





# Program Statement

OPI: CPD  
NUMBER: 5322.11  
DATE: 3/11/99  
SUBJECT: Classification and  
Program Review of  
Inmates

1. [PURPOSE AND SCOPE §524.10. It is the policy of the Bureau of Prisons to classify each newly committed inmate within four weeks of the inmate's arrival at the institution designated for service of sentence and to conduct subsequent Program Reviews for each inmate at regular intervals. The Warden shall establish procedures to ensure that a newly committed inmate is promptly assigned to a classification team.]

2. SUMMARY OF CHANGES. Significant changes in this revision include the following:

- ! implements a September 1996 Executive Staff decision prohibiting an inmate from waiving attendance at his or her program review(s),
- ! requires that the last six Program Review Reports be maintained in the Inmate Central File,
- ! emphasizes the importance of reporting inmate progress in terms of measurable goals, and
- ! revises the Program Review Report.

3. PROGRAM OBJECTIVES. The expected results of this program are:

- a. All classification and Program Review decisions will be made by an appropriate team of correctional specialists.
- b. All departments will have the opportunity to contribute to the classification process.

**[Bracketed Bold - Rules]**  
Regular Type - Implementing Information

c. All inmates will have the opportunity to communicate directly with the staff who make classification decisions.

d. All inmates will be classified within appropriate time frames in accordance with security, custody, and program needs.

4. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5322.10 Classification and Program Review of Inmates  
(9/4/96)

b. Directives Referenced

PS 1330.13 Administrative Remedy Program (12/22/95)  
PS 5070.10 Responses to Judicial Recommendations and  
U.S. Attorney Reports (6/30/97)  
PS 5070.11 Study and Observation Reports (12/31/97)  
PS 5100.06 Security Designation and Custody  
Classification System (6/7/96)  
PS 5110.12 Notifications of Release to State and Local  
Law Enforcement Officials (1/21/98)  
PS 5140.29 Transfer of Offenders To or From Foreign  
Countries (5/21/97)  
PS 5215.04 Youth Corrections Act (YCA) Institutions and  
Programs (9/23/93)  
PS 5290.10 Intake Screening (8/11/97)  
PS 5290.11 Admission and Orientation Program (3/5/98)  
PS 5321.06 Unit Management (7/31/96)  
PS 5325.05 Release Preparation Program, Institution  
(7/18/96)  
PS 5350.25 Literacy Program (GED Standard) (9/29/97)  
PS 5380.05 Inmate Financial Responsibility Program  
(12/22/95)  
PS 5800.11 Inmate Central File, Privacy Folder, and  
Parole Mini Files (9/8/97)  
PS 5803.07 Progress Reports (3/16/98)  
PS 7331.03 Pretrial Inmates (11/22/94)  
  
TRM 5802.01 SENTRY General Use Technical Reference Manual  
(6/1/94)

c. Rules cited in this Program Statement are contained in 28 CFR 524.10-16 and 551.107.

5. STANDARDS REFERENCED

a. American Correctional Association 3rd Edition Standards for Adult Local Detention Facilities: 3-ALDF-3E-04, 3-ALDF-IE-06, 3-ALDF-4B-01, 3-ALDF-4B-02.

b. American Correctional Association 3rd Edition Standards for Adult Correctional Institutions: 3-4282, 3-4283, 3-4284, 3-4285, 3-4286, 3-4287, 3-4288, 3-4289, 3-4290.

c. American Correctional Association Standards for Adult Correctional Boot Camps Programs: 1-ABC-4B-01, 1-ABC-4B-02, 1-ABC-4B-03, 1-ABC-4B-04, 1-ABC-4B-06.

d. American Correctional Association 2nd Edition Standards for Administration of Correctional Agencies: 2-CO-4A-01, 2-CO-4B-01.

