

U.S. DEPARTMENT OF JUSTICE
Federal Bureau of Prisons



PROGRAM STATEMENT
Unit Management Manual

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
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Summary of Changes

Program Statements Rescinded:

- 5321.09 CN-1 Unit Management and Inmate Program Review (2/27/2025)
- 5050.47 Parole Hearings; Employees Serving as Inmate Representatives (12/16/1998)
- 5840.04 Staff Correspondence About Inmates (09/01/1999)

Changes:

- Updates the roles of Unit Managers, Case Managers, and Correctional Counselors.
- Clarifies Unit Management schedules regarding late nights, weekends, and holidays.
- Adds requirement for staff to enter inmate identification data into the Insight Application Suite.
- Updates the BP-A0407, Acknowledgment of Inmate, Part 1 & 2 and the BP-A0408, Acknowledgment of Inmate, Part 3 & 4 forms to ensure inmate family or next of kin information is updated.
- Clarifies the Unit Manager's responsibility to monitor single-cell assignments in general population for all inmates.
- Adds procedures related to staff correspondence about inmates.
- Adds procedures for Bureau staff to serve as inmate representatives at parole hearings.
- Combines the Program Statements **Unit Management and Inmate Program Review**; **Staff Correspondence About Inmates**; and **Parole Hearings, Employees Serving as Inmate Representatives** into one program statement.

1. PURPOSE AND SCOPE

This program statement is intended to provide guidance in the application and implementation of

Unit Management in the Bureau of Prisons (Bureau). It is intended to assist in the determination of inmate program needs, monitor program participation, and encourage prosocial behaviors that may benefit staff, inmates, victims, and society.

Additionally, this program statement outlines the procedures for staff recommendations and correspondence with agencies and persons about Bureau inmates; responsibilities and procedures for a Bureau staff member to represent an inmate at a parole hearing; and 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 (FSA), codified at 18 U.S.C. § 3632.

a. Program Objectives.

- Institution disruptions caused by inmate misconduct and behavioral disorder be reduced by frequent interaction between staff and inmates.
- Unit Managers, Case Managers, and Correctional Counselors be accessible in their assigned unit daily during their scheduled hours of work to afford inmates the opportunity to communicate with them.
- All initial classification and inmate program review decisions are made by a team of correctional specialists focused on addressing specific inmate needs.
- All inmates are reviewed for their security, custody, program needs, and recidivism risk within appropriate time frames.
- All departments contribute to the classification and program review process.
- All staff follow the proper procedures when preparing inmate evaluations and/or letters of recommendation to outside agencies and persons.
- Outline responsibilities of employees representing an inmate at a parole hearing.

b. Institution Supplement. None.

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CHAPTER 1: UNIT MANAGEMENT

1.1 UNIT MANAGEMENT STAFF ROLES

a. **Unit Managers.** The Unit Manager supervises the Unit Management staff, 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, in accordance with the Program Statement **Correctional Services Procedures Manual**.

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. During each inmate program review, the Unit Manager is responsible for reviewing work, programming, and housing unit assignments for all inmates including those deemed at risk of sexual victimization and perpetration in accordance with the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program**.

Ordinarily, Unit Managers chair all Unit Disciplinary Committee (UDC) meetings and attend all SHU multidisciplinary meetings.

The Unit Manager provides input to develop or alter post orders to ensure the unit's mission, after consulting with the Captain and Associate Warden.

(1) **Single-Cell Monitoring.** The Bureau works to minimize the risk of inmate suicide by ensuring each inmate has a cellmate whenever possible. Staff must place inmates in general population with a cellmate. This requirement applies to all inmates, including those identified as high risk for suicide. Inmates for whom a cellmate is recommended must remain double-celled at all times, unless unique circumstances justify a single cell placement. Circumstances warranting an inmate's placement in a single cell are determined individually, based upon sound correctional judgement, and not limited to a verified threat assessment finding and/or recent assaultive behavior.

The Unit Manager must review housing assignments in general population to ensure all inmates are not ordinarily housed alone in a cell (e.g., inmates removed from suicide watch or psychological observation and placed in a cell without a cellmate or an inmate's assigned cellmate is on a medical trip or released from custody). Single cell monitoring must be recorded on a BP-A1121, Single-Cell Review Form. This form must be signed by the Warden as soon as feasible following the placement of an inmate in a single cell. These forms are reviewed and discussed during weekly multidisciplinary team meetings. The determination to continue or discontinue housing the inmate in a cell alone must be recorded by the Unit Manager in TRUSCOPE as a daily log entry. The BP-A1121, Single-Cell Review Form will be maintained in Section 4 of the Inmate Central File.

