



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

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Unit Management and Inmate Program Review

/s/

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1. PURPOSE AND SCOPE

To provide guidance in the application and implementation of Unit Management in the Bureau of Prisons (Bureau). Additionally, this Program Statement is intended to determine inmate program needs, monitor participation, and encourage prosocial behaviors benefiting employees, inmates, victims, and society, as well as to provide procedures for the initial classification and subsequent program review of the security, custody, recidivism risk, and program needs of inmates, in accordance with the First Step Act of 2018, codified at 18 U.S.C. § 3632.

a. Summary of Changes.

Policies Rescinded

5321.08 Unit Management Manual (8/10/2017)
5322.13 Inmate Classification and Program Review (5/16/2014)

- Combines Program Statements Unit Management Manual and Inmate Classification and Program Review.
- Clarifies the roles of Unit Manager, Case Manager, and Correctional Counselor.
- Modifies Unit Management schedules regarding late nights, weekends, holidays, and the development of a local agreement.
- Adds language regarding Case Manager and Correctional Counseling caseload pairing.
- Clarifies responsibility for the Inmate Financial Responsibility Program (FRP) is to be determined by local agreement.
- Requires Unit Managers to chair all initial classification and program reviews.

- Incorporates unit team duties as required by the First Step Act, codified at 18 U.S.C. § 3632 for Federal Time Credits (FTC) and risk and needs assessments.
- Defines an inmate’s initial classification.
- Clarifies the Inmate Sentence Computation must be completed in order to conduct an initial classification.
- Clarifies time frames for conducting program reviews for inmates in the Special Housing Unit (SHU), at the outside hospital, or on writ.
- For the purposes of this Program Statement, the term “employee” is used in black implementing text and is intended to have the same meaning as the term “staff” used in blue regulatory text. The terms “staff” and “staff member(s)” have been replaced with the term “employee(s)” throughout the black implementing text.

b. **Program Objectives.** The expected results of this program are:

- Institution disruptions due to inmate misconduct as well as individual inmate behavioral problems will be reduced by frequent interaction between employees and inmates.
- Unit Managers, Case Managers, and Correctional Counselors will be accessible in their assigned unit daily during their scheduled hours of work to afford inmates the opportunity to communicate with unit employees. This could include touring the unit, holding open houses, and other ways to encourage employee and inmate interaction.
- All initial classification and program review decisions will be made by a team of correctional specialists focused on addressing specific inmate needs.
- All inmates will be reviewed within appropriate time frames in accordance with their security, custody, program needs, and recidivism risk.
- All departments will contribute to the classification and program review process.

2. **EMPLOYEE ACCESSIBILITY TO INMATES AND HOURS OF DUTY**

Ordinarily, Unit Managers, Case Managers, and Correctional Counselors will be accessible in their assigned unit daily during their scheduled hours of work. This may include touring the unit, conducting open houses, and encouraging other means of employee and inmate interaction. To foster better unit employee accessibility, no Case Managers, Counselors, or Unit Secretaries shall be required to work as Correctional Officers on an inequitable basis with other institution employees based on current established law.

Ordinarily, inmates housed in the Special Housing Unit (SHU), the institution Health Services area, or other secure units (e.g., Secure Mental Health Unit) where unit team employees may not be readily accessible, must be visited daily by a member of the unit team. Each inmate’s Unit Manager must visit at least weekly. If there are no inmates from the unit housed in SHU under the supervision of a particular Unit Manager, unit team rounds are not required. In instances of

leave or other absences, it is appropriate for employees from another unit team to cover SHU and hospital rounds. In these instances, the employee making rounds should forward pertinent information to the inmate's unit team. Appropriate annotations must be made in the applicable log, and all inmates must be visited.

Inmates housed in community hospitals must be visited by a member of their unit team at least weekly and documented in the applicable log. These visits will be made during employee duty hours. The unit team may request a government vehicle be provided for commuting to community hospitals. In exigent circumstances (e.g., medical facility with excessive distance, non-responsive hospitalized inmates), the Institution Duty Officer may assist unit team with providing coverage for hospital visits.

Inmates housed in local jails must be visited by their Unit Manager, or Acting Unit Manager, at least weekly. For inmates housed in the SHU at another Bureau facility, the inmate will be assigned to a local unit team, and they will visit the inmate as prescribed by this section. The parent facility Unit Manager is responsible for providing information and updates regarding the inmate's status to the local Unit Manager.

