenders in this second, more restrictive component must 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 Residential Reentry Component in an

RRC, serving to facilitate the transition from the institution to the community.

Daily Inmate Life

Sanitation

It is the inmate's responsibility to check his living area immediately after being assigned and to report all damage to the Unit Officer, Case Manager, or Correctional Counselor. An inmate may be held financially liable for any damages to his personal living area.

Each inmate is responsible for making his bed in accordance with regulations prior to work call every day (including weekends and holidays when he leaves the area). Each inmate is responsible for sweeping, mopping, removing trash, and cleaning his personal living area. Cardboard boxes and other paper containers are not to be used for storage, due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate. When not in use, inmate chairs must not be left outside of the cell.

Toothpaste, toothbrushes, combs, razors, and soap are issued by the institution. Inmates may purchase name brand items through the commissary. Linen and other laundry exchange procedures vary widely from institution to institution. In most instances, linens will be exchanged and washed once a week. If an amended exchange schedule is necessary, notification will be posted on the Electronic Bulletin Board in TRULINCS.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons. Excess personal property should not be accumulated as it would constitute a fire hazard or impair staff searches of the living area.

Storage Space

Storage space in living units consists of an individual locker. Locks may not be purchased in the institution commissary due to all lockers having fixed locks on them. Limited space may also be available under the bed for shoes and an approved musical instrument. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become fire, sanitation, security, or housekeeping hazard.

Bulletin Boards

Items placed on bulletin boards must fit within the frame work of the board and shall consist of tasteful items such as family photos, educational items etc. Items such as nude photographs, persons in scantily clad attire, gang photos, etc., are prohibited and will be confiscated.

Clothing

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last **30** days of an inmate's confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. All government clothing, except undergarments will be tagged with a label indicating the inmate's name and registration number. Any clothing styles, pieces of cloth, types or markings which may identify an organization, gang or ethnic group are not permissible. Personal clothing is not to be personalized or altered with the exception of the following: The inmate's last name, first name, initials, and/or register number and laundry bin number may be placed on the clothing for identification purposes and will be stored neatly in the identified storage space provided. Individual washcloths and towels are issued to inmates. All prohibited colored clothing, as specified in the governing Program Statement, will be considered contraband. A limited number of personal sweatshirts and sweat pants may be permitted. Representative authorized footwear may include: one (1) pair of work shoes, one (1) pair of slippers, one (1) pair of shower shoes, and two (2) pair of tennis shoes which must be stored neatly under the bed.

Special Purchase Items: Special Purchase items will be authorized only to the point where they can be contained in the storage area provided for personal property.

Legal Materials: Inmates are allowed to maintain legal materials and supplies, not to exceed what can be stored in their authorized storage areas.

Hobby Craft Materials: Approved hobby craft materials are limited to those which can be stored in the inmate's locker, provided they do not pose a safety, sanitation, or security hazard. Completed hobby craft work must be mailed immediately after completion.

Commissary Items: The total value of an inmate's accumulated Commissary items (excluding special purchases) will normally be limited to the monthly spending limitation and no more than can be stored appropriately in the space designated.

Food Storage: Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty containers will be disposed of and are not to be used for other storage.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal

photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to receive through the mail, a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

Sports and Musical Equipment: A limited amount of approved sports equipment may be maintained in the locker. Only one musical instrument, not to exceed a reasonable dollar value, may be authorized to be stored in living quarters by the Unit Manager. Storage will be in the locker or under the bed and play hours will be limited in consideration of other inmates.

Tablets, MP3 Players, Radios and Watches: An inmate may not own or possess more than one (1) approved radio, Tablet, MP3 player and/or watch at any one time. Proof of ownership, through appropriate property receipts will be required. Radios and watches may not have value exceeding the established limits. Radios with a tape recorder and/or tape player are not authorized. Only Walkman-type radios are permitted and headphones are required at all times. Inmates may not give any items of value to another inmate i.e., radio, Tablet, MP3 players, watch, sneakers or Commissary items. The MP3 players and Tablets can be managed through TRULINCS. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Jewelry: Inmates may have a plain wedding band without stones and an approved religious medal.

Quarter Rules: In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Correctional Counselors may inspect rooms daily and will address any discrepancies noted.

Typical rules would include items such as:

Pictures can be posted on the bulletin boards provided for this purpose. No items are to be taped or posted on the walls. Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

If the room is not acceptable, corrective action including disciplinary action will be taken.

Unit meal rotation is based on a daily rotation.

When inmates are not present in their room, the door will be closed.

Doors and Windows will not be covered by inmates at any time.

Each inmate is responsible for the cleaning and sanitation of his room. Additionally, inmates are assigned cleaning tasks in the unit during off hours.

Orderlies ordinarily work 35 hours per week and are responsible for the unit sanitation. However, everyone is responsible to clean up after themselves. Trash and wastebaskets are to be emptied prior to 7:30 a.m. each day.

Beds will be made each weekday by 7:30 a.m. On weekends, beds will be made whenever inmates are awake or gone from the room. At no time will a mattress be removed from a bunk and placed on the floor.

Showers are available every day, normally between 6:00 a.m. - 10:00 a.m. and 1:00 p.m. - 8:45 p.m., but inmates may not be in the shower during an official count.

Inter-unit visitation is not allowed. Inter-room visitation is allowed in the units with the door open. A maximum of Four (4) inmates, including the cell occupant(s), are allowed in a room at one time except during counts.

Removal of food from the dining room is not permitted.

Safety shoes must be worn in designated work areas. This does not include personal tennis shoes. Shoes or sneakers are to be worn in the dining room area.

Unit televisions may be viewed during established off-duty hours as posted.

Inmates may play cards and approved games during established hours, providing appropriate noise levels are maintained.

Smoking Policy

USP Allenwood, PA is a tobacco free institution.

Wake-up

General wake-up for all inmates is 6:00 a.m. The unit is called to breakfast by the Lieutenant on the basis of a rotating schedule. Inmates are given a reasonable amount of time to leave the unit if they desire breakfast.

It is the inmate's responsibility to leave the unit for meals and work. Late sleepers who are unable to maintain rooms or arrive at work on time are subject to disciplinary action.

Dress Code

All inmates will be fully dressed accordingly on a daily basis. The work week is defined as Monday - Friday, from 7:30 a.m. - 4:00 p.m. All inmates who are on work status, regardless of the time and/or day, are to be in a proper work uniform. During the work week:

- < Inmates will be either in their work uniforms or in authorized recreational attire.
- < Inmates in the unit with scheduled days off will be dressed in an appropriate inmate uniform or recreational clothing.
- < Work clothing that has been altered is considered contraband and subject to disciplinary action.
- < If attending the Pill Line or Sick Call during the work week hours, the prescribed work uniform will be worn, not recreational attire.

Shirts:

- < Shirts, including T-shirts, will be tucked in and the buttoned. Inmates may leave the top button unbuttoned.
- < The shirt may be removed from the body when participating in athletic events on or in recreational areas.
- < Shirts may not be worn with the collar turned up or rolled under.
- < Inmates may not wear shirts in a one sleeve up, one sleeve down fashion.
- < Inmates are responsible to ensure the name label is on the shirt and legible.

Undergarments:

- < No undershorts or long underwear will be worn as an outer garment.
- < Long sleeve underwear tops may be worn under the short sleeve shirt during the work day.

T-shirts:

- < Institution issued T-shirts may be worn as an outer garment work shirt on work details when authorized by the detail supervisor.
- < During the work week, T-shirts will not be allowed in the dining hall as an outer garment.
- < During the work week, T-shirts must be tucked in. The only exception is when the inmate is in a recreational area, participating in an athletic event.

Pants:

- < Inmates are required to have the length of the pant legs extended to the ankle, and may not wear one pant leg up and one down. Pant legs may not be tucked inside the shoes or socks.
- < Pants must be properly fitted to the waist and not sagging. Pants may not be pleated.
- < Inmates may not wear pants with the pockets pulled inside out.
- < Inmates are responsible to ensure the name label is on the pant and legible.

Footwear:

- < Appropriate footwear must be worn on work details.
- < Open-toed foot wear is not authorized to be worn in the dining hall at any time.

Athletic Clothing:

- < Athletic clothing, shorts, sweat suits (or any part of) may be worn to the morning and evening meal on regular work days, to all meals on weekends and holidays, to the recreation yard and in the housing units.
- < T-shirt or other approved shirt must be worn on the recreational areas unless when warranted by the weather and participating in an athletic event.
- < Athletic clothing will not be worn inside out or in an excessively baggy manner.
- < Sweat shirts may be worn underneath the authorized long sleeve or short sleeve work shirt, except in the visiting room.
- < Inmates may, but are not required to, write their name and register number using up to one inch regular block letters on personal athletic clothing in black color only.
Inmates should also realize that if they choose to place their name and register number on clothing items that the clothing items may be considered contraband at another institution.

Headgear:

- < Only headgear issued by the institution, sold in the commissary, or approved by Religious Services is authorized. Baseball style hats will be worn appropriately with the sun visor pointed forward.
- < Baseball style hats may not be worn indoors.

Sunglasses:

- < Inmates will not be allowed to wear sunglasses on the head at any indoor area unless approved by Health Services.
- < Approved safety eye wear will be used at work sites.

Altered Clothing:

- < Any personal clothing that is pegged, tapered, dyed, fitted, marked, written upon or otherwise altered from the original manufacturer's condition will be considered contraband and confiscated.
- < The manufacturing, fabrication or knitting of any clothing or headgear is prohibited.

Food Service Issued Clothing:

- < Inmates assigned to Food Service are authorized to wear smocks and other clothing issued by Food Service at work.
- < Inmates are authorized to take the clothing items to their respective housing units.

Belts:

- < Belts are required during the work week and at work. They must be kept buckled and centered when worn.
- < Belts are not to be excessively long or hang down below the waist at any time.

Coats:

- < Coats are to be worn seasonally, which is generally during the months of October to April and based upon weather conditions.
- < Inmates may not wear coats inside out.
- < Inmates are responsible to ensure the name label is on the coat and legible.

Dining Room:

- < Inmates will be in the work uniform for the noon meal, during the work week.
- < No personal property will be allowed in or outside the inner dining room corridor, this is to include mugs, jugs, radios/headphones, laundry bags, books, paperwork, etc.
- < All hats and non-prescription sunglasses must be removed upon an inmate entering the corridor adjacent to the dining hall, unless authorized by the Religious Services Department or Medical Department. These items will remain off until the inmate has departed the dining hall area.
- < Sleeveless shirts will not be worn in Food Service.
- < Food Service inmates on duty status will have their shirts tucked in and wear a protective hat as authorized by the Food Service Administrator.

Visiting Room Attire:

- < Inmates, including those in the Special Housing Unit, are required to wear Visiting Room clothing during visitation.
- < Approved religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit.
- < The coat will remain in the search room until the inmate departs the Visiting Room.
- < Long johns underwear is not authorized for wear in the Visiting Room.

Housing Unit Attire:

- < Inmates who leave their room to sit in the common area, watch television, approach staff, etc., must wear a top and bottom at all times.
- < Bare chests are not permitted any time an inmate is outside his room, unless he is going to and from the shower.

Wave Caps (Dew Rags):

- < Wave Caps are authorized to be worn in the inmate housing units only.

Inmate Services

Clothing Exchange & Laundry

Institutions issue clothing to the inmate population that is properly fitted, climatically suitable, and presentable. All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Clothing Issue USP Allenwood furnishes each inmate with sufficient clothing to allow at least three changes of clothes weekly. Government-issued clothing will not be altered or disfigured in any manner. Examples include, but not limited to, the following: converting pants to shorts, pleats, cutting off shirt sleeves, defacing clothing, etc. An inmate found to have destroyed government property may receive an Incident Report and appropriate disciplinary action will be taken. Local procedures have been established for replacing lost, damaged, or clothing that does not properly fit. Additionally, you may contact the Trust Fund Department for guidance or questions related to the Laundry/Clothing operation. The schedules for exchange are posted on unit bulletin boards. Inmates will launder all of their personal clothing and institution issued clothing and bedding in the centralized laundry program area. The laundering schedule is performed by housing unit designation, Monday through Wednesday, with the schedule posted on the TRULINCS bulletin board. Hygiene bags are issued bi-weekly during laundry open house normally the first and third week of each month. Inmates are required to present their identification card to laundry staff upon issue of the hygiene bag. At no time will inmates be permitted to wash clothing in cells or unit mop closets.

Commissary

The BOP maintains inmates' monies (Deposit Fund) while incarcerated. The purpose of the Deposit Fund is to provide inmates the privilege of obtaining merchandise and services either not provided by the BOP or a different quality than that provided by the BOP. An inmate may use funds in their account to purchase items at the institution commissary, place funds on their inmate phone account, purchase TRU-Units for their TRULINCS account, or send funds by creating a BP-199. Inmates may not be in possession of cash at any time. Upon release, all Trust Fund accounts will be consolidated and placed on an Inmate Release Debit Card.

Commissary and validation schedules are posted on the inmate bulletin boards. Funds are withdrawn after positive identification by inmate identification card or fingerprint identification. It is the inmate's responsibility to know the amount of money available in their account. Inmates may verify their account balances by utilizing the TRULINCS or the inmate telephone (118+PAC). Inmates must have their identification card in their possession at all times for identification purposes.

The Commissary access time for inmates in each unit is scheduled on a rotating basis with sales operations normally 8:00 a.m. - 10:30 a.m. for AM shoppers and approximately 12:45 p.m. - 2:30 p.m. for PM shoppers Monday through Wednesday. A point-of-sale computerized commissary withdrawal system with the fingerprint identification software is utilized for inmate Commissary sales. The quarterly Commissary inmate shopping schedule is posted on the TRULINCS bulletin board. It is the inmate's responsibility to know the amount of money available in his Commissary account.

Borrowing Commissary items from other inmates or purchasing items for other inmates is not allowed. Special purchase items require a form completed by the inmate, and approved by the Unit Staff Member.

Spending Limitations

The National Spending Limit is \$360.00. The weekly spending limit is \$90.00 a week. Each Inmate will revalidate on Monday mornings and have \$90.00 a week to spend in the Commissary.

Deposits to Accounts

Deposits to your trust fund account can be made in two ways. All monies (cashier's check and money orders) must be sent to the following address: **Federal Bureau of Prisons, Your Name, Your Register Number, Post Office Box 474701, Des Moines, Iowa, 50947-0001**. Monies may be deposited in your trust fund account through Western Union and Money Gram. (See Western Union sample located on bulletin board in housing unit.) Personal checks and cash cannot be accepted for deposit. Any monies received from outside sources will be returned to the sender with instructions to send the monies to Des Moines, Iowa.

Deposits may be made in the form of U.S. Postal Money Orders, Western Union Money Orders, Money Gram, U.S. Treasury Check, or State, County or Municipal Checks, Cashier's Check and various other Domestic Money Orders, U.S. Government Checks (Federal/State/County/Municipal checks), Foreign negotiable instruments payable in U.S. dollars only, and business checks. All non-postal money orders and non-government checks will be held for fifteen (15) days before being posted to the inmate's account. All non-domestic or foreign negotiable instruments will be held from 30 to 60 days before being posted. Checks or money orders must be made out in the inmate's name and their register number should be included. The BOP will return to the sender funds that do not have valid inmate information provided the envelope has an adequate return address. The sender's name and return address must appear on the upper left-hand corner of the envelope to ensure the funds can be returned to the sender in the event that they cannot be posted to the inmate's account. The deposit envelope must not contain any items intended for delivery to the inmate. The BOP shall dispose of all items included with the funds. In the event funds have been mailed but have not been received in the inmate's account and adequate time has passed for mail service to Des Moines, Iowa, the sender must initiate a tracer with the entity who sold them the money order to resolve any issues.

Western Union Quick Collect Program

Inmates' families and friends may also send inmates funds through Western Union's Quick Collect Program. All funds sent via Western Union's Quick Collect will be posted to the inmate's account within two to four hours, when those funds are sent between 7:00 a.m. and 9:00 p.m. EST (seven days per week, including holidays). Funds received after 9:00 pm EST will be posted by 7:00 am EST the following morning.

Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

- 1) At an agent location with cash: The inmate's family or friends must complete a Quick Collect Form. To find the nearest agent, they may call 1-800-325-6000 or go to www.westernunion.com.
- 2) By phone using a credit/debit card: The inmate's family or friends may simply call 1-800-634-3422 and press option 2.
- 3) ONLINE using a credit/debit card: The inmate's family and friends may go to www.westernunion.com and select "Quick Collect".

