


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



**PROGRAM STATEMENT
ION Spectrometry Device Program**

Approved by	 William K. Marshall III Director, Federal Bureau of Prisons
DPI	CPD
Number	5524.01
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Summary of Changes

<i>Program Statement Rescinded:</i> <ul style="list-style-type: none">▪ 5522.02 Ion Spectrometry Device Program (4/1/2015)
<i>Changes:</i> <ul style="list-style-type: none">▪ Removes the requirement to fulfill bargaining obligations with the Union before initiating a staff search utilizing the ion spectrometry device.▪ Updates the Ion Spectrometry Device Program authorizing staff to initiate inmate discipline proceedings based on a positive test result for an illegal substance, even when a tangible quantity of illegal substance cannot be observed or collected.▪ Updates procedures related to the first occurrence of positive test.▪ Updates the program statement number from 5522.02 to 5524.01.

1. PURPOSE AND SCOPE

This program statement is intended to provide instructions for the Bureau of Prisons (Bureau) Ion Spectrometry Device Program at institutions.

The possession and use of illegal substances by prison inmates seriously jeopardizes the safety and security of Bureau institutions. The ion spectrometry device is a minimally intrusive method for screening the belongings, mail, and packages of inmates, contractors, visitors, and volunteers for the presence of illegal substances. Using the well-established scientific principles of gas chromatography and mass spectrometry, the device detects trace amounts of illegal substances that may be present on the person or item being tested.

The ion spectrometry device is not used to detect an individual's use of illegal substances.

The Bureau's procedures for searching inmates and non-inmates are detailed in the Program Statements **Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities** and **Searches of Housing Units, Inmates, and Inmate Work Areas**. This program statement supplements those policies as the Ion Spectrometry Device Program is another method of lawfully searching persons and items for the presence of illegal substances. Operating the device requires strict compliance with the manufacturer's specifications and this program statement to ensure the accuracy, reliability, and overall integrity of test results.

a. **Program Objectives.**

- Reduction of illegal substances entering federal prisons.
- Decisions to deny the entry of visitors or property to federal prisons be based on accurate device test results.

b. **Institution Supplement.** None.

2. DEFINITIONS

a. **Confirmed Positive Test Result.** This exists when there is an initial positive test for an illegal substance(s), followed by a clear test, and followed by a positive confirmation test for the same illegal substance(s).

b. **Reasonable suspicion.** This exists when a staff member knows of facts and circumstances that warrant rational inferences by a person with correctional experience that a non-inmate may be engaged in, attempting, or about to engage in criminal or other prohibited activity.

“Hunches,” “gut feelings,” and “mere suspicion” alone do not meet the reasonable suspicion standard. However, such “feelings” legitimately support continued observation, investigation, and/or questioning, which may provide the necessary evidence to meet the reasonable suspicion standard.

3. PROGRAM MANAGEMENT

The following staff are responsible for managing the Ion Spectrometry Device Program:

a. **National Program Coordinator.** The National Program Coordinator is a Central Office position assigned by the Assistant Director, Correctional Programs Division. This staff member is responsible for drafting and implementing national policy, as well as assisting the regional and institution coordinators with program training and implementation.

b. **Regional Program Coordinator.** The Regional Program Coordinators are regional positions assigned by each Regional Director. These staff are responsible for assisting institution program coordinators with program training and implementation.

c. **Institution Program Coordinator.** Ordinarily, the Institution Program Coordinator is the Captain or designee at institutions using the Ion Spectrometry Device Program. These staff are responsible for the following:

