


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



**PROGRAM STATEMENT  
First Step Act  
Assessments, Programming, and Incentives**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	DIR
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**1. PURPOSE AND SCOPE**

The First Step Act (FSA) of 2018, codified in 18 U.S.C. § 3632, and other sections, requires the Bureau of Prisons (Bureau) implement a recidivism risk assessment, criminogenic needs assessment, targeted programming to address identified needs, incentives to participate and successfully complete recommended programs, and related staff training.

This program statement rescinds the Program Statements **First Step Act Program Incentives** and **First Step Act Needs Assessment**.

**a. Program Objectives.**

- Establishes guidance for implementing the Criminogenic Needs Assessment portion of the Risk and Needs Assessment System (RNAS).
- Establishes a consistent system (i.e., RNAS) for reporting data, monitoring, accessing, and auditing system usage.
- Directs resource allocation for institutions to deliver incentives and awards for program completions in compliance with FSA law.
- Provides staff training guidance.
- Establishes clear roles and responsibilities at institution, regional, and central office levels.
- Creates an FSA Interdisciplinary Committee at all institutions.

**b. Institution Supplement.** None.

## 2. BACKGROUND

The First Step Act, enacted on December 21, 2018, aims to reform criminal justice. The FSA mandates the Bureau to evaluate the recidivism risk and criminogenic needs of all sentenced inmates. Based on these assessments, the Bureau recommends evidence-based recidivism reduction (EBRR) programs and productive activities (PA) that address the inmate's identified needs which can reduce their risk of recidivism. The FSA also offers incentives to include Federal Time Credits (FTCs) for inmates who successfully participate in or successfully complete EBRR programs and PAs. For the purposes of this program statement, "programming" refers to FSA approved EBRR programs and PAs.

### 3. § 523.41 Definitions.

(a) ***Evidence-Based Recidivism Reduction (EBRR) Program.*** An EBRR Program is a group or individual activity that has been shown by empirical evidence to reduce recidivism or is based on research indicating that it is likely to be effective in reducing recidivism; and is designed to help prisoners succeed in their communities upon release from prison. EBRR Programs may include, but are not limited to, those involving the following types of activities:

- (1) Social learning and communication, interpersonal, anti-bullying, rejection response, and other life skills;
- (2) Family relationship building, structured parent-child interaction, and parenting skills;
- (3) Classes on morals or ethics;
- (4) Academic classes;
- (5) Cognitive behavioral treatment;
- (6) Mentoring;
- (7) Substance abuse treatment;
- (8) Vocational training;
- (9) Faith-based classes or services;
- (10) Civic engagement and reintegrative community services;
- (11) Inmate work and employment opportunities;
- (12) Victim impact classes or other restorative justice programs; and
- (13) Trauma counseling and trauma-informed support programs.

(b) ***Productive Activity (PA).*** A PA is a group or individual activity that allows an inmate to remain productive and thereby maintain or work toward achieving a minimum or low risk of recidivating.

PAs are structured groups or individual activities that promote prosocial behavior and enhance skills to address identified needs.

c. **Successful program participation.** In general, to successfully participate in a program, inmates must:

- attend all sessions with only excused absences,
- complete all assigned activities and work, and
- comply with all program rules and instructions set forth by the program manager/facilitator.

Successful participation in programming may lead to earning various incentives. Please refer to the FSA pages of the Bureau's public and intranet sites for specific eligibility criteria. FTC eligibility, earning, and application criteria are found in the Program Statement **First Step Act of 2018 - Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)**.

d. **Non-FSA Programs.** Other programs and activities designed to prepare inmates for reentry, reduce idleness, contribute to overall positive institution adjustment, and help maintain clear institution conduct, but do not adequately address one or more identified needs. Some examples include team sports, mock job fairs, physical exercise, special pre-release events, reentry simulations, and worship services. The programs offered vary by institution dependent upon the facility's security level and operational needs; non-FSA programs are not included in the FSA Approved Programs Guide and participants are not entitled to incentives under the FSA.

#### 4. **RISK AND NEEDS ASSESSMENT SYSTEM (RNAS)**

The RNAS evaluates and measures the recidivism risk and criminogenic needs of inmates assisting staff in assigning programs geared toward reducing the likelihood of recidivism. Additionally, the RNAS aligns evidence-based interventions with an inmate's specific needs, learning style, motivation, and strengths.