6. PRETRIAL/HOLDOVER AND/OR DETAINEE PROCEDURES. Procedures specified in this Program Statement apply to inmates for whom Metropolitan Correctional Centers, Metropolitan Detention Centers, Federal Detention Centers, and Federal Transfer Centers have been designated for service of their sentences. This Program Statement is not applicable to holdover inmates. Procedures for pretrial inmates are specified in Section 13 of this Program Statement.

7. **[CLASSIFICATION TEAM §524.11. The Warden shall ensure that each department within the institution has the opportunity to contribute to the classification process.**

**a. At a minimum, each classification (unit) team shall include the unit manager, a case manager, and a counselor. An education advisor and a psychology services representative are also ordinarily members of the team. Where the institution does not have unit management, the team shall include a case manager, counselor, and one other staff member.]**

The Education Advisor is the unit classification team's consultant and expert regarding all education, recreation, and vocational training matters. The Education Advisor may be assigned to one or more unit teams, and therefore may not be able to attend all Initial Classification or Program Review meetings. While attendance at these meetings is preferred and strongly recommended, it may be waived with the Warden's written approval. When not in attendance, the Education Advisor shall provide the unit classification team with a written report of the progress

and/or measurable needs of all unit inmates relative to education, recreation, and vocational training matters at each Initial Classification and subsequent Program Reviews.

The Unit Psychologist is not required to serve as a regularly attending unit classification team member. However, Unit Psychologists are responsible for providing the unit classification team with written psychological reports for inmates scheduled for a team meeting.

Health Services staff shall ensure that SENTRY Medical Duty Status (MDS) assignments are accurate and current medical information is forwarded to the unit classification team at least one week prior to classification. Ordinarily, the Correctional Counselor shall contact Health Services staff when necessary to ensure SENTRY MDS assignments are current and accurate.

**[b. Each member of the classification team shall individually interview the newly arrived inmate within five working days of the inmate's assignment to that team].**

The Unit Manager shall establish procedures to ensure inmates are interviewed within five working days of arrival on the unit. When these procedures occur in conjunction with the unit's phase of the Admission and Orientation (A&O) Program, the prompt interview of inmates can facilitate compliance with the five-day interview requirement. At each interview, the unit team member should become familiar with the inmate and areas of concern identified during the Intake Screening and the A&O process.

#### 8. [INITIAL CLASSIFICATION AND PROGRAM REVIEWS §524.12

**a. The Warden or designee shall ensure that each newly committed inmate is scheduled for Initial Classification within four weeks of the inmate's arrival at the designated institution.]**

While the Case Manager actually schedules the inmate's appearance before the unit classification team, the Unit Manager monitors the scheduling of unit classification meetings. Therefore, Unit Managers are to be identified ordinarily as the designee to ensure Case Managers meet Initial Classification time requirements.

There are only two types of unit classification team meetings

- ! Initial Classification and
- ! Program Reviews.

Initial Classifications occurs within four weeks of the inmate's arrival at the designated institution following sentencing and initial commitment to Bureau custody. All subsequent reviews of an inmate's status or progress are considered Program Reviews. When an inmate is redesignated, a Program Review must be held within **four** weeks of the inmate's arrival at the new institution.

An inmate's return to custody from the community requires a punctual reassessment of the inmate's program and security needs, especially when allegations of new criminal conduct or technical violations of supervision may have occurred. Thus, an inmate who returns to an institution as a parole, mandatory, or supervised release violator shall be scheduled for an Initial Classification within two weeks of arrival. All subsequent unit classification team meetings for parole, mandatory, or supervised release violators are considered Program Reviews.

Former study cases shall not be scheduled for Initial Classification until the Inmate Central File is available.

**[b. Staff shall conduct a Program Review for each inmate at least once every 180 days. When an inmate is within twelve months of the projected release date, a Program Review shall be conducted at least once every 90 days.]**

Institution staff may schedule an inmate for a Program Review more frequently. In some cases, a Program Review date may occur while an inmate is away from the institution, or in the custody of other law enforcement agencies. Then, the unit classification team must conduct a Program Review meeting within two weeks of the inmate's return. Otherwise, the inmate's next Program Review shall occur as scheduled.

