

**U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons**



**PROGRAM STATEMENT
Intake Screening**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	CPD
Number	5295.01
Date	September 3, 2026

Summary of Changes

<i>Program Statement Rescinded:</i> ■ 5290.15 Intake Screening (3/30/2009)
<i>Changes:</i> ■ Adds a requirement for the Associate Warden (AW), Case Manager Coordinator (CMC), and Special Investigative Services (SIS) Lieutenant to approve all cell assignments for high profile and special interest cases. ■ Updates the program statement number to 5295.01. ■ Adds language requiring SIS staff to review all pertinent information regarding incoming inmates.

1. **§ 522.20 Purpose and scope.**

Bureau of Prisons staff screen newly arrived inmates to ensure that Bureau health, safety, and security standards are met.

This program statement is intended to ensure the required social and medical screening interviews are conducted when an inmate is received as a new commitment, transfer from another institution, court return, return from a writ, or holdover, before placing the inmate in the institution's general population.

a. **Program Objective.**

- Social and medical screening interviews will be conducted on all inmates prior to their placement in general population.

b. **Institution Supplement.** None.

c. **Pretrial, Holdover, and Detainee Procedures.** Procedures in this Program Statement apply to pretrial/holdover inmates and Immigration and Customs Enforcement (ICE) detainees. For additional information regarding the management of these inmates see the Program Statement **Pretrial Inmates**. See the Program Statement **Receiving and Discharge Manual** for procedures regarding visual searches of detainees charged with misdemeanors, committed for civil contempt or held as material witnesses.

2. § 522.21 Procedures.

(a) Except for such camps and other satellite facilities where segregating a newly arrived inmate in detention is not feasible, the Warden shall ensure that a newly arrived inmate is cleared by the Medical Department and provided a social interview by staff before assignment to the general population.

Staff must observe the physical appearance of the inmate and interview each inmate prior to placement in general population.

If this is not possible, inmates are to be kept in the Special Housing Unit (SHU) until completion of the medical clearance and social interview. Each institution shall develop procedures for processing commitments after regular working hours.

(1) Immediately upon an inmate's arrival, staff shall interview the inmate to determine if there are non-medical reasons for housing the inmate away from the general population. Staff shall evaluate both the general physical appearance and emotional condition of the inmate.

The social interview is to be conducted in private area by a Unit Manager, Correctional Counselor, Case Manager, or other staff the Warden designates and who have been trained in intake screening. The interviewer conducting the social interview must have completed the Central Inmate Monitoring (CIM) Certification Program prior to conducting the interview.

The interviewer must also review the applicable Bureau inmate management system for information and the Inmate Central File or Presentence Investigation Report (PSI), if available, and decide whether the inmate is suitable for placement in general population.

During the social intake screening process, the interviewer must review the PSI and the Inmate Central File for any documentation indicating the inmate has a history of sexually aggressive behavior or has recently been the victim of a sexual assault. Unit Management staff will use the Prison Rape Elimination Act (PREA) Intake Objective Screening Instrument located on the PREA page of the Bureau's intranet site.

In such cases, the interviewer must immediately forward a copy of the Intake Screening Form and any other comments to Psychology Services and Correctional Services for appropriate

follow-up and or assessment. For additional information on inmate sexual victimization refer to the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program Manual**.

(2) Within 24 hours after an inmate's arrival, medical staff shall medically screen the inmate in compliance with Bureau of Prisons' medical procedures to determine if there are medical reasons for housing the inmate away from the general population or for restricting temporary work assignments.

Medical screenings and evaluations of inmates are conducted in accordance with the Program Statement **Patient Care**.

(3) Staff shall place recorded results of the intake medical screening and the social interview in the inmate's central file.

The social interview is documented on the Intake Screening Form, located in the applicable Bureau inmate management system, upon the inmate's immediate arrival at the institution to ensure the most current CIM Clearance and Separatee Data Form is attached for the interview process. Retrieval of this information prior to the inmate's immediate arrival may result in outdated or even inaccurate information. The completed Intake Screening Form must be maintained with all previous Intake Screening Forms in Section 3 of the Inmate Central File. Ordinarily, modified intake screening procedures would only be appropriate at Metropolitan Correctional Centers, Metropolitan Detention Centers or other institutions with a primary mission of providing pretrial confinement.

Staff must place particular emphasis on the CIM status of a holdover, since, ordinarily, an inmate may not be transported with or confined with inmates from whom they are to be separated.

To ensure separatees are not housed together, staff shall access the newly received inmate's Intake Screening form generated in the applicable Bureau inmate management system and thoroughly review the CIM Clearance and Separatee Data to identify any separatees currently housed in the institution. Staff may also cross-check the names of separatees with an alphabetical list of all inmates in the institution.