The RNAS includes the Prisoner Assessment Tool Targeting Estimated Risk and Needs (PATTERN) recidivism risk instrument and Standardized Prisoner Assessment for Reduction in Criminality (SPARC) criminogenic needs assessments.

a. **Recidivism Risk Assessment – PATTERN** is the automated recidivism risk assessment instrument that objectively assesses an inmate's current level of risk for re-offending. This tool calculates a recidivism risk score based upon predefined criteria outlined on the FSA pages of the Bureau's public and intranet sites. Several of the element scores show staff and inmates programming opportunities to help decrease the inmate's overall recidivism risk score, while other factors, such as the offense of conviction and criminal history remain the same despite program completions.

Participation in EBRRs and PAs is strongly encouraged and contributes to meaningful personal

growth. Only designated program completions may reduce risk scores; these are identified in the FSA Approved Programs Guide and listed on the FSA pages of the Bureau's public and intranet sites with additional scoring details.

- **Periodic Recidivism Risk Reassessment.** Inmate risk scores are reassessed in accordance with the Program Statement **Unit Management and Inmate Program Review**. During regularly scheduled inmate program reviews, the Unit Management team utilizes the Insight application to reassess the recidivism risk of each inmate. If the review indicates a change in an inmate's recidivism risk level, staff must review the changes and recommend appropriate EBRR programs or PAs aligning with the updated assessments. Ordinarily, changes are a result of the inmate's age, completed programs, and incident reports.

b. **Criminogenic Needs Assessment – SPARC** utilizes multiple needs assessment tools and processes to evaluate specific criminogenic need areas that help focus program recommendations to best prepare inmates to return to the community.

All needs are initially assessed upon arrival at the designated facility where the inmate begins serving their sentence. This process includes assessments completed by staff and self-assessment surveys completed by inmates. Needs are then reassessed throughout their sentence during regularly scheduled inmate program reviews with Unit Management team.

- **Initial Criminogenic Needs Assessments.** The applicable Bureau inmate management system includes specific assignments for each identified need area. An explanation of each assignment is listed on the FSA pages of the Bureau's public and intranet sites. Most time frames for completion are consistent with the initial program review as specified in the Program Statement **Unit Management and Inmate Program Review**. Some assessment time frames are extended past the initial program review and are determined by discipline-specific program statements for general intake assessment requirements. The FSA page of the Bureau's intranet site includes the most up-to-date time frames for each discipline.
- **Electronic Initial Self-Assessments.** Inmates have one opportunity to complete the electronic self-assessment surveys. If a session times out or remains incomplete, this will result in a need refusal assignment in the applicable Bureau inmate management system.
- **Paper Initial Self-Assessments.** Staff must provide inmates with paper-and-pencil self-assessments to complete and return if an electronic version is not available or a self-assessment need refusal requires remedy. Once the paper-and-pencil assessment is finished, a staff member must score the assessment using the scoring instruments located on the Bureau's intranet pages and enter the result into the applicable Bureau inmate management system. Additionally, assessments must be filed in section two of the

Electronic Inmate Central File (e-ICF) application. The Warden will assign the responsibility of scoring the self-assessments, entering the resulting need assignments, and storing these documents as necessary.

The English and Spanish versions of the assessments and scoring tools can be found on the FSA page of the Bureau's intranet site.

- **Accommodations.** Staff members may provide accommodations to inmates in accordance with the Program Statement **Management of Inmates with Disabilities**.
- **Periodic Criminogenic Needs Reassessment.** Inmate's needs are reassessed in accordance with the Program Statement **Unit Management and Inmate Program Review**. During regularly scheduled inmate program reviews, the Unit Management team utilizes the Insight application to reassess criminogenic needs of each inmate. If the review indicates a change in an inmate's recidivism risk level or any criminogenic needs, staff must review the changes and recommend appropriate EBRR programs or PAs aligning with the updated assessments. Ordinarily, changes are a result of completed programs and incident reports. Specific criteria for satisfying criminogenic needs are maintained on the Bureau's intranet pages. Supplemental need reassessment methods may also be incorporated into the overall process.