The Bureau recognizes certain institutions, including those with a Medical or Mental Health mission, may have inmates who appropriately require single-cell placement due to medical necessity, clinical directives, or structural limitations of designated housing units. In these instances, single-cell placement is not discretionary, temporary, or risk-driven, but instead is the result of documented medical conditions, disability-related needs, mental-health treatment requirements, or facility design factors that do not permit double-celling. Ordinarily, in such cases, daily TRUSCOPE entries are not required, and subsequent reviews will be conducted at the weekly multidisciplinary team meetings.

During regular working hours, when housing a general population inmate in a single cell is unavoidable, the Unit Manager must contact the Captain and Chief Psychologist or designee for their recommendations. If it appears necessary to single cell an inmate in general population after hours or on weekends, the Captain, Chief Psychologist or designee, and the Unit Manager will be contacted telephonically for their recommendations. Ordinarily, in such cases, the BP-A1121, Single-Cell Review Form will be signed no later than the next business day. Staff must exhaust all reasonable efforts to avoid single-cell housing whenever possible.

For additional information regarding conditions of confinement on suicide watch refer to the Program Statement **Suicide Prevention Program**.

(2) **Unit Management Meetings.** The Associate Warden will chair a quarterly Correctional Programs meeting that will include, at a minimum, Executive Staff, all Unit Management staff, and the Case Management Coordinator. This meeting may also include other departments for the purpose of cross-training and to ensure policy compliance.

(3) **Schedules of Programs, Services, and Activities.** The Unit Manager develops a schedule of unit programs, services, and activities that specifies time, place, frequency, title, etc. This document must be current, maintained continuously, and posted in a location in the housing unit easily accessible to staff and inmates. This schedule contains an explanation and list of all unit programs, services, and activities such as:

- staff schedules (must include a photo display identifying the assigned Unit Management members by position),
- unit open house hours,
- Unit Management facilitated counseling groups/programs, and
- classification and inmate program review dockets.

The Unit Manager must ensure inmates assigned to their unit are given the opportunity to participate in FSA-approved programs as outlined in the FSA Approved Programs Guide located on the FSA pages of the Bureau's public and intranet sites.

(4) **Unit Rules and Sanitation Regulations.** The Unit Manager ensures unit rules and

regulations are included in all inmate orientation materials and posted on inmate bulletin boards in both English and Spanish. At a minimum, unit rules should include inmate dress code/appropriate clothing, quiet/lights out hours, room/cell assignments, room/cell sanitation expectations, personal property limits, authorized areas of property storage, storage of excess legal materials, and intra-unit visiting limitations. Prison Rape Elimination Act (PREA) announcements and information must also be posted on the inmate bulletin board in English and Spanish, 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. Posted unit sanitation rules include:

- standards for unit sanitation,
- a description of unit orderly responsibilities,
- staff responsibilities regarding the supervision of the orderlies,
- staff responsibilities regarding 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, and
- any special unit concerns.

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

b. **Case Managers.** 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), Financial Responsibility Plan (FRP), 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 applicable Bureau inmate management system assignments.

The Case Manager is responsible for scheduling initial classification and inmate program review meetings for all inmates on their caseload. The Case Manager must notify other disciplines (e.g., Education, Psychology Services, and Health Services) in advance of the scheduled reviews via the team docket and will solicit information regarding the inmate's programming needs. The department assessing needs areas is responsible for recommending the program(s) by keying it into the applicable Bureau inmate management system and the Insight Application Suite. The Case Manager will incorporate the recommended programs provided by the respective disciplines into the initial classification or inmate program review as measurable goals.

The Case Manager is responsible for completing activities associated with the FSA, such as:

- Determining Federal Time Credit (FTC) eligibility and notifying the inmate of their

eligibility via an inmate copy of their BP-A0571, Program Review Report. Refer to the Program Statement **First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)** for more information about how to determine FTC eligibility and when to notify the inmate.