For each Western Union Quick Collect transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes) followed immediately by Inmate's Last Name
- 2) Committed Inmate Full Name entered on Attention Line
- 3) Code City: FBOP, DC

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC. Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that

inmate, funds may not be returned.

Any questions or concerns regarding Western Union transfers should be directed to Western Union by the sender (general public). **Questions or concerns should not be directed to the BOP.**

Commissary Fund Withdrawals

Requests for Withdrawal of Inmate Personal Funds, BP-199 forms, will be processed weekly by Trust Fund, Inmate Accounts. Withdrawals are initiated in TRULINCS, Send Funds (BP-199) by the inmate. When the BP-199 is printed it must be signed by the inmate in staff presence and hand delivered. The Supervisor of Education approves withdrawal requests for correspondence courses and materials for approved education programs. Unit Managers will approve all other withdrawal requests. Only an Associate Warden can approve inmate withdrawals exceeding \$500.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education/Supervisor of Recreation/Unit Manager.

Pre-Release Savings Plan

This is a voluntary program which allows inmates to set aside funds in their accounts in preparation for their release (which is an alternative to outside savings accounts). Such plans are a vehicle for saving funds and are not an interest bearing savings option. Inmates set the Pre-Release Encumbrance by utilizing TRULINCS. Inmates must designate a percentage of their income (outside, payroll, and/or both) they want applied to their Pre-Release transfer. Inmates must designate a target Pre-Release Encumbrance Balance. Funds will continue to be encumbered towards the Pre-Release Encumbrance balance until the inmate is released from custody or requests via TRULINCS to stop the encumbrance. Upon release, funds encumbered will be released. All outside source income and payroll received by an inmate will be applied to outstanding debts prior to being encumbered towards the Pre-Release Encumbrance. Pre-Release Encumbrances will transfer with the inmate if transferred to another Bureau of Prisons facility.

Inmate Telephone System –TRUFONE

Inmates are permitted to utilize the TRUFONE system to make either direct-dial, subject to available funds, or collect calls. Inmates are required to key name and address information related to each telephone number they add to their approved telephone list via the TRULINCS system. Inmates are permitted to possess up to 30 total active numbers on their TRUFONE account. Inmates who include their attorney(s) on the phone list do so with the understanding that all calls made through the TRUFONE system are subject to monitoring. Each inmate will access their TRUFONE account using their PAC number and voice recognition process. Staff will register the inmate for voice recognition, should the inmate arrive without the process being initiated at their previous location, prior to allowing access to place telephone calls.

Access to the TRUFONE system is available during the hours of operations which are 6:00 a.m. to 10:00 p.m. seven days per week, inclusive of holidays

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee may be charged if a PAC is misplaced or compromised. Management of inmates' telephone numbers is performed via the TRULINCS. Questions regarding the use of the phone should be directed to the Trust Fund Supervisor.

Inmates are expected to be at their work assignments and must not use the telephone during their work hours. For inmates who work varied work shifts, at local discretion, institutions may leave one telephone per unit available for inmates on "days off," or "evening shift."

Directions for use of TRUFONE are posted near the telephones. All calls are limited to 15 minutes. Telephone calls are subject to monitoring and recording by institution staff. Inmates are limited to 300 minutes per month and may be used for any combination of collect or direct dial calls. Ordinarily, inmates will be allowed an extra 100 minutes per month in November and December. Telephone rates are posted throughout the institution.

Inmates are responsible for transferring funds from their Commissary account to their TRUFONE account. Transferring of funds may be made twice per day in whole dollar amounts utilizing the TRUFONE system. The TRUFONE funds are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer. Once the funds are transferred, the funds may only be refunded if the inmate is released or on a telephone restrictions more than 30 days as a one-time transfer upon written request from the inmate.

TRULINCS

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet. Inmates will be required to perform the "Acceptance" of the Warning/Responsibility and Acknowledgement form at the commencement of the login to be eligible to utilize TRULINCS.

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.

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.

Inmate's access dedicated TRULINCS workstations installed in the 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). Access is available during the hours of operation which are 6:00 A.M. to 10:00 P.M. seven days per week, inclusive of holidays. 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.

Account Transactions – This service allows inmates to search and view their Commissary, telephone, and TRULINCS account transactions, as well as, view their Media List.

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. 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. Text forwarding services violate the security features of TRULINCS/CORRLINCS affecting safety of the public and is not an authorized contact

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 after the contact has successfully established a CORRLINCS account. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address. Text forwarding services violate the security features of TRULINCS/CORRLINCS affecting safety of the public and is not an authorized contact.

Law Library – This service allows inmates to perform legal research. Inmates are limited to a one hour session for this access with a 30 minute period between sessions.

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. **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 (30 days or longer).** Inmates may purchase from 40 to 600 TRU-Units at one time per session 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.

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. Inmates may print 10 Mailing labels per day at no charge. 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 or pictures. Inmate messaging will be limited to 13, 000 characters. 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.

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).

Survey – This service allows inmates to take Bureau surveys (i.e., Institution Character Profile).

Inmates will be permitted to utilize the TRULINCS system to print inmate account statements, TRUFONE lists, and electronic law library information, email messages, staff messages, media lists, contact labels for outgoing mail, and processing the BP199, Request of Withdrawal of Personal Funds, form. Inmates will be billed as three TRU-Units (or \$.15) per page.

Institution Security Procedures

Counts

When a count is announced, each inmate must return to his room/area, and remain there quietly until it is announced that the count is clear. The staff will take disciplinary action if an inmate is not in his assigned area or leaves before the count is cleared. Official counts will be taken at about 1:00 a.m., 3:00 a.m., 5:00 a.m., 4:15 p.m. stand up count and 9:00 p.m. stand up count and during any emergency count. Additionally, a 10:00 a.m. stand-up count will occur on weekends and holidays. Other counts occur during the day and evening. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Duress Alarms

All cells within the institution are equipped with a duress button. This button is to be used in the event of an emergency.

Lockdown

Lockdown in housing units is at 8:30 p.m. in preparation for the 9:00 p.m. stand up count. There will be no television viewing after 9:00 p.m. unless approved by the Associate Warden of Programs.

Call-Outs

Call-outs are a scheduling system for appointments (which include health services, dental, educational, team meetings and other activities) which are posted each day and viewed by inmates at 4:00 p.m. on a designated housing unit television, on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis; all scheduled appointments are to be kept. Illnesses of an emergency nature are exceptions and are handled accordingly.

Identification Card

All inmates are required to carry Identification cards when programming or on the compound at all times for identification and security purposes. Lost commissary cards should be reported to your unit team.

Pass System

Work passes are distributed by the detail supervisors for inmates to report to areas of the institution to complete assigned work. These passes are regulated by the detail supervisors. It is the responsibility of the inmate to return the work pass to the supervisor at the completion of the work day.

Controlled Movement

Inmate movement throughout the institution is regulated by a procedure called controlled movement. Controlled movement is to ensure that the movement of inmates is orderly and timely.

USP Allenwood has a split compound. The first of two controlled movements will begin generally around the half hour and will end ten (10) minutes later. Once that move is completed and the compound is cleared, the other movement will be called.

The beginning and end of each move will be announced by the Control Center. During the ten (10) minute period of controlled movement, inmates may move from one area of the institution to another without a pass or staff escort.

During workday evening hours, the first controlled movement usually will begin at the end of the evening meal. This means that after dinner inmates may travel to any unrestricted area of the institution during these hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal. Due to the split compound, inmates participate in recreational activities depending on which housing unit is designated to that area. This is set up on a rotating basis.

Compound Procedures

- Inmates are to walk on sidewalks only. Inmates are not to cut across the non-paved areas in front of the units or areas not part of a recreational field.
- Inmates are not authorized to gather at the entrances of the housing units or other entrances to a corridor. Inmates may gather on the recreational areas.
- Running is only permitted on the recreational fields or running track. Inmates are not to run on any sidewalk or corridor.
- Inmates are not to stand or gather along the walls of the housing units or other buildings.
- Inmates are not to enter a housing unit they are not assigned to. This includes the hallway from the compound door to the unit entrance.

Contraband

Items possessed by an inmate ordinarily are not considered to be contraband if the inmate was authorized to retain the item upon admission to the institution, the item was issued by authorized staff, purchased by the inmate from the commissary, purchased or received through approved channels (to include approved for receipt by an authorized staff member or authorized by institution guidelines). This ensures a safe environment for staff and inmates by reducing fire hazards, security risks, and sanitation problems which relate to inmate personal property.

Contraband includes material prohibited by law, or by regulation, or material which can reasonably be expected to cause physical injury or adversely affect the security, safety, or good order of the institution.

Each inmate is responsible for all items found in his assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item should be kept in the inmate's possession. Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization. Altering or damaging government property is subject to disciplinary action.

Staff shall seize any item in the institution which has been identified as contraband whether the item is found in the physical possession of an inmate, in an inmate's living quarters or in common areas of the institution. An inmate may not purchase, give, or receive any personal property from another inmate.

Staff shall return to the institution's issuing authority any item of government property seized as contraband.

Items of personal property confiscated by staff as contraband are to be inventoried and stored pending identification of the true owner (if in question) and possible disciplinary action. Staff will then provide you with a copy of the inventory as soon as practicable.

Inmates may not purchase or be gifted radios or any other items from another inmate; items received in this manner are considered contraband and will be confiscated. Any altered item, even if an approved or issued item is considered contraband.

Shakedowns

Metal detection devices have been placed throughout the institution for staff and inmate safety as a necessity for the control of contraband. A metal detector search may be done in addition to the pat search. Any staff member may conduct a pat search of an inmate on a routine or random basis to control contraband. Staff may also conduct a visual search where there is reasonable belief that contraband may be concealed on your person or a good opportunity for concealment has occurred. Finally, staff may search an inmate's housing and work area, and personal items contained within those areas, without notice, randomly, and without the inmate's presence. The property and living area will be left as close to the same conditions as found.

Drug Surveillance

The Bureau operates a drug 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 for this program, and the inmate does not do so, the inmate will be subject to disciplinary action.

Alcohol Detection

A program for alcohol surveillance is in effect at all institutions. Random samples of the inmate population are tested on a routine basis, as well as those suspected of alcohol use. Refusal to submit to the test or having a positive test result will be subject to disciplinary action.

Fire Prevention and Control

Inmates are required to report fires to the nearest staff member, so property and lives can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

Emergency Procedures

If staff are responding to an emergency situation and are running on the compound, ALL INMATES will clear the sidewalks and stop moving immediately. You will not continue to move until staff directs you to do so.

If staff members are responding through any part of the corridor to a location, inmates will step to either side of the corridor and stop moving. You will stay at this location until staff advises you to move or direct you to a different location.

In the event the Emergency Audible System (EAS) is activated by Tower 9, and you are directed to clear the sidewalks and get on the ground, you must comply with this directive or you could be perceived as being involved in the incident.

Failure to abide by any of the above mentioned procedures will be considered as hindering or interfering with staff in responding to emergency situations and Inmate Disciplinary action will be taken.

Institution Programs and Services

Work Assignments

All inmates who have been medically cleared are required to maintain a regular work assignment. Many work assignments are controlled through a Performance Pay System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff approves work changes and see that they are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. These might include work in Food Service, as a unit orderly, or in a maintenance shop; however, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment.

UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the federal government.

Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. 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, and other judgments).

Institution staff assists 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 or her obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. He will also be placed in "refuse" status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in Program Participation and Living Skills on the inmates custody classification. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

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, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

USP Allenwood Food Service Department

The BOP offers a standardized National Menu. This menu is offered at all institutions and includes approved menu items based on standard recipes and product specifications. The National Menu offers regular, heart healthy and no-flesh dietary options.

Medical diets will be provided by mainline self-selection from the items available on the National Menu for that meal unless menu items fail to meet the medical requirement. Medical diets will be provided through self-selection whenever possible. Menu item replacements may not always be provided as inmates may have to avoid certain foods in the self-selection process; however, if a dietitian determines a Special Diet is required to ensure adequate nutrition, it will be provided by pre-plating or controlled plating.

The Religious Diet Program utilizes the Nationally Approve Certified Food Menu, The meal is available with the approval of Religious Services.

Inmates will not be allowed to bring containers into the food service area or take food items from the area.

Breakfast / Lunch / Dinner:

A continental breakfast or hot breakfast will be served seven days a week. Meal times will be at 6:00 A.M., Monday thru Friday, and 6:30 A.M. on the weekends. Lunch meals will be served at approximately 10:30 or upon completion of the AM programming. Dinner will be served immediately after the completion of the 4:15 stand up count. All inmates are authorized to receive one meal

for breakfast, lunch and dinner. Inmates who scan their identification cards multiple times for the meals are violating Food Service procedures and may be subject to disciplinary action.

FOOD ITEMS MAY NOT BE REMOVED FROM FOOD SERVICE INCLUDING FRUIT.

Education Programs

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 First Step Act (FSA) other education-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. DCEGT 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 complete a GED, ESL, or VT program while at FCC Allenwood may be eligible to receive a FSA incentive award amount of \$50.00. Inmates may receive other incentive awards for program participation and performance as well; such awards 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 or email 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 the institution

| Institution | Vocational Training Programs Available | Apprenticeship Programs Available |
|---------------|---|--|
| USP Allenwood | <ul style="list-style-type: none"> • Introduction to Culinary Arts • Advanced Culinary Arts | <ul style="list-style-type: none"> • Cook |

Adult Continuing Education (ACE):

ACE classes enhance an inmate's general knowledge on a variety of subject areas. Typical ACE classes are on topics related to nature, science, technology, history, language, careers and other general-interest areas. Many of these classes are designed to assist inmates in preparing for reentry into society. These classes provide inmates with skills related to resume writing and job interview preparation. 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.

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.

Library Hours

| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------|---------|--|----------|----------------|-----------------------|
| | | 8:30 a.m. - 10:30 a.m. | | | 7:00 a.m. - 3:30 p.m. |
| | | 11:00 a.m. - 12:30 p.m. <i>(Duration of Mainline - Print Services Only)</i> | | | |
| | | 1:30 p.m. - 3:30 p.m. | | | |
| | | 5:00 p.m. - 8:00 p.m. | | Evening Closed | Evening 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. as a reward for participating in Evidence-Based Recidivism Reduction (EBRR) and Productive Activity (PA) programs. Some of these programs are 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, Leisure, Wellness, and Social Programs

The BOP encourages inmates to make constructive use of leisure time and offers group and individual activities. Physical fitness and leisure programs are provided to promote positive lifestyle changes. These programs strive to provide inmates with opportunities to reduce stress and enhance overall health and emotional well-being.

Leisure Programs

The institution offers a wide range of activities in which inmates may participate when not performing assigned duties. Leisure activities include: organized and informal games, sports, physical fitness, table games, hobby crafts, music programs, intramural activities, and social and cultural organizations.

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, pencils, and charcoal). The hobby craft program consist of canvas painting, calligraphy, painting, drawing, and card making. Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny. Completed projects that are authorized by the Recreation Department shall be mailed home. Inmates are not allowed to have completed projects in their rooms.

Musical Instruments

Musical Instruments are available in the recreation area for inmates. These instruments will remain in the recreation area. Authorization to purchase musical instruments is required as with any other special purchase items. Music classes provided afford inmates the opportunity to learn to play various instruments from beginner to advanced classes.

Physical Fitness & Health Education Programs (Wellness)

This program is divided into several parts that are designed to educate inmates so they may lead healthier lifestyles. This includes a Health Awareness Resource Library, health education classes, structured exercise classes, inmate health fairs and health and fitness assessments, to include the "At-Risk" Program. Pursuant to Program Statement 5370.11, the Recreation Department "At-Risk" Program ensures that all inmates who are referred to the Recreation Department are interviewed, counseled, and recommended to participate in the appropriate recreation activities.

First Step Act

The First Step Act (FSA), 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 will be taught by the Recreation Department. See Recreation Department staff for the latest list of EBRR and PA programs offered.

Safety & Sanitation

All inmates participating in recreation programming must utilize appropriate safety equipment. Safety equipment will be provided by the department for all programs requiring this equipment. The Recreation Department utilizes a daily sanitation schedule and approved cleaning supplies to ensure the cleanliness of all recreation areas.

Recreation and Zimmer

The Zimmer Amendment was passed in 1996. The amendment does not allow for the BOP to use appropriated and non-appropriated funds to provide amenities or personal comforts in the Federal Prison System. Specifically, institutions activated prior to 1996 through attrition, will conform to the guidelines set by the law. The main sections of Zimmer address: (1) viewing of R, X, or NC-17 movies; (2) instruction or training for boxing, wrestling, judo, karate or other martial arts or any body building or weightlifting equipment; and (3) electronic or electric instruments.

