

# **Admission & Orientation Handbook**

**Low Security Correctional Institution**  
Allenwood, Pennsylvania

Revised 02/10/2009

# Table of Contents

Introduction	2
Addresses and Directions	2
Contact with the Community (visiting/mail/telephone)	3
Intake, Classification, and the Unit Team	7
General Function of the Unit Staff	7
Self Improvement Programs	7
Inmate Release	8
Work Assignments, Work Reports, and Performance Pay	8
Daily Inmate Life (clothing exchange/commissary/barber)	8
Custody and Security Procedures	9
Programs and Services	10
Federal Prison Industries	10
Inmate Services	11
Safety Department	12
Food Service	12
Education	13
Recreation	13
Psychology	14
Religious Services	14
Health Services	16
Facilities	18
Access to Legal Services (Notary Public)	18
Problem Resolution	19
Disciplinary Procedures	20
Inmate Rights and Responsibilities	21
Discipline Severity Scale/Prohibited Acts	22
Laws/Court Actions Effecting Institution Security	31
Inmate Electronic Messaging System (TRULINCS)	31

## Introduction

Welcome to the Low Security Correctional Institution (LSCI), ALLENWOOD, Pennsylvania. LSCI Allenwood is part of the Federal Correctional Complex (FCC), Therefore most of the policies and programming will be consistent throughout the complex.

This Inmate Information Handbook is provided to help you understand the operation of this institution, the Bureau of Prisons (BOP), and our policies and procedures.

The material in this Handbook will provide assistance in understanding what you will be encountering when entering prison, and hopefully assist you in your successful adjustment to life at this facility. Additionally, this handbook can serve as a handy resource of information you may need throughout your incarceration. If you know of any reason you cannot function at this institution, you should immediately inform staff.

This booklet is not designed to answer all your questions; therefore, you are encouraged to address your additional questions to your Counselor, Case Manager, Unit Manager, or Unit Officer, who can further explain policies and procedures to you. You are also encouraged to supplement this information with knowledge obtained through reading Institution Supplements (LSCI Allenwood policies) and Program Statements (BOP policies) available in the Law Library.

I encourage you to read and review this handbook and to participate in all the programming available at this facility. This will assist you in having a smooth transition into a structured environment.

**Warden, LSCI Allenwood**

### ADDRESSES:

<u>LSCI, ALLENWOOD</u> Low Security Correctional Institution, Allenwood P.O. Box 1000 White Deer, PA 17887-1000  Include your Unit, Name, and Register Number	<u>BUREAU OF IMMIGRATION AND CUSTOMS ENFORCEMENT</u> P.O. Box 209 White Deer, PA 17887
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<u>REGIONAL OFFICE</u> Northeast Regional Office U.S. Customs House, 7th Floor 2nd and Chestnut Streets Philadelphia, PA 19106	<u>U.S. PAROLE COMMISSION</u> U.S. Parole Commission 5550 Friendship Boulevard Chevy Chase, MD 20815
<u>CENTRAL OFFICE - BUREAU OF PRISONS</u> Director, Bureau of Prisons 320 First Street, N.W. Washington, DC 20534	<u>PARDON ATTORNEY</u> U.S. Pardon Attorney 1 N. Park Building 440 Friendship Boulevard Bethesda, Maryland 20014

**Directions:** The Low Security Correctional Institution (LSCI) Allenwood, is located directly off Highway 15, eleven (11) miles south of Williamsport, PA, and twelve (12) miles north of Lewisburg, PA. If you are arriving via US Interstate 80, take the north exit (210B), (old exit 30B), to highway 15 and proceed north approximately five (5) miles. The institution is on the left at the traffic light.

The area is serviced by the Williamsport/Lycoming County Airport, Montoursville, PA (326-2011) and Continental Trailways Bus Lines (326-1511). Amtrack service is available into Harrisburg, PA, approximately 70 miles south. Local taxi service is available at 322-2222.

### CONTACT WITH THE COMMUNITY AND PUBLIC

**Inmate Visiting:** Inmates are encouraged to have visits in order to maintain family and community ties. Visiting hours are 8:00 a.m. to 3:00 p.m. Friday through Sunday, and Federal Holidays. It is the inmate's responsibility to advise their prospective visitors of the visiting hours and send a copy of the regulations governing visiting.

LSCI Allenwood utilizes the point system for visiting. Inmates will be afforded a total of twelve (12) points for the opportunity to visit each calendar month. The points used shall be dependent upon which day the visit occurs. Two (2) points will be used for each weekend day visit, one (1) point used for normal weekday visits (Friday), and Federal Holiday visits will be two (2) points.

New Inmates will be responsible for obtaining visiting forms from their Correctional Counselor and mailing them to each prospective visitor. The prospective visitor must return the forms directly to the Correctional Counselor. A check will be completed on all visitors to include immediate family members before being placed upon the approved visiting list. The list will be compiled by the Correctional Counselor after verifying that all listed persons are acceptable. Relatives and friends may be approved after certain checks are made. Requests for approval for these additional visitors should be made to the Counselor at least four weeks in advance of the intended visit.

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. Inmates housed in the Special Housing Unit will be allowed four (4) visitors and only be allowed to visit for a total of two (2) hours from the time the inmate arrives in the Visiting Room. All visits will begin and end in the Visiting Room. Kissing, embracing, and handshaking are allowed only on arrival and departure.

Inmates must be properly dressed in order to be admitted to the Visiting Room. Clothing must be neat and clean. Khaki shirts, khaki trousers, white undershirt and institution issued work shoes are the only attire (with the exception of inmates in the Special Housing Unit) authorized for wear into the visiting room. The only items an inmate may have in his possession when entering or departing the Visiting Room are a comb, wedding band, prescription eyeglasses and religious medal. Visitors must also be properly dressed, this is addressed in the Visiting Room information for the inmate to mail to visitors. Copies are available from the Correctional Counselor. Inmates are not permitted to exchange items with visitors in the Visiting Room or retain to bring into the institution any coins or items purchased in the Visiting Room.

Identification is required for visitors. The authorized form of identification is an official State or Federally issued identification document with the visitor's photograph and signature such as: valid State Driver's License with photograph, current passport with photograph, or Alien Identification Card with photograph. Birth Certificates are not considered proper identification. Persons without proper identification or who have expired identification will not be permitted to visit.

Visitors will be subjected to a search of their belongings and will be screened with a metal detector. Visitors' purses, attorneys' briefcases, etc. will also be searched. Other personal articles belonging to visitors should be locked in the visitor's vehicle. Visitors are permitted to bring a reasonable amount of money into the Visiting Room to purchase items from the vending machines. It is strongly suggested this be in the form of coins as paper money does not work in the vending machines provided. Institutional Supplement, Visiting Regulations, Attachment #1 is specific for list of authorized items a visitor may bring into the Visiting Room. Inmates are not permitted to receive any type of money or draft for their commissary account while in the Visiting Room. Visitors who are unable to clear the walk-through metal detector will be denied entrance. If a visitor has a medical condition that will cause them not to clear the walk-through metal detector, medical documentation will be required and a hand-held metal detector will be utilized.

**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 inmates 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) 547-1990.

VISITING DAYS: FRIDAY TO SUNDAY AND FEDERAL HOLIDAYS (8:00 AM - 3:00 PM)

## VISITOR INFORMATION

1. The Low Security Correctional Institution (LSCI) Allenwood, is located directly off Highway 15, eleven (11) miles south of Williamsport, PA, and twelve (12) miles north of Lewisburg, PA. If you are arriving via US Interstate 80, take the north exit (210B), (old exit 30B), to highway 15 and proceed north approximately five (5) miles. The institution is on the left at the traffic light.

2. All persons authorized to visit at this facility must abide by all institution rules. **NO PERSON MAY VISIT UNLESS HE/SHE HAS BEEN APPROVED IN ADVANCE AND DOCUMENTED AS VISITORS ON THE INMATE'S VISITING LIST. AN INMATE'S VISITING LIST IS NOT PUBLIC INFORMATION, THEREFORE ANY CALLS PERTAINING TO A VISITING LIST CANNOT BE ANSWERED.** All visitors must carry picture identification (such as a valid Driver's License, current passport with photo, alien identification card with photo) in order to be admitted to the Visiting Room. An **authorized** form of identification is a document with the visitor's photograph and signature.

3. Children under sixteen (16) years of age must be accompanied by an adult parent or guardian. Children sixteen (16) years of age and over **MUST** fill out a visitors form and have it sent to the respective Counselor. The number of visitors an inmate may visit is limited to five. Infants who are two years of age and under **will not** be encompassed in the total of five visitors. Each child over the age of two will be considered as one of five authorized visitors. Allowance of more than five visitors requires prior approval from their respective Unit Manager. Adults will maintain control of their children at all times.

4. Sandwiches, soft drinks and candy are available from vending machines in the Visiting Room. Food or drinks will not be permitted to be brought in from outside the institution. Visitors may purchase food for the inmate, but may never give the inmate money.

5. Visitors **are not** permitted to bring any type of photographic equipment on institution grounds.

6. Large purses or tote bags are not permitted inside the institution. Only a small clear change purse is authorized.

7. Allowable baby items are as follows: 3 diapers, 2 plastic baby bottles containing formula 3/4 full, 1 sealed plastic jar of baby food, 1 empty plastic baby bottle, 1 plastic serving spoon, 1 small clear plastic tote bag for contents, 1 plastic ziploc bag containing baby wipes.

8. Games or toys will not be permitted into the visiting area. Video cassettes will be available at the institution for children's viewing. Newspapers, magazines, clippings, photos, etc. will not be permitted. **NO** make-up inside the institution at any time.

9. This is a smoke free facility, therefore, visitors are not authorized to bring any tobacco products into the institution or visiting room.

10. ALL visitors will be dressed in an appropriate manner and in good taste. You are entering a **CORRECTIONAL SETTING**, and this is a requirement. Any visitor who arrives provocatively dressed, will be denied the privilege of visiting. Inmates will inform visitors **prior** to visiting, that clothing **MUST** be appropriate for an institution setting and **should not** demonstrate disrespect to others who may be present in the visiting room. All visitors must be fully attired, including shoes. Visitors are to refrain from wearing apparel which is revealing or suggestive. Shorts, dresses or skirts which reveal any part of the buttocks or crotch area, see-through blouses/dresses, halter tops, midriff tops, strapless tops/dresses and spandex style clothing **WILL NOT** be permitted. Religious headgear may be worn. However, all headgear will be searched prior to entering the Visiting Room. No handwear is permitted unless the handwear is religious. Visitors are permitted to wear gray colored sweat wear. Visitors will not be permitted to wear a combination of pants and shirts that resemble the khaki colored inmate uniform.

**11. UNDER NO CIRCUMSTANCES WILL A VISITOR BE ALLOWED TO VISIT UNLESS THEY HAVE CLEARED THE METAL DETECTOR. Undergarments containing metal (i.e. under wire bra) could activate the metal detector and may need to be removed, HOWEVER UNDERGARMENTS ARE REQUIRED FOR ADMISSION. Persons having metal plates or prosthetic devices must have written documentation from a doctor.**

12. Prospective inmate visitors will be randomly tested using the Ion scan machine (Drug Detection), located in the front lobby. Any positive test results will result in denial of visitation.

13. Once a visitor has been checked into the institution, they will not be permitted to return to their automobile or leave the visiting area. If this occurs, the visit will be terminated.

14. Visitors will not be permitted to wear flip flops.

**15. THE VISITING ROOM IS A PUBLIC PLACE AND CHILDREN ARE NORMALLY PRESENT. YOU ARE EXPECTED TO CONDUCT YOURSELF ACCORDINGLY. HANDSHAKING, EMBRACING AND KISSING ARE ORDINARILY PERMITTED WITHIN THE BOUNDS OF GOOD TASTE AND ONLY AT THE BEGINNING AND END OF THE VISIT. BEHAVIOR DEEMED INAPPROPRIATE WILL RESULT IN IMMEDIATE TERMINATION OF THE VISIT, AND POSSIBLE LOSS OF FUTURE VISITS. NO EXCEPTIONS!**

**INMATE CORRESPONDENCE:** Inmates are permitted to correspond with the public, family members and others without prior approval or the maintenance of a correspondence list. Outgoing general correspondence mail is placed in mailboxes located in the Housing Units. "Special" outgoing mail (legal, certified, special delivery, registered) shall be hand carried by the inmate to the Inmate Systems Management (ISM) office, Monday through Friday, between 7:30 a.m. and 7:45 a.m. and be handed to a Mail Room staff member. All inmates working during these times need to obtain permission from their supervisor and must show proper identification to mail room staff. All outgoing mail at LSCI, Allenwood may be sealed in accordance with the Bureau's open correspondence privileges. The outgoing envelope must have the inmate's name, Registration Number, Low Security Correctional Institution, unit, and return address in the upper left hand corner. Mail without these items will be returned.

Inmates must assume responsibility for the contents of all of their letters. Correspondence containing threats, extortion, etc., may result in prosecution for violation of Federal laws.

Incoming Correspondence, First Class Mail, newspapers, and magazines will be distributed Monday through Friday (except holidays) by the Evening Watch Officer in each Housing Unit after the Official 4:30 P.M. Count is "clear". Legal and Special Mail will be delivered by the Unit

staff as soon as possible after it is received. The number of incoming letters an inmate may receive will not be limited unless the number received places an unreasonable burden on the institution.

Inmates are to advise those writing to them to put the inmate's Registration Number and Housing Unit name on the envelope to aid the prompt delivery of mail.

The Bureau of Prisons permits inmates to subscribe to and receive publications without prior approval. The term "publication" means a book, single issue of a magazine or newspaper, or materials addressed to a specific inmate, such as advertising brochures, flyers, and catalogs. An inmate may receive soft cover publications (paperback books, etc.) from any source. Accumulation of publications will be limited to 3 magazines, 5 books, and 2 newspapers.

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

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

**"Special Mail"** is a category of correspondence which includes correspondence to: President and Vice President of the United States, U.S. Department of Justice (including Bureau of Prisons), U.S. Attorneys' Offices, Surgeon General, U.S. Public Health Service, Secretary of the Army, Navy, or Air Force, U.S. Courts, U.S. Probation Officers, Members of U.S. Congress, Embassies and consulates, Governors, State Attorney Generals, Prosecuting Attorneys, Directors of State Departments of Corrections, State Parole Commissioners, State Legislators, State Courts, State Probation Officers, other Federal and State law enforcement officers, attorneys and representatives of the news media.