Unit employee's schedules will be established in accordance with the Master Agreement. The Associate Warden will review and sign the quarterly unit schedule. The schedule must be posted in a highly visible location in the unit for viewing by both employees and inmates. Ordinarily, with consideration of unit team vacancies, the open house schedule should occur Monday through Friday, excluding federal holidays and ensure employees have access to the Bureau's Inmate Information System, Inmate Central Files, or other record systems to ensure inmate concerns are adequately addressed. Mainline may be used to address general questions but should not replace scheduled open house hours.

To enhance employee continuity, Case Managers, Correctional Counselors, and Unit Secretaries will not be arbitrarily moved between various housing units. Caseloads for Case Managers and Correctional Counselors will be reviewed by management and balanced on a regular basis to minimize the disparity between caseload sizes. To ensure consistency with caseloads, ordinarily Case Managers and Correctional Counselors will be assigned paired caseloads.

The following guidelines will be followed when the unit employee's work schedule is developed:

Coverage at the institution will be provided by at least one Unit Management employee and may include a Unit Manager. Schedules will include coverage by either a Unit Manager, Case Manager, or Correctional Counselor on weekends/holidays during day watch hours (6:00 a.m. – 2:00 p.m., 7:30 a.m. - 4:00 p.m.). On days with regularly scheduled inmate movement (i.e.,

airlift, bus, U.S. Marshal, or voluntary surrenders) occurring after 4:00 p.m., late night coverage beyond may be required. Institutions that have scheduled weekly or biweekly occurrences should include this on the quarterly bid schedule. There is no requirement all nights per week be covered. Unit Managers must be on duty at least one weekend day or holiday per month to provide sufficient support for other employees and to monitor unit operations. Unit Manager's schedules will be included on the quarterly schedule.

In accordance with the Master Agreement, non-routine inmate movement coverage and/or inmate program coverage will be negotiated locally to add mission specific late-night coverage (i.e., overtime, voluntary roster adjustments, etc.).

Requests for compressed work schedules may be negotiated locally as prescribed by the Master Agreement and in accordance with Title 5 U.S.C. Procedures for submitting requests for compressed work schedules are addressed in the Program Statement **Leave and Benefits**.

3. UNIT TEAM ROLES

a. **Unit Manager.** A Unit Manager supervises the unit team members, including Case Managers, Correctional Counselors, and Unit Secretaries. The Unit Manager directs and manages the housing unit and is responsible for the unit's operation and security, within appropriate policy. The Unit Manager is responsible for planning, developing, implementing, supervising, and coordinating individual programs tailored to meet the specific needs of inmates in the unit. Such programming is often highly innovative, complex, and requires close supervision and evaluation. The Unit Manager chairs all initial classification and program review unit team meetings. During each inmate program review, the Unit Manager is responsible for reviewing work, programming, and housing unit assignments for transgender and intersex inmates with consideration given for the inmate's view of their safety, per the Program Statements **Sexually Abusive Behavior and Intervention Program** and **Transgender Offender Manual**. Reviews are documented in the Inmate Central File on the BP-A0381, Inmate Activity Record.

Regarding acting assignments, the Unit Manager's responsibilities will be filled by an appropriate employee. Prior to non-bargaining employees being assigned in an acting capacity, bargaining unit employees may be solicited to volunteer in that capacity.

The Unit Manager ordinarily chairs all Unit Disciplinary Committee (UDC) meetings and attends Special Housing Units (SHU) meetings.

The Inmate Financial Responsibility Program (FRP) within Unit Management will be negotiated and assigned to Case Managers and/or Correctional Counselors locally.

Through a memorandum to the Captain, Unit Managers will have input into the performance evaluation of Correctional Officers assigned to their units. The Unit Manager will provide input, after consulting with the Captain, Associate Warden, and the local Union, in accordance with the Master Agreement, to develop or alter post orders to closely fit the unit's mission.

(1) Unit Team Employee Meetings

The Unit Manager ensures unit employee meetings occur at least monthly, and include all assigned Case Managers, Correctional Counselors, and Unit Secretaries. The Unit Manager chairs the meetings and requires all on-duty team members to participate. The Unit Manager maintains and distributes minutes of each meeting to the Associate Warden and other appropriate employees, including the local Union.

