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Federal Bureau of Prisons

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Receiving and Discharge Manual

/s/

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1. PURPOSE AND SCOPE

This Program Statement establishes procedures for receiving and discharging inmates and for handling inmate personal property.

a. Summary of Changes

Policy Rescinded

P5800.12 Receiving and Discharge Manual (12/31/97)

This manual has been rewritten to incorporate changes that have occurred since the last publication of the manual. Other changes are based on field recommendations. Following is a summary of major changes:

Eliminated:

- Requirement for staff to conduct and document 30-day follow ups to determine if a name and address can be obtained to mail stored property.
- Requirement to send certified "return receipt requested" letter explaining the circumstances for returned undeliverable property.
- Requirement for staff to forward undeliverable property when an inmate has been transferred to another Bureau facility.
- Requirement to mail only approved property for inmates temporarily transferred to medical facilities within 72 hours of departure.
- Remand of Federal Prisoner (BP-A0386).
- Acknowledgment of Receipt of Inmate Account Card (BP-A0480).
- File Accountability Check List (BP-A0499).

- Visual search of inmates when departing a minimum security facility or releasing to the community.
- Requirement for itinerary to be sent to the Residential Reentry Office for inmates who furlough transfer.
- Inmate Property Manifest (BP-A0217).
- Requirement for inmate to pay the cost of replacing Inmate Account Card.
- Requirement for execution of a writ by returning agent or staff.
- Requirement to document voluntary surrender with a Marshal's Receipt (BP-A0378).

Updated:

- Property transferring between institutions will be recorded on the Transfer Receipt (BP-A0821).
- A new property record will ordinarily not be completed when issuing property shipped from another federal institution.
- The Joint Automated Booking System (JABS) was implemented for electronic submission of inmate fingerprints and photographs.

Added:

- Inmate Identification Cards may be retained by inmates upon release for identification purposes.
- Telephone contact with the United States Marshals Service (USMS) will be documented in the intake folder of inmates who fail to voluntary surrender.
- The Authorized Unescorted Commitments and Transfers (BP-A0385) must reflect the date, name, and signature of the staff member as the discharging authority and the staff member at the receiving facility.
- The height chart is required in the background of inmate photographs.
- Inmates charged with misdemeanor offenses or detainees committed for civil contempt or held as material witnesses will not be visually searched unless there is reasonable suspicion, or the inmate/detainee consents, in writing, to the visual search.

b. Program Objectives. Expected results of this program are:

- The operation of the Receiving and Discharge area will be safe, secure, and uniform.
- Inmates will be committed and discharged accurately; all inmate personal property will be processed without introducing contraband into the institution.

c. MCC/MDC/FDC/FTC Procedures. Procedures in this Program Statement apply to Metropolitan Correctional Centers, Metropolitan Detention Centers, Federal Detention Centers, and Federal Transfer Centers.

d. Contract Facilities. For procedures at contract facilities, refer to the governing contractual document; i.e., the Statement of Work or Intergovernmental Agreement.

2. INSTITUTION SUPPLEMENT

Each institution must establish an Institution Supplement (IS) for R&D procedures that are unique to the facility. The Institution Supplement must be approved by the Regional Correctional Programs Administrator. It addresses, but is not limited to:

- Hours of operation.
- Escorting inmates to R&D.
- Court line procedures.
- The Warden's designee for the second identification on the Release Authorization.

3. AGENCY ACA ACCREDITATION PROVISIONS

- American Correctional Association Standards for Adult Correctional Institutions, 4th Edition: 4-4095, 4-4096, 4-4097, 4-4098, 4-4099, 4-4292, 4-4293, 4-4294.
- American Correctional Association Performance Based Standards for Adult Local Detention Facilities, 4th Edition: 4-ALDF-2A-22, 4-ALDF-7D-19, 4-ALDF-7D-20, 4-ALDF-7D-21.
- American Correctional Association Standards for Administration of Correctional Agencies, 2nd Edition: 2-CO-1E-04, 2-CO-1E-05, 2-CO-1E-06, 2-CO-1E-07, 2-CO-1E-08, 2-CO-1E-09, 2-CO-4A-01.

