

## ***Inmate Information Handbook***

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### ***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.

### **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.

For the first week or two of an inmate's stay at an institution, the inmate will normally be assigned to 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 and assigned to a new housing unit.

#### **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 or more Case Managers, two or more Counselors 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 9:00 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 Management

**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).

**Case Manager:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment.

He/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. 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 are jointly supervised by the Unit Manager and the Captain (the Chief Correctional Supervisor) during his/her unit assignment.

**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.

**Attorney Telephone Calls:** To make an unmonitored legal telephone call you must submit an Inmate Request to Staff form to the Unit Team for approval. 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. If approved, Unit staff will make provisions for you to make an unmonitored legal telephone call.

**Attorney Visit:** Attorneys should 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.

**Consular Visits:** 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.

**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**

In most institutions, there is a unit staff member available each day of the week and most evenings until 9:00 p.m. The unit bulletin boards contain written communication of interest to inmates. Unit Managers may utilize Town Hall meetings at his/her discretion to foster improved communication.

### **Program Reviews**

Program reviews will be held every 90 to 180 days. These are held by the Unit Teams to review programs, work assignments, transfers, custody, institutional adjustment, etc. 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.

### **Treaty Transfers for Non-U.S. Inmates**

Inmates who are not U.S. citizens may be eligible to serve the remainder of their sentence in their home country. This may be possible for inmates whose country has a formal prisoner exchange treaty with the United States. The Unit Team is the source of information about these transfers.

## **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.

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/washed once a week. A schedule will be posted in each housing unit.

**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 be purchased in the institution commissary. 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:** Inmates may only possess personal clothing that is white or gray in color or government-issued clothing items. The commissary will only sell gray and white clothing. 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 individual locker. 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. Individual washcloth and towels are issued to inmates. Representative authorized footwear may include: one (1) pair of steel-toed safety shoes, one (1) pair of slippers, one (1) pair of shower shoes, and two (2) pair of tennis shoes.

**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 locker.

**Hobbycraft Materials:** Approved hobbycraft 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 hobbycraft 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 books, newspapers and magazines that can be stored in the locker provided in each room. Nothing is to be tacked, stapled, or taped to any surface except to bulletin boards.

**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.

**Radios and Watches:** An inmate may not own or possess more than one (1) approved radio and/or watch at any one time. Proof of ownership, through appropriate property receipts and unaltered etchings, 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. Radios and watches will be inscribed with the inmate's register number.

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, watch, sneakers or Commissary items.

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

**Quarter Rules:** Unit Officers and Correctional Counselors inspect rooms daily and publish individual ratings of appearance.

Typical rules would include items such as:

Pictures can be posted on the bulletin boards provided for this purpose. Nude pictures, persons in scantily clad attire, gang photos, etc., on display will be confiscated. No items are to be taped or posted on the walls.

If the room is not acceptable, corrective action including incident reports can be expected.

Unit meal rotation is based on a weekly rotation.

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

Doors and Windows will not be covered by inmates.

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. - 9:45 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. Four (4) inmates, including the cell occupant(s), are allowed in a room except during counts.

Removal of food from the dining room is not permitted.

Steel-toed 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 work.

### **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. 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.
- ▶ Longjohns 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.

#### **Clothing Exchange & Laundry**

All issued clothing, linen, towels, etc., are exchanged on a one-for-one basis at the Clothing Issue. The schedules for exchange are posted on unit bulletin boards.

Inmates will launder their personal items in washers/dryers located in the housing unit.

## **Barber Shop**

All inmates have access to barbering services. 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. - 3:30 p.m.

5:30 p.m. - 8:15 p.m.

#### Saturdays & Holidays

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

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

5:30 p.m. - 8:15 p.m.

To utilize the Barber Shop you must obtain a Barber Shop pass from the Unit Officer. Any inmate found in the Barber Shop without an authorized Barber Shop pass 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.

## **Commissary**

Inmate funds are maintained in a trust fund for Commissary purchases, family support, or other approved purposes. A point-of-sale computerized commissary withdrawal system is utilized.

The Commissary access time for inmates in each unit is scheduled on a rotating basis. The schedule is posted in the unit and on the Commissary item sheet. It is the inmate's responsibility to know the amount of money available in his Commissary account.

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

## **Spending Limitations**

Inmates are permitted to spend up to a specific dollar amount each month for regular purchases, and an additional amount for special purchase items. Once a month, each inmate's account is "validated", that is, the spending period begins with validation. Validation dates are spaced out using a system linked to inmate register numbers; this spreads spending activity evenly throughout each month.

## **Deposits to Accounts**

Deposits to your trust fund account can be made in two ways. All monies (cashier's check, money orders, cash) 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. (See attached sample Western Union form.) 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, 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.

### **Commissary Fund Withdrawals**

A form is utilized by the institution for the withdrawal of inmate funds from Commissary accounts. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents and other family members, or for the purchase of flowers, payment of telegraph and postage costs, etc.

Only the Associate Warden(P) can approve inmate contributions to recognized charities and withdrawals exceeding \$250.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education/Unit Manager.

### **Pre-Release 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 is not an interest bearing savings option. Requests to participate in this program must be received in writing via the standard Inmate Request to Staff Form (Attention: Inmate Accounts). Once this plan is established, it will transfer with the inmate's account upon transfer. Requests in writing must include the total amount (target amount) to be saved, the income categories that the inmate wants funds to be deducted from (such as payroll, outside sources of income, or both), and the percentage of income desired to be applied toward the Pre-release Plan goal. Outstanding debts will be considered by the system prior to funds being held for this savings program. Requests to stop future encumbrances (holds) and participation in the plan must be submitted in writing as well. Furthermore, if an inmate desires to transfer funds in one lump sum amount to or from their available balance to their pre-release balance then such requests must be initiated in writing as well. Upon release, funds encumbered will be released. Once again at that time debt collection procedures are still applicable.

## **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 10:00 p.m. Additionally, a 10:30 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 9:45 p.m in preparation for the 10:00 p.m. count. There will be no television viewing after 10:00 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 on the unit bulletin boards after 4:00 p.m., 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. If an inmate is in need of routine medical attention, he ordinarily will have to go to Health Services, Monday, Tuesday, Thursday or Friday, between the hours of 7:30 a.m. and 6:30 p.m., and sign up for sick call. 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**

During the regular work day (7:30 a.m. to 4:00 p.m.) inmates must have a pass to enter the gymnasium. Inmates receive a recreation pass from the Unit Officer. It is the responsibility of the inmate to return the pass to the unit officer when they return to the unit at the completion of the work day.

