

FCC (USP) ALLENWOOD SPECIAL MANAGEMENT UNIT (SMU)

LEVELS 3 AND 4



INMATE HANDBOOK

Revised: March 12, 2012

INTRODUCTION:

You have been assigned to the Special Management Unit (SMU) at the United States Penitentiary (USP), Allenwood, Pennsylvania. The SMU is a multi-level program whose mission is to teach self-discipline, pro-social values, and the ability to successfully coexist with members of other geographical, cultural, and religious backgrounds. Ordinarily this four level program will be completed in 18 months.

Successful completion requires strict adherence to the rules and regulations of the unit. In addition, completion of the program requires your active participation in self-study, individual, and group activities geared toward the development of behavior and values that will allow for successful reintegration into general population.

Movement through Levels 3 and 4 of this program is dependent on observed behavior and program participation. As you progress to the higher levels of the program, you will earn additional privileges. Lack of effort, rule and disciplinary infractions, or a poor attitude may result in delaying completion of the program, to include repeating levels. Progress in the program is evaluated by a multi-disciplinary team ordinarily consisting of Executive, Unit, Correctional, and Psychology and Educational staff.

Inmates who refuse to participate in SMU will remain at USP Lewisburg for at least 2 years after their date of arrival. After this time frame they will be referred for transfer to the AD-X Florence, Colorado. Moreover, inmates refusing will be subject to disciplinary action for refusing correctional programs.

The Unit Team will consist of a Unit Manager, Case Manager, Counselor and Secretary.

This handbook is designed to present a general overview of the Special Management Unit Level 3 and 4 at USP, Allenwood. It is not intended to be a complete guide to all rules and regulations governing your behavior. It is intended to assist you in understanding and adjusting to your new institution.

SMOKING: USP Allenwood is a tobacco free institution.

CELL SANITATION: Inmates are to maintain their cells clean and orderly at all times. Beds will be made by 8:00 a.m. on a daily basis.

There will be no items attached to, walls, sinks, or light fixtures. Clotheslines are not acceptable and are generally made from torn linen or clothing. Should a clothesline be found in a cell, disciplinary action will result and the inmate will be charged for monetary restitution. Window sills will be kept clear of items. No items will be placed in, on or over the window security bars.

Towels, sheets, shirts, or any other items are not to be suspended from the top bunk obstructing the view of staff.

All items will be stored in the secured locker. With the exception of a drying towel or wash cloth. Tennis shoes and shower shoes will be neatly stored under the bottom bed.

Religious materials may be displayed on the top of the locker or the bulletin board. Pictures of spouses, which are not sexually explicit, and family members may be displayed on the bulletin board only. Pictures cut from magazines, regardless of where they are stored, are considered contraband and will be removed.

No items will be placed in or over the cell door window at any time.

Disciplinary action may result for failure to follow cell sanitation requirements.

LINEN: Inmates will be issued a laundry bag. The laundry bag will contain four pairs of boxer shorts, four t-shirts, two towels, four pairs of socks, two sheets, and one blanket. Participants are responsible for these items. Should an inmate damage, mark on, or in any manner alter the items they will be subject to disciplinary action and monetary restitution of the items.

Laundry services for clothing items will be provided once weekly. Towels and sheets will be collected once a week. To have the laundry cleaned, place the items in the bag and give it to the Evening Watch Officer on the day designated. Laundry will normally be returned the next day.

You will be issued a mattress with your register number annotated on it. You are responsible for the mattress. Any damage to the mattress, altering or any items found stored in the mattress will be your responsibility and disciplinary action to include monetary restitution will result. Level 3 inmates, who progress to Level 4, will have their linen, clothing and mattress inspected for damage. Should any damage or alterations be discovered, you will be subject to disciplinary action and monetary restitution of the items.

HYGIENE ITEMS AND SUPPLIES: Hygiene items, toothbrushes, toilet paper, writing paper, pencils, envelopes, etc., will normally be issued by Custody Staff. Pencils and toothbrushes will be issued on an exchange basis. Inmates will have to opportunity to purchase hygiene items through the commissary. However, stockpiling these items and/or not properly securing them in the locker may result in confiscation of the items and/or disciplinary action.

