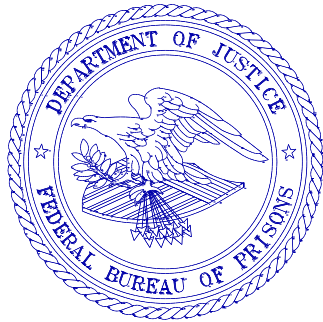


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# INMATE INFORMATION HANDBOOK

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\*Wheelchair inmates assigned to Unit 2 and Unit 3 may not use the sidewalks immediately in front of their housing units to travel up and down the Compound Hill.

**Unit 2** wheelchair inmates must use the sidewalk between Units 1 & 2 and travel up and down the Compound Hill using Unit 1 sidewalk.

**Unit 3** wheelchair inmates must use the sidewalk between Units 3 & 4 and travel up and down the Compound Hill using Unit 4 sidewalk.

## **INTRODUCTION**

The purpose of this handbook is to provide you with general information regarding the Bureau, its programs, the institution, and the rules and regulations that are encountered during confinement. This handbook is not a specific guide to the detailed policies of the Bureau (which is subject to change) or all procedures in effect at FCI Allenwood. That information will be made available during the Admission and Orientation Program. The material in this handbook will help you understand what you will be encountering when you enter prison, and hopefully help you with adjustment to institution life.

## **INTAKE, CLASSIFICATION, AND THE UNIT TEAM**

### **ORIENTATION**

For the first week or two of your stay at FCI Allenwood, you will be initially assigned to the Admissions and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures regarding the facility. Also, you will hear lectures from Department Heads regarding their specific programs and departments.

### **CLASSIFICATION TEAMS (UNIT TEAM)**

FCI Allenwood is organized into a Unit Management System. A unit is a self-contained inmate living area that includes both housing sections and office space for unit staff. Each unit is staffed by a Unit Team directly responsible for those inmates living in that unit. The Unit Staff Offices are located in the units so staff and inmates can be accessible to each other. The Unit Staff includes one Unit Manager, two Case Managers, two Correctional Counselors, and one Unit Secretary. The Staff Psychologist, Education Advisor, and Unit Officer are also considered to be members of the Unit Team, in accordance with the functional Unit Management concept.

You will be assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest, while at the institution, are most appropriately handled 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 obtaining 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 federal 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.

### **GENERAL FUNCTIONS OF UNIT STAFF**

**UNIT MANAGER:** The Unit Manager is the Supervisor of the 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 ordinarily chairs the Unit Discipline Committee.

**CASE MANAGER:** The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other material relating to your commitment. He/She is accountable 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 you, the administration and the community. The Case Manager is a member of the Unit Discipline Committee.

**CORRECTIONAL COUNSELOR:** The Correctional Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties or concerns, and plans for the future. He/She plays a leading role in all segments of unit programs and is a voting member of the Unit Team. The Correctional Counselor will visit inmate work assignments regularly and is the individual to approach for daily problems. As a senior staff member, the Correctional Counselor provides leadership and guidance to other staff in the unit. The Correctional Counselor is a member of the Unit Discipline Committee.

**UNIT SECRETARY:** The Unit Secretary performs clerical and administrative duties for the unit staff.

**UNIT OFFICER:** The Unit Officer, in conjunction with Unit Staff, have a direct responsibility for the day-to-day supervision of inmates and the enforcement of the rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in the unit and are encouraged to establish professional relationships with them. Unit Officers will be jointly supervised by the Unit Manager and the Captain during his/her unit assignment. Unit Officers will provide input relative to an inmate's conduct while in the unit and his compliance with sanitation standards.

**COMMUNICATION:** Normally, 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 you. Unit Managers utilize Town Hall Meetings at their discretion to improve communication.

**PROGRAM REVIEWS:** A Program Review for inmates will be held every 90 days for those inmates who are within one year of release and every 180 days for inmates who have release dates in excess of one year. These are conducted by the Unit Team to review programs, measurable goals, work assignments, transfers, custody, institutional adjustment, concerns and individual needs, etc.

**TOWN HALL MEETINGS:** Town Hall meetings will be held periodically in each unit. These meetings are held to make announcements on current issues and to inform the inmate population of changes in policies and procedures. You are encouraged to ask pertinent questions of the staff and any guest speakers who are present. These questions should pertain to the unit as a whole; rather than personal questions or problems. Personal problems will be resolved by Unit Staff members during their regular working hours which are posted in each unit. An "Open Door" policy is in effect at these times.

**TEAM PARTICIPATION IN PAROLE HEARINGS:** If you are eligible for Parole, the Case Manager will prepare a Progress Report, with input from the Unit Team, and complete other information in your Central File for presentation to the United States Parole Commission or other appropriate agencies. Your Case Manager will normally be present at your Parole Hearing. The Case Manager's function at the hearing is to assist the Parole Examiners.

**TREATY TRANSFERS FOR NON-UNITED STATES INMATES:** If you are not a United States Citizen, you may be eligible for a transfer to your native country to serve the remainder of your sentence. This is only possible for inmates whose country has entered in a formal prisoner exchange treaty with the United States. The Case Manager is the source of information about these transfers and can tell you if you are eligible.

**Institution Daily Schedule**  
**Monday - Friday Schedule**

**12:01 a.m.:** Count  
**3:00 a.m.:** Count  
**4:45 a.m.:** AM Food Service Workers to Food Service  
**5:00 a.m.:** Count  
**6:30 a.m.:** Main line open for inmates assigned to "A" sides of the Units.  
Laundry Open House.  
Sick Call  
Pill Line 1/Insulin Line  
**6:40 a.m.:** Main line open for inmates assigned to "B" sides of Units. (time approximate)  
**7:10 a.m.:** Mainline Secured. (time approximate)  
Mechanical Services Work Call.  
**7:15 a.m.:** Unicor Work Call.  
**7:30 a.m.:** General Work Call  
**8:30 a.m.:** AM Census Begins.  
Activities Movement (upon clearing of AM Census)  
**9:30 a.m.:** Activities Movement  
**10:15 a.m.:** Pill Line 2  
**10:30 a.m.:** Main line open  
Recreation yard open to all inmates  
**11:15 a.m.:** Mechanical Services Work Call  
**11:30 a.m.:** Main line secured / UNICOR & General Work Call  
**12:30 p.m.:** Activities Movement and PM Census Begins  
**1:30 p.m.:** Activities Movement  
**2:30 p.m.:** Activities Movement  
**3:15 p.m.:** Inmate Recall from work details  
Prescription Medication Pick-Up  
**4:00 p.m.:** Stand-Up Count  
**4:45 p.m.:** Recreation move  
**4:50 p.m.:** Evening Meal  
**5:00 p.m.:** Insulin Line 2  
**6:00 p.m.:** Evening Meal Closed/Activities Movement  
**7:00 p.m.:** Activities Recall / Pill Line 3  
**10:00 p.m.:** Stand-Up Count  
**11:30 p.m.:** Bakery Workers to Food Service

**PASSES ARE NEEDED FOR EDUCATION AND THE BARBERSHOP 8AM-4PM only**

**Weekend Schedule (Saturday, Sunday, Holiday)**

12:01 a.m.: Count  
3:00 a.m.: Count  
4:45 a.m.: AM Food Service workers to Food Service  
5:00 a.m.: Count  
6:30 a.m.: Coffee Hour  
6:45 a.m.: Pill Line 1/Insulin Line 1  
7:00 a.m.: Coffee Hour/Activities Movement  
7:30 a.m.: Activities Movement  
8:30 a.m.: Activities Movement  
9:30 a.m.: Activities Recall  
10:00 a.m.: Stand-Up Count  
10:30 a.m.: Brunch Meal Opens (After Count Clears)  
Pill Line 2  
11:30 a.m.: Brunch Meal Closed/Activities Movement  
12:30 p.m.: Activities Movement  
1:30 p.m.: Activities Movement  
2:30 p.m.: Activities Movement  
3:30 p.m.: Activities Recall/ Prescription Medication Pick-Up  
4:00 p.m.: Stand-Up Count  
4:45 p.m.: Recreation move (after count clears)  
4:50 p.m.: Evening Meal  
5:00 p.m.: Insulin Line 2  
6:00 p.m.: Evening Meal Closed/Activities Movement  
7:00 p.m.: Activities Recall / Pill Line 3  
10:00 p.m.: Stand-Up Count

**Note: Pass System is not in effect.  
All times are approximate and subject to change due to institutional need.**

**SANITATION:** It is your responsibility to check your living area immediately after being assigned there and to report all damages to the Correctional Officer, Case Manager, or Correctional Counselor. You may be held financially liable for any damage to your personal living area.

You are responsible for making your bed before work call (7:30 a.m.) and before you leave your room on weekends and holidays. You are also responsible for sweeping, mopping, dusting, and removing trash daily to ensure your room is clean and sanitary.

Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. All personal property, with the exception of the following, must be stored in your locker: a clock, and one recognized religious book per inmate may be displayed on the desk or locker top.

Additional information regarding sanitation and bed making expectations are posted on the bulletin boards.

**PERSONAL PROPERTY LIMITS:** Items which may be retained by an inmate are limited for sanitation and security reasons. Also, limitations ensure that excess personal property does not constitute a fire hazard or impair staff searches of the living areas. The following items may be in your possession:

**PERSONAL PROPERTY LIST  
AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS**

W = White  
G = Grey  
B = Black  
BW = Combination  
C = Commissary Only  
NTE = Not To Exceed

**CLOTHING:**

Bathrobe, WG (no hoods) (C) (1)  
Cap, Baseball, WG (no logos) (C) (1)  
Shoes, Athletic, (No Pumps, No Pockets, Visible Air Cavities,  
NTE \$100.00) (C) (2 pr)  
Shoes, Shower, (C), (1 pr)  
Shoes, Slippers (C) (1 pr)  
Shorts, WG (C) (2)  
Socks, W (C) (5 pr)  
Sweatshirt, WG (no hoods, no logo, no jogging suit) (C) (2)  
Sweat pants, WG (no logos, No Jogging Suits) (C) (2)  
T-Shirts/Sleeveless Undershirts, WG (no logos) (C) (5)  
Underwear, W (boxers or briefs) (C) (7)  
Work Boots (Black or Brown) (1)

**PERSONALLY OWNED ITEMS:**

Address Book (C) (1)  
Batteries (C) (4)  
Books (hard/soft) (5)  
Book/Reading Light – battery operated (C) (1)  
Bowl (plastic/24 oz or less) (1)  
Calendar, (Max size 11”x 14”, Current Year) (1)  
Comb/Pick/Brush (Flexible, Non-Metal or Wooden/  
Not to exceed 7” in Length) (C) (1)  
Combination Lock (C) (1)  
Cup (plastic) (C) (1)  
Eye Protection (Protective Goggles) (1)  
Eyeglass Case (2)  
Handkerchiefs W (5) (C)  
Legal Materials (Active Litigation, Vol. NTE 3.0 Cubic Ft.) (1 QTY)  
Letters (25)  
Magazines (5)  
Mirror (small/plastic) (C) (1)  
Newspapers – (9)  
Pen, Ballpoint (C) (2)  
Pencils (C) (2)  
Photo Album (Non-Padded) (C) (1)  
Photos –loose (single-faced, no Polaroid Type) (25)  
Picture Frame (clear plastic) (C) (1)  
Radio or Media Player w/headphones (C) (1)  
Stamps, U.S. Postage, 1<sup>st</sup> Class (C) (60)  
Sunglasses (non-reflective) (C) (1)  
Towel WG (C) (1)  
Watch (no stones, electronically unsophisticated value,  
NTE \$100 (C) (1)  
Wedding Band (no stones, plain metal - white or yellow)  
NTE \$100 (1)  
Writing Tablet (C) (2)

**HYGIENE ITEMS:**

Denture Cup (C) (1)  
Nail Clippers (no file) (C) (1)  
Razor (C) (1)  
Scissors, Mustache (blunt tip) (C) (1)  
Soap Dish, Plastic (C) (1)  
Toothbrush (C) (1)

**RECREATIONAL ITEMS:**

Athletic Supporter (2)  
Gloves (Non-Weighted, Exercise Type to include Weight  
Lifting Gloves) (3)  
Harmonica (Value NTE \$100.00) (C) (1)  
Knee Wraps (C) (2)

**APPROVED RELIGIOUS ITEMS:**

Per Program Statement for Religious Practices and Beliefs, Inmates

**MEDICAL DEVICES:** (need HSA approval)

Dentures (1 set)  
Eyeglasses (2 pair – Prescription Only, No Stones)

**\*Motorized or battery operated mustache or beard trimmers of any type will not be permitted for retention.**

**\*Laundry bags purchased at another institution will not be permitted for retention upon the issuance of personal property in the R&D area.**

\*The following UNOPENED/SEALED items may be transferred between institutions:

|   |                   |
|---|-------------------|
| <u>Hygiene Items:</u>                     | <u>Beverages:</u> |
| Brushless Shaver                          | Coffee            |
| Conditioner / Hair                        | Drink Mixes       |
| Hair Oil / Grease (instant/jay/container) | Tea               |
| Laundry Detergent                         |                   |
| Mouthwash                                 |                   |
| Powder (Body/foot)                        |                   |
| Shampoo                                   |                   |

\*The following items will NOT be transferred to another BOP facility:

Plastic Spoon (C) (1)  
Thermal Underwear - top/bottom WG (C) (1 ea)  
Typewriter Ribbon w/correction (C) (3)  
Weight Lifting Belt (C) (1)  
No Hobbycraft [except yarn, crochet needles (1), and  
knitting needles 1 pr.]

All open or partially consumed foods will be disposed of.



**STORAGE SPACE:** Storage space will be limited to one locker per inmate. Locks may be purchased in the institution commissary. All inmate personal property will be stored in the inmate's locker. Shoes must be stored under the bed. No other items are authorized to be stored under the bed. Inmates will not accumulate materials that pose a fire, sanitation, safety, or security hazard.

**CLOTHING:** Civilian clothing of any type, except athletic apparel purchased through Commissary, is not authorized at FCI Allenwood. Altered institution clothing is contraband. Altered clothing will be confiscated and an Incident Report written. An inmate possessing altered institution clothing may be required by the (Discipline Hearing Officer) DHO to reimburse the government for the cost of the altered clothing.

**SPECIAL PURCHASE ITEMS:** Special purchase items will be authorized provided they can be stored in your storage area.

**LEGAL MATERIALS:** You are allowed to maintain legal materials and supplies; however, these materials should be stored with your personal property in your locker. Legal material which does not fit in the personal locker requires written approval from the Unit Manager after consultation with the institution Attorney.

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

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

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

**HOBBY CRAFT MATERIALS:** Hobby craft supplies will normally be obtained through the Commissary. Completed hobby craft items must be mailed out of the institution upon completion and according to the recreation mail-out date and time at the inmate's expense. All hobby craft participants must be registered to use the authorized mailing procedures facilitated through recreation only.