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.

Passes for the Barber Shop are distributed by the Unit Officer. Inmates are to sign up for the Barber Shop with the Unit Officer. It is the responsibility of the inmate to return the Barber Shop pass to the Unit Officer immediately after having their hair cut.

## **Controlled Movement**

During non-working hours, movement throughout the institution may be regulated by a procedure called controlled movement. The purpose of controlled movement is to ensure that the movement of inmates is orderly when the Pass System is not in effect.

Controlled movements will begin generally on the half hour and will end at ten(10) minutes after the half hour.

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.

## **Compound Procedures**

- Inmates are to walk on side walks 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 may only gather at the bochi-ball or horse shoe courts if they are actively participating in the game, or observing a game in play.
- 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**

Contraband is defined as any item not authorized or issued by the institution, received through approved channels, or purchased through the Commissary. 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.

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. Altering or damaging government property is subject to disciplinary action.

**Shakedowns**

Any staff member may search an inmate's room/work area to ensure contraband is not present. An inmate will not be present during a shakedown of his room. The property and living area will be left in the same general condition as found and these shakedowns will be unannounced and random.

**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.

**Programs and Services****Work Assignments**

All inmates 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 approve 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 earnings fund other inmate programs, as well as pre-industrial training to prepare inmates for employment.

### **Food Service**

Inmates are provided nutritious, appealing meals in all Bureau institutions. Self-service meal operations for general population inmates may include features such as salad bars and special diet programs. Specific approval procedures for special diets vary from institution to institution, and Food Service can explain them.

Inmates housed in special housing units and Bureau Health Service facilities also receive a balanced, nutritious diet. Except for any approved special diets, inmates in these units receive the same diet as inmates in the general population, although portions and manner of service may vary.

Inmates will not be allowed to bring containers into the food service area or take food items from the area, except one piece of fruit during the morning meal.

## **Education Programs**

### **English as a Second Language (ESL)**

This course is designed for non-English speaking persons who wish to learn or improve their ability to understand, speak, read and/or write basic English. The first objective of the program is to teach basic vocabulary and conversational skills, ESL I. As the student progresses, the vocabulary is expanded and written English is added to the curriculum, ESL II. This program will have beginning, and advanced levels. The beginning program is mandatory for those scoring less than 225 on the CASAS test.

### **Literacy**

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. Further, 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. 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 five GED test areas: Writing, Mathematics, Literature and Arts, Science, and Social Studies. Workbooks are available to the students.

### **Vocational Training**

Vocational Training (VT) in Computer Word Processing and Computer Assisted Drafting is provided for inmates who want to acquire marketable job skills. Upon completion, the inmate will be prepared with a theoretical knowledge of entry level position in the field of study and a general knowledge of related career options.

Inmates sentenced under the Violent Crime Control and Law Enforcement Act and Prison Litigation Reform Act 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.

### **Certification**

At present, certification exists for the VT in Computer Word Processing and Computer Assisted Drafting.

### **Libraries**

This facility operates a Law Library and a Leisure Library. 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 Library Research Center for inmate legal work. Inmates provide the material to utilize the electric typewriters.

### **Recreation, Leisure and Social Programs**

Leisure activities and recreation programs are supervised by the Recreation Department. These programs help inmates develop an individual wellness concept. Programs include indoor and outdoor activities and range from individualized arts and crafts programs to intramural team sports such as softball, basketball, and volleyball. Physical fitness and weight reduction programs are also important activities for inmates and contribute to mental health, good interpersonal relations, and stress reduction. In addition, inmates can learn to use their free time constructively.

### **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.

### **Self-Improvement Programs**

The Education Department is responsible for educational testing, academic training, social education, vocational training, the leisure library and Law Library. Education hours are as follows:

Monday -Friday	7:45 a.m. - 3:30 p.m. 5:30 p.m. - 8:30 p.m.
Saturday	7:30 a.m. - 3:30 p.m.

### **Testing**

Each inmate that does not have a GED or High School diploma will be required to take a standardized achievement test; a score of 12.0 that is not more than two (2) years old will be accepted if the inmate is transferred from another institution. If the inmate scores less than an eighth grade level on the test, he will be required to take Adult Basic Education (ABE) until his educational level is raised to at least the eighth grade level. However, if the inmate has not reached an eighth grade level after participation in the class for one 240 hour period, the inmate may choose either to continue in the program or drop out, unless otherwise mandated by statute.

### **Pre-Release Programming-Employment and Personal Finance Skills**

The Employment and Personal Finance Skills portion of the Pre-Release Program is designed to assist inmates in preparing to obtain employment upon release. The Career Resource Center, located in the Education Department is open Tuesday and Thursday from 1:30 pm to 3:30 p.m. Inmates are provided instruction on developing plans for job search. The Career Resource Center offers classes and informational seminars concerning resume, writing, job search skills and personal finance.

## **Hobbycrafts**

Hobbycraft programs vary from institution to institution. They typically include activities such as painting, leather working, art and ceramics. Completed projects that are authorized by the Recreation Department shall be mailed home. Inmates are not allowed to have completed projects in their rooms.

## **Counseling Activities**

There are many alternatives for inmates who have personal problems, and desire to correct them. These options include Alcoholics Anonymous, Narcotics Anonymous, Anger Management, the Parenting Program and other voluntary and self help groups. In addition, institutions have professional staff as resources 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 are available for informal counseling sessions and they conduct formal group counseling activities.

## **Psychology and Psychiatry Programs**

All inmates will be screened by Psychology Services staff during the institution's Admission and Orientation (A&O) Program. Screening may include an individual interview. 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.

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

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

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

## **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.

### **Marriages**

If an inmate wishes to be married while incarcerated, the Warden may authorize him to do so, under certain conditions. All expenses of the marriage will be paid by the inmate. Government funds may not be used for marriage expenses.

If an inmate requests permission to marry, he must:

- Have a letter from the intended spouse which verifies her intention to marry.
- Be mentally competent.

The Chaplains are available to discuss with the inmate and fiancé the issue and other criteria of marriage while incarcerated.