Consequences for Rules Violation in Recreation

Inmates are strongly encouraged to participate in recreation activities. However, when inmate behavior violates established rules, consequences may include an incident report and/or suspensions from programs.

Religious Programs

The institution offers a wide range of religious services for inmates. The Religious Services Department provide pastoral care and religious accommodation to individual and group religious beliefs and practices in accordance with the law, Federal regulations and BOP policy. The Chaplains offer religious worship, education, counseling, spiritual direction, support and crisis intervention to meet the diverse religious needs of inmates. BOP Chaplains also oversee the religious diet program, ceremonial religious meals and religious holiday observances. All Chaplaincy Services' programming is directed to promote BOP reentry goals. The Life Connections and Threshold programs highlight our faith-based reentry priorities.

Additional contractors, and volunteers and visitors provide a variety of religious services and programs for inmate representative of the many approved inmate faith groups in the institution. Religious holy days and the Certified Processed Food Program (Religious Diet Program) are also coordinated through the Religious Services Department. Further information regarding these services and programs is available through the Admission and Orientation (A&O) Program for inmates, as well as from the Chaplain's Office.

A list of upcoming Religious Holidays and Banquets for the calendar year is posted in the Chapel. Any inmate wishing to attend a specific Religious Holiday or Banquet must submit a request for participation via cop-out to the Chapel **30 DAYS PRIOR** to the date of the event. All inmates must also meet the specific criteria required by policy to participate in an event. Inmates must be listed on SENTRY as that specific religion to qualify to participate.

Marriages

The Chaplains are available to discuss with the inmate the criteria for marriage while incarcerated.

Psychology and Psychiatry Programs

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. Inmates requiring assistance with 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. The institutions have professional staff as resources who 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 to hurt or kill oneself or talking about wanting 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 or agitated, being unable to sleep, or sleeping all the time
- 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 Challenge Program [high security institutions only]

The Challenge Program is an intensive, residential program for inmates with drug abuse and/or mental health problems and is available in most BOP penitentiaries. Treatment is highly structured and inmates with drug problems and/or mental health problems are housed together in a treatment unit that is set apart from the general population. The Challenge Unit is a safe harbor for those who want to work on drug abuse and/or mental health problems. Inmates may volunteer for the Challenge program at any time during their incarceration. The Challenge program is typically a 9 month program, but your time in the program depends on your treatment needs and your progress in treatment. To apply for the Challenge Program you must send an Inmate Request to a Staff Member (a "Cop-Out") to obtain an interview for the program.

Specialized Mental Health Programs

The BOP also has several residential mental health programs designed to help inmates with severe emotional, cognitive, and behavioral problems. These programs are indicated for inmates who are having difficulty functioning in a mainline institution due to a psychological disorder. They are designed to improve the day to day functioning of inmates with the goal of helping them return to a mainline institution or preventing the need for hospitalization. Psychology Services has additional information about these programs and can make recommendations for participation.

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.

Institution Specific Programs

The Psychology Department offers self-help library, audiovisual resources, specialized groups, etc. "When a group is to be offered, notices will be displayed in each housing unit and inmates must submit an Inmate Request to a Staff Member ("Cop-Out") in order to participate.

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 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 - The Bureau of Prisons defines Inmate-on- Inmate Sexual Abuse/Assault as: One or more inmates engaging in, or attempting to engage in a sexual act with another inmate or the use of threats, intimidating, inappropriate touching, or other actions and/or communication by one or more inmate aimed at coercing and/or pressuring another inmate to engage in a sexual act. The Bureau defines Staff-on- Inmate Sexual Abuse/Assault as: engaging in, or attempting to engage in a sexual act with any inmate or the intentional touching of an inmate's genitalia, anus, groin, breast, inner thigh, or buttocks with the intent to abuse, humiliate, harass, degrade, arouse, and/or gratify the sexual desire of any person.

Prevention - Here are some things you can do to protect yourself against sexual assault:

Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.

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 to 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 yourself.

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.

Reporting -

If you become a victim of a sexual assault, **YOU SHOULD REPORT IT IMMEDIATELY TO ANY STAFF MEMBER** who will offer you immediately protection from the assailant and will refer you 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 and gather any physical evidence of assault. If you are not comfortable talking to staff you may write a letter directly to the Warden and/or the Regional Director. To ensure confidentiality, use special mail procedures. You may also use the Administrative Remedy process to notify staff. If you think your situation is too sensitive to file with the Warden, you may file directly to the Regional Director with a BP-10.

Discipline and/or Prosecution of sexual perpetrators- Inmates, who engage in inappropriate sexual behavior with or direct it at others, can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy.

| | |
|---------------|---|
| Code 101(A), | Sexual Assault |
| 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 300(A), | Indecent Exposure |
| Code 404(A), | Using Abusive or Obscene Language |

Furthermore, staff or inmates who engage in sexual abuse or assault of inmates will be investigated by law enforcement authorities and if found guilty will be subject to a full range of criminal and administrative sanctions.

Treatment Options- If you have been the victim of an assault by staff or inmates, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention and mental health counseling are available to you. Most people need help to recover from the emotional effects of sexual assault. If you are a recent victim or were in the past, psychology staff is available for counseling.

If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses. **Refer to the back of this Handbook for Specific Sexual Assault Prevention Guidelines.**

Escorted Trips

Bedside visits and funeral trips may be authorized for inmates in lower custody categories, when an immediate family member is seriously ill, in critical condition, or has passed away. All expenses will be paid by the inmate, except for the first eight (8) hours of each day that the employee is on duty. There are occasions when an escorted trip is not approved, even when all policy-required conditions have been met, based on a determination

that the perceived danger to Bureau of Prisons staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Furloughs

A furlough is an authorized absence from an institution by an inmate who is not under escort of a staff member, a U. S. Marshal, other Federal, or state agent. Furloughs are a privilege, not a right, and are only granted when clearly in the public interest, and for the furtherance of a legitimate correctional goal. Ordinarily, inmates with a history of violence will not be granted social furloughs.

The Bureau has a furlough program for inmates who have community custody and have two (2) years or less from their anticipated release date. Inmates housed at the United States Penitentiary, Allenwood, are not eligible for furloughs.

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 prevent an inmate from participating in community activities. All inmates who are designated as CIMS cases will be so notified by their Case Manager.

Barber Shop

All inmates have access to barbering services. Inmates are not authorized to conduct barbering outside of the institution Barber Shop. Inmate barbers are assigned to cut hair in the institution Barber Shop at various times throughout the week. The Barber Shop is located adjacent to Commissary. The Barber Shop will be open Monday through Saturday.

Hours of Operation

Monday through Friday

8:00 a.m. - 10:00 a.m.

11:00 a.m. - 3:00 p.m.

6:30 p.m. - 8:00 p.m.

Saturdays & Holidays

8:00 a.m. - 9:30 a.m.

12:00 p.m. - 3:30 p.m.

6:30 p.m. - 8:00 p.m.

Any inmate found in the Barber Shop without authorization will be subject to appropriate disciplinary action. Ordinarily, the Barber Shop will be closed on federal holidays. Barbering Services will normally be provided to Special Housing Unit inmates on weekend days. Inmates will not be allowed in the Barber Shop during scheduled counts.

FCC ALLENWOOD HEALTH SERVICES DEPARTMENT

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 your assigned provider via sick-call or the inmate e-mail system. If you believe that your issue was not appropriately addressed by your provider, you can submit an electronic request to the ***InmateToHealthSvcs*** electronic mailbox for an administrative review. If you continue to believe that your issue was not appropriately addressed, you may submit your grievance through the Administrative Remedy process. The inmate e-mail system is not a replacement for situations that require an in-person medical examination.

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/SPECIAL PROGRAM INMATES: Inmates placed in Special Housing or Special Program Units (SMHU/TCU) 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 inmate electronic e-mail system to your assigned provider, no later than three 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 through the inmate electronic e-mail system to your assigned provider requesting the flu shot vaccination. The scheduling of flu shots are dependent on the availability of the vaccine and what priority you fall under given your medical history. All inmates scheduled for a flu shot will be placed on call-out.

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.

EYEGLASSES:

Inmates can request a routine (yearly) eye examination by reporting to sick-call. Only medically required contacts as determined by the eye doctor will be authorized. All eyeglasses are obtained from UNICOR and take 3-4 months to process. If you are issued corrective eye wear and you lose them or they are stolen, you are responsibly to pay for a replacement pair.

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 emergent 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.

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 dose-by-dose 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 non-restricted 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 week day (Monday through Friday) at the 3:00 P.M. 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 sick-call. Expired medication will be considered an unauthorized item and confiscated.

Refilled medications will be available for pick-up, the next weekday (Monday through Friday), 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. All inmates that are issued medical inhaler (Albuterol, Mometasone, Flovent, Spiriva, Advair, Symbicort, OVAR) will be required to return their empty inhaler to the 3pm pill line (Monday through Friday) when requesting a refill. A \$2.00 co-pay fee will be applied until the empty inhaler is returned. If you are housed in Special Housing Unit, Special Management Unit, or the Secure Mental Health Unit you can exchange the inhaler during medical rounds.

*****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.

1. 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 inmate's activity due to health concerns, an 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:

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.

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.

RESTRICTED DUTY: Restricted from specific activities because of existing physical or mental handicap for a specific time period or indefinitely.

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 (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCC Allenwood provide 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 \$2.00 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 an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.) If you are found guilty by the DHO of injuring another inmate, you will be charged a Co-payment fee of \$2.00.

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 electronic e-mail system 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: |
|---|---|
| <p>1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, vaccinations such as Hepatitis B, Pneumococcal, TDAP, Influenza (etc), HIV testing, and all support services.</p> | <p>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.</p> |
| <p>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.</p> | <p>2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.</p> |
| <p>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</p> | <p>3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, at main line, or the accepted <i>Inmate Grievance Procedures</i>.</p> |
| <p>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.</p> | <p>4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement. This includes the responsibility to provide complete and accurate information about their history and medications</p> |
| <p>5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.</p> | <p>5. You have the responsibility to keep this information confidential.</p> |
| <p>6. You have the right to obtain copies of certain releasable portions of your health record.</p> | <p>6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.</p> |
| <p>7. You have the right to be examined in privacy.</p> | <p>7. You have the responsibility to comply with security procedures should security be required during your examination.</p> |
| <p>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.</p> | <p>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 diseases.</p> |
| <p>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.</p> | <p>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</p> |

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| | both 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 other 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 staffs that you wish to have an examination. |
| 13. You have the right to dental care as defined in the Bureau of Prisons 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. |

INMATE SYSTEMS MANAGEMENT DEPARTMENT

There are no formal Open House hours within the department. A representative from the department will attend the noon meal in the institution dining hall to answer inmate questions and concerns. Additionally, mailroom/R&D staff is available M-F at the Hospital Grill to address concerns. Rounds to the Special Housing Unit (SHU) are made at least once weekly to address inmate issues. Appointments for the department may be requested by submitting an Inmate Request to Staff Member Form.

CONTACT WITH THE COMMUNITY AND PUBLIC

Mail Room Operations

The hours of operation are Monday through Friday, 7:30 a.m. to 4:00 p.m. (excluding weekends and holidays). Incoming general correspondence is distributed by the Unit Officers after the 4:15 p.m. stand up count, Monday through Friday. Should you receive Certified/Accountable Mail or Special/Legal Mail for which you must sign, this mail will be delivered to you by a unit staff member ordinarily within 24 hours. All incoming general correspondence is opened and inspected before delivery.

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Except for "special mail," outgoing mail from a sentenced inmate in a medium or high security

institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate's committed name, register number, and complete institution return address in the upper left hand corner, or it will be returned to the inmate for the required information:

Committed Name / Federal Register Number
 United States Penitentiary Allenwood
 P.O. Box 3000
 White Deer, Pennsylvania 17887

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws. Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

Outgoing mail must be delivered to the Unit Officer unsealed, with the exception of Legal/Special Mail. In addition, if you have authorization to correspond with another confined inmate or are on restricted correspondence, the correspondence must be left open.

All correspondence leaving the institution will have address labels affixed. Address labels need to be generated and printed off by the inmate using the TRULINCS computer system. Exceptions to this rule are those inmates housed in Special Housing who do not have access to TRULINCS or when the institution is in an unscheduled lockdown. This includes legal mail which is handed into staff and those placed into the Unit mail boxes.

All correspondence will be stamped, "Mailed from U.S. Penitentiary". Inmates are not permitted to use a title(s) after their name, (e.g.: John Doe, CEO or other language). Additional surplus information should not be used unless it is required by Bureau policy. You are responsible for providing adequate postage on all outgoing correspondence. Postage stamps must be purchased through the institution Commissary. Registered, insured, and certified mail services are available, provided you have sufficient postage to pay for these special services. Outgoing Express Mail services are not available to the inmate population.

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate's registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy. All money or negotiable instruments sent via the mail are returned to the sender with instructions to send the negotiable instrument to: Federal Bureau of Prisons, Your Name, Your Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001.

Incoming Publications

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. An inmate may receive softcover publications only from the publisher, a book club, or a bookstore. Due to sanitation and fire safety reasons, accumulation of publications will be limited to five (5).

The Warden may 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:

- S It depicts or describes procedures for the construction or use of weapons, ammunition, bombs or incendiary devices.
- S It depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings or similar descriptions of Bureau of Prisons institutions.
- S It depicts or describes procedures for the brewing of alcoholic beverages, or the manufacture of drugs.
- S It is written in code.
- S It depicts, describes or encourages activities which may lead to the use of physical violence or group disruption.
- S It encourages or instructs in the commission of criminal activity.
- S It is sexually explicit material which by its nature or content poses a threat to the security, good order, or

discipline of the institution, or facilitates criminal activity.

Effective May 8, 2017, the following procedures will be implemented at USP Allenwood in an attempt to stop the introduction of hard contraband through incoming inmate general correspondence:

-All incoming inmate general correspondence envelopes and paper must be white in color. If incoming general correspondence to an inmate is in an envelope other than white or written on paper other than white, it will be rejected and marked "return to sender."

-Any incoming inmate general correspondence sprayed with a fragrance (perfume, cologne, etc.) will be rejected and marked "return to sender."

-The postage stamps on all inmate general correspondence will be removed prior to being provided to the inmate.

- All incoming inmate general correspondence must have addresses hand written or typed directly on the envelope. Incoming inmate general correspondence utilizing mailing labels will be rejected and marked "return to sender."

- All incoming inmate general correspondence greeting cards must be commercially purchased. No "homemade" cards are authorized. "Homemade" cards will be rejected and marked "return to sender."

-If an inmate receives mail that contains contraband or suspected contraband, the items will be confiscated and immediately sent to SIS with a chain of custody form upon a positive test. The original envelope and contents will be placed in the evidence locker and maintained by SIS for potential prosecution or proper disposition.

-If the items test positive or drugs are discovered in the incoming mail, the inmate will be placed on Required Monitoring.

-If a second offense occurs within the time period, the inmate will receive an additional six months of Required Monitoring.

Should you have any questions, please feel free to contact me.

Effective December 1, 2018, an additional change will be in effect for all incoming inmate greeting cards. All greeting cards must be commercially purchased, single layered, bi-fold type card in white envelopes only. Any cards that have been, or appear to be glued, are unauthorized. As before, no "homemade" cards are authorized.

Legal/Special Mail Correspondence

All incoming Legal Mail/Special Mail, adequately identified as being received from an attorney (along with the marking "Special Mail - Open Only in the Presence of the Inmate" on the outside of the envelope), will be date/time stamped upon receipt in the Mail Room and delivered to you by a member of your Unit Team. It is the inmates' responsibility to notify their attorney(s) of the legal mail requirement markings in order for their mail to be afforded this special processing.

Special Mail is a category of correspondence sent to the following: President and Vice President of the United States, the U.S. Department of Justice (including the BOP), U.S. Attorneys Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts (including U.S. Probation Officers), Members of the U.S. Congress, Embassies and Consulates, Governors, State Attorneys General, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement offices, 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.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the

correspondence is “Special Mail – Open only in the presence of the inmate” or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

Outgoing Special/Legal Mail will be collected by a designated staff member Monday through Friday (holiday excluded) during the noon near the hospital grill. You must identify yourself with your institution ID card to the designated staff member who will collect your mail and process accordingly.

Outgoing Special/Legal Mail weighing 16 ounces or greater must be processed as a package according to the Bureau Program Statement 5800.16 utilizing a BP-329, Request Authorization to Mail Inmate Package. In order to accomplish this, you must see your assigned counselor who will deliver the package directly to the mail room. See your Unit Manager in the absence of your assigned Correctional Counselor.