The Associate Warden will chair a quarterly Correctional Programs meeting that will include, at a minimum, all Unit Management employees and the Case Management Coordinator. This meeting may also include other programs disciplines for the purpose of cross-training and policy compliance.

In accordance with the Master Agreement, a Union representative must be invited to attend all employee meetings.

(2) Schedules of Programs, Services, and Activities

The Unit Manager develops a schedule of unit programs, services, and activities that specifies details such as time, place, frequency, title, etc. This document must be current, maintained continuously, and posted in the housing unit in a location easily accessible to employees and inmates. This schedule contains an explanation and list of all unit programs, services, and activities such as the following (when appropriate):

- employee schedule, including holiday coverage
- town hall meetings
- unit open house hours
- unit-based counseling groups
- classification and program review unit team meetings
- telephone/email/television schedule
- meal rotation

To ensure compliance with the First Step Act (FSA), the Unit Manager will ensure inmates assigned to their unit are given the opportunity to participate in employee-led group counseling.

(3) Unit Rules and Sanitation Regulations

The Unit Manager will ensure all unit rules and regulations are included in all inmate orientation materials and posted on inmate bulletin boards in both English and Spanish. Ordinarily, unit rules should include, at a minimum, inmate dress code/appropriate clothing, quiet hours/lights out, room/cell assignments, room/cell sanitation expectations, personal property limits and authorized areas of storage, storage of excess legal materials, and intra-unit visiting limitations. Additionally, Prison Rape Elimination Act (PREA) announcements and information, in English and Spanish, will be posted on the inmate bulletin board in compliance with the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program**.

Each Unit Manager must ensure the highest level of sanitation is maintained. The Unit Manager and Correctional Services employees assigned to the unit share responsibility for the level of unit sanitation. Posted unit sanitation rules include:

- standards for unit sanitation
- a description of unit orderly responsibilities
- employee responsibilities for supervision of the orderlies
- employee responsibilities for sanitation inspections and how often/when they occur
- an explanation of how unit sanitation is assessed
- a description of any recognition/reward programs associated with unit sanitation
- any special unit concerns

The Unit Manager retains a copy of the above documentation and ensures it is provided to unit team employees, as well as posted on the inmate bulletin board.

b. **Case Manager.** The Case Manager is responsible for inmate classification material, progress reports, release plans, Central Inmate Monitoring (CIM), Security and Custody Classification, Victim and Witness Notifications (VNS), correspondence with professionals regarding inmate cases, law enforcement release notifications, and other materials relating to the inmate's programming, including ensuring the accuracy and completeness of all relevant Bureau inmate information system assignments (e.g., CMA, RLG, FRP, etc.).

The Case Manager is responsible for scheduling initial classification and program review unit team meetings for all inmates on their caseload. The Case Manager will notify other disciplines (i.e., Education, Psychology Services, and Health Services) in advance of the scheduled reviews, consistent with Section 5 of this Program Statement, via the team docket and solicit information regarding the inmate's FSA needs and programming. The discipline assessing needs areas is responsible for recommending the program(s) by keying it into the Bureau's Inmate Information

System/Insight. The Case Manager will incorporate the recommended programs provided by the respective disciplines into the initial classification or program review as measurable goals and will notify inmates of needs and programming recommendations. The Case Manager is responsible for completing activities associated with the FSA, such as:

- Determining Federal Time Credit (FTC) Eligibility. See the Program Statement **First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)** and notify the inmate of their eligibility via an inmate copy of their Program Review Report.
- Generating Prisoner Assessment Tool Targeting Estimated Risk and Need (PATTERN) via the auto-PATTERN tool and providing the inmate a copy.
- Completing needs assessments assigned to Unit Management. See the Program Statement **First Step Act Needs Assessment**.
- Generating Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) needs reassessment and providing the inmate a copy.
- Generating FSA Time Credits Assessments (FTC Worksheets) and providing the inmate a copy. See the Program Statement **First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)**.

c. **Correctional Counselor.** The Correctional Counselor provides counseling and guidance for the inmates assigned to the unit regarding institutional adjustment, life skills, problem-solving, release planning, etc. Counseling and counseling groups referenced in this section are not therapeutic or treatment related.

