

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



**PROGRAM STATEMENT
Release Preparation Program**

Approved by	<i>William K. Marshall III</i> William K. Marshall III Director, Federal Bureau of Prisons
DPI	RSD
Number	5325.09
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Summary of Changes

<p><i>Program Statement Rescinded:</i></p> <ul style="list-style-type: none"> ▪ 5325.07 Release Preparation Program (12/31/2007)
<p><i>Changes:</i></p> <ul style="list-style-type: none"> ▪ Requires institutions to use a standardized curriculum developed by the Community Reentry Affairs Branch, Reentry Services Division (CRB-RSD). ▪ Establishes Release Preparation Program (RPP) and offers Community Resource Day quarterly. ▪ Establishes the First Step Act (FSA) Needs Assessments will be utilized to determine areas in which the inmate population will need services for core curriculum categories one (1), two (2), three (3), and six (6). ▪ Mandates First Step Act (FSA) and other approved programs will be utilized to fulfill core curriculum categories one (1), two (2), three (3), and six (6). ▪ Changes the time frame for enrollment in the RPP to between 18 and 24 months prior to the inmate’s institution departure date to the community. ▪ Consolidates and standardizes the Bureau’s inmate management system keying assignments. ▪ Establishes the Warden will designate an appropriate staff as the coordinator if an institution does not have a designated Release Preparation Program Coordinator (RPPC) or Release Preparation Program Assistant (RPPA). ▪ Clarifies the RPPC and RPPA responsibilities. ▪ Discontinues the Unit Release Preparation Program. ▪ Updates Institution Supplement requirements. ▪ Includes requirements from 34 U.S.C. 60541(b) as revised by the First Step Act of 2018 regarding identification and release assistance. ▪ Changes Community Corrections references to Residential Reentry Management (RRM). ▪ Establishes release identification responsibilities and procedures.

- Removes specific references to one Bureau inmate management system. Staff must now refer to the Bureau's CRB-RSD intranet site for guidance regarding this system and required codes for the RPP the Single Occupancy definition.

1. **§ 571.10 Purpose and scope.**

The Bureau of Prisons recognizes that an inmate's preparation for release begins at initial commitment and continues throughout incarceration and until final release to the community. This subpart establishes a standardized release preparation program for all sentenced inmates reintegrating into the community from Bureau facilities. Exception to this subpart may be made by the Warden of a Bureau facility which has been designated as an administrative maximum security institution.

The purpose of the Release Preparation Program (RPP) is to prepare inmates to reenter the community with the tools and resources to be successful upon release. The Bureau's RPP begins upon initial commitment and continues throughout incarceration.

a. **Program Objectives**

- Inmates will receive information and resources aimed at enhancing the likelihood of their successful return to the community.
- Inmates will participate in self-improvement programs and obtain reentry services in support of successful reentry.
- As resources allow, institutions will collaborate with partners and stakeholders (e.g., U.S. Probation Officers, U.S. Attorneys, community volunteers), to enhance programming in support of successful reentry.
- Inmate recidivism may be reduced through completion of institution programs.

b. **Institution Supplement.** None.

c. **Pretrial, Holdover, and Detainee Procedures.** Pretrial, holdover inmates, and detainees are not required to participate in the RPP. However, they may request resources through Unit Management, and the RPP Committee may provide educational materials or accommodations based on institutional availability.

2. **§ 571.11 Program responsibility.**

The Warden shall designate to a staff member the responsibility to:

- (a) Determine the general release needs of the inmate population;
- (b) Coordinate the institution release preparation program;

(c) Chair the Release Preparation Program Committee;

(d) Contact and schedule volunteers from the local community to participate in the release preparation program.

Successful reintegration into the community requires early identification of the inmate's release reentry needs, as well as the development of a comprehensive institution and community-based plan to meet those needs. Release plans will be discussed with the inmate at initial classification and updated at subsequent program reviews consistent with the Program Statement **Unit Management and Inmate Program Review**.