REFERENCES

Program Statements

P1210.24	Internal Affairs, Office of (5/20/03)
P1237.14	Personal Computers and Network Standards (5/7/07)
P1600.09	Occupational Safety, Environmental Compliance, and Fire Protection (10/31/07)
P4400.05	Property Management Manual (5/26/04)
P4500.10	Trust Fund/Deposit Fund Manual (5/29/14)
P4510.05	Inmate Contributions (1/26/99)
P5100.08	Inmate Security Designation and Custody Classification (9/12/06)
P5216.05	Juvenile Delinquents (9/01/1999)
P5230.05	Grooming (11/4/96)
P5290.15	Intake Screening (3/30/09)
P5324.11	Sexually Abusive Behavior Prevention and Invention Program (1/06/14)
P5360.09	Religious Beliefs and Practices (12/31/04)
P5500.14	Correctional Services Procedures Manual (10/19/12)
P5521.05	Searching of Housing Units, Inmates, and Inmate Work Areas (6/30/97)
P5538.05	Escorted Trips (10/6/08)
P5540.07	Prisoner Transportation Manual (6/3/14)
P5553.07	Escapes/Deaths Notification (2/10/06)
P5566.06	Use of Force and Application of Restraints (11/30/05)
P5580.08	Inmate Personal Property (8/22/11)
P5800.15	Correctional Systems Manual (1/01/2009)
P5800.16	Mail Management Manual (4/5/11)
P5875.12	Transfer of Inmates to State Agents for Production on State Writs (7/31/03)

Technical Reference Manual

5802.02 SENTRY General Use Manual (7/10/00)

BOP Forms (BP-A forms are available on Sallyport)

BP-A0148	Inmate Request to Staff
BP-A0175	In-Transit Data Form
BP-197	Temporary Receipt (Inmate Funds)
BP-A0291	Furlough Application – Approval and Record
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-A0383	Inmate Personal Property Record
BP-A0385	Authorized Unescorted Commitments and Transfers
BP-A0392	Release Authorization
BP-A0398	Disposition of General Correspondence While Inmate is Released Temporarily On Writ
BP-A0399	Transfer Order
BP-A0402	Confiscation and Disposition of Contraband
BP-A0407	Acknowledgement of Inmate, Part 1 & 2
BP-A0408	Acknowledgement of Inmate, Part 3 & 4
BP-A0502	Escorted Trip Authorization
BP-A0515	Abandoned Inmate Property
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
BP-A0821	Transfer Receipt

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 Sallyport.

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Attachments – Equipment, Supplies, and Checklists

- A. New Commitment Checklist
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Chapter 1. DEFINITIONS AND RESPONSIBILITIES

101. OVERVIEW

Correctional Systems is responsible for the Receiving and Discharge (R&D) operations at Bureau facilities. Special precautions should 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 prisoners. R&D staff 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 Receiving and Discharge.

102. SUPERVISORY STAFF

The Case Management Coordinator (CMC) supervises all functions. The Supervisory Correctional Systems Specialist (SCSS) helps the CMC monitor R&D operations. The SCSS is responsible for the daily operation of receiving new commitments and court returns, and supervises discharge functions to ensure property, valuables, and dress-out procedures are handled properly.

103. 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 mailroom or records office open house. Correctional Systems staff must also make regular visits to administrative and special housing units. Questions submitted via Inmate Request to Staff Member must be answered in a timely and professional manner. It is suggested a copy of the response be placed in the R&D file.

104. PROTECTIVE CLOTHING

Protective uniform clothing may be worn while processing property to protect the official uniform. Each institution should make provisions to issue protective clothing to Correctional Systems staff.

105. STAFF EQUIPMENT

It is strongly recommended Correctional Systems staff assigned to R&D wear a radio and/or body alarm. It is also suggested a set of handcuffs and cuff key be part of the regular issue. The keys for the R&D area are “restricted” keys as defined in the Program Statement **Correctional Services Procedures Manual**.

106. JUSTICE PRISONER AND ALIEN TRANSPORTATION SYSTEM

The Justice Prisoner and Alien 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 should be received by each institution before movement. It includes the names, register numbers, destinations of inmates being moved, and approved holdover points. It also serves as another confirmation of the validity of the delivery and pickup of inmates.

Inmates not listed on the JPATS issued Manifest Report may not be moved without prior approval from JPATS or the Prisoner Transportation Coordinator, Kansas City, Missouri.

107. INTAKE PROCESS

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

108. INMATE WORKERS

Inmate workers must be under direct supervision and must not be in the area while other inmates and property are being processed. For specific work duties, see the **Correctional Systems Manual**.

109. SENTRY

The SENTRY load/admit transaction is executed for each inmate within two hours of the inmate's arrival at the institution. The release transaction for departing inmates is performed immediately upon release.