The Correctional Counselor is responsible for individual counseling and conducting employee-led, structured group counseling sessions on a monthly basis. These groups, led by Correctional Counselors, can include either locally developed and/or FSA programming, as described in the First Step Act Approved Programs Guide available on the Correctional Programs and Reentry Services Division's intranet pages. Program delivery will be based on the need areas of the local inmate population and prioritize FSA programming in accordance with all applicable policies.

The Correctional Counselor monitors, to include on-site visits, the inmate's general adjustment, living quarters, sanitation, work assignments, and performance in assigned programming. The Correctional Counselor actively participates in inmate program review meetings with other unit employees. The Correctional Counselor is responsible for following up with inmates on their progress regarding recommended programs. Additionally, Correctional Counselors will communicate with other departments regarding an inmate's program placement, provide updates, and advise the unit team of concerns with recommended programs. During inmate program review meetings, the Correctional Counselor will discuss an inmate's program progress, review inmate trust fund account activity, and explain institution and unit expectations to inmates.

The Correctional Counselor serves as the unit expert and coordinator on matters pertaining to (a) locally maintained inmate personal property, including incoming and outgoing package approvals, and (b) trust fund activities, including inmate withdrawals and special purchase orders. Issues regarding inmate personal property, other than the locally maintained property referenced, are directed to Correctional Systems. Additionally, the Correctional Counselor coordinates any approvals/disapprovals to inmate visiting lists and conducts National Crime Information Center (NCIC) checks for those requesting placement on the visiting lists.

Counselors will assist the Reentry Affairs Coordinator (RAC) with acquiring identification (Social Security card, birth certification, and driver's license or non-driver state identification) for inmates releasing in the United States, regardless of detainer status. Priority is given to inmates who are within two years of their projected release, parole eligibility date, and FSA Conditional Release date.

In accordance with the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program**, the Correctional Counselor monitors the housing, work, and programming assignments of verified sexual abuse victims and perpetrators.

4. PATTERN RECIDIVISM RISK ASSESSMENT

The First Step Act of 2018, codified in part in Title 18 U.S.C. § 3632(a), required the Department of Justice (DOJ) to develop and publicly release a Risk and Needs Assessment System. PATTERN is the risk assessment tool and one component of the FSA Risk and Needs Assessment System required by statute. Per the FSA, the risk portion of the system must:

- determine the recidivism risk of each inmate and classify each inmate's risk level as minimum, low, medium, or high, and
- reassess the recidivism risk of each inmate in conjunction with regularly scheduled inmate program reviews.

a. **Procedures for Determining Pattern Recidivism Risk Level.** PATTERN is autogenerated and calculates two risk scores, General Recidivism Risk, and a Violent Recidivism Risk. The General and Violent Recidivism Risk scores determine each inmate's recidivism risk level identified as minimum, low, medium, or high.

The initial PATTERN risk level is assessed at initial classification, after the inmate has arrived at his or her designated facility. The unit team conducts subsequent reassessments at the regularly scheduled program review.

Several PATTERN items are based on the current term of incarceration including program participation and sanctioned incident reports. The Bureau defines an incarceration as a continuous period of time in which one or more sentences are in effect. The incarceration starts when the inmate begins serving a sentence and ends when all sentences are satisfied (i.e., the entire period of incarceration to include the first and last day inclusively) and does not include the inmate's time in pretrial confinement.

The inmate will receive a general recidivism score and a violent recidivism score based on the total of the individually scored items. They differ for male and female inmates. The General and Violent Recidivism Risk level is based on the inmate's numeric scores. As with the numeric values for individual items, the risk level scores differ for male and female inmates. The overall PATTERN recidivism risk level is either the General Recidivism Risk level or the Violent Recidivism Risk level, whichever is highest.

While the PATTERN scoring instrument is automated, detailed information is published on the Correctional Programs Branch intranet page. Inmates may access this information in the institution's electronic law library and electronic bulletin board system. Information is also available on the Bureau's public website.

b. PATTERN Scoring Items

Below is the list of items which are used to determine an inmate's recidivism risk score. The risk assessment is autogenerated, and the data is extracted from the Bureau's Inmate Information System.

(1) **Current Age.** The inmate's age at the time of scoring.

(2) **Walsh Act with Conviction.** Based on the documented history of unlawful sexual misconduct (inmate's current offense or criminal history of conviction for sexual-related crimes) as defined in the Program Statement **Certification and Civil Commitment of Sexually Dangerous Persons.**

(3) **Current Offense of Violence.** The current offense is violent if the inmate has a conviction for any offense codes found on the violent offense code list located on the Bureau's intranet site and the Bureau's public website.

