


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



**PROGRAM STATEMENT
Receiving and Discharge Manual**

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

Program Statement Rescinded:

- 5800.18 CN-1 Receiving and Discharge Manual (2/27/2025)

Changes:

- Revised chapter 4, Inmate Personal Property.
- Updated the list of items to address in the Institution Supplement.
- Updated the fingerprinting requirements and procedures for pretrial inmates.

Added:

- Guidelines governing use of Whole Body Imaging device.
- Guidelines on accountability of prerelease civilian clothing.
- Guidelines on separatee notification upon commitment.
- Language to determine fitness for confinement and capability of self-care upon intake processing.
- Requirement for Case Manager Coordinator (CMC) and Special Investigative Services (SIS) Lieutenant to review incoming manifest prior to further distribution and to have manifest marked “Sensitive, but Unclassified.”
- Language regarding confirming receipt of release medication and inmate personal documents.
- Language limiting the dissemination of sensitive information regarding designations, redesignations, and transfer of inmates to staff not involved with the movement process.

Removed:

- Removed Attachment A, New Commitment Checklist, and Attachment B, Releasing Inmate Checklist. These checklists are now located on the Correctional Programs Division (CPD) page of the Bureau's intranet site.

1. **PURPOSE AND SCOPE**

This program statement establishes procedures for accurately receiving and discharging inmates and for handling inmate personal property.

a. **Program Objectives.**

- The operation of the Receiving and Discharge (R&D) area will be safe, secure, and uniform.
- Inmates will be committed and discharged accurately.

b. **Institution Supplement.**

Each institution must establish an Institution Supplement for R&D procedures that are unique to the facility. The Institution Supplement will be reviewed by the Regional Correctional Programs Administrator. The Institution Supplement will address, but is not limited to:

- Hours of operation
- Escorting inmates to R&D
- Furlough Release Procedures
- Court line procedures to allow for exchange/laundry of court clothing
- The Warden's designee for the second identification on the BP-A0392, Release Authorization form
- Procedures to ensure provisions are in place to provide/issue protective clothing to Correctional Systems staff for use when packing/delivering inmate property
- Accountability of release clothing
- Procedures for Personal Protective Equipment (PPE)

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Chapter 1. DEFINITIONS AND RESPONSIBILITIES

1.1 Overview

Correctional Systems is responsible for the R&D operations in Federal Bureau of Prisons (Bureau) facilities. Precautions must be taken to maintain security, prevent the introduction of contraband, and maintain accountability of inmate property. Commitment documentation must be carefully reviewed to ensure delivery of inmates to the correct facility, and to avoid any cases of mistaken identity among inmates. Staff assigned to R&D must make every effort to protect the rights of inmates and identify any problems or significant facts regarding inmates during processing. It is imperative supervisory staff be informed of all activities in R&D. In addition to procedures in this program statement, Correctional Systems staff must be thoroughly familiar with all program statements related to Correctional Systems.

1.2 Supervisory Staff

The CMC has responsibility over all functions of the Correctional Systems department. The Supervisory Correctional Systems Specialist (SCSS) is responsible and accountable for the oversight of all the functions in the Records Office, Mail Room, R&D, and weekly visits to secure units (e.g., special housing units, secure mental health units, etc.).

1.3 Staff Responsiveness

Correctional Systems staff must conduct “open house” at least twice a week to address R&D issues with the inmate population. It may be held in conjunction with the Mail Room or Records Office open house. Questions submitted via the BP-A0148, Inmate Request to Staff Member form, must be answered in a timely and professional manner. A copy of the response will be placed in the R&D file.

1.4 Personal Protective Equipment (PPE)

Nitrile gloves (minimum five-millimeter thickness) are required to be worn while processing the intake and discharge of inmates, as well as inmate property and mail. In some circumstances staff may also be required to don tight fitting respirators in compliance with the Program Statement **National Occupational Safety and Health Policy**. Each institution will make provisions to ensure PPE is available to Correctional Systems staff.

1.5 Staff Equipment

Correctional Systems staff assigned to R&D will wear a radio, a set of handcuffs, cuff key, oleoresin capsicum (OC) spray, and stab-resistant vest. The keys for the R&D area are “restricted” keys as defined in Program Statement **Correctional Services Manual**.

1.6 Justice Prisoner Air Transportation System

The Justice Prisoner Air Transportation System (JPATS) schedules the movement and transfer of inmates. Trips are normally authorized in advance on a manifest report issued by JPATS. A copy of the manifest report will be received electronically prior to the movement. The manifest report includes the names, register numbers, and destinations of inmates being moved, as well as approved holdover points. It also serves as confirmation of the delivery and pickup of inmates. Inmate movement is sensitive information and must be limited to staff involved in the process. This information must not be discussed in the presence of inmates or other staff not involved in the movement process.

Ordinarily, inmates not listed on the JPATS issued manifest report may not be moved without prior approval from JPATS or the Prisoner Transportation Chief.

1.7 Intake Process

Staff assigned to R&D serve a critical role as the initial Bureau contact for new inmates. Inmates are frequently committed while under the influence or withdrawing from the effects of drugs or alcohol. It is important for staff to be attentive and alert to observe and immediately report unusual or volatile behavior.

At administrative facilities where inmates are committed to the institution by other agencies, the Warden may refuse to accept inmates who are injured and/or incapable of self-care upon intake. Officers who commit inmates to Bureau facilities will ensure inmates requiring emergency health care services are stabilized prior to remanding the inmate to a Bureau facility. The remanding officer will provide all available health care information (e.g., prescriptions, treatment plans, follow-up appointments, etc.) and documentation of health clearance authenticated by a licensed health care professional for any inmate that received stabilizing treatment. For further guidance see Program Statements **Patient Care** and **Intake Screening**.

An inmate committed under Title 18 U.S.C. Sections 4241(b) and (d), 4242(a), or 4243(b) is a pretrial inmate, whereas commitments under Sections 4243(e), 4244, 4245, 4246, or 4248 are treated as convicted inmates. For further guidance see Program Statement **Pretrial Inmates**.

1.8 Special Commitments

a. **Juvenile Offenders.** A juvenile offender sentenced under the Federal Juvenile Justice and Delinquency Prevention Act (42 U.S.C. § 5601 et seq.) is placed in a non-federal facility. Regular contact with inmates sentenced under adult statutes is not permitted. A juvenile will not be placed in a federal facility without prior approval from the Bureau Director. For further guidance, see Program Statement **Juvenile Delinquents**.

1.9 Inmate Workers

Inmate workers must be approved by the SIS department and remain under direct staff supervision. Inmate workers must not come in contact with other inmates or property being processed. For further guidance regarding inmate work duties, see the Program Statement **Correctional Systems Manual**.

1.10 Bureau Inmate Management System

Inmate load/admit transactions into the applicable Bureau inmate management system will be completed for each inmate within two hours of the inmate's arrival at the institution. The release transaction for departing inmates is performed immediately prior to release.

1.11 Physical Layout and Security

To provide a safe and secure area for intake and release processing, the physical layout of the R&D area is of utmost importance. Staff should be able to supervise and monitor the entire holding area, which must include:

- An adequate number of holding cells to prevent contact between searched and unsearched inmates. New commitments and inmates being released must always be kept separated. Holding cells or areas are searched before and after each use.
- A private area for conducting intake and medical screening.
- A secure area for storing inmate personal property, court clothing, and release clothing that is not accessible to inmates and unauthorized staff.
- A dedicated area for medications, medical devices, and medical supplies to be securely stored until retrieved by Health Services.
- Correctional Systems staff will use a tracking system (e.g., bin card) to ensure accountability of prerelease civilian clothing.
- Enough lavatories to accommodate the maximum number of inmates that may be processed in the area, including sinks supplied with hot and cold water, and hand soap. At

administrative facilities or other facilities accepting new inmates, it is recommended a shower stall be available for inmate use as needed.

1.12 Cell Search and Methods of Inspection

Security inspections are necessary to control the introduction of contraband, prevent escapes, ensure security, maintain sanitation standards, eliminate fire and safety hazards, and maintain good order of the institution.

All areas must be regularly inspected. Inspections must be made before and after each time an inmate is placed in a holding cell. No areas holding inmates may contain false ceilings or loose furniture. A holding cell is situated to facilitate frequent observation. If the physical design prevents such visual contact, alternatives such as mirrors or camera equipment should be used. Federal Prison Camps (FPCs) are exempt from having holding cells, provided they have areas designated to separate searched and unsearched inmates and are able to maintain order and security while receiving and discharging inmates. Holding cells in FPCs are also exempt from the false ceiling requirement.