### **Suicide Prevention**

It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, and experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. Staff are trained to monitor inmates for signs of suicidality, and are trained to refer all concerns to the Psychology Department. However, staff do not always see what inmates see. If you are personally experiencing any of the problems noted above, or you or another inmate are showing signs of depression (sadness, tearfulness, lack of enjoyment in usual activities), withdrawal (staying away from others, reducing phone calls and/or visits), or hopelessness (giving away possessions, stating that "there is nothing to live for"), Please alert a staff member right away. Your input can save a life.

### **Religious Programs**

The institution offers a wide range of religious services for inmates. The institution Chaplains provide pastoral care and supervision of these services. 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.

The following is a list of the upcoming Religious Holidays and Banquets for 2009. 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. Below are the holiday and banquet dates:

<u>RELIGIOUS HOLY DAYS</u>	<u>REQUEST DEADLINE</u>
<b>BAHAI:</b>	
Martyrdom of Bab	07/09/09
	06/07/09
<b>BUDDHISM:</b>	
Parinirvana Day	02/15/09
Buddha Day	04/08/09
Bodhi Day	12/08/09
	01/16/09
	03/08/09
	11/07/09
<b>BUDDHIST INMATES MAY SELECT EITHER THE THREE ABOVE LISTED DATES OR WESAK DAY, BUT NOT ALL FOUR.</b>	
Wesak	05/09/09
	04/11/09
<b>CHRISTIANITY</b>	
Good Friday	04/10/09
Easter	04/12/09
Christmas	12/25/09
	03/13/09
	03/15/09
	11/29/09
<b>ROMAN CATHOLIC:</b> Christians also observe these additional Holidays:	
Octave of Christmas	1/1/09
Ascension Thursday	05/21/09
All Saints' Day	11/01/09
Immaculate Conception	12/08/09
	04/21/09
	10/04/09
	11/08/09
<b>HINDUISM:</b>	
Dussehra	09/28/09
Diwali	10/17/09
	08/31/09
	09/26/09
<b>ISLAM:</b> ( Dates are subject to lunar sightings)	
Eid-ul-Fitr	09/21/09
Eid-ul-Adha	11/28/09
	08/20/09
	10/29/09
<b>JUDAISM:</b>	
Passover 1 <sup>st</sup> Day	04/09/09
Passover 2 <sup>nd</sup> Day	04/10/09
Passover 7 <sup>th</sup> Day	04/15/09
Passover 8 <sup>th</sup> Day	04/16/09
Shavuot 1 <sup>st</sup> Day	05/29/09
Shavuot 2 <sup>nd</sup> Day	05/30/09
Rosh Hashanah 1 <sup>st</sup> Day	09/19/09
Rosh Hashanah 2 <sup>nd</sup> Day	10/20/09
Yom Kippur	10/28/09
	03/10/09***
	03/11/09
	04/16/09
	03/17/09
	04/29/09
	04/30/09
	08/18/09
	09/19/09
	09/28/09

\*\*\* DATES NOT FLEXIBLE/SET WITHIN FAITH

Sukkot 1 <sup>st</sup> Day	10/03/09	09/03/09
Sukkot 2 <sup>nd</sup> Day	10/04/09	09/04/09
Sukkot 8 <sup>th</sup> Day	10/10/09	09/10/09
Sukkot 9 <sup>th</sup> Day	10/11/09	09/11/09

**MOORISH SCIENCE TEMPLE OF AMERICA:**

Noble Drew Ali's Birthday	01/08/09	12/09/08
Moorish New Year	01/15/09	12/17/08

**NATION OF ISLAM:**

Savior's Day	02/26/09	01/26/09
Savior's Day	01/15/09	02/13/09
Holy Day of Atonement	10/16/09	09/15/09

**NATIVE AMERICAN:**

American Indian Days	09/24-25/09	08/23/09
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**RASTAFARIANISM:**

Birthday of Haile Selassie	07/23/09	06/23/09
Rastafarian New Year	09/11/09	08/09/09
Crowning of Haile Selassie	11/02/09	10/04/09

**SIKHISM:**

Vaisakhi New Year	04/14/09	03/15/09
Founder's Birthday	11/24/09	10/26/09
Guru Nanak		

**RELIGIOUS CEREMONIAL MEALS**

**REQUEST DEADLINE**

**MOORISH SCIENCE:**

Prophet's Birthday	01/10/09	12/11/09
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**BUDDHIST:**

Parinirvana	01/24/09	12/26/08
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**NATION OF ISLAM:**

Savior's Day	02/28/09	01/28/09
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**CATHOLIC:**

Resurrection of Jesus	04/18/09	03/19/09
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**HINDU/SIKH:**

Vaisakhi	04/18/09	03/17/09
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<b>JEWISH:</b>		
Passover	04/09 & 10/09**	03/11/09
<b>SABBATARIAN:</b>		
Passover	04/09 & 10/09**	03/11/09
<b>PROTESTANT:</b>		
Pentecost	05/30/09	05/01/09
<b>RASTAFARIAN:</b>		
Haile Selassie Birthday	07/25/09	06/24/09
<b>NATIVE AMERICAN:</b>		
	09/26/09	08/28/09
<b>MUSLIM:</b>		
Eid-al-Fitr	09/26/09	08/28/09
<b>SANTERIA:</b>		
Orisha Chango	12/26/09	11/07/09
<b>ODINIST/ASATRU:</b>		
Feast of Yule	12/21/09	11/22/09

\*\* Indicates you will be given work proscription ONLY if requested by this date. You had to request by 2/10/2009 to receive the Passover meals, unless you are new to the compound.

#### **Inmate Financial Responsibility Program**

Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau 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, judgements in favor of the U.S., other debts owed the federal government, and other court-ordered obligations (e.g., child support, alimony, other judgements).

The inmate is responsible for making all payments required, either from earnings within the institution, or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet his obligations, he cannot work for UNICOR nor receive performance pay above the maintenance pay level.

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

#### **Medical Services**

The overall Bureau health care delivery system includes local medical facilities, as well as the major medical facilities.

Locally, on-site medical care is available from 6:00 a.m.-10:00 p.m. Medical emergencies will be transferred to local hospitals if determined necessary.

### **Primary Care Provider**

All inmates are assigned a Primary Care Provider utilizing the 4<sup>th</sup> and 5<sup>th</sup> number of the Registration Number. Inmates **will not** be permitted to change providers.

### **Sick Call**

Inmates who wish to attend sick call may do so by reporting to the Health Services Department between the hours of 6:15 a.m. until mainline closes on Monday, Tuesday, Wednesday, and Friday. Routine Sick Call is not held on Thursday, weekends and holidays.