Cleaning supplies will be issued, by request and when staff has the opportunity to provide the supplies. **Inmates are required to maintain their cells clean and orderly at all times.**

SEARCHES: Staff may search an inmate, an inmate's housing, work area, and personal items contained within those areas, without notice to or prior approval from the inmate and without the inmate's presence.

PROPERTY: Inmates are limited in the amount of personal property that may possess, purchase and maintained in their assigned cell. As participants progress through the program, more property privileges will be available (See Appendix E).

COMMISSARY: SMU participants are permitted to purchase commissary items according to current approved commissary list for Level 3/4. Inmates who are placed on commissary restriction will be able to purchase stamps and certain hygiene items (as specified by staff) based on their level. SMU inmates are restricted to \$50.00 per week spending limit, excluding stamps and sneakers.

SMU TELEPHONE CALLS: Provided there are no telephone restrictions as the result of disciplinary sanctions or other administrative reasons, participants in Level 3 will receive 150 minutes per month. Inmates in Level 4 will receive 300 minutes per month.

LEGAL TELEPHONE CALLS: All legal calls outside of the approved phone list require the approval of the Unit Team. Unit Team Staff (usually a counselor) will set up and supervise legal calls.

ELECTRONIC MAIL: Provided there are no electronic mail restrictions as the result of disciplinary sanctions or other administrative reasons, participants in Level 3 will be allowed full access to electronic mail.

POSTAGE STAMPS: Inmates with funds will be expected to purchase their own stamps. Inmates determined to be indigent by their Unit Team will be issued postage stamps according to National Policy. Inmates are to provide a written request for postage to the Unit Team, and the outgoing correspondence is to be provided to the Unit Manager for postage to prevent abuse of the indigent stamp program.

INMATE MAIL:

There are no formal Open House hours within the unit. Rounds throughout the SMU are made at least once weekly to address inmate issues. Specific issues for the department may be requested by submitting an Inmate Request to Staff Member Form.

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

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

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

All outgoing mail must include your committed name, register number, and return address of this institution or it will be returned to the inmate for the required information:

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

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

All money or negotiable instruments sent via the mail are returned to the sender with instructions to send the negotiable instrument to: Federal Bureau of Prisons, Your Name, Your Register Number, Post Office Box 474701, Des Moines, Iowa 50947-0001.

Legal/Special Mail Correspondence

All incoming Legal Mail/Special Mail, adequately identified as being received from an attorney (along with the marking "Special Mail - Open Only in the Presence of the Inmate" on the outside of the envelope), will be date/time stamped upon receipt in the Mail Room and delivered to you by a member of your Unit Team. It is the inmates' responsibility to notify their attorney(s) of the legal mail requirement markings in order for their mail to be afforded this special processing. For additional information in reference to the qualification and definitions of Special/Legal mail, see Bureau of Prisons Program Statement, 5265.11, Correspondence.

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

Outgoing Special/Legal Mail weighing 16 ounces or greater must be processed as a package according to the Bureau Program Statement 5800.10 utilizing a BP-329, Request Authorization to Mail Inmate Package. In order to accomplish this, you must see your assigned counselor who will deliver the package directly to the mail room. You should see your Unit Manager in the absence of your assigned Correctional Counselor.

Incoming Publications

USP Allenwood permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs.

An inmate may receive softcover publications and newspapers only from the publisher, from a book club, or from a bookstore.

An inmate may receive soft cover publications (for example, paperback books, newspaper clippings, magazines and other similar items) only from the publisher, from a book club, or from a bookstore. Due to sanitation and fire safety reasons, accumulation of publications will be limited to five (5).

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

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

Correspondence Between Confined Inmates

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

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

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

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

Correspondence Rejections

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

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

Packages

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

SPECIAL MAIL: Delivery of special mail will be the responsibility of the SMU Unit Team. Requests for sending special mail should be made in writing to the Unit Team.

LEGAL MATERIAL: Inmates are permitted one cubic foot of legal materials in their cell. Legal reference materials, as outlined in Program Statement 1315.07, Inmate Legal Activities, Dated: November 5, 1999, are provided in the SMU Law Library. Inmates requesting reference material in the Law Library should submit a written request to the Education Department.