**COMMISSARY ITEMS:** The total value of accumulated commissary items (excluding special purchases) will be limited to the monthly spending limitation (\$320.00).

**FOOD STORAGE:** Food items that are left open create a health hazard. These items must be properly sealed at all times. Empty jars may not be used as drinking containers and are to be thrown away. Inmates must dispose of any spoiled food items.

**CORRESPONDENCE AND READING MATERIALS:** Inmates may possess up to three newspapers, five soft or hardback books, and three magazines. This includes religious, legal, and educational subjects. Current correspondence and Education Department materials may also be present. The inmate must have a memorandum from the Education Department certifying the need for these materials and stating the period of time they will be in his possession. All items will be maintained in the inmate's locker. Nothing is to be tacked, stapled, or taped to any wall surface.

**SPORTS AND MUSICAL EQUIPMENT:** A softball glove, batting glove, and weight lifting belt may be maintained in the housing unit. One (1) mouthpiece, and a musical instrument may be purchased and obtained in the inmate's possession.

**RADIOS, MEDIA PLAYERS (MP3), AND WATCHES:** An inmate may not own or possess more than one approved radio, MP3 player (media player), and/or watch at any one time. Proof of ownership through appropriate property receipts will be required. Radios, media players, and watches may not have a value exceeding \$100.00. Radios with a tape recorder and/or tape player are not authorized. Watches will be inscribed with the inmate's registration number. Only walkman-type radios or media players are permitted, and headphones are required at all times. You may not give any items of value to another inmate.

**JEWELRY:** Inmates may possess one religious medallion with a value of less than \$100. Necklaces without medallions are not permitted. Earrings are prohibited. Only wedding bands without stones are permitted.

**UNIFORM REGULATIONS:** Inmates must wear the institution issued uniform while at their assigned work detail or participating in a program. The uniform consists of khaki pants, a khaki shirt, and institution issued safety toed shoes. The uniform will be properly worn during the work day (pants closed, belts buckled, shirt buttoned, and shirt tails tucked in). Exceptions to the safety toed shoe requirement must be approved by medical staff. Additionally, clothing worn sagging or hanging below the mid-section of the body is unacceptable.

Inmates are also required to wear their uniform to Education and Drug Programming classes. Tennis shoes may be worn during Education and Drug Programming classes. Personal athletic clothing can be worn to the recreation yard, gymnasium, hobby craft area, and leisure time activity areas during off duty hours. *ALL CLOTHING WORN INTO THE DINING ROOM, INSTITUTIONAL OR PERSONAL, MUST BE CLEAN AND NON-REVEALING "No Jogging Shorts"*.

During the inmate work week, (7:30 a.m. - 4:00 p.m., Monday through Friday), all inmates, regardless of duty status, are required to wear their uniform in Food Service for the breakfast and lunch meals. Khaki shirts must be tucked in at all times. Inmates may wear tennis shoes while eating in Food Service. Thongs, shower shoes, or open-toed shoes are not authorized in Food Service unless authorized, in writing, by Medical Staff.

Personal athletic clothing (gray sweat shirts and gray sweat pants) may be worn in Food Service during the evening meal and during all meals on weekends and holidays. Tank tops will not be authorized in Food Service at any time. Baseball caps, homemade skull caps, etc., will not be worn in Food Service at any time. Approved religious headgear may be worn in Food Service. The Chaplain will make all determinations regarding authorized religious headgear.

**UNIT RULES & REGULATIONS:** Unit Officers in conjunction with Unit Staff, will inspect rooms daily.

1. Correctional Counselors assign inmate cell assignments and job details. They coordinate all room changes. Job changes will be posted on the television monitor located in the housing unit.
2. Inmates may possess only authorized items in their cell. Each inmate is responsible for his cell. Excess, altered, or unauthorized items will be considered contraband, and will be confiscated. Disciplinary action will follow. Additionally, food items not purchased through the commissary will be considered contraband and confiscated.
3. Unit orderlies and medically unassigned inmates are not allowed to leave the Unit for recreation during the inmate work day.
4. Inmates are responsible for familiarizing themselves with the Institution Prohibited Acts and their responsibilities as outlined in the Inmate Information Handbook.
5. Each inmate is responsible for familiarizing himself with the fire exits located throughout the unit. Failure to evacuate the unit during a fire alarm will result in disciplinary action.
6. Inmates' personal living areas are subject to sanitation inspections daily beginning at 7:30 a.m.
  - A. Each room should be inspection ready by 7:30 am, Monday through Friday. Cells should be cleaned on a daily basis. Each bed should be made neatly in a military style manner with extra blankets folded at the foot of the bed. Inmates assigned to the late shift in Food Service are expected to make their bed but are permitted to sleep on top of the made bed under the extra blanket.
  - B. Toilets, floors, mirrors, and sinks will be kept clean.
  - C. Windows will be cleaned daily. **No personal property will be stored on the window sill.** At no time will anything be permitted to obstruct the window on the door of the cell. Lights and vents in the cells may not be covered or blocked at any time.

- D. All clothing articles will be neatly stored in the locker or hanging on the coat rack. Shoes will be placed neatly on the floor beneath the bed. Clothes lines are not authorized. Institution blankets or towels may not be used as a rug in the cell.
  - E. Laundry bags may be hung from the coat rack. Only two bags per inmate are authorized. A washcloth and towel may be hung from the railing at the foot of each bed.
  - F. Religious prayer rugs will be folded neatly and stored inside the locker or on top of the second blanket at the foot of the bed.
  - G. A religious medallion may be hung from the bed post (i.e. Cross, Rosary).
  - H. Wood and cardboard boxes are not permitted. Approved containers may be utilized only for legal materials under each bed. Trash bags are not to be utilized for this purpose. A signed memorandum from the Unit Manager must be attached to the tops of each container. No personal items may be stored in these containers.
  - I. Writing graffiti on the walls, ceilings, floors, lockers, beds, chairs, or desks is prohibited.
  - J. Non-offensive photos may be displayed on the provided bulletin boards above the desk areas in the cells (but must remain within the confines of the board), they may be maintained inside the locker in an album, or be hung on the inside of the locker door. No pornography will be displayed inside the cell.
  - K. Only one locker per inmate is authorized. Locker tops and tables need to be clean and free of excessive items. Authorized items which may remain on top are an alarm clock, bible or religious reading material. No items are to be placed in vacant lockers. Any items found in a vacant locker will be considered contraband and will be confiscated.
  - L. Books, magazines, and newspapers will be kept in the locker.
  - M. Growing of plants of any kind is prohibited in inmate cells.
  - N. Trash cans should be emptied and cleaned on a daily basis.
7. Inmates are not be permitted to take personal property items to work and/or program sites.
  8. Only Walkman-type radios will be authorized and headphones must be used at all times. Radios will not be allowed on work details, including work details within the unit.
  9. No sign-up lists or notices will be posted on bulletin board without the Unit Manager's approval.
  10. Footwear (shoes, shower shoes, or tennis shoes), pants or gym shorts, will be worn at all times when outside of the assigned room. A shirt must be worn at all times. **NO** white tank tops are authorized to be worn in the unit.
  11. Hats, with the exception of religious headgear, will be removed when entering any building.
  12. There will be no visiting allowed between the units. Any inmate who enters another unit will be considered out of bounds and will be subject to disciplinary action.
  13. No more than three inmates will be allowed in a 2-man cell and the door will remain open when visitor(s) are in a room.
  14. Count - There will be no talking, movement, radio playing, etc., during count. Inmates will be required to stand in their cell for the 4:00 p.m. count and all special counts. Cell doors will be secured for all counts.
  15. All lights will be turned off when a room is unoccupied.
  16. Quiet Hours - The hours of 10:00 p.m. until 6:00 a.m. are designated as quiet hours.
  17. Lockdown - The unit will be secured at 10:00 p.m.
  18. Card playing is permissible in the open common areas of the unit and only on the card tables. Cards and other table games may be checked out from the Unit Officer using the inmate's Commissary Card.
  19. Unit television viewing will be permitted when inmate cell doors are open and unsecured.

20. Washers and Dryers - Washers and dryers are provided in each unit for the inmates to launder personal clothing items. These are used on a first come, first served basis. Inmates are encouraged to consolidate clothing. NO institution issued clothing will be washed in the unit washing machines. The washers and dryers will be available for daily use between 6:00 a.m. and lockdown.
21. Telephone Usage - Telephones are located in all of the units. Calls will be made using the Inmate Telephone System (TRUFONE). Under normal circumstances, the telephone area will be accessible daily.
  - A. Telephone calls will be permitted on a first come, first served basis.
  - B. All calls are subject to monitoring and recording with the exception of non-monitored legal calls. To receive a non-monitored legal call, the inmate must make arrangements with the Correctional Counselor.
  - C. Three-way telephone calls are strictly prohibited.
  - D. The sharing of PAC Numbers, or the making or paying for calls for another inmate, is prohibited.
22. Mail - Mail call will be conducted by the Unit Officer after the 4:00 p.m. count has cleared. All incoming correspondence will be picked up by the inmate to whom it is addressed to only. Legal Mail will be distributed by the Unit Staff (ordinarily the Correctional Counselor). Outgoing general correspondence will not be sealed by the inmates. Staff will inspect and seal all outgoing inmate correspondence with the exception of authorized Legal/Special Mail. Inmates will seal Legal/Special Mail and deliver it to the institution Mail Room Monday through Friday between 10:45 a.m. and 11:30 a.m.
23. Hygiene - The inmates are responsible for maintaining acceptable standards of personal hygiene. There will be no hair cutting or barbering permitted in the unit or other areas of the institution, except the barber shop. Toilet tissue is issued in the unit every other Friday. Tooth paste, tooth brushes, combs, razors, and soap are issued by the institution laundry every other Wednesday morning at 5:45 a.m. until work call.
24. Inmates that are excused from their work detail and sent back to the unit must report to the Unit Officer for accountability immediately upon arrival to the unit.
25. Sunglasses are not authorized to be worn inside any building with the exception of those approved by Health Services.

**DURESS ALARMS:** Each cell is equipped with a duress alarm button. This alarm is to be used exclusively for emergencies (to report medical problems, fire, etc.). Misuse or unwarranted use of the duress alarm interferes with the Unit Officers' performance of their duties. Such action will result in disciplinary action.

**CLOTHING EXCHANGE & LAUNDRY:** All issued clothing, linens, towels, etc., can be exchanged on a one-for-one basis at the laundry. The exchange will be made at the discretion of the laundry staff. In order to be exchanged, the article or articles must be worn or no longer serviceable.

The inmate laundry is open from 6:00 a.m. to 7:30 a.m., Monday through Friday for Open House. During this time, inmates are offered the opportunity to drop off their laundry items at the institution laundry for laundering. The laundered clothing may be picked up the following work day during the same time period. Institution laundry may be washed each day during the week if necessary.

You must place your dirty laundry in your issued white laundry bag. If you wish to have your white clothing bleached, you must separate your laundry and put only white clothing in the bag.

Inmates may only wash personal clothing in the washers and dryers located in the housing units. Inmates that need to wash winter coats or blankets must place these items in their laundry bag and bring it to the institutional laundry. **DO NOT WASH BLANKETS OR WINTER COATS IN THE WASHERS LOCATED IN THE UNITS.**

**COMMISSARY:** Monies received for an inmate will be placed into the inmate's Trust Fund Account. This money may be used for purchasing approved sale items in the institution commissary, sent home for family support, or other approved purposes. You are not permitted to carry change or currency. Accumulated institutional earnings and monies from outside are given to you upon release. FCI Allenwood uses a point-of-sale computerized commissary withdrawal system which simplifies purchasing and gives you an improved, up-to-date record of all account activity.

The commissary shopping schedule is based on the units. The shopping days are rotated quarterly.

Below is an example of how the rotation works:

**1st Qtr.**

Unit 1 Monday  
Unit 2 Tuesday  
Unit 3 Wednesday  
Unit 4 Thursday  
SHU Wednesday

**2nd Qtr.**

Unit 2 Monday  
Unit 3 Tuesday  
Unit 4 Wednesday  
Unit 1 Thursday  
SHU Wednesday

It is your responsibility to know the amount of money available in your commissary account, before attempting to purchase commissary items and when Financial Responsibility Payments (FRP) are due. Account balances should be maintained by the inmate by use of his prior sales receipt. Account balances may be checked using the Trulincs computers in the housing units.

Commissary sales will be conducted during the noon meal and after the 4:00 p.m. count clears, Monday through Thursday of each week. Special Purchase Order (SPO) sales will be sold during your designated day.

Borrowing commissary items from another inmate is not allowed. Special purchase items such as cleats, approved recreation equipment, and approved hobby craft items require a completed form approved by the Supervisor of Recreation or the affected Department Head.

**TRUST FUND LIMITED INMATE COMPUTER SYSTEM (TRULINCS):** Refer to Institution Supplement for rules and regulations regarding the use of this system.

**SPENDING LIMITATIONS:** The current spending limitation has been established at \$320.00 per month for regular sales items. The only items exempted from the monthly spending limit are postage stamps, over-the-counter medications, kosher/halal shelf stable meals, and copy cards. Once a month, your account is "validated". The spending period begins with validation. The last digit of the first five of your register number determines your validation date. The following is the table you would use:

| Ending Number | Validation Date |
|---------------|-----------------|
| 0             | 1st             |
| 1             | 4th             |
| 2             | 7th             |
| 3             | 10th            |
| 4             | 13th            |
| 5             | 16th            |
| 6             | 19th            |
| 7             | 22nd            |
| 8             | 25th            |
| 9             | 28th            |

**DEPOSITS TO ACCOUNTS:** Deposits to your commissary account from outside sources must be made through the Lock Box. Only inmate funds are processed at the Lock Box location listed below. Therefore, correspondence other than inmate funds will be rejected.

**Federal Bureau of Prisons  
Inmate Committed Name  
Registration Number  
P.O. Box 474701  
Des Moines, IA 50947-0001**

Deposits must be made in the form of U.S. Postal Money Orders, U.S. Treasury Check, or State Government Check. The check or money order must be made out in the inmate's committed name and inmate's registration number. The money will be credited to your account within 24 hours of receipt. All domestic checks will be held at least 15 days before being posted to your account. All non-domestic or foreign checks will be held for 30 days before being posted to your account.

**COMMISSARY FUND WITHDRAWALS:** A BP-199 form is available to withdraw funds from your commissary account. The forms should be processed on the Trulincs computers in the housing units. Unit Managers can approve withdrawals from the account to send funds to dependents or other family members, or for the purchase of flowers, payment of telegraph and postage costs, and purchase of special release clothing. The Unit Manager can also approve withdrawals for the payment of fines, restitution for losses, legitimate debts, and other obligations such as court fees, attorney fees, birth certificates, expenses and trips, and the purchase of legal books. Only the Associate Warden of Programs can approve inmate contributions to recognized charities and withdrawals exceeding \$500.00. Withdrawals for education and leisure time items are approved by the Supervisor of Education or the Supervisor of Recreation. The Chaplain may approve withdrawals for religious items and activities.