For routine care, inmates who wish to be seen on sick call for a medical evaluation are to report to Health Services during sick call sign-up. At that time, their medical concerns will be evaluated and an appointment will be scheduled according to their medical needs.

Dental sick call is scheduled on a first come first seen basis. There are only six slots available. 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.

Inmates who become ill after the regular sick call appointment sign-up period should ask their work supervisor or unit officer to call the hospital for an appointment.

Inmates in detention or segregation are unable to sign up for this procedure. For that reason, a medical staff member tours the segregation/detention unit at least once every work shift.

### **Inmate Co-Pay**

Pursuant to the Federal Prison Health Care Co-Payment Act (FHCCA) of 2000, (P.L. 106-294, 18 U.S.C. 4048), The Federal Bureau of Prisons and USP Allenwood provide notice of the Inmate Co-Payment Program for health care, effective October 3, 2005. The Inmate Co-Payment 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.

This means that if you request to receive an examination for a situation which the medical/dental staff have determined to not be a medical emergency, or part of any clinic or BOP policy requirement, you will be subject to a \$2.00 co-pay fee. If you request an appointment and fail to report on time for this call-out you will be subject to a \$2.00 co-pay fee. Your Health Care Provider will determine if the type of appointment scheduled is subject to a co-pay fee. Questions related to this program should be directed on a Request to Staff Member form to the Assistant Health Services Administrator.

### **Indigent**

An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.

### **Advanced Directives "Living Will"**

This option is available to the inmate population by requesting an appointment with your provider.

### **Over-the-Counter (OTC) Medications**

Inmates who present on sick call with minor medical ailment or for general hygiene or cosmetic issues will be referred to the Commissary Department to purchase OTC medications. Should an inmate state that he is without funds (indigent) to purchase OTC medications, this will be verified by a Health Services staff member and the OTC medications will be provided if there is a medical need for such medications. Commissary lists will be provided to the inmates for current stock and pricing information. Inmates are instructed that if they report to Health Services 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.

### **Annual and Biannual Examination**

Routine physical examinations may be requested every two years by the inmate population under the age of 50 and every year by inmates over 50 years of age. A pre-release physical may also be requested by inmates prior to their release from the federal system.

### **Emergency Medical Treatment**

All emergencies or injuries will be given priority for treatment. Appropriate medical care will be provided by institution health services staff.

Medical coverage on evenings, weekends, and holidays is for the treatment of acute medical problems only.

### **Idle, Convalescence and Medical Assignments**

In situations where it is necessary to restrict the inmates activities 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 inmates 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.

## PHARMACY

Inmate prescriptions are dispensed daily within Health Services. Scheduled pill lines **with their institution I.D. card, (\*\*ID picture cards are mandatory for any visit to the Health Services Department\*\* )** are as follows:

### Weekdays (Monday through Friday)

6:00 - 6:45 AM

11:30 AM - 10 minutes after last call for the noon meal

3:30 - 3:40 PM

5:00 - 10 minutes after last call for evening meal

8:30 - 8:45 PM

**AM Insulin line/pill line only**

Noon pill line/prescription pick-up

Prescription pick-up

**PM Insulin line only**

**Evening pill line only**

### Weekends and Holidays

6:15 - 6:45 AM

11:30 - 12:00 PM

5:00 - 6:00 PM

8:30 - 8:45 PM

**AM Pill line and Insulin only**

Pill line/prescription pick-up

**PM Insulin line only**

**Evening pill line only**

## Medications - Pill Line

Controlled medications are dispensed at a prescribed location (the "pill line") during specified time periods. Inmates in detention or segregation are provided their medication by staff while the inmate is in his cell.

Pill Line hours are as followed:

### Weekdays (Monday through Friday)

6:00 - 6:45 AM AM Insulin line/pill line

11:30 AM - 10 minutes after last call for the noon meal

5:00 - 10 minutes after last call for evening meal

8:30 - 8:45 PM PM pill line

### Weekends and Holidays

6:15 - 6:45 AM Medication and Insulin

11:30 - 12:00 PM Medication

5:00 - 6:00 PM Medication and Insulin

8:30 - 8:45 PM Medication Only

## On-the-Job Injuries

If an inmate is injured while performing an assigned duty, he must immediately report this injury to his work supervisor. 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.

If injured while performing an assigned duty, and the inmate expects to be impaired to some degree, he may submit a claim for compensation. A medical evaluation must be included in the claim before any compensation can be considered. Inmate accident claims are to be submitted in accordance with the rules for the Inmate Accident Compensation Program (28 CFR Part 301).

### Physical Examination

All new commitments to the Bureau of Prisons are provided a physical examination within 14 days of arrival. These examinations include a dental evaluation which will be completed within 30 days of arrival. All new commitments to the institution are provided a physical examination, to include dental, within 14 days of arrival.

Inmates under the age of 50 can request a physical examination every two years. Inmates over the age of 50 can request a physical examination every year. The physical examination will include an electrocardiogram, prostate examination, stool quiac testing, and other tests deemed appropriate. Inmates being released from the institution can request a physical examination within three months of their release date.

### Health Promotion/Disease Prevention Program

The Health Services Department in conjunction with other departments within the institution, offer 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 Health Services Administrator.

### Annual Immunization/Screening

All inmates will be scheduled for the mandatory tuberculosis screening on an annual basis. If you have a documented positive result to the skin test, you will then 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 have the influenza vaccination or "flu shot" if their medical condition meets the 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.

This optional vaccination requires an inmate to submit a Request to a Staff (Cop-Out) form to the Health Services Department requesting the flu shot vaccination.

### Health Care Rights and Responsibilities

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, and you must also accept the responsibility to respect the basic human rights of your health care providers.

<b>Your Health Care RIGHTS:</b>	<b>Your Health Care RESPONSIBILITIES:</b>
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, and all support services.	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.	2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden	3. 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>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.</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 both positive and negative changes in your condition to assure timely follow-up.</p>
<p>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.</p>	<p>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.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>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.</p>	<p>12. You have the responsibility to notify medical staff that you wish to have an examination.</p>

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 ELECTRONIC MESSAGING SYSTEM (TRULINCS)**

Inmates at USP Allenwood may be approved for access to the electronic messaging system (TRULINCS).