SPECIAL MAIL NOTICE

To The Inmate:

It is suggested you provide this instruction sheet for special mail privileges to your attorney(s) who is representing you, at the earliest opportunity, when you write to or visit with your attorney(s).

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur, Bureau policy requires that you adequately identify yourself as an attorney on the envelope and that the front of the envelope be marked "Special Mail - Open Only in the Presence of the Inmate" or with similar language clearly indicating that your correspondence qualifies as special mail and that you are requesting that this correspondence be opened only in the presence of the inmate. Provided the correspondence has this marking, Bureau staff will open the mail only in the inmate's presence for inspection for physical contraband and the qualification of any enclosure as special mail. The correspondence will not be read or copied if these procedures are followed. If your correspondence does not contain the required identification that you are an attorney, a statement that your correspondence qualifies as special mail, and a request that the correspondence be opened only in the presence of the inmate, staff may treat the mail as general correspondence and may open, inspect, and read the mail.

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and 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 BOP 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 BOP regulations.

Correspondence Between Confined Inmates

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:

- Such correspondence may always be inspected and read by staff at the sending and receiving institutions (it may not be sealed by the inmate).
- Staff at both institutions must approve the correspondence in advance. Your Case Manager can assist you in obtaining approval.

The appropriate Unit Manager at each institution must approve the correspondence if both inmates are housed in federal institutions, provided both inmates meet the criteria in the above mentioned paragraph.

The Wardens of both institutions must approve the correspondence if one of the inmates is housed at a non-federal institution or if approval is being granted on the basis of exceptional circumstances.

Correspondence Rejections

The Warden may reject general correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution, to the protection of the public, or if it might facilitate criminal activity.

Notification of Rejection

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 may 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.

Change of Address/Forwarding of Mail

Mail Room staff will make available to an inmate who is being released or transferred a change of address form. General correspondence (as opposed to special mail) will be forwarded to the new address for 30 days. After 30 days, general correspondence is returned to sender with the notation "Not at this address - return to sender." Staff will use all practical means to forward special mail. After 30 days, the SENTRY address will be used to forward special mail.

Certified/Registered Mail

Inmates may use certified, registered, or insured mail services. Other mail services such as stamp collecting, express mail, cash on delivery (COD), and private carriers are not provided.

Packages

Materials otherwise approved by Bureau policy for retention by an inmate (e.g., magazines, paperback books, legal materials) received in package form must be clearly marked with the Legal/Special Mail markings or the notation "Contents - Authorized Publications" or "Authorized by Bureau Policy", in order to be received from the U.S. Post Office. These markings are intended to alert the Mail Room Officer that the enclosed materials contain matter approved under an existing Bureau policy and do not require a Special Package Authorization Form. The only package an inmate may receive from home is authorized medical devices or release clothing within the last 30 days of confinement. A Package Authorization Form must be obtained from your Unit Team.

Receiving & Discharge Area

Personal Property Limits

A listing of current authorized personal property can be found in Attachment A and Bureau of Prisons Program Statement 5580.08, Inmate Personal Property, and Institution Supplement ALX-5580.08. Inmates may not give any item(s) of value to another inmate (i.e., radio, watch, sneakers and commissary items).

Authorized footwear may include:

- o* Two pairs of athletic type shoes ((W), (B), (G)), combination of these colors. Total includes court, turf, cleated, or running shoes. No pumps/pockets/visible air cavities.
- * One pair of Black Soft Leather Work Boots
- * One pair of shower shoes
- * One pair of slippers

Sentence Computations

A Sentence Computation will be prepared by the Records Office and provided to you normally within 30 to 45 days of your arrival, if you are a new commitment to this facility. You will receive a copy of the Sentence Computation via mail call once the computation has been audited for accuracy.

If you are a transfer case from another federal facility, your Sentence Computation will be reviewed and audited if needed. Should there be any revisions necessary, you will be provided with a copy of your sentence computation by the Records Office.

Questions regarding Sentence Computation related issues (i.e.: jail credit, commencement of service of sentence, good time, parole eligibility calculations, etc.) should be directed via use of the Inmate Request to Staff Member Form addressed to the Inmate Systems Management Department (Records Office). Records office staff will not address issues/concerns relating to the calculation of your sentence computation until it has been audited for accuracy. Which means, after you have received a copy of your sentence computation via mail call (provided to the inmate population by records office staff), records office staff will then address your concerns.

Statutory Good Time

Applies to offenders who committed their federal offense prior to November 1, 1987. Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more (other than a Life Sentence) is entitled to a deduction from the term of the sentence(s) beginning with the day on which the sentences commences to run, if the offender has faithfully observed the rules of the institution and has not been disciplined. Statutory Good Time deductions range from five days per month to ten days per month, based on the length of sentence.

At the beginning of a prisoner's sentence, the full amount of Statutory Good Time is credited, subject to forfeiture and withholdings if the prisoner commits disciplinary infractions.

Statutory Good Time does not apply to Life sentences or to those inmates who were sentenced under the Youth Corrections Act. It applies to a split sentence if the period of confinement is exactly six months; a shorter period does not qualify for Good Time under the statute and a longer period cannot be part of a split sentence.

Extra Good Time

The Bureau of Prisons awards Extra Good Time credit for performing exceptionally meritorious service, for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of Extra Good Time Award at a time (e.g., an inmate earning Industrial or Camp Good Time is not eligible for Meritorious Good Time), except that a Lump Sum Award may be given in addition to another Extra Good Time Award. Extra Good Time is available to those inmates whose offenses occurred prior to November 1, 1987.

Good Conduct Good Time

This applies to inmates sentenced for an offense in District Court committed on or after November 1, 1987. The Comprehensive Crime Control Act became law on November 1, 1987. The two most significant changes in the sentencing statutes deal with Good Time and Parole issues.

There are no provisions under the new law for Parole.

The only Good Time available will be fifty four (54) days per year, AFTER THE SERVICE OF ONE YEAR, provided you have a sentence of more than one year. This is awarded contingent upon good behavior during the year. Once awarded, Good Conduct Time is vested and may not be forfeited (Applies only to SRA and VCCLEA offenders).

The Good Time provisions apply to inmates sentenced out of District Court and is applied pursuant to Title 18 U.S.C. 3624(b), depending on your sentencing provision and era which are as follows:

Offenses committed on or after November 1, 1987, through September 12, 1994, are sentenced pursuant to the Sentencing Reform Act of 1987 (SRA).

Offenses committed on or after September 13, 1994, through April 25, 1996, are sentenced pursuant to the Violent Crime Control Law Enforcement Act (VCCLEA).

Offenses committed on or after April 26, 1996, are sentenced pursuant to the Prison Litigation Reform Act (PLRA).

District of Columbia Code Offenders

There are currently 4 sentencing eras for D.C. Code offenders which are follows:

- **Old Law:** Offenses committed up to and including April 10, 1987.
- **Good Time Credits Act:** Offenses committed on or after April 11, 1987 through June 21, 1994.
- **Omnibus Criminal Justice Reform Amendment Act:** Offenses committed on or after June 22, 1994 through August 4, 2000.
- **Sentencing Reform Amendment Act (SRAA) of 2000:** For offenses committed on or after August 5, 2000.

DC Code Offenders may review Program Statement 5880.32, District of Columbia Sentence Computation Manual, and dated January 23, 2001, for the sentencing provisions that apply to their case.

Detainer(s)

A detainer is a formal request received from a federal, state, or local law enforcement agency to be lodged against an offender. Once a detainer is received based on an untried charge, records office staff will advise the inmate of their rights pursuant to the Interstate Agreement on Detainers Act (IAD). The IADA does not apply to probation or parole violation detainers. The IADA is a means for inmates to resolve pending charges during their period of incarceration.

The definition of a detainer differs from that of pending charges. An offender may have pending charges outstanding, however; if records office staff do not receive a request to lodge a detainer, this may have an effect on the inmate's classification.

When possible open/pending charges or sentences are indicated, Records Office staff will initiate an inquiry by sending a Detainer Action Letter (BP-A394) (DAL) to the appropriate officials, usually the Sheriff or Prosecuting Attorney, requesting disposition of these charges. If no response is received, a second and final DAL will be sent within one year of release.

If an offender is within one (1) year of release at the time of their arrival, and no inquiries were submitted, Records Office staff is responsible for sending out the initial inquiry. If no response is received within two months, a second and final inquiry will be made. If Records Office staff do not receive a response after the final inquiry, then normal release planning will occur. This does not mean that an agency cannot lodge a detainer against an offender up until the projected date of release.

Safety

FIRE PREVENTION AND CONTROL: Fire prevention and safety are everyone's responsibility. You are required to report fires 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 fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

FIRE SAFETY: Fire drills are conducted on a quarterly basis in each area of the institution. Fire drills in areas occupied during other than normal working hours shall be rotated in order to conduct a drill on every shift annually. You are required to evacuate your respective area at the announcement of any fire drill. Staff will conduct and supervise each drill. You are to familiarize yourself with the emergency exits located throughout your work and living areas. Fire Evacuation Plans are posted throughout the entire facility in English and Spanish. These plans identify all emergency exits and locations of fire suppression equipment. Any inmate who tampers with any fire equipment or signal device will be subject to disciplinary action under the appropriate inmate disciplinary code.

SANITATION: USP Allenwood enjoys a clean, safe, and healthy atmosphere. Accordingly, you are responsible for maintaining your room and work site in a highly sanitary manner. Cleaning supplies are available in each living unit and at each work site. Housing unit inspections will be conducted by the Safety Manager or designee and by Unit staff.

WORK RELATED INJURIES: Should you sustain a work related injury while employed on a work detail at USP Allenwood, you are to immediately report such injury to your work detail supervisor (staff). Failure to make such notification may result in non-receipt of lost time wages.

After notification of an injury, your supervisor will issue a pass to report directly to the hospital for examination and treatment. Should it be necessary for you to remain off your work detail as the result of your injury, you will be issued either an idle slip or medical "lay-in" slip. You must return a copy of this notice to your supervisor and to the Unit Officer.

Should your idleness continue beyond three work days during your scheduled work week, you will be entitled to lost time wages at a rate of 75% of your base pay at the time of the initial injury. These wages shall continue until you:

- 1) Return to full duty as prescribed by Health Services;
- 2) Transfer from the facility by Bureau decision;
- 3) Change jobs after idle;
- 4) Violate "Quarters Restriction";
- 5) Receive a disciplinary report and are confined in the Special Housing Unit.

All work related injuries will be reviewed and investigated by the Safety Manager. A determination of the work relatedness of the injury sustained will be reviewed and voted upon by the Central Safety Committee which meets quarterly. All decisions rendered are final. Should you disagree with the decision of the Committee, you may file an Administrative Remedy Request through your Unit Team.

INMATE ACCIDENT COMPENSATION: Any work related injury which results in the loss of or disfiguration of your anatomy and is considered by medical opinion (examination and evaluation) to be a permanent disability, may be claimed under the Inmate Accident Compensation Program. For proper filing procedures, please refer to the handbook issued to you during the A & O lecture. All claims are investigated and adjudicated by a claims examiner in the Federal Bureau of Prisons Central Office, Washington, DC. Any claim for compensation as the result of a work related injury must be filed 45 days prior to your release from federal custody. This includes any release to a halfway house or Residential Reentry Center (RRC).

SAFETY SHOES AND PROTECTIVE EQUIPMENT: All inmates are required to wear safety toed shoes while performing work functions in the following areas: Food Service Kitchen; UNICOR; Facilities; Laundry and Commissary. The only exceptions to this requirement will be made by the Chief Medical Officer under the following condition; individuals who have a foot condition which has been diagnosed by medical staff will be permitted to work in these areas **ONLY** if they have **medically approved soft shoes with safety toes**. You are required to utilize and maintain all safety protective equipment issued to you. Failure to follow all issued safety rules or misuse/destruction of safety protective equipment shall result in receipt of disciplinary action.

HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM: As required by the Occupational Safety & Health Administration (OSHA), as an inmate employed on a work detail, you are entitled to receive information

pertaining to any hazardous substances or conditions which may exist at or around your work site. Accordingly, your detail supervisor shall provide, upon request, any Safety Data Sheets (SDS), for any chemical product which you may be using or to which you may be exposed. SDS's are required to be filed at each job site for review by any worker who requests such information. In addition, each and every container shall be appropriately marked with a label identifying the contents.

You are required to read all labels associated with chemicals being used in your work and living areas. Personal protective equipment shall be utilized at all times when such materials dictate the use of same.

You will receive **annual** safety training regarding equipment use and other safety related issues. All safety lectures shall be documented and maintained by the detail supervisor.

RECYCLING PROGRAM: Well-marked recycling containers have been placed in the units for you to utilize. Recyclables can be placed in these containers. Please ensure no trash are placed in the containers.

ENVIRONMENTAL MANAGEMENT SYSTEM: FCC Allenwood currently has an EMS program established. EMS is a continual cycle of planning, implementing, reviewing, and improving the actions that an organization takes to meet its environmental obligations and executive orders. EMS includes but is not limited to water conservation, energy conservation, and reduction in fuel consumption, reduction in greenhouse gas emissions, increase generation of renewable energy on federal property, and waste reduction by increased recycling activities. A specific set of targets and objectives will be discussed at each A&O meeting.

Telephones

Telephone privileges are a supplemental means of maintaining community and family ties. Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. Also, three-way calls, allowing other inmates to use your telephone, using another inmate's pin number to complete a telephone call, etc. can result in disciplinary action. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls. It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Giving or selling your PAC number will result in disciplinary action. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third party telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

While policy specifically allows inmates to make one call every three months, there is no specific limit on the number of phone calls that an inmate may make. 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. Each inmate is allowed 300 minutes of calling time per month, unless on telephone restriction. 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 business.

There are telephones in each housing unit for inmate use. Institutional phones may not be used without permission of a staff member. Either the Inmate Telephone System (ITS) or collect calling can be made on these lines. Inmates will utilize the TRULINCS system to create outside contacts for the purpose of address labels and telephone numbers.

Inmates will be permitted to have 30 approved telephone numbers on their TRUFONE account. Inmates who are housed in the Special Housing Unit will complete a contact form provided by the unit staff and return to same staff for approval and forwarding to Trust Fund staff for keying onto the inmate's TRULINCS account. Inmates will not be allowed to place contract staff or volunteers on their approved telephone list.

In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers. Payment for other calls, for which the inmate cannot pay through normal means, will be paid via his or her commissary account, payable to the U.S. Treasury.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls by submitting an Inmate Request to Staff Member to the SHU #1 Officer. Generally, social phone calls for inmates in Administrative Detention and Disciplinary Segregation will be placed by the Special Housing Unit Staff once every 30 days. Unit Staff, ordinarily the Counselor will be responsible for handling legal calls in this unit. Special/Emergency phone call will only be authorized by SHU Lieutenant, Correctional Counselor, or the Chaplain.

Any inmate wishing to provide information concerning the safe and orderly running of the institution, can call 570-547-3275. There will be a tone, a short message, and another tone, at which time an anonymous message may be left. The phone call is free. There will not be a charge for any minutes or money for this call. Additionally, the number does not count against the total numbers on an authorized phone list.

Access to Legal Services

Legal Correspondence

Legal correspondence from attorneys will be treated as Special Mail if it is adequately 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 as "Special Mail - open only in the presence of the inmate" or with similar language clearly indicating the particular correspondence qualifies as legal mail and the attorney is requesting the correspondence be opened only in the inmate's presence. It is the responsibility of the inmate to advise his/her attorney of these requirements. If legal mail is not adequately marked, it may be opened as general correspondence.

Attorney Visits

Attorneys should ordinarily make advance appointments for each visit. Attorneys are encouraged to visit during the 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 will be subject to visual monitoring, but not audio monitoring.

Legal Material

During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area, with prior approval. Legal material may be transferred, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. . Consideration will be given if there is an imminent court deadline that cannot be met through mail correspondence, and proof can be provided of the pending court action. When possible, it is preferred that inmates place an unmonitored, collect legal call.

Phone calls placed through the regular inmate phones are subject to monitoring. Inmates are encouraged to use mailing procedures, visits, the ITS system and or TRULINCS to address their legal issues.

Law Library

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund. The Law Library includes a complete selection of legal reference books which contain an extensive range of information on federal legislative and case law. It also includes the Federal Prison System Policy Statements. Manual and electric typewriters are available in the LRC for inmate legal work. Inmates provide the material to utilize the electric typewriters.

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to "administer oaths" for documents. A recent change in the law allows a statement to the effect that papers which an inmate signs are "true and correct under penalty of perjury" will suffice in federal courts and other federal agencies, unless specifically directed otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales.