Staff will inspect all areas in R&D accessible to inmates before and after each use. Inspections are done at varying times so as not to set a pattern.

Staff conducting inspections must pay special attention to plumbing facilities and traps, ventilators, security bars, grills, doors, walls, windows, toilets, sinks, chairs, and other hard-to-reach or hard-to-view areas.

Inspections focus on checking for bent, spread, cracked, or cut bars, broken welds, signs of steel filings, and also look for graffiti or writing on the walls inside the cell.

Other evidence of tampering such as fresh paint or discolored areas, or weakness from bar taps and window inspections, is reported to the immediate supervisor and the Operations Lieutenant. This procedure is done per local security procedures and the Program Statement **Correctional Services Manual**. A thin instrument such as a putty knife or knife blade can be passed along sashes or bars to locate cuts or depressions that might suggest tampering. The instrument can also be used as a probe to uncover cuts filled with soap, putty, or other substances. A mirror is effective for examining areas that are difficult to inspect.

Chapter 2. INTAKE PROCESSING

2.1 Notification of Movement

The intake process begins when Correctional Systems staff become aware of an inmate's pending arrival. Prior to inmate arrival, Correctional Systems staff will reference and follow the New Commitment Checklist located on the CPD page of the Bureau's intranet site.

Correctional Systems staff will utilize rosters and manifests to monitor pending institution arrivals, designations, and projected release dates. The CMC and SIS Lieutenant are to review the movement notification to identify any high profile and other special interest or security cases requiring additional scrutiny. Once cleared by the CMC and SIS Lieutenant for distribution, copies may be distributed with the "Sensitive, but Unclassified" markings within the receiving institution to staff requiring immediate notification, such as staff in the Control Center, Unit Management, and Health Services.

Information regarding the designations, redesignations, and transfer of inmates is sensitive information and must not be discussed in the presence of inmates or other staff not involved in the movement process. Inmate movement notifications will not be distributed to group email boxes accessible to multiple staff and will be restricted to individuals with a verified need-to-know.

2.2 Designation Information

Staff must review the applicable Bureau inmate management system security designation transactions for commitment dates, projected release dates, and any special notations.

Staff will utilize rosters to monitor voluntary surrender dates. If inmates do not arrive by the surrender date, staff will access the applicable Bureau inmate management system prior to contacting the USMS regarding extensions and updates. Staff will document the results in the Judgment and Commitment (J&C) file.

If an inmate arrives at the facility and designation material has not been received, staff will access the applicable Bureau inmate management system or the electronic central file to retrieve the material. If the material is unavailable, staff must seek guidance from their supervisor. Special housing arrangements and decisions regarding accepting inmates without designation material or accepting inmates at other times than the prescribed date is allowed. If factors are present which would preclude staff from assuming custody, the Designation and Sentence Computation Center (DSCC) will be contacted for guidance. Correctional Systems staff will not refuse to accept custody of an inmate.

2.3 Intake Folder

Staff will access the applicable Bureau inmate management system to retrieve the designation material and prepare a J&C file for inmates. The designation material contains but is not limited to the Presentence Investigation Report, Individual Custody and Detention Report, J&C, warrants and/or detainers, and the USMS Security Designation form. Designation Material is filed in a pending J&C file until the inmate arrives. Correctional Systems staff must request the central file from the last federal facility of confinement for transfers and supervised release violators.

2.4 Commitment Documents

Commitment documentation is carefully reviewed to verify and authorize the inmate's commitment to the designated facility and to alert institution staff of significant facts regarding the inmate. The following is a list of documentation used to commit inmates to Bureau facilities:

- a. **Judgment and Commitment (J&C).** J&Cs are issued by a federal court ordering a term of imprisonment for an inmate and prescribing the specific sentencing provisions of the court. A certified copy of the J&C accompanies the inmate's initial arrival to the designated institution. This document must bear the signature of the judge and the court's seal. The "Return" on the reverse side, or second page, must be properly executed (signed) by the transporting officer. If the certified copy of the J&C has not been executed, Correctional Systems staff at the designated institution will execute it upon the inmate's arrival. The exact name on the J&C is used as the committed name when admitting an inmate to the designated facility. It must appear on all paperwork and files generated by the Bureau.
- b. **U.S. Department of Justice Parole Commission Warrants Parole Form (H-21).** The United States Parole Commission (USPC) issues warrants for returning a violator to custody. The warrant has the signature of a parole executive, the USPC seal, and the date of issuance. Execution of the warrant is done on the reverse side at the designated institution.
- c. **BP-A0399, Transfer Order Form.** This authorizes the transfer of inmates between Bureau facilities. It is signed by the Warden or authorized representative of the transferring institution and executed by the transporting officer upon the inmate's arrival at the receiving institution. If the transfer order is not executed, Correctional Systems staff at the designated institution may execute it upon the inmate's arrival.

d. **Writ or Interstate Agreement on Detainers (IAD) Returns.** A writ is a written order from a judge requiring specific action by the person or entity to whom the writ is directed. If the writ was for the purpose of prosecution, a judgment may accompany the inmate upon return. For inmates returning from an IAD, a copy of the Notice of Disposition of a Detainer (Form IX) may be included in accordance with Program Statements **Correctional Systems Manual** and **Transfer of Inmates to State Agents for Production on State Writs.**

e. **Court Orders.** Court orders to include civil contempt, confinement as a condition of parole or probation, pretrial services, return to confinement from a court appearance, or other temporary absence may be used as commitment documentation. These orders must bear the signature of the judge, the court seal, and the exact name of the inmate and be verified. They are executed in the same manner as a J&C. Orders received electronically with an electronic certification attached are accepted after verbal verification.

f. **BP-A0377, Prisoner Remand Form.** Federal law enforcement agencies use this form to initially commit inmates to Bureau custody. The remanding official is responsible for completing the form before Bureau staff accept the inmate. The charges must be clearly written on the form. A right thumbprint is rolled onto the Prisoner Remand upon commitment. Each administrative facility uses the information on this form to load the inmate into the applicable Bureau inmate management system. See Program Statement **Pretrial Inmates** for additional instructions on commitment prior to arraignment.

g. **Prisoner Remand or Order to Deliver and Receipt for United States Prisoners (USM-41).** The USMS uses the USM-41 when transferring an inmate to Bureau custody. For initial commitments the BP-A0377, Prisoner Remand form, is required.

h. **Individual Custody and Detention Report (USM-129).** This document is provided to the Bureau by the USMS and it contains vital information for intake processing and determining prior custody or pre-sentence credit. It may also contain information on scars, marks, tattoos, separations, aliases, and other special medical or security concerns.

i. **BP-A0385, Authorized Unescorted Commitments and Transfers Form.** This is used for voluntary surrenders and unescorted transfer. It specifies the designation and contains a photograph of the inmate. The document reflects the date, name, and signature of the discharging authority and receiving facility.

2.5 Commitment Verification

a. **Parole Violators.** Inmates designated to the facility for a violator hearing are loaded into the applicable Bureau inmate management system. Unit Management staff will be notified of a

violator's parole status. Correctional Systems staff will request the central file from the last federal facility of confinement.

b. **Sentenced Inmates Received from Other Bureau Institutions.** Inmates are received at administrative facilities from other federal institutions for a variety of reasons (federal writ, U.S. Attorney special request, etc.). Ordinarily, the entire central file is not received on these cases, as their stay is temporary. Documents associated with the transfer must be reviewed to identify medical or special security needs.

c. **Transfers and Holdovers.** The J&C for short-term offenders must be reviewed before an inmate is removed or transferred to another facility to ensure that the release date does not pass before arrival at the designated institution. Ordinarily, inmates within 60 days of their release date are not moved. Coordination of these cases with the CMC or Unit Management staff is essential.

d. **Residential Reentry Center Failures.** A BP-A0399, Transfer Order form, will be provided by the Residential Reentry Manager to authorize transfer of Residential Reentry Center (RRC) failures. The BP-A0399, Transfer Order form, must reflect the inmate returning to their last designated (parent) institution.