#### **CONTACT LISTS:**

Inmates must submit a completed Inmate Agreement for Participation in TRULINCS Electronic Messaging Program form (BP-A0934.052) through unit staff (counselor) to be eligible to utilize TRULINCS. Services offered in TRULINCS are: public messaging, viewing/printing account transactions, BP-199 withdrawals, list management for phone, email and postal addresses, electronic Law Library as well as print services. Inmates may print 10 labels per day at no charge. An inmate's contact list may have up to 100 contacts inclusive of 30 email addresses, 30 telephone numbers and 40 mailing addresses. Inmates who add attorney(s) on the email contact list do so with the understanding that all messages sent via TRULINCS are subject to monitoring.

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

#### **ACCESS:**

Access to TRULINCS is provided by terminals located in their housing unit and 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. **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 and their TRUFACS account is immediately deducted. Each TRU-Unit is charged at \$.05 to the account. Inmates may also check their account balances for inmate accounts, TRUFONE, and TRULINCS.

**RESTRICTIONS:**

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

**MISCELLANEOUS INFORMATION:**

Each inmate will be required to key their register number, PAC number, and TRUFACS pin number to enter the system.

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

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

**ELECTRONIC LAW LIBRARY:**

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

**PRINT SERVICES:**

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

**INMATE SYSTEMS MANAGEMENT DEPARTMENT**

There is 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. 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.

**Mailroom**

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.

Outgoing mail is processed Monday through Friday, excluding weekends and holidays. 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.

Inmates must assume responsibility for the content of their letters. Correspondence containing threats, extortion, criminal acts, etc., may result in prosecution for violation of federal laws or result in disciplinary action.

All outgoing mail must include your committed name, register number, and return address of this institution 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

All correspondence will 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 surplusage 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.

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.

### **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. For additional information in reference to the qualification and definitions of Special/Legal mail, see Bureau of Prisons Program Statement, 5265.11, Correspondence.

Outgoing Special/Legal Mail will be collected by a designated staff member Monday through Friday (holiday excluded) during the noon meal in the institution dining room. 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 5800.10 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. You should see your Unit Manager in the absence of your assigned Correctional Counselor.

## **Incoming Publications**

USP Allenwood 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 receive hardcover publications and newspapers only from the publisher, from a book club, or from a bookstore.

An inmate may receive soft cover publications (for example, paperback books, newspaper clippings, magazines and other similar items) only from the publisher, from a book club, or from 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:

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

## **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**

As stated earlier, the Warden may reject correspondence sent by or to an inmate if it is determined to be detrimental to the security, good order, or discipline of the institution.

The Warden will give written notice to the sender concerning the rejection of mail and the reason(s) for rejection. The sender of the rejected correspondence may appeal the rejection. The inmate will also be notified of the rejection of correspondence and the reason(s) for it. The inmate also has the right to appeal the rejection. Rejected correspondence ordinarily will be returned to the sender.

## **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 that containing 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 Bureau of Prisons Program Statement 5580.07, Inmate Personal Property, and Institution Supplement 5580.07(B). Inmates may not give any item(s) of value to another inmate (i.e., radio, watch, sneakers and commissary items).

Authorized footwear may include:

- ° 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 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 are 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, 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.

Records Office staff are responsible for initially sending out two (2) Detainer Action Letter (DAL's) Inquiries, at 30 day intervals if no disposition is listed for an offense or charge.

If an offender is within one (1) year of release at the time of their arrival, and no inquiries were submitted, records office staff are responsible for sending out three (3) inquiries. 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.

## **Contact with the Community and Public**

### **Correspondence**

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval of a correspondence list. Outgoing mail is placed in mailboxes located in the housing units. Outgoing mail for pre-trial inmates may be sealed, in accordance with the Bureau's open correspondence privileges.

Outgoing mail at USP Allenwood will be inspected by staff, and must be unsealed when deposited in the institution mailbox. The outgoing envelope must have the inmate's name, register number, and return address in the upper left hand corner.

Inmates must assume responsibility for the content of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of federal laws or result in disciplinary action.

Inmates will not be allowed to correspond in writing or telephonically with Volunteers or Contract staff. The Volunteers or Contract personnel will not appear on any inmates approved lists.

Inmates may be placed on restricted correspondence status based on misconduct or as a matter of classification. The inmate is notified of this placement and has the opportunity to appeal.

There is no mail service at the institution on weekends and holidays.

### **Inmate Correspondence with Representatives of the News Media**

An inmate may be authorized to utilize Special Mail procedures to correspond with representatives of the news media if specified by name or title.

The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in Bureau 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 illegal activity or conduct contrary to regulations.

### **Telephones**

There are telephones in each institution for inmate use. Either the Inmate Telephone System (ITS) or collect calling can be made on these lines. A list of approved telephone numbers will be maintained. Inmates are allowed to submit one phone list (BP-505) per month. Inmates will not be allowed to place contract staff or volunteers on their approved telephone list.

Telephones are to be used for lawful purposes only. Threats, extortion, etc., may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Case Manager or Counselor to arrange an unmonitored attorney call.

It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct business. 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, ordinary 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.

Institutional phones may not be used without permission of a staff member.

## **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.

## **Location**

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. 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.

From the North: U.S. Highway 15 South (13 miles south of Williamsport)

## **Visiting**

Visiting Days: Friday, 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.

Children under the age of 16 must be accompanied by an adult, parent, or guardian. Children over the age of 16 must have a 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.

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 an inmate's visitors are approved, he will be issued a copy of the Visiting Regulations, along with the list of approved visitors. It is the inmate's 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.

### **Identification of 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.

## **Access to Legal Services**

### **Legal Correspondence**

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

### **Attorney Visits**

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, legal materials may not be transferred. Inmates are expected to handle the transfer of legal materials through the mail.

### **Attorney Phone Calls**

To make an unmonitored legal telephone call you must submit an Inmate Request to Staff form to the Unit Team for approval. 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. If approved, Unit staff will make provisions for you to make an unmonitored legal telephone call.

### **Law Library**

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, etc. In these cases, it will be necessary to contact unit staff for arrangements for a notary public.

### **Copies of Legal Materials**

In accordance with institution procedures, inmates may copy materials necessary for their research or legal matters. The institution card operated machine is available in the Library Research Center for inmate use. 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.

### **Federal Tort Claims**

The Federal Tort Claims Act (FTCA) provides a monetary remedy for money damages against the United States for injury or loss of property or 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.