- Generating the Prisoner Assessment Tool Targeting Estimated Risk and Need (PATTERN) via the auto-PATTERN tool and providing the inmate with a sanitized copy.
- Completing needs assessments assigned to Unit Management. Refer to the Program Statement **First Step Act Needs Assessment** for additional information about FSA needs assessment.
- Generating Standardized Prisoner Assessment for Reduction in Criminality (SPARC-13) needs reassessment and providing the inmate with a copy.
- Reviewing FSA Time Credits Assessments and providing the inmate a copy, according to Program Statement **First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)**.

c. **Correctional Counselors.** 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 referred to in this section are not therapeutic or treatment related.

The Correctional Counselor is responsible for individual counseling and conducting staff-led, structured group sessions. Ordinarily, the Correctional Counselor will conduct a staff-led structured group within each of their assigned housing units at least once per quarter. Program delivery must be based on the need areas of the local inmate population in accordance with Program Statements **First Step Act Needs Assessment, First Step Act of 2018- Time Credits: Procedures for Implementation of 18 U.S.C § 3632(d)(4), and First Step Act Needs Assessment.**

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

The Correctional Counselor serves as the unit expert and coordinator on matters pertaining to locally maintained inmate personal property, including incoming and outgoing package approvals and 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 the Correctional Systems Department. 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 in accordance with the Program Statement **Visiting Regulations**.

Counselors will assist with acquiring relevant forms of identification (i.e., social security card, birth certificate, 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 date, parole eligibility date, FSA Conditional Release date, or FSA Conditional Placement date. Counselors will ensure complete and consistent data on whether or not each inmate possess each type of ID document is recorded in the Insight Application Suite. Additionally, Counselors will enter accurate information into the applicable Bureau inmate management system for eligible inmates who lack photo identification at the time of release (i.e. Release Identification Need). For additional information, refer to the Correctional Programs Branch page on the Bureau's intranet site. All identification documents obtained will be maintained in the Inmate Central File. The inmate will be provided with these documents upon release.

In accordance with the Program Statement **Sexually Abusive Behavior Prevention and Intervention Program**, the Correctional Counselor monitors the housing, work, and programming assignments of inmates deemed at risk of sexual victimization and perpetration.

1.2 STAFF ACCESSIBILITY TO INMATES AND HOURS OF DUTY

a. **Staff Accessibility to Inmates.** 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 staff and inmate interaction.

Inmates housed in locations where Unit Management staff may not be readily accessible, (e.g., the Special Housing Unit [SHU], the institution Health Services area, or other secure units) must ordinarily be visited by a member of their assigned Unit Management when that staff member is scheduled to work. 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 Management rounds are not required. In instances of leave or other absences, it is appropriate for staff from another unit to make SHU and hospital rounds in their place. In these instances, the staff making rounds must relay pertinent information with the inmate's assigned Unit Management. Appropriate annotations must be made in the applicable log and every inmate in these locations must be seen.

All Bureau facilities do not have a SHU, and some must utilize local jails or other Bureau facilities to house SHU inmates. Inmates housed in local jails must be visited by their Unit Manager, or acting Unit Manager, at least weekly. Inmates housed in the SHU as a Trans-Segregation placement at another Bureau facility will be assigned to a Unit Management team at

the facility they are currently placed. The parent facility Unit Manager is responsible for providing information and updates weekly regarding the inmate's status to the local Unit Manager. In addition, the parent facility Unit Manager is responsible for ensuring administrative tasks are completed timely (e.g., Program Reviews, Transfer Requests, Community Placement Referrals).

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

b. Unit Management Schedules and Hours of Duty. An Associate Warden must review and sign the quarterly Unit Management staff schedule. The schedule must be posted in a highly-visible location in the unit for viewing by staff and inmates.

Ordinarily, open house should occur Monday through Friday, excluding holidays. Unit Management staff must have access to the applicable Bureau inmate management system, Inmate Central Files, or other record systems to ensure inmate concerns are adequately addressed. Inmate mealtimes may be used to address general questions but should not replace scheduled open house hours.

Unit Managers must be on duty at least one weekend day or holiday per month to monitor unit operations. Unit Manager schedules will be included in the quarterly schedule.

On days with inmate movement (e.g., airlift, bus, U.S. Marshal, voluntary surrenders) occurring after 4:00 p.m., late night coverage may be required and will be determined locally by management. Institutions with regularly scheduled weekly or bi-weekly movement should have appropriate Unit Management coverage.

