

FCI ALLENWOOD
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REVISED: January 2022

Introduction

The purpose of this handbook is to provide arriving inmates with information regarding the Bureau of Prisons (BOP), its programs, and the rules and regulations. It is not a specific guide to the detailed policies of the BOP. Rather, the material in this handbook will help new inmates more quickly understand what they will be encountering when they enter prison, and hopefully assist them in their initial adjustment to incarceration. **"Inmates are reminded of the requirements to remain clothed due to the presences of cross gender staff who are employed within the institution."**

INTAKE, CLASSIFICATION AND THE UNIT TEAM

Orientation

Inmates are given a social screening by Unit Management staff and medical screening by Health Services and Mental Health staff at the time of arrival. Inmates are immediately provided with a copy of the institution rules and regulations, which include information on inmate rights and responsibilities. It also includes information on sexual assault and abuse.

Within 28 days of arrival, inmates will participate in the Admission and Orientation (A&O) Program. While in A&O, inmates are advised of the programs, services, policies and procedures regarding the facility.

Classification Teams (Unit Teams)

Each inmate is assigned to a housing unit. 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 the inmates living in the unit. The unit offices are located in the units so staff and inmates can be accessible to each other. The unit staff typically includes a Unit Manager, Case Manager, Correctional Counselor, and Unit Secretary. The Staff Psychologist, Education Advisor and Unit Officer are considered members of the Unit Team and provide input for classification purposes.

Inmates are assigned to a specific Unit Team. Generally, the resolution of issues or matters of interest while at the institution are most appropriately initiated with the Unit Team. Unit Team members are available to assist in many areas, including parole matters, release planning, personal and family problems, counseling and assistance in setting and attaining goals while in prison. Ordinarily, a member of the unit staff will be at the institution from 7:30 a.m. to 7:00 p.m., and during the day on weekends and holidays.

GENERAL FUNCTIONS OF UNIT STAFF

Unit Manager: The Unit Manager is the administrative head of the general unit and oversees all unit programs and activities. The Unit Manager is the Chairperson of the team which comprises the Case Manager, Correctional Counselor, with input from Education and Psychology staff. The Unit Manager reviews team decisions and may chair the Unit Discipline Committee (UDC), which is a body that hears disciplinary infractions. The Unit Manager is ordinarily present during initial classification and subsequent program review(s) in which RRC placement is

discussed.

Case Manager: The Case Manager is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence, and other materials relating to the inmate's commitment. The Case Manager serves as a liaison between the inmate, the administration, and the community.

Correctional Counselor: The Counselor provides counseling and guidance for the inmates of the unit in areas of institutional adjustment, personal difficulties, and plans for the future. The Unit Counselor plays a leading role in segments of unit programs relating to inmate activities. The Unit Counselor may conduct counseling groups for inmates in their unit and/or groups open to the general population.

Unit Secretary: The Unit Secretary performs clerical and administrative duties, to include the preparation of release paperwork.

Unit Officer: The Unit Officers have direct responsibility for the daily supervision of inmates and the enforcement of rules and regulations. They have safety, security, and sanitation responsibilities in the unit. Unit Officers are in regular contact with inmates in units and are encouraged to establish professional relationships with them, as long as such interaction does not interfere with their primary duties. Unit Officers control movement in and out of the unit and conduct regular searches for contraband.

Communications

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

Initial Classification/Program Reviews

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

Subsequent program reviews will be held every 90 to 180 days, depending upon release date. These are held by the Unit Team to review progress on programming goals, work assignments, transfers, custody/security level, institutional adjustment, etc. The inmate may not waive appearance with the Unit Team.

Reentry Pre-Release Programming

Release preparation begins on the first day of incarceration. The BOP's reentry strategy provides inmates with the opportunity to gain the necessary skills and resources to succeed upon release. Through coordinated efforts among the departments in the institution and collaboration

with other agencies, a wide array of programs and activities are offered to better inmates' chances of a successful reentry upon release.

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

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

Town Hall Meetings

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

Treaty Transfer for Non-U.S. Inmates

In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, approximately 84 countries have entered into agreement with the U.S. Treaties which allow for a citizen of one country, convicted of a crime in another country, to be transferred to the individual's country of citizenship for completion of sentence. For specific information regarding the countries that have treaties and limitations on transfers, inmates should contact their Case Manager. **Additionally a Treaty Transfer brochure will be available during the Institution Admission and Orientation Program for all inmates who are citizens of participating foreign countries. The brochure is an informational document which explains the Treaty Transfer Program and the benefits of participation.**

Foreign Consular

The most recent publication of the Consular Notification and Access directory will be located in the Law Library.

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, 12th Floor
New York, NY 10017**

MEXICO

**Consulate General of Mexico
27-29 East 39th Street
New York, NY 10016**

NETHERLANDS

**Consulate General of the Netherlands
One Rockefeller Plaza, 11th 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**

DAILY INMATE LIFE

**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
6:45 a.m.: Main line open (approximate time)
Laundry Open House.
Sick Call (M/W/Th/F)
Pill Line 1/Insulin Line
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.: Activities Movement
 AM Census Begins.
9:30 a.m.: Activities Movement (Upon clearing of AM Census)
10:15 a.m.: Pill Line 2
10:30 a.m.: Main line open
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 (Upon clearing of PM Census)
2:30 p.m.: Activities Movement
3:00 p.m.: Prescription Medication Pick-Up
3:15 p.m.: Inmate Recall from work details
4:00 p.m.: Stand-Up Count
4:15 p.m.: Insulin Line 2 (after clear count)
4:45 p.m.: Recreation move
4:50 p.m.: Evening Meal
6:00 p.m.: Evening Meal Closed/Activities Movement
7:00 p.m.: Activities Movement / Pill Line 3
8:00 p.m.: Activities Recall
9:45 p.m.: Lockdown
10:00 p.m.: Stand-Up Count
11:30 p.m.: Bakery Workers to Food Service

**SIGN OUT PROCEDURES FOR RECREATION AND EDUCATION. (8AM-4PM only)
 MONDAY- FRIDAY**

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
6:45 a.m.: Pill Line 1/Insulin Line
 Mainline Open
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.: Mainline 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
3:00 p.m.: Prescription Medication Pick-Up
3:15 p.m.: Activities Recall
4:00 p.m.: Stand-Up Count
4:45 p.m.: Insulin Line 2 (after clear count)
 Recreation move (after count clears)
4:50 p.m.: Evening Meal
6:00 p.m.: Evening Meal Closed/Activities Movement
7:00 p.m.: Activities Movement / Pill Line 3
8:00 p.m.: Activities Recall
9:45 p.m.: Lockdown
10:00 p.m.: Stand-Up Count

**Note: Sign out procedures for Recreation/Education are not in effect.
Barbershop procedures in effect on weekends.**

All times are approximate and subject to change due to institutional need.

Sanitation

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

Each inmate is responsible for making his bed in accordance with posted regulations before work call (including weekends and holidays when he leaves the area). Each inmate is also responsible for sweeping and mopping his cell floor, removing trash, and ensuring it is clean and sanitary. Cardboard boxes and other paper containers are not permitted for storage due to their combustible nature. Lockers must be neatly arranged inside and out, and all shelving must be neat and clean. Chairs are assigned to each cell, and will not be defaced or marked in any manner by the inmate.

Toothpaste, toothbrushes, combs, razors, and soap for personal hygiene are issued by the institution. Inmates may purchase name brand items through the Commissary.

Personal Property Limits

Items which may be retained by an inmate are limited for sanitation and security reasons, and to ensure excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the cell. Each institution is required to establish an Institution Supplement regarding Inmate Personal Property, specifically identifying personal property which the inmate may retain.

PERSONAL PROPERTY LIST AUTHORIZED FOR RETENTION & TRANSFER BETWEEN INSTITUTIONS

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

CLOTHING:

Bathrobe - Males, WG (no hoods) (C) (1)
Cap, Baseball - Males, WG (no logos) (C) (1)
Handkerchief, W (C) (5)
Shoes, Athletic/Specialty, B W BW, (\$100 value maximum/
No Pumps, No Pockets) court, turf, running shoe (C) (2 pr)
Shoes, Casual (C) (1 pr)
Shoes, Shower, (C), (1 pr)
Shoes, Slippers (C) (1 pr)
Shoes, Work (C) (1pr) (1)
Shorts, Gym-Males, WG (C) (2)
Socks, Tube, W (C) (5 pr)
Sweatshirt - Males, G (cotton/pull-over/no hoods, no logo) (C) (2)
Sweat pants - Males, G (cotton/no logos) (C) (2)
T-Shirts/Sleeveless Undershirts - Males, WG
(no pockets/no logos) (C) (5)
Underwear - Males, WG (boxers or briefs) (C) (7)

PERSONALLY OWNED ITEMS:

Address Book (C) (1)
Alarm Clock (non-electric), (C) (1)
Bag, Athletic Tote (no logo), (C) (1)
Batteries – not including ones being used in electric items (C) (4)
Books (hard/soft) (5)
Book/Reading Light, (C) (1)
Bowl (plastic/24 oz or less) (C) (1)
Calculator, Small (Electronically unsophisticated, inexpensive,
non-print feature/battery or solar operated) (C) (1)
Calendar, Small, (C) (1)
Comb/Pick (plastic) (C) (2)
Combination Lock (C) (1)
Cup (plastic) (C) (1)
Dentures (1 set)
Earplugs, (C) (1set)
Envelopes (C) (1 box)
Eye glasses (no Stones), (2 pr)
Eyeglass Case (2)
Hairbrush, (C) (1)
Hangers (plastic), (C) (5)
Headphones, (C) (1)
Jug (plastic/up to 1 gal), (C) (1)
Language Translator, (Small, electronically unsophisticated,
inexpensive, non-print feature/battery or solar operated), (C) (1)
Laundry Bag (mesh), (C) (1)
Letters (25)
Mirror (small/plastic) (C) (1)
Pen, Ballpoint (C) (2)
Pencils (C) (2)
Photo Album/Scrapbook with photos, (C) (1)
Photos –loose (single-faced) (25)
Playing Cards, (C) (2 decks)
Radio w/earplugs (Walkman-type), (C) (1)
Shaving Bag – Males, (C) (1)
Stamps, (total value equivalent to 60, 1st Class), (C)
Sunglasses (non-reflective) (C) (1)
Towel (Large) W (C) (1)
Watch (\$100 maximum value, no stones, electronically
unsophisticated; i.e., inability to send signals), (C) (1)
Watchband, (C) (1)
Wedding Band (plain - no stones, white or yellow metal) (1)
Writing Tablet (C) (2)

HYGIENE ITEMS:

Brushless Shave
Conditioner/Hair
Dental Floss and/or Pick (unwaxed), (C) (1 container)
Denture Adhesive, (C) (1)
Denture Brush, (C) (1)
Denture Cleaning/Powder, (C) (1)
Denture Cup (C) (1)
Deodorant, (C) (1)
Hair Oil/Gel (non-flammable, non-alcoholic), (C) (1)
Laundry Detergent
Lens Cloth, (C) (1)

Lotion, Skin (moisturizing), (C) (1)
Mouthwash
Nail Clippers (no file) (C) (2)
Powder/Body/Foot
Razor (C) (1)
Scissors, Mustache – Males (blunt tip) (C) (1)
Sewing Kit, (C) (1)
Shampoo
Shaving Cream/Lotion - Males
Soap, Bar, (C) (3)
Soap Dish, (C) (1)
Toothbrush (C) (1)
Toothbrush Holder, (C) (1)
Toothpaste, (C) (2 tubes)
Tweezers (blunt tip), (C) (1)

RECREATIONAL ITEMS:

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

APPROVED RELIGIOUS ITEMS:

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

APPROVED MEDICAL DEVICES:

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

***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.**

**“FOR LOCAL USE ONLY ”
FCI ALLENWOOD**

THE ITEMS LISTED BELOW ARE EITHER ITEMS NOT PERMITTED FOR TRANSFER BETWEEN INSTITUTIONS OR INCREASED QUANTITIES OF ITEMS THAT DIFFER FROM THE QUANTITY STATED IN THE GOVERNING PROGRAM STATEMENT (5580.07). THESE INCREASED QUANTITIES AND OR ITEMS **WILL NOT** BE TRANSFERRED TO ANOTHER BUREAU OF PRISONS INSTITUTION. THESE ITEMS WILL BE MAILED TO A LOCATION DESIGNATED BY THE INMATE AT THE INMATE’S EXPENSE.

KEY: CP = COMMISSARY PURCHASED EA = EACH
PR = PAIR CTN = CARTON

THE NUMBER LISTED BELOW IS THE TOTAL QUANTITY AUTHORIZED AT **FCI ALLENWOOD**.