For inmates held in a Special Housing Unit during their regularly scheduled team meeting, unit staff shall hold an Initial Classification or Program Review meeting as scheduled when possible. Any delays should ordinarily not exceed two weeks from the originally scheduled review.

Unit classification team members are to review all relevant information before Initial Classification or Program Review.

In addition, each team member shall prepare in advance to provide the following specific information at the team meeting.

(1) The Unit Manager chairs and monitors the scheduling of an inmate's appearance before the unit classification team. If properly scheduled and the inmate fails to appear, ordinarily, disciplinary action will be taken. Following the team meeting, the Unit Manager must ensure that:

(a) All SENTRY assignments are current and accurate (e.g., FRP; DRG; PGM; VWP; WRK, RLG; PROG RPT; CMA assignments regarding the Release Preparation Program, Exemplary Compliance with the Violent Crime Control and Law Enforcement Act of 1994 (VCCLEA), and the Prison Litigation Reform Act (PLRA). Unit Managers should also ensure that all identifying data which includes INS, FBI and SSN numbers, along with other Inmate Load Data, Good Time Data, Security Designation Data, CMC Clearance and Separatee Data, Chronological Disciplinary Record, and Custody Classification forms are accurate.

(b) Acknowledgment of Inmate forms (BP-407 and 408) are correct, complete, and filed in section 3 of the Inmate Central File; and,

(c) The Judgment(s) in a Criminal Case are reviewed to ensure any judicial recommendations requiring unit team actions are addressed.

The Unit Manager (Chairperson) shall sign the Program Review Report certifying that all required team members are present. The Unit Manager shall also ensure that all SENTRY and Program Review Report data is current and accurate.

To review the inmate's Financial Responsibility Program status accurately, the Unit Manager must ensure that the inmate's trust fund record is obtained for all Program Reviews. This information shall include deposit, balance, and purchase activity from the prior Initial Classification or Program Review to the present team meeting.

(2) The Case Manager schedules the inmate's appearance before the unit classification team, and provides a verbal summary of the inmate's:

- ! current offense,
- ! prior record,
- ! social situation, and
- ! security/custody classification.

The Case Manager also provides a synopsis, if applicable, of:

- ! Central Inmate Monitoring System (CIM) concerns,
- ! Financial Responsibility Program obligations,
- ! Release Preparation Program participation, and
- ! special programming considerations (Drug Abuse Program, Mental Health Program needs, etc.).

(3) The Education Advisor provides the unit classification team with consultation and expertise in all education, release preparation, recreation, and vocational training matters. Education recommendations or requirements should include target time frames for program completion, and measurable assessments during participation in courses.

(4) The Counselor provides a verbal summary regarding the inmate's work performance and participation in individual or group counseling. The Counselor obtains information from the Unit Officers, detail supervisors, and other staff who have contact with the inmate in reporting on general adjustment, living quarters sanitation rating and other information relevant to the inmate's confinement.

When the Education Advisor is unable to attend a unit classification team meeting, the Counselor provides a verbal summary of the inmate's education test results, recommended educational program needs, and progress toward completion of education and other applicable release readiness programs, using the written summary the education representative provided. Ordinarily, the Correctional Counselor shall contact Health Services staff when necessary to ensure SENTRY MDS assignments are current and accurate.

**[c. Staff shall notify an inmate at least 48 hours prior to that inmate's scheduled appearance before the classification team (whether for the Initial Classification or subsequent Program Review). An inmate may waive in writing the 48-hour notice requirement. The inmate is expected to attend the Initial Classification and all subsequent Program Reviews. If the inmate refuses to appear at a scheduled meeting, staff shall document on the Program Review Report the inmate's refusal and, if known, the reasons for refusal. A copy of this report is to be forwarded to the inmate. The inmate is responsible for becoming aware of, and will be held accountable for, the classification team's actions.**

**d. Staff shall complete a Program Review Report at the inmate's initial classification. This report ordinarily includes information on the apparent needs of the inmate and shall offer a**

correctional program designed to meet those needs. The Program Review Report is to be signed by the unit manager and the inmate, and a copy is to be provided to the inmate.