INMATE DISCIPLINE: Inmates found to be in violation of institution rules may be subject to disciplinary action. All disciplinary action will be consistent with the severity of the incident, inmate's past history, general institutional adjustment, and attitude. Failure to participate in the SMU program will result in disciplinary action. Moreover, disciplinary infractions may result in additional treatment assignments or the need to repeat levels of SMU, to include transfer to USP Lewisburg for Level 1 or 2. Aiding another person to commit a disciplinary infraction, or attempting to commit any of the offenses, and making plans to commit any of these offenses in all categories of severity will be considered the same as commission of the offense itself.

When an incident occurs, that is a violation of a rule or regulation, and the violation cannot be resolved informally, an incident report is written by a staff member.

An incident report details the specific incident for which the inmate is charged. The incident report stipulates which rule or regulation that was violated, and the place and time of the incident that occurred.

A copy of the incident report is given to the inmate as soon after the incident occurs as circumstances permit. Normally, the incident report is delivered to the inmate within twenty-four (24) hours of the writing of the same. The Unit Discipline Committee (UDC) or Discipline Hearing Officer (DHO) will thereafter dispose of the misconduct report.

When found guilty of misconduct, inmates are subject to loss of privileges even when the misconduct is not associated to privilege.

Inmates may appeal UDC actions directly to the Warden within twenty (20) days of receiving their UDC Report via a BP-9 Administrative Remedy Appeal.

Inmates may appeal DHO actions directly to the Regional Director via a BP-10 Administrative Remedy Appeal within twenty (20) days of receiving their DHO Report.

Inmates who are serving a sentence under VCCLEA Violent or PLRA crime status, and who incur incident reports, are required to have their cases heard before the DHO, and are subject to the loss of good time if found guilty.

INMATE GREIVANCE PROCEDURES:

Inmate Requests to Staff

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

Administrative Remedy Process

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

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

If the Request is determined to be of an emergency nature which threatens the inmate's immediate health or welfare, the Warden shall respond no later than the third calendar day after filing.

If the inmate is not satisfied with the response to the BP-229, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-229 response. The Regional Appeal is written on a BP-230 (BP-10) Form, and must have a copy of the BP-229 Form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

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

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

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

Statement of Facts Grounds for Relief Relief Requested

Time Limits (in calendar days)

Filing

BP-229: 20 days from date of incident

BP-230: 20 days from BP-9 response

BP-231: 30 days from BP-10 response

Response

BP-229: 20 days

BP-230: 30 days

BP-231: 40 days

Extensions

BP-229: 20 days

BP-230: 30 days

BP-231: 20 days

Sensitive Complaints

If the inmate reasonably believes the issue is sensitive and the inmate's safety or well-being would be placed in danger if the Request became known at the institution, the inmate may submit the Request directly to the appropriate Regional Director.

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

Addresses

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

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

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

Disciplinary Procedures

Discipline

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

Inmate Discipline Information

If a staff member observes or believes he/she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an incident report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff became aware of the inmate's involvement in the incident. An informal resolution of the incident may be attempted by the Correctional Supervisor.

If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity categories. Violations in the greatest severity category must be forwarded to the DHO for final disposition. If an informal resolution is not accomplished, the incident report is forwarded to the UDC for an Initial Hearing.

Initial Hearing

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

Discipline Hearing Officer (DHO)

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

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

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

Appeals of Disciplinary Actions

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

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

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

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

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

VISITING:

All visiting for SMU inmates is non-contact only. Visitation privileges may be restricted, as a matter of classification, at any time during an inmate's participation, should the inmate's progress in the SMU program be deemed unsatisfactory. Likewise, the Warden may suspend visiting privileges in the interest of institution security or good order in accordance with existing Bureau of Prisons policy.

The following is a list of regulations for use of the Visiting Room during your stay at USP Allenwood. You are responsible to provide your visitors with this information so that they will be aware of visiting regulations at USP Allenwood. You are also assuming responsibility for the proper conduct of a visitor.

1. **IDENTIFICATION:** Positive identification of visitors, 16 years of age or older, is required. Acceptable identification is a valid driver's license with photograph, official state, federal, or local government-issued identification with photograph, photo ID in conjunction with social security card, passport, or armed forces identification with photograph. Check cashing cards or other easily produced forms of identification are not acceptable. In the event an acceptable form of identification cannot be produced or questionable identification is produced, the Operations Lieutenant will be notified.

