


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



**PROGRAM STATEMENT  
Lockdowns and Modified Operations**

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

This program statement is intended to establish operational procedures for securing the institution, protecting life and property, and restoring order during emergencies and/or cases affecting the orderly operation of the institution. Additionally, this program statement is intended to provide guidelines for implementing and reporting lockdown and modified operation management to facilitate normal operations to the extent possible.

The Bureau of Prisons (Bureau) is committed to the swift restoration of normal operations to minimize the duration of restricted movement and to ensure inmates' access to programs, services, and family support is reinstated at the earliest possible opportunity.

**a. Program Objectives.**

- Guidance and expectations during lockdowns and modified operations to is provided to staff.
- Lockdowns and modified operations are clearly defined.
- Lockdowns and modified operations are effectively tracked via the BP-A1188, Monthly Lockdown and Modified Operations Tracking Log.
- Minimum operational requirements during lockdown and modified operations are established.

**b. Institution Supplement.** Required. Each institution will develop local procedures and guidelines required to administer this program statement. The supplement must include, at a minimum, the following considerations:

## ■ **Essential Services Procedures.**

- Mail delivery
- Access to required legal services and visits
- Email and Phone access and limits
- Access to medical and mental health providers
- Food Service operations (e.g., satellite distribution and procedures)
- Laundry and hygiene distribution
- Commissary access (e.g., satellite distribution procedures, and limitations)
- Shower operations and schedules
- Sanitation Procedures
- Required religious accommodation

## ■ **Specific Security Procedures.**

- Escort procedures (e.g., use of restraints, movement controls and authorizations)
- Use of work details and orderlies including authorization procedures

## ■ **Monitoring.**

- Procedures and required schedules for department head and supervisory rounds
- Procedures and required schedules for health care and mental health rounds
- Procedures to review and ensure required rounds are being conducted

## 2. **DEFINITIONS**

a. **Lockdown.** A total cessation of normal institution operations to maintain or restore the safety and security of an institution, staff, and inmates. During a lockdown, inmates are typically confined to their cells for extended periods, significantly restricting their movement and activities. A full lockdown is only authorized by the Warden or designee and should be limited to situations having broad security implications which cannot be isolated or resolved to allow for lesser security restrictions.

b. **Modified Operations.** A precise, temporary security measure within a correctional institution, allowing for targeted restrictions in specific isolated areas while maintaining standard activities in unaffected areas of the institution. This approach involves restrictions on movement to certain areas, changes to daily routines, or the suspension of specific programs to isolate and contain a security threat or vulnerability and manage risk while allowing the least restrictive operation conducive to the orderly running of the institution. Modified operations are only authorized by the Warden or designee.

c. **Temporarily Secured.** An institution may be temporarily secured for emergent or non-emergent reasons such as conducting a preliminary investigation following an incident, conducting controlled maintenance, staff recalls, and other regulated events not considered lockdown or modified operations requiring reporting procedures. These instances should be limited to the time required to facilitate these events and ordinarily should not extend past one operational shift. The Warden or the highest-ranking Correctional Supervisor is authorized to temporarily secure the institution when deemed necessary.

### 3. GENERAL

a. **Lockdown.** A lockdown should be used only when less restrictive measures such as modified operations are not feasible due to the scope and complexity of the precipitating incident and/or information discovered during the initial investigation. Ordinarily these incidents involve security-based threats which have broad threat implications and cannot be easily isolated without further intelligence review and action.

The use of a lockdown should be limited to the time necessary to isolate and contain the precipitating event or emergency, until lesser restrictions such as modified operations, or a return to normal operations, can be implemented.

b. **Modified Operations.** To the extent possible, and to ensure the safety, security, and operational continuity of the institution, modified operations—targeting limited movement, programs, and services within specific housing units or departments— should be used whenever verified intelligence and known facts indicate a threat risk can be isolated to a specific area.

The institution must prioritize these localized interventions over institution-wide lockdowns to minimize disruption to unaffected populations, maintain essential inmate services, and ensure staff safety.