<u>MAX. QTY.</u>	<u>ARTICLE</u>
4 EA	Athletic Supporter (CP) (National 2)
12 EA	Battery, AA or AAA, (CP) (National 4)
1 EA	Bowl, Plastic, (Volume <u>NTE 24 Ounces</u> , CP) (National 1)
1 EA	Clear Plastic Container (Vol. NTE 32 Ounces, Clear Container with a Flip Top Lid, Comm. Purchased)
2 EA	Doo Rag (White or Gray), (CP)
2 EA	Hair Net, (CP)
2 EA	Hat, Knit (No Logos, Orange/Grey)
5 EA	Magazine
3 EA	Newspaper (Retention 14 Day Time Limit)
1 EA	Pajama, Top/Bottom (No Logos), (White or Gray), (CP)
25 EA	Photograph, Single Faced (National 25)
1 EA	Plaque (Size NTE 8" x 10")

THE FOLLOWING UNOPENED/SEALED ITEMS **MAY BE** TRANSFERRED BETWEEN INSTITUTIONS.

HYGIENE ITEMS:

- Brushless Shaver
- Conditioner/Hair
- Hair Oil/Grease
- Laundry Detergent
- Mouthwash
- Powder (Body/Foot)
- Shampoo

BEVERAGES:

- Coffee
- Drink Mixes
- Tea (Instant/Jar/Container)

“FOR LOCAL USE ONLY”

THE ITEMS LISTED BELOW WILL NOT BE TRANSFERRED TO ANOTHER BUREAU OF PRISONS INSTITUTION. THESE ITEMS WILL BE MAILED TO A LOCATION DESIGNATED BY THE INMATE AT THE INMATE’S EXPENSE.

KEY: NTE = NOT TO EXCEED SET = SET
CP = COMMISSARY PURCHASED EA = EACH

- 1 EA Spoon, Plastic (CP)
- 1 EA Thermal Underwear, Top/Bottom (White or Gray), (CP)
- 3 EA Typewriter Ribbon w/Correction (CP)
- 1 EA Weight Lifting Belt, (CP)

RECREATION/HOBBY CRAFT ITEMS:

No Hobby Crafts w/exception of yarn, crochet needles (1), and knitting needles (1 pair).

Inmates will not be permitted to retain any canned food item with a metal lid. This includes inmates who participate in the common fare meal program. All opened or partially consumed food items may not be transferred between institutions.

Storage Space

Staff shall set aside space within each housing area for use by an inmate. The designated area shall include a locker or other securable area in which the inmate is to store authorized personal property. The inmate shall be allowed to purchase an approved locking device for personal property storage in regular living units. Limited space may also be available under the bed for approved items. The amount of personal property allowed each inmate is limited to those items which can be neatly and safely placed in the space designated. Under no circumstance will any materials be accumulated to the point where they become a fire, sanitation, security, or housekeeping hazard.

Clothing

Civilian clothing (i.e. clothing not issued to the inmate by the Bureau or purchased by the inmate through the Commissary) ordinarily is not authorized for retention by the inmate. Prerelease civilian clothing for an inmate may be retained by staff in the Receiving and Discharge area during the last 30 days of an inmate’s confinement. All inmates are prohibited from wearing any clothing not government-issued or purchased in the Commissary. No inmates may be issued, permitted to purchase, or have in their possession any blue, black, red, or camouflage clothing or cloth items. Commissary sales of clothing are limited to the following colors: Only gray and/or white clothing may be sold in institutions for males and only pastel green, gray, and/or white may be sold in institutions for females. The only exception is for religious headgear. All government clothing, except undergarments will be tagged with a label indicating the inmate’s name and registration number. These items are to be neatly stored in the identified storage space provided. Individual washcloths and towels are issued to inmates. Representative authorized footwear/shoes may include: work (1 pr.), shower (1 pr.), athletic/specialty (1 pr. – black, white, or a combination thereof with a maximum value of \$100.00), slippers (1 pr.), and casual (1 pr.).

Footwear will be placed neatly under the bed.

Commissary/Special Purchase Items

These items are authorized to the point they can be contained in the storage area provided for personal property.

Letters, Books, Photographs, Newspapers, and Magazines

An inmate will be limited in the number of letters, books, photographs, magazines, and newspapers that can be stored in their designated storage space. Nothing is to be tacked, stapled or scotch taped to any surface except to bulletin boards. Ordinarily, photographs, particularly those of family and friends, are approved, since they represent meaningful ties to the community. A personal photograph is defined as a photograph intended for individual viewing, as opposed to a photograph published for commercial use. Personal photographs may be stored or displayed in the housing units according to local sanitation and housekeeping guidelines. Inmates may not retain Polaroid photos. Nude or sexually suggestive photos (individual prints or copies as opposed to those from publications) present special concerns about personal safety, security, and good order, particularly when the subject is an inmate's relative, friend, or acquaintance or could reasonably be perceived as such. For these reasons, an inmate may not be permitted to retain, receive, or possess a personal photograph in which the subject is partially nude or nude, or when the photograph depicts sexual acts such as intercourse, fellatio, or sodomy. These materials will be returned to the sender upon receipt at the institution.

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

Staff shall limit an inmate's hobby shop projects within the cell or living area to those projects which the inmate may store in designated personal property containers. Staff may make an exception for an item (for example, a painting) where size would prohibit placing the item in a locker. This exception is made with the understanding that the placement of the item is at the inmate's own risk. Staff shall require that hobby shop items be removed from the living area when completed.

Radios, MP3 Players, and Watches

An inmate may possess one approved radio and/or MP3 player in addition to a watch. The inmate must be able to demonstrate proof of ownership. An inmate who purchases a radio, MP3 player, or watch through a BOP commissary is ordinarily permitted the use of that item at any BOP institution if the inmate is later transferred. If the inmate is not allowed to use the radio, MP3 player, or watch at the new institution, the inmate shall be permitted to mail, at the receiving institution's expense, the item to a destination of the inmate's choice. Where the inmate refuses to provide a mailing address, the radio, MP3 player, and/or watch may be disposed of through approved methods, including destruction of the property. The MP3 player can be managed through TRU-Units. This service allows inmates to manage the player and to purchase non-explicit music. MP3 players are not authorized or transferrable to contract facilities.

Jewelry

Inmates may have a plain wedding band and an appropriate religious medallion and chain without stones.

Smoking

Inmate smoking is prohibited in all BOP facilities.

UNIFORM REGULATIONS

INMATE IDENTIFICATION CARDS: All inmates are required to wear their institution issued identification card with the issued safety lanyard outside their clothing to be visible by staff when outside the housing units. At the discretion of the detail foreman for safety purposes, IDs may be tucked under your clothing on various work details or when participating in Recreation programs.

WORK HOURS: During normal duty hours, Monday through Friday, 6:30 a.m. to 4:00 p.m., appropriate dress will be as follows: all inmates assigned to work details must be properly dressed in their institution issued work clothing. A khaki shirt and khaki pants are the appropriate uniform for work and will be worn together. All shirts must be tucked into the pants in all areas of the institution other than during participation in programs inside the Recreation area. All khaki shirts must be buttoned up. Sweatshirts will be worn under the khaki shirt or food service whites. There will be no mixing of the uniform pieces unless they are under the required uniform. Pants will be worn appropriately at the waist, no sagging or bagging. Inmates must wear safety shoes unless a current soft shoe permit from Health

Services has been provided.

MAINLINE: All inmates attending Breakfast and Lunch meals, during the work week, regardless of duty status, are required to wear the uniform as outlined above. Thongs, shower shoes, or open-toed shoes are not authorized in Food Service unless approved, in writing, by Medical Staff. Inmates attending the evening meal may wear suitable casual dress with the exception of sleeveless shirts and open toed sandals. All headwear with the exception of approved religious attire will be removed prior to entering the dining area. Inmate ID cards are to be visible as outlined above.

OFF DUTY:

During non-duty hours, Monday through Friday after the 4:00 p.m. count, weekends, and holidays, inmates will be allowed to wear approved personal athletic and leisure attire. Shirts are not required to be tucked in.

Quarters Rules

In order to minimize maintenance costs, permit uniform inspection, search procedures, and maintain orderly congregate living, the institution has imposed reasonable regulations on inmate conduct and furnishings in housing units. Unit Officers and Counselors inspect cells daily and publish individual ratings of appearance.

The rules include items such as:

Unit meal rotation is ordinarily based on weekly sanitation ratings of each unit. The unit with the highest sanitation is called first, and the unit with the lowest rating is called last.

Room or cell doors are closed when inmates are not in them.

Each inmate is responsible for the cleaning and sanitation of his or her room or cell.

Everyone is responsible for cleaning up after themselves.

Sexually suggestive photographs are **NOT** authorized for display outside of the individual locker or cabinet. Provocative pictures, posters, cartoons, and any items cut out of magazines may not be displayed on the bulletin boards or in any cell or dorm.

Showers are available every day, but inmates may not be in the shower during an official count. In addition, only designated daytime showers will be utilized.

Safety shoes must be worn to work as designated in policy.

Unit televisions may be viewed during established off-duty hours. During normal working hours, unit televisions may be viewed at the discretion of staff.

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 sent via TRULINCS daily and available in hard copy from the Unit Officer.
2. Inmates may possess only authorized items in their cell. Each inmate is responsible for their assigned 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 themselves 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 in a laundry bag 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 boxes are not permitted. Legal material should be stored with personal property in the assigned locker. Excess legal material which does not fit in the assigned locker requires written approval from the Unit Manager after consultation with the institutional Attorney. 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 is authorized at FCI Allenwood and will be confiscated if discovered.
 - 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 the top of the locker and table are an alarm clock, bible or religious book. 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 or MP3 players 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.
 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. 10:00 p.m. and 10:00 a.m. counts on weekends and holidays and all other 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 9:45 p.m.
 18. Card playing is permissible in the open common areas of the unit and only on the card tables.

19. Unit television viewing will be permitted when inmate cell doors are open and unsecured.
20. 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.
21. 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 11:00 a.m. and 11:45 a.m.
22. 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 week during the housing unit's scheduled sheet or blanket exchanges.
23. 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.
24. 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.

INMATE SUPPORT SERVICES

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 6:45 a.m. to 7:30 a.m., Monday through Friday for Open House based upon housing unit assignment.

One laundry bag containing all allocated clothing will be permitted to be placed in specific housing unit laundry carts one designated day per week between the approximate hours of 6:00 p.m. and institution recall, and those laundered bags will be distributed in the housing units during the afternoon of the following day.

Each inmate will be permitted to turn in their institutional laundry bag containing both institutionally provided clothing and personally owned clothing within the established property limitations.

Weekly sheet exchanges will be available on a one-for-one basis at the laundry lobby during the morning meal open house period based upon housing unit assignment. Monthly blanket exchanges will be available on a one-for-one basis based upon the same housing unit laundry schedule.

Institutionally provided hygiene items will be made available in the laundry lobby every other week during the housing unit's scheduled sheet or blanket exchanges.

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:

<u>1st Qtr.</u>	<u>2nd Qtr.</u>
Unit 1 Monday	Unit 2 Monday
Unit 2 Tuesday	Unit 3 Tuesday
Unit 3 Wednesday	Unit 4 Wednesday
Unit 4 Thursday	Unit 1 Thursday
SHU Wednesday	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 morning meal, on open movements throughout the morning, and after the lunch period 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 \$360.00

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, Western Union Quick Collect, or Money Gram. All checks or money orders 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, non-Postal Money Orders, U.S. Treasury check, state government check, or personal check. All checks or money orders must be made out in the inmate's committed name and inmate's registration number. For U.S. Postal Money Orders, U.S. Treasury checks, and state government checks, the funds will be credited to your account within 24 hours of receipt. All domestic checks and non-Postal Money Orders will be held for 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 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.

Western Union Quick Collect Program

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

by 7:00 am EST the following morning. Funds sent to an inmate through the Quick Collect Program may be sent via one of the following ways:

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

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

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

Please note the inmate's committed name and eight-digit register number must be entered correctly. If the sender does not provide the correct information, the transaction cannot be completed. The Code City is always FBOP, DC.

Each transaction is accepted or rejected at the point of sale. The sender has the sole responsibility of sending the funds to the correct inmate. If an incorrect register number and/or name are used and accepted and posted to that inmate, funds may not be returned.

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

MoneyGram ExpressPayment Program

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

- 1) At an agent location with cash: The inmate's family or friends must complete a MoneyGram ExpressPayment Blue Form. To find the nearest agent, they may call 1-800-926-9400 or go to www.moneygram.com.