(4) **Criminal History Score.** The PATTERN Criminal History score is based on the number of Criminal History Points as determined per the Program Statement **Inmate Security Designation and Custody Classification.**

(5) **History of Escapes.** History of escape is defined consistent with the Program Statement **Inmate Security Designation and Custody Classification**.

(6) **History of Violence.** History of violence is defined consistent with the Program Statement **Inmate Security Designation and Custody Classification**.

(7) **Education Score.** Inmate's high school diploma/General Equivalency Diploma (GED), also known as High School Equivalency (HSE), completion status consistent with the Education Information status assignment found in the Bureau's Inmate Information System.

(8) **Drug Program Status.** Drug Program status is determined by considering the inmate's history of drug and alcohol abuse consistent with the Program Statement **Inmate Security Designation and Custody Classification** coupled with the inmate completing either the Residential Drug Abuse Program (RDAP) or the Non-Residential Drug Abuse Program (NRDAP). For inmates who have completed the RDAP or NRDAP program more than five years prior and have not experienced a return to use as documented by a Disciplinary Hearing Officer (DHO) finding of guilt of a violation of code 112, *Use of narcotics, marijuana, drugs, alcohol, intoxicants, or related paraphernalia, not prescribed for the individual by the medical provider incident report*, the Drug Program status is scored as "No Need."

(9) **All Incident Reports.** Based on the number of incident reports occurring during the current term of incarceration, not including pretrial confinement, and within the past 120 months.

(10) **Serious Incident Reports (Serious Infractions).** Based on the number of incident reports involving 100- or 200-level incidents occurring during the current term of incarceration, not including pretrial confinement, and within the past 120 months.

(11) **Time since Last Incident Report (Infraction).** Based on the number of months since the inmate was last sanctioned for an incident report, during the current term of incarceration and excluding any incident reports during pretrial confinement.

(12) **Time since Last Serious Incident Report (Infraction).** Based on the number of months since the inmate was last sanctioned for a 100- or 200-level incident report, excluding incident reports during pretrial confinement.

(13) **Financial Responsibility Program (FRP) Refusal.** Inmate is in FRP refusal status at time of scoring.

(14) **Programs Completed.** Based on the number of completed PATTERN-approved programs during the current term of incarceration, not including pretrial confinement. The list of approved

programs is located in auto-Pattern tool instructions found on the Correctional Programs Branch intranet page and on the Bureau's public website.

(15) **Work Programs.** Based on the number of technical, vocational or apprenticeship programs completed or employment in UNICOR during the current term of incarceration, not including pretrial confinement.

5. INITIAL CLASSIFICATION AND PROGRAM REVIEW

At a minimum, each initial classification and program review will include the inmate's assigned Unit Manager, Case Manager, and Correctional Counselor. The purpose of initial classification is to develop a program plan for the inmate during incarceration that includes programs and activities commensurate with the inmate's needs assessment. During subsequent program reviews, based on the needs reassessment, the inmate's individual abilities, and input from other departments, progress in recommended programs is reviewed and new programs recommended. During initial classification and program reviews, at a minimum, the Inmate Central File will be reviewed by the unit team to ensure the presence and accuracy of the following documents:

- BP-A0407, Acknowledgment of Inmate, Part 1 & 2
- BP-A0408, Acknowledgment of Inmate, Part 3 & 4
- Judgment and Commitment Order
- Presentence Investigation Report
- Statement of Reasons, if applicable
- Central Inmate Monitoring (CIM) documentation
- BP-A0400, CIM Notice, if applicable

The inmate's initial classification, subsequent program reviews, and all associated program and treatment recommendations, as well as inmate discussions (e.g., release plans, PREA, transfer requests, etc.), will be documented on the inmate's Program Review Report using the Bureau's Program Review system. The Case Manager will review the Program Review Report for completeness and accuracy before electronically filing it. The inmate will be provided a copy of the Program Review Report at the conclusion of the team meeting.

Education, Psychology Services, and Health Services will provide needs assessment information utilizing inmate the Bureau's Inmate Information Systems. The needs assessment information will be incorporated into the Individualized Needs Plan and provided to the inmate via the Program Review Report.

§ 524.10 Purpose.