2.6 Inmate Receipts

The transfer or temporary release of any inmate in a Bureau facility is documented using receipts. The receipt transfers direct responsibility for the inmate to the person and agency who signs it. By signing, the receiving official accepts full custody. The transferring authority retains the original receipt with the original signature of the receiving authority. The receiving authority retains a legible copy. All receipts will, at the minimum, document:

- Name of the Inmate(s).
- Register Number of the Inmate(s).
- Date/Time of Transfer.
- Name and custodial authority relinquishing custody.
- Name, agency, and signature of person accepting custody.

a. **BP-A0378, Marshal's Receipt Form.** This is used to transfer an inmate's custody from one agency or person to another. As a general requirement, only the inmate's name and register number need to be entered on the receipt. An electronic version of a receipt can be created within the Movement Application Packet (MPAC). If additional information, such as offense, sentence, race, and age, is required to determine initial housing, and a copy of the receipt is the most efficient way to transmit such information, that information is included on the receipt. The

officer relinquishing custody receives the original receipt prior to distributing. The CMC and SIS Lieutenant are to review to identify any high profile and other special interest or security cases requiring additional scrutiny. Once these cases are cleared by the CMC and SIS Lieutenant, the Associate Warden (AW) or designee will review and approve copies of the receipt for distribution. Copies may be distributed with the “Sensitive, but Unclassified” markings within the receiving institution to staff requiring immediate notification, such as staff in the Control Center, Unit Management, and Health Services.

b. **BP-A0821, Transfer Receipt Form.** This is used to transfer inmates between Bureau institutions by airlift, bus, or other Bureau movement. An electronic version is automatically created within MPAC for airlift and bus movement. When an institution is receiving inmates, a copy of the BP-A0821, Transfer Receipt form, with the original signature from the receiving institution remains with the transporting officers. One copy may be used at the receiving institution to document commitment. If one is not received, a new copy may be completed, or a BP-A0378, Marshals Receipt form, may be used to document receipt of the inmate(s). Property transferring between institutions is recorded on this receipt.

2.7 Law Enforcement Officials

Officers of any federal or military agency and contract guards employed by federal agencies who are committing inmates to Bureau facilities are required to display official identification. Credentials, badges, and paperwork authorizing the agents to perform in their capacity are thoroughly inspected before allowing entry into the facility. Non-federal law enforcement officials assigned to a Joint Task Force must have federal task force identification or be accompanied by a federal official. The name of the transport officer appears on the commitment documentation and must coincide with their personal identification. Correctional Systems staff must ensure ammunition, weapons, aerosol sprays, and electronic devices (e.g., body cameras, cell phones, radios, etc.) are secure before allowing the agent(s) entry into the facility. Staff are to be courteous, professional, and display a neat appearance in their daily contact with law enforcement officials.

2.8 Identification of Inmate

Positive identification of each inmate is critical and must be done as soon as possible. In addition to the verification of an inmate’s identity before entry into the institution, identity is verified again when the inmate is removed from the holding area for intake processing. The identification process includes verbal questioning of the inmate as to name, date of birth, and register number. A comparison of physical description data and available photographs will be made when identifying the inmate. If an inmate exhibits unusual or aggressive behavior, Correctional

Systems staff must contact Health Services, Psychology Services, and Correctional Services staff as appropriate.

2.9 Escorting Inmates into the Institution

Inmates are positively identified and pat searched before entry into the institution. During normal duty hours inmates are escorted to R&D by Correctional Systems staff. When possible, staff must use a route that does not allow visual or verbal contact with inmates already at the facility. Entrances and exits to R&D are secured during the intake process, and inmate orderlies or workers are not present.

2.10 Pat Search

An inmate entering the institution from the community, court, or through transfer where they may have encountered the public will be pat searched before entering the institution. Pat searches may also be conducted on a routine or random basis to control contraband.

The pat search is the most commonly used search method and must be performed properly. All staff will be trained regarding conducting a pat search on both male and female inmates. Before a pat search begins the inmate must remove any headwear and empty their pockets, these items should be thoroughly inspected. Discretion is given to staff to determine when and where pat searches are conducted.

The following procedures will be utilized for all pat searches: Examine hair, ears, nose, and mouth for contraband. Ensure dentures are removed.

Require the inmate to face away from you with arms extended and feet apart, at least 6 or 8 inches.

Search the shoulders and down the back and sides to the belt line. Search the belt line, pockets, and chest area. Use both hands and start at the base of the neck, follow a direct course across the back of the arms to the hands, then across the front of the arms to the shoulders.

From the back at the waistline proceed down the back and sides of the legs to the shoe tops. Check the shoe tops, trouser cuffs, and socks, then inside of the legs well up to the groin, paying particular attention to seams and waistband. Some institutions may require removal and inspection of shoes/footwear, belt, headgear, etc.

2.11 Visual Search of Inmates

Staff may conduct a visual search when there is reasonable belief contraband may be concealed on the inmate. Reasonable belief of contraband concealment may exist when inmates are placed in a special housing unit, leaving an institution, or re-entering an institution after contact with the public (e.g., after a community trip, court transfer, or after a “contact” visit in a visiting room). These examples, while not exhaustive, are sufficient to justify a visual search. The visual search must be completed in a manner designed to assure as much privacy to the inmate as practicable. Visual searches will be conducted on all inmates during receiving and discharge screening. Any visual searches done outside of this process will be documented in the appropriate visual search logbook, as outlined in the Program Statement **Correctional Services Manual**.

Staff of the same sex as the inmate will conduct the search, except when circumstances are such that delay would mean the likely loss of contraband. When staff of the opposite sex conducts a visual search, staff must document the reasons for the opposite sex search in the inmate’s central file. All inmates, except those charged solely with misdemeanor offenses, are visually searched and screened with a metal detector while in R&D by Correctional Systems staff. Inmates charged solely with misdemeanor offenses, are not visually searched unless there is reasonable suspicion the inmate is concealing a weapon or other contraband, or they consent, in writing, to being visually searched. Several factors are considered when determining whether reasonable suspicion exists for conducting a visual search, including, but not limited to:

- Nature of the current charge.
- Crime of violence.
- Weapons or drug-related offenses.
- Offenses involving predatory conduct.
- Observation of unusual or suspicious appearance/behavior.
- Discovery of weapon or any other contraband during pat search (or at arrest).
- Criminal history.
- Institutional history.

If reasonable suspicion is not raised during the intake process (or any time thereafter), to include interviews with Unit Management, Correctional Systems, medical screening staff, source documentation, or self-reporting by the inmate, they may not be visually searched. Instead, the inmate or detainee will be:

- Thoroughly pat searched.
- Screened with a handheld or walk-through metal detector.
- Screened on the whole-body scanner.
- Issued institutional clothing to wear and their personal clothing closely examined for contraband.

- Special attention is given to shoes (soles, heels, and cavities), as they are difficult to search and are excellent hiding places for drugs and other contraband.
- Housed separate from other inmates.

The results of the above searches could raise reasonable suspicion and justify the need for a visual search. If so, the reasons for justifying the search are documented and approved by the department head/supervisor.

- a. If inmates who are charged solely with misdemeanor offenses, consent, in writing, to a visual search, they are considered for placement in the general population. If consent is not obtained and there is no reasonable suspicion to visually search the inmate, they are housed in an area separate from all other inmates.
- b. Normally, restraints are removed before a visual search is conducted. Staff assigned to R&D may be asked to help custodial officers remove restraints. All restraints are accounted for and immediately removed from the area. Restraints are not to be placed in an area accessible to inmates.
- c. Designated visual search areas should ensure as much privacy to the inmate as practicable.
- d. The body scanner will be used to screen all inmates processed in or out of the institution. The body scanner will be used to augment, not replace, existing procedures and technologies already in place. Due to the large number of inmates processed at administrative facilities, use of the body scanner may be limited to inmates with higher security risks in accordance with Program Statements **Whole Body Imaging** and **Correctional Services Manual**.
- e. When removing inmates from the holding cell to the visual search areas the number of inmates which can be searched at one time depends on the number of visual search stalls available and the number of staff on duty. The number of inmates removed at one time should not jeopardize the security of the area. Disruptive or high security inmates are only processed when adequate staff are available.

The following procedure will be used for all visual searches:

- a. Empty inmates' pockets and remove jewelry and clothing, including shoes, underwear, dentures, hair pieces, hair clips, and acrylic tips/fingernails during searches where appropriate. Property is placed where other inmates do not have access. Personal property is secured for inventory and processing in accordance with Program Statement **Inmate Personal Property**.