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

You will be notified by Unit Team staff that you have Special Mail and need to report to the Inmate Records Office door at 12:30 p.m. The designated staff member will open your incoming Special Mail in your presence. The items will be checked for physical contraband and for qualification as Special Mail; the correspondence will not be read or copied if the sender has accurately identified himself/herself on the envelope and the front of the envelope clearly indicates that the correspondence is "SPECIAL MAIL ONLY TO BE OPENED IN THE PRESENCE OF THE INMATE". Without adequate identification as Special Mail, the staff may treat the mail as general correspondence. In this case, the mail may be opened, read, and inspected.

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

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

- \*Such correspondence may always be inspected and read by staff at the sending and receiving institutions.
- \*The Superintendent/Warden at both institutions must previously approve the correspondence. Unit Managers may approve correspondence privileges between inmates at federal facilities.
- \*Inmate Request to Staff "Cop-Out" submitted through Unit Team and confirmed approval by the Warden prior to corresponding.

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

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

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 will 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.

**Mailing of Inmate Property** - To have personal items mailed out of the institution the inmate will contact his respective Counselor. Inmates

wishing to have personal items mailed into the institution will send an Inmate Request to Staff "Cop-Out" to the department head responsible for the requested item as follows:

- Unit Manager/Associate Warden (P) - Release Clothing
- Health Services Administrator - orthopedic shoes, arch supports, prescription eyeglasses, prosthetic devices, and hearing aids
- Chaplain - wedding bands (married inmates may be permitted to have their wedding band as long as it is a plain band containing no stones), religious materials, (i.e. prayer rug, kufi, crucifix)

Associate Warden (Programs/Operations) - questionable item or items not covered in the other categories will be submitted to the appropriate Associate Warden for a decision.

The department head will inform the inmate of the decision. If the request is approved, the department head will complete the appropriate authorization form. The Mail Room Officer will not accept any item or package for delivery unless this approval form is on file.

**Change of Address/Forwarding of Mail** - The Records Office will provide inmates with change of address cards required by the U.S. Postal Service. These cards are given to inmates who are being released or transferred in order to notify correspondents of a change in address. A Bureau of Prisons change of address form will also be completed by the inmate upon his departure and forwarded to the institution Mail Room. This form will be maintained there for a period of 30 days for purposes of forwarding all general mail (opposed to Special Mail, which will still be forwarded after 30 days). Any general mail received after 30 days will be returned to sender.

**Certified/Registered Mail** - Inmates desiring to use certified, registered, or insured mail may do so, subject to handling methods established at our institution. An inmate may not be provided services such as express mail, private carrier services, COD, or stamp collecting while confined.

**INMATE TELEPHONES:** There are four (4) telephones on each side of the Housing Units for inmate use. Calls will be made using the Trust Fund Inmate Telephone System (ITS) as referenced below. No third party or credit card calls can be made on these lines.

1. Upon arrival at LSCI Allenwood, an ITS account is created for each inmate.
2. Each inmate will receive a Phone Access Code (PAC) and inmate dialing instructions. This PAC is not to be given to any other inmate.
3. A Telephone Number Request form can be obtained through the Unit Counselor. Telephone numbers are approved through the Unit Team. The inmate is allowed to have 30 numbers on his list. Numbers need to be submitted for both collect and debit calls. The form needs to be filled out completely with first and last names and an address of the party being called. In instances where there are telephone numbers at residences where more than one person (family) may be living, we require the telephone list to identify the names of all individuals whom the inmate wishes to speak to.
4. A voice recording will announce that "This call is from a Federal Prison" at the beginning of the telephone call as well as throughout the duration of the call. Individual numbers as well as the inmate's instructions can be programmed in Spanish or English. If Spanish is the preferred language this needs to be stated on the Telephone Request form.
5. Telephone numbers which are prohibited per Policy Statement 5264.06, Telephone Regulations for Inmates, are as follows:
  1. 800
  2. 888
  3. 900
  4. 976
  5. Credit card access numbers
  6. Third Party Calls
  7. Any call to telephone numbers which the actual expenses cannot be directly deducted from the inmate's account, excluding collect calls.
6. Calling hotels and motels is prohibited per LSCI Allenwood Institution Supplement 5264.06.
7. Upon approval from Unit Team, number(s) are programmed on an inmate's account.
8. Upon receipt of a PAC #, the inmate will be able to transfer funds from his commissary account to his Trufone account. This is a one way transaction. Funds cannot be transferred from the Trufone account back into the Commissary account. An inmate can inquire about his Trufone/Commissary account 5 times per day and purchase Trufone credits 2 times per day after 4:30PM Monday through Friday and Saturday and Sunday from 6:00AM through 11:30PM. This account can be checked by dialing 118.
9. To use the Trufone, the inmate enters the telephone number he desires to call, waits for the tone, and enters his PAC. He must have at least 1 minute worth of money in his account to complete a direct dialed call.
10. Changes to phone lists are permitted one time per month.
11. There is a limit of 300 minutes per month per inmate. Inmates should regulate the number of calls they make in order to maintain ties throughout the month. The 300 minute allotment will reset during the month on the same schedule as the Commissary spending limit re-validation.
12. There is a 30 minute time delay between completed calls. Whether the telephone call lasts 3 minutes or 15 minutes, the time delay between making calls is 30 minutes.
13. Telephone calls are accepted by the called party by simply dialing 5. They also have a choice to deny all future calls made to their telephone number by dialing 77.
14. English and Spanish are the only language alternatives. If calls are being made to someone who does not understand either of these languages, the inmate is responsible to inform the person being called in their language how to accept a telephone call by writing them a letter if necessary.

Telephones are to be used for lawful purposes only. Threats, extortion, etc. may result in prosecution. All inmate telephones are subject to monitoring and recording. Inmates must contact their Unit Manager to arrange an unmonitored attorney call. It is expected that each inmate will handle his calls in such a manner that will allow the equal use of the phones by all inmates. Telephones will not be used to conduct a business. Inmates are not permitted to use the telephones during their work hours.

Inmates in Disciplinary Segregation and Administrative Detention may make a limited number of calls. Phone calls by inmates in Administrative Detention and Disciplinary Segregation will be placed by utilization of the Trufone. Inmates in Administrative Detention/Disciplinary Segregation will be permitted one (1) social call every thirty (30) days after being confined to this status. Inmates who are on telephone restriction will not be allowed to utilize the Trufone system until sanctions are completed.

**TRULINCS:** Trust Fund Limited Inmate Computer System provides inmates with an alternative means of written communication with the public. Use of Trulincs is a privilege; therefore, the Warden or an authorized representative may limit or deny the privilege of particular inmates. Inmates who are excluded from participating are notified of the specific reason(s) in writing. Inmates are required to complete and sign an "Inmate Agreement for Participation" form in order to use the electronic messaging portion of the program. Inmates may only exchange electronic messages with persons in the community who have accepted the inmate's request to communicate. Inmates may not exchange electronic messages with unauthorized contacts including, but not limited to, victims, witnesses, other persons connected with the inmate's criminal history, and law enforcement officers, contractors, or volunteers. Inmate use of the program in violation of the procedures subjects the inmate to disciplinary action or criminal prosecution.

All inmates in general population are required to place a TRULINCS-generated mailing label on all outgoing postal mail. Inmates housed in the Special Housing Unit (do not have access to the system; therefore, are not required to use the labels. However, inmates in SHU

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

Upon commitment, and for the first week of your stay at this institution, you will participate in an Admission and Orientation (A&O) Program. While in A&O, you will learn about the programs, services, policies, and procedures at this facility.

**Classification Teams (Unit Teams)** - Allenwood is organized into a Unit Management System. A Unit is a self-contained inmate living area that includes both housing sections and office space for Unit Staff. Each Unit is staffed by a Unit Team directly responsible for those inmates living in that Unit. The Unit Staff includes the Unit Manager, Case Managers, Correctional Counselors, and Unit Secretary. When appropriate, the Staff Psychologist, Education Advisor, and Unit Officers will sit on a Unit Team and be considered as Unit Team members.

Each inmate is assigned a specific Unit Team. Generally, the resolution of issues are most appropriately initiated with the Unit Team. Ordinarily, a member of the Unit Staff will be at the institution weekdays from 6:30 a.m. to 9:00 p.m., and from 6:30 a.m. to 5:30 p.m., on weekends and holidays.

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

**Treaty Transfers** - In December 1977, the U.S. entered into its first treaty for international offender transfers. Since that time, approximately 75 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.

**Institution Hearing Program (IHP):** Those inmates who are not U.S. Citizens designated to this institution for the purpose of participating in the IHP hearing can be expected to have an interview with a staff member from the U.S. Immigration and Naturalization Service (INS). This interview will take place as soon as INS at this facility receives their alien file. The INS agents will determine whether the inmate will be served a Notice of Hearing before an Immigration Judge, an Administrative Removal Order, or reinstate a previous Deportation Order.

Upon completion of the investigation and service of a Notice to Appear, the inmate will be scheduled by the Executive Office for Immigration Review (EOIR) for a hearing before the Immigration Judge. If the INS Judge orders the inmate deported, and he has more than 12 months left to serve on this sentence, he will be referred to the Northeast Regional Office for transfer to an appropriate release site.

If the inmate is served an Administrative Removal Order or INS reinstates a previous Deportation Order, the same as above will apply in regard to transferring the inmate to an appropriate release site.

**Consulate Visitation:** Inmates have access to their Consulate via numerous avenues to include written, telephone communication (ITS) and visitation. Consulate visits will normally be arranged by Consulate staff via memorandum through the Case Management Coordinator's Office.

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

The **Unit Manager** is the administrative head of the general Unit and oversees all Unit programs and activities. He/she is a department head at the institution and has a close working relationship with other departments and personnel. The Unit Manager reviews all team decisions, and ordinarily "chairs" the Unit Discipline Committee. Additionally, the Unit Manager has direct responsibility for the sanitation of the Unit by coordinating closely with the Unit Officers and the Correctional Counselors.

The **Case Manager** is responsible for all casework services and prepares classification material, progress reports, release plans, correspondence and other materials relating to the inmate's commitment. He or she is responsible to the Unit Manager on a daily basis. The Case Manager serves as a liaison between the inmate, the administration, and the community. The Case Manager is a frequent member of the Unit Discipline Committee.

The **Correctional Counselor** provides counseling and guidance to the inmates of the unit in areas of institutional adjustment, personal difficulties and plans for the future. He or she plays a leading role in all segments of Unit Programs. The Correctional Counselor will visit inmate work assignments and is the individual to approach for resolution of daily problems. They are responsible for the security, safety and sanitation of the Unit. The Correctional Counselor is a frequent member of the Unit Discipline Committee.

The **Unit Officers** have direct responsibility for the day to day supervision of inmates and the enforcement of rules and regulations. They have safety, security and sanitation responsibilities. Unit Officers are jointly supervised by the Unit Manager and the Shift Supervisors (Lieutenant).

The **Unit Secretary** performs clerical and administrative duties. The Unit Secretaries office is normally off limits to inmates unless they are summoned there by staff.

## **SELF IMPROVEMENT PROGRAMS**

**Pre-Release Programming** - The Release Preparation Program is designed to assist inmates in preparing themselves for release. Inmates will be given aid in developing plans for their personal lives and for work. This program offers classes and information seminars concerning the personal, social, and legal responsibilities of civilian life.

**Inmate Financial Responsibility Program** - Working closely with the Administrative Office of the Courts and the Department of Justice, the Bureau of Prisons administers a systematic payment program for court-imposed fines, fees, and costs which is referred to as the Inmate Financial Responsibility Program. 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 will 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 his obligations, the inmate cannot work for UNICOR nor receive Performance Pay above the maintenance pay level (\$5.25 per month), or spend more than \$25.00 per month in commissary. 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, institutional program changes and housing. The U.S. Parole Commission will also review financial responsibility progress at parole hearings. The Unit Team will strictly monitor the level of your participation as the Bureau of Prisons considers the Financial Responsibility Program a critical issue.

## **INMATE RELEASES**

**Sentence Computation** - All computations of inmate sentences are completed by the Designations and Sentence Computation Center, Grand Prairie, Texas. An inmate will be given a copy of his sentence computation as soon as it is prepared, normally within his first 30 days of incarceration. Any questions about good time, jail time credit, parole eligibility, full term dates, release dates, or periods of supervision, will be resolved by staff upon request, if clarification is needed.

**Detainers** - Warrants (or certified copies of Warrants) based on pending charges; overlapping, consecutive, or unsatisfied sentences in Federal, State, or Military jurisdictions will be accepted as detainers. Detainers and untried charges can have an effect on institution programs. Therefore, it is the inmate's responsibility to initiate efforts to clear up these cases. Case Management staff may give assistance to offenders in their efforts to have detainers and pending charges against them disposed of. Unit staff can verify addresses, telephone numbers to the court, docket numbers, etc. Records Office staff conduct formal inquiries into the status of these cases however it is the inmate's responsibility to take the appropriate steps to get them resolved.

When an inmate goes out on writ, the only thing he is authorized to take with him is legal paperwork pertaining to the case. When he returns from writ, the only thing that he is permitted to bring back with him is legal paperwork pertaining to the case. No property that is accumulated while on writ status, regardless of whether he was housed in a local, county, state, or federal facility, is authorized to be brought or shipped to LSCI Allenwood.

**Lump Sum Awards** - Staff 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 the inmate's regularly assigned duty. The Warden may grant a lump sum award of extra good time of not more than thirty (30) days. This is applicable to "old law" inmates only. If the recommendation is for more than thirty days and the Warden concurs, the Warden will refer the recommendation to the Regional Director, who may approve the award. No award will be approved if the award is more than the maximum number of days allowed under 18 USC 4162. The actual length of time served on the sentence, including jail credit time, is the basis on which the maximum amount of the award is calculated. Any extra good time already earned will be subtracted from this stated maximum. Staff may recommend a lump sum award of extra good time for the following reasons:

An act of heroism. Voluntary acceptance and satisfactory performance of an unusually hazardous assignment

An act which protects the lives of staff or inmates or the property of the United States. This is to be an act and not merely the providing of information in custodial or security matters

A suggestion which results in substantial improvement of a program or operation, or which results in significant savings

Any other exceptional or outstanding service

**Residential Re-Entry Center (RRC) Transfers** - Inmates who are nearing release and who need assistance in obtaining a job, residence, or other community resources may be transferred to an RRC. Community Programs have two major emphases:

Residential community-based programs that provide intensive non-residential supervision to offenders in the community

Programs that board juvenile and adult offenders in contract correctional facilities

Eligibility for placement in community programs should be discussed with your Unit Team.