The Warden will implement the RPP by developing an RPP Committee comprised of supervisory staff representing Education, Chaplaincy Services, Psychology Services, Correctional Programs (i.e., Unit Manager, Case Management Coordinator), Health Services, and Financial Management. Social Workers, Special Populations Programs Coordinators, and Reentry Affairs Coordinators must also participate if the positions are established at the institution.

The Warden will designate a member of the Executive Staff, such as an Associate Warden or the Executive Assistant, to serve as the Chairperson of the RPP and the RPP Committee, with overall responsibility for program oversight and implementation.

The Warden will prioritize the use of volunteers and/or government officials from the local community to provide instruction on core curriculum topics as outlined in the Program Statement **Volunteer Services**.

3. RESPONSIBILITIES

a. **Chairperson.** The chairperson will:

- ensure that the RPP Committee meeting minutes are maintained for two years;
- implement recommendations from department heads who are responsible for planning, scheduling, conducting, and documenting classes, as approved by the Warden;
- ensure the designated instructors listed on the lesson plan provide programming; and
- assign an alternate instructor should the primary instructor not be available.

b. **RPP Coordinator (RPPC) and Assistant (RPPA).** The Warden will not delegate the RPPC below the department head level. The RPPA will be selected by the chairperson. The RPPC and RPPA will:

- recruit, schedule, and manage outside subject matter experts (SME) to facilitate classes on Community Resource Day;

- provide resources to inmates releasing to the community;
- conduct monthly meetings;
- monitor and track RPP assignments; and
- generate and provide monthly rosters of eligible RPP participants during the RPP Committee meeting.

4. GENERAL CHARACTERISTICS OF THE RPP

§ 571.12 General Characteristics.

- (a) Staff shall structure the release preparation program to make extensive use of staff, inmate, and community resources.
- (b) Staff shall strongly encourage and support an inmate's participation in the institution release preparation program. Staff shall document the inmate's participation in the program in the inmate's central file.

Each RPP topic is taught by appropriate instructors as identified on lesson plans or in the FSA approved programming guide. The RPP instructors will be comprised of staff from various disciplines, volunteers, and outside representatives, primarily the United States Attorney's Office, United States Probation Office (USPO), United States Department of Veterans Affairs, and the Social Security Administration. Representatives from RRM and Community Treatment Services (CTS) are also encouraged to be utilized for the Community Resource Day. These representatives are authorized to facilitate the classes that fulfill requirements for core curriculum categories four (4) (information and community resources) and five (5) (institution release procedures) as described in section 7b of this program statement.

Inmates are also encouraged to participate in other reentry related classes and events throughout their confinement as recommended by Unit Management and/or the RPP Committee. Additional programs may include community resource seminars about domestic relations/family planning, veteran programming, and priority-practice groups offered by Psychology Services. Availability of these programs will vary based on institution needs and resources.

5. INCENTIVES

The RPP Committee is required to offer an incentive at the completion of the RPP. Incentive options will be reviewed during monthly RPP Committee meetings. Incentives available at the institution will be at Warden's discretion, e.g., special visits to be held outside of normal visitation hours, certificates, movie nights, meals prepared in the Food Service kitchen, or special events (e.g., RPP ceremony). The incentive options will be dependent on the resources available at the institution and recommended by the RPP Committee for approval by the Warden.

6. ADMINISTRATION OF THE RPP

§ 571.13 Institution release preparation program.

- (a) The institution release preparation program shall be administered by the Release Preparation Program Committee.

The RPP Committee will meet at least monthly. The chairperson is required to maintain minutes of the RPP Committee meetings for two years.

Functions of the RPP Committee include:

- Review individual release plans of difficult cases to ensure inmates have access to required reentry resources (e.g., special accommodations for inmates with extenuating circumstances such as severe mental illness, medical needs, housing instability, or lengthy sentences).
- Review individual cases where an inmate has less than 12 months remaining until they enter the community and have not completed core curriculum categories one (1), two (2), three (3), and six (6) as described in Section 7b of this program statement.
- Coordinate institution-wide reentry-related events.
- Invite local employers to participate in mock job fairs.
- Address special population reentry needs.
- Discuss the needs of inmates prior to their release.
- Address the needs of inmates in specialty units.
- Identify and arrange live and interactive resources that meet the specific needs of the institution's special populations (i.e., unhoused, veterans, women, aging population, etc.).
- Review RPP post assessment and evaluation results.
- Address reentry program initiatives and barriers.