110. 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 are kept separated at all times. 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 and court clothing that is not accessible to inmates and unauthorized personnel.
- Enough lavatories and toilet facilities to accommodate the maximum number of inmates that may be processed in the area, including sinks supplied with hot and cold water, hand soap, and towels or air blowers. It is recommended a shower stall be available for inmate use.

111. CELL SEARCH AND METHODS OF INSPECTION

Security inspections are necessary to control the introduction of contraband, prevent escapes, and ensure the security, safety, and 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. Windows are screened to deter introduction of contraband. No areas holding inmates may contain false ceilings or loose furniture. A holding cell is situated to facilitate frequent staff observation. If the physical design prevents such visual contact, alternatives such as mirrors or camera equipment are used. Camps 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 processing/discharging inmates. Holding cells in camps are also exempted from the false ceiling requirement.

Staff frequently inspect all areas in R&D accessible to inmates. Inspections are done at varying times so as not to set a pattern. Inspections are designed to detect contraband, prevent escapes, maintain sanitation standards, and eliminate fire and safety hazards.

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 bent, spread, cracked or cut bars, broken welds, and any sign of steel filings. Other evidence of tampering or weakness, such as fresh paint or discolored areas, is reported to the immediate supervisor and the Operations Lieutenant.

A mallet is recommended for tapping security bars and sashes (the framed part of the window which holds the sheets of glass in place) to set up vibrations which, by their deviation from normal sound, would indicate tampering or weakness. This procedure is done per local security procedures and the **Correctional Services Procedures 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.

112. VISUAL SEARCH OF INMATES

All inmates or detainees, except those charged solely with misdemeanor offenses, committed for civil contempt, or held as material witnesses, are visually searched and screened with a metal detector while in R&D by Correctional Systems staff.

Inmates charged solely with misdemeanor offenses, or detainees committed for civil contempt or held as material witnesses, are not visually searched unless there is reasonable suspicion the inmate or detainee is concealing a weapon or other contraband, or he/she consents, 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), including through interviews with unit staff, R&D staff, medical screening staff, source documentation, or self-reporting by the inmate, he/she may not be visually searched. Instead, the inmate or detainee should be:

- Thoroughly pat searched.
- Screened with a handheld or walk-through metal detector.
- Screened on BOSS chair, if available.
- Issued institutional clothing to wear and his/her personal clothing closely examined for 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 that justified the search are documented and approved by a supervisor.

- a. If an inmate or detainee consents, in writing, to a visual search, he/she is considered for placement in the general population. If consent is not obtained and there is no reasonable suspicion to visually search the inmate or detainee, he/she is housed in an area separate from all other inmates.
- b. After initial processing and admission into a facility, a visual search upon reentry into the facility is appropriate. In addition, if the inmate comes into contact with the public, including a court appearance, a meeting with an attorney, or a social visit, a visual search per the **Correctional Services Procedures Manual** is appropriate.
- c. Normally, restraints are removed before a visual search is conducted. R&D staff may be asked to help custodial officers remove restraints. Special care is taken to remove restraints safely. All restraints are accounted for and immediately removed from the area. They are not to be placed in an area accessible to inmates.
- d. Staff should be extremely alert during the visual search to detect hard contraband such as: handcuff keys, weapons, drugs, or other paraphernalia. They may be hidden under arms, the

testicles, the breasts, or the tongue, or in the hair, ear, nose, or body cavities. Staff must strive to preserve the dignity of the individual being searched.

- e. The physical layout of R&D should be conducive to privacy during visual searches. The inspection is conducted in a well-lit area.
- f. Special care is taken when removing inmates from the holding cell to the strip area. The number of inmates that can be searched at one time depends on the number of strip stalls available and the number of staff on duty. The number 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.
- g. Inmates empty pockets and remove jewelry and clothing, including shoes, underwear, dentures, hair pieces, and clips. Property is placed where other inmates do not have access. Personal property is secured for inventory and processing (see Chapter 4). The inmate may not have contact with clothing or other property after the visual search has begun.
- h. The inmate stands with feet shoulder-width apart facing the officer. The hair is thoroughly examined. Hair may not be clipped, braided, or secured with a rubber band. The inmate is requested to turn his/her head to vigorously shake hair on each side and pull his/her fingers through the hair.
- i. The ears, nose cavity, and mouth are thoroughly inspected for contraband. If the inmate wears dentures, they are removed. The inmate moves his/her head so staff may visually inspect these areas. The inmate is instructed to pull his/her ears forward and hair back to assist the officer. Staff look in the ear canal and nose to ensure there are no capsules or containers lodged. The inmate is instructed to pull his/her bottom lip down and the upper lip up to reveal the gum area, and move his/her tongue up, down, right, and left to reveal the mouth itself.
- j. Staff instruct the inmate to raise his/her 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.
- k. The inmate is instructed to raise his/her hands over his/her 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.
- l. Staff instruct the inmate to lift or move any body folds or creases, including the penis and testicles or breasts, and excess skin folds. Staff ensure the inmate is not concealing contraband with his/her hands as the inmate is holding these areas.
- m. The inspection continues by looking at the legs, ankles, feet, and toes. Staff instruct the inmate to wiggle the toes to allow inspection between them. Special care is taken to detect contraband concealed between the toes.