2. **Visiting Hours:** Are ordinarily scheduled from 8:00 a.m. to 3:00 p.m. Tuesday to Thursday, 8:30 a.m. to 3:00 p.m. (If a Holiday falls on Tuesday through Wednesday, the visiting day for SMU inmates will not be re-scheduled.).

3. **WHO MAY VISIT:** Visiting is limited to members of the immediate family (mother, father, step- parents, foster parents, brothers, sisters, spouse, sons, and daughters). Common law relationships may be accepted if documented. Due to space limitations, no more than five (5) visitors will be permitted at one time. The Special Investigative Supervisor will have input in approval of visitors. Level 3 inmates are restricted to two visits per month. Due to limited non-contact rooms, Level 3 inmates must submit a written request to the SMU Unit Manager at least two weeks prior to the date of the expected visit.

The length of the visit is limited to one hour. Level 4 inmates are restricted to four visits per month. Visiting is limited to members of the immediate family (mother, father, step- parents, foster parents, brothers, sisters, spouse, sons, and daughters) and may include approved visitors other than immediate family. Common law relationships may be accepted if documented. Due to space limitations, no more than five (5) visitors will be permitted at one time. The length of the visit is limited to one hour. The Special Investigative Supervisor will have input in approval of visitors. The Unit Manager will notify the inmate of the approval or denial of the visit and/or specific visitors.

4. Special Visits: All Special Visits outside of immediate family must be coordinated with the Unit Counselor. These visitors will require prior approval through a request to the Unit team, with sufficient information to process the request. They must be approved on your visiting list to be able to enter the visiting room.

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

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

6. ITEMS NOT AUTHORIZED INTO THE VISITING ROOM:

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

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

7. Written messages may not be exchanged during a visit.

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

9. PACKAGES: It is not permissible for visitors to bring packages or gifts of any kind into the institution. Documents or papers may not be examined or signed in the Visiting Room.

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

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

12. LOCATION: The United States Penitentiary, Allenwood, Pennsylvania is located off U.S. Highway 15, North of the town of Allenwood, Pennsylvania. The institution is situated approximately 13 miles South of Williamsport, 8 miles North of Lewisburg, and 5 miles North of Interstate 80.

Please refrain from arriving on the institution grounds before visiting is scheduled to begin. When a visit is over, all visitors must leave the institution grounds immediately.

FROM THE SOUTH:

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

FROM WILLIAMSPORT:

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

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

WATSONTOWN, PA

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

WHITE DEER, PA

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

NEW COLUMBIA, PA

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

White Deer Motel

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

Holiday Inn Express

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

WILLIAMSPORT, PA

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

LEWISBURG, PA

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

Quality Inn

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

Days Inn

RT 15
Lewisburg, PA
(570) 523-1171

Hampton Inn

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

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

Winner Limo Service	(570) 322-0578	(Williamsport)
Billtown Cab Co.	(570) 322-2222	(Williamsport)
Trailways Bus Line	(800) 692-6314	(Williamsport)

15. MISCELLANEOUS: Any effort to circumvent or evade the visiting regulations established at this facility will not only result in the denial of future visits but may require that other disciplinary action or court proceedings be initiated against the visitor.

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

HAIRCUTS: Inmates will be afforded the opportunity to use barber tools during indoor recreation. Inmates are to submit a request to the Unit Officer and will be scheduled to use the tools. The inmate must surrender their Identification Card to use the tools. An inmate using the tools who has not surrendered their Identification Card will be subject to disciplinary action.

SHOWER SCHEDULE: Inmates will be afforded opportunities to shower during indoor recreation and normally after outside recreation. Due to the limited number of showers, inmates must limit the amount of time they utilize a shower. Inmates wishing to shave will be issued a razor while showering. Inmates are to return the razor to the Officer upon completion of the shower. Should the razor be altered or damaged, or the inmate fail to return the razor, disciplinary action will be taken and the inmate's personal property impounded to be searched.

RAZORS: Inmates may request a razor from the unit officer when showering. The inmate must surrender their Identification Card to receive the razor. It is the responsibility of the inmate to return the razor when they have completed their shower. Inmates are not to return to their cell, or go to any part of the unit other than the shower with a razor. Should an inmate damage or fail to return a razor, disciplinary action will be taken.