## **SECURITY PROCEDURES**

**INMATE ACCOUNTABILITY:** All inmates are accountable for being in their assigned areas or at a work site authorized by a work pass. You must be in an authorized area at all times.

You are expected to comply with the established controlled movement schedule. If you are found to be in an unauthorized area either prior to or subsequent to the move, you will be subject to disciplinary action.

You are advised to pay attention to those areas which are posted with "Out of Bounds" signs. If you are found within one of those areas, you will be subject to disciplinary action.

**AS PART OF THE INMATE ACCOUNTABILITY PROCESS,**  
**ALL INMATES MUST HAVE THEIR COMMISSARY CARD IN THEIR POSSESSION AT ALL TIMES.**

**COUNTS:** It is necessary for staff to count inmates on a regular basis. The 4:00 p.m. count is a stand-up count.

When a count is announced, you must return to your assigned cell and remain there until it is announced that the count is clear. Official counts will ordinarily be conducted at 12:00 midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. and 10:00 p.m. Sunday through Thursday. Friday and Saturdays will have a 9:00 p.m. count versus the 10:00 p.m. count. On weekends and holidays there will be a 10:00 a.m. stand-up count. Additional counts may be called by the Operations Lieutenant as warranted.

Staff may take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. You must actually be seen at all counts, even if you must be awakened.

**WAKE-UP:** General wake-up for inmates is 6:00 a.m. The unit is called to breakfast by the Lieutenant on the basis of a rotating schedule. The Unit Officer will announce breakfast when notified by the Lieutenant. You will be given a reasonable amount of time to leave the unit if you desire breakfast. It is your responsibility to leave the unit for work or program assignments.

**LOCKDOWN:** Lockdown (the locking of all cell doors) in the housing units is at 10:00 p.m.

**CALL-OUTS:** Call-outs are on a scheduling system for hospital, dental, education, team meetings, and other activities which are posted each day on the call-out television monitor. Call-outs are posted after 4:00 p.m. on the day preceding the appointment. It is **YOUR RESPONSIBILITY** to check for appointments on a daily basis. All scheduled appointments are to be kept.

**PASS SYSTEM:** During regular work hours (7:30 a.m. to 3:30 p.m., Monday through Friday, excluding federal holidays), and in accordance with established operational schedules off duty inmates may utilize the recreation areas. Recreation areas include the recreation yard, hobby shop, gymnasium, and music area. Only off duty inmates may utilize these areas during regular work hours.

To utilize these areas, eligible inmates must sign out on the official sign out/in sheet from their housing Unit Officer. Upon returning to the housing unit, inmates must sign back in. Inmates are permitted to move to and from Recreation **only** if they have signed out to Recreation. Movement to and from the recreation areas must occur during open movement times.

Daily work passes will be issued by the Facilities Services Detail Supervisor and the Safety Department to inmates dispatched to various areas of the institution to complete work assignments. The inmate must have the pass signed by the staff member in charge of the area, upon entering an area, and again upon completion of the work assignment and departure from the area. Inmates will be held accountable for returning the completed pass to the issuing staff member.

**CONTROLLED MOVEMENT:** Movement throughout the institution will be regulated by a procedure called "Controlled Movement". The purpose of Controlled Movement is to ensure that the movement of inmates is orderly and that proper accountability is maintained.

During the regular work day (7:30 a.m. - 3:30 p.m., Monday through Friday, excluding federal holidays), Controlled Movement will be hourly at 30 minutes past the hour and will last for ten minutes. The beginning and end of each open movement will be announced via the Public Address System. During the ten minute period of Controlled Movement, you may move from one area of the institution to another with a pass, with the exception of call-outs or visits. The first five minutes of the Controlled Movement will be open traffic. The last five minutes will be for incoming traffic only.

During evening hours, the first Controlled Movement usually will begin at 6:00 p.m. After supper, you may travel to any unrestricted area of the institution during the hourly moves. On Saturdays, Sundays, and holidays, the first controlled movement will begin at the end of the morning meal. During those times, no pass system will be in effect.

**CONTRABAND:** Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary.

You are responsible for all items found in your assigned living area and should immediately report any unauthorized item to the Unit Officer. Any item in your personal possession must be authorized, and a record of receipt of the item should be kept in your possession.

You may not purchase, give, or receive items from another inmate. Examples would be radios, PAC Numbers, or anything of value. Items acquired in this manner are considered contraband and will be confiscated. An altered item, even if approved or issued, is considered contraband. Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator if found guilty of misconduct by the Discipline Hearing Officer (DHO).

**SHAKEDOWNS:** Any staff member may search an inmate's cell at any time. It is not necessary for you to be present when your cell is searched. The property and living area will be left in the same general condition as found. The searches 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 you to provide a urine sample, and you do not do so, you will receive an Incident Report.

**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. A positive test will result in an Incident Report. Refusal to submit to the test will also result in an Incident Report.

## **FIRE AND SAFETY ISSUES**

**FIRE PREVENTION AND CONTROL:** Fire prevention and safety are everyone's responsibility. You are required to report fires to the nearest staff member so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixtures or electrical receptacles, or other hazards cannot and will not be tolerated. Regular fire inspections are made in each institution by qualified professionals.

**FIRE SAFETY:** Fire drills are conducted on a quarterly basis in each area of the institution. Fire drills in areas occupied during other than normal working hours shall be rotated in order to conduct a drill on every shift annually. You are required to evacuate your respective area at the announcement of any fire drill. Staff will conduct and supervise each drill. You are to familiarize yourself with the emergency exits located throughout your work and living areas. Fire Evacuation Plans are posted throughout the entire facility in English and Spanish.

These plans identify all emergency exits and locations of fire suppression equipment. Any inmate who tampers with any fire equipment or signal device will be subject to disciplinary action under the appropriate inmate disciplinary code.

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

As a form of incentive, meal rotation will be determined by the scores achieved during the weekly housing unit inspection.

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

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

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

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

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

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

**SAFETY SHOES AND PROTECTIVE EQUIPMENT:** All inmates are required to wear safety toed shoes while performing work functions in the following areas: Food Service Warehouse; Food Service Kitchen; Vocational Training Center; UNICOR; Inside Warehouse; Facilities; and Commissary. The only exceptions to this requirement will be made by the Chief Medical Officer. Individuals who have a foot condition which has been diagnosed by medical staff will be permitted to work in these areas **ONLY** if they have **medically approved soft shoes with safety toes.**

You are required to utilize and maintain all safety protective equipment issued to you. Failure to follow all issued safety rules or misuse/destruction of safety protective equipment shall result in receipt of disciplinary action.

**HAZARDOUS SUBSTANCE COMMUNICATION PROGRAM:** As required by the Occupational Safety & Health Administration (OSHA), as an inmate employed on a work detail, you are entitled to receive information pertaining to any hazardous substances or conditions which may exist at or around your work site. Accordingly, your detail supervisor shall provide, upon request, any Material Safety Data Sheets (MSDS), for any chemical product which you may be using or to which you may be exposed. MSDS's are required to be filed at each job site for review by any worker who requests such information. In addition, each and every container shall be appropriately marked with a label identifying the contents.

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



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

## **PROGRAMS AND SERVICES**

**JOB ASSIGNMENTS:** You are expected to maintain a regular job assignment. Most job assignments fall under the parameters of the Inmate Performance Pay (IPP) System, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. The Commissary will also employ a limited number of inmates. The Commissary also has a separate pay scale. Correctional Counselors will approve job changes and ensure that the changes are posted on the Daily Change Sheet. The Daily Change Sheet is posted on the units call-out TV monitor by 4:00 p.m. on the day preceding the change.

Institutional maintenance jobs are usually the first assignment an inmate receives. These include work in Food Service, as a Unit Orderly, or in a maintenance shop. A number of inmate jobs are available in factories operated by the Federal Prisons Industries, also known as UNICOR. There may be 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. Executive office furniture is manufactured in the FCI Allenwood UNICOR operation.

### **INMATES WILL NOT BE PERMITTED TO HAVE ANY READING MATERIALS OR RADIOS WHILE THEY ARE AT THEIR JOB ASSIGNMENT.**

**FOOD SERVICE:** All inmates are provided three well-balanced and nutritious meals a day. Inmates housed in the Special Housing Unit (SHU) receive the same diet as inmates in general population except for soup. Portion controls and service may vary. The meal schedule is reflected in the "Daily Activities Schedule" included in this handbook.

No personal items (beverage/food containers, radios and headphones, laundry bags, books, coolers, etc.) are to be taken into the dining room. Food items will not be authorized to be taken out of the Food Service during any meal. (INCLUDING FRESH FRUIT)

**DINING DRESS CODE:** All inmates attending breakfast and lunch meals Monday through Friday, will be required to wear the uniform of the day as outlined under the Inmate Dress Code/Procedural Memorandum. This includes NO athletic gray sweat pants, and/or sweat shirts of any kind. All headwear with the exception of approved religious attire will be removed prior to entering the dining area. All shirt tails will be tucked within the trousers. Inmates attending the evening meal may wear suitable casual dress with the exception sleeveless shirts, open toed sandals, or jogging shorts.

Personal utensils, beverage containers, laundry bags, books, headphones, etc., are **not** allowed into the dining area at any time.

The following items are the only personal food items allowed in the dining area during meals: tabasco sauce, soy sauce, hot peppers, honey, and sugar substitute.

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

The following are rationed items for the population and SHU.

|                          |                                    |
|--------------------------|------------------------------------|
| 1 serving of main entrée | 1 serving of dessert (WHEN SERVED) |
| 1 serving of starches    | 1 piece of fruit (WHEN SERVED)     |

\*Starches are: potatoes, rice, noodles, pasta, stuffing, etc.

There is to be no trading of food items until you are through the line. Once you go through the line, you cannot come back. To avoid confusion and cross traffic in the dining room you should receive all food items, consume your meal, and exit on the same side you entered the dining room. All individuals will stand in line to receive their food, line jumping will not be allowed.

All inmates assigned to Food Service must be medically cleared.

**RELIGIOUS DIETS** are provided if you are approved by the Chaplain. Once approved, you are required to show your identification in order to receive this meal.

No Flesh Alternatives are available and noted on the menu. Medical Diets are accommodated through self-selection utilizing the nutritional information posted for each item, and the Heart Healthy Diet Guidelines will be followed.

**EDUCATION PROGRAMS:** The Education Department at FCI Allenwood offers a wide variety of activities, providing many opportunities for self-improvement. A well-rounded program is offered which includes academics, occupational and vocational education, leisure-time activities, and recreation.

In addition to classrooms, the department maintains a leisure library available to the general population six days a week. A wide variety of hard bound and paperback books are available. Additionally, the Education Department has established an inter-library loan agreement with the Union County Public Library to expand our offerings. Of course, you are financially responsible for any books that you check out that are lost or destroyed. For further information regarding the leisure library, contact any member of the Education Department.

Per Bureau requirements, the Education Department also maintains a full Electronic Law Library to aid those inmates researching federal laws pertinent to their case(s). The department provides typewriters for inmates preparing legal correspondence; however, it is the individual inmate's responsibility to purchase a ribbon for use in the machines. In accordance with institution procedures, you may copy materials necessary for research or legal matters. The inmate copy machine is located in the leisure library. In order to use the copy machine, you must first purchase sufficient copy cards during your regular commissary shopping night.

**LITERACY STANDARDS:** To aid the inmate's readjustment to the community and world of work, the department provides instruction toward the completion of a General Equivalency Diploma recognized by businesses, governmental entities, and institutions of higher learning throughout the United States.

The value of a GED for the individual's further achievement was so highly regarded by the U.S. Congress that the GED program was made mandatory for United States citizens.

Per Federal Bureau of Prisons' Program Statement 5350.28, effective December 1, 2003, any inmate who does not have a verified high school diploma or GED must attend literacy classes for a minimum of 240 hours. An inmate may test out of the literacy program prior to the conclusion of the 240 hours. When an inmate successfully completes the official GED test, he will receive \$25.00 as an award.

Effective November 3, 1997, the Bureau of Prisons implemented the provisions of the *Violent Crime Control and Law Enforcement Act (VCCLEA)* and *Prison Litigation Reform Acts (PLRA)*. VCCLEA mandates that an inmate whose offense was on or after September 13, 1994, but before April 26, 1999 and who lacks a verified high school credential, participate in and make satisfactory progress towards obtaining a GED credential to vest earned Good Conduct Time (GCT). The PLRA provides that, in determining GCT awards, the Bureau will consider whether an inmate with a date of offense on or after April 26, 1996, who lacks a high school credential, participates and makes satisfactory progress toward attaining a GED to be eligible to earn the maximum amount (54 days) of GCT. The PLRA further mandates that an inmate subject to its provisions will be awarded 42 days credit for GCT per year (not the maximum 54) if he is not making satisfactory progress toward accomplishing the GED. GCT awarded is also subject to disciplinary disallowance.

An inmate subject to VCCLEA and PLRA will be considered to be making satisfactory progress toward earning a GED unless:

- the inmate refuses to enroll in the literacy program
- the inmate has been found guilty of a prohibited act that occurred in the literacy program
- the inmate withdraws from the literacy program

**TESTING PROCEDURES:** Inmates who do not have a high school diploma or GED diploma, must take the Tests of Adult Basic Education (TABE) if English literate or the Spanish Assessment of Basic Education if Spanish literate within 60 days of arrival. Inmates who claim to have a GED or high school diploma will have 60 days to provide proof of this claim to the Education Department in order to prevent unnecessary enrollment. However, if the claim cannot be sustained within this 60 day period, the inmate will be scheduled for the TABE/SABE test and enrolled in class. Based on the results of these scores, inmates will be placed in the appropriate level for class instruction.

Classes meet daily Monday through Friday, excluding federal holidays and are considered a mandatory assignment. Successful completion of the GED Program is rewarded with a monetary achievement award and allows the inmate to fully participate in all the department's educational offerings. Additionally, completion of the GED program allows the inmate to receive inmate performance pay no longer restricted to pay grade 4.

**ENGLISH-AS-A-SECOND LANGUAGE (ESL):** For inmates with a foreign language background, the department provides English-as-a-Second Language courses to ease transition to our nation's primary language and aid communication in the present situation.

Per Federal Bureau of Prisons Program Statement 5350.24, effective July 24, 1997, the Crime Control Act of 1990 requires that limited English proficient inmates confined in a Federal Prison System facility be required to participate in an ESL program until they function at the equivalence of the eighth grade level in competency skills as measured by a score of 225 on the Comprehensive Adult Student Assessment System (CASAS) test. When an inmate successfully scores a 225, he will receive \$25.00 as an award.