- b. During the search the inmate will stand facing the officer with feet shoulder-width apart. Hair is thoroughly examined. Hair may not be clipped, braided, or secured with a rubber band. The inmate will remove wigs, weaves, extensions, etc. prior to visual search. Staff will instruct the inmate to turn their head to vigorously shake hair on each side and run their fingers through the hair.
- c. The ears, nose cavity, and mouth are thoroughly inspected for contraband. If the inmate wears dentures, they are required to be removed. The inmate moves their head so staff may visually inspect these areas. The inmate is instructed to pull their ears forward and hair back to assist the staff member. Staff look in the ear canal and nose to ensure there are no capsules or containers lodged. The inmate is instructed to pull their bottom lip down and the upper lip up to reveal the gum area and move their tongue up, down, right, and left to reveal the mouth itself.
- d. Staff instruct the inmate to raise their arms straight to the front. The tops of hands are inspected, and the hands turned over to inspect the palms. Fingers, palms, and fingernails are inspected.
- e. The inmate is instructed to raise their hands over their head. The arms and armpits are thoroughly searched. If extremely hairy, the inmate is instructed to vigorously run his fingers through the hair. Staff continue the visual inspection down the chest and side.
- f. Staff will instruct the inmate to lift or move body folds or creases, including the penis and testicles or breasts, and excess skin folds. Staff will ensure the inmate is not concealing contraband with their hands as the inmate is holding these areas.
- g. The inspection continues by looking at the legs, ankles, feet, and toes.
- h. The inmate is asked to turn around, facing away from the staff member, with arms extended to the side and the feet about shoulder-width apart.
- i. Staff conduct a thorough visual search of the shoulders and down the back and sides to the waist. All skin folds and the spine are visually searched.
- j. The inmate is instructed to bend over as far as possible, reach behind, and pull the buttocks apart to expose the crevice area. Staff must be alert for anything that may protrude from the body. Male inmates are instructed to cough deeply. Female inmates will remove all menstrual products prior to visual search. Female inmates are instructed to face the officer, squat, and cough deeply.

- k. A thorough visual search is made of the entire foot and toes. The inmate is instructed to lift each foot so the bottoms can be inspected. Staff will instruct the inmate to wiggle the toes to allow inspection between them.
- l. At a minimum, a handheld or walk-through metal detector will be used during the visual search. If a handheld detector is used, wand the entire body, paying special attention to the head. If a walk-through detector is used, the inmate passes through before dressing in clothing that may have metal snaps, zippers, or other metal attachments. The inmate must pass through this type of metal detector in the minimal amount of clothing.
- m. During searches, staff must immediately notify Health Services, supervisory Correctional Systems staff, and the Operations Lieutenant for any inmate who exhibits bruises, cuts or any other visible injuries.
- n. Special Investigative Services staff are notified when tattoos are discovered and are associated with known gangs or disruptive groups.
- o. After the search is completed, the inmate is issued appropriate clothing and shoes per the Institution Supplement on Inmate Clothing. Inmates dress in front of staff. Inmates are placed in a separate holding cell that has been designated as a clean cell. They will not have access to their property nor be in contact with inmates who have not been searched.
- p. When there is reasonable belief an inmate has concealed contraband in a body cavity, the staff conducting the search must contact the Operations Lieutenant for further action. The inmate is constantly monitored until the Operations Lieutenant determines if close observation or further action is warranted (e.g., dry cell placement, medical referral).

2.12 Inclusion into the Applicable Bureau Inmate Management System

Inmate data is entered into the applicable Bureau inmate management system within two hours of arrival.

Staff must also pay close attention to inmates with separatees already committed to the institution.

2.13 Admissions and Property

New admissions are separated from their property and thoroughly searched as soon as possible, consistent with the physical layout of the receiving facility. Inmates are separated by sex and, if

possible, classification needs. Authorized personal property that accompanies the inmate is thoroughly searched before allowing it inside the secure area of the institution.

2.14 Medication, Medical Devices, and Medical Supplies Upon Arrival

Health Services staff will determine if an inmate requires medication, medical devices, and medical supplies upon arrival. These items will be stored in a designated area in accordance with section 1.11 of this program statement until Health Services determines if self-carry is necessary.

2.15 Admissions and Contraband

Staff must follow established procedures for processing various types of contraband. Confiscated contraband will be documented on the BP-A0402, Confiscation and Disposition of Contraband form. R&D staff process incoming personal property per Program Statement **Inmate Personal Property**.

2.16 Personal Hygiene / Clothing Issue

Toiletries should be available for new arrivals as needed. Feminine hygiene products will be made available in R&D at facilities where female offenders are housed in accordance with the Program Statement **Female Offender Manual**. Women will be allowed to take feminine products into the institution and on escorted/unescorted trips outside of the institution in a reasonable quantity.

Staff must have enough inmate clothing and shoes for the season and climate. A variety of sizes must be stocked in R&D to ensure proper fit.

2.17 Intake Screening

Staff processing new admissions ensure each inmate receives a social interview consistent with Program Statement **Intake Screening**, and is cleared by Health Services in accordance with Program Statement **Patient Care** and by Psychology Services in accordance with Program Statement **Psychology Services Manual** before placement in general population. To avoid delays, intake staff will be notified as soon as new admissions arrive.

Prior to assigning an inmate to a housing unit, the CMC and SIS Lieutenant are to review and identify any high profile and other special interest or security cases requiring additional scrutiny. Once these cases are cleared by the CMC and SIS Lieutenant, the AW or designee will review and approve the inmate unit assignment.

2.18 Acknowledgment of Inmate

Inmates entering a federal institution complete the BP-A0407, Acknowledgment of Inmate Part 1 & 2, and BP-A0408, Acknowledgment of Inmate Part 3 & 4, forms if not already completed. These forms provide information on correspondence, authorization for disposition of funds, monitoring of telephone calls, notification in case of death or illness, and disposition of property in case of death. A space is provided in each section for the inmate's signature. The intake screening staff who witnesses the inmate's completion of the form also signs the form. If the inmate refuses to sign, the witnessing staff will indicate this in the designated space.

The Mail Room will be notified and provided a copy of the form if the inmate signs Part 1 of the "Correspondence" section, electing not to have general mail opened and inspected. Inmates who are unable to provide information in the section "Notification in Case of Death/Illness, Disposition of Property" are given a reasonable amount of time to obtain the needed information.

The above two forms are completed by staff who conduct intake screenings.

2.19 Inmate Funds

R&D staff will prepare a BP-197, Temporary Receipt (Inmate Funds) form for funds authorized for receipt at the institution. They include funds received from:

- A voluntary surrender inmate.
- An inmate on escorted trip or furlough return.
- Inmates escorted by the USMS returning from a writ.

The original receipt is given to the inmate. The funds and the yellow copy of the receipt are placed in a sealed envelope. Staff writes the amount contained in the envelope and signs their name across the seal. The funds are placed in a secure depository. The blue copy of the receipt is left attached to the receipt book. When the receipt book is completely used, it is returned to appropriate Financial Management staff.

2.20 Identification Photographs and Fingerprints

a. **Identification Photographs.** An identification photograph is ordinarily taken full face front, eyes open, without glasses or head coverings. The inmate must be in full prescribed uniform. The photo must be taken from the chest up with a height chart in the background. Optional photographs, including a side view, scars, marks, and tattoos, and photographs of inmates wearing prescription glasses, may be taken at the Warden's discretion and stored separate from the BOP identification database.

Exceptions permitting a Bureau-authorized religious head covering in the identification photograph may be requested by the inmate and approved by the Warden in consultation with the Regional Director and Regional Counsel. While the request is pending, the identification photograph will be taken with the religious head covering in place and ensure the oval of the face (i.e., open eyes, eyebrows, nose, forehead, cheeks, chin) is clearly visible with no shadows. The identification photograph with the head covering will be stored in the BOP identification database. A staff member of the same sex as the inmate will then conduct an inspection of the inmate in a private area secure from viewing by other inmates and staff of the opposite sex of the inmate. The inmate will be required to remove the religious head covering so the staff member of the same sex can notate any distinguishing features obscured by the head covering (e.g., scars, marks, tattoos) as descriptors in the BOP identification database.

If the exception is approved in its entirety, no additional identification photograph will be required. If the exception is granted in part, a second identification photograph without a head covering will be taken outside the BOP identification database using the same height chart as the covered identification photograph. The uncovered identification photograph must be taken by a staff member of the same sex as the inmate in a private area secure from viewing by other inmates and staff of the opposite sex of the inmate. The second identification photograph must be stored in the inmate's J&C file in a manner that is only accessible if the identification photograph is needed for the procedures outlined in Program Statement **Inmate Escape and Death Notification Procedures**. Only the identification photograph with the religious head covering will be distributed for staff use.