Inmate may secure appropriate Administrative Tort Claim forms, identified as Standard Form 95(Claim for Damage, Injury or Death), from the institution law library, the FCC Allenwood Legal Services Department, or their Unit Team. Inmates must submit an inmate Request to Staff to obtain the SF-95. Inmates should utilize the SF-95 to file their claim(s). The same form can be utilized by inmate visitors, former inmates, attorneys, etc., by request to the FCC Legal Services Department.

### **Freedom of Information/Privacy Act of 1974**

The Privacy Act of 1974 forbids the release of information from agency records without written request by, 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 (including Program Statements and Operations Memoranda) shall be processed through the Freedom of Information Act, 5 USC 552.

### **Inmate Access to Central Files**

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 Bureau of Prisons, Attention: FOIA Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record.

The inmate must also provide his register number and date of birth for identification purposes.

A request on behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a "Privacy Act Request", if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

### **Executive Clemency**

The Bureau 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 basic 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 (a 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.

## **Problem Resolutions**

### **Inmate Requests to Staff**

The Bureau Form BP-Admin-70, commonly called a "Cop-out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-outs" may be obtained in the housing units from the Correctional Officer on duty. Staff members who receive a "Cop-out" will answer the request in a "reasonable" period of time.

### **Administrative Remedy Process**

The Bureau emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, an inmate can resolve a problem informally by contact with staff members or "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.

The first step of the Administrative Remedy Procedure is to attempt an informal resolution. If the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form. The inmate will return the completed BP-229 to the counselor, who will review the material to ensure an attempt at informal resolution was made. The deadline for completion of informal resolution and submission of a formal written Administrative Remedy Request, is 20 calendar days following the date on which the basis for the Request occurred. Institution staff will have twenty (20) calendar days to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must 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 response to the BP-229, 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-229 response. The Regional Appeal is written on a BP-230 (BP-10) Form, and must have a copy of the BP-229 Form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons. The National Appeal must be made on a BP-231 (BP-11) Form and must have copies of the BP-229 and BP-230 Forms with responses.

The BP-231 Form may be obtained from the Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional twenty (20) days with notification to the inmate.

In writing a BP-229, BP-230, or BP-231, the form should contain the following information:

Statement of Facts  
Grounds for Relief  
Relief Requested

### **Time Limits (in calendar days)**

#### Filing

BP-229: 20 days from date of incident

BP-230: 20 days from BP-9 response

BP-231: 30 days from BP-10 response

#### Response

BP-229: 20 days

BP-230: 30 days

BP-231: 40 days

#### Extensions

BP-229: 20 days

BP-230: 30 days

BP-231: 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 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.

## **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.

### **Initial Hearing**

Each inmate charged with violating a Bureau rule is entitled to an initial hearing before the UDC, ordinarily held within three work days from the time staff became aware of the inmate's involvement in the incident. This three work day period excludes the day staff became aware of the inmate's involvement in the incident, weekends and holidays. The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence in his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) work days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident, or refer it to the DHO for final disposition.

### **Discipline Hearing Officer (DHO)**

The Discipline Hearing Officer (DHO) conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the UDC. The Captain conducts periodic reviews of inmates in Disciplinary Segregation.

An inmate will be provided with advance written notice of the charges not less than 24 hours before the inmate's appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the

inmate. An inmate may submit a list of questions for the witness(s) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

### **Appeals of Disciplinary Actions**

Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. Appeals of the UDC are made to the Warden (BP-229). Appeals of the DHO are made to the Regional Director (BP-230). On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on inmate discipline.

Whether the UDC or DHO based its decisions on some facts, and if there was conflicting evidence, whether the decision was based on the greater weight of the evidence.

Whether an appropriate sanction was imposed according to the severity level of the prohibited act and other relevant circumstances.

The staff member who responds to the appeal may not be involved in the incident in any way. These staff members include UDC members, the DHO, the investigator, the reporting officer, and the staff representative.

### **Special Housing Unit Status**

There are two (2) categories of special housing. These are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. Inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population to the extent practical and specific security concerns are not compromised. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, is a new commitment pending classification, is pending investigation or a hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, is pending transfer, for protection or is finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau rules and regulations. 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 himself 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 Friday 8:00 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 a 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.

### **Release Planning**

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.

### **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 Community Corrections Program.

The Bureau's Community Corrections Branch, within the Correctional Programs Division, supervises services provided to offenders housed in contract facilities and participating in specialized programs in the community. The Community Corrections Manager (CCM) 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 CCM is responsible for developing and maintaining a variety of contract facilities and programs, working under the supervision of the appropriate Regional Administrator.

Community programs have three (3) major emphases: residential community-based programs provided by community corrections centers 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 community corrections centers 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.

### **Conclusion**

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

**CHAPTER 3**  
**INMATE RIGHTS AND RESPONSIBILITIES §541.12**

<b><u>RIGHTS</u></b>	<b><u>RESPONSIBILITIES</u></b>
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 and Institution guidelines.	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 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 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.]

Table 3 begins on page 3, Table 4 on page 13 of this Chapter.

**[(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.

TABLE 3 - PROHIBITED ACTS AND DISCIPLINARY SEVERITY SCALE  
GREATEST CATEGORY

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

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
100	Killing	109 (Not to be used)
101	Assaulting any person includes sexual assault or an armed assault on the institution's secure perimeter (a change for assaulting any person at this level is to be used only when serious physical injury has been attempted or carried out by any inmate.	110 Refusing to provide a urine sample or to take part in other drug-abuse testing  A. Recommend parole date rescission or retardation.  B. Forfeit earned statutory good time or non-vested good conduct time (up to 100%) and/or terminate or disallow extra time (an extra good time or good conduct time sanction may not be suspended)
102	Escape from escort; escape from a secure institution (low, medium, high, and administrative institutions; or escape from a minimum security level institutions <u>with</u> violence.)	B1. 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)
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)	C. Disciplinary Transfer (recommend)  D. Disciplinary segregation (up to 60 days)  E. Make monetary of a restitution
104	Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	F. Withhold statutory good time (Note - can be in addition to A through E - cannot be the only sanction executed)
105	Rioting	G. Loss of privileges (Note - can be in addition to A through E cannot be the only sanction executed)
106	Encouraging others to riot	
107	Taking hostage(s)	
108	Possession, manufacture, or introduction of a hazardous tool (tools most likely to used in an 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., hack-saw blade) to include inmate found to be in possession of a cell phone or other communication device related equipment.	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
111	Introduction of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff	Sanctions A - G
112	Use of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff	A. Recommend parole date rescission or retardation
113	Possession of any narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by medical staff	B. Forfeit earned statutory good time up to 50% or non-vested good conduct time up to 10% 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).
197	Use of the Telephone to further criminal activity	B1. 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)
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable	C. Disciplinary Transfer (recommended) D. Disciplinary Segregation (up to 30 days) E. Make monetary restitution
199	Conduct which disrupts or interferes with the severity or orderly running of the institution of the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable	
200	Escape from unescorted Community Programs and Community Programs activities and Open Institutions (minimum security level) and from outside secured institutions – <u>without</u> violence	
201	Fighting with another person	
202	(Not to be used)	
203	Threatening another with bodily harm or any other offense	
204	Extortion, blackmail, protection; Demanding or receiving	
205	Engaging in sexual activities	
206	Making sexual proposals or threats to another	
207	Wearing a disguise or a mask	