EXERCISE: Inmates will be offered a minimum of five hours of recreation per week. Recreation will consist of indoor recreation and outdoor recreation when weather and security permits. If an inmate refuses to leave their cell or is not ready to participate in recreation when offered by the Officer, the inmate will be secured in their cell for the duration of the recreation and following shower period. The inmate will be considered having refused his recreation for that day.

The Recreation Department at USP Allenwood will be responsible for supplying the Special Management Unit with recreation equipment including games and fitness items. Inside the unit, inmates will have access to limited board games and playing cards, abdominal benches and other various exercise equipment available for inmate use. The outside recreation area will consist of abdominal benches, and hacky sack. Recreation Staff will be available for questions on a weekly basis.

MEALS: All meals will be brought to the unit by Food Service Staff. Inmates in the SMU will receive the same meals as received by the general population, served in both a hot and cold tray, as per the institution menu.

Inmates housed in this unit will be required to request their meal preference (regular, no flesh, no pork) at time of arrival. Inmate meal selections will not be changed unless medically necessary or converted to the Certified Foods Component of the Common Fare Program.

All meal trays entering the unit will be inspected and counted. Trays will also be counted when collected after service to ensure all trays are accounted for. Inmates are not permitted to retain trays in the cell after meal time is complete, and each inmate will be held accountable for any damage to the trays identified.

Breakfast:

A continental breakfast or hot breakfast will be served in the cells, seven days a week. Meal times will be at 6:00 A.M., Monday thru Friday, and 6:30 A.M. on the weekends.

Lunch/Dinner:

Lunch and dinner will be served either in the cell or in the Common Area of the unit as listed in the rotation schedule posted in the unit.

PSYCHOLOGY SERVICES:

In preparation for return to general population, you are required to participate in, and complete, a requisite psycho educational group on Social/Communication Skills. This counseling group will meet three times per week and will consist of 6 - 10 inmate participants and one Challenge Treatment Specialist that conducts the group sessions. The Social/Communication Skills groups can last 4 - 6 weeks, depending on the treatment specialist's assessment of group members' needs.

The treatment specialist will also enter into Psychology Data System (PDS) a Program Summary for each inmate that completes the counseling group, detailing any special considerations for each inmate (e.g., readiness for Level 4; antisocial behaviors exhibited in group; conflicts with group members or staff). Inmates that do not successfully complete the Social/Communication Skills group will have to start Level 3 programming over again. Upon completion of this counseling group, the treatment specialist will provide inmates with certificates of completion. Inmates that complete the Social/Communication Skills group will also have the option to continue Psychology programming through other counseling groups on a voluntary basis. These elective counseling groups may include, for example, Relapse Prevention, Emotion Management, Problem-Solving, Coping Skills, and related psycho educational topics (see Appendix B). Inmates completing elective counseling groups will receive certificates and notation in Psychology Data System as to their program completion.

In addition to mandatory SMU programs, Psychology Services will be responsible for providing mental health services to SMU participants on an as-needed basis.

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

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

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

Do not accept gifts or favors from others. Most gifts or favors come with strings attached to them.

Do not accept an offer from another inmate to be your protector.

Find a staff member with whom you feel comfortable discussing your fears and concerns.

Be alert! Do not use contraband substances such as drugs to alcohol; these can weaken your ability to stay alert and make good judgments.

Be direct and firm if others ask you to do something you don't want to do. Do not give mixed messages to other inmates regarding your wishes for sexual activity.

Stay in well-lit areas of the institution.

Choose your associates wisely. Look for people who are involved in positive activities like educational programs, psychology groups, or religious services. Get involved in these activities yourself.

Trust your instincts. If you sense that a situation may be dangerous, it probably is. If you fear for your safety, report your concerns to staff.

Reporting- If you become a victim of a sexual assault, **YOU SHOULD REPORT IT IMMEDIATELY TO ANY STAFF MEMBER** who will offer you immediately protection from the assailant and will refer you for a medical examination and clinical assessment. Even though you may want to clean up after the assault, it is important to see medical staff **BEFORE** you shower, wash, drink, eat, change clothing, or use the bathroom. Medical staff will examine you for injuries which may or may not be readily apparent to you. They can also check you for sexually transmitted diseases and gather any physical evidence of assault. If you are not comfortable talking to staff you may write a letter directly to the Warden and/or the Regional Director. To ensure confidentiality, use special mail procedures.