- **Assigning Operator Privilege Levels.** Institution Program Coordinators assign operator privilege levels as required and defined by the manufacturer's specifications. These levels may include:
 - **Administrator.** The Institution Coordinator and at least one alternate is assigned administrator-level privileges. Administrators can perform all functions of both the operator and supervisor levels.
 - **Supervisor.** Staff supervising daily operation of the Ion Spectrometry Device Program are assigned supervisor-level privileges. Supervisors can perform all functions of the operator level.
 - **Operator.** Staff performing daily operation of the ion spectrometry device, who have been properly trained, are assigned operator-level privileges. Operators can perform basic functions such as analyzing samples and printing test results. Operators must don a new pair of nitrile gloves with each new search being performed.
- **Operator Training.** Institution Program Coordinators ensure staff operating the device are trained according to the device manufacturer's specifications as well as this program statement, prior to assuming a post assigned operator level privilege.
- **Mobility and Storage.** Institution Program Coordinators ensure the device is mobile, to allow testing in various locations, and stored in an area inaccessible by inmates and non-staff when not used.
- **Purchasing, Storage, and Accountability of Supplies.** Prior to purchasing an ion spectrometry device, institutions should check with the Office of Security Technology, Information Technology and Data Division, Central Office to ensure the device will meet the needs of the agency. Institution Program Coordinators maintain an adequate level of device supplies in a secure area, according to manufacturer specifications.
- **Scheduled Maintenance.** Institution Program Coordinators perform and document necessary device maintenance and repairs according to manufacturer specifications. The BP-A0728, Ion Spectrometry Device Maintenance Summary is used to document all maintenance and repairs performed on the device.
- **Oversight of Testing Procedures.** Institution Program Coordinators ensure daily operation of the Ion Spectrometry Device Program is performed in accordance with manufacturer specifications and this program statement. This includes calibration of the machine.

- **Use of Equipment by Non-Bureau Staff.** Institution Program Coordinators ensure the device is used by non-Bureau staff (e.g., loaned to other law enforcement agencies) only pursuant to the terms of a Memorandum of Understanding with the requesting agency.
- **Compliance with State Requirements.** Institution Program Coordinators will ensure the device is registered in accordance with state guidelines, if necessary.

4. STANDARD EQUIPMENT SETTINGS

This section prescribes standard settings and practices for the program in Bureau institutions. The Regional Program Coordinator's approval is required prior to changing these settings.

- a. **Positive Alarm Threshold Levels.** To minimize positive test results based on a visitor's casual contact with an illegal substance(s), the device will be set at the manufacturer's recommended positive alarm threshold levels.
- b. **Audible Alarm Turned Off.** Any audible alarms should be turned off to minimize possible embarrassment and disruption when registering a positive test result. Depending upon the model of the machine, this function may have to be performed by the Institution Program Coordinator. Instead, a positive test result will only appear to the operator on the screen and computer printout.
- c. **Printing Positive Test Results.** The device should be set up to print all positive test results automatically for preservation.

The device will not be set to print negative test results.

5. SELECTION METHODS FOR TESTING VISITORS

- a. **Visitor Testing.** All visitors, including contractors and volunteers, except as noted below, are subject to testing through the Ion Spectrometry Device Program:
 - Ordinarily, Department of Justice staff, state and local law enforcement personnel, members of Congress, and members of the Judicial Branch are not screened by the device. However, the Warden reserves the right to test these individuals prior to entering the institution.
 - Searching staff with an ion spectrometry device is prohibited under this program statement unless articulable suspicion exists and with the Wardens approval.
 - The institution will inform all contractors and volunteers that they are subject to screening by this device during their orientation. The Warden will ensure volunteers and contractors are notified they may be subjected to ion spectrometry testing.

b. **Random Selection Testing.** While all visitors are subject to testing, institution resources and time management will ordinarily make testing every visitor impractical. Consequently, random visitor testing is recommended.

Random selection of visitors for testing must be conducted in an impartial and nondiscriminatory method. While the daily method of random selection is within each institution's discretion, the following guidelines are recommended to ensure consistency and integrity.

A different random selection method must be determined each day prior to testing visitors. Once determined, it must be recorded on the BP-A0729, Ion Spectrometry Device Daily Pre/Post Operation Log and the BP-A0730, Ion Spectrometry Device Daily Testing Log in the spaces provided. The Institution Program Coordinator, or designee is responsible for determining what random selection method will be used.

Recommended random selection methods include, but are not limited to, the following examples, using numbers between one and ten:

- "Every third visitor."
- "Test four, skip two."
- "Test two, skip four, test three, skip four."

c. **Reasonable Suspicion Testing.** Visitors may be tested out of random order when reasonable suspicion exists, suggesting the visitor's possible involvement with illegal substances. Reasonable suspicion testing is permitted in the following situations:

(1) **Observed Suspicious Behavior.** Staff may observe behavior of a visitor which suggests possible involvement with illegal substances and meets the reasonable suspicion standard. For example, the visitor may attempt to place themselves in a processing order that would result in no random testing, or the visitor may display excessive nervousness during questioning or otherwise.