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
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	F. Withhold statutory good time G. Loss of Privileges; commissary, movies, recreation, etc. H. Change housing (quarters)
209	Adulteration of any food or drink	I. Remove from program and/or group activity
210	(Not to be used)	J. Loss of job
211	Possessing any officer's or staff clothing	K. Impound inmate's personal property
212	Engaging in, or encouraging a group demonstration	L. Confiscate contraband
213	Encouraging others to refuse to work, or to participate in a work stoppage	M. Restrict to Quarters
214	(Not to be used)	
215	Introduction of alcohol into BOP facility	
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 purposes of introducing contraband or for any other illegal or prohibited purposes	
218	Destroying, altering, or damaging government property, or the property of another person, having the value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value	
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the 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 the use of a punching bag), wrestling, or other forms of physical encounter, or military exercise or drill (except for drill authorized and conducted by staff)	

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
221	Being in an unauthorized area with a person of the opposite sex without staff permission	Sanctions A - M
222	Making, possessing, or using intoxicants	
223	Refusing to breathe into a Breathalyzer or take part in other testing for use of alcohol	
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)	
297	Use of the Telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third-party calling; third-party billing; using credit card numbers to place telephone calls; conference calling; talking in code)	
298	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable	
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the High Severity nature.</u> ) This charge is to be used only when another charge of high severity is not applicable	
300	Indecent exposure	
301	(Not to be used)	
302	Misuse of authorized medication	
303	Possession of money or currency, unless specifically authorized, or in excess of the amount authorized	<u>SANCTIONS</u> A. Recommend parole date rescission or retardation  B. Forfeit 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 time (an extra good time or good conduct time sanction may not be suspended)  B1. Disallow ordinarily between 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended)
304	Loaning of property or anything (a good conduct time sanction of value for profit or increased may not be suspended)	

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
305	Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels	C. Disciplinary transfer (recommended) D. Disciplinary segregation (up to 15 days)
306	Refusing to work, or to accept a program assignment	E. Make Mandatory restitution F. Withhold statutory good time
307	Refusing to obey an order or any staff member (May be categorized and charged in terms of greater severity, according to the nature of 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 a 201, Fighting; refusing to provide a urine sample when ordered would be charged a Code 110)	G. Loss of privileges H. Change housing (quarters) I. Remove from program and/or group activities J. Loss of job K. Impound inmate's personal property
308	Violating a condition of a furlough	L. Confiscate Contraband
309	Violating a condition of a community program	M. Restrict to quarters
310	Unexcused absence from work or any assignment	N. Extra Duty
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, or Code 200)	
315	Participating in an unauthorized meeting or gathering	
316	Being in an unauthorized area	
317	Failure to follow safety or sanitation regulations.	
318	Using any equipment or machinery which is not specifically authorized	

<b><u>CODE</u></b>	<b><u>PROHIBITED ACTS</u></b>	<b><u>SANCTIONS</u></b>
319	Using any equipment or machinery contrary to instructions or posted safety standings	Sanctions A - N
320	Failing to stand count	
321	Interfering with the taking of count	
322	(Not to be used)	
323	(not to be used)	
324	Gambling	
325	Preparing or conducting a gambling pool	
326	Possession of gambling paraphernalia	
327	Unauthorized contacts with the public	
328	Giving Money or anything of value to, or accepting money or anything of value from: another inmate, or any other person without staff authorization	
329	Destroying, altering or damaging government property, or the property of another person, having the value of \$100.00 or less	
330	Being unsanitary or untidy; failing to keep one's quarters in accordance with posted standards	
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool 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 or cosmetics)	
332	Smoking where prohibited	
397	Use of the telephone or abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three way calling, providing false information or preparation of a telephone list)	

**CODE PROHIBITED ACTS****SANCTIONS**

398	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable	B1.	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 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)
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable)	E.	Make monetary restitution
400	Possession of property belonging to another person	F.	Withhold statutory good time
401	Possessing unauthorized amount of otherwise authorized clothing	G.	Loss of Privileges: commissary, movies, recreation etc.
402	Malingering, feigning illness	H.	Change housing (quarters)
404	Using abusive or obscene language	I.	Remove from program and/or group activity
405	Tattooing or self-mutilation	J.	Loss of job
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often appropriate in sanction G)	K.	Impound inmate's personal property
408	Conducting a business	L.	Confiscate contraband
409	Unauthorized physical contact (e.g., kissing, embracing)	M.	Restrict to quarters
410	Unauthorized use of mail or telephone (Restriction, or loss for a specific period of time, of these privileges may often appropriate in sanction G) (May be categorized and charged in terms of greater severity, according to the nature of the unauthorized use; e.g., the telephone is used for planning, facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)	N.	Extra duty
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15-minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list.	O.	Reprimand
		P.	Warning

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
498	Interfering with a staff member in the performance of duties. <u>(Conduct must be of the Low Moderate Severity nature.)</u> This charge of low moderate severity if not applicable	Sanctions B1-P
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate Severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable	

**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-findings 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 Table 6)]

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 violation 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 violation). 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.]**

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 40 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 13 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 6 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.

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

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 program. 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.

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.

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. Hmpound 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. 5580.2, 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.

Revised August 2004

ALP-5267.07B  
August 1, 2004  
Attachment 2, Page 1

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NAME AND REGISTER NUMBER

UNITED STATES PENITENTIARY ALLENWOOD, PENNSYLVANIA  
VISITING REGULATIONS

The attached list of authorized visitors 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.