Notary Public services are offered to you by an outside resource. Cop-outs must be submitted to the Unit Manager or Secretary who will schedule you for an appointment on either the 2nd or 4th Thursday of the month. You will be

required to pay a fee of up to \$35.00. You will be required to sign a Green form BP-199 prior to any services being rendered.

Copies of Legal Material

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for legal exhibits to be copied will have their counselor submit a letter stating their specific need to the Education Department. These letters will be good for thirty days. During lockdowns inmates requiring legal copies will need to fill out a BP-199 (Green form) to have Unit team make copies at .15 cents per page.

Federal Tort Claims

The Federal Tort Claims Act (FTCA) provides a monetary remedy for money damages against the United States for personal injury or death caused by the negligent act or wrongful act or omission of any employee of the agency while acting within the scope of his/her office or employment.

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. The same form can be utilized by inmate visitors, former inmates, attorneys, etc., by request to the FCC Legal Services Department.

For claims related to the loss of personal property, inmates can obtain a BP-A0943, Small Claims for Property Damage or Loss), from the institution law library, the FCC Allenwood Legal Services Department, or their Unit Team.

Freedom of Information/Privacy Act of 1974

The Privacy Act of 1974 forbids the release of information from agency records without a written request, or without the prior written consent of the individual to whom the record pertained, except for specific instances. All formal requests for access to records about another person and/or agency record other than those pertaining to themselves shall be processed through the Freedom of Information Act (FOIA), 5 USC 552. Requests may be made in writing to the FOIA Branch, Central Office, 320 First St., N.W., Washington, D.C. 20534.

Inmate Access to Central Files

An inmate may request to view his/her central file (minus the FOIA section) under the supervision of his/her Case Manager by submitting a cop-out to the Unit Team. An inmate does not need to submit a FOIA Act Request to the Director of the BOP unless the information requested is in the FOIA Exempt section. Likewise, an inmate wishing to review his/her medical file should send a request to Health Services. An inmate may request review of disclosable portions of his central file prior to the individual's parole hearing

Inmate Access to Other Documents

An inmate can request access to the non-disclosable 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 BOP, Attention: FOI Request. A request on the 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. The inmate must also provide his register number and date of birth for identification purposes.

Executive Clemency

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon can be in "full" or "partial", depending on whether it absolves a person from all or a portion of the crime. A pardon may have conditions imposed upon it or it can be "absolute", which is without conditions of any kind. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates

should contact their assigned Case Manager for additional information regarding this program.

Commutation of Sentence

The BOP also advises inmates on commutation of sentences. Commutation of sentence is usually the last chance to correct an injustice which has occurred in the criminal justice process. Inmates applying for commutation of sentence must do so on forms available from the assigned unit team. The rules governing these petitions are available in the Law Library.

Pardon

A pardon may not be applied for until the expiration of at least five (5) years from the date of release from confinement. In some cases involving crimes of a serious nature, such as violation of Narcotics Laws, Gun Control Laws, Income Tax Laws, Perjury, and violation of public trust involving personal dishonesty, fraud involving substantial sums of money, violations involving organized crime, or crimes of a serious nature, a waiting period of seven years is usually required.

Compassionate Release/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).

Problem Resolutions

Inmate Requests to Staff

General Population inmates will be required to submit Electronic Inmate Requests to Staff via the Trulincs system. The Bureau Form BP-Admin-70, commonly called a "Cop-out", is used to make a written request to a staff member while housed in the SHU. Any type of request can be made with this system. Request to Staff sessions are free and are limited to 30 minutes.

Inmates are limited to sending one request per day, and may only send a request to one department at a time. Inmates may not save draft requests and will have access to their requests/responses for 60 days. Printing of the electronic message will cost \$.15 per page. Staff responses to inmates may take up to three weeks.

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, electronic staff messaging or "Cop-outs". When informal resolution is not successful, a formal complaint can be filed as an Administrative Remedy. 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.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Clerk (BP-9 will be rejected unless processed through staff). 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 which should be documented in the complaint. Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension. If the Request is determined to be of an emergency nature which threatens the inmate's immediate health or welfare, the Warden shall respond no later than the third calendar day after filing.

If the inmate is not satisfied with the Warden’s response to the BP-9, he may file an appeal to the Regional Director. 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 filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden’s response, and any exhibits. It is the responsibility of the inmate to ensure they maintain photocopies of all forms and exhibits sent to the Region. The Region will not return exhibits, and all forms and exhibits are needed to file nationally. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Regional Director’s response, he may appeal to the General Counsel in the Central Office. The national appeal must be made on the Central Office Administrative Remedy Appeal (form BP-231), commonly referred to as a BP-11 which may be obtained from the Counselor, and must have the appropriate number of copies of the BP-9, BP-10, both responses, and any exhibits. Again, the inmate must maintain copies for his own records. The national appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days. The inmate will be notified of the extension.

When filing a Request for Administrative Remedy or an Appeal (BP-9, BP-10, or BP-11), the form should contain the following information:

- Statement of Facts
- Grounds for Relief
- Relief Requested

Time Limits (in calendar days)

| <u>Filing</u> | <u>Response</u> | <u>Extensions</u> |
|---------------------------------------|-----------------|-------------------|
| · BP-9: 20 days from date of incident | BP-9: 20 days | BP-9: 20 days |
| · BP-10: 20 days from BP-9 response | BP-10: 30 days | BP-10: 30 days |
| · BP-11: 30 days from BP-10 response | BP-11: 40 days | BP-11: 20 days |

Sensitive Complaints

If the inmate reasonably believes the issue is sensitive and the inmate's safety or well-being would be placed in danger if the Request became known at the institution, the inmate may submit the Request directly to the appropriate 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 inmate will be advised in writing of that determination and the complaint will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

The inmate shall clearly mark "Sensitive" upon the Request and explain, in writing, the reason for not submitting the Request at the institution. If the Regional Administrative Remedy Coordinator agrees that the Request is sensitive, the Request shall be accepted. Otherwise, the Request will not be accepted, and the inmate shall be advised in writing of that determination, without a return of the Request. The inmate may pursue the matter by submitting an Administrative Remedy Request locally to the Warden. The Warden shall allow a reasonable extension of time for such a resubmission.

Addresses

Federal Bureau of Prisons
 USP Allenwood, Pennsylvania
 PO Box 3500
 White Deer, PA 17887
 570-547-0963

Northeast Regional Office
 US Custom House
 2nd & Chestnut Street 7th Floor
 Philadelphia, PA 19106

Federal Bureau of Prisons
 Central Office
 320 First St., NW (HOLC)
 Washington, DC 20534

U. S. Parole Commission
 90 K STREET, NE, 3RD FL
 WASHINGTON, DC. 20002

General Information

When a complaint is determined to be of an emergency and threatens the inmate's immediate health or welfare, the reply must be made as soon as possible, usually within seventy-two (72) hours from the receipt of the complaint. For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

Disciplinary Procedures

Discipline

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violations of Bureau rules and regulations are dealt with by the Unit Discipline Committee (UDC) and, for more serious violation, the Disciplinary Hearing Officer (DHO). Inmates are advised upon arrival at the institution of the rules and regulations, and are provided with copies of the Bureau's Prohibited Acts, as well as local regulations.

Inmate Discipline Information

If a staff member observes or believes he/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 became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity categories. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing.

Inappropriate sexual behavior towards staff and other inmates will not be tolerated. Inappropriate sexual behavior is defined as verbal or physical conduct perceived as a sexual proposal, act, or threat. Examples of inappropriate inmate sexual behavior include: displaying sexually explicit materials; making sexually suggestive jokes, comments, proposals, and gestures; and engaging in stalking, indecent exposure, masturbation, or physical contact. Inmates who engage in this type of behavior will be disciplined and sanctioned accordingly, through the inmate discipline process.

Initial Hearing

Inmates will ordinarily be given an initial hearing within five (5) work days after the incident report is issued, excluding the day it was issued, weekends, and holidays. The Warden must approve, in writing, the any extension over five (5) days. The inmate is entitled to be present at the initial hearing and may make statements and present documentary evidence. The UDC must give its decision in writing to the inmate by the close of the next work day. The UDC may make findings on Moderate and Low severity offenses. The UDC will automatically refer Greatest and High severity offenses to the DHO for final disposition.

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements.

The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An 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 may be jeopardized. The

DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Disciplinary Actions

Appeals of all disciplinary actions may be made through the Administrative Remedy Program. The initial reviewing official for the UDC is the Warden. The decision of the DHO is final and subject to review only by the Regional Director through the Administrative Remedy program. Appeals are made to the Regional Director (BP-230) and the General Counsel (BP-231). On appeal, the reviewing authority (Warden, Regional Director, or General Counsel) considers:

- Whether the UDC or DHO substantially complied with regulations on inmate discipline.
- Whether the UDC or DHO based its decision on facts. If there is conflicting evidence, whether the decision was based on the greater weight of the evidence.
- Whether an appropriate sanction was imposed for the severity level of the prohibited act, and other relevant circumstances.

Special Housing Unit Status

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population.

There are two (2) categories of Special Housing: These are Administrative Detention (A/D) and Disciplinary Segregation (D/S).

Administrative Detention (A/D) status:

A/D is an administrative status which removes you from the general population when necessary to ensure the safety, security, and orderly operation of correctional facilities, or protect the public. Administrative detention status is non-punitive, and can occur for a variety of reasons.

You may be placed in A/D status for the following reasons:

- (a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.
- (b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.
- (c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:
 - (1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;
 - (2) Transfer: You are pending transfer to another institution;
 - (3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection;
 - (4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

When placed in A/D status, you will receive a copy of the administrative detention order, ordinarily within 24 hours, detailing the reason(s) for your placement. However, when placed in A/D status pending classification or while in holdover status, you will not receive an administrative detention order.

In A/D status you are ordinarily allowed a reasonable amount of personal property and reasonable access to the commissary.

Disciplinary Segregation (D/S) status:

D/S is a punitive status imposed only by a Discipline Hearing Officer (DHO) as a sanction for committing a prohibited act(s). When you are placed in D/S status, as a sanction for violating BOP regulations, you will be informed by the DHO at the end of your discipline hearing.

Inmates in Disciplinary Segregation will be 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 utensils (as necessary).

Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff shall 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 segregation unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status.

Inmates housed in the Special Housing Unit will ordinarily be fed the standard ration as afforded inmates in general population. Inmates in SHU may not have a choice of all items on the menu due to security concerns. An inmate may be placed on "Special Feeding Status" if he displays disruptive behavior in the unit and/or is recognized as being potentially harmful to him or others. Only the Warden, with the consensus of the Health Services Administrator can place an inmate on "Special Feeding Status". Inmates are allowed and encouraged to receive haircuts while in SHU. The inmate must send an Inmate Request to Staff Member to the SHU #1 Officer, who will maintain a log book and maintain a list in the order they are received.

Inmates in SHU in AD or DS status will be allowed commissary privileges. The commissary list will be provided to the inmate by the SHU staff and should be prepared by the inmate and turned in by Thursday 6:00 a.m. each week. All inmates in SHU will be allowed to make commissary purchases once each week unless restricted by a disciplinary sanction.

The SHU Law Library will be available for use from 8:00 a.m. to 4:00 p.m. each day. Inmates desiring to use the SHU Law Library will submit an Inmate Request to Staff Member to SHU staff. Inmates will be given a minimum of one hour each time they request to use the SHU Law Library. If no other inmate requests to use the SHU Law Library the inmate may remain longer than an hour but not longer than three hours. The Education Department is responsible for maintaining the SHU Law Library and its material.

Inmates in the Special Housing Unit will conduct visits in the non-contact rooms. This applies to inmates in Administrative Detention or Disciplinary Segregation.

[INMATE RIGHTS AND RESPONSIBILITIES '541.12

| RIGHTS | RESPONSIBILITIES |
|---|--|
| 1. You have the right to expect that as a human being you will be treated respectfully, impartially and fairly by all personnel. | 1. You have the responsibility to treat other, both employees and inmates, in the same manner. |
| 2. You have the right to be informed of the rules, procedures and schedules concerning the operation 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 for cleanliness of the same, an 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, maintain neat and clean living quarters, to keep your area free of contraband and 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 to correspond with members of the news media in keeping with Bureau rules | 5. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law or Bureau rules or institution guidelines |

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| and Institution guidelines. | through your correspondence. |
| 6. You have the right to unrestricted and confidential access to the courts by correspondence (on matters such as the legality of your conviction, civil matters, pending criminal cases and conditions of your imprisonment.) | 6. You have the responsibility to present honestly and fairly your petitions, questions and problems to the court. |
| 7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence. | 7. It is your responsibility to use the services of an attorney honestly and fairly. |
| 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 it is available through a legal assistance program. | 8. It is your responsibility to use these resources in keeping with the procedures and schedule prescribed and to respect the rights of other inmates to the use of the materials and assistance. |
| 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 with certain restrictions. | 9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material. |
| 10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs and abilities. | 10. You have the responsibility to take advantage of activities which may help you live a successful and law-abiding life within the institution and in the community. You will be expected to abide by the regulations governing the use of such activities. |
| 11. 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. | 11. You have the responsibility to meet your financial and 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 release plans, your family needs and for other obligations that you may have. |

CHAPTER 4
PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

1. [PROHIBITED ACTS AND DISCIPLINARY SCALE '541.13.

a. There are four categories of prohibited acts - Greatest, High, Moderate, and Low Moderate (see Table 3 for identification of the prohibited acts within each category). Specific sanctions are authorized for each category (see Table 4 for a discussion of each sanction). Imposition of a sanction requires that the inmate first is found to have committed prohibited act.]

[(1) Greatest category offenses: The Discipline Hearing Office shall impose and execute one or more of sanctions A through E.

Sanction B.1 must be imposed for a VCCLEA inmate rated as violent (i.e., an inmate who, as specified in the Violent Crime Control and Law Enforcement Act of 1994, committed a crime of violence on or after September 13, 1994) and for a PLRA inmate (i.e., an inmate who has been sentenced for an offense committed on or after April 26, 1996). The DHO may also suspend one or more additional sanctions A through G. The DHO may impose and execute sanction F and/or G only in addition to execution of one or more of sanctions A through E.

(2) High category offenses: The Discipline Hearing Officer shall impose and execute one or more of sanctions A through M, and except as noted in the sanction, may also suspend one or more additional sanctions A through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent or by a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, and may also suspend one or more additional sanctions G through M. Sanction B.1 must be imposed for a VCCLEA inmate rated as violent and for a PLRA inmate. The Unit Discipline Committee shall impose and execute one or more of sanctions G through M, except for a VCCLEA inmate rated as violent. All high category offense charges for a VCCLEA inmate rated as violent and for a PLRA inmate must be referred to the DHO.

(3) Moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction A through N, but, except as noted in the sanction, may suspend any sanction or sanctions imposed. Sanction B.1 ordinarily must be imposed for VCCLEA inmates rated as violent and for a PLRA inmate. Except for charges referred to the DHO, the Unit Discipline Committee (UDC) shall impose at least one sanction G through N, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the inmate had been found to have committed a moderate category offense during the inmate's current anniversary year. (i.e., the twelve month period of time for which an inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

(4) Low moderate category offenses: The Discipline Hearing Officer shall impose at least one sanction B.1, or E through P. The Discipline Hearing Officer may suspend any E through P sanction or sanctions imposed (a B.1 sanction may not be suspended). Except for charges referred to the DHO, the Unit Discipline Committee shall impose at least one sanction G through P, but may suspend any sanction or sanctions imposed. The UDC ordinarily shall refer to the DHO a low moderate category charge for a VCCLEA inmate rated as violent or for a PLRA inmate if the has been found to have committed two low moderate category offense during the inmate current anniversary year. (i.e., the twelve month period of time for which the inmate may be eligible to earn good conduct time). The UDC must thoroughly document in writing the reasons why the charge for such an inmate was not referred to the DHO.

b. Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. In these cases, the letter "A" is combined with the offense code. For example, planning an escape would be considered as Escape and coded 102A. Likewise, attempting the adulteration of any food or drink would be coded 209A.

c. Suspensions of any sanction cannot exceed six months. Revocation and execution of a suspended sanction require that the inmate first is found to have committed any subsequent prohibited act. Only the Discipline Hearing Officer (DHO) may execute, suspend, or revoke and execute suspension of sanctions A through F. The Discipline Hearing Officer (DHO) or Unit Discipline Committee (UDC) may execute, suspend, or revoke and execute suspensions of sanctions G through P. Revocations and execution of suspensions may be made only at the level (DHO or UDC) which originally were earlier imposed by the Inmate Discipline Committee 5270.7 imposed the sanction. The DHO now has that authority for suspensions which were earlier imposed by the Inmate Disciplinary Committee (IDC).]