**ADULT CONTINUING EDUCATION CLASSES (ACE):** ACE classes are voluntary courses offered to those individuals who choose to continue their education and expand their general knowledge. ACE courses are conducted during leisure time hours in the evenings and weekends. ACE courses are inmate taught and last 8 to 12 weeks. These courses vary from semester to semester, and may include subjects in business, history, vocational skills, foreign languages, geography, finance, government, or self-improvement. Classes vary from semester to semester, based on inmate volunteers who teach the courses. A list of classes will be posted in the housing units and in the Education Department prior to the start of each semester. If an inmate has a desire to teach a course, he must submit an "Inmate Request to Staff" to the ACE Coordinator detailing his request. Check with the ACE Coordinator for more details.

**POST-SECONDARY EDUCATION (PSE):** PSE classes are available through correspondence with colleges/universities that operate a distance learning program and that will comply with the special requirements and/or restrictions of the correctional environment. Any inmate who has received his high school diploma or GED may apply. Inmate students are responsible for all costs associated with such courses. Any inmate who wants to pursue such courses must have prior approval from the Supervisor of Education for any course he wishes to take. Any materials not approved will be sent home at the inmate's expense. Any questions regarding the Post Secondary Education program should be addressed to the PSE Coordinator.

**EMPLOYMENT READINESS AND EMPLOYMENT RESOURCE CENTER (ERC):** The ERC at FCI Allenwood is a center designed to identify as many employment opportunities as possible. The Center offers the latest in job search techniques and materials to prepare all inmates for the challenges ahead. We offer a resume writer program, giving inmates the opportunity to construct a resume that will be posted on the internet. The off-line resume program follows a simple format that is user friendly; it is linked to the United States Department of Labor and state operated public employment services. Annually, a mock job fair is held at the institution, providing inmates with a chance to experience a job interview with business people from the community.

**BREAKING BARRIERS PROGRAM:** A Framework for Breaking Barriers: A Cognitive Reality Model is a video training series designed for use specifically in a correctional setting. The series is very effective at creating an awareness that change is possible and developing cognitive thinking skills so change can take place. The sessions in this video series lead participants to recognize that controlling how they think is a process that can be learned. The series is application driven by workshops following each session. The workshops provide hands-on practice.

**PARENTING:** The Education Department offers a Parenting Program to encourage and strengthen the ongoing relationship between family members, reduce conflict and anxiety, and prevent development of negative behaviors. The topics covered in this 12 week program include: Abusive Relationships, Child Development, Child Safety, Your Child's Health, and Letter Writing.

**VOCATIONAL TRAINING:** The Education Department offers four occupational training programs: Building Trades Carpentry, Computers, Aquaculture, Heating, Ventilation, and Air Conditioning.

The Building Trades Carpentry Vocational Training Program encompasses all aspects of residential construction carpentry to include tool and equipment maintenance, safety, and operation, sight plan layout, blueprint reading, foundations, framing as well as interior and exterior finish. Individual certification is available through the National Occupational Competency Testing Institute (NOCTI).

The Education Department offers several levels of computer instruction to enable the student to obtain a working knowledge of the computer, practice its various business applications, and develop marketable skills as a computer-proficient employee. You must have your GED to enroll in this program.

The Aquaculture Vocational Training course prepares the student for occupations involving fish and other aquatic life forms management for commercial, governmental, and environmental companies/agencies. All aspects of aquaculture management are included - species, environments, water testing, essential equipment, marketing, accounting, and overriding legislation.

The Heating, Ventilation, and Air Conditioning Vocational Training Program prepares the student for entry into the field of HVAC installation and maintenance. This extensive program is divided into three competencies the student is required to master: plumbing, electrical, and heating and air-conditioning.

**RELEASE PREPARATION:** To assist you in transition from the institution to the community, the Institution offers a comprehensive series of classes. Topics covered include: Disease Prevention and Aids Awareness, Finding and Keeping a Job, Halfway House Regulations, Requirements of Parole Officers, Personal Finances and Banking, Marriage Enrichments, and Parenting.

**RECREATION:** All F.C.I. Allenwood Recreation programs operates under the Program Division. The Recreation Program is directed by the Bureau of Prisons Program Statement 5370.10, Inmate Recreation Programs. Our policies and operating procedures are outlined and explained in these documents. These documents are available for review in the Institution Supplement, Recreation Programs ALX 5370.10B and posted operating procedural memorandums in Recreation.

The Recreation Department at F.C.I. Allenwood strives to provide a variety of leisure time activities, programs and services for the inmate population. Our recreation program is designated to assist incarcerated individuals gain physical, emotional and educational development. We strongly encourage all inmates to participate in any authorized activities which provide a positive institutional accepted outlet. All incarcerated inmates will be assured a safe and comfortable recreation environment. It is our goal to actively involve as many inmates as possible with positive rewarding programs by means of sharing time, space, equipment, and facilities.

Recreation consists of both indoor and outdoor activity areas:

**INDOOR ACTIVITY AREAS**

1. Gymnasium
2. Equipment room
3. Fitness room
4. Game area
5. Hobby Craft room
6. Ceramic Kiln room
7. Music Band room
8. Wellness Resource Room
9. Small multi-purpose rooms (2)
10. T.V. viewing area
11. Piano room

**OUTDOOR ACTIVITY AREAS**

1. Softball fields (2)
2. Flag football field
3. Soccer field
4. Sand volleyball pit
5. Fitness stations (6)
6. Handball / Racquetball courts (4)
7. Circular track
8. Handicapped walking track
9. Basketball courts (3)
10. Pavilion area (8-Table seating)
11. Courtyard (card playing seating area)
12. Boccie ball courts (2)
13. Horseshoe pits (2)

**HOBBY CRAFT MATERIALS:** Hobby craft supplies will be obtained through the Commissary SPO program and recreation GSA vendors purchases. All hobby craft participants must be registered to participate and then use the authorized mailing procedures facilitated thru recreation.

All hobby craft items must be mailed out of the Institution upon completion and in-accordance to the recreation, Inmate Services (R&D), and USA Postal regulations established. No completed items are authorized to be retained or possessed by the inmates (i.e leather items, painting, ceramics, beadwork etc.)

**USE OF INMATE ASSISTANTS:** The Recreation Department promotes and encourages the use of inmate assistants for the purpose of maintaining and/or developing recreation programs and activities. In this regard, announcements outlining opportunities and/or requesting assistants are generated on an ongoing basis. Any inmate must submit a Request to Staff indicating his interest in a specific program. Training and instruction will be provided. Opportunities exist for program assistants in a variety of recreational activities including, but not limited to, class leaders for arts, crafts, music, or cultural activities; sports officiating and coaching; activity coordinators, and fitness/wellness instructors. Inmates that successfully complete the requirements as a recreation inmate assistant can be recommended achievement pay through the Inmate Performance Pay System.

**AWARDS & PRIZES:** Periodically, awards & prizes such as certificates, photos, and perishable food items will be given to inmates who win holiday events, Sports League Championships, and /or receive incentive pay as instructors or sports officials in recreation activities/programs. These items may be kept in the inmates housing cell, but must meet standards concerning safety and sanitation.

**PARTICIPATION - RULES AND REGULATIONS:** The Recreation Department will post rules and regulations (or other memoranda) designed to regulate participation in any activity conducted in any indoor or outdoor recreational area.

- A. Sneakers must be worn during athletic activities in the gymnasium.
- B. Shirts must be worn at all times in Recreation Buildings & courtyard area.
- C. Inmates are responsible to recognize and adhere to the various restricted areas in recreation. All "Out of Bounds Areas" are color coded yellow.
- D. Inmates are not authorized to be within 15 feet of the perimeter fence.
- E. No food items are allowed in the Recreation area.
- F. Inmates must have own Inmate ID Card to sign-out recreation Equipment
- G. All inmates must be issued and present a recreation upon entering recreation (M-F 7:30am-4pm).

The failure of any inmate to conduct himself in conformity with posted rules, regulations, or memoranda may result in exclusion from the activity and/or disciplinary action.

**MUSICAL INSTRUMENTS:** Various musical instruments have been purchased with institution funds. These instruments are available in the recreation area and cannot be removed from that area. If an inmate desires to use any instrument, he will be required to present his ID Card to sign out one musical instrument at a time. Negligent use of or deliberate destruction of instruments will affect each inmate who utilizes the music area. Willful destruction of any instrument will result in disciplinary action.

**RECREATIONAL, LEISURE, AND SOCIAL PROGRAMS:** Leisure activities and recreation programs are also supervised by the Education Department. These programs are designed to help inmates develop an individual wellness and fitness concept. Programs include indoor and outdoor activities ranging from individualized arts and crafts programs to intramural team sports, such as softball, basketball, soccer, and volleyball. Physical fitness and weight reduction programs are also important activities for inmate participants and contribute to good mental health, good interpersonal relations, and stress reduction. In addition, inmates learn to use their free time constructively.

**COUNSELING ACTIVITIES:** There are many alternatives open to you if you have personal problems and desire to correct them. These options include Alcoholics Anonymous, Self-Image groups, and other voluntary groups. In addition, professional staff who are trained in the various social science fields are available as resources. Participation in these activities will be encouraged upon staff's assessment of your needs, but participation in such activities is voluntary. The staff of each unit are available for informal counseling sessions and they will also conduct formal group counseling.

**PSYCHOLOGY AND PSYCHIATRY PROGRAMS:** Psychology Services is comprised of Psychologists, Treatment Specialists, and Administrative Staff. Psychologists' offices are located on the housing units, but a general psychology area houses some treatment staff, administrative staff, and a self-help library. All inmates are seen for an intake interview with a psychologist. Psychologists are also available for limited individual therapy and periodically offer supportive group therapy and educational groups. Ask your unit psychologist, check your unit bulletin board, and check TRULinks for available groups. Additionally, a psychology self-help library contains books for inmates to check out. If interested in services from the psychology department, please submit an Inmate Request to Staff Member form ("cop out"). In an emergency, contact any staff member immediately

**SUBSTANCE ABUSE PROGRAMS:**

Drug Education is a program designed to educate the inmate on all aspects of the recovery process. Inmates are placed on a waiting list according to their projected release date and/or parole eligibility date. Inmates may also sign up voluntarily, via cop-out.

Non-Residential Drug Abuse Treatment are voluntary groups are open to inmates with a history of alcohol and/or substance abuse. There are three phases of weekly treatment groups, with aftercare treatment provided upon completion of all phases. These groups are not 12 step meetings. Anyone interested must be screened by the Drug Treatment Specialist. It is highly recommended to complete Drug Education prior to participating in these groups. If you are interested, please submit a cop-out to Psychology Services.

Residential Drug Abuse Program (RDAP) is a 500 hour voluntary program which resembles a therapeutic community drug rehab program. This program lasts for a minimum of 9 months of residential treatment, plus aftercare. If you are interested, please submit a copout to Psychology Services when you are 49 months away from releasing. If you successfully complete the RDAP Program and you cannot release directly to a halfway house, you are REQUIRED to participate in continuing treatment for a period of one year following your graduation.

AA/NA Meetings are support groups that meet weekly for those serious about their recovery. Submit a copout if interested.

**SUICIDE PREVENTION:** It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are serving a long sentence, experiencing family problems, having 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.

**SEXUALLY ABUSIVE BEHAVIOR:** While you are incarcerated, you do not have to tolerate sexually abusive behavior or pressure to engage in sexual behavior.

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

- a. **Rape:** the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person forcibly or against that person's will; The carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her youth or his/her temporary or permanent mental or physical incapacity; or the carnal knowledge, oral sodomy, or sexual assault with an object or sexual fondling of a person achieved through the exploitation of the fear or threat of physical violence or bodily injury.
  - **Carnal Knowledge:** contact between the penis and vulva or the penis and the anus, including penetration of any sort, however slight.
  - **Oral Sodomy:** contact between the mouth and the penis, the mouth and the vulva, or the mouth and the anus.
- b. **Sexual Assault with an Object:** the use of any hand, finger, object, or other instrument to penetrate, however slightly, the genital or anal opening of the body of another person (NOTE: This does NOT apply to custodial or medical personnel engaged in evidence gathering or legitimate medical treatment, nor to health care provider's performing body cavity searches in order to maintain security and safety within the prison).
- c. **Sexual Fondling:** the touching of the private body parts of another person (including the genitalia, anus, groin, breast, inner thigh, or buttocks) for the purpose of sexual gratification.
- d. **Sexual Misconduct** (staff only): the use of indecent sexual language, gestures, or sexually oriented visual surveillance for the purpose of sexual gratification
- e. **Abusive Sexual Contact:** contact to sexually exploit an inmate without consent, or of one who is unable to consent or refuse, and intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or buttocks of any inmate, excluding contact incidental to physical altercation

- f. **Non-Consensual Sexual Act:** Contact of any inmate without consent, or of one who is unable to consent/refuse, and contact between the penis and vagina or penis and anus, including penetration, however slight; or contact between the mouth and penis, vagina, or anus; or penetration of the anal or genital opening of another by a hand, finger or object.

**NOTE:** Sexual acts or contacts between two or more inmates, even when no objections are raised, are prohibited acts, and may be illegal. Sexual acts or contacts between an inmate and a staff member, even when no objections are raised by either party, are always forbidden and illegal.

**Prevention** - Here are some things you can do to protect yourself and others against sexually abusive behavior:

- Carry yourself in a confident manner at all times. Do not permit your emotions (fear/anxiety) to be obvious to others.
- Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.
- Do not accept an offer from another inmate to be your protector.
- Find a staff member with whom you feel comfortable discussing your fears and concerns.
- Be alert! Do not use contraband substances such as drugs or alcohol; these can weaken your ability to stay alert and make good judgments.
- Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.
- Stay in well lit areas of the institution.
- Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.
- Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

**Reporting** - If you become a victim of a sexually abusive behavior, **you should report it immediately to staff** who will offer you protection from the assailant and refer you for a medical examination and clinical assessment. You do not have to name the inmate(s) or staff assailant in order to receive assistance, but specific information may make it easier for staff to know how best to respond. Even though you may want to clean up after the assault it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases, pregnancy, if appropriate, and gather any physical evidence of assault.

If you don't feel comfortable talking to institutional staff, there are other means to confidentially report sexually abusive behavior if you are not comfortable talking with staff. You can write the Warden, the Regional Director, or Director of the Bureau of Prisons. You can also file an Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can also write the Office of the Inspector General regarding staff misconduct.

**Treatment Options** - If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

**Management Program for Assailants** - Those who sexually abuse/assault others while in the custody of the BOP will be disciplined. You can be charged with Prohibited Acts according to the Inmate Disciplinary Policy and can be investigated by law enforcement authorities, subject to the full range of criminal and administrative sanctions. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected.

**Contact Offices:**

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| <b>U.S. Department of Justice</b><br>Office of the Inspector General<br>950 Pennsylvania Avenue, NW<br>Suite 4322<br>Washington, D.C. 20530-0001 | <b>Central Office</b><br>Federal Bureau of Prisons<br>320 First Street, NW<br>Washington, D.C. 20534 | <b>Northeast Regional Office</b><br>U.S. Customs House, 7th Floor<br>2nd and Chestnut Streets<br>Philadelphia, Pennsylvania 19106 |
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**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 the Commissary. The Barber Shop will be open Monday through Saturday.