## 5. FSA APPROVED PROGRAMS

During initial and subsequent program reviews Unit Management team reviews completed programs and provides program recommendations based upon remaining criminogenic needs and recidivism risk score. Details of all approved programs are maintained in the FSA Approved Programs Guide.

Existing programs are regularly reassessed for necessary changes and continued inclusion, and newly submitted programs are reviewed monthly by a multidisciplinary FSA Program Review Committee. The committee considers the evidence base for recidivism reduction, program relevance, resource requirements, and existing gaps in programming when determining whether to accept a new program for inclusion in the FSA Approved Programs Guide.

- a. **Recommendations.** Department programming recommendations, progress, or concerns are recorded in the Insight Feedback application for review during initial classification and inmate program review meetings. If there is uncertainty about program recommendations in a specific need area, consultation occurs between the Unit Management team, the inmate, and the relevant department. This collaborative approach ensures the inmate's criminogenic needs are addressed and recommended programs are appropriate.

Program availability for inmates will vary by institution based on various factors such as

institution population, staffing levels, and programming space. The program manager/facilitator must weigh several factors when prioritizing EBRR program placement, including FSA conditional placement dates, projected release dates, length of time on the wait list, and those with high or medium risk of recidivism.

Inmates are only required to participate in one program that addresses one or more of their needs at any given time with exception of a program that may be required under an alternative program statement (e.g., GED or Drug Education.) Staff will not require an inmate to participate in a second program, nor should they be marked as “decline,” if they are already actively engaged in a program that meets one or more of their identified needs and cannot commit to another program at that time. When reviewing wait rosters, staff must check each inmate’s current programming to determine whether a conflict exists. Staff will consult with the inmate to decide whether they want to continue with enrollment in the new program or remain on the waitlist until they complete the program they are currently engaged in. If the inmate chooses to finish their current program, they will be allowed to do so while staying on the waitlist for the other program. The inmate should then be considered for the next available opportunity to participate in the program for which they remained on the waitlist.

b. **Registering.** Inmates are responsible for contacting relevant departments to inform them of their interest in participating in recommended programs. Departments will review requests and follow program-specific criteria for registering inmates for desired programs. The department responsible for the program must utilize the Insight Feedback application to provide a relevant explanation as to why the inmate did not meet the specific program requirements at the time of their request. The same department should suggest alternative programming to address identified criminogenic needs.

c. **Accommodations.** Inmates with documented disabilities may require more time or additional accommodations to complete an EBRR program or PA. The Program Statement **Management of Inmates with Disabilities** provides guidance on developing local accommodations. Ordinarily, an incomplete assignment is more appropriate than a program failure assignment when cognitive or physical disabilities negatively impact the inmate’s ability to complete a recommended EBRR program or PA. This determination should be made on a case-by-case basis, at the discretion of the program manager or facilitator and documented in the Insight Feedback application.

d. **Negative Outcomes.** Declining to participate in recommended programming to address one or more needs, or failure to successfully complete the program, may result in an inability to obtain incentives outlined below and FTCs in accordance with the Program Statement **First Step Act of 2018 - Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4).**

## 6. FSA PARTICIPATION INCENTIVES

Completion of EBRRs may lead to various incentives outlined below. In general, eligibility for FSA incentives only pertains to programs that address one or more identified needs. Where applicable, incentives are contingent on available funding.

FTCs are also an FSA incentive and criteria for eligibility, earning, and application are detailed in the Program Statement **First Step Act of 2018 - Time Credits: Procedures for Implementation of 18 U.S.C. § 3632(d)(4)**.

Additional guidance for FSA incentives are detailed on the FSA page of the Bureau's intranet site.

Local program managers are responsible for timely and accurate program status assignments in the applicable Bureau inmate management system. All incentives, to include FTCs, are dependent upon accurate programming assignments. Members of the Institution FSA Interdisciplinary Committee (see Section 6 of this program statement) must ensure incentives are appropriately awarded to those who complete programming within their discipline.

a. **Additional Phone and Visitation Privileges.** As an incentive for enrollment, successful participation, or completion of an EBRR program that addresses one or more inmate's needs, inmates may be afforded additional phone minutes and visitation privileges in accordance with the Program Statements **Inmate Telephone Regulations** and **Visiting Regulations**. Additional guidance for FSA phone minutes and visitation privileges are provided on the FSA page of the Bureau's intranet site.