The purpose of this subpart is to explain the Bureau of Prisons (Bureau) process for classifying newly committed inmates and conducting program reviews for all inmates except:

- (a) Pretrial inmates, covered in 28 CFR part 551; and
- (b) Inmates committed for study and observation.

§ 524.11 Process for classification and program reviews.

(a) *When:*

- (1) Newly committed inmates will be classified within 28 calendar days of arrival at the institution designated for service of sentence.

An initial classification is conducted within 28 calendar days of an inmate's arrival to the initially designated institution, including inmates assigned to SHU.

An inmate's sentence computation must be completed prior to the initial classification. When the sentence computation is delayed, the initial classification is ordinarily completed within 14 calendar days of the completed sentence computation. The reason for the delay will be documented on the Program Review Report.

Following a transfer, an initial program review is also conducted within 28 calendar days of an inmate's arrival at the new facility.

Former Study and Observation cases will be scheduled for initial classification within 28 calendar days of receipt of the Inmate Central File, but no later than 90 calendar days after arrival if no Inmate Central File is available.

During the initial classification and program review, employees will reassess the inmate's risk of sexual victimization or abusiveness using the PREA risk factors identified in the PREA Intake Objective Screening Instrument, available on the Correctional Programs intranet page or in the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program**. This reassessment is based upon any additional, relevant information received or observed since the inmate's intake screening. The reassessment will be documented on the Program Review Report, and if additional risk factors are identified, unit employees will notify Psychology Services.

Inmates subject to Violent Crime Control and Law Enforcement Act (VCCLEA) notification pursuant to Title 18 U.S.C. § 4042(b):

- Will be notified via the file copy of the Program Review Report; and
- A copy of the Program Review Report with the notification statement will be filed in Section 5 (Release Processing) of the Inmate Central File.

Inmates subject to Sex Offender Registration and Treatment Notification pursuant to Title 18 U.S.C. § 4042(c):

- Will be notified at initial classification via the file copy of the Program Review Report.
- Will be re-notified at the last program review prior to release via the BP-A0648, Sex Offender Registration and Treatment Notification form which will be provided with release documents.
- The original BP-A0648, Sex Offender Registration and Treatment Notification form will be filed in Section 5 (Release Processing) of the Inmate Central File.

(2) Inmates will receive a program review at least once every 180 calendar days. When an inmate is within twelve months of the projected release date, staff will conduct a program review at least once every 90 calendar days.

In some cases, a program review date may occur while an inmate is admitted to the outside hospital or in the custody of other law enforcement agencies (i.e., writ). In these cases, the program review meeting will ordinarily occur within 14 calendar days of the inmate's return. Otherwise, the inmate's next program review will occur as scheduled.

When practical, unit employees will hold program reviews as scheduled when the inmate is held in the Special Housing Unit. However, any delay should ordinarily not exceed 14 calendar days from the originally scheduled review, and the reason for the delay is documented on the Program Review Report.

Per the FSA, FTC eligibility is reviewed, and Needs Reassessment and PATTERN is generated in conjunction with an inmate's regularly scheduled program review.

The FSA Risk and Needs Assessment System encompasses the initial classification and program review process but is separate from the in-person initial classification and program review. To ensure consistency and fairness across all institutions and to ensure temporary delays or disruptions do not negatively impact the inmate, the FSA assessments and reassessments are automated and conducted independently in accordance with the initial classification and program review timelines as outlined above. The initial FSA assessment is conducted 28 days after the inmate's arrival at their initially designated facility with subsequent FSA reassessments conducted every 90 or 180 days, based on the inmate's projected release date.

Inmates who are classified as CIM cases will be reviewed, and the CIM review will be documented on the file copy of the Program Review Report. This notation will indicate whether the CIM assignment is appropriate or whether declassification procedures will be initiated.

(b) *Inmate appearance before classification team:*

(1) Inmates will be notified at least 48 hours before that inmate's scheduled appearance before the classification team (whether for the initial classification or later program reviews).

A program review docket will be prepared for each program review meeting, listing the name and register number of each inmate scheduled for appearance, as well as the date and time of the meeting. Dockets will be posted in a highly visible location in the unit at least 48 hours prior to the meeting. Inmates must be otherwise notified by employees at least 48 hours prior if they do not have access to such posting.

a. **Unscheduled Reviews.** Institution employees may schedule an inmate for a program review more frequently than regularly scheduled. Upon request of either the inmate or employee, and with the concurrence of the Unit Manager, an unscheduled program review may be held. The inmate must be notified by employees at least 48 hours prior to an unscheduled program review.