For each MoneyGram ExpressPayment transaction, the following information must be provided:

- 1) Valid Inmate Eight-Digit Register Number (entered with no spaces or dashes), followed

immediately by Inmate's Last Name

2) Company Name: Federal Bureau of Prisons

3) City & State: Washington, DC

4) Receive Code: Must always be 7932

5) Committed Inmate Full Name entered on Beneficiary Line

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

2) ONLINE using a credit, debit or prepaid card (Visa or MasterCard only): The inmate's family and friends can click on www.moneygram.com/paybills. Enter the Receive Code (7932) and the amount you are sending (up to \$300). If you are a first time user you also must set up a profile and account.

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

TRULINCS

The Trust Fund Limited Inmate Computer System (TRULINCS) is the inmate computer network that provides inmates access to multiple services. At no time do the inmates have any access to the Internet.

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

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

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

Contact List – This service is used by inmates to manage their email address list, telephone list, and postal mailing list. Inmates also mark for print postal mailing labels within this service. If an email address is entered for a contact, TRULINCS sends a system generated message to the contact directing them to www.corrlinks.com to accept or reject email contact with the inmate prior to receiving any messages from the inmate. If a positive response is received, the inmate

may begin exchanging electronic messages with this contact. If a contact rejects TRULINCS participation, the inmate is blocked from sending any messages to that email address.

Law Library – This service allows inmates to perform legal research

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

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

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

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

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

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

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

Inmate Telephone System –TRUFONE

Each inmate will be provided a nine-digit Phone Access Code (PAC) for accessing TRUFONE; including instructions for use of this system. The PAC is confidential and should not be shared with other inmates. A replacement fee will be charged if a PAC is misplaced or compromised. In addition, each inmate will need to perform voice verification registration. Management of inmates' telephone numbers is performed via the TRULINCS. The hours of telephone operation begin at 6:30 am and end no later than 9:45 pm. Inmate access to telephones will normally be limited during the following times, Monday through Friday, not including holidays:

7:30 am until 10:30 am; and,
12:30 pm until after 4:00 pm count.

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

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

TRUFONE funds are transferred using the TRUFONE system and must be done in even dollar amounts. The TRUFONE funds are deducted from an inmate's commissary account and transferred to the TRUFONE account immediately. Transfers may be made from any telephone during operational hours. It is each inmate's responsibility to verify the correctness of the amount transferred at the time of transfer.

VISITING PROCEDURES

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., 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 check with Captain on dress 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. Holdover inmates will be limited to immediate family on their visiting list. Special visits will be addressed via Inmate Request to Staff "Cop-Out" to their Unit Manager. All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

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.

EMERGENCY VISITS: In cases where an inmate is seriously ill, the inmate and/or family member may request a special visit through the inmates Unit Team. This visit will be approved by the Warden and supervised according to guidelines established by the Captain. Should the medical emergency involve a family member, the family member and/or inmate may also request a “special visit” through the inmate’s Unit Team; however, a thorough investigation will be completed prior to any request to visit during none visiting days will be forwarded to the Warden for approval. If a family member has a family medical emergency, they can contact the institution at (570) 547-7950.

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 (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, 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 or tight fitting clothing, no shear clothing or camouflage clothing. Skirts, shorts, and dresses are not allowed to be more than 1" above the knee while seated, 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 personal 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 valid 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 lifesaving 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.

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 (located on the left side of the road).
- **From Washington, DC;** take Interstate 70 West out of DC to Rt 15 North to the complex (left side of the road).
- **From Philadelphia;** take the turnpike West to Rt 15, take Route 15 North to the complex (left side of the road).
- **From Points West;** get on Interstate 80 East, take exit 210B (Rt 15) North to the complex (left side of the road).

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

108 – Possession, manufacture, introduction, or loss of a Hazardous tool (cell phone)

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

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

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

205 – Engaging in sexual acts

Upon restoration of the inmates visiting privileges, unit team staff will make a notation of the restoration date in the visiting program. These inmates will only be permitted to visit using the Non-Contact visiting cells for a period of six months after restoration of the privilege. After the six month period, full visiting privileges will be restored. In the event that the inmate is not

sanctioned to loss of visiting privileges as a result of incurring the incident report, the six months of non-contact visiting will begin as soon as the inmate is found guilty of committing the act.

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. Set up notary services, notary services are provided by a contractor on a bi-weekly basis at the cost of \$35.

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 cards during your regular commissary shopping day. You can then make photocopies by inserting your copy card into the scanner portion of the copy machine. Copy costs have been established at \$.15 per page. The cost for your copies will automatically be deducted from your card.

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. The Case Manager 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.

SECURITY PROCEDURES

Inmate Identification Cards

Inmates are required to wear their identification cards at all times upon departing their assigned cell. The inmate identification card will be worn on the upper front torso, with the inmate's picture clearly visible for staff to identify the inmate. Inmates will be issued an identification card upon arrival at the institution. Inmates are responsible for the care of these cards.

Counts

Each institution will conduct, at a minimum, five official inmate counts during every 24-hour period. On weekends and holidays, an additional count will be conducted at 10:00 a.m. The inmate is expected to be freestanding with both feet on the floor during official counts held at 4:00 p.m. and 10:00 p.m., on weekdays and 10:00 a.m., 4:00 p.m., and 10:00 p.m. on weekends and holidays, and during any emergency count. Institutions with secure cell space are required to lock the inmates in their cells for all official counts, unless the inmates are on out-counts in areas such as Food Service, Health Services, Visiting, etc. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is clear. The inmate must actually be seen at all counts, even if the inmate must be awakened.

Call-Outs

Call-outs are a scheduling system for appointments (which include medical, dental, educational, team meetings, and other activities) and are posted each day on the unit bulletin boards after 4:00 p.m., on the day preceding the appointment. **These are mandatory, and are a large part of prison accountability.** It is the inmate's responsibility to check for appointments on a daily basis.

Passes are only utilized for inmate work crews, this need to be updated, with sign out procedures for barber shop and recreation. Movement during working hours will also need to be updated.

Controlled Movement

During non-working hours, movement throughout the institution will be regulated by a procedure

called controlled movement. The purpose of controlled movement is to ensure all inmate movement is orderly. Controlled movement will be hourly at 30 minutes past the hour and will last for 10 minutes. Normally, these moves are a one way move; meaning, "in bound" or "out bound" move. During the movement period, normally ten minutes, inmates may move from an area of the institution to another without staff escort. Inmates are not allowed to stop or congregate in any areas during a movement. The start and end of each movement period will be announced by staff.

During the evening hours, the first controlled movement period normally begins at the conclusion of a clear official 4:00 p.m. count. During the feeding of the evening meal, inmates will not be able to enter the recreation yard, gymnasium, or chapel until the next controlled movement is announced. At the conclusion of the evening meal, the Compound will be secured and a ten minute, controlled movement will commence.

On Saturdays, Sundays, and holidays, normally the first controlled movement will begin at the conclusion of the morning meal. The Compound will be secured at 9:30 a.m., in preparation of the 10:00 a.m. count. During the feeding of the brunch meal, inmates will not be able to enter the recreation yard, gymnasium, or chapel until the next controlled movement is announced. The movement periods will resume after the brunch meal.

Contraband

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

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

Staff shall consider as nuisance contraband any item other than hard contraband, which has never been authorized, or which previously has been authorized for possession by an inmate, but whose possession is prohibited when it presents a threat to security or its condition or excessive quantities of it present a health, fire, or housekeeping hazard. Examples of nuisance contraband include: personal property no longer permitted for admission to the institution or permitted for sale in the commissary; altered personal property; excessive accumulation of commissary, newspapers, letters, or magazines which cannot be stored neatly and safely in the designated area; food items which are spoiled or retained beyond the point of safe consumption; government-issued items which have been altered, or other items made from government property without staff authorization.

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

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

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

Shakedowns

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

PROGRAMS AND SERVICES

Job Assignments

All inmates, who have been medically cleared, will maintain a regular job assignment. Many job assignments are controlled through an Inmate Performance Pay (IPP) system, which provides monetary payment for work. Federal Prison Industries has a separate pay scale. Unit staff assign work and approve all job changes. They also see that the changes are posted on the Daily Change Sheet.

Institutional maintenance jobs are usually the first assignment an inmate receives. This might include work in Food Service, as a unit orderly, or in a maintenance shop. However, most institutions have a significant number of inmate jobs in factories operated by Federal Prison Industries, also known as UNICOR. Many institutions have a waiting list for factory employment. UNICOR employs and trains inmates through the operation of, and earnings from, factories producing high-quality products and services for the Federal government. Some examples of products and services UNICOR produces are electronic cable assemblies, executive and systems furniture, metal pallet racks, stainless steel food service equipment, mattresses, towels, utility bags, brooms, data entry, signage, and printing. UNICOR provides an opportunity to the inmates to pay their court ordered financial obligations to society on a faster pace than any other job in the institution. Most institutions give priority for employment in UNICOR to inmates with large court ordered financial obligations. The training and experience acquired in UNICOR is beneficial for re-entry into society.

Inmate Financial Responsibility Program

Working closely with the Administrative Office of the Courts and the Department of Justice, the BOP administers a systematic payment program for court-imposed fines, fees, and costs. All designated inmates are required to develop a financial plan to meet their financial obligations. These obligations may include: special assessments imposed under 18 USC 3013, court ordered

restitution, fines and court costs, judgments in favor of the U.S., other debts owed the Federal government, and other court-ordered obligations (e.g., child support, alimony, other judgments).

Institution staff assist in planning, but the inmate is responsible for making all payments required, either from earnings within the institution or from outside resources. The inmate must provide documentation of compliance and payment. If an inmate refuses to meet their obligations, the inmate cannot work for UNICOR nor receive performance pay above the maintenance pay level. The inmate will also be placed in “refuse” status. As the result of being in refuse status, the inmate has a spending limit of only \$25.00 monthly, can be placed in less desirable housing, will not be considered for any favorable requests, i.e. (vacations, furloughs, early release, etc.) and will score zero in responsibility on the progress report. These are a few examples of the sanctions that can be imposed as a result of being in refuse status.

The status of any financial plan will be included in all progress reports, and will be considered by staff when determining Security/Custody level, job assignments, eligibility for community activities, and institutional program changes. The U.S. Parole Commission will also review financial responsibility progress at parole hearings.

Food Service

The BOP offers a standardized National Menu. The national menu, which includes the approved menu, recipes, and product specifications, will be used for food procurement, preparation, and meal service at all institutions.

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

The religious diet program, called the Alternative Diet Program, consists of two distinct components: one component provides for religious dietary need through self-selection from the main line, which includes a no-flesh option. The other component accommodates dietary needs through nationally recognized, religiously certified processed foods and is available through the approval of Religious Services.

Food Service from time to time uses inmate scanners to control food use and inmate I.D. cards are required to be scanned to control the meal. If you eat more than once and your I.D. cards is scanned more than once during the serving of any meal it could result in disciplinary action.

FOOD ITEMS MAY NOT BE REMOVED FROM FOOD SERVICE INCLUDING FRUIT. REMOVAL OF ANY FOOD ITEMS FROM FOOD SERVICE CAN RESULT IN DISCIPLINARY ACTION.

Education

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

English as a Second Language (ESL)

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

Literacy/GED

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

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

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

Inmates who are exempt from attending GED class due to being non-US citizens must enroll in GED or ESL in order to receive their good conduct time. Inmates under a final Bureau of Immigration and Customs Enforcement (BICE) order of deportation, exclusion, or removal are

exempt. Inmates who have completed the mandatory period of enrollment must remain enrolled, or re-enroll to vest/earn their good conduct time.

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

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

Education Department Incentives and Achievement Awards

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

Other Programs

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

Vocational Training / Occupational Education Programs

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

Institution	Vocational Training Programs Available	Apprenticeship Programs Available
LSCI Allenwood	<ul style="list-style-type: none"> • Business Information Processing • Culinary Arts 	<ul style="list-style-type: none"> • Cook • Housekeeper
FCI Allenwood	<ul style="list-style-type: none"> • Business Information Processing • Electrical • Building Trades / Carpentry • Plumbing 	<ul style="list-style-type: none"> • Housekeeper
USP Allenwood	<ul style="list-style-type: none"> • Business Information Processing 	<ul style="list-style-type: none"> • Housekeeper • Building Maintenance Repairer • Upholsterer • Quality Control Technician

Adult Continuing Education (ACE):

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

Post-Secondary Education (Inmate Correspondence Courses)

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

Parenting

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

Library Services

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

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

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

Library Hours

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
7:30AM – 10:00AM					7:30AM – 3:30PM
12:30PM – 3:30PM					
4:30PM – 8:15PM				Closed	Closed

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

First Step Act

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

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

Recreation, Leisure, Wellness, and Social Programs

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

Leisure Programs

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

Art and Hobby Craft Programs

Art work includes all paintings and sketches rendered in any of the usual media (e.g., oils, pastels, crayons, pencils, inks, and charcoal). Hobby craft activities include ceramics, leatherwork, crochet, knitting, and airbrushing, etc.