When an inmate receives an Incident Report while on a DHO imposed, but suspended sanction, the new Incident Report is to be forwarded by the UDC to the DHO both for a final disposition on the new Incident Report, and for a disposition on the suspended sanction. This procedure is not necessary when the UDC informally resolves the new Incident Report.

[d. If the Unit Discipline Committee has previously imposed a suspended sanction and subsequently refers a case to the Discipline Hearing Officer, the referral shall include an advisement to the DHO of any intent to revoke that suspension if the DHO finds that the prohibited act was committed. If the DHO then finds that the prohibited act was committed, the DHO shall so advise the Unit Discipline Committee who may then revoke the previous suspension.

e. The Unit Discipline Committee or Discipline Hearing Officer may impose increased sanctions for repeated, frequent offenses according to the guidelines presented in Table 5.]

Table 5 is on Page 18 of this Chapter.

[f. Sanctions by severity of prohibited act, with eligibility for restoration of forfeited and withheld statutory good time are presented in Table 6.]

Table 6 (page 19 of this Chapter) contains a chart showing the maximum amount of statutory good time that may be forfeited or

withheld and the period of time that must pass before an inmate is eligible for restoration. The chart also shows the maximum amount of time that an inmate may spend in disciplinary segregation. The time frame established in each of these areas is determined by the severity of the prohibited act.

PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE

The UDC shall refer all Greatest Severity Prohibited Acts to the DHO with recommendations as to an appropriate disposition.

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).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse 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.
- 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 Adulteration of any food or drink.
- 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.

- 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.
- 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 to another inmate.
- 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.
- 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.
- 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 non-hazardous tool, equipment, supplies, or other non-hazardous 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 non-hazardous 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

- 402 Malingering, feigning illness.
- 404 Using abusive or obscene language.
- 407 Conduct with a visitor in violation of Bureau regulations.
- 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 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.

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 3rd or more 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). Any available Moderate severity level sanctions (300 series). |
| Moderate Severity (300 level) | 12 months | 2nd offense 3rd or more 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). Any available High severity level sanctions (200 series). |
| High Severity (200 level) | 18 months | 2nd offense 3rd or more 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). Any available Greatest severity level sanctions (100 series). |
| Greatest Severity (100 level) | 24 months | 2nd or more offense | Disciplinary Segregation (up to 18 months). |

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offenses itself.]

When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level

of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of _____ to be of High severity, most comparable to prohibited act Engaging in a Group Demonstration."

[TABLE 4 - SANCTIONS

1. **Sanction of the Discipline Hearing Officer:** (upon finding the inmate committed the prohibited act)

A. **Recommend parole date rescission or retardation.** The DHO may make recommendations to the U.S. Parole Commission for retardation or rescission of parole grants. This may require holding fact-finding hearings upon request of or for the use of the Commission.

B. **Forfeit earned statutory good time and/or terminate or disallow extra good time.** The statutory good time available for forfeiture is limited to an amount computed by multiplying the number of months served at the time of the offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C. '4161 (less any previous forfeiture or withholding outstanding). The amount of good conduct time (GCT) available for forfeiture is limited to the total number of days in the "non-vested" status at the time of the misconduct (less any previous forfeiture). A forfeiture of good conduct time sanction may not be suspended. Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended. Forfeited good conduct time will not be restored. Authority to restore forfeiture statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale.

See page 19 of this Chapter for limitations on this sanction and for eligibility for restoration. Statutory good time percentages may be combined where separate acts or offenses occur on the same day and are heard by the DHO at the same time. For example, where an inmate is charged, and found to have committed, both a 200 and 300 Code violations by the same sitting DHO, that DHO may forfeit 75% of the inmate's good time (50% for the 200 code violation, 25% for the 300 Code violations). Statutory good time may not be forfeited (because it is not earned) for an inmate solely in service of a civil contempt. See Program Statement on extra good time for a discussion of termination or disallowance of extra good time.

An application for restoration of good time is to go from the inmate's Unit Team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

This sanction B does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. For those inmates, the applicable sanction is B.1.

[B.1 **Disallowance of good conduct time.** An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime on or after November 1, 1987) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S.C. '3624(b)). Once awarded, the credit is vested, and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act. A sanction of disallowance of good conduct time may not be suspended. Only the DHO can take action to disallow good conduct time. The DHO shall consider the severity of the prohibited act and the suggested disallowance guidelines in making a determination to disallow good conduct time. A decision to go above the guideline range is warranted for a greatly aggravated offense or where there is a repetitive violation of the same prohibited act that occurs within a relatively short time frame (e.g., within 18 months for the same greatest severity prohibited act, within 12 months for the same high severity prohibited act, and within 6 months for the same moderate severity prohibited act). A decision to go below the guidelines is warranted for strong mitigating factors. Any decision outside the suggested disallowance guidelines is to be documented and justified in the DHO report. The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the administrative remedy procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on administrative remedy procedures.]

However, the DHO may, after careful consideration of mitigating factors (seriousness of the offenses, the inmate's past disciplinary record, the lack of available good conduct time, etc.) choose to impose a lesser sanction, or even disallow no GCT for moderate and low moderate prohibited acts by VCCLEA inmates rated as violent or by PLRA inmates. The DHO must thoroughly detail the rationale for choosing to disallow less than 13 days or 6 days respectively. This will be documented in Section VII of the DHO report. Disallowance of amounts greater than 13 days or 6 days respectively will occur with repetitive offenses consistent with the guidelines in this B.1

Except for VCCLEA inmates rated as violent or PLRA inmates, Sanction B.1 may be imposed on the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period. VCCLEA inmates rated as violent and PLRA inmates will ordinarily be disallowed good conduct time for each prohibited act they are found to have committed at the DHO hearing, consistent with the following;

(1) **Greatest Category Offenses.** A minimum of 41 days (or, if less than 54 days are available for the prorated period, a minimum

of 75% of available good conduct time) for each act committed.

(2) High Category Offenses. A minimum of 27 days (or, if less than 54 days are available for the prorated period, a minimum of 50% of available good conduct time) for each act committed.

(3) Moderate Category Offenses. A minimum of 14 days (or, if less than 54 days are available for the prorated period, a minimum of 25% of available good conduct time) for each act committed if the inmate has committed two or more moderate category offenses during the current anniversary period.

(4) Low Moderate Category Offenses. A minimum of 7 days (or, if less than 54 days are available for the prorated period, a minimum of 12.5% of available good conduct time) for each act committed if the inmate has committed three or more low moderate category offenses during the current anniversary period.

Good conduct time credit may only be given to an inmate serving a sentence of more than one year, but less than the duration of his life. In the last year or portion of a year of an inmate's sentence, only the amount of good conduct time credit available for that remaining period of time may be disallowed. The Appendix to this Chapter 4 discusses procedures for the disallowance of good conduct time.

[C. Recommend disciplinary transfer. The DHO may recommend that an inmate be transferred to another institution for disciplinary reasons.

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC OR DHO Hearing. Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to the receiving institution's Discipline Hearing Officer. The inmate shall receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony.]

Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

The receiving institution does not need to hold a new UDC hearing if such a hearing was held by the sending institution prior to the inmate's transfer.

[D. Disciplinary segregation. The DHO may direct that an inmate be placed or retained in disciplinary segregation pursuant to guidelines contained in this rule. Consecutive disciplinary segregation sanctions can be imposed and executed for inmates charged with and found to have committed offenses that are part of different acts only. Specific limits on time in disciplinary segregation are based on the severity scale. (See Table 6)]

Separate sanctions may be imposed for separate acts or offenses. Acts are different or separate if they have different elements to the offenses. For example, if an inmate is involved in a fight with another inmate, and in the course of subduing that incident the inmate also strikes a staff member, the inmate can be charged with fighting (Code 201) and also assaulting a staff member (Code 101). The inmate can be separately charged and punished, on the basis of one Incident Report, or in two separate Incident Reports, for each offense. The inmate could not be punished for both assault on and fighting with the inmate, since the elements of both offenses (the time, place, persons involved, actions performed) are essentially the same for both offenses. If, on the way to administrative detention, the inmate starts another disturbance, and strikes another officer, the inmate could be charged with that as another assault offense. Similarly, an inmate serving a period of time in disciplinary segregation may commit a prohibited act there, and receive additional, consecutive time in segregation for that new offense.

See page 19 of this Chapter, Table 6 for the specific limits on sanctions. Each different or separate offense should be written on a separate Incident Report. Unless otherwise specified by the DHO, disciplinary segregation placement for different or separate prohibited acts are to be imposed consecutively.

An inmate who has been recommended for a Control Unit placement may be transferred prior to completing the required segregation period. The remainder of any segregation period shall be served at the receiving institution.

Except as noted above, an inmate serving a sanction of disciplinary segregation ordinarily is not to be transferred from the institution imposing the sanction until completion of the segregation period. Where this is not practical, the transfer must be approved by the Regional Office. The inmate shall complete the remainder of any segregation period at the receiving institution.

[E. Make monetary restitution. The DHO may direct that an inmate reimburse the U.S. Treasury for any damages to U.S. Government property that the individual is determined to have caused or contributed to.]

An inmate's commissary privileges may be suspended or limited until restitution is made. See Accounting Management Manual for instructions regarding impoundment of inmate funds.

[F. Withholding statutory good time. The DHO may direct that an inmate's good time be withheld. Withholding of good time

should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work. During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new Incident Report or conduct an investigation or initial hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures (Part 542).

Only the Warden may restore withheld statutory good time. This decision may not be delegated lower than the Associate Warden level. Restoration eligibility is based on the severity scale. (See Table 6)]

An application for restoration of good time is to go from the inmate's unit team, through both the DHO and Captain for comments, to the Warden or his delegated representative for final decision.

Part 542 refers to P.S. 1330.7, Administrative Remedy Procedure for Inmates. See page 19 of this Chapter for information on restoration eligibility.

This sanction F does not apply to inmates committed under the provisions of the Comprehensive Crime Control Act. This means that inmates who committed their crimes on or after November 1, 1987, and who are sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act are only eligible to receive 54 days good conduct time credit (18 U.S.C. '3624(b)). This credit is given at the end of each year of time served and, once given, is vested. For these inmates, the DHO's authority is final and is subject only to review by the Warden to ensure conformity with the provisions of the discipline policy and by inmate appeal through the Administrative Remedy procedures.

[2. Sanctions of the Discipline Hearing Officer/Unit Discipline Committee: (upon finding the inmate committed the prohibited act)

G. Loss of privileges: commissary, movies, recreation, etc. [The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege. However, the DHO or UDC may impose a loss of privilege sanction not directly related to the offense when there is a lack of other appropriate sanctions or when imposition of an appropriate sanction previously has been ineffective.] *

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction (e.g., loss of visiting privileges) is viewed as having a significant impact on the inmate's future behavior. The UDC or DHO must clearly document in the record the basis for determining that this sanction will have a significant impact on the inmate's future behavior (e.g., lack of other appropriate sanctions, previously imposed sanctions have not been effective).

Loss of recreation privileges cannot be imposed on inmates in Special Housing, but may be used as a sanction for general population inmates.

H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.

I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.

J. Loss of job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.

K. Impound Inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.

L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.]

For procedures, see P.S. 5580.08, Personal Property of Inmates.

M. Restrict quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.

N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.

O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.

P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).]

Note: Although not considered sanctions, the UDC or DHO may recommend classification or program changes. For example, the DHO may recommend an inmate's participation in, or removal from, a particular program. When this occurs, a final decision will ordinarily be made in accordance with the established procedures for deciding that issue. In the example cited above, a referral would be made to the inmate's unit team for a decision on the recommendation.

INMATE VISITING

*****Due to the current Covid-19 Pandemic visiting schedule, point usage and restrictions on contact are subject to change at any time. For most up to date information please see members of your Unit Team. *****

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, WHILE WITHIN THE INSTITUTION, AND UPON DEPARTING. **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.**

THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

Visiting Days: Saturday and Sunday, with the hours ordinarily scheduled from 8:00 a.m. - 3:00 p.m. Visitors arriving Saturday, Sunday and Federal Holidays and arriving at 9:00 a.m., will be processed and will remain in the front lobby until 10:00 a.m. until the institution count has cleared.

Inmates in the Special Housing Unit will conduct visits in the non-contact rooms. This applies to inmates in Administrative or Disciplinary Segregation. Inmates are required to wear Visiting Room clothing during visitation. Approved religious headgear may be worn in the Visiting Room. All religious headgear will be inspected prior to and following a visit.

Special conditions regarding children:

Children under the age of 16 must be accompanied by an adult, parent, or guardian. Children over the age of 16 must have valid picture identification. Infants who are two years of age or younger will not be counted in the total of visitors. Each child over the age of two will be counted as one of the visitors. The USP Visiting Room has a separate children's room containing a television and children's play items. Inmates are not permitted to linger in the children's room except to place or retrieve a child who is part of the inmate's visiting party. It is the inmate's responsibility to ensure their adult visitors frequently monitor the behavior of the children visiting, to ensure they are not disruptive in any way.

Inmates will not take anything to a visit except a comb, handkerchief, wedding band, prescription glasses/sunglasses, headgear, commissary card, and photo tickets. If an inmate has property in his possession which is not authorized to be taken into the Visiting Room, the inmate will be instructed to return to his unit and secure the property before he is permitted to visit. Medication may be permitted but only when approved by the Health Services Administrator. Medication will be kept at the Officer's Station. Items purchased in the Visiting Room may not be brought back into the institution by the inmate.

Inmates are encouraged to have visits in order to maintain family and community ties. Visitors may be limited on an hourly or other allocation basis to ensure equitable access to visiting facilities.

New inmates are asked to submit a visiting list which will be given to their Counselor for approval. There is no limit on the number of immediate family members (mother, father, step-parents, foster parents, spouse, brothers, sisters, and children) who can be on the visiting list. A background check is necessary before approving any visitor, and the inmate is responsible for having the Release Authorization Forms mailed to each proposed visitor. Once the inmates' visitor is approved, he will be issued a copy of the Visiting Regulations, along with the list of approved visitors. It is the inmates' responsibility to notify the visitors of the approval/disapproval and to inform the visitors of the visiting guidelines. A common-law spouse will usually be treated as an immediate family member if the common-law relationship has previously been established in a state which recognizes this status.

Other relations and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor or Case Manager at least three (3) weeks in advance of the intended visit.

Holdovers and Pre-Trial inmates may be limited to immediate family on their visiting list.

All visits will begin and end in the visiting room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Visitors must be properly dressed. Short shorts, halter tops, and other clothing of a suggestive or revealing nature will not be permitted in the Visiting Room. Open-toed foot ware is not permitted; however, foot wear must be worn by all visitors.

Picture identification is required for visitors. These may include a State Driver's License or State I.D. Card, or two (2) other forms of identification (credit cards, Social Security Card, etc.) with full names and signatures affixed. Birth Certificates are not considered proper identification.

Persons without proper identification will not be permitted to visit.

Visitors may be asked to submit to a search and will be checked with a metal detector. Visitors' purses, attorneys' briefcases, etc., may also be searched. Other personal articles belonging to visitors must be placed in lockers provided by the institution or may be left in their cars.

Visitors are permitted to bring money into the Visiting Room to purchase items from the vending machines. Also, a reasonable amount of diapers and other infant care items, and sanitary napkins may be brought into the Visiting Room. No food may be brought into the Visiting Room.

Inmates are not allowed to receive either coins or money from visitors for their Commissary account while in the Visiting Room. Money for Commissary accounts will be sent through the mail, using a U.S. Postal Money Order.

No items may be exchanged in the Visiting Room without prior approval by the Unit Manager.

Special Visits need to be approved prior to the visit by the Unit Manager. Special Visits include additional visitors over the allotted number of five during a visit. If an inmate requests Joint visitation with another immediate family member who is visiting a different inmate or approval of any irregular medical issues presented by the visitor, these requests must be forwarded through the Unit Manager. Emergency visits for a non-visiting day also need to be approved by the Unit Manager in advance of the visit. Emergency visits will be considered on a case by case basis and must involve immediate family members.

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.

ANY EFFORT TO CIRCUMVENT OR EVADE THE VISITING REGULATIONS ESTABLISHED AT THIS FACILITY WILL NOT ONLY RESULT IN THE DENIAL OF FUTURE VISITS BUT MAY REQUIRE THAT OTHER DISCIPLINARY ACTION OR COURT PROCEEDINGS BE INITIATED AGAINST THE VISITOR.