These localized interventions may include, but are not limited to, securing individual housing units, restricting normal movement schedules for isolated areas, or modifying normal programming and services within specific areas to control an isolated threat risk.

c. **Situations Requiring Lockdown or Modified Operations.** Lockdowns or modified operations may be initiated for various reasons. Some examples include, but are not limited to:

- **Major Disturbances or Riots.** To regain control of the institution and prevent unrest from spreading throughout the institution or complex.
- **Escapes or Suspected Escapes.** To restrict all movement while staff conduct emergency counts and investigate potential breaches of the perimeter.
- **Violent Incidents.** Response to stabbings, homicides, or attacks on correctional staff; these often require a lockdown to secure the crime scene and prevent retaliatory violence.

- **Critical Infrastructure Failure.** Loss of power, loss of radio or emergency communications, malfunctioning security cameras, or technical issues with locking systems leaving areas of the institution vulnerable.
- **Extreme Weather/Natural Disasters.** Responses to earthquakes, fires, or severe weather conditions that make it unsafe to maintain inmates in general movement areas.
- **Contagious Disease Outbreaks.** To prevent the transmission of highly infectious illnesses particularly when institution-level transmission reaches high levels.
- **Mass Contraband Searches.** To conduct comprehensive searches for weapons, drugs, illegal communication devices, or other contraband without the risk of items being passed or hidden during movement.
- **Ongoing Investigations.** To gather intelligence or conduct interviews following an incident to determine if further unrest is planned.
- **Broad Publicity Security Events.** During high-profile media events such as civil unrest or other events which could potentially trigger institution demonstrations or disruptions.

#### 4. AUTHORIZATION AND REPORTING

Any staff member who observes an institutional emergency that may compromise the safety and/or security of the facility must immediately report the emergency via radio. Prompt notification will enable management to initiate appropriate security protocols and establish control of the situation. If necessary, a controlled recall of the institution may be initiated by the shift supervisor in preparation for lockdown or modified operations if the situation dictates.

- a. **Lockdown and Modified Operations Authorization.** Following initial containment, the Warden or designee must authorize lockdown or modified operations as the situation dictates.
- b. **Notifications.** Upon authorization from Warden, institutional lockdowns or modified operations must be reported to the Regional Director as soon as practicable. Following the initial notification the Warden will submit a written Incident Action Plan (IAP) utilizing the incident command structure. At a minimum, the written IAP must include Incident Command System (ICS) 201, Incident Briefing and ICS 202, Incident Objectives. This IAP must also include an anticipated operational timelines for periods exceeding 24 hours. The Regional Director may review the plan and provide recommendations or authorize alternative measures as deemed appropriate.

In the event a lockdown or modified operation is expected to last more than three days, the institution must provide affected inmates notification regarding the anticipated operational schedule and modifications. Additional updates should be provided when substantial operational changes occur. The goal of this communication is to maintain transparency and order by addressing basic needs and operational expectations during extended periods of limited movement. At a minimum the notification will contain:

- **Operational Status.** Clearly outline all restrictions or limitations including movement, areas affected, programs, visitation, etc.
- **Essential Services.** Briefly outline how essential needs like meals, medication, access to hygiene and laundry services will be handled. (e.g., delivered to cells) to manage expectations.
- **Purpose.** Provide a basic rationale, such as “to investigate an incident” or “to ensure institutional safety following a disruptive event,” without revealing specific intelligence or security protocols.
- **Conclusion.** Provide an anticipated return to normal operations or indicate the situation is being monitored and normal operations will resume when it is deemed safe.

If visitation cancellation is required, the institution must immediately post a notification on its official website to provide the public with as much notice as possible.

c. **Tracking.** Each institution Captain must document all lockdowns and modified operations via the BP-A1188, Monthly Lockdown and Modified Operations Tracking Log. This form includes the:

- institution name,
- month being reported,
- event type (lockdown or modified operations),
- start date (date event was initiated),
- start time,
- end date (date event concluded),
- end time,
- rationale (brief explanation of situation/incident requiring lockdown or modified operations),
- restrictions (brief description of restrictions), and
- verification of public notification when visitation is affected.