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. Thursday through Monday, 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. 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** visiting points per month. Visiting points will be charged as follows:

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

(2) One point for visits occurring on Monday, Thursday and Friday.

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.

ALL VISITORS ARE SUBJECT TO SEARCH PRIOR TO ENTERING, WHILE WITHIN THE INSTITUTION, AND UPON DEPARTING. THE USE OF CAMERAS OR RECORDING EQUIPMENT WITHOUT WRITTEN CONSENT OF THE WARDEN IS STRICTLY PROHIBITED.

8. 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 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. Documents or papers may not be examined or signed in the Visiting Room.

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. LOCATION: 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 town, PA  
(570) 538-1832

WHITE DEER, PA

Allenwood Motel  
RT 15  
Allenwood, PA  
(570) 538-2541

NEW COLUMBIA, PA

Comfort Inn  
RT 11&15 and I-80  
New Columbia, PA  
(570)568-80000

White Deer Motel

RD #2  
Montgomery, PA  
(570) 547-1007

Holiday Inn Express

1-80 & Rt. 15  
New Columbia, PA  
(570) 568-1100

WILLIAMSPORT, PA

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

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LEWISBURG, PA

Best Western  
Country Cupboard  
RT 15  
Lewisburg, PA  
(570) 523-5500

Quality Inn

Rt 15  
South Williamsport, PA  
(570) 323-9801

Days Inn

RT 15  
Lewisburg, PA  
(570) 523-1171

Hampton Inn

140 Via Bella Street  
Williamsport, PA  
(570) 323-6190

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)
Trailways Bus Line	(800) 692-6314	(Williamsport)

16. MISCELLANEOUS: 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.

**EXAMPLE**

ALP-5267.07B  
August 1, 2004  
Attachment 3

BP-S311.052 **REQUEST FOR CONVICTION INFORMATION** CDFRM  
JUL 95

**U.S. DEPARTMENT OF JUSTICE**

**FEDERAL BUREAU OF PRISONS**

1. TO (Addressee)		2. FROM (Institution)	
3. Inmate's Name		4. Register No.	
5. The above named inmate of this facility has requested permission to receive visits from:			
a. Name of Potential Visitor		b. Date of Birth	
c. Social Security Number	d. Motor Vehicle Operator's I.D.-Number and State of Issuance		
- Citizenship: _____. If other than U.S., please provide alien registration number or passport number: _____.			
f. Address of Potential Visitor		g. Potential Visitor's Relationship to the inmate	
h. Race of Potential Visitor <input type="checkbox"/> Black <input type="checkbox"/> White <input type="checkbox"/> Hispanic <input type="checkbox"/> Indian <input type="checkbox"/> Asian <input type="checkbox"/> Other _____		A. Sex of Potential Visitor <input type="checkbox"/> Male <input type="checkbox"/> Female	
F. Has this person been convicted of any criminal offense? If so, please complete the appropriate response below. An authorization to release information, signed by the person in question, is attached.			
a. Signature of Case Manager	b. Institution	c. Date	
d. Printed Name of Case Manager			

**RESPONSE**

A. A search of the records of this office concerning the individual named above, who wishes to visit an inmate of a Federal Correctional Facility reveals:

No record of prior convictions.  
 The following record of convictions:

1a. Date	1b. Offense	
1c. Sentence		
2. Printed Name/Signature	3. Title	4. Date
5. Agency		

**EXAMPLE**

**Attachment 4**

BP-S629.052 VISITOR INFORMATION CDFRM  
U.S. DEPARTMENT OF JUSTICE

MAY 99  
FEDERAL BUREAU OF PRISONS

Addressee	Institution	Date
Re: (Inmate's Name and Register No.)		

Dear \_\_\_\_\_:

I am requesting that you be included among my approved visitors. In order to establish your suitability as a visitor, it may be necessary for institution officials to send an inquiry to an appropriate law enforcement or crime information agency to ascertain whether or not placing you on my visiting list would present a management problem for the institution, or have other possible adverse effects. The information obtained will be used to determine your acceptability as a visitor. The Bureau of Prisons' authority to request background information on proposed visitors is contained in Title 18 U.S.C. § 4042.

In order for you to be considered for the visiting privilege with me, it will be necessary for you to fill out the questionnaire and release form below and return it to the following address: (Institution address).

You are not required to supply the information requested. However, if you do not furnish the information, the processing of your request will be suspended, and you will receive no further consideration. If you furnish only part of the information required, the processing of your request may be significantly delayed. If the information withheld is found to be essential to the processing of your request, you will be informed, and your request will receive no further consideration unless you supply the missing information. Although no penalties are authorized if you do not supply the information requested, failure to supply such information could result in your not being considered for admittance as a visitor. The criminal penalty for making false statements is a fine of not more than \$250,000 or imprisonment for not more than five years or both (See 18 U.S.C. § 1001).

Sincerely,

1. Legal Name		2. Date of Birth	3. Address (Including Zip Code)	
4. Telephone Number (Including Area Code)	5. Race and Sex of Visitor			
6. Are you a U.S. Citizen? __ Yes __ No		6a. If yes, provide Social Security No: _____ 6b. If no, provide Alien Registration No: _____ 6c. Provide Passport No: _____		
7. Relationship to above-named inmate		8. Do you desire to visit him/her? __ Yes __ No		
9. Did you know this person prior to his/her current incarceration? __ Yes __ No				
10. If the answer to #9 is yes, indicate the length of time you have known this person and where the relationship developed.				
11. Have you ever been convicted of a crime? If so, state the number, date, place, and nature of the conviction/s:				
12. Are you currently on probation, parole, or any other type of supervision? If so, state the name of your supervising probation/parole officer and the address and telephone no. where he/she can be contacted:				
13. Do you correspond or visit with other inmates? If so, indicate the individual(s) and their location(s):				
14. Driver's License No. and State of Issuance				

**AUTHORIZATION TO RELEASE INFORMATION**

I hereby authorize release to the Warden of: (Institution, Location) any record of criminal offenses for which I have been arrested and convicted within the last ten (10) years, and any information related to those convictions.

Signature for Authorization to Release Information (Sign and Print Name)  
(If applicant is under 18 years of age, signature of parent or guardian)  
if additional space is required, you may use the back of this form.  
(This form may be replicated via WP)

Replaces BP-S309 of Jul 95 and BP-S310 of May 94