New photographs are taken if the inmate's physical appearance changes in accordance with the previous procedures. Unit Management staff will review inmate photographs during inmate program reviews to determine if appearance has changed enough to warrant a new photograph. At any time, staff can refer an inmate to Correctional Systems to determine if a new photo is warranted. Staff assigned to R&D will ensure new photographs are distributed and additional copies are stored. Inmates are not normally allowed to have identification photographs in their possession. Exceptions are authorized by the Warden.

b. **Fingerprint Cards.** Fingerprints are taken at commitment. One full set is taken on the initial commitment of designated inmates, including District of Columbia Superior Court (D.C. Code)

offenders, violators (e.g., probation, parole, supervised release, etc.), and escape returns. This card is filled out in its entirety in accordance with Program Statement **Correctional Systems Manual**. The completed fingerprint card is placed in the J&C file.

One full set of fingerprints is also to be taken on ICE detainees, holdover, and pretrial inmates (USMS inmate). A label from the applicable Bureau inmate management system may be used in lieu of typed or printed information on these cards, as they are stored with other file material (remand files, etc.), and not transmitted to the Federal Bureau of Investigation (FBI).

For pretrial inmates sentenced to “time served,” one additional set of fingerprints will be taken prior to the inmate’s release and submitted to the FBI.

The impression of the right thumb is taken when an inmate is received as a transfer from another federal institution or returns from writ or IAD.

2.21 Fingerprinting Procedures

In the event fingerprints are unable to be processed electronically, the following procedures will be used for manual fingerprinting:

The inking surface must be high enough to allow the forearm to be horizontal when the fingers are being inked. The person taking the fingerprints moves the inmate into a position where they will be comfortable during printing. Cleaning fluid and cloths should be available to clean fingers before and after rolling fingerprints.

Staff will have the inmate sign the fingerprint card before printing to avoid smearing. Two types of impressions are taken on the FBI fingerprint card: individual rolling and simultaneous printing. The upper ten fingerprints are taken individually. These are rolled impressions and are obtained by individually rolling each finger from side to side to obtain ridge details. The smaller impressions, referred to as a “tap,” are at the bottom of the card and are taken by simultaneously pressing down all the fingers. The thumb is then printed.

In taking the rolled impressions, the side of the bulb of the finger is placed on the inking plate, and the finger is rolled. Each finger is inked evenly from the tip to below the first joint. It is better to ink and print each finger separately, beginning with the right thumb and followed by the index, middle, ring, and little fingers. It is easier to print if the thumbs are rolled toward and the fingers rolled away from the center of the inmate’s body. This relieves strain and leaves the fingers relaxed so they may be lifted easily without slipping, which might smudge or blur the prints.

The official taking prints applies light pressure and keeps control of the inmate's hand during the process. The degree of pressure exerted in inking and taking rolled impressions is important. The inmate is cautioned to relax and not try to help by exerting pressure. It often helps inmates to relax by instructing them to look at some distant object, not at their hands.

A brief description of scars, marks, or tattoos and location on the body is noted in the appropriate space on the fingerprint card after the visual search. These markings are also recorded for inmates received in transfer. A new fingerprint card is completed if a tattoo is removed. The fingerprint card must be scanned and submitted for processing as soon as possible.

2.22 Unusual Fingerprint Situations

Staff may encounter situations due to permanent or temporary physical characteristics that require different fingerprinting techniques. For example, bent, broken, webbed, or extra fingers; a lack of fingers at birth; amputations; and advanced age.

If the inmate has an extra finger, record only the thumb and the next four fingers. Do not record the extra finger as either a rolled or plain impression.

If the inmate has bent, broken, webbed, or extra fingers, the fingerprints are still taken. If the fingers are so badly bent or broken that they are touching the palms and cannot be moved, fingerprints are not taken, and the card is so noted. Special inking devices such as a postmortem kit may be necessary to obtain clear, legible fingerprints from bent or broken fingers.

Notations are also entered on the fingerprint card in instances such as: "missing at birth," "amputated," "tip amputated," "severed," "webbed," or "paralyzed."

Temporary disabilities such as wounds, blisters, and broken fingers or hands are printed as soon as possible after healing.

For more information about recording legible fingerprints, contact the Correctional Programs Branch in Central Office.

2.23 Inmate Identification Card

An inmate identification (ID) card is created for each newly designated inmate. When the inmate is received via transfer and the previous ID card is usable, staff assigned to R&D must return the card to the inmate during the intake process. If an ID card cannot be located in the J&C, a new one will be generated.

Chapter 3. OUT PROCESSING

3.1 General Information

There are two types of releases from federal institutions: temporary and permanent release. Examples of temporary release are furlough, local escorted trip, temporary medical transfer, writ, IAD, and court appearance. Examples of permanent release include transfer to another institution and expiration of sentence.

3.2 Review of Release Paperwork

Prior to inmate release, Correctional Systems staff will reference and follow the Releasing Inmates Checklist located on the CPD page of the Bureau's intranet site. Staff assigned to R&D must review the release paperwork to ensure all required forms are included.

Any forms requiring the inmate's signature will be completed, and the appropriate distribution made. The Central Inmate Monitoring (CIM) Clearance and Separatee Data form, generated by the applicable Bureau inmate management system, must be verified within 24 hours before the inmate's release.

3.3 Final Release Notification Procedures

Institution departments may request an inmate report before release to resolve outstanding issues. This procedure, commonly referred to as a "merry-go-round," is ordinarily done one workday before release. Inmates may bring their personal property to R&D for pack out at this time. Staff assigned to R&D must ensure the inmates identified for release are properly processed. Coordination is critical between R&D and Record Office staff.

3.4 Identification

Inmates are positively identified before release through photo comparison and verbal questioning, including their name, date of birth, and register number. Additional questions regarding sentencing details, family background, and information from the inmate's Presentence Investigation Report (if available) will also be asked. At the time of release, a right thumbprint is taken and placed on the BP-A0392, Release Authorization form.

3.5 Search and Dress Out

Inmates undergo a visual search by Correctional Systems staff unless releasing from a minimum-security facility for any reason, or meeting the misdemeanor exception, per Section 2.11 of this

program statement. Staff will conduct a visual search if releasing to the custody of law enforcement agents.

Clothing worn to R&D is taken and the inmate is dressed in appropriate clothing for the type of release and the climate of the destination.

Inmates being released on escorted and medical trips are dressed in institution clothing and shoes (excluding FPCs). Once the inmate is searched and dressed, they are placed in a secure area separated from unsearched inmates while awaiting departure. Feminine hygiene products will be made available in R&D at facilities where female offenders are housed in accordance with the Program Statement **Female Offender Manual**. Local procedures are developed to manage furlough releases and will be addressed in the Institution Supplement.

Inmates are authorized to have release clothing mailed to the institution in preparation for their release in accordance with the Program Statement **Mail Management Manual**. For inmates who do not have release clothing, Correctional Systems staff will provide release clothing appropriate for the time of year and the inmate's geographical destination.

Correctional Systems staff will use a tracking system to log and ensure accountability of release clothing is maintained. Clothing must be arranged by size and labeled to facilitate counting when taking inventory. Bureau issued release clothing will be inventoried quarterly.

Required forms, dress out, medication, funds, receipt of property, to include any available ID cards, and final clearance will be completed. All processing must be completed before the inmate's scheduled departure time.

3.6 Medication, Medical Devices, and Medical Supplies Upon Release/Transfer to Prerelease Placement

Health Services staff will determine if an inmate requires medication, medical devices, and/or medical supplies upon release or transfer to prerelease placement (i.e., RRCs or home confinement). Correctional Systems staff will confirm with Health Services staff that all medications, medical devices, and/or medical supplies have been provided at least one business day prior to the inmate's release or transfer and ensure the inmate receives medication, medical devices, and/or medical supplies before leaving the institution in accordance with the Program Statements **Pharmacy Services** and **Patient Care**.

3.7 Personal Identification Card and Personal Documents

Unit Management staff will deliver the inmate's personal ID card(s) and other personal documents such as birth certificate, Social Security Card, Passport, etc., to R&D at least one business day prior to the inmate's release or transfer to prerelease placement (i.e., RRCs or home confinement).

3.8 Funds

The inmate will receive gratuity and personal funds according to Program Statement **Release Gratuities, Transportation, and Clothing**.

3.9 Second Identification

A second identification verification is conducted by a staff member the Warden designates. The person making the second identification signs the BP-A0392, Release Authorization form in the space provided.