**Release Gratuity**- All inmates are encouraged to begin planning and saving funds for release upon their arrival to prison. The Unit Team will make a recommendation for gratuity upon your release to a Residential Reentry Center (RRC) or release to the community. Inmates releasing to a detaining authority are not eligible for a release gratuity.

## **WORK ASSIGNMENTS, WORK REPORTS, AND PERFORMANCE PAY**

**Work Assignments and Work Reports** - As you finish your orientation period, the Classification Team will assign you to a permanent work detail. All inmates are expected to maintain a regular job assignment and you will be assigned to a job based primarily on institution needs. Factors considered in determining specific work assignments are your physical condition, education level, previous work experience, general aptitude, ability to benefit from training and plans for the future, as well the needs of the institution. Reports evaluating your work performance will be prepared by your supervisor every thirty (30) days for Performance Pay. Rates of performance pay are addressed in Institutional Supplement, "Inmate Work and Performance Pay".



Federal Prison Industries and the Trust Fund Sales Unit have a separate pay scale. Job changes are posted on the Housing Unit bulletin boards by the "Daily Change Sheet".

### **DAILY INMATE LIFE**

The Unit bulletin boards contain written need-to-know communications for inmates. It is the inmate's responsibility to check this daily after the evening meal for the next day's scheduling. The Unit Managers will utilize this area to announce Town Hall Meetings, at their discretion, to foster improved communications. These meetings are held to make announcements and to discuss changes in institution policies and procedures.

The standard working attire from 7:15 am to 4:00 PM is khaki shirt and khaki pants. This uniform of the day must be worn with shirts tucked inside pants in all areas of the institution except the gymnasium, recreation yard, and the housing units when off-duty.

**Personal Property Limits** - Items which may be retained by an inmate are limited for sanitation and security reasons and to ensure that excess personal property is not accumulated which would constitute a fire hazard or impair staff searches of the living area. Information on specific limitations of personal property is itemized in Institution Supplement "Inmate Personal Property".

**Quarters Rules** - Unit Rules and Regulations are posted in the common area of your assigned unit. Should you have any questions regarding these rules, consult the Unit Officers or the Correctional Counselor.

**Wake-up** - General wake-up for all inmates is after the 5:00 A.M. count clears. The Unit is called to breakfast by the Correctional Supervisor on the basis of a rotating schedule starting at 6:00 A.M. The Unit Officer will announce breakfast, when notified, and the Control Center will announce meal times by utilizing the Public Address System. Inmates are given a reasonable amount of time to leave the Unit if they desire breakfast. Late sleepers who are unable to maintain their cubicles neatly and arrive at their work detail/callouts on time are subject to disciplinary action.

During the week, all beds need to be made by 7:30 am. You are allowed to lay down on the made bed.

**Smoking** - This institution has been designated as a tobacco free facility. Any type of smoke, chewing tobacco and tobacco products are considered contraband. Therefore, the use or possession of these products is prohibited and will result in disciplinary action.

**Inmate Identification Cards** - All inmates assigned at this institution will receive an inmate identification card. It is the responsibility of all inmates to carry their I.D. card on their person at all times. If the card is lost or deemed unusable based on neglect, inmate's will be required to pay for a replacement at a cost of \$5.00 per card.

**Barber Shop** - Barber Shop procedures are under the guidance of your assigned Correctional Counselor. Inmates will submit a copout to their counselor who will in turn place the inmate on call-out for a specific date and time. Inmates can only submit two (2) cop-out's per month (every other week). The barbershop is located in the education building.

### **CUSTODY AND SECURITY PROCEDURES**

**Counts** - It is necessary for the staff to count inmates on a regular basis. During a count, inmates will stay quietly in their cubicles until the count is announced as "clear". Inmates are required to be standing in cubicles for the 4:00 p.m. and 10:00 a.m. weekend counts in the Housing Units.

Official counts will be taken at 12:00 Midnight, 3:00 a.m., 5:00 a.m., 4:00 p.m. and 9:00 p.m. Other counts may occur during the day and evening. On weekends and holidays, there will be an additional count at 10:00 a.m. Staff will take disciplinary action if an inmate is not in his assigned area during a count. Disciplinary action will also be taken against inmates for leaving an assigned area before the count is cleared. 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 hospital, dental, educational, team meetings and other activities) and are posted each day on the housing units scrolling call-out/change sheet monitor located in the large multi-purpose room. It can be reviewed on the day preceding the appointment. It is the inmate's responsibility to check for appointments on a daily basis and be at the appointment at the designated time. Disciplinary action will be taken if inmate fails to make his call-outs on time.

**Change Sheets** - Change sheets are an inmate's notification of a change in job or unit quarters assignments. Change Sheets are also posted each day on the housing unit scrolling call-out/change sheet monitor located in the large multi-purpose room. It is the inmate's responsibility to check this Change Sheet daily and move living quarters only at the posted time. No movement of living quarters is authorized before stated times.

**Pass System** - LSCI-Allenwood will utilize a pass system during regular work day, Monday through Friday, excluding Federal Holidays. During the regular work day (7:30 a.m. to 4:00 p.m.) inmates must have a pass to move from one area of the institution to another except for movement to assigned details, going to the lunch meal, or for a recall. All movements will be announced on the institution's Public Address System. Each type of pass utilized at LSCI-Allenwood and the specific use is defined below.

**Institution Pass** - Unit Officers or Detail Supervisors will issue this pass whenever it is necessary to leave a Housing Unit or Detail Area during non-"Open Movement" periods. An example of this would occur when an inmate is on the "Call-Out" for an appointment at the Hospital, Inside Administration Building, Education, etc. The inmate must then obtain a Institution Pass from the Unit Officer or Detail Supervisor before leaving for the scheduled appointment. The Institution Pass will contain inmate's name, register number, destination, and the time departed. Upon arrival at the destination, the inmate must have a staff member write the time of arrival and his/her signature on the pass.

After the scheduled appointment is concluded the inmate must have a staff member sign and write the time of departure on the pass. Inmates are afforded a maximum of ten (10) minutes to proceed from point of departure to destination. It is the inmate's responsibility to ensure that the staff member notes the correct time on the pass. If more than ten (10) minutes is used to travel from one area to another, the inmate is subject to disciplinary action. Upon returning to the area where the pass originated from the staff member shall sign and document time of arrival and retain the pass. It is the inmate's responsibility to ensure the pass is retained during its use and to return the pass to the staff member who originated the pass at the completion of its use.

**Facilities Work Pass** - The Detail Supervisor will issue this pass to specific inmates whose names must appear on the pass for specific

work in designated areas of the institution. The inmates on a Facilities Work Pass are responsible for maintaining the pass and ensuring a staff member at the designated location signs the pass upon entering and upon departing the area. The staff member shall also record times of entry and departure. All tools and equipment listed on the Facilities Work Pass are the responsibility of the inmates and any tool or equipment that is missing/lost/stolen will result in disciplinary action taken against those inmates listed. The staff member at the work location will process inmates, tools and equipment into and out of their area of responsibility. The staff member will also ensure the inmates are in the location designated on the Facilities Work Pass. Inmates present in any area other than specified on the pass are "Out of Bounds" and will be subject to disciplinary action. The inmates are also responsible for returning the Facilities Work Pass to the Detail Supervisor upon completion of assigned work.

**Recreation Area Pass** - This pass is issued from the Housing Unit Officer upon review of an inmate's Commissary Card. An inmate requesting the Recreation Area Pass must do so before the "Open Movement" begins. A Recreation Area Pass permits an inmate to move from the assigned Housing Unit to the Recreation Area, gymnasium, and leisure center, and return to assigned Housing Unit during "Open Movement" periods.

**Education/Law Library Pass** - This pass is also issued by the Housing Unit Officer upon review of an inmate's Commissary Card. An inmate requesting the Education/Law Library Pass must do so before the "Open Movement" begins and the only place you are authorized to be with this pass is in the Education area.

Any deviation from this area or indirect routing will result in disciplinary action taken. Upon return to the Housing Unit, the inmate must return the Recreation Area Pass to the Unit Officer. Recreation Area Passes are utilized from 7:30 a.m. through 3:30 p.m., Monday through Friday, excluding Federal Holidays.

**Controlled Movement** - From 8:30 a.m. until 8:40 p.m., Monday through Friday, movements throughout the institution will be regulated by a procedure called "Controlled Movement". The purpose of controlling movement is to ensure that the movement of inmates is orderly when going to areas such as the Recreation Area, Education, Chapel, etc.. "Open Movements" will begin on the half hour and end ten (10) minutes later. The beginning and end of each move will be announced over the institution Public Address System. During the ten (10) minute period of "Open Movement", inmates may move from one area of the institution to another. During workdays, the first "Open Movement" will begin after the 8:00 A.M. Unit Census. This means that after the A.M. census, inmates may travel to any unrestricted area of the institution during "Open Movement" period, provided they are scheduled off work, unassigned from work, or on vacation. After the 12:40 p.m. Unit Census is completed, movements will also start for the afternoon hours. There is no "Controlled Movement" on weekends or holidays.

**Out of Bounds** - Some areas are designated by a posted sign as "Out Of Bounds". However, you are "Out Of Bounds" anytime you do not have authorization to be in any area of the institution. Authorization is granted by means of an authorized institution pass, assigned detail, assigned Housing Unit, or officially enrolled in a program. Inmates cannot enter any housing unit other than the unit to which they are assigned unless they are in possession of a pass for that unit. If you have any question as to the requirements, it is your responsibility to ask staff in order for you to remain within the prescribed institution limits.

**Contraband** - Contraband is defined as any item or thing not authorized or issued by the institution, received through approved channels, or purchased through the commissary. All staff are alert to the introduction of contraband and will make an effort to locate, confiscate, and dispose of contraband in the institution. Any item in an inmate's personal possession must be authorized, and a record of the receipt of the item must be kept in the inmate's possession. Any altered item, even an approved or issued item, is considered contraband and disciplinary action may be taken if found in your possession.

Altering or damaging government property is a violation of institution rules and the cost of the damage will be levied against the violator.

**Searches** - Any staff member may search an inmate's cubicle/cell, at any time. The inmate if present will be directed to leave the immediate area until completion of the search. The property and living area will be left in the same general condition as found.

**Drug and Alcohol Surveillance** - The Bureau of Prisons operates a Drug and Alcohol Surveillance Program that includes mandatory random testing, as well as testing of certain other categories of inmates. If a staff member orders an inmate to provide a urine sample or breathalyzer for this program and the inmate does not do so within the established time period, disciplinary action will be taken.

## **PROGRAMS AND SERVICES**

### **FEDERAL PRISON INDUSTRIES**

**The Corporation** - Federal Prisons Industries, Inc. is a wholly owned government corporation established in 1934, under an Act of Congress and an Executive Order. In 1978, Federal Prison Industries, Inc. adopted the trade name UNICOR, under which it does most of its business.

The corporation is administered by a Board of Directors appointed by the President to serve without compensation. The board represents Industry, Labor, Agriculture, Retailers, and consumers, the Department of Defense, and the Attorney General.

The chief function of this self-supporting corporation is to provide training and employment for inmates confined in Federal Penal and Correctional Institutions. A substantial part of the earnings of the corporation are expended in carrying out vocational training and general education programs, under which more than half of the inmates receive training. The articles produced in the industries operated at these institutions are made in strict conformance with Federal or other applicable specifications.

The corporation strives to produce quality products at competitive prices with timely delivery. Sales are restricted, by law, to departments and agencies of the Federal Government.

**UNICOR LSCI, Allenwood** - UNICOR LSCI Allenwood consists of a Dimensional Mill. Listed below are some of the functions needed to support the industrial operations:

- \* Assembly
- \* Clerical/Office
- \* Machine Floor
- \* Sanding

- \* Quality Assurance
- \* Shipping

**Industrial Pay** - current UNICOR inmate pay rates are as follows:

<u>GRADE</u>	<u>DAILY PAY</u>	<u>HOURLY RATE</u>	<u>OVERTIME</u>
P	\$10.12	\$1.35	\$2.50
1	8.62	1.15	2.30
2	6.90	.92	1.84
3	5.17	.69	1.38
4	3.45	.46	.92
5	1.72	.23	.46

At LSCI, Allenwood, emphasis is placed on Literacy classes and the General Equivalency Diploma (GED). UNICOR supports the inmate's effort to participate in the Literacy and GED Programs as an incentive for a better wage scale. With a high school diploma or a GED, wages are paid to a grade 1 level; without a GED or high school diploma to a grade 4 level.

**Hiring Procedures** - UNICOR provides inmates confined in Bureau of Prisons institutions with an opportunity to obtain an industrial work assignment. The industry waiting list is maintained by the Factory Manager. The request must be made through the unit staff. UNICOR is an Equal Opportunity Employer and may not discriminate on the basis of race, religion, nationality, age, handicap, or political benefits in offering employment and promotion opportunities.

**Transfers** - Inmates employed with UNICOR at another institution who have been transferred to LSCI, Allenwood for other than disciplinary reasons, will be given hiring priority. If a vacancy exists, the inmate shall be placed at the top of the Industry Waiting List. Pay Grade 4 will be the entry level. However, consideration will be given for accelerated promotion as quickly as possible to the inmate's former grade level after the required demonstration period (usually 30 to 60 days).

**Promotions** - Once hired, the Associate Warden of Industries AW(I&E) or his/her designee has the authority to make specific job assignments, and to promote or demote inmates. A probationary period is not required for an industrial worker. Promotions in grade 4 through 1 require a minimum of 90 days in grade before becoming eligible for promotions. Staff may promote any inmate to a higher grade work assignment when the inmate's abilities, qualifications, and work performance are consistent with good promotion practices, and when a vacancy exists. **NOTE:** Workers must present proof of a High School Diploma or GED prior to promotion to a Grade 1 or P Grade.