You may also use the Administrative Remedy process to notify staff. If you think your situation is too sensitive to file with the Warden, you may file directly to the Regional Director with a BP-10.

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

Code 101(A), Sexual Assault
Code 205 (A), Engaging In a Sex Act
Code 206 (A), Making a Sexual Proposal
Code 221(A), Being in an Unauthorized Area with a Member of the Opposite Sex
Code 300(A), Indecent Exposure
Code 404(A), Using Abusive or Obscene Language

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

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

If you feel that you need help to keep from sexually assaulting someone else, psychological services are available to help you gain control over these impulses.

EDUCATION SERVICES:

Mandatory Programs

Mandatory Literacy programs will consist of English as a Second Language (ESL) and GED classes (both at Pre-GED level and GED level). The morning programming time of 10:00 AM to 11:30 AM will be for English GED classes. The afternoon programming period from 3:00 PM to 3:50 PM will be for non-native speakers of English literacy needs, including ESL, English Proficiency Class (EPC), and Spanish GED. Small class instruction will take place under the supervision of the assigned instructor.

ALP SMU GED

GED is a mandatory class for all U.S. citizens who do not have a verified GED/HS diploma. Non-U.S. citizens may voluntarily participate in the program. Providing verification of a GED or HS diploma is the responsibility of the individual inmate. Mandatory participation is required for a minimum of 240 hours, though voluntary participation may continue beyond that time period. GED will be offered in a combination of classroom setting and individual work packets during the morning programming sessions. Placement into the class level will be determined by initial placement testing performance.

ALP SMU ESL

ESL is a mandatory class for non-English speaking U.S. citizens. Non-U.S. citizens may participate in order to satisfy the pre-requisite completion of the English Proficiency component prior to enrolling in the Spanish GED Program. ESL and non-English GED will be offered in a combination of classroom setting and individual work packets during the afternoon programming sessions.

Elective Programs

ACE Adult Continuing Education

Courses include a myriad of topics delivered to inmates in a packet format. The curriculums for the courses are designed for the self-starter and independent learner as the student engages in weekly study based on sequential lessons. Weekly interaction with an instructor, coupled with a form of measurement will enhance the learning experience resulting in credit for the course.

Eligibility requirements are open to anyone interested.

TPC Modular Training Units

TPC units are content-rich technical courses which cover specific areas related to on-the-job technical skills. This program is in booklet form and will be completed in the housing units. There is NO hands on application to the content areas, only book material to be studied and tested. Areas include: AC & Refrigeration, Building Maintenance, Custodian, Electrical Maintenance, Electronics, Machinist, Pipefitter, Mechanical Maintenance, Packing, Productive Maintenance, Wastewater Maintenance and Welder.

Eligibility requirements are open to anyone interested.

LAW LIBRARY RULES AND PROCEDURES:

The Electronic Law library will be available during your scheduled indoor recreation and leisure time period. Any specific legal requests beyond this availability must be directed to and approved by the Unit Team.

LEISURE LIBRARY MATERIAL:

Leisure reading materials are available to SMU inmates through the education department. Inmates may subscribe to periodicals; however, possession of personal leisure reading material will be limited as set forth in the attached approved property list.

Library services will be provided during the **Indoor Recreation** times, which allow access to all inmates weekly. Paperback books will be provided in Spanish and English, and all books will be rotated on a monthly basis.

MEDICAL SERVICES: All medical concerns should be related to the Unit=s assigned Mid-level Medical Provider. Routine Medical Sick Call is usually conducted on Monday, Tuesday, Thursday, and Friday. Sick Call rounds are usually conducted between 6:00 and 7:00 AM. Restricted medications will be delivered twice daily, the first being between 5:00 a.m. and 6:00 AM.

PROGRAM COMPLETION

Upon completion of SMU Level 3, every effort will be made to send participants to institutions with minimal gang activity that is close to home.

Upon program completion requesting participants will have an opportunity to de-brief.

APPENDIX A

Pre-Requisite Program - Level 3

During Level 3 programming, all SMU inmates will receive group counseling and self-study materials for the Social/Communication Skills module. This counseling module will include (but is not limited to):

Self-Control

Explore the connection between lack of control and criminal behavior. Learn the consequences of poor self-control and explore the relationship of strong emotions to self-control. Learn effective/prosocial emotion management, coping, and self-control techniques.