**Hours of Operation**

**Monday through Friday**

7:30 a.m. - 9:30 a.m.

12:00 p.m. - 3:15 p.m.

5:30 p.m. - 8:00 p.m.

**Saturdays and Holidays**

12:00 p.m. - 3:15 p.m.

**CLOSED ON HOLIDAYS!**

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.

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.

**CENTRAL INMATE MONITORING SYSTEM (CIMS):** The 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 present special management considerations. Designation as a CIMS case does not, in and of itself, prevent you from participating in community activities. All inmates who are designated as CIMS cases will be notified, in writing, by their Case Manager. Inmates in this category who apply for community activities should apply in ample time to allow institution staff to obtain necessary clearances from the appropriate areas.

**MARRIAGES:** At this time marriages of inmates cannot be accommodated in this institution. In order to legalize a marriage in the state of PA, both parties must be present and identified by a County Official. At this time, there are currently no County Officials from any of the surrounding counties able to come to the institution to complete this process.

**PRE-RELEASE PROGRAMMING:** The Pre-Release Program is designed to assist inmates in preparing themselves for release. This program offers classes and informational seminars concerning the personal, social, and legal responsibilities of civilian life.

**RELIGIOUS PROGRAMS:** FCI Allenwood offers a wide range of religious programs to inmates. A staff Chaplain is available, as well as, contract and volunteer representatives of other faiths for counseling and consultation. A schedule of religious programming can be found in each housing unit and in the Chapel. Scheduling of services is based on need and available resources. Services are open to all inmates.

The institution has a religious dietary program made up of two components: (1) the Certified Processed Food Line, and (2) the "No Meat" entre. Information about this religious diet program is available from the Chaplain.

The Religious Services Department offers a wide variety of literature, and audio and visual tapes for your use. A Life Connection (Faith Based Pre-Release) class is also available for inmates. Information about these programs are available in the A & O orientation program and from the Chaplain.

A list of the authorized religious holidays and ceremonial meal dates are posted on the chapel bulletin board. Please see it for the deadlines to participate in these special religious events.



**INMATES FINANCIAL RESPONSIBILITY PROGRAM (IFRP):** Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees and costs. Each designated inmate is required to develop a financial plan to meet his financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, state or federal court ordered restitution, fines and court costs, judgments in favor of the U.S., other debts owed to the federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

You are responsible for making all payments required, either from earnings within the institution or from outside sources. You must provide documentation of compliance and payment of the entire obligation. If you refuse to meet your obligation, you cannot work in UNICOR or 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 assignments, eligibility for community activities, and institutional program changes. The United States Parole Commission will review financial responsibility progress during scheduled Parole Hearings.

### **FCC ALLENWOOD HEALTH SERVICES DEPARTMENT**

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

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

**GENERAL POPULATION APPOINTMENTS:** Sick call and dental sick call will be held on the days and times posted in the Health Service Department. Appointments for routine medical and dental care are issued at the triage area in the Health Services Department. Routine sick call is not held on weekends and holidays. If the institution is experiencing a situation where inmate movement is not permitted (i.e. institution lock-down), sick call triage will be provided in the housing units. If the medical staff determine the sick call is of an emergent priority, the inmate will be issued a same day appointment slip reflecting the time of the appointment. The inmate must present this appointment slip to the work supervisor so that you can be permitted to move to the Health Service Department during an institution move. If the medical staff determine the sick call complaint is not of an emergent priority, the inmate will be advised that his assigned medical provider will schedule him for an appointment and he is to watch the callout for the date and time of that appointment. **Sick call request forms** will not be accepted through the institutional mail.

If an inmate becomes ill after the regular sick-call sign-up time, he should ask his work supervisor or unit officer to call the Health Service Department. Health Services staff will determine if, and/or when an appointment will be scheduled.

Appointments for other medical evaluations, tests, and clinics (such as eye exams, blood studies, physician visits, etc.) will be scheduled via the institution call-out roster. It is your responsibility to review the call-out daily and show up on time for all appointments.

Dental sick-call is for emergency care only, such as toothaches, abscesses, temporary fillings, etc. Dental sick call is scheduled on a first come, first seen basis. If the dental sick call is full and an inmate has a

dental emergency, the inmate's work detail supervisor can notify the dental department. To obtain *routine* dental treatment, such as permanent fillings, dentures, and cleanings, you must submit an **Inmate Request to Staff** (Cop-Out) to the Dental Department. All routine appointments will be scheduled on the institution's call-out.

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

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

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

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

**ANNUAL IMMUNIZATION/SCREENING:** All inmates will be scheduled for mandatory tuberculosis screening on an annual basis. If you have a documented positive result to the skin test, you will receive an annual chest x-ray. If you do not have a documented positive result to the skin test, you cannot request a chest x-ray in lieu of the skin test. This screening will be in the form of the PPD skin test. The date of these screenings will be based on the inmate's previous test date.

During the flu season which is typically in early winter, inmates will be offered the influenza vaccination or "flu shot" if their medical condition meets the Center for Disease Control (CDC) guidelines for these immunizations. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. Should you not meet the medical guidelines directed by the CDC, you may request this vaccination by submitting a Request to a Staff Member (Cop-Out) form to the Health Services Department requesting the flu shot vaccination. Depending on the availability of the vaccine, you will be scheduled on a call-out.

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

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

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

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

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

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

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

#### **OTC PROGRAM**

Inmates will purchase OTC items at commissary for their occasional use.

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

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

**IDLE:** Temporary disability not to exceed three days duration including weekends and holidays. Restricted to your room except for meals, barbering, religious services, sick-call, visits, and call-outs. No recreation activity.

**CONVALESCENCE:** Recovery period for an operation, injury, or serious illness. Not less than four days and not to exceed 30 days, subject to renewal. Excused from work and may not participate in recreation activities.

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

**MEDICALLY UNASSIGNED/TOTALLY DISABLED:** Totally unemployable and unassigned because of physical or mental handicap for a specific time period or indefinitely.

**INMATE CO-PAY:** Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCC Allenwood provide notice of the Inmate Copayment Program for health care, effective October 3, 2005. The Inmate Copayment Program applies to anyone in an institution under the Bureau’s jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC’s and inmates assigned to the General Population at these facilities are subject to a \$2.00 copay fee. Needed offender health care is not denied due to lack of available funds. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff. Indigent inmates are not charged a co-pay fee (An indigent inmate is an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days.)

**ADVANCED DIRECTIVES “LIVING WILLS”**

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

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

| Your Health Care Rights  | Your Responsibilities  |
|--|--|
| 1. You have the right to access health care services based on the local procedures at FCI Allenwood. Health services include medical, dental and all support services. If inmate co-pay system exists in this institution, health services cannot be denied due to lack (verified) of personal funds to pay for your care. | 1. You have the responsibility to comply with the health care policies of FCI Allenwood, and follow recommended treatment plans established for you, by health care providers. You have the responsibility to pay an identified fee for any health care encounter initiated by yourself, excluding emergency care if the co-pay system exists at this institution. |
| 2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration and dignity.  | 2. You have the responsibility to treat these providers as professionals and follow their instructions to maintain and improve your overall health.  |
| 3. You have the right to address any concern regarding your health care to any member of FCI Allenwood’s 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 Inmate Request to Staff Member form, main line, or the accepted Inmate Grievance Procedures.   |
| 4. You have the right to provide the Bureau of Prisons with Advanced Directives or a Living Will that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.   | 4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.  |
| 5. You have the right to be provided with information regarding your diagnosis, treatment and prognosis. This includes the right to be informed of health care outcomes that differ significantly from the anticipated outcome.  | 5. You have the responsibility to keep this information confidential.  |
| 6. You have the right to obtain copies of certain releasable portions of your health record.   | 6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.   |

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| 7. You have the right to be examined in privacy.   | 7. You have the responsibility to comply with security procedures should security be required during your examination.   |
| 8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious diseases.   | 8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activity that could result in the spreading or catching an infectious disease.   |
| 9. You have the right to report complaints of pain to your health care provider, have your pain assessed and managed in a timely and medically acceptable manner, be provided information about pain and pain management, as well as information of the limitations and side effects of pain treatments.               | 9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about 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. |
| 10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.   | 10. You have the responsibility to be honest with your health care provider(s), to comply with prescribed treatments and follow prescription orders. You also have the responsibility not to provide any other person your medication or other prescribed item.  |
| 11. You have the right to be provided healthy and nutritious food. You have the right to instruction regarding a healthy diet.   | 11. You have the responsibility to eat healthy and not abuse or waste food or drink.   |
| 12. You have the right to request a routine physical examination, as defined by the Bureau of Prison's policy. (If you are under the age of 50, once every two years; if over the age of 50, once a year and within one year of your release).   | 12. You have the responsibility to notify medical staff that you wish to have an examination.  |
| 13. You have the right to dental care as defined in the Bureau of Prison's 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, including 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 Prison's policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative action against you. You have the right to be counseled regarding the possible ill-effects 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 responsibility to sign the treatment refusal form.   |

### **CORRECTIONAL SYSTEMS:**

The Correctional Systems Department is responsible for processing incoming mail, incoming publications, and incoming packages. Also, Correctional Systems staff are responsible for processing inmates and their personal property upon arrival and release. Correctional Systems staff are also responsible for records management.

Open House hours for the Receiving and Discharge (R&D), and the Records Office are Tuesday and Thursday, excluding holidays, from 11:00 a.m. through 12:00 p.m. Open House hours for the Mail Room is conducted Tuesday and Thursday, excluding holidays, from 11:00 a.m. to 11:45 a.m. Outgoing Legal Mail should be brought to the Mail Room Monday through Friday, excluding holidays, from 11:00 a.m. to 11:45 a.m.

## **CONTACT WITH THE COMMUNITY AND PUBLIC**

**CORRESPONDENCE:** You are permitted to correspond with the public, family members, and others without prior approval or a correspondence list. Outgoing inmate mail will be placed unsealed into the outgoing inmate mailbox located in each wing of the housing unit. All outgoing inmate mail **MUST** have a Trulincs generated mailing label attached noting the recipient's address. The flap of the envelope should be placed inside the envelope to prevent correspondence from falling out. The mail will be collected by the Morning Watch Officer, inspected, read and sealed. The Morning Watch Officer will deliver the mail to the Inmate Systems Department before 8:00 a.m., Monday through Friday, excluding federal holidays. The outgoing envelope must have your name, registration number, and return address in the upper left hand corner, to include your housing unit (e.g. 1A, 1B, 2A, etc.). **During Open House, inmates must take their outgoing special/legal mail to the Mail Room for processing. A log book has been created to acknowledge receipt of special/legal mail by Mail Room staff and Special Housing Unit (SHU) staff. The log book will provide the following information:**

- |                                   |  |
|-----------------------------------|--|
| <b>1) Date received</b>           | <b>4) Address where mail is being sent</b>                       |
| <b>2) Inmate's Committed Name</b> | <b>5) Staff members initials who accepted the correspondence</b> |
| <b>3) Inmate Register Number</b>  |  |

### **Inmate Mailing Address:**

**FCI Allenwood, (your Committed Name and Reg. Number), P.O. Box 2000, White Deer, PA 17887-2000.**

You are responsible for the contents of all your correspondence. Correspondence containing threats, extortion, etc., may result in prosecution for a violation of federal law and/or administrative disciplinary action for a violation of institution regulations.

You may be placed on "Restricted Correspondence" status based on misconduct or as a matter of classification. You will be notified of this placement and have the opportunity to respond if you are placed on such status. There is no mail service on weekends or holidays.

|   |  |
|---|--|
| <b><u>REGIONAL OFFICE</u></b><br>Northeast Regional Office<br>U.S. Customs House, 7 <sup>th</sup> Fl.<br>2 <sup>nd</sup> and Chestnut Streets<br>Philadelphia, PA 19106 | <b><u>PARDON ATTORNEY</u></b><br>U.S. Pardon Attorney<br>1 N. Park Bldg.<br>440 Friendship Blvd.<br>Bethesda, MD 20014 |
| <b><u>CENTRAL OFFICE - BOP</u></b><br>Director, Bureau of Prisons<br>320 First St., N.W.<br>Washington, DC 20534  | <b><u>U.S. PAROLE COMMISSION</u></b><br>U.S. Parole Commission<br>5550 Friendship Blvd.<br>Chevy Chase, MD 20815       |

**INCOMING CORRESPONDENCE:** First class mail is distributed Monday through Friday, except holidays, by the Evening Watch Officer in each housing unit. Newspapers and magazines are also delivered at this time. Legal and "Special Mail" will be delivered by Unit Staff as soon as possible after it is received. The number of incoming letters you receive will not be limited unless the number received places an unreasonable burden on the institution.

You are asked to advise those writing to you to document your registration number and quarters assignment (e.g. 1A, 1B, 2A, etc.), on the envelope to aid the prompt delivery of mail.

**Any packages you receive at the institution must have prior authorization.**

**INCOMING PUBLICATIONS:** The Bureau of Prisons permits you to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to you, such as advertising brochures, flyers, and catalogs. All incoming publication (paperback books, newspapers, magazines, hardcover books, etc.) must be received from a publisher, book club, or

book store. You may receive hardcover publications only from a publisher or a book club. Accumulation of publications will be limited to three (3) magazines, three (3) newspapers, and five (5) books.

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

1. Depicts or describes procedures for the construction or use of weapons, ammunition, bombs, or incendiary devices.
2. Depicts, encourages, or describes methods of escape from correctional facilities, or contains blueprints, drawings, or similar descriptions of Bureau of Prisons institutions.
3. Depicts or describes procedures for the brewing of alcoholic beverages or the manufacture of drugs.
4. It is written in code.
5. Depicts, describes, or encourages activities which may lead to the use of physical violence or group disruption.
6. Encourages or instructs in the commission of criminal acts.
7. Sexually explicit material that by its nature or content poses a threat to the security, good order, or discipline of the institution.
8. Section 614 of the Fiscal Year 97 Omnibus Budget Act (P.L. 104 - 208) prohibits the Bureau from distributing or making available to inmates any commercially published material which is sexually explicit or features nudity. See Section 6 of this Program Statement for processing such material.

**SPECIAL MAIL:** Special mail is a category of correspondence which may be sent out of the institution sealed and unread by staff. This category includes correspondence sent to: President and Vice-President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Member of the U.S. Congress, Embassies and Consulates, Governors, State Attorney Generals, prosecuting attorneys, Director of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other federal and state law enforcement officers, attorneys, and representatives of the news media.

Special mail also includes received mail from the following: President, Vice-President of the United States, attorneys, members of U.S. Congress, Embassies and Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons), other federal law enforcement officers, U.S. Attorneys, State Attorney Generals, prosecuting attorneys, Governors, U.S. Courts, and State Courts.

A designated staff member will open incoming special mail in your presence. These items will be physically checked for contraband and for qualification as special mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail, only to be opened in the presence of the inmate". Without adequate information as special mail, staff may treat the mail as general correspondence. In this case, the mail may be opened, read and inspected.