**Work Performance** - The Factory Manager may declare an inmate ineligible for any or all benefits connected with the inmate's unsatisfactory work performance for the month in which such actions occur. The Factory Manager may not independently declare ineligibility as a result of inmate misconduct. Actions of this nature must be handled under disciplinary procedures. The Factory Manager may recommend such actions to the inmate's Unit Discipline Committee.

**Health and Safety** - Report all accidents to your immediate supervisor regardless of how small they are. Never operate machines or hand tools which you have not been trained to use.

Steel toe shoes are required in all areas of UNICOR. The use of eye and ear protection and protective clothing are also required in some areas of the factory. Failure to use and/or follow these safety regulations could result in removal from UNICOR.

#### **INMATE SERVICES**

**Clothing Exchange & Laundry** - At LSCI-Allenwood, all issued clothing, linen, towels, etc., are to be washed in laundry bags, with the inmate's name and register number on the bag. "Open House" for laundry bag drop off is Monday thru Thursday 6:15 a.m. until 7:30 a.m.. Laundry pick-up is during the same open house hours.

Hygiene bag pick-up is during the 1st and 3rd weeks of the month. Inmates will be required to present their commissary card. The following schedule has been established:

Tuesday	–	Brady Unit
Wednesday	–	Gregg Unit
Thursday	–	Lycoming Unit
Friday	–	Union Unit

Repairs and exchanges are done each week during Open House. Brady and Gregg Unit's go on Tuesday's. Lycoming and Union Units go on Thursday's.

**Commissary** - Inmate funds are retained by the institution in a trust fund, from which the inmate may withdraw money for personal spending in the institution Commissary, family support, or other approved purposes. Accumulated institutional earnings and monies sent from outside are given to the inmate upon release, or may be mailed home. LSCI, Allenwood uses a point-of-sale computerized commissary withdrawal system that simplifies purchasing and gives inmates an improved, up-to-date record of all account activity.

Inmates may shop in the Commissary once a week. It is the inmate's responsibility to know the amount of money available in his commissary account. Inmates may check the balance of their account through the inmate telephone system during non-working hours or via the automate inquiry machine (AIM). If any further questions arise with regard to the inmate's account, he should submit an "Inmate Request to Staff Member," BP-Admin-70, form to the Cashier, Office of Financial Management. Borrowing commissary items from other inmates is against policy and will not be tolerated.

Inmate sales are Monday thru Thursday 11:00 a.m. - 12:40 p.m. Evening sales are from 4:30 p.m. - 6:40 p.m. Shopping days are determined by housing units. Shopping rotation changes quarterly, and memorandums are posted that list the current quarterly shopping schedule.

Inmates are permitted to spend up to \$290.00 each month for regular purchases. Postage stamps, over the counter medications, nicotine therapy replacement patches, and ITS credits will not count against the monthly spending limitation. Once a month, each inmate's account is "validated"; that is, the spending period begins with validation. Validation dates are determined by the last digit of the first five numbers within the inmate's federal

register number.

This number is multiplied by 3 + 1 and that equals the actual date of the validation. Inmates are responsible for maintaining personal property within limits as defined in Institution Supplement "Inmate Personal Property" (ALF 5580.06), Attachment #1.

**Deposits** to commissary accounts from outside sources will be made via Western Union or through the U.S. Mail Service to the LockBox in Des Moines, Iowa. When sending money through the mail to LockBox the address must be as follows: **Federal Bureau of Prison, Register Number, Committed Full Name, Post Office Box 474701, Des Moines, Iowa 50947-0001.** For Western Union deposits you must have your family submit proper inmate name, register number, and city and state code. The city code will always be FBOP and the state code will always be DC.

**Withdrawals** of inmates funds from Commissary Accounts will be made through utilization of the standard withdrawal form provided by the institution. Unit Managers can approve withdrawals from the trust fund account to send funds to dependents and other family members and for purchase of special discharge clothing. The Unit Manager can also approve withdrawals for the legitimate debts and other obligations such as attorney fees, birth certificates, bedside visits, funeral trips and the purchase of legal books. Only the Associate Warden can approve withdrawals exceeding \$250.00. Inmates fund transfers are automatic when an inmate transfers to another federal institution. If they have not received them immediately, they should contact their Counselor and have him/her check with the institution he came from to see if they can locate his funds. All funds received by the institution will be posted to their account when they are received, except as addressed above.

#### **SAFETY DEPARTMENT**

The Safety Program in this institution is designed to ensure a safe and healthy living and working environment for inmates and staff. The Safety Manager conducts regular and irregular inspections of all areas within the institution to ensure compliance with national laws and Bureau of Prisons Policy.

**Sanitation** - You will be expected to maintain a high level of sanitation in your living area. Your personal property is to be kept in the desk drawers or personal storage lockers provided. No items will be allowed on walls, ceilings, or doors. Floors will be cleaned and trash cans emptied on a daily basis. Cleaning supplies are available from Unit Staff upon request. It is your responsibility to maintain your area in a clean and orderly manner.

**Fire Prevention** - Fire prevention and protection is of paramount importance to the well-being of inmates and staff in this institution. State of the art fire protection systems are incorporated into all areas to ensure your safety in case of fire. Inmates who abuse or misuse these systems will be subject to disciplinary action. You will be required to participate in a fire drill each quarter in both your Housing Unit and work place. Please take these drills seriously and learn the location of evacuation routes. Evacuation Plans are posted throughout these areas. We request your cooperation in reporting any fire to the nearest staff member, so lives and property can be protected. Piles of trash or rags in closed areas, combustible material, items hanging from fixture or electrical receptacles, or other hazards cannot and will not be tolerated.

**Basic Safety Regulations** - In order to maintain a safe and secure environment, basic safety regulations must be followed. During A&O the Safety Manager will provide you a copy of the Basic Safety Regulations.

#### **FOOD SERVICE**

**Food Service** -The FCC Allenwood Food Service Department started using the National Menu on January 6, 2008. The National Menu is a five-week cycle menu developed for use at all Federal Bureau of Prison sites. The National Menu will allow the Food Service Department to become more efficient by eliminating replication of efforts at the local level. The National Menu was developed to meet the United States Department of Agriculture's National Dietary Guideline. The National Menu in conjunction with the National Product Specifications, ensures healthy choices are available. The National Menu allows inmates to make important choices about their eating habits. Inmates can control the amount of sugar, fats and sodium by selecting the "Heart Healthy" items on the menu. Heart Healthy choices are available on all three meals of the day, for all entrees and sides. The National Menu meets the National Dietary Guideline by offering more whole grains, fruit, and vegetables for a more healthy lifestyle.

Three versions of the National Menu were developed for selection at the local level. While all versions of the menu offer the same choices for lunch and dinner, the breakfast menu varies in the choice of breakfast served. The breakfast menu options vary from a hot breakfast, through, to a continental breakfast, to a combination of both hot and continental breakfasts. The Food Service department, in conjunction with the complex wardens, has chosen the combination breakfast menu at this complex.

With the start of the National Menu inmates are no longer permitted to remove fruit or any food item from the dining hall. Additionally sugar is controlled by adding sugar directly to food products. Sugar will not be distributed at breakfast. Sweetened and unsweetened choices of breakfast cereal and coffee are available.

**Certified Religious Diet Program:** FCC Allenwood offers the Certified Religious Diet program. Inmates desiring to participate in this program must first see the Chaplain. Food Service cannot place you on this program unless the correct paperwork has been received from the Chaplain.

The following is the schedule for Food Service meal times:

#### Monday through Friday

Breakfast: 6:00 a.m. to 7:00 a.m. Lunch: 10:45 a.m. to 12:00 noon Dinner: After 4:00 p.m. count clears

#### Weekends and Holidays

Coffee Hour: 6:30 a.m. to 7:30 a.m. Brunch: After 10:00 a.m. count clears Dinner: After 4:00 p.m. count clears

You are allowed a reasonable amount of time to eat and enjoy your meal. Inmates will not be permitted to remain in the Dining Room after their meal is finished and are required to return their own dishes and trays to the designated area before departing the Dining Room.

Dining Room rules and policies are:

1. No head gear except for religious reasons.
2. Institutional clothing will be worn in the Dining Room Monday through Friday, excluding Federal Holidays, for the Lunch meal.

- Institution khaki shirts must be worn over t-shirts, sweat shirts, etc. Shirts must be tucked inside pants. Athletic clothing cannot be worn at this time.
3. No sleeveless shirts or shower thongs are to be worn in Food Service.
  4. No laundry or commissary bags, beverage containers, weight training equipment, radios, books, magazines, etc., allowed in Food Service.
  5. Smoking is not permitted.
  6. Take no more food than you are authorized. The Food Service Administrator will decide portion sizes due to budgetary restraints.
  7. Wait for your food to be served. Do not reach for food in the serving line.
  8. Do not argue with inmate workers.
  9. Use the appropriate entrance door.
  10. There will be no jumping in line or saving space in line for another inmate.
  11. Tables cannot be reserved by placing coats or clothing on chairs prior to proceeding to the serving line.
  12. Once you leave the Dining Room you may not re-enter the Dining Room for any reason.
  13. After you have finished your meal, return your soiled plates, tray, silverware, etc., to the designated location.
  14. If you have any problems or complaints, address them to the Cook Supervisor, Assistant Food Service Administrator, Food Service Administrator, or the Correctional Supervisor (Lieutenant).
  15. No sunglasses can be worn in the dining hall, unless medically indicated.

#### **EDUCATION DEPARTMENT**

**LITERACY PROGRAM GENERAL EDUCATIONAL DEVELOPMENT (GED):** In accordance with Federal Bureau of Prisons Program Statement 5350.28, effective December 1, 2003, an inmate confined to a Federal Institution, who does not have a verified high school diploma and/or GED, must attend literacy classes for a minimum of 240 hours or until a GED is achieved, whichever comes first.

A \$25.00 program completion award is credited to each student's commissary account upon successful completion of the GED Exam after being enrolled for a minimum of 30 days. A \$10.00 completion award is credited to each student's account upon successful completion of the TABE Exam after being enrolled for a minimum of 30 days. The maximum allowable amount is \$25.00. Monetary awards are contingent upon an acceptable financial responsibility status.

**VCCLEA and PLRA:** The Violent Crime Control Law Enforcement Act (VCCLEA) mandates that inmates with a date of offense on or after September 13, 1994, but before April 26, 1996, lacking a high school credential, must participate in and make satisfactory progress towards attainment of a General Education Development (GED) credential in order to vest earned Good Conduct Time (GCT).

The Prison Litigation Reform Act (PLRA) provides that in determining GCT awards, the Bureau of Prisons will consider whether an inmate with a date of offense on or after April 26, 1996, has earned or is making satisfactory progress towards attainment of a GED credential.

**TESTING:** TABE/SABE tests are administered to those inmates who do not have a GED Certificate or high school diploma shortly after their arrival at L.S.C.I. Allenwood. The TABE test (English) and SABE test (Spanish) measures academic achievement in Math, Vocabulary, Reading Comprehension, Spelling and Language.

**ENGLISH AS A SECOND LANGUAGE (ESL):** The Crime Control Act of 1990 requires that all non-English speaking federal prisoners participate in an ESL Program. In accordance with Program Statement 5350.24, ESL Classes are mandatory for all federal prisoners who have limited English proficiency skills. Pre-Trial inmates, all study and observation cases, excludable aliens and sentenced aliens with an I.N.S. Deportation Detainer are exempt from mandatory enrollment.

Certificates and \$25, credited to the student's commissary account, are awarded for successful completion. Students are required to pass a standardized multiple choice test to demonstrate proficiency in English equivalent to the eighth grade.

**ADDITIONAL PROGRAMS OFFERED:** VT (Vocational Training), ACE (Adult Continuing Education), College/Correspondence Courses, Parenting, and Job Search Skills are non-mandatory programs offered through the Education Department. Culinary Arts VT, Office Automation VT, Cook Apprenticeship, and Housekeeping Apprenticeship are also available. The Education Department also offers a well stocked Employment Resource Center to assist inmates with seeking and maintaining employment upon release. Contact an Education Department staff member for more information regarding these programs.

**LAW/LEISURE LIBRARY:** The Law/Leisure Library is located in the Education Department. All required legal books and policies are provided. Typewriters are provided; however, inmates must purchase typewriter ribbons and correction ribbons from Commissary. Manual typewriters are provided for inmates who do not purchase ribbons from Commissary. A copy machine is located in the Law Library for inmate use. Copies are purchased at a cost of .15 cents per page. Inmates must have funds added to their Commissary cards through the Trust Fund Department staff in order to use the copy machines.

The library is open from 7:30 a.m. - 10:30 a.m. , 11:30 p.m. - 3:30 p.m., and 4:30 p.m. - 8:30 p.m., Monday through Friday. The library is also open from 7:30 a.m. - 3:30 p.m., on Saturday.

**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 DEPARTMENT**

Inmate recreation is available for inmates to utilize during their leisure time. Recreation Services Department offers a wide range of recreational activities; from softball, soccer, volleyball and basketball leagues; outdoor weight equipment, track, indoor weight/exercise area and handball/racquetball courts. Recreational equipment is available for use by inmates while in the Recreation Area.

During the winter months, the Recreation Yard/Gymnasium opens at 6:00 a.m. Monday thru Friday prior to the morning meal. At 7:30 a.m. "Open Movement" will be announced and all inmates in the recreation area after this time must be in possession of a recreation pass. It will be open for inmates on day-off/off-detail status, unassigned, vacation, medically unassigned (when the Health Services Department authorizes). The Recreation Yard and Gymnasium area will remain open until 8:30 p.m.. On weekends and Federal Holidays, the Recreation Yard will close at 9:30 a.m., at which

time all inmates must return to their assigned Housing Unit in preparation for the 10:00 a.m. Official Count.

After a "clear" Institution Count is documented, the Recreation Yard will reopen until 8:30 p.m.

Inmates on the Recreation Yard must remain twenty-five (25) yards away from the inner perimeter fence at all times, unless they have staff permission and direct supervision from the staff member. Permission shall be granted for specific reason (i.e. retrieving softball, soccer ball etc.). "Out of Bounds" signs shall be strictly adhered to!