b. **Transfer to Institution Closer to Release Residence.** As an incentive for successful participation or completion of an assigned EBRR program, an inmate may request, during their regularly scheduled program review, to be considered for placement at a facility closer to the inmate's release residence. Additionally, this request should be in accordance with the Program Statement **Inmate Security Designation and Custody Classification** and is subject to:

- the recommendation of the Warden at the inmate's current institution;
- a determination by the Designation and Sentence Computation Center (DSCC) following a review of the relevant designation criteria ensuring the proposed receiving institution is an appropriate facility for the inmate; and
- bed availability at the proposed receiving institution.

c. **Achievement Awards and Preferred Housing.** FSA achievement awards and preferred housing are for those who complete EBRR programs of 100 hours or more, as identified in the FSA Approved Programs Guide found on the FSA pages of the Bureau's public and intranet

sites. Getting Ready for the Outside World (GROW) is a special mission unit that may be used as a preferred housing unit incentive. GROW may be established at an institution at the Warden's discretion and with approval of the Assistant Directors of the Reentry Services Division and Correctional Programs Division and the respective Regional Director. Additional options for preferred housing may include the ability for the inmate to request placement in a specific unit on the compound. This option is determined locally at the discretion of the Warden; however, special programming units for preferred housing are prohibited from being developed locally. Current residential programs within the Bureau (e.g. Residential Drug Abuse Treatment Program, Challenge) are not considered for preferred housing options. Individuals who opt for an achievement award will receive a financial incentive upon completion of an EBRR program of 100 hours or more.

Local departments must ensure all eligible inmates receive earned achievement awards or are offered preferred housing awards. This is ordinarily accomplished by review of monthly completion rosters for EBRRs that are 100 hours or more at the institution FSA Interdisciplinary Committee meeting.

d. **FSA Incentive Events.** Quarterly events are coordinated by the institution FSA Interdisciplinary Committee (see Section 6 of this program statement) and must be offered at each facility to inmates who have completed an EBRR program of less than 100 hours, as identified in the FSA Approved Programs Guide.

Each institution may receive incentive event funding annually to help facilitate events, contingent on the availability of funds. Incentive event funds may only be used to purchase items that will be used for the incentive events. Purchases outside of the items listed on the FSA page of the Bureau's intranet site are at the discretion of the Warden.

In general, items must be:

- different from items available in commissary,
- purchased from an approved vendor listed on the FSA page, and
- approved by the FSA Interdisciplinary Committee, Correctional Services, and the Warden.

Tangible incentive items such as non-perishable food items may be appropriate. Pre-packaged kits purchased for incentive events must be commercially prepared, ready-to-eat upon receipt, and require no additional production. Any food items requiring further preparation must be received in accordance with established receiving procedures, comply with food protocols, and be prepared in the Food Service kitchen. Institutions may purchase items necessary to host the incentive event.

e. **Suspension of FSA Incentives.** While program participation is voluntary, declining to participate in recommended programming that address criminogenic needs may result in suspension of potential incentive benefits. Additionally, circumstances in which loss or removal of incentives include, but are not limited to, the following:

- **Refusal to Participate in IFRP and Required Programs.** Inmates who refuse to participate in the IFRP will not receive incentive awards for completing EBRR programs while on refuse status. Additionally, if an inmate does not participate in other required programs (e.g., Drug Education, Bureau Literacy Program - high school equivalency), they are opting out of all FSA incentives.
- **Violations of Institution or Program Rules.** Inmates found guilty of any incident report, in accordance with the Program Statement **Inmate Discipline Program**, will be disqualified from monthly incentive awards and the quarterly incentive events.

## 7. FSA INTERDISCIPLINARY COMMITTEE

FSA Interdisciplinary Committees are established at the regional and institution level to collaboratively guide and support the implementation of the FSA by coordinating the delivery of effective, evidence-based programs and activities to reduce recidivism, enhancing inmate rehabilitation, and promoting successful reintegration into the community. Through interdisciplinary collaboration and consistent oversight, the committees strive to ensure fairness, consistency, accountability, and continuous improvement in program quality and outcomes across all institutions.

a. **Institutions.** Institutions will establish an FSA Interdisciplinary Committee. This committee monitors and manages local FSA risk and needs assessments, levels of criminogenic needs, programming availability, training, and incentives. An Associate Warden will serve as Chairperson of the FSA Interdisciplinary Committee. At a minimum, the institution FSA Interdisciplinary Committee is comprised of supervisory staff representing Psychology Services, Health Services, Education, Federal Prison Industries, and Correctional Programs (i.e., Unit Manager, Case Management Coordinator). Special Populations Program Coordinators and Reentry Affairs Coordinators must also participate, if the positions are occupied at the institution. Representatives from Chaplaincy Services, Financial Management, Recreation, and Social Workers are encouraged to attend the committee meetings.