CHAPTER 2: STAFF CORRESPONDENCE ABOUT INMATES

2.1 USE OF OFFICIAL INFORMATION

a. **Authorized Persons.** The Director or designee, Assistant Director or designee, Regional Director or designee, and Warden or designee are the only staff authorized to release official information. The reasons for limiting the number of staff authorized to release official information are to:

- Avoid implying “official” sanction of an evaluation or recommendation, when in fact, it is one staff member’s opinion.
- Avoid implying a staff member’s opinion provides a “total” evaluation of the inmate when the staff member’s knowledge and perspective about the inmate may be limited.

b. **Disclosure Restrictions.** The Program Statement **Standards of Employee Conduct** mandates official information regarding an inmate may be disclosed or released only as required in the performance of a staff member’s duties or upon specific authorization.

c. **Disclosure Authorities.** Without authorization, staff must not release official information or directly correspond with outside agencies or persons regarding non-public information data.

Staff who want to record an observation, express an opinion, or provide a recommendation for an inmate must do so through the inmate’s assigned Unit Management, an Associate Warden, or the Warden.

Unit Management will combine and balance recommendations based on knowledge of the inmate’s history, adjustment, and progress in all areas.

Correspondence may be addressed only to specific agencies or persons.

2.2 PROCEDURES

Inmate evaluations must occur through routine channels, such as work reports, program participation reports or medical reports. Except for UNICOR work reference letters, staff wishing to make unique recommendations (e.g., for behavior above and beyond normal work or program expectations) must direct correspondence to the inmate’s assigned Unit Manager, an Associate Warden, or the Warden.

For additional information regarding UNICOR reference letters, refer to the Program Statement **Federal Prison Industries Inmate Work Program**. Inmates should contact the Factory Manager for criteria and additional information.

Inmate evaluations must be incorporated into the next progress report by Unit Management staff prior to purging. A recommendation will then take the form of an official evaluation, sanctioned by the Warden or designated authority which carries more credence than a staff member's opinion. Refer to the Program Statement **Progress Reports**.

Official correspondence, which includes staff recommendations about inmates, will be prepared for the Warden's signature. If necessary, this signature authority may be delegated to an Associate Warden.

Staff must not give copies of evaluations or letters of recommendation to an inmate but may inform them of their content. This prevents inmates from using copies of such correspondence for unauthorized purposes.

Correspondence generated through routine channels becomes part of the Inmate Central File, which the inmate may view. Correspondence the Case Manager determines to be improper for release and not yet incorporated into a progress report must be removed from the Inmate Central File prior to the inmate's review.

Letters verifying dates of incarceration, and other public information data, will be prepared for the Associate Warden's signature. This signature authority may not be delegated below Unit Manager.

2.3 OTHER DELEGATED AUTHORITY TO CORRESPOND ABOUT INMATES

This chapter does not limit or negate any other Bureau policy delegating specific authority to a staff member to correspond about inmates.

CHAPTER 3: INITIAL CLASSIFICATION AND INMATE PROGRAM REVIEWS

3.1 § 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.

Ordinarily, the Unit Manager will chair each initial classification and inmate program review and at a minimum, each initial classification and inmate program review will include the inmate's assigned 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 inmate program reviews, progress in recommended programs is reviewed and new programs are recommended based on the needs reassessment, the inmate's individual abilities, and input from other departments.

During initial classification and program reviews, the Inmate Central File will be reviewed by Unit Management staff to ensure the presence and accuracy of the following documents:

- BP-A0407, Acknowledgment of Inmate, Part 1 & 2: This form serves as notification to inmates regarding general and legal correspondence, and requests authorization for disposition of funds.
- BP-A0408, Acknowledgment of Inmate, Part 3 & 4: This form serves as notification to inmates regarding monitoring of inmate telephone calls, procedures of unmonitored attorney calls, as well as notification to next of kin in case of death, serious illness, and disposition of personal property.
- Judgment and Commitment Order.
- Presentence Investigation Report.
- Statement of Reasons, if applicable.
- CIM documentation.
- BP-A0400, CIM Notice, if applicable.

Unit Management staff must ensure all information is recorded during the initial screening process and updated at each subsequent program review on the BP-A0408, Acknowledgment of Inmate, Parts 3 & 4 form. For additional information regarding the intake screening process refer to the Program Statement **Intake Screening**.