**INMATE CORRESPONDENCE WITH REPRESENTATIVES OF THE NEWS MEDIA:** You may write, through special mail procedures, to representatives of the news media, if specified by name or title. You may not receive compensation or anything of value for correspondence with the news media. You may not act as a reporter, publish under a byline, or conduct a business while in the Bureau of Prisons custody.

Representatives of the news media may initiate correspondence with you. Correspondence from a representative of the news media will be opened, inspected for contraband and qualification as media correspondence, and for content which is likely to promote either illegal activity or conduct contrary to regulations.

**CORRESPONDENCE BETWEEN CONFINED INMATES:** You may be permitted correspond electronically through the Trulincs computers in the housing units and / or through written means with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of your immediate family or is a party in a legal action (or witness) in which both of you are involved.

The following limitations may apply:

1. Such electronic or written correspondence may always be inspected and read by staff at the sending and receiving institutions. Written correspondence may not be sealed by the inmate.
2. The Superintendent/Warden at both institutions must approve correspondence.

**REJECTION OF CORRESPONDENCE:** 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, to the protection of the public, or if it might facilitate criminal activity. Examples include:

1. Matter which is non-mailable under law or postal regulations.
2. Information of escape plots, of plans to commit illegal activities, or to violate institution rules.
3. Unauthorized inmate to inmate correspondence.
4. Direction of an inmate's business (prohibited act 408). You may not direct a business while confined. This does not, however, prohibit correspondence necessary to enable you to protect property or funds that were legitimately yours at the time of commitment. Thus, for example, you may correspond about refinancing a mortgage for your home or sign insurance papers; however, you may not operate (for example) a mortgage or insurance business while confined.

**NOTIFICATION OF CORRESPONDENCE REJECTION:** The Warden or Associate Warden will give written notice to the sender concerning the rejection of mail and the reasons for rejection. The sender of the rejected correspondence may appeal the rejection to the Warden, via letter. You will also be notified of the rejection of correspondence and the reasons for the same. You have the right to appeal the rejection via Administrative Remedy Procedure. Rejected correspondence ordinarily will be returned to the sender.

**MAILING OF INMATE PROPERTY:** If you wish to have personal items mailed into the institution, you should see your Correctional Counselor for an Authorization To Receive a Package Form. Responsibilities for various items is as follows:

1. Unit Manager - release clothing.
2. Hospital Administrative Officer - orthopedic shoes, arch supports, prosthetic devices, and hearing aids.
3. Chaplain - wedding bands (married inmates may be permitted to have their wedding bands as long as it is a plain band containing no stones) and religious medals. Items must not have a value which exceeds \$100.00.

The completed form will be forwarded to the Mail Room. The Mail Room Officer will not approve any item or package for delivery unless the Authorization to Receive a Package Form is on file.

**CHANGE OF ADDRESS/FORWARDING OF MAIL:** General correspondence will be forwarded for a period of 30 days. Special mail will always be forwarded. Any general correspondence received after 30 days will be returned to sender.



**CERTIFIED/REGISTERED MAIL:** You may use certified, registered, or insured mail. You will not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

**FUNDS RECEIVED THROUGH THE MAIL:** Funds must be sent to a Lock Box in Des Moines, Iowa, to the following address:

**Federal Bureau of Prisons  
Insert Inmate Register Number  
Insert Inmate Committed Name  
P.O. Box 474701  
Des Moines, Iowa 50947-0001**

Receipts from the public will be picked up by mail Monday through Friday at 2:00 p.m. EST, excluding federal holidays. Valid and approved negotiable instruments are money orders, government checks, foreign negotiable instruments (in U.S. currency only) and business checks.

**TELEPHONES:** An inmate must process telephone contacts on the Trulincs computers in the housing units within 30 days of arrival. If an inmate previously utilized the Trulincs system at a previous institution, all applicable data entered will follow upon transfer.

**A. Telephone List Updates:** An inmate is allowed to add or delete telephone numbers throughout the day. A maximum of 30 active telephone numbers may be carried at one time.

**B. Requests for Removal (Denial) of Telephone Numbers:** Written requests from the Associate Warden for removal (denial) of a telephone number as outlined in the Telephone Regulations for Inmates Program Statement shall be processed ordinarily within one working day after receipt. At that time, the number shall only be marked “not allowed” on the inmate’s number listing. When a number is removed from usage (denied) at the recipient’s request, that number may be placed back on the inmate’s list (reactivated) only upon the recipient’s written request for reinstatement with a copy of recent telephone bill.

**C. Telephone Call Restrictions:** The maximum length of telephone calls is 15 minutes. Time limits can be curtailed for any reason that the Warden deems necessary, e.g., emergency situations, increased inmate population, etc. Calls are automatically disconnected due to insufficient Trufone credits or the expiration of the call time limit. A warning tone sounds approximately one minute before a call is disconnected.

1. Trufone direct dial calls shall not be permitted if the inmate does not have adequate credits in his Trufone Account to place at least a two-minute call.
2. Hours of Trufone operation shall be as follows: unit phones will be available from 4:30 p.m. to 10:30 p.m. each evening (except for count time). Phones will also be available from 6:00 a.m. to 4:30 p.m. on weekends and holidays (except for count time). During Monday through Friday, only one unit phone will be available for the PM shift and UNICOR second shift inmates, inmates on their regularly scheduled day off and inmates on vacation. The appropriate inmates may use these telephones on a first come, first served basis, from 7:30 a.m. to 10:30 a.m. and from 12:30 p.m. to 4:30 p.m. (except count time). All four unit phones will be available from 10:30 a.m. to 12:30 p.m., Monday through Friday, for use by all inmates.
3. Restricting inmate Trufone access shall only be done upon written notice from staff, as appropriate; e.g., the Associate Warden, Programs; the DHO or UDC to enforce specific disciplinary sanctions.

4. Calls can only be placed at 30 minute intervals. This practice is to ensure fairness to all inmates in having the opportunity in placing calls. The Warden may increase the interval between inmate telephone calls if it is determined such action will enhance the orderly operation of the institution or further promote fairness to all inmates in having access to telephones. On a daily basis, inmates are permitted to place nine calls or less during their non-working hours. Any inmate completing 10 calls or more on the same date, regardless of the length of the call, will receive disciplinary action.

5. Phone calls will not be made during normal hours of work. During the phone monitoring process, if it is determined that a call has been made during working hours, the inmate will receive disciplinary action.

6. Day orderlies are expected to generally work from 7:30 a.m. to 3:30 p.m. and may not use the phone from 7:30 a.m. to 10:30 a.m. and from 12:30 p.m. to 4:30 p.m. Evening orderlies are expected to generally work from 4:30 p.m. to 10:30 p.m. and may not use the phone from 5:30 p.m. to 10:00 p.m. Evening orderlies may use the phone during the day and from 4:30 p.m. to 5:30 p.m. and from 9:00 p.m. to 10:30 p.m. each evening (after count is complete).

7. Inmates are limited to 300 minutes per calendar month for Trufone monitored telephone calls. This limitation applies to all inmates with a Trufone account in Bureau of Prisons' institution, and may be used for any combination of collect or direct-dial calls at the inmate's discretion. Inmates who exhaust their 300 minute limitation may, at the Warden's discretion, be provided a telephone call for good cause shown. Inmates should request such calls through the Unit Team. It is intended this exception be used sparingly and only for bona fide emergencies. The inmate is responsible for the cost of such calls at the Warden's discretion. This limitation does not affect an inmate's ability to place unmonitored, legal telephone calls according to the Program Statement on Telephone Regulations for Inmates.

**D. Collect Calls:** An inmate who is without funds may request, using an Inmate Request to Staff form, one collect call each month to be arranged by the Correctional Counselor after approval by the Unit Manager and Associate Warden of Programs. An inmate without funds is defined as an inmate who has not had a trust fund account balance of \$6.00 for the past 30 days and who is currently unassigned or in a medical status which prohibits him from working for an extended period of time (*e.g.*, over 15 days.).

Collect rates shall be charged in accordance with the Trufone contract requirements. The called party will be given collect rates prior to accepting any collect call. Collect rates may also be obtained by the billed party by contacting the service provider, Value Added Communications, at 800-786-8521. The maximum amount of minutes per month is 120 for collect calls.

**E. Trufone Credits:** Each inmate will be responsible for transferring his funds from his Commissary Account to his Trufone Account.

1. Inmates may use the "Telephone Teller" from any inmate telephone to transfer funds from their Commissary Account to their Trufone Accounts.

2. The established number of times an inmate may transfer funds is twice per day. Transfer will be allowed daily from 4:30 p.m. to 11:00 p.m.

3. It is the inmate's responsibility to track his or her Commissary and Trufone Account balances via the "Telephone Teller".

4. A transfer of credits shall not affect an inmate's established spending limitation.

5. Once the Trufone credits are transferred, credits may not be transferred back to the inmate's Trust Fund Accounting Commissary System (Trufacs) Account except by Trust Fund staff in the following circumstances:

- a. An inmate on telephone restriction for more than 30 days requests in writing that his Trufone credits be returned to his Trufacs Account. This is a one-time transaction for the entire balance of his Trufone Account.
- b. Inmate is released or transferred.

**F. Phone Access Code (PAC) Number:** The PAC Number shall be delivered to the inmate in the institution mail in a sealed envelope. The inmate will receive dialing instructions, use of the PAC Number, and other information on how to place phone calls and receive account information. Because the PAC Number is considered an item of value for the purpose of inmate discipline, the giving to another inmate or the possessing of another inmate's PAC Number falls with the moderate category (300) of Prohibited Acts. An inmate is to report a compromised PAC Number immediately to unit staff. If an inmate needs another PAC Number because of a compromise of his current PAC Number, there will be a \$5.00 fee. Inmates must fill out a Request for Withdrawal of Inmates Personal Funds (Form BP 199) and process it through their Unit Team.

**G. Voice Recognition (V-PIN):** Each inmate is required to initially record their first and last names on the Trufone system for account access. Each time an inmate attempts to access their Trufone account, they must first match the first and last names recorded into the Voice Recognition program. If the initial Voice Recognition recording was processed at another BOP institution, the information will follow the inmate to FCI Allenwood, and it will not need to be re-recorded locally.

Inmates confined in Administrative Detention and Disciplinary Segregation may make one social call every 30 days. Staff phones may not be used unless authorized by a staff member.

**VISITING:** You are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 a.m. to 3:00 p.m., Friday, Saturday, Sunday, and federal holidays. You are expected to advise your prospective visitors of these times and days.

You are to submit a visiting list to your Correctional Counselor for approval. Relatives, friends, and other prospective visitors may be approved after certain checks are made.

You must be dressed in institution khaki pants and shirt in order to be admitted to the Visiting Room. Clothing must be neat and clean. Articles that may be taken into the Visiting Room are limited to a comb, wedding band, prescription eyeglasses, handkerchief, and religious medal.

All visits will begin and end in the Visiting Room. One kiss or embrace, in good taste, are allowed upon arrival and departure. Behavior deemed inappropriate will result in immediate termination of the visit, and possible loss of future visits. Physical contact beyond these parameters will result in disciplinary action.

Children under the age of 16 must be accompanied by an adult, parent or guardian. Children must be kept under supervision of a responsible adult at all times. 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 five visitors. Each child over the age of two will be counted as one of the five visitors.

Visiting will be limited to five days per month for each inmate. Each day, either a full or partial day of visiting will be counted as a full day.

Visitors are not permitted to bring in any type of photographic equipment on institutional grounds. Additionally, Newspapers, magazines, clippings, photos, etc. will not be permitted.

**VISITOR INFORMATION:** There is no local bus transportation to the institution but taxi service is available. Taxi's are not permitted to remain on the grounds while visitors are inside the institutions. They must depart and return at a specified time:

**Aurora Taxi Inc.** (Lewisburg, PA) - (570) 523-1400 / **Billtown Cab Company** (Williamsport, PA) - (570) 322-2222

Visitors are encouraged to use personal vehicles or rent vehicles when visiting the institution. Visitors' vehicles are subject to search.

**ION Spectrometry Testing:** All inmate visitors will be subjected to random drug testing with the ION Spectrometry Machine. An ION Spectrometry device tests for exposure to illegal substances. A confirmed positive test result for an illegal substance(s) indicates the need to further investigate the visitor prior to allowing entry. While a confirmed positive test result for an illegal substance provides reasonable suspicion warranting further investigation, it cannot alone provide the justification to deny entry. However, it can, in appropriate circumstances, act as one element in finding reasonable suspicion to deny entry. Denial of entry must be authorized by the Warden or designee, and may not be based solely on a confirmed positive test result.

- a. **Limited Visitation:** Visitors producing a confirmed positive test result may be subject to limited visiting (e.g., video visiting, non-contact visiting, coordinated placement of visitors underneath camera or in front of a Correctional Officer) per Program Statement 5267.08, Visiting Regulations, and Complex Supplements.
- b. **Denial of Entry:** Visitors producing a confirmed positive test result may not be denied entry based on test result alone. However, a confirmed positive test result must be followed by further investigation, the result of which may provide additional information to support denying entry per Program Statement 5510. 12, Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities.

**FCI Allenwood Visitor's Dress Code:** Visitors are not permitted to wear the following: opened toed shoes (to include flip flops), opened back shoes, beige or khaki pants, grey sweatshirts, grey sweat pants, any type of shorts, hooded sweatshirts, sleeveless shirts or blouses, backless shirts or blouses, low cut shirts or blouses, low cut pants, shirts or blouses allowing midriff exposures or see through, no stretch pants, no shear clothing and camouflage clothing. Skirts, and dresses are not allowed to be more than 1" above the knee, this includes the slit in dresses and skirts. The dress code applies to adults and children visitors. The Front Desk Officer reserves the right to determine if clothing attire is unacceptable to enter the Visiting Room. Your visitor will not be permitted to enter the Visiting Room if they do not adhere to the dress code. Visitors wearing unacceptable clothing, may depart the institutional grounds to change into appropriate attire. Visitors are not permitted to change clothing in the visitors' restrooms. Visitors should refrain from wearing clothing with metal affixed in it. This could prevent them from clearing the walk through metal detector.

Visitors are subject to random pat searches. Under certain circumstances, visitors may be asked to submit to a "visual" search as a pre-requisite to a visit. All visitors will be screened with a metal detector and their personal items will be searched. **ALL VISITORS MUST CLEAR THE METAL DETECTOR PRIOR TO ENTERING THE VISITING ROOM.** Persons having metal plates or prosthetic devices must have written documentation from a doctor. Visitors should refrain from wearing clothing that would set off the metal detector, for example under wire brassieres, pants or shirts with metal affixed to them, etc. Attorneys' briefcases are an example of such personal items. Large purses and tote bags are not permitted inside the institution. Only small, clear, change purses are authorized, for personal visits, with limited person items. No make-up is permitted in the

institution at any time. Other personal articles belonging to visitors must be placed in lockers provided in the front lobby or left in their cars. Visitors' vehicles are subject to search.