3.10 Applicable Bureau Inmate Management System Release Transaction

A release transaction is processed when the inmate leaves the institution. Before releasing an inmate, a name search is performed in the applicable Bureau inmate management system. This search is a "sounds exact" search of the last and first names and is limited to the facility making the inquiry. If the search reveals inmates with identical or similar names, Correctional Systems staff conduct additional verification. Once the correct inmate is identified, ensure the appropriate commitment file is used and all release identification requirements are completed, as outlined in the Program Statement **Correctional Systems Manual**.

The release transaction in the applicable Bureau inmate management system is completed immediately before the inmate leaves the institution. When entering this transaction, staff should ensure the correct release code is used and the release destination is accurate.

The release paperwork indicates the release method to be entered in the applicable Bureau inmate management system.

3.11 Release for Appearance

a. Inmates released for daily court appearances are allowed to retain essential legal material and appropriate clothing for court. The institution provides clothing that ensures a neat and clean appearance in court. Inmates are typically permitted to take prescription eyeglasses, dentures, prescribed medical devices, and/or medication.

b. Inmates being released on writ and IAD are dressed in institution clothing and shoes. Inmates are ordinarily permitted to take prescription eyeglasses, dentures, prescribed medical devices, and/or medication. Other personal property is stored as discussed in the Program Statement **Inmate Personal Property**.

3.12 Temporary Transfer to a Local Medical Facility

Inmates transferring to a local medical facility normally are permitted to take prescription eyeglasses, dentures, prescribed medical devices, and/or medication. Other personal property and funds are not allowed. The BP-A0502, Escorted Trip Authorization form will be used for medical trips.

3.13 Release to USMS or Other Law Enforcement Agent

Bureau staff will provide information regarding the inmate's criminal and medical history as well as institutional behavior to transporting officials on the BP-A0175, In-Transit Data Form.

Law enforcement officials may arrive at an institution to pick up an inmate along with other inmates already in their custody for transport to other destinations. Law enforcement officials may bring these inmates into the institution while conducting transactions within the institution. Staff may provide a designated area for the inmates. Inmates temporarily brought into the facility must undergo the same search procedures (e.g., pat search) as regular commitments before entry and must remain secured separately from all other inmates.

A thorough visual search of the inmate and their clothing is conducted by Correctional Systems staff before relinquishing custody, except those charged solely with misdemeanor offenses. A handheld metal detector is used to search the inmate's person before departure, though a walk-through metal detector may be used as an alternative. Special procedures may be implemented for maximum-security inmates or those with special security needs. The Captain and the CMC are consulted in such cases, as additional staff may be required. It is also recommended that receiving law enforcement officials conduct their own security search before accepting an inmate for transport. An area will be provided for the receiving officials to personally search the inmate. If the inmate must depart immediately upon the arrival of the transporting official, Correctional Systems staff must conduct the search, dress out the inmate, and place the inmate in a holding cell or room that has been previously searched.

Staff will escort the transporting officials and the departing inmate(s) to the institution entrance to ensure contact is not made with other inmates before departure. Inmates not scheduled to return the same day of release complete a BP-A0398, Disposition of General Correspondence While Inmate is Released Temporarily on Writ form before leaving the institution. Correctional

Systems staff must ensure this form is completed in accordance with the Program Statement **Mail Management Manual**.

3.14 Release Paperwork

A complete list for every possible release is not practical. Common types of releases with their required paperwork are identified below.

a. Writ Release

- Writ (written order from the judge)
- BP-A0565, IAD/State Writ – Prosecutor’s Certification (completed by prosecutor)
- CIM Clearance
- BP-A0392, Release Authorization
- BP-A0398, Disposition of General Correspondence While Inmate is Released Temporarily on Writ
- BP-633, Inmate Personal Religious Property Inventory and disposable head covering (when applicable)

To be given to transporting officials:

- Copy of writ
- BP-A0175, In-Transit Data Form
- BP-A0659, Bureau Electronic Medical Record (BEMR) Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit, to include medication, if necessary
- BP-A0392, Release Authorization
- BP-633, Envelope containing religious items with Inmate Personal Religious Property Inventory

b. Interstate Agreement on Detainers

- BP-A0565, IAD/State Writ – Prosecutor’s Certification (completed by prosecutor)
- BP-A0564, IAD/Form VI – Evidence of Agent’s Authority (completed by prosecutor)
- CIM Clearance
- BP-A0392, Release Authorization
- BP-A0398, Disposition of General Correspondence While Inmate is Released Temporarily on Writ
- BP-A0567, IAD/State Writ – Acknowledgment

- BP-633, Inmate Personal Religious Property Inventory and disposable head covering (when applicable)

To be given to transporting officials:

- BP-A0175, In-Transit Data Form
- BP-A0659, BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit
- BP-A0392, Release Authorization (goldenrod copy)
- Envelope containing religious items with the BP-633, Inmate Personal Religious Property Inventory

The original, or a copy of the original BP-A0564, IAD/Form VI, Evidence of Agent's Authority, form must be available to compare the signatures of agents and identify the agents authorized to assume custody. If a discrepancy is found, the CMC is notified immediately, and the inmate is not released until proper approval is given. The BP-A0392, Release Authorization form is also completed for IAD in cases where the USMS transports inmates on behalf of states. The USMS is required to sign the Release Authorization form as receiving the inmate for the state if not transported on an airlift or bus.

c. Furlough

- BP-A0291, Furlough Application – Approval and Record (Copy to inmate, copy kept in R&D suspense file, original and copy to CSD, copy to control. The original is forwarded to the central file at the completion/termination of the furlough.)
- CIM Clearance

d. Local Hospital Day Trip

- BP-A0502, Escorted Trip Authorization
- CIM Clearance

e. Emergency Medical Trip

- BP-A0502, Escorted Trip Authorization – when applicable
- Bureau inmate management system In-Transit form
- CIM Clearance
- BP-A0821, Transfer Receipt – completed each time custody of inmates is transferred (e.g., to a contract guard service, etc.)

In an emergency, forms may be completed after the inmate's departure. The Operations Lieutenant or Captain gives authority for release in emergency situations. During non-duty hours, the Administrative Duty Officer (ADO) or, if the ADO is not available, the Lieutenant on duty assumes responsibility.

f. Furlough Transfer

- BP-A0399, Transfer Order
- BP-A0291, Furlough Application – Approval and Record – properly completed with all required signatures
- BP-A0385, Authorized Unescorted Commitments and Transfers
- BP-A0714, Notice of Release and Arrival
- CIM Clearance
- BP-A0392, Release Authorization

g. Transfers-Bus/Van/Airlifts

(1) Designated Inmates

- BP-A0175, In-Transit Data Form
- CIM Clearance
- BP-A0399, Transfer Order
- BP-A0659, BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit
- Envelope containing religious items and the BP-633, Inmate Personal Religious Property Inventory (when applicable)
- Disposable head covering (when applicable)

(2) Holdover/Pretrial Inmates

- Bureau inmate management system In-Transit form
- CIM Clearance
- J&C Order, Parole Violator Warrant, Warrant of Removal (whichever is applicable)
- BP-A0659, BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit
- BP-633, Inmate Personal Religious Property Inventory form and the container containing the religious items (when applicable)
- Disposable head covering (when applicable)

The BP-A0821, Transfer Receipt form may be used for multiple inmates scheduled for movement on the same conveyance. Correctional Systems staff place inmate files in an envelope/container marked with the inmate's committed name, register number, final destination, and transfer date.

h. **Final Release.** See the Program Statement **Correctional Systems Manual**.

For situations not covered in this section, consult with the CMC and/or the SCSS for further guidance.

Chapter 4. INMATE PERSONAL PROPERTY

4.1 General Information

Correctional Services will ensure the property is processed per this section for inmates remanded after duty hours in accordance with the Program Statement **Inmate Personal Property**.

Property for voluntary surrenders is processed upon commitment.

The USMS is responsible for the disposition of personal property for inmates in their custody. The USMS mails excess property to the inmate's home or address they supply. Staff do not accept excess personal property delivered with the inmate or mailed by the USMS to the institution. Property for new commitments delivered by USMS is limited to:

- Clothing (worn on person)
- Plain wedding band (no stones or intricate markings)
- Prescribed medical devices/medication/eyeglasses
- Legal material
- Earrings for female (one pair, no stones)
- ID cards
- Currency/negotiable instruments
- Religious medal or medallion (no stones) or essential daily prayer items

The disposition of voluntarily abandoned items are managed in accordance with the Program Statement **Property Management Manual**. These items must not come into contact with inmates. Items donated by inmates are treated as voluntarily abandoned property. The BP-A0515, Abandoned Inmate Property form, will be used to process abandoned inmate property.