The correctional programs will be stated in measurable terms, establishing time limits, performance levels, and specific, expected program accomplishments. Staff will document progress and any program changes at subsequent reviews in the same manner in a new Program Review Report. Each sentenced inmate who is physically and mentally able is assigned to a work program at the time of initial classification. The inmate may choose not to participate in the offered program, unless the program is a work assignment, or mandated by Bureau policy, by court order, or by statute.]

The Case Management Coordinator shall attend each unit team at least once every six months to monitor case management consistency. The Case Management Coordinator shall complete the Unit Team Assessment form (Attachment A) and maintain a file copy for three years.

The BP-571 is to be filed in section 2 of the Inmate Central File. Signatures and unit team actions shall be maintained on the Program Review Report since duplication is not required on the Inmate Activity Log and the team docket. The last six Program Review Reports must be maintained to ensure the information contained therein has been included in a triennial Progress Report.

In the Narrative Section of the Program Review Report, staff shall document and report the status of recommended programs, as well as performance levels, expected program accomplishments and goals identified for the next program review meeting.

CIM reviews for inmates who are classified as CIM cases shall be documented on the Program Review Report. This notation shall indicate whether the CIM assignment is appropriate or whether staff will initiate declassification procedures.

Inmates who are subject to the VCCLFA notification provision shall be notified in writing at Initial Classification. All other inmates identified by this criteria shall be notified at their next scheduled Program Review. For inmates subject to the notification provision, the following notification statement shall be written or typed in the UNIT TEAM COMMENTS/CONSIDERATION section of the BP-571:

"Offender is subject to notification under 18 U.S.C. §4042(b), (Yes/No), due to the offender's (indicate either):

- (1) conviction for a drug trafficking crime;
- (2) current conviction for a crime of violence; and,
- (3) past conviction for a crime of violence."

A copy of the Program Review Report with the notification statement shall be filed in section 5 (Release Processing) of the Inmate Central File.

An inmate may use the Administrative Remedy procedure to contest identification as being subject to this notification requirement.

The unit team shall document on the Program Review Report the inmate's CMA assignment and identify specific courses recommended by the unit team and/or courses that the inmate is currently enrolled in. Staff should refer to the Program Statement on the Release Preparation Program for further instruction.

The unit classification team must consider the inmate's financial responsibilities and obligations when considering a work assignment.

**[e. The inmate is to be provided with, and must sign for, a copy of the Program Review Report. If the inmate refuses to sign for a copy of this report, staff witnessing the refusal shall place a signed statement to this effect on the report. Staff shall place a copy of the Program Review Report in the inmate's central file.]**

f. The Staff Summary report has been discontinued. The processing of information previously contained in that report is as follows:

(1) A Study and Report shall be prepared on offenders sentenced to a period of Study and Observation by the court. Staff should refer to the Program Statement on Study and Observation Report for further instructions.

(2) A Case Summary shall be prepared for inmates who have applied for transfer to a foreign country under the provisions of the Treaty Transfer Program. Staff should refer to the Program Statement on Transfer of Offenders To or From Foreign Countries for further instructions.

(3) A request for a postsentence investigation report should be made to the U.S. Probation Officer when a presentence investigation report (PSI) is not available for offenders who receive over a one year sentence. The officer must prepare a postsentence report regarding any defendant who received a

commitment sentence of more than one year or a term of probation or supervised release. The postsentence report is prepared to assist the Bureau and the U.S. Parole Commission, and to support supervision efforts in either probation or supervised release supervision.

g. The unit classification team should conduct custody classification reviews in conjunction with Program Reviews when possible.

h. A team docket shall be prepared for each unit classification team meeting (Initial or Program Review), listing the name and register number of each inmate scheduled for appearance and the date and time of the meeting. These dockets shall be posted conspicuously in the unit at least 48 hours prior to the meeting (or inmates must be otherwise notified by staff at least 48 hours prior if they do not have access to such posting).