Photo Identification is required for visitors. This may include a state driver's license or state I.D. Card with full names and signatures affixed. Birth Certificates are not considered proper identification. Persons without proper identification will not be permitted to visit.

Visitors are only allowed to bring the following items into the Visiting Room. All items will be x-rayed.

- Reasonable baby care items to include up to three (3) diapers, one (1) plastic baggie containing baby wipes, food (in clear, non-glass containers), plastic spoon, two (2) plastic bottles (one (1) milk, one (1) water ((not more than half full)), and powder, only in a sufficient amount for the duration of the visit. Diaper bags must be clear or see through. Visitors are NOT permitted to bring in baby strollers, car seats, carriers, and toys.
- Religious visitors will be allowed to bring religious items (Bibles, Korans, Torahs, etc.) with them to the Visiting Room.
- Visitors may bring prescribed medication into the Visiting Room but must give the medication to the Visiting Room Escort Officer. The medication will be kept at the Visiting Room Officers' desk at all times. The prescribed medication must be taken in the presence of a Visiting Room Officer.

Visitors are not allowed to bring animals on the institution grounds except for dogs which assist persons with disabilities. Visitors must provide certification and/or documentation which indicate the dog is trained for such a purpose.

Visitors are permitted to bring money to the Visiting Room to purchase items from the vending machines; this is limited to \$25.00. Visitors may purchase food for the inmates but may never give the inmate money. Food and drink is not permitted to be brought into the facility from outside the institution. Since the vending machine only accepts coins, one and five dollar bills are the only increments of currency that will be permitted in the Visiting Room. Money may be kept in a clear change purse or wallet.

Inmates are NOT authorized to be in the vending machine area of the Visiting Room at any time. Visitors can purchase the items from the machines and return to the visiting area. Inmates cannot be in the children's room at any time.

Games and toys are not permitted in the visiting area. Video cassettes will be available at the institution for children's viewing.

Once a visitor has been checked into the institution, they are NOT permitted to return to their automobiles or leave the visiting area until they are ready to end their visit.

This is a smoke-free facility, therefore, visitors are not authorized to bring in any tobacco products into the institution or Visiting Room.

You are not allowed to receive coins, money, or a Postal Money Order for your Commissary Account while in the Visiting Room. Money for Commissary Accounts must be sent through the mail to the Lock Box in Des Moines, Iowa. A Postal Money Order is the preferred monetary instrument.

#### **NO ITEMS MAY BE GIVEN OR EXCHANGED IN THE VISITING ROOM.**

#### **Directions to FCI Allenwood:**

- **From the New York City area;** from the George Washington Bridge take Interstate 80 to exit 210B (Route 15) in Pennsylvania, Rt 15 North to the complex.
- **From Washington, DC;** take Interstate 70 West out of DC to Rt 15 North to the complex.
- **From Philadelphia;** take the turnpike West to Rt 15, take Route 15 North to the complex.
- **From Points West;** get on Interstate 80 East, take exit 210B (Rt 15) North to the complex.

**ACCESS TO LEGAL SERVICES:** Legal correspondence from attorneys will be treated as Special Mail, if it is properly marked. The envelope must be marked with the attorney's name and an indication that he/she is an attorney and the front of the envelope must be marked "Special Mail - Open Only in the Presence of the Inmate". It is your responsibility to advise your 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 regular visiting hours. However, attorney visits can be arranged at other times based on the circumstances of each case and the availability of staff. Attorney visits will be subject to visual monitoring, but not audio monitoring.

**LEGAL MATERIAL:** During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Legal material may be transferred during attorney visits, but is subject to inspection for contraband. This material will be treated in a similar manner as the special mail procedures described above. You are expected to handle the transfer of legal materials through the mail as often as possible.

**ATTORNEY PHONE CALLS:** In order to make an unmonitored phone call between an attorney and yourself, you must make a verbal or written request to the Correctional Counselor with the justification as to the need for the call; i.e., imminent court deadline, other means of communication are inadequate. Phone calls placed through regular inmate phones are subject to monitoring. These procedures apply to both General Population and SHU inmates.

**ELECTRONIC LAW LIBRARY:** The Electronic Law Library has been implemented along with TRULINCS. All reference material required by the Office of the General Council is now available through the TRULINCS system. Refer to the applicable Institutional Supplement for the rules and regulations regarding this system.

**NOTARY PUBLIC:** It will be necessary to contact your Case Manager to make arrangements with the institution Notary Public when a notary is needed.

**COPIES OF LEGAL MATERIAL:** In accordance with institution procedures, you may copy materials necessary for research or legal matters. The inmate copy machine is located in the main law library within the Education Department. In order to use the copy machine, you must first purchase sufficient copy machine credits during your regular commissary shopping night. You can then make photocopies by inserting your Commissary Card into the scanner portion of the copy machine. Copy costs have been established at \$.10 per page. The cost for your copies will automatically be deducted from your account.

**TORT CLAIMS:** Inmates may obtain tort claim forms and instructions from the law library or their Correctional Counselor. To file a claim for loss or damage to personal property of less than \$1000, inmates must complete form BPA0943, Small Claims for Property Damage or Loss (31 U.S.C. §3723). The Claim must not exceed \$1,000.00; must be for damage to, or loss of, privately owned property; damage or loss is caused by the negligence of an officer or employee or the federal government acting within the scope of employment; and must be submitted within one (1) year after it accrues. All other requests for damages, must be submitted on a Standard Form (SF)95, Claim or Damage, Injury, or Death. Staff may obtain a SF-95 Form and Supplemental Instructions from the Safety Manager or through Sallyport (Forms).

**FREEDOM OF INFORMATION/PRIVACY ACT REQUESTS:** The Privacy Act of 1974 forbids the release of information from agency records without the prior written consent of the individual to whom the record pertains, except for specific instances. If the requested information is not within the public domain, as specified in Program Statement 1351.05, a formal written request must be submitted by the requester to the Director, Bureau of Prisons, 320 First Street, N.W., Washington, DC 20534.

Requests concerning another person (staff or inmate) or information regarding institution operations will be processed in accordance with the Freedom of Information Act. Like Privacy Act requests, formal Freedom of Information Act requests must be forwarded to the Director of the Federal Bureau of Prisons at the above address.

Both Freedom of Information Act and Privacy Act requests must be specific and identified on the envelope and face of the letter. Further instructions regarding both Acts may be found in 28 C.F.R. Sections 513.30 through 513.68.

**INMATE ACCESS TO CENTRAL FILES:** If you desire to review your Central File, you must submit a cop-out to your Case Manager. He/She will schedule a time for you to review your file. If you are scheduled for a Parole Hearing, you will be afforded the opportunity to review your Central File, normally 30 days preceding the hearing.

## **PROBLEM RESOLUTION**

**INMATE REQUEST TO STAFF:** Bureau of Prisons form BP-ADMIN-70, Inmate Request to Staff, commonly called a “Cop-Out”, is used to make a written request to a staff member. Any type of request can be made with this form. Cop-outs may be obtained in the housing units from the Correctional Officer. Staff members who receive a cop-out will normally answer the request within five days of receipt, excluding weekends. The answer will be written on the bottom of the cop-out and returned to you.

**ADMINISTRATIVE REMEDY PROCESS:** The Bureau of Prisons emphasizes and encourages the resolution of complaints on an informal basis. Hopefully, you can resolve a problem informally by contacting the appropriate staff member. 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 Request, 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. To effect an informal resolution, you will need to contact the Correctional Counselor in your housing unit and complete an “Informal Resolution Attempt Form”. The Correctional Counselor in the housing unit will issue a BP-229 (13) form. You will return the completed BP-229 (13) to your Correctional Counselor who will submit the form to the Administrative Remedy Coordinator for logging. You will receive your receipt in the inmate mail. Under normal circumstances your informal resolution attempt form will generally be returned to you within five days. The Executive Assistant will review the material to ensure an attempt at informal resolution was made. The BP-229 (13) complaint must be filed within 20 calendar days from the date on which the basis of the incident or complaint occurred unless it was not feasible to file within that period of time.

When a complaint is determined to be of an emergency nature and a threat to the inmate’s immediate health or welfare, the reply must be made as soon as possible and within 3 calendar days of receipt of the complaint.

If the inmate is not satisfied with the response to the BP-229 (13), he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within 20 calendar days from the date of the written BP-229 (13) response. The Regional Appeal is written on a BP-230 (13) form and response attached. The Regional Appeal must be answered within 30 calendar days, but the time limit may be extended for an additional 30 days. You 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 submitted on a BP-231 (13) form and must include copies of the BP-229 (13) and BP 230 (13) forms and responses. The National Appeal must be received in the Central Office, National Appeals Branch, within 30 calendar days of the date of the BP-230 (13) response.

The BP230 (13) and BP-231 (13) forms may be obtained from your Correctional Counselor in your housing unit. The National Appeal must be answered within 40 calendar days, but the time limit may be extended an additional 20 days. Again, the inmate will be notified of any extension.

**SENSITIVE COMPLAINTS:** If an inmate believes a complaint is of such a sensitive nature that he would be adversely affected if the complaint became known at the institution, he may file the complaint directly to the Regional Director. The request must be clearly marked “Sensitive” and must explain, in writing the reason for not filing the complaint at the institution. If the Regional Administrative Remedy Coordinator agrees that the complaint is sensitive, the complaint will be processed. If the Regional Administrative Remedy Coordinator does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue the matter by filing a BP-229 (13) at the institution level.

## **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 violations, the Discipline Hearing Officer (DHO). You are advised of the rules and regulations and provided with a copy of the Bureau’s Prohibited Acts, as well as local regulations, with this handbook.

**INMATE DISCIPLINE INFORMATION:** If a staff member observes or believes he/she has some evidence that an inmate has committed a prohibited act, he/she may write an Incident Report. This is a written account of the charges against the inmate. The incident report shall ordinarily be delivered within 24 hours of the time staff became aware of the incident. An informal resolution of the incident may be attempted by the writer of the incident report, the investigator of the report, or the UDC for moderate and low moderate offenses.

If an informal resolution is completed, the incident report will be expunged. Informal resolution is encouraged by the Bureau of Prisons for all violations, except those in the greatest and high severity categories. Violations in the greatest severity category must be handled by the Disciplinary Hearing Officer for final disposition. Violations in the moderate and high severity categories can be handled by the UDC or referred to the DHO. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

**INITIAL HEARING:** Ordinarily, an inmate charged with a prohibited act must be given an initial hearing within five work days of the time staff became aware of involvement in the incident (excluding the day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements and 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 days. The inmate must be provided with written reason for any extension. The UDC will either make final disposition of the incident and impose minor sanctions, expunge the report, 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.

An inmate will be provided with advance written notice of charges not less than 24 hours before the inmate's appearance before the DHO. The inmate will be provided with a full-time staff member of his choice to represent him, if requested. During his in-person hearing, an inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of witnesses and request that they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. The inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security could be jeopardized. The DHO may postpone or continue the hearing for good cause. Reasons for the delay may be documented in the record of the hearing. Final disposition is made by the DHO.

**APPEALS OF DISCIPLINARY ACTION:** Appeals of all disciplinary actions may be accomplished through the Administrative Remedy Procedure. Appeals of DHO actions are made to the Regional Director, via BP-230 (13), and the General Counsel, via BP-231 (13). Appeals of incident report issuance, incident report investigation, and UDC actions are accomplished via submission of a BP-229 (13) to the Warden. (See section regarding the Administrative Remedy Procedure for details regarding filing.) An appeal on the following items will be considered:

1. Whether the UDC or DHO substantially complied with the regulations on inmate discipline.
2. Whether the UDC or DHO based its decision on some facts.
3. Whether an appropriate sanction was imposed according to the severity level of the prohibited act.

The staff member who investigates the appeal may not be involved in the incident in any way. These staff members include UDC members, DHO, the investigator, the reporting officer, the staff representative, witnesses to the incident, and any person who played any part in having the charges referred to a higher level of review.

**SPECIAL HOUSING UNIT (SHU) STATUS:** The two categories of Special Housing are Administrative Detention and Disciplinary Segregation.

**Administrative Detention** separates an inmate from the general population. To the extent practical, inmates in Administrative Detention shall be provided the same general privileges as inmates in the general population. An inmate may be placed in Administrative Detention when he is in holdover status during transfer, is a new commitment pending classification, is pending investigation or hearing for a violation of Bureau regulations, is pending investigation or trial for a criminal act, pending transfer, for protection, or is finishing confinement in Disciplinary Segregation and return to the General Population is not prudent.



**Disciplinary Segregation** may be imposed as a sanction for violations of Bureau rules and regulations. Certain privileges will be limited or denied for inmates housed in Disciplinary Segregation. Personal property will usually be limited and impounded. Inmates placed in Disciplinary Segregation are provided a pillow case, blankets, sheets, a mattress, a pillow, toilet tissue, and shaving utensils (as necessary). Regardless of SHU status, inmates may possess legal and religious materials. Staff shall provide a reasonable amount of non-legal reading material. Medical staff will make daily rounds in the Special Housing Unit, including weekends and holidays. Inmates in both Administrative Detention and Disciplinary Segregation are provided with regular reviews of their housing status. The Segregation Review Officer (SRO) conducts periodic reviews of inmates in the Special Housing Unit.

## RELEASE

**SENTENCE COMPUTATION:** The Inmate Systems Department, along with the Designation and Sentence Computation Center (DSCC), is responsible for the computation of your sentence. You will be given a copy of your sentence computation as soon as it is prepared. Any questions about Good Time, Good Conduct Time, jail credit, parole eligibility, Full Term dates, release dates, or periods of supervision, are to be asked to your Case Manager or Inmate Systems staff.

**FINES AND COST:** In addition to jail time, the court may impose a committed or non-committed fine and/or cost. Committed fines require that the inmate stay in prison until the fine is paid, makes arrangements to pay the fine, or qualifies for release under the provisions of Title 18 USC, Section 3569 (Pauper's Oath). Non-committed fines have no condition of confined imprisonment based on non-payment of fines or costs. Payments toward a non-committed fine are expected as a demonstration of your participation in the Financial Responsibility Program.

**DETAINERS:** Warrants (or certified copies of warrants) based on pending felony charges, over-lapping, consecutive, or unsatisfied sentences in federal, state, or military jurisdictions, will be accepted as detainers. Detainers and untried charges can have an effect on institutional programs. Therefore, it is very important that the inmate initiate efforts to clear up these cases to the degree he can.

Case management staff may give assistance to you in your efforts to dispose of detainers, either by having charges dropped, by restoration to probation or parole status, or by arrangement for concurrent service of the state sentence. The degree to which the staff can assist in such matters as these will depend on the circumstances. State detainers may be processed under the procedures of the Interstate Agreement on Detainers Act (IAD). This agreement applies to all detainers based on pending felony charges which have been lodged against an inmate by a "Party" state. For you to use this procedure, the detainer must be lodged with the institution. If no detainer is actually lodged at the institution, but you know of pending charges, it is important for you to contact the court and district attorney. Mississippi and Louisiana are not party states to the IAD. As such, outstanding felony charges from those states cannot be processed pursuant to the IAD.