Art and hobby craft programs are not meant for the mass production of art and hobby craft items or to provide a means of supplementing an inmate's income. Use of hobby craft facilities is a privilege that the Warden or staff delegated that authority may grant or deny.

Inmates are encouraged to participate in housing unit activities such as unit-based hobby craft. The Recreation Supervisor will coordinate housing unit activities with Unit Managers.

Wellness Programs

Wellness programs include screening, assessments, goal setting, fitness/nutrition prescriptions and counseling.

Recreation and Zimmer

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

All F.C.I. Allenwood Recreation programs operates under the Program Division. The Recreation Program is directed by the Bureau of Prisons Program Statement 5370.11, Inmate Recreation Programs. Our policies and operating procedures are outlined and explained in these documents. These documents are available for review in the Complex Supplement, Recreation Programs ALX 5370.11 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)

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. T.V. viewing area
- 11. Piano room

- 10. Horseshoe pits (2)
- 11. Courtyard (card playing seating area)
- 12. Boccie ball courts (2)

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 sign out in their housing units before going to 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.

Consequences for Rules Violation in Recreation

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

Religious Services

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

Psychology Services

Psychology Services departments in all BOP institutions offer mental health care to inmates. This care may include screening, assessment and treatment of mental health or drug abuse problems, individual and/or group counseling, psycho-educational classes, self-help and supportive services, or referral to Health Services for medical treatment of a mental illness.

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

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. There are also a number of First Step Act (FSA) groups available. Ask your unit psychologist, check your unit bulletin board, and check TRULINCS 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.

Suicide Prevention

Incarceration can be a difficult experience. At times, you may feel discouraged, frustrated, and helpless. It is not uncommon for people to experience depression while in jail or prison, especially if they are newly incarcerated, serving a long sentence, experiencing family problems, struggling to get along with other inmates, or receiving bad news. Over time, most inmates successfully adapt to incarceration and find ways to use their time productively and meaningfully. However, some inmates continue to struggle with the pressures of incarceration and become overwhelmed by a sense of hopelessness. If you feel a sense of hopelessness or begin thinking about suicide, talk to a staff member. Help is available and actively seeking help is a sign of your strength and determination to prevail. If you feel you are in imminent danger of harming yourself or someone else, you should contact a staff member immediately.

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

- threatening to hurt or kill oneself or talking about wanting to hurt or kill oneself
- feeling hopeless
- feeling rage or uncontrolled anger or seeking revenge
- increased alcohol or drug use
- withdrawing from friends, family, associates
- experiencing dramatic mood changes
- feeling anxious or agitated, being unable to sleep, or sleeping all the time
- seeing no reason for living or having no sense of purpose

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

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

Drug Abuse Programs

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

Drug Abuse Education Course

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

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

Nonresidential Drug Abuse Treatment

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

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

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

Residential Drug Abuse Treatment

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

To apply for the RDAP you must send an Inmate Request to a Staff Member (a “Cop-Out”) to

obtain an interview for the program. First, staff will screen your pre-sentence report to determine if there is any documentation indicating that you have a pattern of drug abuse or dependence. If so, you will be referred to the Drug Abuse Program Coordinator for an interview to determine if you meet the diagnostic criteria for a substance use disorder.

Inmates who are diagnosed with a drug use disorder are qualified for the RDAP and are admitted to the program based on their nearness to release, as mandated by federal statute. You must have enough time left to serve on your sentence to complete the unit-based component and the community transition component of the program. Follow-up Treatment, as described earlier, is provided to inmates after they complete the unit-based component and before they transfer to a residential reentry center.

The RDAP is operated as a modified therapeutic community where inmates are expected to model the pro-social behaviors expected in a community. This means RDAP participants are role models to other inmates. Therefore, they are to demonstrate honesty, to relate positively with their peers, and to fully participate in all treatment activities in the unit. The RDAP is a half-day program, with the rest of the day devoted to work, school, and other self-improvement activities. The RDAP is available in 76 BOP institutions.

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

Early Release

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

Community Transition Drug Abuse Treatment

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

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

Confidentiality

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

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

If you tell a staff member, including a Psychology Services staff member, that you are going to harm or kill yourself or someone else, or engage in a behavior that jeopardizes the safety or security of the institution, confidentiality will be breached and the appropriate individuals will be notified on a need-to-know basis only. Simply put, there is no guarantee of confidentiality in the prison setting. However, you can rely on the professional judgment of Psychology Services staff who conscientiously balance your confidentiality and the safety and security of the institution. Information that does not impact the safety and security of the institution, inmates, and staff, will not be shared. While these limitations on confidentiality may initially deter you from seeking treatment, I want to assure you that the vast majority of inmates who receive psychological services are comfortable with the decisions staff make with regard to their confidentiality. If you have additional questions about confidentiality, be certain to discuss your concerns with Psychology Services staff.

Escorted Trips

Escorted trips provide approved inmates with staff escorted trips into the community for such purposes as receiving medical treatment not otherwise available, for visiting a critically ill member of the inmate's immediate family, or for participating in programs or work related functions. Additionally, bedside visits and funeral trips may be authorized for inmates with custody levels below maximum. All expenses will be borne by the inmate, except for the first eight hours of each day that the employee is on duty. There are occasions based on a determination that the perceived danger to BOP staff during the proposed visit is too great, or the security concerns about the individual inmate outweigh the need to visit the community.

Central Inmate Monitoring System

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

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.

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.

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 via inmate e-mail or staffs representing the department at mainline. 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 through Unit Team.

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 determines 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 determines 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 via the inmate electronic e-mail system (TRULINCS). All routine appointments will be scheduled on the institution's call-out. If you transfer to another institution, your dental appointments will remain in the computer for the next FBOP Dental Department to address. Various dental related Commissary items are available for you to purchase.

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 determines the sick call is of an emergent priority, the inmate will be evaluated that day. If the medical staff determines the sick call is not of an emergent priority, the inmate will be advised that his assigned Primary Care Provider will schedule him for an appointment.

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

PHYSICAL EXAMINATIONS: All new commitments to the Federal Bureau of Prisons System will be scheduled for a complete physical examination, which is mandatory, within 14 days of arrival at the institution. This examination may include laboratory studies, hearing and sight screening, medical history, and physical examination. A dental examination will be

completed within 30 days of an inmate's arrival.

All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmates, age 50 or over, are entitled to this examination annually. These examinations may include tests as determined by your Primary Care Provider. This optional examination requires an inmate to report to Sick-Call and request an appointment with your Primary Care Provider. You will be placed on the list for a physical and the appointment will be listed on a future call-out list located in the housing units. Because this physical is for your health and well-being, we encourage you to take the opportunity extended to you. During this voluntary examination, you may refuse any part of the process that you do not want performed. All inmates, within 12 months of their release date, are entitled to a pre-release physical examination. Requests for this examination must be made through the Health Services Department, no later than two months prior to release in order for the examination to be scheduled and completed.

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 at A&O or within the Medical Department, 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. All inmate that are issued medical inhaler (Albuterol, Mometasone, Flovent, Spirivia, Advair, Symbicort, OVAR) will be required to be return their empty inhaler to the 3pm pill line (Monday through Friday) when requesting a refill. A \$2.00 co-pay fee will be applied until the empty inhaler is returned. If you are housed in Special Housing Unit, Special Management Unit, or the Secure Mental Health Unit you can exchange the inhaler during medical rounds.

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

OTC PROGRAM

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

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

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

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

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

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

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

INMATE CO-PAY: Pursuant to the Federal Prisoner Health Care Copayment Act (FHCCA) of 2000 (P.L. 106-294, 18 U.S.C. § 4048), The Federal Bureau of Prisons and FCC Allenwood provide notice of the Inmate Copayment Program for health care, effective October 3, 2005. The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General Population at these facilities are subject to a \$2.00 copay fee for medical, dental, and pharmacy encounters. 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.)

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

ADVANCED DIRECTIVES "LIVING WILLS"

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

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

Your Health Care Rights:	Your Responsibilities:
1. You have the right to access health care services based on the local procedures at this institution. Health services include medical, dental, vaccinations such as Hepatitis B, Pneumococcal, TDAP, Influenza (etc), HIV testing, and all support services.	1. You have the responsibility to comply with the health care policies of this institution and follow recommended treatment plans established for you by the health care staff.
2. You have the right to know the name and professional status of your health care providers and to be treated with respect, consideration, and dignity.	2. You have the responsibility to treat these providers as professional and follow their instructions to maintain and improve your overall health.
3. You have the right to address any concerns regarding your health care to any member of the institutional staff including the physician, the Health Services Administrator, members of your Unit Team, the Associate Warden, and the Warden	3. You have the responsibility to address your concerns in the accepted format, such as the <i>Inmate Request to Staff Member</i> form, at main line, or the accepted <i>Inmate Grievance Procedures</i> .
4. You have the right to provide the Bureau of Prisons with <i>Advance Directives</i> or a <i>Living Will</i> that would provide the Bureau of Prisons with instructions if you are admitted as an inpatient to a hospital.	4. You have the responsibility to provide the Bureau of Prisons with accurate information to complete this agreement.
5. You have the right to be provided with information regarding your diagnosis, treatment, and prognosis.	5. You have the responsibility to keep this information confidential.
6. You have the right to obtain copies of certain releasable portions of your health record.	6. You have the responsibility to be familiar with the current policy and abide by such to obtain these records.
7. You have the right to be examined in privacy.	7. You have the responsibility to comply with security procedures should security be required during your examination.

<p>8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.</p>	<p>8. You have the responsibility to maintain your health and not to endanger yourself, or others, by participating in activities that could result in the spreading or catching of infectious diseases.</p>
<p>9. You have the right to report complaints of pain to your health care provider, have your pain assessed, managed in a timely manner, be provided information about pain management as well as information on the limitations and side effects of pain treatments.</p>	<p>9. You have the responsibility to communicate with your health care provider honestly regarding your pain and your concerns about your pain. You also have the responsibility to adhere to the prescribed treatment plan and medical restrictions. It is your responsibility to keep your provider informed of both positive and negative changes in your condition to assure timely follow-up.</p>
<p>10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.</p>	<p>10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.</p>
<p>11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.</p>	<p>11. You have the responsibility to eat healthy and not abuse or waste food or drink.</p>
<p>12. You have the right to request a routine physical examination as defined in the Bureau of Prisons policy.(If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release.</p>	<p>12. You have the responsibility to notify medical staffs that you wish to have an examination.</p>
<p>13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.</p>	<p>13. You have the responsibility to maintain your oral hygiene and health.</p>
<p>14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.</p>	<p>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.</p>

<p>15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.</p>	<p>15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.</p>
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Correspondence

In most cases, inmates are permitted to correspond with the public, family members and others without prior approval. Outgoing mail from a sentenced inmate in a minimum or low security institution may be sealed by the inmate and is sent out unopened and uninspected. Except for “special mail,” outgoing mail from a sentenced inmate in a medium or high security institution, or an administrative institution may not be sealed by the inmate and may be read and inspected by staff. The outgoing envelope must have the inmate’s committed name, register number, and complete institution return address in the upper left hand corner.

Inmates will be responsible for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Inmates may be placed on restricted correspondence status based on misconduct or as a result of classification. The inmate is notified of this placement and has the opportunity to respond. Mail service to inmates is ordinarily provided on a five-day schedule, Monday through Friday. Usually, weekend and holiday mail services are not provided.

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 Correctional 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 scale and postage rate chart are provided in the Library for inmates to weigh and determine the correct postage prior to delivering the mail to the Correctional Systems Department.

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.

<p><u>REGIONAL OFFICE</u> Northeast Regional Office U.S. Customs House, 7th Fl. 2nd and Chestnut Streets Philadelphia, PA 19106</p>	<p><u>PARDON ATTORNEY</u> U.S. Pardon Attorney 1 N. Park Bldg. 440 Friendship Blvd. Bethesda, MD 20014</p>
<p><u>CENTRAL OFFICE - BOP</u> Director, Bureau of Prisons 320 First St., N.W. Washington, DC 20534</p>	<p><u>U.S. PAROLE COMMISSION</u> U.S Parole Commission 90 K. Street, NE, 3rd Floor Washington, DC. 20002</p>

Incoming Correspondence

First class mail is distributed Monday through Friday (except holidays) by the evening watch Correctional Officer in each living unit. Legal and Special Mail will be distributed by Mail Room or Unit staff and opened in the presence of the inmate. Inmates are asked to advise those writing to them to put the inmate’s registration number and Housing Unit on the envelope to aid the prompt delivery of mail. All inmate packages must have prior authorization unless otherwise approved under BOP policy.