7. NATIONAL CURRICULUM DEVELOPMENT

(b) The institution release preparation program will be based on a core curriculum of topics/courses organized into six broad categories. The six categories are:

- (1) Health and nutrition.
- (2) Employment.
- (3) Personal finance/consumer skills.
- (4) Information/community resources.

(5) Release requirements and procedures.

(6) Personal growth and development.

The Community Reentry Affairs Branch (CRB) is responsible for developing the core curriculum templates for the Community Resource Day: (4) information/community resources, and (5) release requirements and procedures. The templated curricula for these core categories are available on the Bureau's CRB-RSD intranet site in English and Spanish. Approved FSA and other programs satisfying core curriculum categories one (1), two (2), three (3), and six (6) are also available on the Bureau's intranet site.

Curriculum development considers institution specific reentry needs and emerging reentry issues. Consequently, classes may be revised by the CRB over time based on the RPP post assessment and evaluation results.

Individuals who have outstanding core curriculum needs and are within 24 months of their community departure date will be reviewed by the RPPC/RPPA and enrolled in the appropriate classes and programs to satisfy remaining RPP requirements. RPP programming does not impact or fulfill an inmate's FSA Needs; the Needs Assessment is used solely to determine enrollment in the National Core Curriculum Development.

The Bureau's RSD-CRB intranet site provides guidance regarding programming that satisfies core curriculum categories. The RPP Committee is responsible for coordinating these core curriculum classes and programs dependent upon the needs of the population. If it is determined the inmate does not have a need for a specific core curriculum category, they will not be required to complete corresponding programming.

8. COMMUNITY RESOURCE DAY

The RPPC/RPPA will be tasked with coordinating a Community Resource Day that will satisfy the core curriculum category four (4) and five (5) requirements to provide information and community resources, as well as instruction regarding institution release procedures. The RPPC/RPPA will review the RPP roster for inmates attending the Community Resource Day to determine the specific resources that will best meet their needs. Based on the review, the RPPC/RPPA will coordinate appropriate community, state, and federal resources (including RRM and CTS) to facilitate the Community Resource Day.

- For resources that are unable to attend in person, the RPPC/RPPA will arrange virtual presentations at locations where feasible.
- If community resources are unable to attend in-person or virtually, the RPPC/RPPA will collaborate with the Reentry Affairs Coordinator, Special Populations Program Coordinator, and other Bureau staff to provide programming.

- For circumstances that do not allow for interactive programming, recorded sessions may be authorized after consulting with the National RPPC. Additionally, SMEs within the institution will be available to answer questions.
- The RPPC will provide a yearly calendar with quarterly Community Resource Day dates for their institution and submit to the Chairperson for approval. This calendar will be submitted prior to the start of each new fiscal year.

The needs of the institution's diverse population must be considered when delivering classes on Community Resource Day. Class instructors will be provided lesson plan templates with recommended topics to discuss for the Community Resource Day. Instructors are encouraged to cover all the material included in the standardized lesson plan. Recommended instructors are listed in each lesson plan. Standardized lesson plan templates, presentations, and supplemental resources are posted on the Bureau's CRB-RSD intranet site.

The pre-program assessment is the FSA Needs Assessment completed upon an inmate's arrival at their designated facility. This assessment is used to determine whether the inmate is required to complete the Core Curriculum Categories (one) 1, (two) 2, (three) 3, and (six) 6 identified in Section 7, National Curriculum Development. A post-program assessment and RPP evaluation will be administered to assess knowledge gained throughout incarceration at the conclusion of the program. The RPP Committee will review the results of the pre- and post-assessments, along with evaluations, to monitor program quality (e.g., identifying instructional strengths and weaknesses). Please refer to the Bureau's RSD-CRB intranet site for additional guidance regarding required assessments and evaluations.