Monthly, Captains must submit the BP-A1188 via email to the Correctional Services Branch, Central Office, resource box by the 5<sup>th</sup> of the following month (e.g., for March the form must be submitted by April 5<sup>th</sup>) or at the conclusion of any overlapping lockdown from the preceding month. The respective Regional Correctional Services box must be included in each monthly submission. The email submission subject line format must read as follows: *Lockdown/Modified Operations Log, three-letter Institution Facility Code, Month, Year.*

## 5. PLANNING AND LOGISTICS

To ensure operational continuity, all institutions are required to utilize formal ICS operations and utilize standardized ICS forms for any lockdown or modified operation expected to exceed a 24-hour period. This mandate facilitates a strategic shift from immediate crisis response to sustainable incident management. Upon reaching this threshold, the Planning Section Team must

be activated to track incident objectives, manage resource allocation, and document progress. Command Center operations may be scaled or limited as dictated by the complexity of the incident. By centralizing the tracking of objectives and resource needs through ICS protocols, institutions can better identify staffing gaps and logistical requirements, ensuring that the transition back to normal operations is executed safely, efficiently, and in alignment with federal emergency management standards.

The minimum required ICS documentation for all lockdowns exceeding a 24-hour period must include ICS 201, Incident Briefing; ICS 202, Incident Objectives; and ICS 214, Activity Log forms to establish initial plans, set incident objectives with operational periods, and for tracking actions and accountability. For incidents requiring extended, complex, or multi-agency response, the Warden or Incident Commander may expand the structure to include full command/general staff and initiate additional ICS forms as needed.

## 6. CONDITIONS OF LOCKDOWN AND MODIFIED OPERATIONS

a. **Personal Hygiene.** Inmates must be provided with opportunities to shower at least three times per calendar week (Sunday – Saturday).

Shower stalls must be cleaned and disinfected regularly to prevent the spread of communicable diseases and maintain sanitary conditions. Orderlies may be permitted if cleared by Special Investigative Services (SIS) and approved by the Captain.

Basic hygiene supplies including soap, toothpaste, toothbrushes, and toilet paper must be issued as necessary to maintain an acceptable level of personal hygiene. Feminine hygiene products will be provided as detailed in the Program Statement **Female Offender Manual**.

b. **Health and Welfare.** Institutions must maintain continued access to necessary and routine medical treatment. This includes chronic care clinics, subspecialty consultations both inside and outside the institution, emergency care, and mental health services. This also includes daily distribution of self-carry medications and administration of all oral and injectable medications on pill line within the day and times ordered, in accordance with national policy and local procedures.

The Health Services Administrator at each institution must establish and implement a procedure to ensure continued access to routine sick call sign-ups. These procedures should be included in the institutional supplement.

Every effort should be made to accommodate access to required medical or mental health treatment as clinically warranted.

If a lockdown exceeds three days, a mental health professional must visit affected units at least weekly to assess inmate well-being. These rounds should be documented electronically in the TRUSCOPE program by the completing staff member.

If a lockdown exceeds three days, department heads or designee must visit each locked down or modified area at least once per week and document the round electronically in the TRUSCOPE program. Department heads will conduct meaningful rounds, observing all assigned inmates in the area to address any concerns related to their department. Effective rounds from each department are intended to address department specific concerns and alleviate unnecessary tension created by limited access to staff.

During lockdowns and modified operations when general population inmates are secured in their cells, housing unit officers must observe each inmate once per hour, not to exceed 60 minutes in between rounds, and the rounds must be documented electronically in the TRUSCOPE program.

c. **Food and Meal Standards.** Institutions must provide at least three meals within a 24-hour period. One meal should be served hot daily, absent exigent circumstances, such as critical utility issues that would not allow for preparation of a hot meal.

Food Service staff must ensure all medical and religious diets (e.g., Halal, Kosher, therapeutic diets) are strictly maintained and accommodated during the lockdown.