(2) Inmates may submit a written waiver of the 48-hour notice requirement.

(3) The inmate is expected to attend the initial classification and all later program reviews. If the inmate refuses to appear at a scheduled meeting, staff must document on the Program Review Report the inmate's refusal and, if known, the reasons for refusal, and give a copy of this report to the inmate.

Ordinarily, if the team meeting is properly scheduled and the inmate fails to appear, disciplinary action will be taken. If the inmate refuses to appear, employees will document on the Program Review Report the inmate's refusal, and the reason, if known. A copy of the Program Review Report will be forwarded to the inmate.

(c) *Program Review Report:* Staff must complete a Program Review Report at the inmate's initial classification. This report ordinarily includes information on the inmate's apparent needs and offers a correctional program designed to meet those needs. The Unit Manager and the inmate must sign the Program Review Report, and a copy must be given to the inmate. All programming recommendations must be stated in measurable terms and include short- and long-term goals.

All programming recommendations must be stated in measurable terms and include short- and long-term goals.

On the Program Review Report, in the Section “Next Program Review Goals” no dates are necessary as it is clear the time limit is by the next program review. Under “Long Term Goals” a target date will be established and monitored at each program review for adjustment, if necessary.

Example A: Next Program Review Goals: Recommend enrollment in Anger Management counseling group. Enroll in GED program.

Example B: Long Term Goals: Complete GED by MM/YY. Enroll in the BRAVE Program by MM/YY.

Progress towards previously stated goals during the prior initial classification or program review will be noted in the “Progress since last review” Section of the Individualized Needs Plan.

Program Review Reports should be archived electronically as close to the completion of the team meeting as possible, ordinarily no more than 14 days following the team’s completion.

(d) *Work Programs:* Each sentenced inmate who is physically and mentally able is assigned to a work program at initial classification. The inmate must participate in this work assignment and any other program required by Bureau policy, court order, or statute. The inmate may choose not to participate in other voluntary programs.

For additional information regarding the inmate work program, see the Program Statement **Inmate Work and Performance Pay**.

6. INMATE RELEASE PLANNING

Inmates have the responsibility to develop and submit to institution employees a release plan for investigation and verification by United States Probation Office (USPO) employees in the district of their supervision. This is documented in both the BP-A0522, Supervision Release Plan and the inmate’s final Progress Report.

During a regularly scheduled program review, a Case Manager may change an inmate’s legal address in the Bureau’s Inmate Information System if the inmate provides supporting documentation of a change in legal residence from what was documented in the Presentence Investigation Report. Supporting documentation includes a letter from an approved visitor and verification of their address (e.g., a utility bill, rental agreement, or mortgage stub/receipt). If possible, the release address will be finalized 27 months before the projected release date.

a. **Inmates Returning to Their Sentencing District.** During final release planning, at least 90 days before a scheduled release directly to the community or at the time of referral to a Residential Reentry Center (RRC), employees forward a Progress Report and Supervised Release Plan to USPO employees in the district of supervision for verification of residence and employment.

b. **Inmates Who Are Not Returning to Their Sentencing District.** During final release planning, approximately 27 months before the release date, the following release planning materials are to be forwarded to the proposed district of supervision:

- sentence monitoring computation data.
- final Progress Report.
- Supervision Release Plan.
- Judgment and Commitment Order.
- Presentence Investigation Report.

c. **International Treaty Transfer Cases.** The U.S. Parole Commission (USPC) retains jurisdiction over international treaty transfer cases. The USPC is empowered to reestablish a specific term of confinement and impose a term of supervised release in accordance with sentencing guidelines for inmates transferred to the United States under the International Treaty Transfer Program. See the Program Statement **Transfer of Offenders To or From Foreign Countries**.

The release plan for a treaty transfer case is approved at the time the Post-Sentence Investigation Report is completed.

d. **Unresolved Pending Charges.** Consistent with the FSA and its recidivism reduction goals, releasing through a community-based residential reentry program is a critical component of an inmate's successful re-integration back into the community, and the resolution of pending charges or warrants is a vital step in the reentry process. Correctional Systems employees are responsible for ascertaining the status of any pending charges, warrants, or possible detainers which would interfere with an inmate's placement in a Residential Reentry Center (RRC) and advising the inmate's unit team and the inmate.