The inmate's initial classification, subsequent inmate program reviews, all associated program and treatment recommendations, and inmate discussions (e.g., release plans, transfer requests), will be documented on the inmate's BP-A0571, Program Review Report in the Insight Application Suite. The Case Manager will review the BP-A0571 for completeness and accuracy before electronically filing, ordinarily within 14 days of the completed review. The inmate will be provided with a copy of their BP-A0571, Program Review Report at the conclusion of the inmate program review meeting.

Education, Psychology Services, and Health Services will provide needs assessment information utilizing the Insight Application Suite. The needs assessment information will be incorporated into the individualized needs plan and provided to the inmate via the BP-A0571, Program Review Report.

3.2 § 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 the 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 inmate Program Review Report and a BP-A0381, Inmate Activity Record form.

Following a transfer, an initial classification is 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, staff 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 Branch page of the Bureau's intranet site. This reassessment is based upon any additional, relevant information received or observed since the inmate's intake screening. During the initial classification the reassessment will be documented on the BP-A0571, Program Review Report, and if additional risk factors are

identified, Unit Management staff will notify Psychology Services.

Inmates subject to Violent Crime Control and Law Enforcement Act (VCCLEA) notification pursuant to 18 U.S.C. § 4042(b) will be notified via the file copy of the Program Review Report.

Inmates subject to Sex Offender Registration and Treatment Notification pursuant to 18 U.S.C. § 4042(c) must be notified at initial classification via the file copy of the Program Review Report and re-notified at the last inmate program review prior to release via the BP-A0648, Sex Offender Registration and Treatment Notification form, which is 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 may fall on a date when an inmate is admitted to an outside hospital or in the custody of other law enforcement agencies (i.e., writ). In these cases, the inmate 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.

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

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, in accordance with Program Statement **First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)**.

Inmates who are classified as CIM cases will be reviewed, and the CIM review will be documented on the file copy of the inmate 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 inmate 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 the unit in a highly visible location at least 48 hours prior to the meeting. Inmates must be otherwise notified by staff at least 48 hours prior if they do not have access to the posting.

3.3 UNSCHEDULED REVIEWS

Upon request of either the inmate or staff member, and with the concurrence of the Unit Manager, an unscheduled program review may be conducted outside of the 90- or 180-day requirement. The inmate must be notified by staff 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 program review meeting is properly scheduled and the inmate fails to appear, disciplinary action will be taken.

(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-term and long-term goals.

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

Example A: Next Program Review Goals: Recommend enrollment in Anger Management counseling group. Enroll in General Equivalency Diploma (GED) program.

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

Progress towards previously stated goals during the prior initial classification or inmate program

review will be noted in the “progress since last review” section of the Individualized Needs Plan.

Program Review Reports should be scanned, uploaded, and archived electronically into the Insight Application Suite as close to the completion of the inmate program review team meeting as possible, and no more than 14 days following the meeting’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, refer to the Program Statement **Inmate Work and Performance Pay**. For information regarding UNICOR’s work program, refer to the Program Statement **Federal Prison Industries Inmate Work Program**.

3.4 APPEALS PROCEDURE

Through the Administrative Remedy Program, an inmate may appeal a decision made at initial classification or an inmate program review. Refer to the Program Statement **Administrative Remedy Program** for additional information about appeals.

CHAPTER 4: INMATE RELEASE PLANNING

Inmates have the responsibility to develop and submit a release plan to Unit Management staff for investigation and verification by the United States Probation Office (USPO) in the district of their supervision. This is documented in both the BP-A0522, Supervision Release Plan form, and the inmate's final progress report.

During a regularly scheduled inmate program review, a Case Manager may change an inmate's legal address in the applicable Bureau inmate management system if the inmate provides supporting documentation of a legal residence different from the one 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 FSA Conditional Placement Date or earliest release date.

4.1 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), staff forward a progress report and the BP-A0522, Supervision Release Plan form to the USPO in the district of supervision for verification of residence and employment.

4.2 INMATES NOT RETURNING TO THEIR SENTENCING DISTRICT

During final release planning, ordinarily 27 months before the FSA Conditional Placement Date or earliest release date, the following release planning materials are to be forwarded to the proposed district of supervision:

- sentence monitoring computation data,
- final progress report,
- BP-A0522, Supervision Release Plan form,
- Judgment and Commitment Order, and
- Presentence Investigation Report.