**UNITED STATES PENITENTIARY ALLENWOOD, PENNSYLVANIA
VISITING REGULATIONS**

The attached list of visiting regulations has been approved to visit you during your stay at USP Allenwood. You are responsible to provide your visitors with a copy of this form so that they will be aware of visiting regulations at USP Allenwood. You are also assuming responsibility for the proper conduct of a visitor.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, WHILE WITHIN THE INSTITUTION, AND UPON DEPARTING. **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.**

THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

1. IDENTIFICATION:

Positive identification of visitors, 16 years of age or older, is required. Acceptable identification is a valid driver's license with

photograph, official state, federal, or local government-issued identification with photograph, photo ID in conjunction with social security card, passport, or armed forces identification with photograph. Check cashing cards or other easily produced forms of identification are not acceptable. In the event an acceptable form of identification cannot be produced or questionable identification is produced, the Operations Lieutenant will be notified.

2. Visiting Hours:

Are ordinarily scheduled from 8:00 a.m. to 3:00 p.m. Saturday, Sunday and Federal Holidays. Visitors arriving after 9:00 a.m. on Saturday, Sunday and Federal Holidays will be processed by the Front Lobby Officer and will remain in the waiting area until the 10:00 a.m. institution count is cleared by the Operations Lieutenant.

3. WHO MAY VISIT:

Visiting is limited to immediate family, i.e.: father, mother, sister, brother, step-parents, foster parents, spouse and children, who must be on your approved visiting list. Children under 16 years of age must be accompanied by an adult. Other persons who wish to visit an inmate for either personal or business reasons must be on the approved inmate's visiting list. This includes other relatives, i.e., grandparents, uncles, aunts, in-laws, cousins.

4. Frequency of Visits and Number of Visitors:

Each inmate will receive **nine (9)** visiting points per month. Visiting points will be charged as follows:

(1) Two points for visits occurring Saturday, Sunday and Federal Holidays.

The number of visitors an inmate may visit is limited to five. Infants who are required to be carried by the adult visitor will not be considered as an authorized visitor. Each child who is able to walk without assistance from the adult visitor will be included as one of the authorized visitors. Should more than five authorized visitors arrive at the same time, a "split visit" may be arranged at the discretion of Visiting Room Officer. A split visit is defined as a visit where five persons are present in the Visiting Room and one or more of these persons leaves the Visiting Room to be replaced by another authorized visitor(s) waiting in the Lobby area of the Administration Building.

At all times, one of the members of the group visiting must be over the age 18.

Only one interchange of visitors will be permitted; i.e., individuals leaving the Visiting Room to permit other Family members of the party to visit will not return for visiting the same visiting day. Unless Visiting Room Regulations are abused, visitors who are visiting more than one inmate and who are next of kin and are on the involved inmates' visiting lists will be allowed to be seated in close proximity to each other.

5. PERSONAL CONTACT:

Personal contact within the limits of good taste such as shaking hands, kissing and embracing is permitted when the visitor and inmate meet in the Visiting Room and just prior to the termination of the visit.

6. ITEMS LISTED BELOW ARE AUTHORIZED TO BE TAKEN INTO THE VISITING ROOM BY AN APPROVED VISITOR:

1. Clear plastic change purse.
2. Medication - Heart medication and epilepsy medication only.
3. ID Card, Driver's License.
4. Jewelry being worn by the visitor.
5. Female hygiene items - Two sanitary napkins or tampons.
6. Money-A total of \$20.00 in change or paper currency (\$1.00 or \$5.00 bills)
7. Comb (No rat tail handles).
8. Religious headgear.
9. The following baby items will be in a diaper bag and kept at the Officer's station until an item is needed.
 - (1) diaper bag, (3) bottles, clear, half-full, (1) pack baby wipes, (1) baby powder, (1) baby bib,
 - (1) blanket, (1) change of baby cloths, (8) diapers, (1) baby seat, (2) jars of baby food un-opened.

7. ITEMS NOT AUTHORIZED INTO THE VISITING ROOM:

1. Baby items in excess of the amounts above will be placed in the Visitors' lockers.
2. All other medication will be placed in the Visitors' lockers.
3. Baby strollers are not authorized in the Visiting Room.
4. Cigarettes or any other tobacco items.
5. Any food items, other than already mentioned.

8. DOCUMENTS:

Documents or papers may not be examined or signed in the Visiting Room. Written messages may not be exchanged during a visit.

9. CLOTHING:

Inmates are responsible for informing prospective visitors that dress must be appropriate for an institution setting and should not present possible disrespect to others who may be present in the Visiting Room. All visitors must be fully

attired, including shoes. No open toe shoes (sandals) are permitted. No shorts (regardless of length), halter tops, half tops, low-cut tops, sleeveless tops, backless clothing, tight-stretch clothing (such as Spandex-type items), sheer clothing (i.e., transparent or semi-transparent items), or other clothing items of a suggestive or revealing nature will not be permitted in the Visiting Room. The only exception is children 12 years of age and younger may wear shorts. Skirts and dresses must be knee length or longer. Religious headwear may be worn, but may require removal to successfully clear the walkthrough metal detector at the front entrance. The dress code will be adhered to by both male and female visitors. Notification regarding questionable attire will be made to the Operations Lieutenant or Institution Duty Officer who will make the decision to allow or deny access to the institution.

10. PACKAGES: It is not permissible for visitors to bring packages or gifts of any kind into the institution.

11. MONEY: Money cannot be accepted for deposit to the inmate's trust fund account through the visiting process.

12. SMOKING: The Visiting Room is a no smoking area.

13 DIRECTIONS TO THE FACILITY:

The United States Penitentiary, Allenwood, Pennsylvania is located off U.S. Highway 15, North of the town of Allenwood, Pennsylvania. The institution is situated approximately 13 miles South of Williamsport, 8 miles North of Lewisburg, and 5 miles North of Interstate 80. Please refrain from arriving on the institution grounds before visiting is scheduled to begin. When a visit is over, all visitors must leave the institution grounds immediately.

FROM THE SOUTH:

Interstate Highway 80 East/West to the U.S. Highway 15 North exit. Continue on Highway 15 North toward Williamsport. Pass through the town of Allenwood. Continue on U.S. Highway 15 toward Williamsport. Approximately 2 miles North on U.S. Highway 15, at the red light, turn left. The institution is located on the West side of the highway. After entering the Complex you will proceed to the Penitentiary, located to the right.

FROM WILLIAMSPORT:

U.S. Highway 15 South toward Lewisburg. Continue on U.S. Highway 15 South past the entrance to the Federal Prison Camp at Allenwood, approximately 2 miles. At the next red light, turn right. The institution is located on the West side of the highway. After entering the Complex you will proceed to the Penitentiary and turn right.

14. LODGING: USP Allenwood is located in a rural area and lodging is limited. However, listed below are the facilities nearest the institution.

WATSONTOWN, PA

Watson Inn
100 Main Street
Watson, PA
(570) 538-1832

NEW COLUMBIA, PA

Comfort Inn
330 Commerce Park
New Columbia, PA
(570)568-8000

White Deer Motel

6967 US Highway 15
Montgomery, PA
(570) 547-1007

Holiday Inn Express

160 Commerce
New Columbia, PA
(570) 568-1100

WILLIAMSPORT, PA

Best Western
1840 E Third Street
Williamsport, PA
(570) 326-1981

LEWISBURG, PA

Best Western Country Cupboard
7701 West Branch Highway
(570) 523-5500

Days Inn

313 N. Derr Dr.
Lewisburg, PA
(570) 523-1171

Hampton Inn

140 International Drive
Williamsport, PA
(570) 522-8500

15. 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.

| | | |
|----------------------|----------------|--------------------------------|
| Winner Limo Service | (570) 322-0578 | (Williamsport) |
| Billtown Cab Co. | (570) 322-2222 | (Williamsport) |
| Fullington Trailways | (814) 238-1110 | (Williamsport) (State College) |
| Aurora Taxi Inc. | (570) 523-1400 | (Lewisburg) |
| Lyco Taxi LLC | (570) 560-2323 | (Williamsport) |
| Greyhound Bus Lines | (570-847-2430) | (Williamsport) |

16. MISCELLANEOUS:

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.

ANY EFFORT TO CIRCUMVENT OR EVADE THE VISITING REGULATIONS ESTABLISHED AT THIS FACILITY WILL NOT ONLY RESULT IN THE DENIAL OF FUTURE VISITS BUT MAY REQUIRE THAT OTHER DISCIPLINARY ACTION OR COURT PROCEEDINGS BE INITIATED AGAINST THE VISITOR.

18 U.S.C. 1791, provides a penalty of imprisonment for not more than 20 years, a fine, or both for providing or attempting to provide to an inmate anything whatsoever without the knowledge and consent of the Warden.

These Visiting Regulations are being provided to you in order to assist you in properly preparing for and participating in the USP Allenwood visiting program. Should you have questions, please do not hesitate to contact Unit Staff.

**U.S. Department of Justice
Federal Bureau of Prisons**

Sexually Abusive Behavior Prevention and Intervention:

Information and How to Report



An Overview for Inmates

FCC ALLENWOOD, PA

You Have the Right to be Safe from Sexually Abusive Behavior.

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. 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.

What Can You Do if You Are Afraid or Feel Threatened?

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.

What Can You Do if You Are Sexually Assaulted?

If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the 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, **we recommend that you see medical staff BEFORE you shower, wash, drink, eat, change clothing, or use the bathroom because evidence can be lost.** 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. The 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.**

How Do You Report an Incident of Sexually Abusive 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, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need-to-know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (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.

- **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 staff.
- **Write the Office of the Inspector General (OIG)** which investigates certain allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP. OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. You may request to remain anonymous to the BOP. 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 https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

Understanding the Investigative Process

Once the sexually abusive behavior is reported, the BOP 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.

Counseling Programs for Victims of Sexually Abusive Behavior

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.

You may also contact your local Rape Crisis Center (RCC). Rape Crisis Centers are community-based organizations that help victims of sexual violence. Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Local Rape Crisis Center's Information:

**Transitions of Lewisburg, 120 S. 3rd Street, Lewisburg PA 17837
Toll Free at: 1-800-850-7948, Local at: (570) 523-6482**

NATIONAL SEXUAL ASSAULT HOTLINE 800-656-4673

Management Program for Inmate Assailants

Anyone who sexually abuses/assaults/harasses others while in the custody of the BOP 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 be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Prohibited Acts: Inmates who engage in inappropriate sexual behavior can be charged with the following Prohibited Acts under the Inmate Disciplinary Policy:

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

Policy Definitions *per 28 CFR 115.6:*

Sexual abuse includes—

- (1) Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident; and
- (2) Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer.

Sexual abuse of an inmate, detainee, or resident by another inmate, detainee, or resident includes any of the following acts, if the victim does not consent, is coerced into such act by overt

or implied threats of violence, or is unable to consent or refuse:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument; and
- (4) Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation.

Sexual abuse of an inmate, detainee, or resident by a staff member, contractor, or volunteer includes any of the following acts, with or without consent of the inmate, detainee, or resident:

- (1) Contact between the penis and the vulva or the penis and the anus, including penetration, however slight;
- (2) Contact between the mouth and the penis, vulva, or anus;
- (3) Contact between the mouth and any body part where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (4) Penetration of the anal or genital opening, however slight, by a hand, finger, object, or other instrument, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (5) Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire;
- (6) Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described in paragraphs (1) through (5) of this definition;
- (7) Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate, detainee, or resident, and
- (8) Voyeurism by a staff member, contractor, or volunteer.

Sexual harassment includes—

- (1) **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, or resident directed toward another; and
- (2) Repeated verbal comments or gestures of a sexual nature to an inmate, detainee, or resident by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

Voyeurism by a staff member, contractor, or volunteer means an invasion of privacy of an inmate,

detainee, or resident by staff for reasons unrelated to official duties, such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions.

An incident is considered **Inmate-on-Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) occurs between two or more inmates. An incident is considered **Staff-on-Inmate Abuse/Assault** when any sexually abusive behavior (including sexual harassment) 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 may be penalized for knowingly filing any false report.

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

Contact Offices:

**U.S. Department of Justice
Office of the Inspector
General Investigations Division
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530**

**Federal Bureau of Prisons
Central Office
National PREA Coordinator
400 First Street, NW, Room 4027
Washington, D.C. 20534**

**Federal Bureau of Prisons
Mid-Atlantic Regional Office
Regional PREA Coordinator
302 Sentinel Drive, Suite 200
Annapolis Junction, Maryland 20701**

**Federal Bureau of Prisons
North Central Regional Office
Regional PREA Coordinator
Gateway Complex Tower II, 8th Floor 400 State Avenue
Kansas City, KS 66101-2492**

**Federal Bureau of Prisons
Northeast Regional Office
Regional PREA Coordinator
U.S. Customs House, 7th Floor
2nd and Chestnut Streets
Philadelphia, Pennsylvania 19106**

**Federal Bureau of Prisons
South Central Regional Office
Regional PREA Coordinator
U.S. Armed Forces Reserve Complex
344 Marine Forces Drive
Grand Prairie, Texas 75051**

**Federal Bureau of Prisons
Southeast Regional Office
Regional PREA Coordinator
3800 North Camp Creek Parkway
SW Building 2000
Atlanta, GA 30331-5099**

**Federal Bureau of Prisons
Western Regional Office
Regional PREA Coordinator
7338 Shoreline Drive
Stockton, CA 95219**

Third-party reporting (outside of institution):

https://www.bop.gov/inmates/custody_and_care/sexual_abuse_prevention.jsp

PREA Video Script

Serving your sentence can be a challenging time in your life. While in the care and custody of the Federal Bureau of Prisons, you have the *right* to be free from sexually abusive behavior. In fact, sexual abuse is actually *illegal*. The Prison Rape Elimination Act of 2003 (commonly known as “PREA”) is the law enacted to ensure your time in our custody is safe. The Bureau of Prisons has a commitment to uphold our zero-tolerance policy for sexually abusive behavior. This means we do not tolerate sexual abuse or sexual harassment of any kind from staff or other inmates, and we are obligated to respond when you feel you have been abused or harassed.

Many of you experienced and survived physical, emotional, or sexual trauma before your incarceration. It is unacceptable for this cycle of abuse to continue during your sentence. Our institutions are meant to be places where you can serve your sentence safely and engage in gender-responsive programming and activities designed to help meet your individual reentry, health and wellness, parenting, psychological, and other needs. Our goal is for you to serve your sentence and work on self-improvement and do so in a safe environment without worrying about your safety and wellbeing.

BOP staff are prohibited from engaging in sexually inappropriate behavior. This includes demeaning references to your gender or comments about your body. Staff are prohibited from using indecent language, sexually suggestive comments or gestures, or watching you for their own pleasure. These behaviors are considered sexual harassment. Sexual harassment or the invasion of your privacy by staff for reasons unrelated to official duties are not acceptable and may constitute a PREA violation. Even having sexually suggestive pictures hanging in public areas is inappropriate in our prisons. You may perceive these behaviors as uncomfortable to refuse or you may feel like you can't report them, but you can and should. You might worry how reporting may interrupt your current relationships, phone calls and visits; you may even fear retaliation. I want you to know, staff who violate professional boundaries must be reported and safeguards are in place to ensure your protection. Retaliation of any kind for reporting allegations of staff misconduct or sexual abuse is strictly prohibited.

It is the expectation of the agency and its leadership that our staff at every level treat inmates with respect and dignity, and we ask the same of you. When we all work together, there are better outcomes for you when you return home to your children, families, and loved ones.

If you feel you have been harassed or abused, there are multiple ways for you to report this behavior. You can tell any staff member; call to report; send an email; or write to report. Specific details for your facility are available in your A&O Handbook or on the black and yellow PREA signs in your housing unit. All allegations of sexual abuse are taken seriously and investigated. If you have questions or need help with understanding your handbook or any of this information, please reach out to a staff member.

At all BOP facilities, we have trained, professional mental health staff who can help you after an allegation of sexual abuse, and most institutions also have access to outside advocates you can contact, should you choose to work with them after an allegation. This includes access to follow-up services beyond your initial report. Your safety and wellbeing are of the utmost importance to the BOP. Please reach out to your Executive Staff or any staff member you feel comfortable asking if you have any questions. You have the right to be free of sexual abuse and harassment and we can all work together to keep you safe and healthy.