Inmates are allowed to retain legal material if it relates to ongoing litigation or if the research material is not available at the institution. Staff should consult with the institution's legal office as necessary for further guidance.

4.2 Inventory, Receipt, and Disposition of Property and Valuables

- **Accountability of Prerelease Civilian Clothing.** Inventories will be maintained of all prerelease civilian clothing items. The items will only be handled by Correctional Systems staff. The issuing staff will record the time, date, amount, and name of the staff issuing the item in the inventory log. If the inmate is authorized to receive prerelease civilian clothing, the items will be inventoried on the BP-A0331, Authorization to

Receive Package or Property form, and the disposition will be completed by Correctional Systems staff. All items will be stored in a secure storage area.

- **Receipt for Monies.** Funds are not accepted at the institution for new commitments. The committing agency must send inmate funds to the lockbox. Funds are accepted for writ/IAD returns and voluntary surrenders. Staff will receipt the funds using a BP-197, Temporary Receipt (Inmate Funds) form and place it in a secure depository.
- **Disposition of Personal Property.** Special arrangements are made to issue property to inmates released after arraignment, posting bond, or release while in non-Bureau custody in accordance with Program Statement **Inmate Personal Property**.
- **Personal Identification Cards.** State issued ID cards or driver's license cards are placed in an envelope and sent to the inmate's Unit Management staff for storage in the central file. ID cards will be returned to the inmate upon release.
- **Clothing Bags.** If clothing bags are used to store civilian clothing, the numbers of the bags are recorded on the BP-A0383, Inmate Personal Property Record form. Inmates must not have access to civilian clothing.
- **Clothing Exchange.** Procedures are developed to allow for exchange/laundrying of court clothing in accordance with the local Institution Supplements.
- **Shipping/Mailing Property.** Per the procedures in this program statement, inmate personal property ordinarily is mailed/shipped to the designated institution within 72 hours after the inmate's departure.

4.3 Stored Property

R&D must have secure storage for property belonging to inmates released on writ or IAD, incoming inmates, and for discarded or abandoned property. There must also be adequate space to store release clothing and clothing for writ/IAD and daily court appearance.

Inmates are not permitted to possess articles valued over \$100.00. In the event the article cannot be mailed out the same day, articles identified as "valuables" and items valued at more than \$100 are stored in a locked, fire-retardant vault, safe, or cabinet. Staff must seal valuables in an envelope with the inmate's name and register number clearly marked on the outside until the valuables in the envelope can be mailed. Other property – social security cards, driver's license, legal documents (e.g., pretrial, studies), etc. – may be stored in the same package to eliminate storing property in two areas. Clothing is stored in a secure room inaccessible to inmates and

unauthorized staff . A file containing the original copy of the BP-A0383, Inmate Personal Property Record form for items in storage is kept in a fireproof cabinet.

An inmate may be allowed to store property under the following circumstances.

- Administrative facilities have locked deposit boxes available for storage.
- The inmate is admitted for a short duration, such as a study and observation, civil contempt, or short sentence, and there is sufficient storage space.
- Property for a holdover inmate en route to a non-Federal contract facility is placed in storage while the inmate is housed at the institution. The property accompanies the inmate upon departure. If this is not possible, it is shipped to the contract facility within 72 hours after the inmate's departure.
- The inmate is a pretrial inmate and has numerous court appearances.
- The inmate is unable to provide a consignee or address to whom the property can be mailed. This is considered "abandoned property" after 90 days.

4.4 Religious Items

When an inmate is received at an institution other than through Bureau transport, religious items must have the Chaplain's approval before issuance. Special care is used when inspecting religious items – medicine bags, bibles, religious headgear, etc. The Chaplain should be consulted to determine if articles are of religious significance and require special handling (e.g., a Tefillin, which in some cases cannot be x-rayed). If a Chaplain is not available, the item is secured until the Chaplain can review it. Inmates who require essential daily prayer items while in-transit provide R&D staff with their religious items, accompanied by a manifest envelope containing the inmate's name, register number, and signature of the authorizing Chaplain of the sending institution before their departure. R&D provides the envelope to the transporting authorities in accordance with Program Statement **Religious Beliefs and Practices**.

In-transit inmates, with approved essential daily prayer items, are issued those items before release from R&D. The inmate is responsible for returning essential daily prayer items, along with the manifest envelope, to R&D staff upon departure.

R&D staff provide a disposable head covering to any inmate making a request during transport by Bus/Airlift or USMS. When an inmate arrives at a holdover or designated institution, R&D staff issue the inmate's personal headwear if it has been inventoried and transported as an essential daily prayer item (see Program Statement **Religious Beliefs and Practices**).

For guidance, see Religious Services' Institution Supplement, which provides a list of authorized religious items that are subject to normal considerations of safety and security.

4.5 Transfer to Bureau Medical Facilities

R&D staff mail all personal property items approved for transfer between institutions to the medical facility within 72 hours of the inmate's departure. Unauthorized items are mailed home or voluntarily abandoned.

4.6 Release to Community or Residential Reentry Center (RRC)

Inmates released to the community or RRC hand carry personal property unless they elect to mail it before release at their own expense. Normally, Unit Management staff prepare a BP-329, Request-Authorization to Mail Inmate Package form, for any property (excluding hobby craft) an inmate wishes to mail before release.

4.7 Death

The CMC will utilize the next-of-kin information provided by Unit Management, in accordance with the Program Statement **Inmate Escape and Death Notification Procedures**.

If, after two attempts of shipping the deceased inmate's personal property, the property is returned and unclaimed, in accordance with Program Statement **Mail Management**, the property is considered "abandoned" and managed in accordance with the Program Statement **Property Management Manual**.

Chapter 5. ADMINISTRATIVE FACILITIES

5.1 General Information

Due to the high level of inmate movement at administrative facilities, R&D procedures differ from those at other institutions. Various types of processing (admission and release assignments, hearings, etc.) occur seven days a week and on holidays. Staff schedules and procedures are developed to meet the needs of the institution and the local district courts it serves.

Most commitments to administrative facilities are unsentenced inmates who are housed for other federal law enforcement agencies.

Administrative facilities receive many inmates directly from the community, often with little or no background information.

5.2 Administrative Commitments

- a. **Residential Reentry Center Failures.** A BP-A0399, Transfer Order, form, will be provided by the Residential Reentry Manager to authorize pickup of RRC failures. The BP-A0399, Transfer Order form, must reflect the inmate returning to their last designated institution.
- b. **Civil Contempt of Court Commitment.** An inmate committed to serve a civil contempt sentence is treated in the same manner as an unsentenced holdover. See Program Statement **Civil Contempt of Court Commitments**.
- c. **Pretrial.** A pretrial inmate is a USMS inmate who is being held subject to pending criminal charges, awaiting trial and/or verdict.

5.3 Assignment of Register Number

An inmate's register number is assigned by the USMS when the prisoner first enters USMS custody and is documented on the USM-129 and/or the BP-A0377, Prisoner Remand form. Federal agents must complete the BP-A0377, Prisoner Remand form. The register number remains with the inmate throughout commitment and during any supervision. The register number consists of five digits, a hyphen, and three more digits.

Special-purpose numbers are used when there is no opportunity to obtain a number from the USMS. Administrative facilities are issued a block of numbers by Correctional Programs Branch, Central Office. These numbers are to be used when an inmate is remanded without a previously assigned number.

A name search transaction is done before loading an inmate's information into the applicable Bureau inmate management system. Multiple name searches are done when inmates have hyphenated names. If an inmate has an existing number in the applicable Bureau inmate management system, staff must use this number to admit the inmate and must update the load data. In no case is an inmate allowed two register numbers. Staff must be alert to this type of issue and correct it immediately.

The Correctional Programs Branch assigns register numbers for inmates received from state institutions who are en route to a foreign country and for new commitments at administrative facilities. DSCC assigns numbers to state, territory, commonwealth, and military prisoners designated to serve their sentences in federal institutions. Institutions with special-purpose numbers assign their own register numbers.

5.4 Release for Daily Court Appearances (Court Line)

New arrests from other federal agencies are placed on the court docket for the USMS. Court dockets must not be delayed; expeditious processing is critical. Staff receive the list of inmates for court from the USMS the previous night. Correctional Systems staff check for separation and security needs of each inmate going to court.