Each eligible inmate must participate in the RPP and may only be exempted with cause by the chairperson. RPP participation or cause for exemption are noted in the pre-release progress report in accordance with the Program Statement **Progress Reports**.

Inmates may submit requests to their Unit Management team to attend an additional Community Resource Day prior to their departure from the institution to the community. Approval of these requests will be at the discretion of the RPPC based upon ability to accommodate additional participants.

9. SUPPLEMENTAL RELEASE PREPARATION EVENTS

Supplementary programs such as the mock job fair can satisfy core curriculum category two (2) for employment, or a reentry simulation can satisfy core curriculum category six (6) for personal growth. Additional guidance is provided on the Bureau's CRB-RSD intranet site.

It is recommended the RPPC, RPPA, Reentry Affairs Coordinator, and if available, the Special Populations Program Coordinator collaboratively host at least one reentry simulation a year.

10. PARTICIPANT RESPONSIBILITIES

Inmates must familiarize themselves with their release plans and work toward those goals throughout their incarceration.

Inmates are responsible for requesting enrollment in approved classes that satisfy core curriculum categories one (1), two (2), three (3), and six (6). To satisfy core curriculum categories four (4) and five (5), inmates must participate in Community Resource Day. Following completion of Community Resource Day, inmates are also required to complete the RPP post-program assessment and evaluation.

11. SPECIAL HOUSING UNIT (SHU) PROGRAMMING

As referenced in the Program Statement **Special Housing Units**, inmates who remain housed in SHU and are unable to be released to less restrictive settings within 180 days of release will be provided targeted reentry programming to prepare for their return to the community. The RPP Committee will review the roster of inmates departing to the community from SHU and coordinate with the respective Unit Management team member to review their status and release plans. Considerations and discussions during SHU multidisciplinary meetings regarding the need for targeted RPP should occur (i.e., one-on-one/virtual meeting with community resources, phone call as approved by the Warden to the U.S. Probation Officer, Residential Reentry Center (RRC), and/or CTS).

12. COMPLETION REQUIREMENTS

Inmates will be enrolled in the RPP between 18 and 24 months prior to their institution departure date to the community. This date is considered the earliest of their conditional release, conditional placement, or projected release dates. Community Resource Day will be offered at least once per quarter, with class sizes limited to a maximum of 60 participants. Exceptions may be made to this restriction at the discretion of the Warden. Based on facility needs, additional sessions may be scheduled to better accommodate a classroom setting.

To receive credit for program completion, inmates must complete the pre-assessment, satisfy all required core curriculum needs, or be designated as “No Need,” and participate in Community Resource Day. In addition, the post-program assessment and evaluation must be submitted upon completion.

The RPPC/RPPA enters an appropriate completion assignment into the applicable Bureau inmate management system and advises Unit Management. This assignment must be entered within 14 calendar days of program completion.

13. EXEMPTIONS TO RPP PARTICIPATION

All designated inmates must participate in the RPP. In the event an inmate has transferred from another federal facility or is designated with a sentence of 12 months or less, the RPPC/RPPA will discuss and coordinate necessary reentry programming needs during the monthly RPP Committee meeting. In consultation with Unit Management, inmates may be exempted from RPP requirements.

Ordinarily, exemptions include inmates who:

- are initially designated with less than 12 months remaining on their sentence
- have returned to custody with less than 12 months remaining on their sentence and have previously completed the program
- are severely medically disabled
- have a diagnosed mental illness
- are serving a life sentence
- are serving a death sentence
- have a final order of deportation

Those in pretrial or holdover status, or those temporarily committed for study and observation, are not ordinarily eligible and are therefore exempt from the RPP.

14. BUREAU INMATE MANAGEMENT SYSTEMS ASSIGNMENTS

During initial classification, Unit Management enters the appropriate code into the applicable Bureau inmate management system indicating if the inmate is required to participate in the RPP. At subsequent Program Reviews, Unit Management will review and identify completed FSA programs or other applicable programs as they correspond to each RPP core category. The RPPC is responsible for tracking inmates who must complete RPP. RPP core curriculum completion will be tracked in the applicable Bureau inmate management system and the Insight Application Suite.