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)

INMATE VOTING RIGHTS

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

On March 7, 2021, an Executive Order on Promoting Access to Voting was issued which requires agencies to “consider ways to expand citizens’ opportunities to register to vote and to obtain information, about, and participate in, the electoral process.” As a result, voter registration for eligible individuals in federal custody will be made available. Currently, only DC, Maine, Vermont, and Puerto Rico allow incarcerated individuals to vote; however, the Executive Order requires the Bureau of Prisons to educate inmates on voting rights for all states. ☐ Materials are provided to notify individuals releasing from federal custody of any restrictions on their ability to vote under the laws of the state in which they plan to reside and if restrictions do exist, the individual’s rights may be restored under applicable State law. ☐ All voters must possess some form of identification in order to vote. Therefore, obtaining a valid identification is extremely important. Any valid identification you have at home, can be mailed to your Unit Team and placed in your Central File. During your initial classification, you should obtain the appropriate information from members of your Unit Team to request the applicable forms to apply for your identification.

- District of Columbia: You must have a 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 is posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to hallway house 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.

☐ Below is state specific material for DC, Maine, Vermont, and Puerto Rico.

- In DC, you must have a 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. DC passed the Restore the Vote Amendment Act on April 27, 2021, which allows DC’s incarcerated citizens to vote. Those from DC who wish to vote in DC (local) and/or national elections must properly register to vote with the DC Board of Elections. If you were registered to vote before the beginning of your sentence and prior to the passage of this Act, you will need to complete a new voter registration application, because you were automatically removed from DC’s list of eligible voters after sentencing. You MUST include your register number as part of your current mailing address. Once registered, you will receive an absentee ballot for all DC and national elections. You will not need to request an absentee ballot. Lastly, an added benefit of registering to vote is that you will receive a voter registration card. The card can be used as a secondary form of ID on employment verification forms and possibly in other circumstances.

- In 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.” In other words, you must intend to return to that address and you will need to attest to that on the forms.

- In Vermont, inmates vote by absentee ballot by using their last known address in Vermont.

- In Puerto Rico, if you lived there at the time of your sentence, you may register and vote in Puerto Rico during your incarceration. Absentee voting must be requested for each vote by request of the Elector, on or before 45 days prior to the day of voting at the polling stations. A voter confined in a penal institution has the right to vote through the early voting procedure. An early vote must be requested for each vote by request of the voter, on or before 50 days prior to the day of voting at the polling stations.

☐ The BOP received voting materials for DC, Maine, Vermont and Puerto Rico and their registration and absentee voting material have been posted onto TRULINCS. This and other material is also available in the Resource Libraries and housing unit bulletin boards and will be updated on an as needed basis.

☐ If the mail is addressed with a name and Register Number AND the name is not the inmate’s committed name, but IS a known alias, we will provide him/her the mail. However, if the name on the letter does not match a known alias of the inmate, it will not be delivered. Known aliases (from the street) are documented in the PSR.

☐ Prior to release or transfer to community placement (Residential Reentry Center, Home Confinement or Federal Location Monitoring), you will receive additional information from Bureau staff. This may occur through a variety of reentry focused experiences and formats, including but not limited to the Release Preparation or Release Orientation Program, and/or individual or

group counseling. Similarly, the delivery of this information may be done by Bureau staff, volunteers or other relevant community stakeholders with specific knowledge in voter rights.

Pretrial Inmates

Pre-trial incarceration does not affect your voting rights. This means whatever your voting status was prior to entering BOP custody does not change unless and until you are convicted.

Inmates With Disabilities

☐ Individuals living with disabilities in BOP custody are provided accommodations to assist them in completing and participating in the registration and voting process. These accommodations are individualized to meet the inmate's specific need(s) and may include assistance from staff, extra time to complete the process, assistance in filling out registration forms, etc.

Registering to Vote or Requesting Absentee Ballot

If you have questions regarding how to register to vote or to request an absentee ballot, contact the Reentry Affairs Coordinator (RAC) or your unit team.

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, Puerto Rico, 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.

For detailed information, see the attached tables.

Table One: Restoration of Voting Rights After Felony Convictions

Never Lose Right to Vote
 District of Columbia
 Maine
 Puerto Rico
 Vermont

Lost Only While Incarcerated | Automatic Restoration After Release

California
 Colorado
 Connecticut
 Hawaii
 Illinois
 Indiana
 Maryland(2)
 Massachusetts
 Michigan
 Montana
 Nevada

New Hampshire
 New Jersey
 New York
 North Dakota
 Ohio
 Oregon
 Pennsylvania
 Rhode Island
 Utah
 Washington

Lost Until Completion of Sentence (Parole and/or Probation) | Automatic Restoration After

Alaska
 Arkansas
 Georgia
 Idaho
 Kansas
 Louisiana
 Minnesota
 Missouri
 New Mexico
 North Carolina
 Oklahoma
 South Carolina
 South Dakota
 Texas
 West Virginia
 Wisconsin

Lost Until Completion of Sentence | In Some States a Post-Sentencing Waiting Period | Additional Action Required for Restoration
 (1)

Alabama
 Arizona
 Delaware
 Florida (3)
 Iowa
 Kentucky
 Mississippi
 Nebraska
 Tennessee
 Virginia
 Wyoming

(1) Details on the process for restoration of rights is included in Table 2 below.

(2) In Maryland, convictions for buying or selling votes can only be restored through pardon.

(3) An initiated constitutional amendment in 2018 restored the right to vote for those with prior felony convictions, except those convicted of murder or a felony sexual offense, who must still petition the governor for restoration of voting rights on a case by case basis. In July 2019, SB 7066 was signed by the governor of Florida which defined "completion of sentence" to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.

Table Two: Details on Policies for Restoration of Rights State Details on Policies for Restoration of Rights Alabama

The Alabama Constitution states that "No person convicted of a felony involving moral turpitude, or who is mentally incompetent, shall be qualified to vote until restoration of civil and political rights or removal of disability" (Ala. Const. Art. VIII, § 177). Before 2017 there was no comprehensive list of felonies that involve moral turpitude which would disqualify a person from voting. In 2017, HB 282 defined which crimes fit this category (Ala. Code § 17-3-30.1). Arizona A conviction for a felony suspends the rights of the person to vote (A.R.S. § 13-904) unless they have been restored to civil rights (Ariz. Const. Art. 7 § 2). First-time offenders have rights restored upon completion of probation and payment of any fine or restitution (A.R.S. § 13-912). A person who has been convicted of two or more felonies may have civil rights restored by the judge who discharges him at the end of the term of probation or by applying to the court for restoration of rights (A.R.S. § 13-905). Delaware People who are convicted of disqualifying felonies (murder, bribery, sexual offenses) are permanently disenfranchised. Those disqualified as a voter because of another type of felony

shall have the disqualification removed upon being pardoned or after the expiration of the sentence, whichever comes first (Del. Const., Art. 5, § 2). In 2013 (HB 10) Delaware removed its five-year waiting period, allowing those convicted of non-disqualifying offenses to vote upon completion of sentence and supervision. Florida Felons must have completed all terms of sentence, which includes probation and parole, and must pay any outstanding fines or fees before they can get their voting rights restored (Flor. Stat. §98.0751). Iowa A person convicted of any infamous crime shall not be entitled to the privilege of an elector (Iowa Const. Art. 2, § 5). In 2016 the Iowa Supreme

State Details on Policies for Restoration of Rights Court upheld the ban on felon voting, finding that all felonies are “infamous crimes” resulting in permanent disenfranchisement (Griffin v. Pate, 2016). The ability of the governor to restore voting rights to persons convicted of infamous crimes through pardoning power was upheld in *State v. Richardson*, 2017. In 2005 Governor Tom Vilsack restored voting rights to individuals with former felony convictions via executive order. Governor Terry Branstad reversed this executive order in 2011. Kentucky “Persons convicted of treason, or felony, or bribery in an election, or of such high misdemeanor as the General Assembly may declare shall operate as an exclusion from the right of suffrage, but persons hereby excluded may be restored to their civil rights by executive pardon” (KY Const. § 145). Governor Steve Beshear restored voting rights to individuals with former non-violent felony convictions via executive order in 2015. Governor Matt Bevin reversed this executive order shortly after taking office in 2015. The Department of Corrections is required to promulgate administrative regulations for restoration of civil rights to eligible felony offenders (KRS §196.045). Mississippi “A person convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy is no longer considered a qualified elector” (Miss. Const. Art. 12, § 241). If an individual hasn’t committed one of these offenses, rights are automatically restored. If an individual has been convicted of one of these, he or she can still receive a pardon from the governor to restore voting rights (Miss. Code Ann. § 47-7-41) or by a two-thirds vote of both houses of the legislature (Miss. Const. Art. 12, § 253). Nebraska In felony cases, there is a two-year waiting period after completion of probation for the restoration of voting rights (Neb. Rev. St. § 29-2264). Tennessee The Tennessee Constitution denies the right to vote persons convicted of an infamous crime (Tenn. Const. Art. 1, § 5). Any felony is considered an “infamous crime” and disqualifies a person from exercising the right of suffrage (T.C.A. § 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. § 40-29-101, § 2-19-143). Proof of restoration is needed in order to register to vote (T.C.A. § 2-2-139). Virginia No person who has been convicted of a felony shall be qualified to vote unless his civil rights have been restored by the Governor or other appropriate authority (VA Const. Art. 2, § 1). The Department of Corrections is required to provide persons convicted of felonies with information regarding voting rights restoration, and assist with the process established

State Details on Policies for Restoration of Rights by the governor for the review of applications (VA Code Ann. § 53.1-231.1 et seq.). Individuals with felony convictions may petition the courts in an attempt to restore their voting rights (VA Code Ann. § 53.1-231.2). In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22, 2016. The Virginia Supreme Court subsequently ruled that rights restoration needs to take place on an individual basis, rather than en masse. Wyoming A person convicted of a felony is not a qualified elector unless his rights are restored (W.S. § 6-10-106). For persons convicted of nonviolent felonies or a first-time offender, rights are restored automatically (W.S. § 7-13-105). Persons who do not meet the above qualifications must be pardoned (W.S. § 6-10-106).

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)

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

Items authorized in "Manual on Inmate Beliefs and Practices" and "Transferrable Religious Property," posted on Chaplaincy Services Branch Sallyport page.

APPROVED MEDICAL DEVICES

Non-perishable commissary

INMATE VOTING RIGHTS

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

□ **District of Columbia:** You must have a 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 is posted on TRULINCS. This and other material is also available in the Reentry Resource Library.

Prior to release or transfer to hallway house 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.

Pretrial Inmates

Pre-trial incarceration does not affect your voting rights. This means whatever your voting status was prior to entering BOP custody does not change unless and until you are convicted.

Registering to Vote or Requesting Absentee Ballot

If you have questions regarding how to register to vote or to request an absentee ballot, contact the Reentry Affairs Coordinator (RAC) or your unit team.

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.

For detailed information, see the attached tables.

Table One: Restoration of Voting Rights After Felony Convictions

Never Lose Right to Vote

District of Columbia

Maine

Vermont

Lost Only While Incarcerated | Automatic Restoration After Release

California

Colorado

Connecticut

Hawaii

Illinois

Indiana

Maryland(2)

Massachusetts

Michigan

Montana

Nevada

New Hampshire

New Jersey

New York

North Dakota

Ohio

Oregon

Pennsylvania

Rhode Island

Utah

Washington

Lost Until Completion of Sentence (Parole and/or Probation) | Automatic Restoration After

Alaska

Arkansas

Georgia

Idaho

Kansas

Louisiana

Minnesota

Missouri

New Mexico

North Carolina

Oklahoma

South Carolina

South Dakota

Texas

West Virginia

Wisconsin

Lost Until Completion of Sentence | In Some States a Post-Sentencing Waiting Period | Additional Action Required for Restoration (1)

Alabama
 Arizona
 Delaware
 Florida (3)
 Iowa
 Kentucky
 Mississippi
 Nebraska
 Tennessee
 Virginia
 Wyoming

(1) Details on the process for restoration of rights is included in Table 2 below.

(2) In Maryland, convictions for buying or selling votes can only be restored through pardon.

(3) An initiated constitutional amendment in 2018 restored the right to vote for those with prior felony convictions, except those convicted of murder or a felony sexual offense, who must still petition the governor for restoration of voting rights on a case by case basis. In July 2019, SB 7066 was signed by the governor of Florida which defined “completion of sentence” to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.

Table Two: Details on Policies for Restoration of Rights State Details on Policies for Restoration of Rights Alabama The Alabama Constitution states that "No person convicted of a felony involving moral turpitude, or who is mentally incompetent, shall be qualified to vote until restoration of civil and political rights or removal of disability" (Ala. Const. Art. VIII, § 177). Before 2017 there was no comprehensive list of felonies that involve moral turpitude which would disqualify a person from voting. In 2017, HB 282 defined which crimes fit this category (Ala. Code § 17-3-30.1). Arizona A conviction for a felony suspends the rights of the person to vote (A.R.S. § 13-904) unless they have been restored to civil rights (Ariz. Const. Art. 7 § 2). First-time offenders have rights restored upon completion of probation and payment of any fine or restitution (A.R.S. § 13-912). A person who has been convicted of two or more felonies may have civil rights restored by the judge who discharges him at the end of the term of probation or by applying to the court for restoration of rights (A.R.S. § 13-905). Delaware People who are convicted of disqualifying felonies (murder, bribery, sexual offenses) are permanently disenfranchised. Those disqualified as a voter because of another type of felony shall have the disqualification removed upon being pardoned or after the expiration of the sentence, whichever comes first (Del. Const., Art. 5, § 2). In 2013 (HB 10) Delaware removed its five-year waiting period, allowing those convicted of non-disqualifying offenses to vote upon completion of sentence and supervision. Florida Felons must have completed all terms of sentence, which includes probation and parole, and must pay any outstanding fines or fees before they can get their voting rights restored (Flor. Stat. §98.0751). Iowa A person convicted of any infamous crime shall not be entitled to the privilege of an elector (Iowa Const. Art. 2, § 5). In 2016 the Iowa Supreme State Details on Policies for Restoration of Rights Court upheld the ban on felon voting, finding that all felonies are “infamous crimes” resulting in permanent disenfranchisement (Griffin v. Pate, 2016). The ability of the governor to restore voting rights to persons convicted of infamous crimes through pardoning power was upheld in State v. Richardson, 2017. In 2005 Governor Tom Vilsack restored voting rights to individuals with former felony convictions via executive order. Governor Terry Branstad reversed this executive order in 2011. Kentucky “Persons convicted of treason, or felony, or bribery in an election, or of such high misdemeanor as the General Assembly may declare shall operate as an exclusion from the right of suffrage, but persons hereby excluded may be restored to their civil rights by executive pardon” (KY Const. § 145). Governor Steve Beshear restored voting rights to individuals with former non-violent felony convictions via executive order in 2015. Governor Matt Bevin reversed this executive order shortly after taking office in 2015. The Department of Corrections is required to promulgate administrative regulations for restoration of civil rights to eligible felony offenders (KRS §196.045). Mississippi “A person convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy is no longer considered a qualified elector” (Miss. Const. Art. 12, § 241). If an individual hasn’t committed one of these offenses, rights are automatically restored. If an individual has been convicted of one of these, he or she can still receive a pardon from the governor to restore voting rights (Miss. Code Ann. § 47-7-41) or by a two-thirds vote of both houses of the legislature (Miss. Const. Art. 12, § 253). Nebraska In felony cases, there is a two-year waiting period after completion of probation for the restoration of voting rights (Neb. Rev. St. § 29-2264). Tennessee The Tennessee Constitution denies the right to vote persons convicted of an infamous crime (Tenn. Const. Art. 1, § 5). Any felony is considered an “infamous crime” and disqualifies a person from exercising the right of suffrage (T.C.A. § 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. § 40-29-101, § 2-19-143). Proof of restoration is needed in order to register to vote (T.C.A. § 2-2-139). Virginia No person who has been convicted of a felony shall be qualified to vote unless his civil rights have been restored by the Governor or other appropriate authority (VA Const. Art. 2, § 1). The Department of Corrections is required to provide persons convicted of felonies with information regarding voting rights restoration, and assist with the process established State Details on Policies for Restoration of Rights by the governor for the review of applications (VA Code Ann. § 53.1-231.1 et seq.). Individuals with felony convictions may petition the courts in an attempt to restore their voting rights (VA Code Ann. § 53.1-231.2). In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22, 2016. The

Virginia Supreme Court subsequently ruled that rights restoration needs to take place on an individual basis, rather than en masse. Wyoming A person convicted of a felony is not a qualified elector unless his rights are restored (W.S. § 6-10-106). For persons convicted of nonviolent felonies or a first-time offender, rights are restored automatically (W.S. § 7-13-105). Persons who do not meet the above qualifications must be pardoned (W.S. § 6-10-106).