The Gymnasium is closed during the summer months and outdoor recreational facilities are utilized during that time. Utilization of the Gymnasium shall be during the inmate's leisure time as specified above. No hard sole shoes are permitted on the Gymnasium floor. It is recommended that all inmates utilizing the Weight Room wear Steel Toe Shoes at all times.

Along with the Gymnasium and Recreation Yard, the Leisure Center has the following:

- \* Billiard tables
- \* Music classes
- \* Art room (including ceramics, painting, and drawing)
- \* Card/game tables (outside)

The Leisure Center is open daily from 1:30 p.m. through 8:30 p.m.

Any inmate found on the Recreation Yard/Gymnasium without authorization is "Out of Bounds" and disciplinary action shall be taken.

### PSYCHOLOGY SERVICES

**Confidentiality** – There are limits to your confidentiality when talking to a psychologist. Some of these are determined by law, others by Bureau policy. Questions regarding those limits can be raised when you speak to a psychologist individually.

**Intake Screenings** – All inmates are seen for an intake interview with a psychologist. The purpose of the intake interview is to assess your current psychological functioning and any needs you might have for services. After the interview, the psychologist prepares a brief written report for your psychology and central files.

**Crisis Intervention and Suicide Prevention** – A psychologist is on call 24 hours a day, 7 days a week. It is not uncommon for people to experience depression and hopelessness while in jail or prison, particularly if they are newly incarcerated, are serving a long sentence, are experiencing family problems or problems getting along with other inmates, or receive bad news. Sometimes, inmates consider committing suicide due to all of the pressure they are under. If you are feeling suicidal contact a staff member so that the on-call psychologist can be paged. If you have concerns about another inmate, please bring this to the attention of staff. Staff do not always see what you see, and your efforts may make a difference.

The Psychology Department employs a small number of qualified inmates as suicide watch companions. These inmates are trained by in appropriate watch procedures as well as suicide prevention. Watch for posting advertising for these positions.

**Counseling** - Individual counseling services are available for any inmate experiencing family, interpersonal, adjustment or other personal concerns. Educational and therapeutic groups are also offered addressing particular topics like stress management, anger management, and dealing with other people.

**Psychotropic medication** – Medications for mental health problems are provided through Health Services. Psychology services will, however, follow inmates who hold prescriptions for psychotropic medications, including anti-depressants, mood stabilizers, and anti-psychotic medication. A psychologist will monitor how you are doing and will help you address any problems that arise with your medications or your adjustment. If you hold such a prescription, you should bring up any problems that arise with a psychologist.

**Substance Abuse Rehabilitation** – The Bureau offers substance abuse rehabilitation programs as well as self help groups. These are:

- a. **Drug Education** is an educational course run by psychology. This course outlines the effects that alcohol and particular drugs can have on a person's body, their behavior, their interpersonal relationships, and their community. Under certain circumstances inmates are required to complete this course. If you are required and you don't meet the requirement the Bureau can hold your pay to the lowest paygrade and can deny you community programs such as halfway house.
- b. **Non-Residential Drug Abuse Treatment** is for individuals with diagnosed substance abuse problems. Inmate's may be enrolled in one or more groups and these groups may be supplemented by individual counseling sessions as appropriate. The overall effort is designed to help inmates avoid relapse into alcohol or illicit drug use following release.
- c. **Residential Drug Abuse Treatment** – is for individuals with diagnosed substance abuse problems which can be verified. The program again aims to help inmates avoid relapse into alcohol or illicit drug use following release. Some inmates who complete this program are eligible for a sentence reduction. It is offered toward the end of your sentence so that the material is fresh for you upon release. To apply for the program you need to have less than 36 months but more than 24 months left on your sentence. You need to submit a request to be interviewed. If you qualify you will be transferred to another institution which has the program.

In addition to the above, self-help programs [i.e. Alcoholics Anonymous (AA) or Narcotics Anonymous (NA)], are available for inmate participation. These programs are monitored by the Drug Treatment Specialist and usually meet once a week. They are available to any interested inmate.

**Sex Offender Treatment** – The Bureau offers a treatment program for sex offenders. The program is voluntary and is located at another facility

that you would be transferred to. If you are interested in such a program contact a psychologist and an appointment will be set up to talk about the program, its expectations, and the participation agreement you would sign.

**RELIGIOUS SERVICES**

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

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

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

A list of the authorized religious holidays and ceremonial meal dates are below and also posted on the chapel bulletin board. Please see it for the deadlines to participate in these special religious events. Any inmate wishing to attend a specific Religious Holiday or Banquet must submit a request for participation via cop-out to the Chapel **FOUR WEEKS PRIOR** to the date of the event. All inmates must also meet the specific criteria required by policy to participate in an event. Inmates must also be identified as that specific Religion to qualify for participation.

<b>RELIGIOUS HOLY DAYS:</b>	<b>Date:</b>	<b>Requested Date:</b>	Moorish New Year	1/15/09	12/17/08
<b>BAHAI:</b>			<b>NATION OF ISLAM:</b>		
Martyrdom of Bab	7/9/09	6/7/09	Savior's Day	2/26/09	1/26/09
			Savior's Day	1/15/09	02/13/09
			Holy Day of Atonement	10/16/09	9/15/09
<b>BUDDHISM:</b>			<b>NATIVE AMERICAN:</b>		
Parinirvana Day	2/15/09	1/16/09	American Indian Days	9/24-25/09	8/23/09
Buddha Day	4/8/09	3/8/09			
Bodhi Day	12/8/09	11/7/09			

**BUDDHIST INMATES MAY SELECT EITHER THE THREE ABOVE LISTED DATES OR WESAK DAY, BUT NOT ALL FOUR.**

Wesak	5/9/08	4/11/09	<b>RELIGIOUS HOLY DAYS:</b>	<b>Date:</b>	<b>Requested Date:</b>
<b>CHRISTIANITY</b>			<b>RASTAFARIANISM:</b>		
Good Friday	4/10/09	3/13/09	Birthday of Hile	7/23/09	6/23/09
Easter	4/12/09	3/15/09	Selassie		
Christmas	12/25/09	11/29/09	Rastafarian New Year	9/11/09	8/09/09
			Crowning of Haile	11/02/09	10/04/09
			Selassie		
<b>ROMAN CATHOLIC:</b> Christians also observe these additional Holidays:			<b>SIKHISM:</b>		
Octave of Christmas	1/1/09	12/2/08	Vaisakhi New Year	4/14/09	3/15/09
Ascension Thursday	5/21/09	4/21/09	Founder's Birthday	11/24/09	10/26/09
All Saints' Day	11/1/09	10/4/09	Guru Nanak		
Immaculate Conception	12/8/09	11/8/09			

<b>HINDUISM:</b>			<b>RELIGIOUS CEREMONIAL MEALS</b>	<b>Date:</b>	<b>Requested Date:</b>
Dussehra	9/28/09	8/31/09	Santeria	12/6/08	11/7/08
Diwali	10/17/09	9/26/09	Orisha Chango		

<b>ISLAM:</b> ( Dates are subject to lunar sightings)					
Eid-ul-Fitr	9/21/09	8/20/09			
Eid-ul-Adha	11/28/09	10/29/09			

<b>JUDAISM:</b>					
Passover 1 <sup>st</sup> Day	4/09/09	3/10/09***	Odinist/Asatru	12/21/08	11/22/08
Passover 2 <sup>nd</sup> Day	4/10/09	3/11/09	Feast of Yule		
Passover 7 <sup>th</sup> Day	4/15/09	4/16/09			
Passover 8 <sup>th</sup> Day	4/16/09	3/17/09	Moorish Science	1/10/09	12/11/08
Shavuot 1 <sup>st</sup> Day	5/29/09	4/29/09	Prophet's Birthday		
Shavuot 2 <sup>nd</sup> Day	5/30/09	4/30/09			
Rosh Hashanah 1 <sup>st</sup> Day	9/19/09	8/18/09	Buddhist	1/26/09	12/28/08
Rosh Hashanah 2 <sup>nd</sup> Day	10/20/09	9/19/09	Parinirvana		
Yom Kippur	10/28/09	9/28/09			
Sukkot, 1 <sup>st</sup> Day	10/3/09	9/3/09	Nation of Islam	2/28/09	1/28/09
Sukkot, 2 <sup>nd</sup> Day	10/4/09	9/4/09	Savior's Day		
Sukkot, 8 <sup>th</sup> Day	10/10/09	9/10/09			
Sukkot, 9 <sup>th</sup> Day	10/11/09	9/11/09	Jewish	4/9 & 10/09**	3/11/09
			Passover		

<b>MOORISH SCIENCE TEMPLE OF AMERICA:</b>					
Noble Drew Ali's Birthday	1/8/09	12/09/08	Sabbatarian	4/9&10/09**	3/11/09
			Passover		

Catholic Resurrection of Jesus	4/18/09	3/19/09
Hindu/Sikh	4/18/09	3/17/09
Hindu/Sikh Vaisakhi	4/18/09	3/17/09
Protestant Pentecost	5/30/09	5/1/09
Rastafarian Haile Selassie Birthday	7/25/09	6/24/09
Native American	9/26/09	8/28/08
Muslim Eid-al-Fitr	9/26/09	8/28/09

**Religious Diets** are provided if you are approved by the Chaplain. Once approved you are required to show your identification in order to receive this meal. No Flesh Alternatives are available and noted on the menu. Medical Diets are accommodated through self-selection utilizing the nutritional information posted for each item, and the Heart Healthy Diet Guidelines will be followed.

**MARRIAGES:** If you wish to be married while incarcerated, the Warden may authorize if under certain conditions. However, the marriage must present no threat to institution security or good order, or to the protection of the public. All expenses of the marriage will be paid by you. Government funds may not be used for marriage expenses. If you request permission to marry, you must have a letter from the intended spouse which verifies her intention to marry; demonstrate legal eligibility to marry; and be mentally competent. The Chaplain is available to discuss with you and your fiancée the issue of marriage while incarcerated. At the wedding, a wedding band may be permitted to be received so long as it is a plain band containing no stones.

#### LSCI HEALTH SERVICES

**MEDICAL SERVICES:** Routine medical and dental care is offered within the Health Services Department at LSCI Allenwood. Local community medical resources may be utilized when deemed necessary by the institutions 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.

**GENERAL POPULATION APPOINTMENTS:** Appointments for routine medical and dental care are issued at the triage area in the Health Services Department. Inmates must report to this area on Mondays, Tuesdays, Thursdays, and Fridays with a completed sick call request form. Sick-call sign-up begins at 6:15 A.M. and ends promptly at 6:45 A.M. This schedule excludes Wednesdays and federal holidays, since no sick-call is held on holidays. If the institution is experiencing a situation where inmate movement is not allowed during sick call sign-up times, inmates are to submit their completed request forms to the housing unit officer by 6:45 A.M. on those days. Medical staff will obtain these requests from the officers and schedule those requests accordingly. If the medical staff determine the sick call is of an emergent priority, the inmate will be issued a same day appointment slip reflecting the time of the appointment. The inmate must present this appointment slip to the work supervisor so that an institutional pass can be issued to him. If the medical staff determine the sick call is not of an emergent priority, the inmate will be advised 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 and will only be accepted from 6:15 A.M. to 6:45 A.M. on Mondays, Tuesdays, Thursdays, and Fridays.

Any inmate arriving at Health Services later than 10 minutes after the scheduled appointment time and you will receive a \$2 charge (See **Inmate CoPay** section). If an inmates becomes ill after the regular sick-call sign-up time, he should ask his staff supervisor to call the hospital. 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. To obtain *routine* dental treatment, such as permanent fillings, dentures, and cleanings, you must submit a **Inmate Request to Staff** (Cop-Out) to the Health Services Department. All routine appointments will be scheduled on the institutions call-out.

**SPECIAL HOUSING INMATES:** Inmates placed in Special Housing will be seen by a clinical staff member at least once daily. Inmates with routine medical and dental care concerns will be addressed daily.

**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 this institution. This examination may include laboratory studies, hearing and sight screening, dental examination, medical history, and physical examination.

All inmates under the age of 50, are entitled to a routine physical examination every two years. Those inmate at or over the age of 50 are entitled to this examination annually. These examinations may include an Electrocardiogram, rectal examination, tonometry, vision testing, and blood work testing along with other tests as determined by your care provider. This optional examination requires an inmate to submit an Inmate Request to



a Staff Member (Cop-Out) form to the Health Services Department requesting the physical. You will be placed on the list for physicals and the appointment will be listed on a future daily 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 inmate 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 2 months prior to release in order for the examination to be scheduled and completed.

**ANNUAL IMMUNIZATION/SCREENING:** All inmates will be scheduled for the tuberculosis screening on an annual basis. This screening will be in the form of the PPD skin test and/or chest x-ray. The date of these screenings will be based on the inmate's previous test date. During the flu season which is typically in early winter, inmates will have the influenza vaccination or "flu shot" if their medical condition meets the CDC guidelines for these immunizations. Since some seasons cause the supply of this vaccination to be short, it will depend on the availability of the vaccine and the inmate's medical priority. This optional vaccination requires an inmate to submit a Inmate Request to Staff (Cop-Out) form to the Health Services Department requesting the flu shot vaccination.

**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 acute 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. Scheduled pill lines **with their institution I.D. card**, are as follows:

06:00 a.m. - 06:15 a.m.	Diabetics only
07:00 a.m. - 07:15 a.m.	Passes only
11:30 a.m. - 12:00 p.m.	No pass required / open pill line
3:30 p.m. - 3:45 p.m.	No pass required
5:00 p.m. - 5:15 p.m.	Diabetics only
8:30 p.m. - 8:45 p.m.	Pill line passes required

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. Inmates receiving medication in this manner will be issued a medication pass with the appropriate times circled. You must present this pass to have the medication administered. If you are placed on pill line, reporting to the assigned times is mandatory, you may chose 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 business day at the 11:30 a.m. pill line. All medications which you are issued will have an expiration date. If your medication has a refill listed on the label, it must be returned for refill prior to the expiration date. Once a medication is expired, it can only be refilled by attending sick-call. Expired medication must be returned to the pharmacy, otherwise it will be considered a unauthorized item.