Staff must be able to define and articulate specific behavior that meets the reasonable suspicion standard. However, if unsure such behavior meets this standard, staff will contact their supervisor.

Additionally, intelligence information that meets the reasonable suspicion standard may justify testing out of random order, even if unsupported by objectively observed behavior, e.g., information obtained from a reliable confidential informant shortly before a visit occurs. In these circumstances, the supervisor or the Institution Program Coordinator will make the decision to test out of random order. Ordinarily, this will be communicated in writing.

(2) **Inmate Suspect List.** Intelligence information may meet the reasonable suspicion standard and suggest a particular inmate's possible involvement with illegal substances, e.g., monitored telephone calls, confidential informants, mail monitoring, financial transactions, urine surveillance, etc.

Special Investigative Services (SIS) staff should provide the Institution Program Coordinator with a list of inmates whose visitors should be tested out of random order due to the presence of reasonable suspicion that the inmates are involved with illegal substances. The testing of specific visitors of listed inmates is at the discretion of the Institution Program Coordinator.

The Institution Program Coordinator must provide this list of inmates whose visitors must be tested out of random order to staff operating the device.

(3) **Persons Accompanying a Visitor Who Tests Positive.** If an inmate visitor produces a confirmed positive test result for an illegal substance(s) and is accompanied by other person(s) requesting to enter the institution, all persons accompanying that visitor should be tested prior to their entering the institution.

(4) **Visitors Previously Testing Positive.** Visitors who previously produced confirmed positive test results for an illegal substance(s) must be tested upon returning to visit for a period of one year from the date of the last confirmed positive test result. After the one-year period, the visitor should return to random testing. Procedures will be developed locally to determine how the names of such visitors will be maintained to provide confidentiality and accessibility.

6. PRE-TESTING PROCEDURES

Device operators must perform the following standard pre-testing procedures prior to daily testing of persons or things.

a. **Documentation.** The BP-A0729, Ion Spectrometry Device Daily Pre/Post Operation Log is used to document completed pre-testing procedures.

b. **Maintenance Review.** The BP-A0728, Ion Spectrometry Device Maintenance Summary is used to ensure scheduled maintenance was performed.

c. **Supplies.** The Institution Program Coordinator/Supervisor must be notified if additional supplies are needed.

d. **Random Selection Method.** When preparing to test visitors the Institution Program Coordinator/Supervisor should be contacted to establish a random selection method.

e. **Clean Test Area and Equipment.** The device and immediate work area must be cleaned with presaturated wipes to minimize the potential for contamination of test results.

f. **Pre-Test Validation.** Staff must perform the manufacturer's pre-test validation steps to ensure the device is operating correctly. Successfully performing and documenting these steps is required to support the validity of test results. Staff must print and save all validation test results. A complete copy of the manufacturer's handbook is kept with the machine and/or otherwise readily available for use.

If the device fails to complete any of the validation steps successfully, it should be assessed for necessary troubleshooting, maintenance, or repair.

Upon correcting the situation, all pre-test procedures must be repeated successfully prior to performing actual tests.

Device operators must wear clean white cotton gloves or nitrile gloves while performing validation procedures. For cost effectiveness, institutions should wash cotton gloves in the institution laundry and re-use them. The Institution Program Coordinator will ensure a sufficient supply of clean gloves is always on hand.

g. **Work Area Test.** Operating staff must conduct a sample test of the immediate surrounding work area, including the gloves that are worn. This step ensures the absence of contaminants in the work area. These results are recorded on the BP-A0729, Ion Spectrometry Device Daily Pre/Post Operation Log. If a positive test result is obtained, the area must be re-cleaned and tested until a negative result is obtained.