9. [EFFECT OF A DETAINER ON AN INMATE'S PROGRAM §524.13. The existence of a detainer, by itself, ordinarily does not affect the inmate's program. An exception may occur where the program is contingent on a specific issue (for example, custody) which is affected by the detainer.]

10. [UNSCHEDULED REVIEWS §524.14. Staff shall establish a procedure to ensure that inmates are provided Program Reviews as required by this rule. Upon request of either the inmate or staff, and with the concurrence of the team chairperson, an advanced Program Review may occur.]

11. [APPEALS PROCEDURE §524.15. An inmate may appeal, through the Administrative Remedy Program, a decision made at Initial Classification or at a Program Review.]

12. [STUDY AND OBSERVATION CASES §524.16. Inmates committed to the custody of the U.S. Attorney General for purposes of study and observation are excluded from the provisions of this rule.]

13. [PRETRIAL INMATES §524.17. Additional provisions pertinent to pretrial inmates are contained in § 551.107 of this chapter.]

These provisions, contained in the Program Statement on Pretrial Inmates, are reprinted below:

"Staff shall conduct regular reviews of a pretrial inmate's status."

a. Each pretrial inmate shall be scheduled for an initial review by the unit team within 21 calendar days of the inmate's first arrival at the institution, and subsequent reviews shall be conducted at least every 90 days.

b. The inmate shall be notified at least 48 hours prior to the inmate's scheduled review.

c. A pretrial inmate is expected to attend these reviews. If the inmate refuses to appear, staff shall document in the record of the meeting the inmate's refusal and, if known, the reason for refusal.

d. Inmate reviews are to be documented on the Pretrial Inmate Review Report (see Attachment C (BP-561))

Each Warden shall identify those unit staff responsible for conducting these reviews. Unit staff are to use a variety of scheduling alternatives to ensure that these reviews take place.

A unit team for pretrial inmates must have, at a minimum, two unit staff ordinarily selected from among the Unit Manager, Case Manager, and Counselor. The Unit Manager is responsible for assuring the scheduling of pretrial inmate reviews and for determining whether the inmate has been found guilty by the court of the offense since the last review.

Typically, in any pretrial population there are high security, high profile inmates who may pose a significant threat to themselves, staff, or to the community. The need to identify and regularly monitor these cases is paramount. Unit Staff must be aware of each inmate's court appearance dates and should facilitate movement to an institution upon sentencing and designation.

Ongoing coordination with other agencies, such as the U.S. Attorneys Office, Clerk of the Court, Pretrial Services, U.S. Probation Office and U.S. Marshals Service (USMS), is encouraged. A particularly important focal point with the U.S. Attorney's Office and USMS is timely notification when the inmate has been found guilty and may therefore be removed from pretrial status. All such contacts shall be documented in the inmate's file.

Each Initial Classification and subsequent Program Reviews shall assess all factors relating to the inmate's detention including the practicability of separation from convicted prisoners.

14. TRAINING RESPONSIBILITIES. The Case Management Coordinator shall incorporate this Program Statement's provisions into regular Case Manager and Unit Secretary training sessions. Unit Managers shall ensure that each team member is familiar with this Program Statement's requirements.

/s/  
Kathleen Hawk Sawyer  
Director

**UNIT TEAM ASSESSMENT FORM**

Institution: \_\_\_\_\_ Date: \_\_\_\_\_

Unit: \_\_\_\_\_  
No. of Inmates Scheduled: \_\_\_\_  
No. of Inmates Waived: \_\_\_\_  
No. of Inmates Present: \_\_\_\_

**MANDATORY TEAM MEMBERS**

- 1. Unit Manager \_\_\_\_\_
- 2. Case Manager \_\_\_\_\_
- 3. Counselor \_\_\_\_\_

**OPTIONAL TEAM MEMBERS**

- 4. Psychologist \_\_\_\_\_
- 5. Education Advisor \_\_\_\_\_
- 6. Other (Specify) \_\_\_\_\_

CMC's shall use the responses to questions in (I-IX) to make a preliminary assessment about the unit classification team's overall performance. Based on the observations recorded in (I-IX), the CMC shall prepare a separate written assessment of the unit team meeting using the general questions on Page Two. The CMC should sign the original. Copies shall then be distributed to the Associate Warden (Programs) and applicable Unit Manager.