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

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

1. Commissary List will be provided to the inmates for current stock and pricing information. Inmates are instructed that if they report to the HSU 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.
2. If OTC medication is absolutely necessary to have by the next available shopping day, the provider will then issue an institution OTC Medication Slip. The provider will select up to two appropriate OTC items from the list. The inmate will be allowed to shop in commissary only for that day and only for the item(s) indicated on his OTC Medication Slip.
3. The same process will be used for SHU inmates. However, their OTC Medication Slips will be routed through the SHU Lieutenant for their commissary items.

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

**IDLE:** Temporarily 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 LSCI Allenwood provide notice of the Inmate Copayment Program for health care, effective October 3, 2005. The Inmate Copayment Program applies to anyone in an institution under the Bureau's jurisdiction and anyone who has been charged with or convicted of an offense against the United States, except inmates in inpatient status at a Medical Referral Center (MRC). All inmates in outpatient status at the MRC's and inmates assigned to the General Population at these facilities are subject to a \$2.00 copay fee. Needed offender health care is not

denied due to lack of available funds. Co-payment fees are waived when appointments or services, including follow-up appointments, are initiated by medical staff.

**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, 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.
8. You have the right to participate in health promotion and disease prevention programs, including those providing education regarding infectious disease.	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.
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.	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.
10. You have the right to receive prescribed medications and treatments in a timely manner, consistent with the recommendations of the prescribing health care provider.	10. You have the responsibility to be honest with your health care provider(s), to comply with prescription treatments and follow prescription orders. You also have the responsibility not to provide any other person with your medication or other prescription item.
11. You have the right to be provided healthy and nutritious food. You have the right to instructions regarding a healthy diet.	11. You have the responsibility to eat healthy and not abuse or waste food or drink.
12. You have the right to request a routine physical examination as defined in the Bureau of Prisons policy. (If you are under the age of 50, once every 2 years, if over the age of 50, once a year and within one year of your release.	12. You have the responsibility to notify medical staff that you wish to have an examination.
13. You have the right to dental care as defined in the Bureau of Prisons policy to include preventative services, emergency care, and routine care.	13. You have the responsibility to maintain your oral hygiene and health.
14. You have the right to a safe, clean, and healthy environment that includes smoke free living areas.	14. You have the responsibility to maintain the cleanliness of personal and common areas and safety in consideration of others. You have the responsibility to follow smoking regulations.
15. You have the right to refuse medical treatment in accordance with the Bureau of Prisons policy. Refusal of certain diagnostic tests for infectious diseases can result in administrative actions against you. You have the right to be counseled regarding the possible consequences of refusing medical treatment.	15. You have the responsibility to notify health services regarding any ill-effects that occur as a result of your refusal. You also accept the responsibility to sign the treatment refusal form.

## FACILITIES DEPARTMENT

The Facilities Department is responsible for maintenance and construction of the physical plant, including motor vehicles and heavy equipment.

Maintenance or repairs to your room or area of concern will be accomplished by notifying the Unit Officer or appropriate staff member who will initiate a Work Request for signature by the respective department head. This request will then be forwarded to Facilities Department who will ensure repairs are made. Do not attempt repairs or adjustments yourself.

This facility will adhere to energy conservation practices and we need your cooperation. Make sure lights and water faucets are turned off when not in use.

## ACCESS TO LEGAL SERVICES

**Legal Correspondence** - Legal correspondence from attorneys will be treated as Special Mail if it is properly marked. The envelope must be marked with the attorney's name 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 the responsibility of the inmate to advise his attorney about this policy. If legal mail is not properly marked, it will be opened as general correspondence.

**Attorney Visits** - Attorney visits will be arranged by the Unit Team. Attorneys will be required to contact the inmate's Case Manager or Counselor at least forty-eight (48) hours prior to the requested visit. Attorneys are encouraged to visit during regular visiting hours. However, visits from an attorney can be arranged at other times based on the circumstances of each case and available staff. Attorney visits will be subject to visual monitoring, but not audio monitoring. The assignment of the privacy rooms in the Visiting Room will be on a first come basis. Inmates are expected to refer to Institution Supplement Visiting Regulations for further information or reference. During attorney visits, a reasonable amount of legal materials may be allowed in the visiting area with prior approval. Only that material needed for litigation in which the inmate is currently engaged, will be allowed in the Visiting Room. The same will be searched for contraband. If there is a need to exchange legal materials, the same will be accomplished via U.S. Mail.

**Attorney Phone Calls** - In order to make an unmonitored phone call between an attorney and an inmate, the inmate must follow procedures established in Institution Supplement Telephone Regulations for Inmates. Phone calls placed through the regular inmate phones are subject to monitoring.

**Law Library** - The Law Library contains a variety of legal reference materials for use in preparing legal papers. Reference materials include the United States Code Annotated, Federal Reporter, Supreme Court Reporter, certain Bureau of Prisons Program Statements, certain Institution Supplements, Indexes, and other legal materials. The Law Library is open during convenient non-working hours, including weekends. An inmate Law Library Clerk will be available for assistance in legal research. Legal materials are also available to inmates in Administrative Detention or Disciplinary Segregation status, via the Basic Law Library in the Special Housing Unit.

**Notary Public** - Notary services are not routinely provided to inmates. Under Title 18 U.S.C. §4004, the Case Manager can sign and affix his or her own stamp, which advises the reader that they are authorized by Federal Law to administer oaths and acknowledgments of federal inmates and that will suffice for most documents. Not all documents require a Notary signature. In the event an inmate believes he needs Notary services, he will be required to request such from his Unit Team, who will ensure that a notarized signature is required for the document. Once appropriate proof of need is provided to the Unit Team, the inmate will be required to bring a signed cop-out to the Notary during the established open house hours. Notary services will be provided on Wednesdays from 1:30 P.M. until 2:30 P.M., in Lycoming Unit. This service will be provided to the inmates who meet the above criteria at no cost. It should be noted that a Notary may refuse to notarize any document that appears to be fraudulent, illegal, or otherwise inappropriate or does not meet the need for a notaries signature. In the event that the compound is closed at that time, other arrangements will be made.

**Copies of Legal Materials** -A photocopy vending machine is available in the Education Department for reproduction of legal materials. Inmates are responsible for purchasing vending credits from the commissary, which they will use to photocopy material on the aforementioned photocopier. Vending credits must be purchased at the commissary on the inmate's regular scheduled shopping day. Vending credits are written onto the inmate's personal identification card. Inmates can make copies at a cost of \$.15 per page. In other words, \$.15 is deducted from the inmate's personal identification card. Credits must be purchased in \$1.00 quantities.

An inmate must maintain a balance of .80 on their card in order to utilize the copy machine. The inmate may purchase up to \$30.00 in vending debits and may have no more than \$35.00 in debits encoded on his ID card at any given time.

**Federal Tort Claims** - To file an administrative Federal Tort Claim, inmates must complete a Standard Form 95. They can obtain this form from the Trust Fund Supervisor.

**Inmate Access to Central Files** - An inmate may request review of discloseable portions of his Central File (plus Presentence Report and/or Summary) prior to the individual's Parole Hearing. Institution staff will permit the review of the Central File. Inmates should submit a request to their Unit Team for this disposition.

**Inmate Access to Other Documents** - An inmate can request access to the "Non-Disclosed Documents" in his Central File and Medical File, or other documents concerning himself that are not in his Central File or Medical File, by submitting a "Freedom of Information Act Request" to the Director of the Bureau of Prisons, Attention: FOI Request. Such a request must briefly describe the nature of records wanted and approximate dates covered by the record. The inmate must also provide his registration number and date of birth for identification purposes.

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

## PROBLEM RESOLUTION

**Inmate Request to Staff** - The Bureau form BP-Admin-70, commonly called a "Cop-Out", is used to make a written request to a staff member. Any type of request can be made with this form. "Cop-Outs" may be obtained in the Housing Units from the Correctional Officer on duty. Staff

members who receive a "Cop-Out" will answer the request in a "reasonable" period of time. The answer will be written on the bottom of the request form.

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

The first step of the Administrative Remedy Procedure is documentation of Informal Resolution attempts. Inmates may contact their Correctional Counselor or other designated Unit Staff Member to secure an Informal Resolution Form. The inmate will complete the top portion of the form and return the same to the Correctional Counselor or designated staff. The Counselor or designated staff member will investigate and document the results of his/her investigation in the bottom portion of the Informal Resolution within five calendar days of the date the inmate submitted the same to him/her.

After this form is completed, and if the issue cannot be informally resolved, the Counselor will issue a BP-229 (BP-9) Form. The inmate will then give the completed BP-229 and Informal Resolution to his Correctional Counselor for delivery to the Associate Warden's Secretary. The Associate Warden's Secretary will either log and receipt the complaint or forward the same to the Executive Assistant for rejection.

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.

Institution staff have twenty (20) calendar days to act on the complaint and to provide a written response to the inmate. This time limit for the response may be extended for an additional twenty (20) calendar days, but the inmate must be notified of the extension. When a complaint is determined to be of an emergency nature and threatens the inmate's immediate health or welfare, the reply will be made as soon as possible, or within forty-eight (48) hours from receipt of the complaint.

If the inmate is not satisfied with the response to the BP-9, he may file an appeal to the Regional Director. The Regional Appeal (BP-230) may be obtained from your assigned Correctional Counselor. 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 written on a BP-230 (BP-10) Form, and must have a copy of the BP-9 form and response attached. The Regional Appeal must be answered within thirty (30) calendar days, but the time limit may be extended an additional thirty (30) days. The inmate must be notified of the extension.

If the inmate is not satisfied with the response by the Regional Director, he may appeal to the Central Office of the Bureau of Prisons, within thirty (30) calendar days of the Regional Director's response.. The National Appeal must be made on a BP-231 (BP-11) Form and must have copies of the BP-9 and BP-10 Forms with responses. The BP-11 form may be obtained from the Correctional Counselor. The National Appeal must be answered within forty (40) calendar days, but the time limit may be extended an additional (30) days if the inmate is notified of the extension.

For more information on Administrative Remedy procedures, refer to Institution Supplement, Administrative Remedy Procedure of Inmates.

If an inmate believes a complaint is of such a sensitive nature that 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 that the complaint is sensitive, it shall be accepted and a response to the complaint will be processed. If the Regional Director does not agree that the complaint is sensitive, the inmate will be advised in writing of that determination. If the complaint is not determined to be sensitive, it will be returned. The inmate may then pursue that matter by filing a BP-9 at the institution.

If a BP-9 is filed to the Warden in direct appeal of an UDC sanctioned incident report, an inmate is allowed fifteen (15) calendar days from the date of his hearing to submit his appeal. If a BP-10 is filed to the Regional Office in direct appeal of a DHO sanctioned incident report, an inmate will adhere to the above required time frame of twenty (20) calendar days from the time he receives his DHO Report in writing.

### **DISCIPLINARY PROCEDURES**

It is the policy of the Bureau of Prisons to provide a safe and orderly environment for all inmates. Violation of Bureau Rules and Regulations are dealt with by the Unit Discipline Committees (UDC) or the Disciplinary Hearing Officer (DHO), for more serious violations. Included in this handbook is a copy of the Bureau's Prohibited Acts. If a staff member observes or believes he or she has evidence that an inmate has committed a prohibited act, the first step in the disciplinary process is writing an Incident Report. This is a written copy of the charges against the inmate. The incident report shall ordinarily be delivered to the inmate within twenty-four (24) hours of the time staff become aware of the inmate's involvement in the incident.

An informal resolution of the incident, if permissible, may be attempted by the Correctional Staff. If an Informal Resolution is accomplished, the incident report will not be placed in the inmate's Central File. Informal Resolution is encouraged by the Bureau of Prisons for all violations except those in the greatest or high severity categories. Violations in the greatest severity category must be forwarded to the Disciplinary Hearing Officer for final disposition. If an Informal Resolution is not accomplished, the Incident Report is forwarded to the UDC for an initial hearing.

Inmates must ordinarily be given an Initial Hearing within three (3) work days of the time staff become aware of the inmate's involvement in the incident (excluding day staff became aware of the incident, weekends, and holidays). The inmate is entitled to be present at the initial hearing. The inmate may make statements or present documentary evidence on his behalf. The UDC must give its decision in writing to the inmate by the close of business the next work day. The UDC may extend the time limits of these procedures for good cause. The Warden must approve any extension over five (5) days. The inmate must be provided with written reasons for any extension. The UDC will either make final disposition of the incident or refer it to the Disciplinary Hearing Officer (DHO) for final disposition.

**Discipline Hearing Officer (DHO)** - The DHO conducts disciplinary hearings on serious rule violations. The DHO may not act on a case that has not been referred by the Unit Discipline Committee (UDC).

An inmate will be provided with advance written notice of the charges not less than twenty-four (24) hours before the inmate's scheduled appearance before the DHO. The inmate may waive this requirement. An inmate will be provided with a full-time staff member of his choice to represent him, if requested. An inmate may make statements in his own defense and may produce documentary evidence. The inmate may present a list of

witnesses and request they testify at the hearing. Inmates may not question a witness at the hearing; the staff representative and/or the DHO will question any witness for the inmate. An inmate may submit a list of questions for the witness(es) to the DHO if there is no staff representative. The DHO will request a statement from all unavailable witnesses whose testimony is deemed relevant.

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

**Appeals of Disciplinary Actions** - Appeals of all disciplinary actions may be made through Administrative Remedy Procedures. All UDC appeals begin with an Administrative Remedy request form BP-229 (BP-9) to the Warden. All DHO appeals begin with an Administrative Remedy request form BP-230 (BP-10) to the Regional Director. If you are not satisfied with the initial response you can continue the Administrative Remedy process. For a UDC appeal you must complete all three levels of Administrative Remedy in sequence. BP-9, (Warden) BP-10, (Regional Director) and BP-11 (General Counsel). For a DHO appeal you must complete the last two levels of Administrative Remedy in sequence. The same time frames for timely submissions listed under the Administrative Remedy Process above will be adhered to for all disciplinary appeals.

On appeal, the following items will be considered:

Whether the UDC or DHO substantially complied with the regulations on Inmate Discipline  
 Whether the UDC or DHO based its decisions on substantial evidence

Whether an appropriate sanction was imposed according to the severity level of the prohibited act

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

**Special Housing Unit Status** - The two statuses of special housing are Administrative Detention and Disciplinary Segregation.