**GOOD CONDUCT TIME:** Applies to inmates sentenced for offense behavior committed after November 1, 1987.

The Comprehensive Crime Control Act (CCCA) became law 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 54 days per year Good Conduct Time (GCT). This may not be awarded until the end of the year. Once awarded it is vested and may not be forfeited. There is no Statutory Good Time (SGT) or Extra Good Time (EGT) for persons sentenced in accordance with the Comprehensive Crime Control Act and the Sentencing Reform Act of 1986.

### **THE GOOD TIME DISCUSSIONS BELOW DO NOT APPLY TO INMATES SENTENCED UNDER THE NEW SENTENCING GUIDELINES.**

**OVERVIEW OF GOOD TIME:** Good Time awarded by the Bureau of Prisons under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence. That is, it reduces the full-term date, if the offender is not paroled.

**STATUTORY GOOD TIME:** Under 18 USC 4161, an offender sentenced to a definite term of six months or more is entitled to a deduction from his term, (SGT), computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Greater than 6 months but less than 1 year - 5 days for each month of the sentence imposed.

More than 1 year, less than 3 years - 6 days for each month of the sentence imposed.

At least 3 years, less than 5 years - 7 days for each month of the sentence imposed.

At least 5 years, less than 10 years 8 days for each month of the sentence imposed.

10 years or more - 10 days for each month of the sentence imposed.

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

If the sentence is five years or longer, 18 USC 4206 (d) requires the Parole Commission to release an offender after he has served two-thirds of the sentence, unless the Commission determines that he has seriously violated Bureau of Prisons rules and regulations or that there is a reasonable probability that he will commit a crime. For offenders serving sentences of five to ten years, this provision may mandate release before the two-thirds date established by subtracting earned Extra Good Time from the sentence.

Statutory Good Time does not apply to Life Sentences or to those few inmates remaining who were sentenced under the Youth Corrections Act (YCA). It applies to Split Sentence if the 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, or for performing duties of outstanding importance, or for employment in an industry or camp. An inmate may earn only one type of EGT 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. Neither the Warden nor the Disciplinary Hearing Officer may forfeit or withhold Extra Good Time. EGT is awarded at a rate of three days per month during the first 12 months, and at the rate of five days per month thereafter.

An inmate committed for Civil Contempt is not entitled to EGT deductions while serving the Civil Contempt Sentence.

**PAROLE:** Parole is release from incarceration under conditions established by the United States Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a United States Probation Officer until the expiration of his Full Term. Inmates are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (Exceptions: inmates sentenced before September 6, 1977, and inmates with a minimum parole eligibility of ten years).

If the inmate chooses not to appear before the Parole Board within the first 120 days of commitment, a waiver must be given to the Case Manager or Counselor prior to the time of the scheduled Parole Hearing. This waiver will be made part of the Parole Commission file and the inmate's Central File. The application for a parole hearing must be completed 60 days prior to the first day of the month in which such visit of the commission occurs. The Parole Board will conduct hearings at FCI Allenwood on a regularly scheduled basis. Application to the Parole Commission for a hearing is the responsibility of the inmate. The Case Manager will provide the application form to the inmate.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the Hearing Examiner. The recommendations of the Hearing Examiners will be reviewed and finalized by the Regional Parole Commissioner. This confirmation usually takes three to four weeks and is made through the mail on a form called a "Notice of Action" (NOA). This decision may be appealed. Forms for appeal may be obtained from your Case Manager. If granted a Presumptive Parole Date (a parole date more than six (6) months following the hearing), a pre-release Parole Progress Report will be sent to the Parole Commission eight (8) months before the Parole date.

Statutory Interim Hearings will be scheduled the 18<sup>th</sup> or 24<sup>th</sup> month following the initial hearing. When a Statutory Interim Hearing is scheduled for a time subsequent to a presumptive parole record review, the Statutory Interim Hearing will be canceled if the record review results in a parole effective date.

The inmate must have a release plan approved by the United States Probation Officer and a Parole Certificate prior to being released on parole. Parole may be granted to a detainer.

**RELEASE PLANNING:** If granted parole by the United States Parole Commission, the Commission will require an approved parole plan prior to release. An approved Parole Plan consist 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. Residence must be at a reputable establishment which can be almost anywhere (parents, wife, friend, YMCA, etc.). The proposed parole plan is thoroughly investigated and approved by the U.S. Probation Officer.

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 plan to the Probation Officer approximately three to six months before the scheduled parole date. Start preparing for your release now. It is your responsibility to develop and submit your release plan. Do not wait until the last minute to prepare.

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

The Bureau's 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 United States 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 major emphasis, residential, community-based programs, provided by Residential Reentry Centers and local detention facilities; programs that provide intensive non-residential supervision to offenders in the community; and programs that board juveniles and adult offenders in contract correctional facilities.

**IMMIGRATION HEARING PROGRAM (IHP):** The IHP is a cooperative effort of the Bureau of Prisons, the Bureau of Immigration and Custom Enforcement, and the Executive Office for Immigration Review. The IHP is designed to provide deportation proceedings for a non-U.S. citizen in Bureau of Prison's custody while the inmate is still serving his/her sentence.

FCI Allenwood is designated as an IHP Hearing Site and IHP Release Site for the IHP. All inmate requests concerning the IHP should be delivered to the inmate's specific Unit Team. The Unit Team will forward all requests to Immigration Officials for response.

## **CONCLUSION**

Hopefully, this information will assist you in your first days in federal custody. Feel free to ask any staff member for assistance; particularly unit staff. If you are not yet in custody and have been given this publication to prepare for commitment, the Bureau's Community Corrections Manager or staff at the institution can help clarify any concerns.

I encourage you to utilize the information contained in this handbook as a guide during your daily institutional life. Additionally, I encourage you to capitalize on the many opportunities which are available to you to make positive changes in your life. As was previously stated: **START PREPARING FOR RELEASE NOW.**

### **[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.**

**PROHIBITED ACTS AND AVAILABLE SANCTIONS**

**GREATEST SEVERITY LEVEL PROHIBITED ACTS:**

- 100 Killing
- 101 Assaulting any person or an armed assault on the institution's secure perimeter (a charge for assaulting any person at this level is to be used only when serious physical injury has been attempted or accomplished).
- 102 Escape from escort; escape from any secure or non-secure institution, including community confinement; escape from unescorted community program or activity; escape from outside a secure institution.
- 103 Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, *e.g.* in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329).
- 104 Possession, manufacture, or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive, ammunition, or any instrument used as a weapon.
- 105 Rioting.
- 106 Encouraging others to riot.
- 107 Taking hostage(s).
- 108 Possession, manufacturing, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.* hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electrical device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest Severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charges as "most like" one of the listed Greatest severity prohibited acts.
- 199 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Greatest Severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as "most like" one of the listed Greatest severity prohibited acts.

**AVAILABLE SANCTIONS FOR GREATEST SEVERITY:**

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

**HIGH SEVERITY LEVEL PROHIBITED ACTS:**

- 200 Escape from work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.
- 201 Fighting with another person.
- 202 (Not to be used)
- 203 Threatening another with bodily harm or any other offense.
- 204 Extortion; blackmail; protection; demanding or receiving money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing.
- 205 Engaging in sexual acts.
- 206 Making sexual proposals or threats to another.
- 207 Wearing a disguise or a mask.
- 208 Possession of any unauthorized locking device, or lock pick, or tampering with or blocking any lock device (includes keys), or destroying, altering, interfering with, improperly using, or damaging any security device, mechanism, or procedure.
- 209 Adulteration of any food or drink.
- 210 (Not to be used).
- 211 Possessing any officers or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing (theft; 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, participating, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).

**AVAILABLE SANCTIONS FOR HIGH LEVEL:**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good time up to 50% or up to 60 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% and 50% (14-27 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 6 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**HIGH SEVERITY LEVEL PROHIBITED ACTS: (Cont.)**

- 228      **Tattooing or self-mutilation.**
- 229      **Sexual assault of any person, involving non-consensual touching without force or threat of force.**
- 296      **Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).**
- 297      **Use of the telephone for abuses other than illegal activity which circumvents the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.**
- 298      **Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**
- 299      **Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.**

**AVAILABLE SANCTIONS FOR HIGH LEVEL(cont):**

**SANCTIONS (A - M)**

**MODERATE LEVEL PROHIBITED ACTS:**

- 300 Indecent Exposure
- 301 (Not to be used).
- 302 Misuse of authorized medication.
- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a flight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (Including safety regulations, chemical instructions, tools MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand for the taking of count.
- 321 Interfering with the taking of count.
- 322 (Not to be used)
- 323 (Not to be used)
- 324 Gambling
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.

**AVAILABLE SANCTIONS FOR MODERATE LEVEL:**

- A. Recommend parole date rescission or retardation.
- B. Forfeit and/or withhold earned statutory good time or non-vested good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time or good conduct time sanction may not be suspended).
- B.1 Disallow ordinarily between 25% (1-14 days) of good conduct time credit available for year (a good conduct time sanction may not be suspended).
- C. Disciplinary segregation (up to 3 months).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate's personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**MODERATE LEVEL PROHIBITED ACTS (cont.):**

**AVAILABLE SANCTIONS FOR MODERATE (cont):**

- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (e.g. cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than criminal activity which do not circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.
- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used when another charge of Moderate severity is not accurate. The offending conduct must be charged as "most like" one of the listed Moderate severity prohibited acts.

**SANCTIONS (A - M)**



**LOW SEVERITY LEVEL PROHIBITED ACTS:**

- 400 (Not to be used).
- 401 (Not to be used).
- 402 Malingering, feigning illness.
- 403 (Not to be used).
- 404 Using abusive or obscene language.
- 405 (Not to be used).
- 406 (Not to be used).
- 407 Conduct with a visitor in violation of Bureau regulations.
- 408 (Not to be used).
- 409 Unauthorized physical contact (*e.g.*, kissing, embracing).
- 498 Interfering with a staff member in the performance of duties most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.
- 499 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Low severity prohibited act. This charge is to be used only when another charge of Low severity is not accurate. The offending conduct must be charged as “most like” one of the listed Low severity prohibited acts.

**AVAILABLE SANCTIONS FOR LOW SEVERITY ACTS:**

- B.1 Disallow ordinarily up to 12.5% (1-7 days) of good conduct time credit available for year (to be used only where inmate found to have committed a second violation of the same prohibited act within 6 months); Disallow ordinarily between 25% (1-14 days) of good conduct time credit available for year (to be used only where inmate found to have committed a third violation of the same prohibited act within 6 months) (a good conduct time sanction may not be suspended).
- D. Make monetary restitution.
- E. Monetary fine.
- F. Loss of privileges (*e.g.*, visiting, telephone, commissary, movies, recreation).
- G. Change housing (quarters).
- H. Remove from program and/or group activity.
- I. Loss of job.
- J. Impound inmate’s personal property.
- K. Confiscate contraband.
- L. Restrict to quarters.
- M. Extra duty.

**NOTE: 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.**

**Table 2. ADDITIONAL AVAILABLE SANCTIONS FOR REPEATED PROHIBITED ACTS WITHIN THE SAME SEVERITY LEVEL Prohibited Act Severity Level**

| Prohibited Act Severity Level | Time Period for Prior Offense (same code) | Frequency or Repeated Offense                              | Additional Available Sanctions  |
|-------------------------------|---|--|---|
| Low Security (400 Level)      | 6 months                                  | 2 <sup>nd</sup> offense<br>3 <sup>rd</sup> or more offense | <ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 1 month).</li> <li>2. Forfeit earned SGT or non-Vested GCT up to 10% or up to 15 days, whichever is less and/or terminate or disallow extra good time (EGT) (an EGT sanction may not be suspended).</li> </ol> Any available Moderate severity level sanction (300 series). |
| Moderate Severity (300 level) | 12 months                                 | 2 <sup>nd</sup> offense<br>3 <sup>rd</sup> or more offense | <ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 6 months).</li> <li>2. Forfeit earned SGT or non-Vested GCT up to 37 1/2% or up to 45 days, whichever is less and/or terminate or disallow EGT (an EGT sanction may not be suspended).</li> </ol> Any available High severity level sanction (200 series).                  |
| High Severity (200 level)     | 18 months                                 | 2 <sup>nd</sup> offense<br>3 <sup>rd</sup> or more offense | <ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 12 months).</li> <li>2. Forfeit earned SGT or non-Vested GCT up to 75% or up to 90 days, whichever is less and/or terminate or disallow EGT (an EGT sanction may not be suspended).</li> </ol> Any available High severity level sanction (100 series).                     |
| Greatest Severity (100 level) | 24 months                                 | 2 <sup>nd</sup> or more offenses                           | <ol style="list-style-type: none"> <li>1. Disciplinary segregation (up to 18 months).</li> </ol>  |

## INMATE RIGHTS AND RESPONSIBILITIES §541.12

### RIGHTS

1. You have the right to expect that as a human being you will be treated respectfully, impartially, and fairly by all personnel.
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing, and 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.
5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in keeping with the Bureau rules and institution guidelines.
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).
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
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.
9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.
10. You have the right to participate in education, vocational training, and employment as far as resources are available, and keeping with your interests, needs, and abilities.
11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for open bank and/or saving accounts, and for assisting your family.

### RESPONSIBILITIES

1. You have the responsibility to treat others, both employees and others, in the same manner.
2. You have the responsibility to know and abide by them.
3. You have the responsibility to recognize and respect the rights of others in this regard.
4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to 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. It is your responsibility to conduct yourself properly during visits, not to accept or pass contraband, and not to violate the law of Bureau Rules or Institutional guidelines through your correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.
7. It is your responsibility to use services of an attorney honestly and fairly.
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. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to use this material.
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 responsibility to meet your financial and legal obligations, including, but not limited to, court-imposed assessments, fines, and restitutions. 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.

## CONSULATES

### BRITISH

British Consulate-General  
845 Third Avenue  
New York, NY 10022

### CANADA

Consulate General of Canada  
1251 Avenue of the Americas  
Concourse Level  
New York, NY 10020-1175

### COLOMBIA

Consulado General De Colombia  
10 East 46h Street  
New York, NY 10017

### GERMAN

Consulate General of the Federal Republic of Germany  
871 UN Plaza, 12<sup>th</sup> Floor  
New York, NY 10017

### MEXICO

Consulate General of Mexico  
27-29 East 39<sup>th</sup> Street  
New York, NY 10016

### NETHERLANDS

Consulate General of the Netherlands  
One Rockefeller Plaza, 11<sup>th</sup> Floor  
New York, NY 10020-2094

**\*\*IF YOU CONSULATE IS NOT LISTED ABOVE, PLEASE SEE YOUR CASE MANAGER OR A MEMBER OF YOUR UNIT TEAM**

Consulate list updated 8/2012