**I. Team Member Preparation**

- 1. Team members present and punctual? yes \_\_\_ no \_\_\_
- 2. Team meeting organized (i.e, dockets distributed, callouts made) yes \_\_\_ no \_\_\_
- 3. Case Manager reviewed central files prior to team? yes \_\_\_ no \_\_\_
- 4. Unit Team familiar with inmates? (Program Reviews) yes \_\_\_ no \_\_\_

**II. Environment\Physical characteristics**

- 1. Meeting room clean and sanitation satisfactory? yes \_\_\_ no \_\_\_
- 2. Meeting room provides for inmate privacy? yes \_\_\_ no \_\_\_

**III. Policy Time Frames for Reviews**

- 1. Initial Classification timely? yes \_\_\_ no \_\_\_
- 2. Program Reviews at proper interval? yes \_\_\_ no \_\_\_
- 3. Judicial recommendation(s) response timely? yes \_\_\_ no \_\_\_

(see next page)

**IV. Central Inmate Monitoring Cases**

- 1. Reviewed properly? yes \_\_\_ no \_\_\_
- 2. Inmate advised of status? yes \_\_\_ no \_\_\_
- 3. PP10's available at team meeting? yes \_\_\_ no \_\_\_

**V. Team Responsiveness to Inmate Programming and Concerns**

- 1. Advised of various programs offered? yes \_\_\_ no \_\_\_
- 2. Encouraged to participate in programs? yes \_\_\_ no \_\_\_
- 3. Provided opportunity to express concerns? yes \_\_\_ no \_\_\_
- 4. Responses to questions in policy? yes \_\_\_ no \_\_\_
- 5. If unsure of policy, inmates informed when a response to issue will be provided? yes \_\_\_ no \_\_\_
- 6. Entries on P.R. Report reflect discussion? yes \_\_\_ no \_\_\_
- 7. Verbal responses given in a firm, fair and non-adversarial manner? yes \_\_\_ no \_\_\_

**VI. Financial Responsibility Program Concerns and Cases**

- 1. Plan created for Initial Classification? yes \_\_\_ no \_\_\_
- 2. Existing plan reviewed and discussed? yes \_\_\_ no \_\_\_
- 3. FRP discussion noted on P.R. Report? yes \_\_\_ no \_\_\_

**VII. Custody Classification Issues:**

- 1. Reviewed with inmates, if needed? yes \_\_\_ no \_\_\_
- 2. If reduction denied, advised of reasons? yes \_\_\_ no \_\_\_

**VIII. Release Preparation Program Issues:**

- 1. Checklist in files and discussed? yes \_\_\_ no \_\_\_
- 2. CCC/HC discussed 11-13 months before release? yes \_\_\_ no \_\_\_

**IX. Closing Unit Team Issues**

- 1. Program Review Report signed by Chairperson? yes \_\_\_ no \_\_\_
- 2. Program Review Report copy to inmates? yes \_\_\_ no \_\_\_
- 3. Inmates advised of date for next team meeting? yes \_\_\_ no \_\_\_

**Written Assessment**

A. Unit Team Preparation

B. Unit Team Knowledge of Policy and Meeting Time Frames

C. Unit Team Responsiveness to Inmate Concerns/Programs

D. Findings and Conclusions (overall strengths and weaknesses)

E. Recommendations for Improvement (to correct deficiencies)

CASE MANAGEMENT COORDINATOR \_\_\_\_\_

cc: Associate Warden (Programs)  
Unit Manager