- n. The inmate is asked to turn around, facing away from the officer, with arms extended to the side and the feet about shoulder-width apart.
- o. 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.
- p. The inmate is instructed to bend over as far as possible, reach behind, and pull the buttocks apart to expose the crevice area. Staff are alert for anything that may protrude from the body. Male inmates are instructed to cough deeply. Female inmates are instructed to face the officer, squat, and cough deeply.
- q. A thorough visual search is made of the entire foot and toes. The inmate is instructed to lift his/her feet so the bottoms can be inspected.
- r. At a minimum, a handheld or walk-through metal detector is 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.
- s. During searches, staff give special attention to any prisoner who exhibits bruises, cuts, or contusions. If noticed, R&D staff immediately notify health services, supervisory Correctional Systems staff, and the Operations Lieutenant.
- t. Correctional Services staff are notified when tattoos are observed that are associated with known gangs or disruptive groups.
- u. 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 a clean cell. They do not have access to their property and do not come in contact with inmates who have not been searched.
- v. When there is reasonable belief an inmate has concealed contraband in a body cavity, staff conducting the search contact their immediate supervisor, or Operations Lieutenant in the absence of the CMC/SCSS, for further action. The inmate is constantly monitored until supervisory staff arrives.
- w. Inmates or detainees, except those charged solely with misdemeanor offenses, committed for civil contempt, or held as material witnesses undergo a visual search when departing the institution unless releasing from a minimum security facility or releasing to the community.

This is a visual inspection of all body surfaces and cavities. Under normal circumstances, staff do not touch the inmate. Staff are professional, civil, alert, and give direct verbal commands while conducting the search. Visual searches are routinely performed by officers of the same sex as the inmate.

Note: In the event a transgender or intersex inmate is admitted to an institution and the inmate's genital status is unknown, Health Services staff must be contacted to determine the inmate's genital status. Once the determination has been made, Correctional Systems Staff will conduct a visual search of the inmate for contraband.

113. PAT SEARCH

An inmate entering the institution from the community, court, or transfer where he/she may have come into contact with the public is pat searched before entering the institution.

The pat search is used more often than any other search and must be properly performed. It is an inspection of an inmate that does not require removal of clothing, but includes a search of the inmate's clothing and personal effects.

Before starting a pat search, the inmate is required to remove any headgear and the contents of pockets. The headgear and personal effects are closely inspected. The pat search is conducted as outlined in the **Correctional Services Procedures Manual**. Staff do the following:

- Examine hair, ears, nose, and mouth for contraband. Dentures are removed.
- Have the inmate 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.

Note: A visual search may be conducted any time an inmate has contact with the public. See the Program Statement **Searches of Housing Units, Inmates, and Inmate Work Areas**.

Chapter 2. INTAKE PROCESSING

201. SPECIAL COMMITMENTS

a. **Juvenile Offenders.** A juvenile offender sentenced under the Federal Juvenile Justice and Delinquency Prevention Act is placed in a non-Federal facility. Regular contact with inmates sentenced under adult statutes is not permitted. A juvenile is not placed in a Federal facility without prior approval from the Director of the Bureau of Prisons. For further guidance, see the Program Statement **Juvenile Delinquents**.

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 the Program Statement **Civil Contempt of Court Commitments**.)