Complexes are encouraged to establish a separate FSA Interdisciplinary Committee for each institution that focus on the specific needs of each population and challenges at each institution. When practicable, and as determined by the Chairperson, the FSA Interdisciplinary Committee is encouraged to discuss other related issues such as Admission and Orientation (A&O), Release Preparation Program, release identification, reentry simulation events, children's day events, alternative programming, program modifications for special populations, and mock job fairs.

FSA Interdisciplinary Committees will perform the following functions:

- Meet at least quarterly and maintain meeting minutes.
- Ensure all FSA needs assessments are completed and review the status of all FSA program offerings commensurate with the needs levels of the institution.
- Ensure all FSA risk assessments are completed within required timeframes.
- Ensure all programs offered are facilitated by the designated discipline and program manager or facilitator, as specified in the approved FSA Programs Guide.
- Discuss external partnership opportunities for volunteers to supplement programming, as well as ways to leverage Community Relations Board (CRB) involvement as appropriate.
- Ensure all applicable incentives are awarded appropriately and not awarded to those whose incentives are suspended.
- Track EBRR completions of 100 hours or more and ensure incentive awards are appropriately awarded by the Inmate Pay Coordinator.
- Collaboratively plan and implement quarterly incentive events for the institution.

b. **Regions.** Regions will establish an FSA Interdisciplinary Oversight Committee to monitor institution performance and provide training. Members are ordinarily comprised of representatives from Psychology Services, Health Services, Education, Chaplaincy Services, Financial Management, and Correctional Programs. The Senior Deputy Regional Director or designee will serve as chair for the region's FSA Interdisciplinary Oversight Committee. Representatives participate in the Central Office FSA Leadership Committee. FSA Interdisciplinary Oversight Committees will perform the following functions:

- Meet at least quarterly to review FSA performance and initiatives within their region.
- Conduct meetings and training sessions with institutions to support the field in implementing FSA initiatives.
- Develop a tracking system to log meeting dates and FSA discussion points.
- Implement a centralized record-keeping system for FSA committee meeting agendas and minutes.
- Serve as the primary point of contact for institution questions and concerns related to the FSA program and activities.
- Discuss and address specific institution issues affecting various aspects of FSA implementation (e.g., staffing, funding, facilities).

c. **Central Office.** The Director's FSA Office will establish an FSA Leadership Committee. The primary purpose is to coordinate quarterly interdisciplinary leadership sessions across regional offices and divisions. These sessions aim to educate staff who oversee institutions and address problems and concerns. All Regional Directors and Assistant Directors may assign representatives to participate in the interdisciplinary leadership committee.

## 8. TRAINING AND COMMUNICATION

General FSA training is provided to new employees during initial staff training and to all staff during Annual Training.

Detailed information on the implementation of the FSA is reserved for job-specific training conducted by the designated disciplines (e.g., Correctional Programs, Psychology Services, Education.)

a. **Central Office.** The Director's FSA Office will perform the following functions:

- Update lesson plans for new staff and Annual Training on FSA information,
- Update the FSA Approved Programs Guide as needed,
- Develop and maintain an FSA performance metrics platform, and
- Maintain the FSA pages on the Bureau's intranet site with input from other applicable divisions.