SIS staff must review all available intelligence, conduct necessary interviews, and evaluate any security, gang-related, or investigative concerns relevant to an inmate's placement in general population. This requirement ensures all pertinent information is considered during initial screening to support safe, appropriate, and well-informed housing decisions.

a. Holdovers. Staff must screen each inmate in temporary holdover status (e.g., Bureau and U.S. Marshals.) at the institution, as provided above. Staff conducting the social interview shall use a National Crime Information Center (NCIC) record and USM-129, Individual Custody and

Detention Report, along with data retrieved from the applicable Bureau inmate management system in the absence of a PSI and/or Inmate Central File.

Staff must closely review and pay particular attention to any warning comments identified on the BP-A0175, In-Transit Data Form to ensure no inmates classified as separatees from the holdover are currently housed within the institution.

An exception to this housing restriction may be made with overnight holdovers if appropriate safeguards can be and are taken to ensure there is no contact between separatees. Such a decision must be made by the Warden or designee.

If an inmate is scheduled for the same transport (e.g., plane, bus, van) as their separatee(s) staff shall remove one or more inmates from the scheduled transportation.

Separation information must be documented on the BP-A0175, In-Transit Data Form for any inmate that is removed from the scheduled transportation to ensure the required separation is maintained. The USM Prisoner Coordination office shall be notified of any deletions as soon as practicable.

If staff determine the inmate can be safely transported, this decision is to be noted in the remarks section of the BP-A0175, In-Transit Data Form.

When the inmate arrives at the final destination, staff must place a copy of the BP-A0175, In-Transit Data form in Section 2 of the Inmate Central File.

a. **Housing.** Staff making quarters assignments for a newly arrived inmate must review the result of the current intake screening to ensure restrictions are noted prior to assignment. Prior to assigning an inmate to a housing unit, the CMC and SIS Lieutenant are to review and identify any high profile and other special interest or security cases requiring additional scrutiny. Once these cases are cleared by the CMC and SIS Lieutenant, the Associate Warden or designee will review and approve the inmate unit assignment.

3. ACKNOWLEDGMENT OF INMATE

Staff who conduct intake screenings must also inform inmates about regulations regarding correspondence, the disposition of funds, monitoring of inmate telephone calls, procedures for unmonitored attorney calls, notifications in the event of death or illness, and the disposition of property.

These subjects are discussed on the BP-A0407, Acknowledgment of Inmate Part 1 & 2 and BP-A0408, Acknowledgment of Inmate Part 3 & 4 forms which provide signature blocks for the

inmate to acknowledge they have been advised and understand these regulations and for staff to certify the inmate was advised.

It is vital that each section of the BP-A0407 and BP-A0408 forms are completed accurately and legibly. These forms are relied upon for many reasons, including inmate litigation involving the Bureau. During the inmate's program review meetings, these forms must be reviewed to ensure the information has not changed.

A new form is required only if the information on the previous BP-A0407 and/or BP-A0408 has changed.

An inmate may change the data on either form at any time during incarceration. If the most current BP-A0407 and BP-A0408 forms contained in the Inmate Central File accurately reflects the inmate's information at the time of transfer, a new form is not required. This determination shall be documented legibly on the most current BP-A0407 and BP-A0408. The documentation must include the institution mnemonic code, interviewer's initials, inmate's initials, and date. The inmate must record their own initials. Additional information concerning inmate acknowledgments can be found in the Program Statements **Correspondence** and **Inmate Telephone Regulations**. If a new BP-A0407 or BP-A0408 form is required, it must be maintained with all previous forms in Section 3 of the Inmate Central File.

REFERENCES

Program Statements

Inmate Telephone Regulations

Correspondence

Sexually Abusive Behavior Prevention and Intervention Program Manual

Receiving and Discharge Manual

Patient Care

Pretrial Inmates

Federal Regulations

28 CFR §§ 522.20–21

Bureau Forms

BP-A0175 In-Transit Data Form

BP-A0407 Acknowledgment of Inmate, Part 1 & 2

BP-A0408 Acknowledgment of Inmate, Part 3 & 4

Non-Bureau Forms

USM-129 Individual Custody and Detention Report

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-05, 5-ACI-6A-22(M), 5-ACI-6A-28(M), 5-ACI-6A-31(M)

Performance-Based Standards and Expected Practices for Adult Detention Facilities (5th Edition): 5-ALDF-2A-17, 5-ALDF-2A-19, 5-ALDF-2A-20, 5-ALDF-2A-21, 5-ALDF-2A-23, 5-ALDF-2A-24, 5-ALDF-4C-20, 5-ALDF-4C-23(M), 5-ALDF-4C-31(M)

Records Retention Requirements

Requirements and retention guidance for records and information applicable to this program are available in the Records and Information Disposition Schedule (RIDS) on the Bureau's intranet site.