Incoming Publications

The BOP permits inmates to subscribe to and receive publications without prior approval. The term publication means a book, booklet, pamphlet, or similar document, or a single issue of a magazine, periodical, newsletter, newspaper, plus such other materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may only receive hard cover publications and newspapers from the publisher, a book club, or a bookstore. At minimum and low security institutions, an inmate may receive softcover publications (other than newspapers) from any source. At medium, high, and administrative institutions, an inmate may receive softcover publications only from the publisher, a book club, or a bookstore.

Special Mail

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

Special mail also includes correspondence received from the following: President and Vice President of the United States, attorneys, Members of the U.S. Congress, Embassies and

Consulates, the U.S. Department of Justice (excluding the Bureau of Prisons but including U.S. Attorneys), other Federal law enforcement officers, State Attorneys General, Prosecuting Attorneys, Governors, U.S. Courts (including U.S. Probation Officers), and State Courts.

A designated staff member opens incoming Special Mail in the presence of the inmate. These items will be checked for physical contraband, funds, and for qualification as Special Mail; the correspondence will not be read or copied if the sender has adequately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "Special Mail – Open only in the presence of the inmate" or with similar language. Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected(see attached requirements).

SPECIAL MAIL NOTICE
U.S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF PRISONS

BP-A0493
JUN 10

To The Inmate:

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

To The Attorney:

The Bureau of Prisons Program Statement on Correspondence provides the opportunity for an attorney who is representing an inmate to request that attorney-client correspondence be opened only in the presence of the inmate. For this to occur,

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

Inmate Correspondence with Representatives of the News Media

An inmate may write, following Special Mail procedures, to representatives of the news media when specified by name and title. The inmate may not receive compensation or anything of value for correspondence with the news media. The inmate may not act as a reporter, publish under a byline, or conduct a business or profession while in BOP custody.

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

Correspondence between Confined Inmates

An inmate may be permitted to correspond with an inmate confined in another penal or correctional institution. This is permitted if the other inmate is either a member of the immediate family (mother, father, sister, child, or spouse), or party in a current legal action (or a witness) in which both parties are involved. The Unit Manager at each institution must approve the

correspondence if both inmates are housed in Federal institutions.

Rejection of Correspondence

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

Notification of Rejection

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

Change of Address/Forwarding of Mail

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

Certified/Registered Mail

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

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 9:45 p.m. each evening. 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 9:45 p.m. and may not use the phone from 5:30 p.m. to 9:45 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 9:45 p.m. each evening.

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 9:45 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 Trufone 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 (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. Inmates are allowed to have thirty (30) approved numbers on their phone list. In order to use the system, you will have to transfer funds from your commissary account to your individual telephone account. There are telephones located in each housing unit for your use. No third party, credit card calls, 1-800, 1-900, 1-888, or 1-976 can be made on these lines. Collect calls can also be made to pre-approved telephone numbers.

Inmates will be given their SECRET PAC (nine digits) number by your Correctional Counselor. This will allow you to place a call by first entering the telephone number followed by your nine digit PAC number. Giving or selling your PAC number will result in disciplinary action. All calls are automatically terminated after fifteen (15) minutes. A waiting period may be established between calls.

It is each inmate's responsibility to maintain their PAC in a way to ensure no other inmate has access to it. Inmates found to be sharing their telephone account with other inmates will result in disciplinary action taken with all inmates involved. Third party telephone contact will also result in disciplinary action. This could include, but is not limited to three way calls, call forwarding, the use of two or more telephones to communicate, and/or ANY circumstance in which the party called establishes third party telephone contact.

ACCESS TO LEGAL SERVICES

Legal Correspondence

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

Attorney Visits

Attorneys are encouraged to visit during regular visiting hours, by advance appointment. However, visits from an attorney 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, but is subject to inspection for contraband. Inmates are expected to handle the transfer of legal materials through the mail as often as possible.

Attorney Phone Calls

In order to make an unmonitored phone call with an attorney, the inmate must demonstrate to the Unit Team the need, such as an imminent court deadline. Inmates are responsible for the expense of unmonitored attorney telephone calls. When possible, it is preferred that inmates place an unmonitored, collect legal call. Phone calls placed through the regular inmate phones are subject to monitoring.

Law Library

Electronic Law Libraries (ELL): Inmates are afforded access to legal materials and an opportunity to prepare legal documents in the ELL. Resources are available for inmates to prepare legal material via Trust Fund.

Notary Public

Under the provisions of 18 USC 4004, Case Managers are authorized to notarize documents. A recent change in the law allows that a statement to the effect that papers which an inmate signs are true and correct under penalty of perjury will suffice in Federal courts and other Federal agencies, unless specifically directed to do otherwise. Some states will not accept a government notarization for real estate transactions, automobile sales, etc. In these cases, it will be necessary to contact unit staff for arrangements with the institution's notary public.

Copies of Legal Material

In accordance with institution procedures, inmates may copy material necessary for their research or legal matters. A copying machine is available in the Education Department for inmate use for a nominal fee. Individuals who have no funds and who can demonstrate a clear need for particular copies may submit a written request for a reasonable amount of free duplication through the unit team.

Federal Tort Claims

If the negligence of institution staff results in personal injury or property loss or damage to an inmate, it can be the basis of a claim under the Federal Tort Claims Act. To file such a claim, inmates must complete a Standard Form 95. They can obtain this form by submitting an Inmate Request to Staff Member or requesting one through your Correctional Counselor.

Freedom of Information/Privacy Act of 1974

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

Inmate Access to Central Files and Other Documents

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

An inmate can request access to the non-disclosable documents in his central file and medical file, or other documents concerning himself that are not in his central file or medical file, by submitting a Freedom of Information Act Request to the Director of the BOP, Attention: FOI Request. A request on the behalf of an inmate by an attorney, for records concerning that inmate, will be treated as a Privacy Act Request if the attorney has forwarded an inmate's written consent to disclose materials. If a document is deemed to contain information exempt from disclosure, any reasonable part of the record will be provided to the attorney after the deletion of the exempt portions.

Executive Clemency

The BOP advises all inmates that the President of the United States is authorized under the Constitution to grant executive clemency by pardon, commutation of sentence, or reprieve. A pardon is an executive act of grace that is a symbol of forgiveness. It does not connote innocence nor does it expunge the record of conviction. A pardon restores civil rights and facilitates the restoration of professional and other licenses that may have been lost by reason of the conviction. Other forms of executive clemency include commutation of sentence (reduction of sentence imposed after a conviction), and a reprieve (the suspension of execution of a sentence for a period of time). Inmates should contact their assigned Case Manager for

additional information regarding this program.

Commutation of Sentence

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

Pardon

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

Compassionate Release/Reduction in Sentence

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

Restoration of Voting Rights for Felons (Appendix to Know Your Voting Rights A&O Lesson Plan)

This information changes periodically. Please visit the link/website for updates.

<https://www.ncsl.org/research/elections-and-campaigns/felon-voting-rights.aspx>

It has been a common practice within the United States to make felons ineligible to vote, and in some cases permanently. Over the past few decades, the general trend has been to reinstate an individual's right to vote at some point, although this is a state-by-state policy choice (see recent state action below for a chronology).

Currently, state approaches to felon disenfranchisement varies tremendously. The National Conference of State Legislatures (NCSL) has divided states into four categories, as detailed in Table 1 below.

In all cases, "automatic restoration" does not mean that voter registration is automatic. The person is responsible for re-registering through the normal process.

In summary:

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

- In 18 states, felons lose their voting rights only while incarcerated, and receive automatic restoration upon release.
- In 19 states, felons lose their voting rights during incarceration, and for a period of time after, typically while on parole and/or probation. Voting rights are automatically restored after this time period. Former felons may also have to pay any outstanding fines, fees or restitution before their rights are restored as well.

Table One: Restoration of Voting Rights After Felony Convictions

Never Lose Right to Vote	Lost Only While Incarcerated Automatic Restoration After Release	Lost Completion of Sentence and/or Automatic Restoration After	Until of (Parole Probation) Restoration After	Lost Until Completion of Sentence In Some States a Post-Sentencing Waiting Period Additional Action Required for Restoration (1)
District of Columbia	California	Alaska	Alabama	
Maine	Colorado	Arkansas	Arizona	
Vermont	Hawaii	Connecticut	Delaware	
	Illinois	Georgia	Iowa	
	Indiana	Idaho	Kentucky	
	Maryland(2)	Kansas	Mississippi	
	Massachusetts	Louisiana	Nebraska	
	Michigan	Minnesota	Tennessee	
	Montana	Missouri	Virginia	
	Nevada	New Mexico	Wyoming	
	New Jersey	New York (4)		
	New Hampshire	North Carolina		
	North Dakota	Oklahoma		
	Ohio	South Carolina		
	Oregon	South Dakota		
	Pennsylvania	Texas		
	Rhode Island	Washington		
	Utah	West Virginia		
		Wisconsin		

(1) Details on the process for restoration of rights is included in Table 2 below.
 (2) In Maryland, convictions for buying or selling votes can only be restored through pardon.
 (3) An initiated constitutional amendment in 2018 restored the right to vote for those with prior felony convictions, except those convicted of murder or a felony sexual offense, who must still petition the governor for restoration of voting rights on a case by case basis. In July 2019, SB 7066 was signed by the governor of Florida which defined “completion of sentence” to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms

ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.

(4) New York Governor Andrew Cuomo issued an executive order removing the restriction on parolees voting. New York already allows those on probation to vote. The order may be challenged in court.

Table Two: Details on Policies for Restoration of Rights

Alabama The Alabama Constitution states that "No person convicted of a felony involving moral turpitude, or who is mentally incompetent, shall be qualified to vote until restoration of civil and political rights or removal of disability" (Ala. Const. Art. VIII, § 177). Before 2017 there was no comprehensive list of felonies that involve moral turpitude which would disqualify a person from voting. In 2017, HB 282 defined which crimes fit this category (Ala. Code § 17-3-30.1).

Arizona A conviction for a felony suspends the rights of the person to vote (A.R.S. § 13-904) unless they have been restored to civil rights (Ariz. Const. Art. 7 § 2). First-time offenders have rights restored upon completion of probation and payment of any fine or restitution (A.R.S. § 13-912). A person who has been convicted of two or more felonies may have civil rights restored by the judge who discharges him at the end of the term of probation or by applying to the court for restoration of rights (A.R.S. § 13-905).

Delaware People who are convicted of disqualifying felonies (murder, bribery, sexual offenses) are permanently disenfranchised. Those disqualified as a voter because of another type of felony shall have the disqualification removed upon being pardoned or after the expiration of the sentence, whichever comes first (Del. Const., Art. 5, § 2). In 2013 (HB 10) Delaware removed its five-year waiting period, allowing those convicted of non-disqualifying offenses to vote upon completion of sentence and supervision.

Florida Felons must have completed all terms of sentence, which includes probation and parole, and must pay any outstanding fines or fees before they can get their voting rights restored (Flor. Stat. §98.0751).

Iowa A person convicted of any infamous crime shall not be entitled to the privilege of an elector (Iowa Const. Art. 2, § 5). In 2016 the Iowa Supreme Court upheld the ban on felon voting, finding that all felonies are "infamous crimes" resulting in permanent disenfranchisement (Griffin v. Pate, 2016). The ability of the governor to restore voting rights to persons convicted of infamous crimes through pardoning power was upheld in State v. Richardson, 2017. In 2005 Governor Tom Vilsack restored voting rights to individuals with former felony convictions via executive order. Governor Terry Branstad reversed this executive order in 2011.

Kentucky "Persons convicted of treason, or felony, or bribery in an election, or of such high misdemeanor as the General Assembly may declare shall operate as an exclusion from the right of suffrage, but persons hereby excluded may be restored to their civil rights by executive pardon" (KY Const. § 145). Governor Steve Beshear restored voting rights to individuals with former non-violent felony convictions via executive order in 2015. Governor Matt Bevin reversed this executive order shortly after taking office in 2015. The Department of Corrections is required to promulgate administrative regulations for restoration of civil rights to eligible felony offenders (KRS §196.045).

Mississippi "A person convicted of murder, rape, bribery, theft, arson, obtaining money or goods under false pretense, perjury, forgery, embezzlement or bigamy is no longer considered a qualified elector" (Miss. Const. Art. 12, § 241). If an individual hasn't committed one of these

offenses, rights are automatically restored. If an individual has been convicted of one of these, he or she can still receive a pardon from the governor to restore voting rights (Miss. Code Ann. § 47-7-41) or by a two-thirds vote of both houses of the legislature (Miss. Const. Art. 12, § 253).

Nebraska In felony cases, there is a two-year waiting period after completion of probation for the restoration of voting rights (Neb. Rev. St. § 29-2264).

Tennessee The Tennessee Constitution denies the right to vote persons convicted of an infamous crime (Tenn. Const. Art. 1, § 5). Any felony is considered an “infamous crime” and disqualifies a person from exercising the right of suffrage (T.C.A. § 40-20-112). Those convicted of infamous crimes may petition for restoration upon completion of the sentence or be pardoned by the governor (T.C.A. § 40-29-101, § 2- 19-143). Proof of restoration is needed in order to register to vote (T.C.A. § 2-2-139).