Staff must ensure that inmates are available when the receiving law enforcement agents arrive to transport them to court. Court movements are given priority over other movement.

Using the USMS court list, staff will ensure proper clothing is available before the inmate's arrival in R&D. The inmates are brought to R&D as early as practical, identified with a photo card, and placed in a holding cell/area. Inmates who have separatees departing on the same court line are physically separated and placed in a separate holding cell. Transporting officials are alerted whenever this occurs. Only legal documents that are relevant to the court case, medication needed for that day, authorized medical devices, dentures, and eyeglasses or other authorized items are allowed to be taken with the inmate.

Correctional Systems staff must be aware of the importance of maintaining communication with law enforcement officials and other relevant departments of the institution (e.g., Control Center, Lieutenant, unit officer, Health Services) to coordinate court movement.

Staff must identify transporting officials before surrendering custody of the inmates. Correctional Systems staff will verify each inmate's identity with a photo as the receiving Deputy U.S. Marshal or contracted personnel applies restraints. A copy of the daily court list in the local format must be signed by the transporting official as a receipt for inmates leaving the facility for

a court appearance. Staff will verify the count as the deputy (or contracted personnel) signs the required receipts. Staff must ensure inmates are properly released and notify the Control Center of the number of inmates departing the facility. The applicable Bureau inmate management system court release transaction must be completed within one hour of the inmate's departure. If the inmate will not return the same day, they will be removed according to the pretrial release procedures.

The Bureau does not accept responsibility for the loss of property when removed from the facility. Any property authorized to be taken out must be thoroughly searched when going out and upon return to avoid introduction of contraband. When the inmate returns from court, only the exact property taken out is allowed to be returned. Medication is forwarded to Health Services for disposition.

Inmate orderlies may not be in the R&D area during court movements. In addition to visual and pat searches, a handheld or walk-through metal detector and the body imaging device must be used on inmates going to and returning from court. Civilian clothing is immediately removed and stored promptly upon return from court.

Food carts must be inspected for contraband when entering and departing R&D.

5.5 Court Line Return

When the court line returns, Correctional Systems staff must identify the transporting official and verify the legality of each inmate's admission upon returning from court. Correctional Systems staff must maintain contact with the USMS to receive immediate notifications of court actions, including conviction and sentencing information, security concerns, and any changes regarding pretrial or presentence inmates. Returning inmates must undergo a thorough pat search before entering the secure area of the facility. They are cross identified using the list provided by the USMS, along with the photograph on file. Staff must ensure accountability of each inmate on the list.

Inmates are taken from the holding cell, visually inspected, searched with a handheld or walk-through metal detector, and dressed in institution clothes. After inmates are returned to the institution from court, but before being escorted to their housing units, the out count is deleted in the applicable Bureau inmate management system. Court clothes are thoroughly searched and placed in the appropriate bag. If institution clothes are worn to court, they are thoroughly searched and sent to the laundry. Inmates may retain medication, such as nitroglycerin and other critical medication and medical devices for life support, in the holding cells. Correctional Systems staff performing intake screening for court returns will ask the returning officials if anything significant occurred while they were in court that would affect security concerns. When

other staff conduct interviews, this information is verbally communicated by Correctional Systems staff. For further guidance see the Program Statement **Intake Screening**.

5.6 Administrative Facility Releases and Movement

- a. **Bus/Van/Airlifts.** Complete files of each inmate are placed in envelopes and given to the transporting officials to review. If Correctional Systems staff accompany custodial personnel to the airlift site, they assume responsibility for receipts and files. The Bus Lieutenant assumes responsibility for ensuring all documents are present and correct prior to departure.

- b. **Bond.** The USMS may forward a certified copy of the bond order for an inmate on writ. Correctional Systems staff will ensure other charges are not pending and the correct inmate is processed. A name search is made in the applicable Bureau inmate management system since inmates often have similar names. The court docket or other documentation is also reviewed. In some instances, inmates may be released directly from court. Simply providing a copy of a bond order is insufficient to release another agency's inmate, as charges may be pending in other districts. The Bureau does not have authority to release another agency's inmate without their concurrence. It is recommended that an effort be made to have the USMS assume custody of the inmate and effect the release on bond. In this case, they would assume custody from the Bureau based on a Prisoner Remand.

- c. **Pretrial Inmates.** Once a pretrial inmate receives a Time Served sentence, Correctional Systems will release the inmate using the pretrial removal procedure in the applicable Bureau inmate management system. In the case of death of a pretrial inmate, the inmate will be released with the pretrial removal procedure within the applicable Bureau inmate management system to the USMS. A release for an inmate who is on writ and is pending federal prosecution will be processed as a release only on official documentation. Correctional Systems staff must then contact the USMS to request a remand for the pending federal prosecution. The inmate will now be held in pretrial status.

For unusual release situations, consult with the CMC or SCSS for further guidance.

REFERENCES

Program Statements

Civil Contempt of Court Commitments
Correctional Services Manual
Correctional Systems Manual
Escorted Trips
Female Offender Manual
Inmate Escape and Death Notification Procedures
Inmate Personal Property
Intake Screening
Juvenile Delinquents
Mail Management Manual
National Occupational Safety and Health Policy
Patient Care
Pharmacy Services
Pretrial Inmates
Property Management Manual
Psychology Services Manual
Release Gratuities, Transportation, and Clothing
Religious Beliefs and Practices
Transfer of Inmates to State Agents for Production on State Writs
Whole Body Imaging

Bureau Forms Prescribed by 5800

BP-197 Temporary Receipt (Inmate Funds)
BP-329 Request Authorization to Mail Inmate Package
BP-A0331 Authorization To Receive Package Or Property
BP-A0377 Prisoner Remand
BP-A0378 Marshal's Receipt
BP-A0392 Release Authorization
BP-A0399 Transfer Order
BP-A0407 Acknowledgment of Inmate, Part 1 & 2
BP-A0408 Acknowledgment of Inmate, Part 3 & 4
BP-A0515 Abandoned Inmate Property
BP-A0714 Notice of Release and Arrival
BP-A0821 Transfer Receipt

Other Bureau Forms

BP-A0148 Inmate Request to Staff
BP-A0175 In-Transit Data Form

BP-A0291	Furlough Application – Approval and Record
BP-A0383	Inmate Personal Property Record
BP-A0385	Authorized Unescorted Commitments and Transfers
BP-A0398	Disposition of General Correspondence While Inmate is Released Temporarily On Writ
BP-A0402	Confiscation and Disposition of Contraband
BP-A0502	Escorted Trip Authorization
BP-A0564	IAD Form VI - Evidence of Agent's Authority
BP-A0565	IAD/State Writ – Prosecutor’s Certification
BP-A0567	IAD/State Writ – Acknowledgment
BP-633	Inmate Personal Religious Property Inventory
BP-A0659	Medical Summary of Federal Prisoner/Alien in Transit

Federal Statutes

- 18 U.S.C. § 4241(b) and (d)
- 18 U.S.C. § 4242(a)
- 18 U.S.C. § 4243(b) and (e)
- 18 U.S.C. § 4244
- 18 U.S.C. § 4245
- 18 U.S.C. § 4246
- 18 U.S.C. § 4248
- 42 U.S.C. § 5601 et seq.

ACA Standards

- Performance-Based Standards and Expected Practices for Adult Correctional Institutions (5th Edition): 5-ACI-1E-01, 5-ACI-1E-02, 5-ACI-1E-03, 5-ACI-1E-04, 5-ACI-1E-05, 5-ACI-5A-01, 5-ACI-5A-02, 5-ACI-5A-03, 5-ACI-5A-04, 5-ACI-5A-05, 5-ACI-5A-06, 5-ACI-5A-07, 5-ACI-5A-08, 5-ACI-5F-05
- Performance-Based Standards and Expected Practices for Adult Local Detention Facilities (5th Edition): 5-ALDF-2A-20, 5-ALDF-2A-21, 5-ALDF-2A-22, 5-ALDF-2A-23, 5-ALDF-2A-25, 5-ALDF-2A-26, 5-ALDF-2A-27, 5-ALDF-5B-19, 5-ALDF-7D-21, 5-ALDF-7D-26, 5-ALDF-7D-27, 5-ALDF-7D-28
- Standards for the Administration of Correctional Agencies, 2nd Edition: 2-CO-1E-01, 2-CO-1E-04, 2-CO-1E-06, 2-CO-1E-07, 5-ACI-2A-19

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.