While it is the sole responsibility of the inmate to resolve pending charges, warrants and/or detainers, the unit team is to assist the inmate, as necessary once the case status is known. Examples of assistance include, but are not limited to, facilitating legal phone calls, verifying dates of incarceration, and/or developing a payment plan to resolve court obligations. If updated

information is received, unit team will inform the Records Office of any developments regarding an inmate's pending charges.

e. **Pregnancy and Child Placement.** The final Progress Report will include information regarding women who gave birth while incarcerated in an institution, in the Mothers and Infants Together (MINT) program, or at the Residential Parenting Program (RPP) in the Washington Department of Corrections. Information will include delivery date, location of child custody status or temporary care provider, parent programming, adjustment/completion status of MINT or RPP (if applicable), and access to social services. For inmates releasing prior to their due date, information will include expected delivery date, access to outside health care, and any other relevant information to aid in the transition from prison to supervision. When necessary, Health Services and Social Work will provide relevant information to the Case Manager for inclusion in the Progress Report.

7. APPEALS PROCEDURE

An inmate may appeal, through the Administrative Remedy Program, a decision made at initial classification or program review. See the Program Statement **Administrative Remedy Program**.

REFERENCES

Program Statements

- 1330.18 Administrative Remedy Program (1/6/2014)
- 3630.02 Leave and Benefits (2/1/2017)
- 5100.08 ^{CN-1} Inmate Security Designation and Custody Classification (9/4/2019)
- 5140.42 ^{CN-1} Transfer of Offenders To or From Foreign Countries (4/9/2019)
- 5200.08 Transgender Offender Manual (1/13/2022)
- 5251.06 Inmate Work and Performance Pay (10/1/2008)
- 5324.12 Sexually Abusive Behavior Prevention and Intervention Program (6/4/2015)
- 5394.01 Certification and Civil Commitment of Sexually Dangerous Person (2/1/2016)
- 5400.01 First Step Act Needs Assessment (6/25/2021)
- 5410.01 ^{CN-2} First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4) (3/10/2023)
- 5800.17 Inmate Central File, Privacy Folder, and Parole Mini-Files (4/3/2015)
- 5803.08 Progress Reports (2/27/2014)
- 7310.04 Community Corrections Center (CCC) Utilization and Transfer Procedure (12/16/1998)
- 7331.05 Pretrial Inmates (8/1/2023)

Bureau Forms

- BP-A0381 Inmate Activity Record
- BP-A0400 CIM Notice
- BP-A0407 Acknowledgment of Inmate, Part 1 & 2
- BP-A0408 Acknowledgment of Inmate, Part 3 & 4
- BP-A0522 Supervision Release Plan
- BP-A0648 Sex Offender Registration and Treatment Notification

Federal Regulations

- 28 C.F.R. §§ 524.10 & 28 C.F.R. 524.11

Federal Statutes

- 5 U.S.C. Chapter 61
- 18 U.S.C. § 4042 (c)

Other References

- First Step Act (FSA) of 2018 Pub. L. 115-391, 132 Stat.194
- Master Agreement between the Federal Bureau of Prisons and Council of Prison Locals

ACA Standards

American Correctional Association Standards for Adult Correctional Institutions – 5th Edition:
5-ACI-1A-15, 5-ACI-1G-06, 5-ACI-2B-02, 5-ACI-2B-03, 5-ACI-3A-06, 5-ACI-3A-11, 5-ACI-4A-12, 5-ACI-5B-05,5-ACI-5B-01, 5-ACI-5B-02,5-ACI-5B-03,5-ACI-5B-04, 5-ACI-5B-05,5-ACI-5B-06,5-ACI-5B-07,5-ACI-5B-08,5-ACI-5B-09,5-ACI-5B-10,5-ACI-5B-11 5-ACI-5E-08, 5-ACI-5F-01, 5-ACI-5F-02, 5-ACI-5F-03, 5-ACI—5F-05, 5-ACI-5F-06, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5D-05, 5-ACI-5E-08, 5-ACI-7A-01, 5-ACI-7A-02

American Correctional Association Performance Based Standards for Adult Local Detention Facilities: None.

American Correctional Association Standards for Administration of Correctional Agencies: None.

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.