Virginia No person who has been convicted of a felony shall be qualified to vote unless his civil rights have been restored by the Governor or other appropriate authority (VA Const. Art. 2, § 1). The Department of Corrections is required to provide persons convicted of felonies with information regarding voting rights restoration, and assist with the process established by the governor for the review of applications (VA Code Ann. § 53.1-231.1 et seq.). Individuals with felony convictions may petition the courts in an attempt to restore their voting rights (VA Code Ann. § 53.1-231.2). In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22, 2016. The Virginia Supreme Court subsequently ruled that rights restoration needs to take place on an individual basis, rather than en masse.

Wyoming A person convicted of a felony is not a qualified elector unless his rights are restored (W.S. § 6-10-106). For persons convicted of nonviolent felonies or a first-time offender, rights are restored automatically (W.S. § 7-13-105). Persons who do not meet the above qualifications must be pardoned (W.S. § 6-10-106).

Recent State Actions:

- In 2020, California voters passed Proposition 17 restoring voting rights to citizens on parole.
- In 2020, Washington, D.C., passed B 825 and joined Maine and Vermont in allowing convicted felons to vote while incarcerated.
- In 2020, Iowa Governor Kim Reynolds issued an executive order restoring the voting rights of felons who have served their sentences. It excludes certain categories of homicide and sexual abuse crimes from automatic restoration. The order does not condition restoration of rights on the payment of fines, fees or restitution to victims.
- In 2020, New Jersey enacted AB 5823, restoring the right to vote to people with a felony conviction upon release from prison and allowing people on parole or probation to vote.
- In 2019, Nevada enacted AB 431, restoring the right to vote to anyone convicted of felony upon release from prison. Previous to this legislation, first-time, non-violent offenders could have rights restored upon completion of sentence but those that had committed a violent crime or two or more felonies had to petition a court to grant the restoration of civil rights.
- In 2019, Colorado enacted HB 1266 giving voting rights to individuals on parole, putting it in the category of states that only disenfranchise those who are in prison.
- In 2019, Washington enacted SB 5207 requiring that inmates are notified in writing of the process for restoration of voting rights before leaving the authority of the department of corrections.

- In 2019, Illinois enacted SB 2090 to require election authorities in a county with a population over 3 million to collaborate with the primary county jail where eligible voters are confined or detained to facilitate an opportunity for voting by mail for eligible voters. Illinois also enacted HB 2541 requiring the departments of corrections and juvenile justice to provide nonpartisan peer-led civics programs throughout the correctional institutions on voting rights, governmental institutions, current affairs, and simulations of voter registration, election and democratic processes.
- In 2019, Oklahoma HB 2253 clarified that persons convicted of a felony shall be "eligible to register to vote when they have fully served their sentence of court-mandated calendar days, including any term of incarceration, parole, or supervision, or completed a period of probation ordered by the court."
- In July 2019, SB 7066 was signed by the governor of Florida which defined "completion of sentence" to include: release from imprisonment, termination of any ordered probation, fulfillment of any terms ordered by the courts, termination of any ordered supervision, full payment of any ordered restitution and the full payment of any ordered fines, fees or costs.
- In 2018, Florida passed a citizen-initiated constitutional amendment to automatically restore the voting rights of felons after completion of their sentences (including parole and probation). Those convicted of murder or a felony sexual offense must still apply to the governor for voting rights restoration on a case by case basis. Before the amendment, anyone convicted of a felony had to have voting rights restored by a full pardon, conditional pardon, or restoration of civil rights by the governor. The Executive Clemency Board set the rules for restoration of civil rights, which at the time the amendment passed, included a 5- or 7-year waiting period and a list of crimes for which an individual could never apply for rights restoration.
- In 2018, Colorado SB 150 permitted an individual on parole, who is otherwise eligible, to pre-register to vote. When the secretary of state receives notification that the individual has been released from parole, he/she is then registered to vote.
- In 2018, New York Governor Andrew Cuomo issued an executive order removing the restriction on parolees voting. New York already allows those on probation to vote. The order may be challenged in court.
- In 2017, Alabama HB 282 provided a list of felonies that involve "moral turpitude" that disqualify a person from exercising his or her right to vote. Previously there was no comprehensive, authoritative source for defining a disenfranchising crime in Alabama.
- In 2017, Wyoming enacted HB75 automatically restoring the rights of nonviolent felons.
- In 2017, Louisiana enacted HB 168 improving reporting requirements between The Department of Public Safety and Corrections and the Department of State.
- In 2016, California passed legislation allowing those in county jails to vote while incarcerated, but not state or federal prison. In 2017 California passed additional legislation requiring information be provided about voting rights restoration on the internet and in person to felons exiting prison.
- In 2016, Virginia Governor Terry McAuliffe announced an executive order automatically restoring voting rights to convicted felons who have completed their prison sentence and their term of supervised release (parole or probation) as of April 22. This decision was a source of contention with the legislature. In July 2016, the Virginia Supreme Court overturned the order.
- In 2016, Maryland's legislature enacted HB 980 and SB 340 (overriding a veto) so that voting rights are automatically restored after completion of the term of incarceration.
- In 2015, outgoing Kentucky Governor Steve Beshear signed an executive order to

automatically restore the right to vote (and to hold public office) to certain offenders, excluding those who were convicted of violent crimes, sex crimes, bribery, or treason. The order was reversed by incoming Governor Matt Bevin.

- In 2015, Wyoming enacted HB 15 requiring the department of corrections to issue a certification of the restoration of voting rights to certain non-violent felons after completion of sentence.
- In 2013, Delaware eliminated the five-year waiting period before voting rights are restored.
- In 2013, Virginia Governor McDonnell signed an executive order creating new rights restoration processes for persons with prior felony convictions.
- In 2012, South Dakota mandated that felons on probation would not have voting rights restored. Previously, only felons on parole or incarcerated had their voting rights suspended.
- In 2011, the Florida Board of Executive Clemency (comprised of the governor and three cabinet members) reversed a 2007 policy change that automatically restored voting rights to non-violent offenders upon the completion of their sentence. The new policy requires that all ex-felons wait between five and seven years depending on the crime before applying to regain voting rights.
- In Iowa, the governor in 2011 reversed an executive order issued in 2005 under the previous governor. The 2005 order automatically restored the voting rights of all ex-felons, but under the 2011 order, they will now have to apply to regain rights.
- In 2011 in Tennessee, HB 1117 was enacted, adding to the list of felons who are not eligible for automatic restoration.
- In 2009, Washington restored the right to vote to felons who completed their sentences, while requiring them to re-register to vote.

General Facts:

Between 1996 and 2008, 28 states passed new laws on felon voting rights.

- Seven repealed lifetime disenfranchisement laws, at least for some ex-offenders.
- Two gave probationers the right to vote.
- Seven improved data-sharing procedures among state agencies.
- Nine passed requirements that ex-offenders be given information and/or assistance in regaining their voting rights at the time they complete their sentence.
- Twelve simplified the process for regaining voting rights, for instance, by eliminating a waiting period or streamlining the paperwork process.

This information changes periodically. Please visit the link/website for updates.

<https://www.ncsl.org/research/elections-and-campaigns/felon-voting-rights.aspx>

PROBLEM RESOLUTION

Inmate Request to Staff Member

Any request to staff can be made utilizing the electric cop out system.

Administrative Remedy Process

The BOP emphasizes and encourages the resolution of complaints. The first step of the Administrative Remedy process is to attempt an **Informal Resolution**, utilizing the appropriate Informal Resolution form. (See the Administrative Remedy Institution Supplement, Attachment

A.) When an informal resolution is not successful, an inmate can access the Administrative Remedy Program. All Administrative Remedy forms may be obtained from your assigned Correctional Counselor or Unit Team member.

If the issue cannot be informally resolved, a formal complaint may be filed with a Request for Administrative Remedy (formerly BP-229), commonly referred to as a BP-9. The inmate may place a single complaint or related issues on the form. If the form contains multiple unrelated issues, the submission will be rejected. The inmate will return the completed BP-9 to the Correctional Counselor, who will deliver it to the Administrative Remedy Coordinator (BP-9 will be rejected unless processed through staff). The BP-9 complaint must be filed within twenty (20) calendar days from the date on which the basis for the incident or complaint occurred, unless it was not feasible to file within that period of time which should be documented in the complaint. Institution staff has twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days. The inmate will be notified of the extension.

If the inmate is not satisfied with the Warden's response to the BP-9, he may file an appeal to the Regional Director. This appeal must be received in the Regional Office within twenty (20) calendar days from the date of the BP-9 response. The regional appeal is filed on a Regional Administrative Remedy Appeal (form BP-230), commonly referred to as a BP-10, and must include the appropriate number of copies of the BP-9 form, the Warden's response, and any exhibits. The regional appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate will be notified of the extension.

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

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

- Statement of Facts
- Grounds for Relief
- Relief Requested

Sensitive Complaints

If an inmate believes a complaint is of a sensitive nature and he would be adversely affected if the complaint became known to the institution, he may file the complaint directly to the Regional Director. The inmate must explain, in writing, the reason for not filing the complaint with the institution. If the Regional Director agrees the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree the complaint is sensitive, the inmate will be advised in writing of that determination and the

complaint will be returned. The inmate may then pursue the matter by filing a BP-9 at the institution.

Administrative Remedy Procedures Under the Prison Rape Elimination Act (PREA)

The Institutional Administrative Remedy Procedures will adhere to guidelines as outlined in Program Statement 1330.18, Administrative Remedy Procedures, Section 16.

Emergency Grievance

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

For detailed instructions see Program Statement 1330.16, Administrative Remedy Program.

DISCIPLINARY PROCEDURES

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

Discipline

The inmate discipline program helps ensure the safety, security, and orderly operation for all inmates. Violations of BOP rules and regulations are handled by the Unit Discipline Committee (UDC) and, for more serious violations, the Disciplinary Hearing Officer (DHO). Upon arrival at an institution, inmates are advised of the rules and regulations and are provided with copies of the Prohibited Acts and Available Sanctions, as well as local regulations.

Inmate Discipline Information

When a staff member witnesses or reasonably believes an inmate has committed a prohibited act, a staff member will issue an incident report, a written copy of the charges against an inmate. The incident report will ordinarily be delivered to the inmate within 24 hours of the time staff became aware of the inmate's involvement in the incident. If the incident is referred for prosecution, the incident report is delivered by the end of the next work day after it has been released for administrative processing. An informal resolution of the incident may be attempted at any stage of the discipline process. If an informal resolution is accomplished, the incident report will be removed from the inmate's central file. Informal resolution is encouraged for all violations in the Moderate and Low severity categories. Staff may suspend disciplinary proceedings up to two calendar weeks while informal resolution is undertaken. If an informal resolution is not accomplished, staff will reinstate the discipline process at the stage at which they were suspended. Violations in the Greatest and High severity categories cannot be informally resolved and must be forwarded to the DHO for final disposition.

Initial Hearing

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

Discipline Hearing Officer (DHO)

The Disciplinary Hearing Officer (DHO) conducts disciplinary hearings on all Greatest and High severity prohibited acts and other violations referred by the UDC at the Moderate and Low severity levels. The DHO may not hear any case not referred by the UDC. An inmate will be provided with advance written notice of the charge(s) not less than 24 hours before the inmate's appearance before the DHO. Inmates may waive this requirement. Inmates may appear before the DHO either in person or electronically (for example, by video or telephone conferencing). The Warden provides a full-time staff member to represent an inmate, if requested. An inmate may make statements and present documentary evidence on his or her behalf. The inmate may request witnesses appear at the DHO hearing to provide statements. The DHO will call witnesses who have information directly relevant to the charge(s) and are reasonably available. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant. Inmates may not question a witness at the hearing; however, the staff representative and/or the DHO will question the witness(es). An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. An inmate has the right to be present throughout the DHO hearing, except during deliberations. The inmate charged may be excluded during appearances of outside witnesses or when institution security may be jeopardized. The DHO may postpone or continue a hearing for good cause or disposition when the case does not warrant DHO involvement, or may refer an incident report back for further investigation or review. The DHO will give the inmate a written copy of the decision and disposition, ordinarily within 15 days of the decision.

Appeals of Disciplinary Actions

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

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

Special Housing Unit Status

Special Housing Units (SHUs) are housing units in BOP institutions where inmates are securely separated from the general inmate population, and may be housed either alone or with other inmates. SHU helps ensure the safety, security, and orderly operation of correctional facilities, and protect the public by providing alternative housing assignments for inmates removed from the general population. Cell sanitation will be held to the same standards as general population. In addition, cell lights will remain on daily during unit operations.