7. VISITOR TESTING PROCEDURES

The following procedures must be utilized when testing all visitors in accordance with this program statement.

a. **Controlled Area.** Testing must be conducted in a controlled area which, following each test, prohibits contact between processed and unprocessed visitors. This minimizes the opportunity for visitors to transfer illegal substances after testing.

b. **Documentation.** All visitor testing must be documented on the BP-A0730, Ion Spectrometry Device Daily Testing Log.

c. **Explanations to Visitors.** Staff must thoroughly explain the testing process to visitors, being certain to cover the following points:

- The device tests for the presence of illegal substances, not an individual's use of illegal substances.
- How the test will be conducted, e.g., “the hand-held device will be passed over your pants pockets, waist area, pants cuffs (or shoe area), and personal identification.”
- Visitors are free to refuse the test and depart the institution grounds immediately.
- A visitor's refusal to be tested, by itself, is not a sufficient basis for detaining the individual or contacting federal/local law enforcement for further investigation. This information, however, is relayed to the SIS office for intelligence purposes.

d. **Testing Method.** Operators must don a new pair of nitrile gloves prior to performing testing. Visitors are tested by passing the hand-held device over:

- The tops of the front pants pockets.
- The visitor's waist area.
- The pants cuff (or shoe area).
- Personal identification (both sides).

The visitor must remain directly in front of the testing station during all testing procedures.

e. **Initial Test Results.** All initial test results, whether positive or negative, must be recorded on the BP-A0730, Ion Spectrometry Daily Testing Log. Visitors testing negative should be permitted entry unless prohibited for other reasons. Visitors testing positive must remain at the testing station for further processing under Section 8 of this program statement.

8. CONFIRMATION TESTING PROCEDURES

Use these procedures to confirm a visitor’s initial positive test result:

a. **Explanations to Visitors.** Staff must thoroughly and professionally explain to the visitor that a repeat test must be performed to confirm the initial test’s accuracy.

The visitor must remain directly in front of the testing station during the confirmation testing and may not use the restroom or otherwise attend to personal hygiene before confirmation testing. Any violation of this rule will result in a supervisor being notified to determine if the visitor will be allowed to visit on this date.

The visitor is free to refuse confirmation testing and depart the institution grounds immediately.

A visitor’s refusal to be tested, by itself, is not a sufficient basis for detaining the individual or contacting federal/local law enforcement for further investigation. This information, however, must be relayed to the SIS office for intelligence purposes.

b. **“Clear” Test Procedures.** Operating staff must perform the following clear test to eliminate the possibility that equipment contamination caused an initial positive test result:

- Remove the original nitrile gloves and replace them with new ones. Wipe the surface area of the testing device with a pre-saturated wipe.
- With a fresh testing device, test the actual gloves that will be worn by the operator. If this test is positive, repeat the clearing process until a negative test is obtained. If a negative test cannot be obtained, the Institution Program Coordinator should be contacted for possible troubleshooting, maintenance, or repair of the device. Once a negative test is obtained, proceed with the confirmation test.
- If a negative clear test cannot be obtained and testing is halted for the day, visitors should not be denied entry solely on an unconfirmed initial positive test result.

c. **Confirmation Test.** Operating staff conduct a confirmation test of the visitor similar to the initial test. Confirmed positive test results must be documented on the BP-A0731, Ion Spectrometry Device Positive Alarm Log. Visitors testing negative should be permitted entry unless prohibited for other reasons.

A confirmation test that is negative for the substance(s) that initially tested positive but is positive for a new substance(s), must be treated as an initial positive test for the new substance(s). A confirmation test for the new substance(s) must be performed according to these procedures.

9. CONFIRMED POSITIVE TEST RESULTS

Staff must take precautions to prevent illegal substances from entering Bureau institutions.

This includes the possibility that a visitor may conceal an illegal substance(s) in a body cavity, or by oral consumption, which is expelled after gaining entrance to the institution.

Furthermore, delivery of an illegal substance(s) can occur directly to an inmate or other person or may be concealed on the institution grounds for later retrieval by an inmate or other person.

Consequently, to protect the safety, security, and orderly operation of Bureau institutions, a confirmed positive test result for an illegal substance(s) may satisfy the reasonable suspicion standard, warranting further investigation, searches, controlled visitation, or denied visitation.

Consistent with the Program Statement **Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities**, Wardens must assess every situation in which a visitor produces a confirmed positive test on its own merits in reaching a final decision. Additionally, Wardens possess broad discretion to require pat/vehicle searches as a prerequisite for visitation, controlled or non-contact visits, or a complete denial of visitation.