Values/Considering Change/Treatment Readiness

Participants will examine the relationship between their current criminal values and their current life situation. They will examine how to initiate life changes.

Communication/Interpersonal Skills

Participants will work on increasing the strength and scope of their social skills and begin to learn how to interact and communicate more prosocially with others.

APPENDIX B

Voluntary Counseling Groups B Levels III/IV

Upon completion of the requisite Social/Communication Skills module, inmates deemed appropriate for further treatment can volunteer for any of the following modules in a group counseling format. Inmates can volunteer for these groups in Level III and/or Level IV.

Problem Solving

Participants will evaluate and modify their current problem solving styles, while learning more effective and positive problem solving skills.

Balanced Lifestyle

Participants will be able to re-evaluate important areas of their life, such as health and wellness.

Coping Skills

Participants will work on increasing their positive, pro-social coping skills. They will also learn how to handle difficult emotions effectively.

Anger Management

Participants will examine the thinking that leads to anger and learn the basics of handling their emotions in a more pro-social manner.

Responsible Thinking

Participants will examine the thinking errors that lead to criminal behavior.

Relapse Prevention

Participants will examine issues related to addictions, identify triggers to addictive cravings, and learn relapse prevention skills.

APPENDIX C

Level 3: Self-Study in Cell (3 months)

Review of Handbook, Program Guidelines and Treatment Plan

Autobiography (10 pages)

Peck Road Less Traveled with 5 page book report.

Mandela Long Walk to Freedom with 5 page book report

Frankel Man's Search for Meaning with 5 page book report

Covey 7 Habits of Highly Effective People with 5 page book report

Ben Carson Book with 5 page book report

MRT's first 39 pages

The Con Game

Values for Responsible Living

Thinking Errors

Gang Members Anonymous materials

Coping with peer pressure in prison

The True Story of the Three Little Pigs with book report

Feelings

Anger

Fromm The Art of Loving@

Compassionate Listening with book report

Relationships/Communications (supplement with The Seven Challenges & Real Solution

Assertiveness Workbook

Coping Skills

Self-Worth

Life Management

Steps to Spirituality

Lozoff We're All Doing Time@ with 5 page report

APPENDIX D: Sample Treatment Plan

Diagnostic Impressions:

AXIS I: None

AXIS II: Antisocial Personality Disorder

Treatment Plan:

Problem: Inmate Smith has been involved in antisocial behavior associated with gang membership and/or identification with a geographic group.

Goals: Over the next 24 months, Inmate Smith will develop and demonstrate:

A respect for and understanding of the rights of others.

A respect for social norms.

The need for honesty in relationships.

Activities:

Inmate Smith will participate in:

Individual counseling as needed

Self-Study Course work

Group counseling activities

Individual, group and self-study activities will address the following topic areas:

Values Development

Cognitive Skills Building

Anger Management

Relapse Prevention

Life Transition

Communication

Spiritual Wellness

Progress will be reflected by:

the absence of misconduct

reduced drug/alcohol use

self-reports of improved behavior and outlook

greater demonstrated responsibility via cell sanitation

successful completion of the SMU program

positive interactions with staff and peers

APPENDIX E: Approved Property List by Level*

All personal property may be limited or withheld for reasons of security, fire safety, or housekeeping and this will be documented in the unit records.

Level 3:

1. One (1) Bible, Koran or other religious scriptures
2. Five (5) paperback books.
3. One (1) prescription eyeglasses.
4. One cubic Foot of legal materials.
5. Three (3) magazines not more than 3 weeks old.
6. Three (3) newspapers, not more than 3 days old.
7. Ten (10) personal letters.
8. Fifteen (15) photographs.
9. Authorized religious medals.
10. One (1) pair shower shoes.
11. Writing tablet / pencil.
12. 2 books of stamps
13. One (1) wedding band.
14. One (1) roll on deodorant.
15. One (1) clear radio with ear buds only.
16. One (1) pair tennis shoes.
17. One (1) pair shorts grey color only.

*Soap and Shampoo will be provided by staff during scheduled showers.

*Razors will be controlled by staff. Only disposable razors will be used.

Level 4:

Same as Level 3 with the following additional items authorized:

1. One (1) pair of sweat pants grey color only.
2. One (1) sweat shirt grey color only.