When placed in the SHU, you are either in administrative detention (A/D) status or disciplinary segregation (D/S) status.

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

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

(a) Pending Classification or Reclassification: You are a new commitment pending classification or under review for Reclassification. This includes newly arrived inmates from the bus, airlift, and U. S. Marshals Service.

(b) Holdover Status: You are in holdover status during transfer to a designated institution or other destination.

(c) Removal from general population: Your presence in the general population poses a threat to life, property, self, staff, other inmates, the public, or to the security or orderly running of the institution and:

(1) Investigation: You are under investigation or awaiting a hearing for possibly violating a Bureau regulation or criminal law;

(2) Transfer: You are pending transfer to another institution;

(3) Protection cases: You requested, or staff determined, you require administrative detention status for your own protection; or

(4) Post-disciplinary detention: You are ending confinement in disciplinary segregation status, and your return to the general population would threaten the safety, security, and orderly operation of a correctional facility, or public safety.

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

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

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

In D/S status, your personal property will be impounded, with the exception of limited reading/writing materials and religious articles. Your commissary privileges may also be limited. In either status, your amount of personal property may be limited for reasons of fire safety or sanitation. The Warden may modify the quantity and type of personal property allowed. Personal property may be limited or withheld for reasons of security, fire safety, or housekeeping. The unauthorized use of any authorized item may result in the restriction of the item. If there are numerous misuses of an authorized item, the Warden may determine that the item will not be issued in the SHU.

Program staff, including unit staff, will arrange to visit inmates in a SHU within a reasonable time after receiving the inmate's request. A Health Services staff member will visit you daily to provide necessary medical care. While in SHU, you may continue taking your prescribed medications. In addition, after every 30 calendar days of continuous placement in either A/D or D/S status, a Mental Health staff will examine and interview you.

RELEASE

Sentence Computation

The Designation and Sentence Computation Center (DSCC), located in Grand Prairie, Texas, is responsible for the computation of inmate sentences. Once staff at the DSCC have certified the sentence computation as being accurate, staff will provide the inmate with a copy of his or her sentence computation data. Any questions concerning good time, jail time credit, parole eligibility dates, full term dates, or release dates are resolved by staff upon inmate request for clarification.

Fines and Costs

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

Detainers

Case management staff may give assistance to offenders in their efforts to have detainers against them disposed of, either by having the 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 individual circumstances.

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

Good Conduct Good Time

This applies to inmates sentenced for an offense committed on or after November 1, 1987, under the Sentencing Reform Act of 1984 (SRA), the Violent Crime Control Law Enforcement Act (VCCLEA), or Prison Litigation Reform Act (PLRA).

The SRA became law on November 1, 1987, and ended on September 12, 1994. The two most significant changes made to sentencing statutes concern good time and parole issues. There are no provisions for parole under the SRA. The only good time available under the SRA is 54 days of Good Conduct Time (GCT). No GCT is applied to life terms, or to sentences of 1 year or less. **Good time is projected at the start of an inmate's sentence per the First Step Act at a rate of 54 days per year and prorated for any portion less than a year, and may be awarded in part or in whole, contingent upon behavior during the year.** Once awarded, GCT earned under the SRA is vested, and may not be forfeited at a later time.

For inmates convicted under the VCCLEA, for offenses committed from September 13, 1994, through April 25, 1996, the 54 days of GCT earned for each year served on the sentence will not vest if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED. Unsatisfactory progress is determined by the institution Education Department.

For inmates sentenced under the PLRA, for offenses committed on or after April 26, 1996, the GCT earned for time spent in service of the sentence does not vest. In addition, if an inmate does not have a high school diploma or a GED, and the inmate is not making satisfactory progress toward earning a GED, only 42 days of GCT will be earned for each year in the service of the sentence. Unsatisfactory progress is determined by the institution Education Department.

The amount of GCT an inmate is eligible to receive is based on the amount of time served on the sentence, not the length of the sentence. This calculation method has been upheld by the U.S. Supreme Court.

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

Good Time

Good Time awarded by the BOP under statutes enacted prior to November 1, 1987, has the effect of reducing the stated term of the sentence that is, it advances the date when release will be mandatory if the offender is not paroled at an earlier date. The award of Good Time does not in itself advance the offender's release date. It has that effect only if the offender would not

otherwise be paroled before the mandatory date.

Statutory Good Time

Under 18 U.S. Code 4161, an offender sentenced to a definite term of six months or more is entitled a deduction from his term, computed as follows, if the offender has faithfully observed the rules of the institution and has not been disciplined:

Not greater than one year - 5 days for each month of the not less than six months or more than one year sentence.

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

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

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

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

At the beginning of a prisoner's sentence, the full amount of statutory good time is credited, subject to forfeiture if the prisoner commits disciplinary infractions.

The following applies only to inmates sentenced for an offense committed prior to November 1, 1987.

Extra Good Time

The Bureau of Prisons awards extra good time credit for performing exceptionally meritorious **service, performing duties of outstanding importance, or for employment in an Industry or Camp**. An inmate may earn only one type of good time award at a time (e.g., an inmate earning industrial or Camp good time is not eligible for meritorious good time), except that a lump sum award may be given in addition to another extra good time award. Neither the Warden nor the DHO may forfeit or withhold extra good time.

The Warden may disallow or terminate the awarding of any type of Extra Good Time (except for lump sum awards), but only in a non-disciplinary context and only upon recommendation of staff. The DHO may disallow or terminate the awarding of any type of Extra Good Time, (except lump sum awards) as a disciplinary sanction. Once an awarding of meritorious good time has been terminated, the Warden must approve a new staff recommendation in order for the award to recommence. A disallowance means that an inmate does not receive an Extra Good Time award for only one calendar month. A disallowance must be for the entire amount of extra good time for that calendar month. There may be no partial disallowance. A decision to disallow or terminate extra good time may not be suspended pending future consideration. A retroactive award of meritorious good time may not include a month in which Extra Good Time has been disallowed or terminated.

Residential Reentry Center Good Time

Extra good time for an inmate in a Federal or contract Residential Reentry Center is awarded automatically beginning on arrival at that facility and continuing as long as the inmate is confined to the Center, unless the award is disallowed.

Camp Good Time

An inmate assigned to a camp is automatically awarded Extra Good Time, beginning on the date of commitment to the camp, and continuing as long as the inmate is assigned to the camp unless

the award is disallowed.

Lump Sum Awards

Any staff member may recommend to the Warden the approval of an inmate for a lump sum award of Extra Good Time. Such recommendations must be for an exceptional act or service that is not a part of a regularly assigned duty. The Warden may make lump sum awards of Extra Good Time of not more than thirty (30) days. If the recommendation is for more than thirty days, and the Warden agrees, the Warden will refer the recommendation to the Regional Director, who may approve the award.

Good Time Procedures

Extra Good Time is awarded at a rate of three days per month during the first twelve months, and at the rate of five days per month thereafter (i.e., the first twelve months, as stated, means 11 months and 30 days -Day for Day - of earning Extra Good Time before an inmate can start earning five days per month.

Parole

Parole is release from incarceration under conditions established by the U.S. Parole Commission. Parole is not a pardon or an act of clemency. A parolee remains under the supervision of a U.S. Probation Officer until the expiration of his full term.

Federal inmates sentenced prior to 1987 are ordinarily permitted an opportunity to appear before the Parole Commission within 120 days of commitment (EXEMPTIONS: inmates sentenced before September 6, 1977 and inmates with a minimum parole eligibility of ten years). Inmates sentenced in the District of Columbia Superior Court who are eligible for parole will normally receive a parole hearing 180 days prior to their parole eligibility date. If the inmate chooses not to appear before the Parole Board for the initial hearing, a waiver must be given to the Case Manager 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.

All inmates who previously waived a parole hearing are eligible to appear before the Parole Board at any regularly scheduled hearing after they waive. Application for a parole hearing must be made at least 60 days before the first day of the month of the hearings. The Parole Board conducts hearings at most Bureau institutions every two months.

Applications, to the Parole Commission for a hearing, are the responsibility of the inmate, but in certain cases the Unit Team will assist the inmate if necessary. Application forms may be obtained from the Case Manager.

Following the hearing, the inmate will be advised of the tentative decision reached in the case by the hearing examiners. The recommendations of the hearing examiner must be confirmed by the Regional Office of the Parole Board. This confirmation usually takes three to four weeks and is made through the mail on a form called a Notice of Action. Federal inmates may appeal a decision made the Parole Commission by obtaining the appropriate forms from the Case Manager. Inmates with a District of Columbia Superior Court case cannot appeal a decision made by the Parole Commission. If granted a presumptive parole date (a parole date more than

six months following the hearing), a parole progress report will be sent to the Parole Board three to six months before the parole date.

Parole may be granted to a detainee or for the purpose of deportation. The inmate should have an approved residence and an approved employer before being released on parole.

Residential Reentry Center Placement

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

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

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

Community-Based Residential Programs

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

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

- Those nearing release from a BOP institution, as a transitional service while the offender is finding a job, locating a place to live, and reestablishing family ties.
- Those under community supervision who need guidance and supportive services beyond what can be provided through regular supervision by U.S. Probation.
- Those serving short sentences of imprisonment and terms of community confinement.

Each RRC now provides two components within one facility, a prerelease component and a community corrections component. The prerelease component assists offenders making the transition from an institutional setting to the community, or as a resource while under supervision. The community corrections component is more restrictive. Except for employment

and other required activities, the offenders are required to main at the RRC, where recreation, visiting, and other activities are provided in-house.

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

The Adam Walsh Child Protection and Safety Act

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

Conclusion

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

INMATE RIGHTS AND RESPONSIBILITIES

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that you will be treated in a respectful, impartial, and fair in the same manner.	1. You are responsible for treating inmates and staff in a manner by all staff
2. You have the right to be informed of the rules, procedures, and schedules concerning the operation of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation, and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health	4. It is your responsibility not

care, which includes nutritious meals, proper bedding and clothing, and a laundry schedule for cleanliness of the same, an opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.

5. You have the right to visit and correspond with family members, and friends, and correspond with members of the news media in accordance with 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

to waste food, to follow the laundry and shower schedule, maintain neat and clean living quarters, to keep your area free of contraband, and to seek medical and dental care as you may need it.

5. It is your responsibility to conduct yourself properly during visits. You will not engage in inappropriate conduct during visits to include sexual Acts and introduction of contraband, and not to violate the law or Bureau guidelines through correspondence.
6. You have the responsibility to present honestly and fairly your petitions, questions, and problems to the court.

RIGHTS

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.

RESPONSIBILITIES

7. It is your responsibility to use the 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.

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| <p>9. You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain restrictions.</p> | <p>9. It is your responsibility to seek and utilize such materials for your personal benefit, without depriving others of their equal rights to the use of this material.</p> |
| <p>10. You have the right to participate in education, vocational training and employment as far as resources are available, and in keeping with your interests, needs, and abilities.</p> | <p>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.</p> |
| <p>11. You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, for opening bank and/or savings accounts, and for assisting your family, in accordance with Bureau rules.</p> | <p>11. You have the responsibility to meet your financial and legal obligations, including, but not limited to, DHO and court imposed assessments, fines, and restitution. You also have the responsibility to make use of your funds in a manner consistent with your release plans, your family needs, and for other obligations that you may have.</p> |

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, manufacture, introduction, or loss of a hazardous tool (tools most likely to be used in an escape or escape attempt or to serve as weapons capable of doing serious bodily harm to others; or those hazardous to institutional security or personal safety; *e.g.*, hacksaw blade, body armor, maps, handmade rope, or other escape paraphernalia, portable telephone, pager, or other electronic device).
- 109 (Not to be used).
- 110 Refusing to provide a urine sample; refusing to breathe into a Breathalyzer; refusing to take part in other drug-abuse testing.
- 111 Introduction or making of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 112 Use of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 113 Possession of any narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical staff.
- 114 Sexual assault of any person, involving non-consensual touching by force or threat of force.
- 115 Destroying and/or disposing of any item during a search or attempt to search.
- 196 Use of the mail for an illegal purpose or to commit or further a Greatest category prohibited act.
- 197 Use of the telephone for an illegal purpose or to commit or further a Greatest category prohibited act.
- 198 Interfering with a staff member in the performance of duties most like another Greatest severity prohibited act. This charge is to be used only when another charge of Greatest severity is not accurate. The offending conduct must be charged as “most like” one of

the listed Greatest severity prohibited acts.

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

AVAILABLE SANCTIONS FOR GREATEST SEVERITY LEVEL PROHIBITED ACTS

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

HIGH SEVERITY LEVEL PROHIBITED ACTS

- 200 Escape from a work detail, non-secure institution, or other non-secure confinement, including community confinement, with subsequent voluntary return to Bureau of Prisons custody within four hours.