- a. **Pat or Visual Searches.** Refer to the Program Statement **Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities** for additional guidance.
- b. **Vehicle Searches.** Refer to the Program Statement **Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities** for additional guidance.
- c. **Controlled/Non-Contact Visitation.** Visitors producing a confirmed positive test result may be subject to restricted visiting in accordance with the Program Statement **Visiting Regulations**, which allows the Warden to authorize controlled or non-contact visitation.
- d. **Denied Visitation.** Visitors producing a confirmed positive test result may be denied entry into the institution in accordance with the Program Statement **Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities**. Denial of visitation must be authorized by the Warden or designee.

Confirmed positive tests that result in denial of visitation will be handled as follows:

- **First Occurrence.** The visitor will be required to submit to a pat and/or vehicle search at the Warden's discretion. If the visitor submits to the search with negative results, the Warden may allow the visit to occur in either a controlled or non-contact area. Refusal or failure to submit will result in the denial of the visit. The visitor may seek reentry after 48 hours.
- **Second Occurrence.** The visitor's visiting privilege will be suspended for 30 days.
- **Third Occurrence.** The visitor's visiting privilege will be suspended for 90 days.
- **Fourth and Subsequent Occurrences.** The visitor's visiting privilege will be suspended for 180 days.

Another institution may use a visitor's previously confirmed positive test results from one institution as a foundation for increasing the consequences of the same inmate visitor incrementally, as indicated above.

- e. **Explanations to Visitors.** Staff authorized to deny a visit must explain carefully and professionally to the visitor that they tested positive for the presence of an illegal substance, and the resulting consequences. When denying visitation, staff must also observe the following procedures.

If visiting is denied, the visitor will be given a completed BP-A0732, Ion Spectrometry Device – Notice of Denied Visitation form. This form also instructs the visitor how to appeal a denial of visitation to the Warden. See Section 12 of this program statement for information regarding appeals.

Visitors must be reminded the device tests only for the presence, and not the use, of illegal substances.

Visitors must not be informed of the type of substance for which they tested positive. This is to prevent the visitor from fabricating a physician's verification that attempts to justify the presence of the particular substance.

Staff must not explore or discuss with visitors the possible source(s) from which contact with an illegal substance(s) may have occurred. Staff may inform visitors, however, that the device is calibrated to register positive test results only at levels greater than would normally be encountered through casual contact.

f. **Documentation.** Complete and accurate documentation is vital to the program's integrity. The following documentation must be completed and retained following every visitor's positive confirmation test for an illegal substance(s).

- **Ion Spectrometry Device - Positive Alarm Log (BP-A0731, Page 1).** This includes recording pertinent information as defined on the form and attaching the device's relevant computer printouts.
- **Positive Alarm History (BP-A0731, Page 2).** Once completed, this includes the visitor's prior history of confirmed positive test results, if any, obtained from the Inmate Visiting Computer Program. Attach the visitor's BP-A0732, Ion Spectrometry Device – Notice of Denied Visitation to this form.
- **Inmate Visiting Computer Program Comments Section.** Ensure appropriate entry noting the date, time, positive alarm, and consequence resulting from each positive test.

10. INMATE TESTING

Consistent with the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**, the ion spectrometry device may be used to test for the presence of illegal substances on inmates, their personal belongings, housing units, and work areas.

The following procedures apply:

- a. **Pre/Post Testing Procedures.** Staff must follow the pre- and post-testing procedures described in Sections 6 and 11 of this program statement, including using a BP-A0729, Ion Spectrometry Device Daily Pre/Post Operation Log form.
- b. **Testing Procedures.** Staff must follow the manufacturer's specifications for performing tests of persons, places, and/or objects.
- c. **Positive Test Results.** Positive test results must be documented and maintained by the Institution Program Coordinator and include the:

- date and time test was performed,
- person, place, or thing producing the positive test result,
- inmate name and register number (if any) associated with the positive test result, and
- device operator's name and signature.

An initial positive test result for an illegal substance(s) may be used to justify further investigative activity (e.g., inmate interviews, placements in administrative detention, reasonable suspicion urinalysis testing and placement on a suspect test list, visual search of inmate and living quarters, focused correspondence or telephone reviews).

An initial positive test result may also be used to support programming decisions reasonably related to the inmate's possible involvement with illegal substances (e.g., revocation of gate pass or community program involvement).