4.3 INTERNATIONAL TREATY TRANSFER CASES

The U.S. Parole Commission (USPC) retains jurisdiction over incoming 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 in accordance with the Program Statement **Transfer of Offenders To or From Foreign Countries**.

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

4.4 UNRESOLVED PENDING CHARGES

Consistent with the recidivism reduction goals of the FSA, 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. In accordance with the Program Statement **Correctional Systems Manual**, Correctional Systems staff are responsible for ascertaining the status of any pending charges, warrants, or possible detainers that could interfere with an inmate's placement in an RRC via a BP-A0394, Detainer Action Letter, and advising Unit Management and the inmate of the results.

While it is the sole responsibility of the inmate to resolve pending charges, warrants and/or detainers, Unit Management are 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 Management will inform the Correctional Systems Records Office of any developments regarding an inmate's pending charges.

4.5 PREGNANCY AND CHILD PLACEMENT

The final progress report will include information regarding women who gave birth while incarcerated in an institution, are in the Mothers and Infants Together (MINT) program, or are in the Residential Parenting Program (RPP). Information will include the delivery date, current location of the child, determination 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, to include the responsible Social Worker (institution or Regional), will provide relevant information to the Case Manager for inclusion in the progress report in accordance with the Program Statement **Female Offender Manual**.

CHAPTER 5: STAFF SERVING AS INMATE REPRESENTATIVES IN PAROLE HEARINGS

The U.S. Parole Commission allows inmates to be represented at parole hearings by a person of the inmate's choice. Occasionally, inmates request a Bureau staff member as their representative.

Procedures required in this Chapter do not apply to pretrial or detainee inmates unless they require a parole hearing while in holdover status.

5.1 PROCEDURES

An inmate either chooses or waives representation by completing Parole Form I -24, Notice of Hearing-Parole Application Representative and Disclosure Request form.

If the inmate requests a Bureau or contract staff member as their representative, that staff member may choose to accept or decline to participate.

Staff who agree to serve as an inmate's representative must read and sign the BP-A0624, Responsibilities of Employees Representing Inmates at Parole Hearings form, certifying they understand their role and responsibilities. The form must be signed prior to the parole hearing.

A Unit Management staff member witnesses the representative's signature and ensure the representative receives a copy of the BP-A0624. Additionally, a copy of the form is placed in the Inmate Central File. The inmate may also receive a copy, if requested.

REFERENCES

Program Statements

Inmate Work and Performance Pay

Intake Screening

Progress Reports

Administrative Remedy Program

Correctional Systems Manual

Transfer of Offenders To or From Foreign Countries

First Step Act Needs Assessment

First Step Act of 2018 – Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)

Visiting Regulations

Sexually Abusive Behavior Prevention and Intervention Program

Standards of Employee Conduct

Female Offender Manual

Correctional Services Manual

Federal Prison Industries Inmate Work Program

Bureau Forms Prescribed by 5321.xx

BP-A0522 Supervision Release Plan

BP-A0571 Program Review Report

Other Bureau Forms

BP-A0381 Inmate Activity Record

BP-A0394 Detainer Action Letter

BP-A0400 CIM Notice

BP-A0407 Acknowledgment of Inmate, Part 1 & 2

BP-A0408 Acknowledgment of Inmate, Part 3 & 4

BP-A0648 Sex Offender Registration and Treatment Notification

BP-A1121 Single-Cell Review Form

BP-A0624 Responsibilities of Employees Representing Inmates at Parole Hearings

Other Forms

I-24 Notice of Hearing-Parole Application Representative and Disclosure Request

Federal Statutes

5 U.S.C. § 6127

18 U.S.C. § 3632

18 U.S.C. § 4042 (b)–(c)

Federal Regulations

28 C.F.R. §§ 524.10–11

Other References

First Step Act (FSA) of 2018 Pub. L. 115-391, 132 Stat.194

ACA Standards

Performance-Based Standards and Expected Practices 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

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-2E-02(M); 5-ALDF-2A-28, 5-ALDF-2A-29, 5-ALDF-5B-17, 5-ALDF-5B-19, 5-ALDF-7F-02, 5-ALDF-5C-06, 5-ALDF-5C-08, 5-ALDF-5C-07, 5-ALDF-5A-03

Standards for the Administration of Correctional Agencies (2nd Edition): 2-CO-3A-01.

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.