15. RELEASE PREPARATION FURLOUGHS

(c) To assist in the release process, the Warden may, in accordance with the Bureau of Prisons' rule on furloughs, grant an inmate a furlough for release preparation purposes.

For more information regarding furlough recommendations, see the Program Statement **Inmate Furloughs**. The RPP Committee may determine applicable core curriculum credit to provide for release preparation furlough programs.

16. OBTAINING IDENTIFICATION

(d) Staff shall help an inmate obtain proper identification (social security card, driver's license, birth certificate, and/or any other documents needed by the inmate) prior to release.

As required by Section 34 U.S.C. 60541(b) as revised by the First Step Act of 2018, Bureau staff will make every effort to assist inmates in obtaining identification, including a social security card, driver's license or other official photo identification, and a birth certificate, prior to release as outlined in Program Statement **Community Corrections Center (CCC) Utilization and Transfer Procedures**. Unit Management will assess and document the inmate's identification needs on their initial classification and subsequent program reviews.

Correctional Systems will determine the need for release identification cards and initiate the process of creation. Prior to the creation of the release identification card, all information will be validated to ensure the releasing inmate meets the eligibility requirements for this card in the instant identification system.

Unit Management, Correctional Systems, and Reentry Affairs Coordinators will assist inmates in obtaining necessary release documents. Once the release identification card is issued by the Government Publishing Office, Correctional Systems will be responsible for securing it in the Judgment and Commitment (J&C) file.

Upon receipt of the identification documents, Unit Management will store the social security card, driver's license or other official photo identification, and a birth certificate in Section 3 of the Inmate's Central File. They will also appropriately document receipt of these items in the Insight Application Suite.

Two weeks prior to the inmate releasing, Unit Management will provide all original documentation to Correctional Systems who will provide the release identification documents to the inmate upon release or transfer to the community.

If for any reason the inmate does not receive their release documents, the facility will be required to forward the documents via certified mail to the inmate's RRC or the release address on file. Correctional Systems and Unit Management will make a copy of, secure, and maintain the certified mail tracking receipt in both the Inmate's Central File and J&C file.

17. REFUSAL TO PARTICIPATE

An inmate who refuses to participate in the RPP is considered to lack the responsibility necessary for community program participation and will not ordinarily participate in an RRC. However, an inmate in this category should not be automatically excluded from consideration for RRC referral. The RPPC will advise Unit Management of the inmate's refusal, and they will

assign the appropriate status code in the applicable Bureau inmate management system. Refusal to participate or complete the RPP may result in punitive sanctions outlined in the Program Statement **Inmate Discipline Program**.

18. DIRECT RELEASES

(e) An inmate who is not being released through a Community Corrections Center (CCC) may ask staff to request the assistance of a United States Probation Officer in establishing a release plan. Bureau staff are to encourage the inmate to give at least one employment lead or contact. Where the inmate or the inmate's family has already identified employment, the case manager shall notify the United States Probation Officer so that the usual verification of release plans may be made. Where employment has not been identified, the case manager shall notify the United States Probation Officer of the employment need. This notification should ordinarily occur at least six weeks prior to the inmate's release.

“CCC” in blue text is referring to an RRC.

The Program Statement **Unit Management and Inmate Program Review** establishes a time frame requiring Unit Management staff to submit inmate release plans to the USPO at least 90 days prior to direct release dates or at the time of an RRC referral, excluding extenuating circumstances.

REFERENCES

Program Statements

Community Corrections Center (CCC) Utilization and Transfer Procedures
Inmate Discipline Program
Inmate Furloughs
Special Housing Units
Progress Reports
Unit Management and Inmate Program Review
Volunteer Services

Federal Regulations

28 CFR 571.10–13.

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-5F-01, 5-ACI-5F-03, 5-ACI-5F-05
Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-5B-14, 5-ALDF-5B-15, 5-ALDF-5B-16, 5-ALDF-5B-19
Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-4G-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.