Administrative Detention separates an inmate from the general population. To the extent possible, inmates in Administrative Detention shall be provided with the same general privileges as inmates in general population. An inmate may be placed in Administrative Detention when the inmate is in holdover status during transfer, for protection, or when finishing confinement in Disciplinary Segregation.

Disciplinary Segregation is used as a sanction for violations of Bureau of Prisons Rules and Regulations. Inmates in Disciplinary Segregation will be denied certain privileges. Personal property will usually be impounded. Inmates placed in Disciplinary Segregation are provided with blankets, a mattress, a pillow, toilet tissue, and shaving articles (as necessary). Inmates may possess legal and religious materials while in Disciplinary Segregation. Also, staff will provide a reasonable amount of non-legal reading material. Inmates in Disciplinary Segregation shall be seen by a member of the medical staff daily, including weekends and holidays. A Unit staff member will visit the Special Housing Unit daily. Inmates in both Administrative Detention and Disciplinary Segregation are reviewed through Segregation Reviews concerning their status.

## **INMATE RIGHTS AND RESPONSIBILITIES**

<u>RIGHTS</u>	<u>RESPONSIBILITIES</u>
1. You have the right to expect that as a human-being you will be treated respectfully and fairly by all personnel.	1. You have the responsibility to treat others, both employees and inmates in the same manner.
2. You have the right to be informed of the procedures, and schedules concerning the operations of the institution.	2. You have the responsibility to know and abide by them.
3. You have the right to freedom of religious affiliation and voluntary religious worship.	3. You have the responsibility to recognize and respect the rights of others in this regard.
4. You have the right to health care, which includes nutritious meals, proper bedding and clothing and a laundry schedule for cleanliness of the same, opportunity to shower regularly, proper ventilation for warmth and fresh air, a regular exercise period, toilet articles and medical and dental treatment.	4. It is your responsibility not to waste food, to follow the laundry and shower schedule, to clean living quarters to keep your area free of any contraband, to seek medical and dental care as you may need it.
5. You have the right to visit and correspond with family members and friends and correspond with members of the news media in keeping with Bureau rules and institution guidelines.	5. It is your responsibility to conduct yourself properly during visits, not to accept contraband and not to violate the law or Bureau regulations through your correspondence.
6. You have the right to unrestricted and confidential access to the courts by conviction, civil matters, pending criminal cases, and conditions of your imprisonment).	6. You have the responsibility to present honestly.
7. You have the right to legal counsel from an attorney of your choice by interviews and correspondence.	7. It is your responsibility to use the services of an attorney honestly and fairly.

8.	You have the right to participate in the use of Law Library reference materials to assist you in resolving legal problems. You also have the right to receive help when it is available through a legal assistance program.	8.	It is your responsibility to use these resources in keeping with the procedures schedule prescribed and to respect the rights of other inmates to the use of materials and assistance.
9.	You have the right to a wide range of reading materials for educational purposes and for your own enjoyment. These materials may include magazines and newspapers sent from the community, with certain use of restrictions.	9.	It is your responsibility to seek and utilize such materials for personal benefit without depriving others of equal rights to use of this material.
10.	You have the right to use your funds for commissary and other purchases, consistent with institution security and good order, opening bank and/or savings accounts, and for assisting your family.	10.	You have the responsibility to meet your financial and legal obligations, including but not limited to, court-imposed assessments, fines and restitution. You also have the responsibility to make use of your funds in a manner consistent with your family needs, and for other obligations that you may have.

**SUMMARY OF DISCIPLINARY SYSTEM**

Table 1

<b>PROCEDURES</b>		<b>DISPOSITIONS</b>
1.	Incident involving possible prohibited commission of prohibited acts	<p>Except for acts in the greatest or high severity categories, the writer of the report may resolve informally or drop the charges. Except for prohibited acts in the greatest or high severity categories, the Lieutenant may resolve informally or drop the charges.</p> <p>Unit Discipline Committee may drop or resolve informally any Moderate or Low Moderate charge, impose allowable sanctions or refer To the Discipline Hearing Officer.</p> <p>The Discipline Hearing Officer may impose allowable sanctions or drop the charges.</p> <p>The appropriate reviewing official (the Warden, Regional Director, or General Counsel may approve, modify, reverse, or send back with directions including ordering a rehearing but may not increase the sanctions imposed in an valid disciplinary action taken.</p>
2.	Staff prepares the Incident Report and forwards it to the Lieutenant.	
3.	Appointment of an investigator who conducts the investigation and forwards material to the Unit Discipline Committee.	
4.	Initial hearing before the Unit Discipline Committee.	
5.	Hearing before Discipline Hearing Officer.	
6.	Appeals through Administrative Remedy Procedure.	

**TIME LIMITS IN DISCIPLINARY PROCESS**

Table 2

1.	Staff becomes aware of inmate's involvement in incident.	
	ordinarily maximum of 24 hours	
2.	Staff gives inmate notice of charges by delivering Incident Report	
		maximum ordinarily of three (3) of 3 work days from the time staff became aware of the inmate's involvement in the incident. (Excludes the day staff became aware of involvement, weekends and holidays.



100	Killing	A.	Recommended parole date rescission or retardation
101	Assaulting any person (includes sexual assault) 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 sanction may not be been attempted or carried out by an inmate	B.	Forfeit earned statutory good time (up to 100%) and/or terminate or disallow extra good time (an extra good time suspended).
102	Escape from escort; from a secure institution Security Level Low through High and administrative Institutions); or escape from a Security Level Minimum institution with violence	*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). PLRA/VCCLEA at least 40 days GCT And may forfeit non-vested GCT up to 100%.
103	Setting a fire (charged with this act in this category only when found to pose a threat to life or a threat of serious bodily harm or in furtherance of a prohibited act of Greatest Severity, e.g., in furtherance of a riot or escape; otherwise the charge is properly classified Code 218, or 329)	C.	Disciplinary Transfer
104	Possession, manufacture or introduction of a gun, firearm, weapon, sharpened instrument, knife, dangerous chemical, explosive or any ammunition	D.	Disciplinary segregation (up to 60 days)
105	Rioting	E.	Make monetary restitution
106	Encouraging others to riot	F.	Withhold statutory good time (Note - can be in addition to A through E cannot be the only sanction executed) executed
107	Taking hostage (s)	G.	Loss of Privileges (Note can be in addition to A through E cannot be the only sanction
108	Possession, manufacture, or introduction 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., hack-saw blade) (Not to be used)		
109	Refusing to provide a urine sample or to take part in other drug abuse testing		
110	Refusing to provide a urine sample or to take part in other drug abuse testing		
111	Introduction of narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		
112	Use of narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		
113	Possession of narcotics, marijuana, drugs, or related paraphernalia not prescribed for the individual by the medical staff.		
197	Use of the telephone to further criminal activity.		
198	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.		
199	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Greatest Severity nature.</u> ) This charge is to be used only when another charge of greatest severity is not applicable.		
			Sanctions A-G

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>HIGH SEVERITY CATEGORY</u>	<u>SANCTIONS</u>
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200	Escape from unescorted community programs and activities and open Institutions (Security Level Minimum) and from outside secure institutions without violence	A.	Recommend parole date rescission or retardation
201	Fighting with another person	B.	Forfeit earned statutory good time up to 50% or up to 60 days, whichever less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
202	(Not to be used)		
203	Threatening another with bodily harm or 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	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). PLRA/VCCLEA offenses required to take 27 days GCT and forfeit non-vested GCT of 50% or 60 days, whichever is less.
205	Engaging in sexual acts		
206	Making sexual proposals or threats to another	C.	Disciplinary transfer (recommend)
207	Wearing a disguise or a mask	D.	Disciplinary Segregation (up to 30 days)
208	Possession of any unauthorized locking device, or lockpick, or tampering with or blocking any lock device (include keys), or destroying, altering, interfering with, improperly using, or damaging any security device mechanism or procedure	E.	Make monetary restitution
209	Adulteration of any food or drink	F.	Withhold statutory good time
210	(Not to be used)	G.	Loss of privileges commissary, movies, recreation, etc.
211	Possessing any officer's or staff clothing	H.	Change housing (quarters)
212	Engaging in, or encouraging a group demonstration	I.	Remove from program and/or group activity
213	Encouraging others to refuse to work, or to participate in a work stoppage	J.	Loss of job
214	(Not to be used)	K.	Impound inmate's personal property
215	Introduction of alcohol into BOP Facility	L.	Confiscate contraband
216	Giving or offering an official or staff member a bribe, or anything of value	M.	Restrict to quarters
217	Giving money to, or receiving money from, any person for purposes of introducing contraband or for any other illegal or prohibited purposes		
218	Destroying, altering, or damaging government property, or the property of another person, having a value in excess of \$100.00 or destroying, altering, or damaging life-safety devices (e.g., fire alarm) regardless of financial value		Sanctions A - M
219	Stealing (theft; this includes data obtained through the unauthorized use of a communications facility, or through the unauthorized access to disks, tapes, or computer printouts or other automated equipment on which data is stored.		
220	Demonstrating, practicing, or using martial arts, boxing (except for use of a punching bag), wrestling, or other forms of physical encounter, or military exercises or drill		
221	Being in an unauthorized area with a person of the opposite sex without staff		
222	Making, possessing, or using intoxicants		
223	Refusing to breathe into a breathalyzer or take part in other testing for use of alcohol		
224	Assaulting any person (charged with this act only when a less serious physical injury or contact has been attempted or carried out by an inmate)		
297	Use of the telephone for abuses other than criminal activity (e.g., circumventing telephone monitoring procedures, possession and/or use of another inmate's PIN number; third party calling/third party billing/ using credit card numbers to place telephone calls; conference calling; talking in code).		
298	Interfering with a staff member in the performance of duties. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.		
299	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. (Conduct must be of the High Severity nature.) This charge is to be used only when another charge of high severity is not applicable.		

CODE

PROHIBITED ACTS

**MODERATE SEVERITY CATEGORY**

SANCTIONS

300	Indecent exposure	A.	Recommend parole date rescission or retardation
301	(Not to be Used)	B.	Forfeit earned statutory good time up to 25% or up to 30 days, whichever is less, and/or terminate or disallow extra good time (an extra good time sanction may not be suspended)
302	Misuse of authorized medication		
303	Possession of money or currency		
304	Loaning of property or anything of value for profit		
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	*B1	Disallow ordinarily up to 25% (1-14 days) of good conduct time available. PLRA/VCCLEA DHO is required to disallow 12 days GCT for second incident report incurred within anniversary year and may reflect unvested GCT of 25% or 30 days, whichever is less
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 would be charged as Code 110)		
308	Violating a condition of furlough	C.	Disciplinary Transfer (recommend)
309	Violating a condition of a community program	D.	Disciplinary Segregation
310	Unexcused absence from work or program assignment	E.	Make monetary restitution
311	Failing to perform work as instructed by the supervisor	F.	Withhold statutory good time
312	Insolence towards a staff member	G.	Loss of privileges; commissary, movies, recreation, etc.
313	Lying or providing a false statement to a staff member	H.	Change housing (quarters)
314	Counterfeiting, forging, or unauthorized reproduction of any document, article of identification, money, security, or official paper. (May be categorized in terms of greater severity according to the nature of the item being reproduced; e.g., counterfeiting release papers to effect escape, Code 102 or Code 200)	I.	Remove from program and or group activity
315	Participating in an unauthorized meeting or gathering	J.	Loss of job
316	Being in an unauthorized area	K.	Impound inmate's personal property
317	Failure to follow safety or sanitation regulations	L.	Confiscate contraband
318	Using any equipment or machinery which is not specifically authorized	M.	Restrict to quarters
319	Using any equipment or machinery contrary to instructions or posted safety standards	N.	Extra Duty
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 and one's quarters in accordance with posted standards		
331	Possession, manufacture, or introduction of a non-hazardous tool or other non-hazardous contraband (tool not likely to be used in an escape or escape attempt, or to serve as a weapon capable of doing serious bodily harm to others, or not hazardous to institutional security or personal safety; Other non-hazardous contraband includes such items as food or cosmetics)		
332	Smoking where prohibited.		
397	Use of the telephone for abuses other than criminal activity (e.g., conference calling, possession and/or use of another inmate's PIN number, three-way calling, providing false information for preparation of a telephone list).		
398	Interfering with a staff member in the performance of duties. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.		
399	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. ( <u>Conduct must be of the Moderate Severity nature.</u> ) This charge is to be used only when another charge of moderate severity is not applicable.		
			Sanctions A - N

**LOW SEVERITY CATEGORY**

<u>CODE</u>	<u>PROHIBITED ACTS</u>	<u>SANCTIONS</u>
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400	Possession of property belonging to another person	*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 is found to 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) (time sanction may not be (a good conduct suspended)* PLRA/VCCLEA requires DHO to forfeit 6 days GCT.
401	Possessing unauthorized amount of otherwise authorized clothing		
402	Malingering, feigning illness		
403	(Not to be used)		
404	Using abusive or obscene language		
405	Tattooing or self-mutilation		
406	(Not to be used)		
407	Conduct with a visitor in violation of Bureau regulations (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction)		
408	Conducting a business		
409	Unauthorized physical contact (e.g., kissing, embracing)		
410	Unauthorized use of mail (Restriction, or loss for a specific period of time, of these privileges may often be an appropriate sanction) (May be categorized and charged in terms of greater severity according to the nature of the unauthorized use; e.g., the mail is used for planning facilitating, committing an armed assault on the institution's secure perimeter, would be charged as Code 101, Assault)		
497	Use of the telephone for abuses other than criminal activity (e.g., exceeding the 15 minute time limit for telephone calls; using the telephone in an unauthorized area; placing of an unauthorized individual on the telephone list).		
498	Interfering with a staff member in the performance of duties. <u>This charge is to be used only when another charge of low moderate severity is not applicable.</u>		
499	Conduct which disrupts or interferes with the security or orderly running of the institution or the Bureau of Prisons. <u>(Conduct must be of the Low Moderate Severity nature.)</u> This charge is to be used only when another charge of low moderate severity is not applicable.		
		E.	Make monetary restitution
		F.	Withhold statutory good time
		G.	Loss of privileges
		H.	Change housing (quarters)
		I.	Remove from program
		J.	Loss of job
		K.	Impound inmate's personal property
		L.	Confiscate contraband
		M.	Restrict to quarters
		N.	Extra duty
		O.	Reprimand of duties
		P.	Warning

\*Sanction B.1 may be imposed in the Low Moderate category only where the inmate has committed the same low moderate prohibited act more than one time within a six-month period.