Such administrative status changes should relate only to those programming aspects connected to the suspected means of introducing, distributing, or using illegal substances. Such program changes are not punitive in nature, but rather reasonably related to the legitimate penological interests of preventing inmate use of illicit substances.

d. **Inmate Discipline.** Staff may initiate inmate discipline proceedings based solely on a positive ion spectrometry device test result for an illegal substance, even in circumstances in which no observable or tangible amount of illegal substance(s) can be confiscated. In accordance with the Program Statement **Inmate Discipline Program**, inmates may be held accountable for introduction or possession, or attempted introduction or possession, of prohibited substances can be supported by a positive ion spectrometry device test in conjunction with the tested item itself (e.g., a piece of incoming mail or package), when that item can be connected to a specific inmate.

The staff member that utilizes the ion spectrometry device and receives a positive result will preserve the tested object and will draft a detailed memorandum. This memorandum will detail the incident in which the illegal substance was discovered, the testing process, and the results of the ion spectrometry test, to include explaining the printout the ion spectrometry device provides. Additionally, the following will be required to be part of the incident supporting documents, color print photos of the item/substance, chain of custody, and copy of test results print out.

11. POST-TESTING PROCEDURES

The following standard post-testing procedures must be followed at each institution using an ion spectrometry device. These procedures must be followed regardless of the type of testing performed that day – visitors, inmates, or packages.

- a. **Post-Testing Validation Test.** After completing the day's testing, staff perform a validation test identical to the one performed at the beginning of the day's testing. These results are recorded on the BP-A0729, Ion Spectrometry Device Daily Pre/Post Operation Log.
- b. **Storage.** When not used for testing, the Institution Program Coordinator must ensure the device is stored in an area inaccessible by inmates and non-staff.

12. APPEALS

- a. **Visitors.** Visitors denied entrance to an institution based on a confirmed positive test result for the presence of an illegal substance(s) may appeal in writing to the Warden.

Written appeals should indicate the visitor's name, address, and purpose for visiting, including the inmate's name and register number, if applicable.

Written appeals should also indicate the location, date, and time of the positive test. Visitors appealing the denial of a visit may include a physician's verification indicating a prescribed substance(s), in an effort to explain confirmed positive test results.

If dissatisfied with the Warden's response, visitors may further appeal to the appropriate Regional Director. A Warden's response should inform the visitor of the identity and location of the appropriate Regional Director.

If dissatisfied with the Regional Director's response, visitors may further appeal to the Assistant Director, Correctional Programs Division, Central Office. A Regional Director's response should inform the visitor of the identity and location of the Assistant Director.

- b. **Inmates.** Inmates may seek formal review of grievances through the procedures outlined in the Program Statement **Administrative Remedy Program**.

13. TRAINING

The Institution Program Coordinator will ensure staff operating the device are trained to the manufacturer's specifications. No staff will be expected to operate the device without proper training.

14. RECORD KEEPING

SIS staff will retrieve and maintain all records referred to in this program statement. The Institution Program Coordinator will ensure all required forms and notices are completed and forwarded to appropriate staff member(s). All records will be retained for a minimum period of one year.

REFERENCES

Program Statements

Administrative Remedy Program

Inmate Discipline Program

Visiting Regulations

Searching, Detaining, or Arresting Visitors to Bureau Grounds and Facilities

Searches of Housing Units, Inmates, and Inmate Work Areas

Bureau Forms Prescribed by 5524.01

BP-A0728 Ion Spectrometry Device Maintenance Summary

BP-A0729 Ion Spectrometry Device Daily Pre/Post Operation Log

BP-A0730 Ion Spectrometry Device Daily Testing Log

BP-A0731 Ion Spectrometry Device Positive Alarm Log

BP-A0732 Ion Spectrometry Device – Notice of Denied Visitation

ACA Standards

Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-3A-12, 5-ACI-3A-19, 5-ACI-3D-19, 5-ACI-6C-09(M), 5-ACI-7D-21

Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5ALDF-2A-12, 5-ALDF-2C-01, 5-ALDF-6B-01, 5-ALDF-4D-18(M), 5-ALDF-5B-04

Standards for the Administration of Correctional Agencies, (2nd Edition): 2-CO-1F-14, 2-CO-5D-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.