Food must never be withheld or its quality varied as a disciplinary measure.

For other additional information regarding food and meal standards see the Program Statement **Food Services Manual**.

d. **Commissary.** If a lockdown or modified operations exceed seven days, the affected population must be afforded the opportunity to purchase limited commissary, such as over-the-counter (OTC) medication and hygiene items, at a minimum. Generally, the \$25.00 spending limitation at least bi-weekly may be utilized.

If a lockdown or modified operations exceed fourteen days, the affected population must be afforded a reasonable amount of general commissary, particularly when the precipitating events are not inmate driven. Generally, a \$50.00 spending limitation at least bi-weekly, not including OTC medication and hygiene items, may be utilized. This limit may be increased or decreased at the Warden's discretion based upon reasonable ability of the institution and security needs. The Warden may further limit items that are too cumbersome or provide logistical concerns for satellite delivery. When security needs dictate, such as when hoarding or amassing stockpiles may further jeopardize safety and security, general commissary may be withheld at the direction of the Warden.

e. **Telephones.** When circumstances allow for modifications which permit out of cell time, it is recommended inmates be permitted to use the telephones. This is an important measure which allows for increased intelligence gathering.

Continued restriction of phone privileges should be reserved for events in which communications control is necessary to prevent the spread of information which could jeopardize the safety and security of the institution or agency mission.

f. **Visitation & Legal Access.** Institutions must maintain normal visitation schedules to the greatest extent possible. Total visitation restriction must only be implemented as a last resort when verified security implications create an institution-wide risk that cannot be safely isolated or mitigated through modified operations.

Any restriction on visitation must be limited to the minimum time necessary to restore institutional security. If a cancelation is required, the institution must immediately post a notification on its official website to provide the public with as much notice as possible, thereby minimizing the burden on families and external support systems.

Notwithstanding general restrictions, the Warden retains the discretionary authority to authorize special visits on a case-by-case basis for extraordinary circumstances (e.g., end-of-life situations, critical family emergencies, or urgent legal proceedings) provided the visit can be conducted without compromising the safety and security of the institution.

To ensure inmates have access to legal counsel as soon safely possible for lockdown or modified operations that exceed 24 hours, the institution must explore alternative legal access arrangements. Legal visitation and access to counsel must be prioritized and maintained even during modified operations and lockdowns to the extent possible. Restriction of legal visits should occur only when necessary to protect the safety and security of staff, inmates, or the public.

On a case-by-case basis, the Unit Manager arranges access to required legal calls, access to law library, and discovery for those on documented deadlines, particularly at pretrial facilities. The Unit Manager must consult the Captain to establish alternate arrangements that are conducive to security.

g. **UNICOR.** To the extent possible UNICOR operations should continue during modified operations. Institutions should utilize proactive measures such as establishing UNICOR specific housing units, or expedited clearance procedures for allowing appropriate workers to report for work, absent specific security concerns which directly affect the safety and security of institution operations.

h. **Inmate Work Details.** The use of inmate work details, such as unit orderlies, within the secure confines of the institution, must be reviewed by SIS and approved by the Captain.

When utilizing external work details from an adjacent satellite camp, detail workers must be directly escorted at all times in inmate accessible areas such as housing units. These details should be further reviewed by SIS and approved by the Captain.

Camp detail workers are not authorized to enter any inmate accessible areas where opposite sex inmates are housed.

## **7. TERMINATING LOCKDOWNS AND MODIFIED OPERATIONS**

To ensure the effective balance of safety and rehabilitation, institutions must terminate lockdowns and modified operations as soon as credible information and security needs indicate it is safe to do so.

## REFERENCES

### *Program Statements*

Female Offender Manual

Food Services Manual

### *Bureau Forms Prescribed by 5525.01*

BP-A1188 Monthly Lockdown and Modified Operations Tracking Log

### *Non-Bureau Forms*

ICS 201 Incident Briefing

ICS 202 Incident Objectives

ICS 214 Activity Log

### *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.