Aiding another person to commit any of these offenses, attempting to commit any of these offenses, and making plans to commit any of these offenses, in all categories of severity, shall be considered the same as a commission of the offense itself. When the prohibited act is interfering with a staff member in the performance of duties (Code 198, 298, 398, or 498), or Conduct Which Disrupts (Code 199, 299, 399, or 499), the DHO or UDC, in its findings, should indicate a specific finding of the severity level of the conduct, and a comparison to an offense (or offenses) in that severity level which the DHO or UDC finds is most comparable. For example, "We find the act of \_\_\_\_ to be of High severity, most comparable to prohibited act 212, Engaging in a Group Demonstration".

#### **TABLE 4 - SANCTIONS**

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

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

B. Forfeit earned statutory good time and/or terminate or disallow extra good time. The statutory good time available for forfeiture is limited to an offense for which forfeiture action is taken, by the applicable monthly rate specified in 18 U.S.C.4161 (less any previous forfeiture or withholding outstanding). Disallowance of extra good time is limited to the extra good time for the calendar month in which the violation occurs. It may not be withheld or restored. The sanction of termination or disallowance of extra good time may not be suspended.

Authority to restore forfeited statutory good time is delegated to the Warden. This decision may not be delegated lower than the Associate Warden level. Limitations on this sanction and eligibility for restoration are based on the severity scale (See Table 6).

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

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

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

B.1 Disallowance of good conduct time. An inmate sentenced under the Sentencing Reform Act provisions of the Comprehensive Crime Control Act (includes the inmate who committed his or her crime before September 13, 1994) may not receive statutory good time, but is eligible to receive 54 days good conduct time credit each year (18 U.S. C. 3624(b)). Once awarded, the credit

is vested and may not be disallowed. Once disallowed, the credit may not be restored, except by immediate review or appeal action as indicated below. Prior to this award being made, the credit may be disallowed for an inmate found to have committed a prohibited act.

Additional sentence procedures have been established pursuant to the Violent Crime Control and Law Enforcement Act (VCCLEA) of 1994 and the Prison Litigation Reform Act (PLRA) of 1996. The VCCLEA became effective on September 13, 1994, and applies to offenses that occurred on or after that date but prior to April 26, 1996. The PLRA became effective on April 26, 1996, and applies to offenses that occurred on or after that date. Thus, there are three different "New Law" sentencing provisions (SRA, VCCLEA, and PLRA).

VCCLEA offenses are identified either violent or non-violent and essentially has created two sentencing systems within VCCLEA. The requirements for VCCLEA non-violent offenders are the same as those sentenced under SRA. The exception is that VCCLEA non-violent offenders may have non-vested good time forfeited if they are "GED Unsat".

Policy allows for the forfeiture of unvested GCT for VCCLEA violent and PLRA inmates. For VCCLEA violent offenders, the GCT does not vest until they have completed their GED or are "making satisfactory progress toward earning a GED." An inmate will be deemed to be making 'satisfactory' progress unless he/she refuses to enroll in school, withdraws or is found guilty of a prohibited act that occurs in the literacy program.

Once an inmate becomes 'unsatisfactory' by doing one of the above, he/she will have to enroll in the program and receive a 'satisfactory' rating after 240 hours of instruction in order to regain 'satisfactory' progress status. PLRA inmates GCT does not vest until the inmate is released from custody.

The following are the changes applied to VCCLEA and PLRA inmates:

Greatest Severity Offenses-All cases must be referred to the DHO for disposition. The DHO must impose a minimum sanction of loss of 40 days GCT and may forfeit non-vested GCT up to 100%.

High Severity Offenses -All 200 series incident reports incurred by VCCLEA violent and PLRA inmates must be referred to the DHO for disposition. The DHO is required to disallow 27 days GCT and may forfeit non-vested GCT of 50% or 60 days, whichever is less.

Moderate Severity Offenses -The UDC may conduct the first 300 series incident report in an anniversary year. The second 300 series incident report incurred by an inmate in the anniversary year must be referred to the DHO, unless UDC specifies in writing why referral to the DHO is not warranted. The DHO is required to disallow 13 days GCT for a 300 series incident report and may forfeit unvested GCT of 25% or 30 days, whichever is less.

Low/Moderate Severity Offenses-The UDC may conduct the first two 400 series incident reports which a VCCLEA violent or PLRA inmate incurs within the anniversary year. The third and subsequent 400 series incident reports incurred by an inmate in the anniversary year are to be referred to the DHO for disposition, unless the UDC states in writing why referral is not warranted. The third 400 series incident report incurred within an anniversary year by a VCCLEA or PLRA inmate requires the DHO to disallow 6 days GCT.

The decision of the DHO is final and is subject only to review by the Warden to ensure conformity with the provisions of the disciplinary policy and by inmate appeal through the Administrative Remedy Procedures. The DHO is to ensure that the inmate is notified that any appeal of a disallowance of good conduct time must be made within the time frames established in the Bureau's rule on Administrative Remedy Procedures.]

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

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

Where a present or impending emergency requires immediate action, the Warden may recommend for approval of the Regional Director the transfer of an inmate prior to either a UDC or DHO hearing.

Transfers for disciplinary reasons prior to a hearing before the UDC or DHO may be used only in emergency situations and only with approval of the Regional Director. When an inmate is transferred under these circumstances, the sending institution shall forward copies of incident reports and other relevant materials with completed investigation to receive a hearing at the receiving institution as soon as practicable under the circumstances to consider the factual basis of the charge of misconduct and the reasons for the emergency transfer. All procedural requirements applicable to UDC or DHO hearings contained in this rule are appropriate, except that written statements of unavailable witnesses are liberally accepted instead of live testimony. Transfers from one region to another require the approval of both the sending and receiving Regional Directors.

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

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

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

An inmate's commissary privileges may be suspended or limited until restitution is made.

- F. Withholding statutory good time. The DHO may direct that an inmate's good time be withheld. Withholding of good time should not be applied as a universal punishment to all persons in disciplinary segregation status. Withholding is limited to the total amount of good time creditable for the single month during which the violation occurs.

Some offenses, such as refusal to work at an assignment, may be recurring, thereby permitting, when ordered by the DHO, consecutive withholding actions. When this is the intent, the DHO shall specify at the time of the initial DHO hearing that good time may be withheld until the inmate elects to return to work.

During the running of such a withholding order, the DHO shall review the offense with the inmate on a monthly basis. For an on-going offense, staff need not prepare a new incident report or conduct an investigation or Initial Hearing (UDC). The DHO shall provide the inmate an opportunity to appear in person and to present a statement orally or in writing. The DHO shall document its action on, or by an attachment to, the initial Institution Discipline report. If further withholding is ordered, the DHO shall advise the inmate of the inmate's right to appeal through the Administrative Remedy procedures.

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

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

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

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

- G. Loss of privileges: commissary, movies, recreation, etc. The DHO or UDC may direct that an inmate forego specific privileges for a specified period of time. Ordinarily, loss of privileges is used as a sanction in response to an abuse of that privilege: e.g., loss of telephone privileges for a specified period of time for an abuse of the telephone privilege. However, loss of leisure privileges, such as movies, television, and recreation may be appropriate sanctions in some cases for misconduct which is not related to the privilege.

After careful consideration of all relevant facts, the UDC or DHO may impose a loss of privilege sanction not directly related to the offense, provided there is a belief that the imposed sanction will have a significant impact on the inmate's future behavior.

Sanction G cannot be used to take away recreation privileges for inmates in Special Housing, but may be used as a sanction for general population.

- H. Change housing (quarters). The DHO or UDC may direct that an inmate be removed from current housing and placed in other housing.
- I. Remove from program and/or group activity. The DHO or UDC may direct that an inmate forego participating in any program or group activity for a specified period of time.
- J. Loss of job. The DHO or UDC may direct that an inmate be removed from present job and/or be assigned to another job.
- K. Impound inmate's personal property. The DHO or UDC may direct that an inmate's personal property be stored in the institution (when relevant to offense) for a specified period of time.
- L. Confiscate contraband. The DHO or UDC may direct that any contraband in the possession of an inmate be confiscated and disposed of appropriately.
- M. Restrict to quarters. The DHO or UDC may direct that an inmate be confined to quarters or in its immediate area for a specified period of time.
- N. Extra Duty. The DHO or UDC may direct that an inmate perform tasks other than those performed during regularly assigned institutional job.
- O. Reprimand. The DHO or UDC may reprimand an inmate either verbally or in writing.
- P. Warning. The DHO or UDC may verbally warn an inmate regarding committing prohibited act(s).

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

TABLE 5

SANCTIONS FOR REPETITION OF PROHIBITED ACTS WITHIN SAME CATEGORY

When the Unit Discipline Committee or DHO finds that an inmate has committed a prohibited act in the Low Moderate, Moderate, or High category, and when there has been a repetition of the same offense(s) within recent months (offenses for violation of the same code), increased sanctions are authorized to be imposed by the DHO according to the following chart. (Note: An informal resolution may not be considered as a prior offense for purposes of this chart.)

<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Offense</u>	<u>Frequency Of Repeated</u>	<u>Sanction Permitted</u>
Low Moderate (400 Series)	6 months		2nd offense	Low Moderate Sanctions, plus 1. Disciplinary segregation, up to 7 days 2. Forfeit earned SGT up to 10% or up to 15 days whichever is less, and/or terminate or disallow extra good time (an EGT sanction may not be suspended)
			3rd offense,	Any sanctions a or more available in Moderate (300) and Low Moderate (400) series
<u>Category</u>	<u>Prior Offense (Same Code) Within Time Period</u>	<u>Offense</u>	<u>Frequency Of Repeated</u>	<u>Sanction Permitted</u>
Moderate (300 Series)	12 months		2nd offense	Moderate Sanctions (A,C,E-N), plus 1. Disciplinary Segregation, up to 21 days  2. Forfeit earned SGT up to 37.5% or up to 45 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended)
			3rd offense	Any sanctions available in Moderate (300) and High (200) series
High (200 series)	18 months		2nd offense	High Sanctions(200 (A,C,E-M), plus 1. Disciplinary Segregation, up to 45 days  2. Forfeit earned SGT up to 75% or up to 90 days, whichever is less, and/or terminate or disallow EGT (an EGT sanction may not be suspended)
			3rd offense,	Any sanction or more in High (200) and Greatest (100) series

**TABLE 6**

SANCTIONS BY SEVERITY OF PROHIBITED ACT, WITH ELIGIBILITY FOR RESTORATION OF FORFEITED AND WITHHELD STATUTORY GOOD TIME

<u>Severity of Act</u>	<u>Sanctions</u>	<u>Max Amt Forf SGT</u>	<u>Max Amt W/hd SGT</u>	<u>Elig. Restoration Forf SGT</u>	<u>Elig. Restoration W/Hd/SGT</u>	<u>Max Dis Seg</u>
Greatest	A-F	100%	Good time creditable for single month during which violation occurs Applies to all categories	24 mos	18 mos	60 days
High	A-M	50% or 60 days whichever is less		18 mos	12 mos	30 days
Moderate	A-N	25% or 30 days, whichever is less		12 mos	6 mos	15 days
Moderate	E-P	N/A		N/A(1st offense)	3 mos	N/A (1 <sup>st</sup> offense)
				*6 mos (2 <sup>nd</sup> or 3 <sup>rd</sup> offense in same category 3rd offense within six months		7 days(2 <sup>nd</sup> offense)  15 days in same category (3rd offense)

{NOTE: Restoration will be approved at the time of initial eligibility only when the inmate has shown a period of time with improved good behavior. When the Warden or his delegated representative denies restoration of forfeited or withheld statutory good time, the Unit Team shall notify the inmate

of the reason for denial. The Unit Team shall establish a new eligibility date, not to exceed six months from the date of denial.}

To ensure an inmate's case is not overlooked when statutory good time has been forfeited or withheld, the case is to be reviewed for eligibility requirements in accordance with the time frames established by P.S. 5322.8, Classification and Program Review of Inmates.

A recommendation of the Unit Team, whether for or against restoration, is to be forwarded (on BP 389/Record Form 84) to the Warden, through the DHO and Captain for disposition. Except as noted below, eligibility for restoration of withheld or forfeited statutory good time is computed from the date of the withholding or forfeiture action by the DHO.

An inmate who has escaped and receives a forfeiture at a subsequent in absentia hearing begins the eligibility for restoration period upon return to custody of the Bureau of Prisons. The Warden will refer for approval of the Regional Director a case where the Warden determines exceptional circumstances support restoration of statutory good time prior to completion of the eligibility requirements.

[An inmate with an approaching parole effective date, or an approaching mandatory release or expiration date, who also has forfeited good time may be placed in a Community Corrections Center only if that inmate is otherwise eligible under Bureau policy and if there exists a legitimate documented need for such placement. The length of stay at the Community Corrections Center is to be held to the time necessary to establish residence and employment.]

## LAWS/COURT ACTIONS EFFECTING SECURITY OF 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.

## INMATE ELECTRONIC MESSAGING SYSTEM (TRULINCS)

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

### CONTACT LISTS:

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

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

### ACCESS:

Access to TRULINCS is provided by terminals located in each housing unit and is available during the same hours of telephone operations.

Using the electronic messaging system is accomplished only after an inmate has purchased minutes (TRU-Units) which transfers funds from the commissary/inmate account to the TRULINCS account. **Once an inmate transfers funds to purchase TRU-Units from their TRUFACS, it cannot be reversed - with the exception of release or an extended messaging restriction (30 days or longer).** Inmates may purchase from 40 to 600 TRU-Units at one time and their TRUFACS account is immediately deducted. Each TRU-Unit is charged at \$.05 to the account. Inmates may also check their account balances for inmate accounts, TRUFONE, and TRULINCS.

### RESTRICTIONS:

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

## **MISCELLANEOUS INFORMATION:**

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

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

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

## **ELECTRONIC LAW LIBRARY:**

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

## **PRINT SERVICES:**

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