Divisions will ensure relevant staff receive necessary training and updated information regarding all aspects of FSA implementation. Applicable divisions will add specific discipline-related information to the A&O Program guide, in accordance with the Program Statement **Admission and Orientation Program**, to ensure the inmate population receives accurate and relevant information about all aspects addressed within this program statement.

b. **Regional Offices.** Appropriate members of the FSA Interdisciplinary Oversight Committee will provide guidance to institutions and offer information sessions to institutions within their regions. Appropriate members of the FSA Interdisciplinary Oversight Committee perform the following functions:

- identify and provide guidance to disciplines on training needs in the field,
- conduct virtual training for field personnel as deemed necessary, and
- monitor institution FSA performance metrics for expectation compliance and resource adjustments.

c. **Institutions.**

- A member of the institution Executive Team delivers an overview of FSA initiatives and accomplishments during Annual Training.
- Departments will educate inmates on FSA information specific to their discipline during the A&O Program.
- Applicable departments are encouraged to document all needs assessment refusals, program declinations, and program failures whenever possible.

## 9. FUNDING

a. **Salaries and Expenses (S&E).** S&E funds are used for the Bureau's necessary expenses related to the administration, operation, and maintenance of federal penal and correctional institutions. The Bureau's S&E appropriation has included dedicated funding that must be used for FSA implementation.

b. **Buildings and Facilities (B&F).** B&F funds are used for planning, acquisition of sites, constructing new facilities, purchasing and acquisition of existing facilities, and remodeling and equipping new and existing facilities for penal and correctional use. While dedicated FSA B&F funding is not provided, the Bureau is permitted to transfer limited FSA S&E funding for FSA B&F purposes.

c. **Central Office.**

- The Administration Division allocates dedicated congressionally appropriated funding for the FSA programs.
- The Administration Division communicates with Regional Directors and Assistant Directors to acquire funding requests (e.g., data calls).
- The Administration Division offers guidance on the funding request process, approval, and execution of funding.
- Central Office Facilities Management Branch (FMB) will issue project numbers to institutions.

d. **Regional Office.**

- Regional Directors ensure data call worksheets including funding requests are fully completed.
- Regional Directors will allocate funds for purchasing incentives and funding incentive events. FSA funding is congressionally appropriated solely for the programs and activities authorized by the FSA. Regions should not hold FSA funding in reserves.
- Funding is restricted to FSA-approved items. Failure to use funds will not make them available for non-FSA items.
- Ensure the correct accounting dimensions for FSA funding are distributed to all institutions.
- Distribute funds to institutions promptly to ensure proper execution of the FSA Spend Plan.

e. **Institutions.**

- Institutions will designate construction projects or initiatives for the fiscal year. Staff are required to present these projects to the institution Facilities Department during the initial

fiscal year Work Programming meeting, which occurs between October and December. Subsequently, the projects will be forwarded to the Regional Facilities Administrator for submission to Central Office Facilities.

- Program Managers should initiate the procurement process as soon as possible by creating the necessary financial management system request documents.
- Ensure all FSA assignments are properly entered by staff in the applicable Bureau inmate management system.
- Verify accounting dimensions are correct with the Budget Execution Branch before providing funding information.
- Institutions should conduct quarterly FSA funding reviews. Institutions should not hold FSA funding in reserves.
- The Reentry Affairs Coordinator is responsible for the oversight and management of the incentive event funding.

## 10. APPEALS

Inmates have the option to utilize the Program Statement **Administrative Remedy Program** for review of issues or concerns related to this program statement, as outlined in 28 C.F.R. § 542.10 and subsequent sections.

## REFERENCES

### *Program Statements*

Administrative Remedy Program

Inmate Security Designation and Custody Classification

Management of Inmates with Disabilities

Inmate Telephone Regulations

Inmate Discipline Program

Visiting Regulations

Admission and Orientation Program

Unit Management and Inmate Program Review

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

### *Federal Statutes*

18 U.S.C. § 3632, Development of risk and needs assessment system

### *Federal Regulations*

28 C.F.R. 523.41

28 C.F.R. 542.10

### *ACA Standards*

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-3D-04, 5-ACI-3D-19, 5-ACI-5B-01, 5-ACI-5B-03, 5-ACI-5B-09, 5-ACI-5F-01, 5-ACI-5F-03, 5-ACI-7A-13, 5-ACI-7B-03, 5-ACI-7B-09, 5-ACI-7B-15

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-6B-02, 5-ALDF-6B-01, 5-ALDF-2A-28, 5-ALDF-2A-29, 5-ALDF-5B-14, 5-ALDF-5B-17, 5-ALDF-5C-12, 5-ALDF-5A-08, 5-ALDF-5A-09

Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-4G-01, 2-CO-5B-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.