- 201 Fighting with another person.
- 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 officer's or staff clothing.
- 212 Engaging in or encouraging a group demonstration.
- 213 Encouraging others to refuse to work, or to participate in a work stoppage.
- 214 (Not to be used).
- 215 (Not to be used).
- 216 Giving or offering an official or staff member a bribe, or anything of value.
- 217 Giving money to, or receiving money from, any person for the purpose of introducing contraband or any other illegal or prohibited purpose.
- 218 Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00, or destroying, altering, damaging life-safety devices (e.g., fire alarm) regardless of financial value.
- 219 Stealing; theft (including data obtained through the unauthorized use of a communications device, or through unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored).

- 220 Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill (except for drill authorized by staff).
- 221 Being in an unauthorized area with a person of the opposite sex without staff permission.
- 222 (Not to be used).
- 223 (Not to be used).
- 224 Assaulting any person (a charge at this level is used when less serious physical injury or contact has been attempted or accomplished by an inmate).
- 225 Stalking another person through repeated behavior which harasses, alarms, or annoys the person, after having been previously warned to stop such conduct.
- 226 Possession of stolen property.
- 227 Refusing to participate in a required physical test or examination unrelated to testing for drug abuse (e.g., DNA, HIV, tuberculosis).
- 228 Tattooing or self-mutilation.
- 229 Sexual assault of any person, involving non-consensual touching without force or threat of force.
- 231 Requesting, demanding, pressuring, or otherwise intentionally creating a situation, which causes an inmate to produce or display his/her own court documents for any unauthorized purpose to another inmate.
- 296 Use of the mail for abuses other than criminal activity which circumvent mail monitoring procedures (e.g., use of the mail to commit or further a High category prohibited act, special mail abuse; writing letters in code; directing others to send, sending, or receiving a letter or mail through unauthorized means; sending mail for other inmates without authorization; sending correspondence to a specific address with directions or intent to have the correspondence sent to an unauthorized person; and using a fictitious return address in an attempt to send or receive unauthorized correspondence).
- 297 Use of the telephone for abuses other than illegal activity which circumvent the ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a High category prohibited act.
- 298 Interfering with a staff member in the performance of duties most like another High severity prohibited act. This charge is to be used only when another charge of High severity is not accurate. The offending conduct must be charged as “most like” one of the listed High severity prohibited acts.

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

AVAILABLE SANCTIONS FOR HIGH SEVERITY LEVEL PROHIBITED ACTS

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

MODERATE SEVERITY LEVEL PROHIBITED ACTS

- 300 Indecent Exposure.
- 301 (Not to be used).
- 302 Misuse of authorized medication.

- 303 Possession of money or currency, unless specifically authorized, or in excess of the amount authorized.
- 304 Loaning of property or anything of value for profit or increased return.
- 305 Possession of anything not authorized for retention or receipt by the inmate, and not issued to him through regular channels.
- 306 Refusing to work or to accept a program assignment.
- 307 Refusing to obey an order of any staff member (may be categorized and charged in terms of greater severity, according to the nature of the order being disobeyed, *e.g.* failure to obey an order which furthers a riot would be charged as 105, Rioting; refusing to obey an order which furthers a fight would be charged as 201, Fighting; refusing to provide a urine sample when ordered as part of a drug-abuse test would be charged as 110).
- 308 Violating a condition of a furlough.
- 309 Violating a condition of a community program.
- 310 Unexcused absence from work or any program assignment.
- 311 Failing to perform work as instructed by the supervisor.
- 312 Insolence towards a staff member.
- 313 Lying or providing a false statement to a staff member.
- 314 Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper (may be categorized in terms of greater severity according to the nature of the item being reproduced, *e.g.*, counterfeiting release papers to effect escape, Code 102).
- 315 Participating in an unauthorized meeting or gathering.
- 316 Being in an unauthorized area without staff authorization.
- 317 Failure to follow safety or sanitation regulations (including safety regulations, chemical instructions, tools, MSDS sheets, OSHA standards).
- 318 Using any equipment or machinery without staff authorization.
- 319 Using any equipment or machinery contrary to instructions or posted safety standards.
- 320 Failing to stand count.

- 321 Interfering with the taking of count.
- 322 (Not to be used).
- 323 (Not to be used).
- 324 Gambling.
- 325 Preparing or conducting a gambling pool.
- 326 Possession of gambling paraphernalia.
- 327 Unauthorized contacts with the public.
- 328 Giving money or anything of value to, or accepting money or anything of value from, another inmate or any other person without staff authorization.
- 329 Destroying, altering, or damaging government property, or the property of another person, having a value of \$100.00 or less.
- 330 Being unsanitary or untidy; failing to keep one's person or quarters in accordance with posted standards.
- 331 Possession, manufacture, introduction, or loss of a non-hazardous tool, equipment, supplies, or other non-hazardous contraband (tools not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety) (other non-hazardous contraband includes such items as food, cosmetics, cleaning supplies, smoking apparatus and tobacco in any form where prohibited, and unauthorized nutritional/dietary supplements).
- 332 Smoking where prohibited.
- 333 Fraudulent or deceptive completion of a skills test (*e.g.*, cheating on a GED, or other educational or vocational skills test).
- 334 Conducting a business; conducting or directing an investment transaction without staff authorization.
- 335 Communicating gang affiliation; participating in gang related activities; possession of paraphernalia indicating gang affiliation.
- 336 Circulating a petition.
- 396 Use of the mail for abuses other than criminal activity which do not circumvent mail monitoring; or use of the mail to commit or further a Moderate category prohibited act.
- 397 Use of the telephone for abuses other than illegal activity which do not circumvent the

ability of staff to monitor frequency of telephone use, content of the call, or the number called; or to commit or further a Moderate category prohibited act.

- 398 Interfering with a staff member in the performance of duties most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.
- 399 Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons most like another Moderate severity prohibited act. This charge is to be used only when another charge of Moderate severity is not accurate. The offending conduct must be charged as “most like” one of the listed Moderate severity prohibited acts.

AVAILABLE SANCTIONS FOR MODERATE SEVERITY LEVEL PROHIBITED ACTS

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

M. Extra duty.

LOW SEVERITY LEVEL PROHIBITED ACTS

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

AVAILABLE SANCTIONS FOR LOW SEVERITY LEVEL PROHIBITED ACTS

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

- E. Loss of privileges (e.g., visiting, telephone, commissary, movies, recreation).
- F. Change housing (quarters).
- G. Remove from program and/or group activity.
- H. Loss of job.
- I. Impound inmate's personal property.
- J. Confiscate contraband
- K. Restrict to quarters.
- L. Extra duty.

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

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

		3 rd or more offense	<p>terminate or disallow EGT (an EGT sanction may not be suspended).</p> <p>Any available Greatest severity level sanction (100 series).</p>
Greatest Severity (100 level)	24 months	2 nd or more offense	Disciplinary Segregation (up to 18 months).

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



**Sexually Abusive Behavior
Prevention and Intervention**

An Overview for Offenders

You Have the Right to be Safe from Sexually Abusive Behavior

The Federal Bureau of Prisons has a zero tolerance policy against sexual abuse and sexual harassment. While you are incarcerated, **no one has the right to pressure you to engage in sexual acts.**

You do not have to tolerate sexually abusive/harassing behavior or pressure to engage in unwanted sexual behavior from another inmate or a staff member. Regardless of your age, size, race, ethnicity, gender or sexual orientation, you have the right to be safe from sexually abusive behavior.

What Can You Do To Prevent Sexually Abusive Behavior?

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 emotion (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.
- 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.

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

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

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

What Can You Do if You Are Sexually Assaulted?

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

After reporting any sexual assault, you will be referred immediately for a medical examination and clinical assessment. Even though you may want to clean up after the assault **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. The individuals who sexually abuse or assault inmates can only be disciplined and/or prosecuted if the abuse is reported. **Regardless of whether your assailant is an inmate or a staff member, it is important to understand that you will never be disciplined or prosecuted for being the victim of a sexual assault.**

How to Report an Incident of Sexually Abusive Behavior?

It is important that you **tell a staff member if you have been sexually assaulted or have been a victim of sexual harassment.** It is equally important to inform staff if you have witnessed sexually abusive behavior. You can tell your case manager, Chaplain, Psychologist, SIS, the Warden or any other staff member you trust. BOP staff members are instructed to keep reported information confidential and only discuss it with the appropriate officials on a need to know basis concerning the inmate-victim's welfare and for law enforcement or investigative purposes. There are other means to confidentiality report sexually abusive behavior if you are not comfortable talking with staff.

- **Write directly to the Warden, Regional Director or Director.** You can send the Warden an Inmate Request to Staff Member (Cop-out) or a letter reporting the sexually abusive behavior. You may also send a letter to the Regional Director or Director of the Bureau of Prisons. To ensure confidentiality, use special mail procedures.
- **File an Administrative Remedy.** You can file a Request for Administrative Remedy (BP-9). If you determine your complaint is too sensitive to file with the Warden, you have the opportunity to file your administrative remedy directly with the Regional Director (BP-10). You can get the forms from your counselor or other unit staff.

Write the Office of the Inspector General (OIG) which investigates allegations of staff misconduct by employees of the U.S. Department of Justice; all other sexual abuse/harassment allegations will be forwarded by the OIG to the BOP.

- OIG is a component of the Department of Justice and is not a part of the Bureau of Prisons. The address is:

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

E-mail OIG. You can send an e-mail directly to OIG by clicking on the TRULINCS Request to Staff tab and selecting the Department Mailbox titled, DOJ Sexual Abuse Reporting. This method of reporting is processed by OIG during normal business hours, Monday – Friday. It is not a 24-hour hotline. For immediate assistance, contact institution staff.

Note: These e-mails:

- are untraceable at the local institution,
- are forwarded directly to OIG
- will not be saved in your e-mail ‘Sent’ list
- do not allow for a reply from OIG,
- If you want to remain anonymous to the BOP, you must request it in the e-mail to OIG.

Third-party Reporting. Anyone can report such abuse on your behalf by accessing the BOP’s public website, specifically:

http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp.

Understanding the Investigative Process

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

Counseling Programs for Victims of Sexually Abusive Behavior

Most people need help to recover from the emotional effects of sexually abusive behavior. If you are the victim of sexually abusive behavior, whether recent or in the past, you may seek counseling and/or advice from a psychologist or chaplain. Crisis counseling, coping skills, suicide prevention, mental health counseling, and spiritual counseling are all available to you.

Contact your local Rape Crisis Center (RCC): Your institution may have a Memo of Understanding (MOU) with a local RCC. If so, Psychology Services can provide you with the contact information. If no MOU exists, you may seek services through Psychology Services.

Management Program for Inmate Assailants

Those who sexually abuse/assault/harass others while in the custody of the BOP will be disciplined and prosecuted to the fullest extent of the law. If you are an inmate assailant, you will be referred to Correctional Services for monitoring. You will be referred to Psychology Services for an assessment of risk and treatment and management needs. Treatment compliance or refusal will be documented and decisions regarding your conditions of confinement and release may be effected. If you feel that you need help to keep from engaging in sexually abusive behaviors, psychological services are available.

Policy Definitions

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

Code 114/(A): Sexual Assault By Force

Code 205/(A): Engaging in a Sex Act

Code 206/(A): Making a Sexual Proposal

Code 221/(A): Being in an Unauthorized Area with a Member of the Opposite Sex

Code 229/(A): Sexual Assault Without Force

Code 300/(A): Indecent Exposure

Code 404/(A): Using Abusive or Obscene Language

Staff Misconduct: The Standards of Employee Conduct prohibit employees from engaging in, or allowing another person to engage in sexual, indecent, profane or abusive language or gestures, and inappropriate visual surveillance of inmates. Influencing, promising or threatening an inmate's safety, custody, privacy, housing, privileges, work detail or program status in exchange for sexual favors is also prohibited.

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

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

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

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

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

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

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

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

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

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

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

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

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

Contact Offices

**U.S. Department of Justice
Office of the Inspector General
Investigations Division**
950 Pennsylvania Avenue, NW Suite 4706
Washington, D.C. 20530-0001

**Federal Bureau of Prisons
Central Office
National PREA Coordinator**
320 First Street, NW, Room 554
Washington, D.C. 20534

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

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

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

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

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

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

LOCAL RAPE CRISIS CENTER (RCC): You may contact the following help center for assistance:

**Transitions of Pennsylvania
120 S. 3rd St
Lewisburg, PA 17837
(570)523-6482 / 1-800-850-7948**

Please be aware that inmate communication is monitored in a manner consistent with agency security practices. You may request an unmonitored phone call with a member of your Unit Team.

**National Sexual Assault Hotline
1-800-656-Hope(4673)**

Third-party reporting (outside of institution):
http://www.bop.gov/inmate_programs/sa_prevention_reporting.jsp