202. COMMITMENT DOCUMENTATION

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

a. **Judgment in a Criminal Case (J&C).** This is issued by a Federal court on a sentenced inmate. It prescribes the specific sentencing provisions of the court. A certified copy of the J&C accompanies the inmate's initial arrival to the designated institution [old law – Title 18, U.S.C. 4084; SRA – Title 18, U.S.C. 3621(e)]. 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 by staff. If the certified copy of the Judgment has not been executed, staff at the designated institution 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 BOP.

b. **U.S. Department of Justice Parole Commission Warrants (PV, MRV, SPTV), Parole Form (H-21).** The United States Parole Commission (USPC) issues violator warrants for returning a violator to custody. The warrant has the signature of a parole executive, the USPC seal, and date of issuance. Execution of the warrant is done on the reverse side at the designated institution.

c. **Transfer Order (BP-A0399).** 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 Correctional Systems staff or the bus lieutenant upon the inmate's arrival at the receiving institution.

d. **Writ or Interstate Agreement on Detainers (IAD) Returns.** If the writ was for the purpose of prosecution, a Judgment may accompany the inmate. For inmates returning from an Interstate Agreement on Detainers, a copy of the Notice of Disposition of a Detainer (Form IX) may be included. (See the Program Statements **Correctional Systems Manual** and **Transfer of Inmates to State Agents for Production on State Writs**.)

e. **Court Orders.** Court Orders for civil contempt, confinement as a condition of parole or probation, pretrial services commitment, 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. They are executed in the same way as the J&C. Orders received by facsimile machines with an electronic certification attached are accepted after verbal verification.

f. **Prisoner Remand (BP-A0377).** Federal law enforcement agencies use this form to commit prisoners to Bureau custody (e.g., pretrial, holdover, Bureau of Immigration and Customs Enforcement [ICE] detainees). The agent is responsible for completing the form with as much information as possible before Bureau staff accept the prisoner. A right thumbprint is rolled onto the Prisoner Remand upon commitment. Each detention facility uses the information on this form to load the inmate into SENTRY. Areas of the form are designated for the prisoner's photograph and fingerprint; therefore, in some instances, the form can be used in lieu of the Release Authorization (BP-A0392).

g. **Prisoner Remand or Order to Deliver and Receipt for United States Prisoners (USM-41).** The USMS use the USM-41 when transferring an inmate to Bureau custody for commitment. Staff sign the remand as accepting the inmate.

h. **Individual Custody and Detention Report (USM-129).** This is prepared by the USMS and provides vital information for 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. **SENTRY Security Designations.** This is a SENTRY transaction authorizing the facility of confinement for an inmate.

j. **Manifest Report.** This is a computer-generated list from JPATS listing transportation and movement information.

k. **Authorized Unescorted Commitments and Transfers (BP-A0385).** This identification card is used for voluntary surrenders and unescorted transfer to a contract facility. It specifies the designation and contains a photograph of the inmate. The card reflects the date, name, and signature of the discharging authority and receiving facility.

203. INMATE RECEIPTS

The transfer or temporary release of any prisoner in a BOP facility is documented through the use of 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 document at minimum:

- 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. **Marshal's Receipt (BP-A0378).** 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 be entered on the receipt. 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. The remaining copies are usually distributed within the receiving institution to locations requiring immediate notification, such as the Control Center, Commissary, Hospital, R&D, and the Records Office.

b. **Transfer Receipt (BP-A0821).** This is used to transfer inmates between Bureau institutions by airlift, bus, or other Bureau movement. When an institution is receiving inmates, the copy of the Transfer Receipt, 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 prepared, or a Marshals Receipt may be used to document receipt of the inmate(s). Property transferring between institutions is recorded on this receipt.

204. NOTIFICATION OF MOVEMENT

The intake process begins when Correctional Systems staff become aware of an inmate's pending arrival. Staff determine incoming and outgoing inmates with rosters and daily logs. It is recommended Correctional Systems staff use daily designation logs (DST) to monitor pending designations to the facility and projected release dates.

205. INTAKE FOLDER

Staff will access the Electronic Designation System (e-des) to retrieve the designation packet and prepare an intake folder for designated inmates. The designation packet contains the Presentence Investigation Report, Individual Custody and Detention Report, J&C, warrants or detainers, and the SENTRY Security Designation form. Packets are filed in Correctional Systems in a pending file until the inmate arrives. An intake folder may also be prepared for other types of commitments (i.e., pretrial, holdover, transfer, court commitment). The forms included in these packets are determined by the status of the inmate and the needs of the institution.

206. DESIGNATION INFORMATION

Movement staff review the SENTRY Security Designations for commitment dates, projected release dates, and any special notations.

Staff will utilize daily designation logs or rosters to monitor voluntary surrender dates. If inmates do not arrive by the surrender date and time, staff will access Sentry or contact the U. S. Marshal Service regarding extensions and updates. The staff member documents the results in the intake folder.

If an inmate arrives at the facility and a designation packet has not been received, Correctional Systems staff will access e-des to retrieve the packet. If no packet is available, staff contact the appropriate team at the DSCC to request the packet be forwarded as soon as possible. Special housing arrangements and decisions regarding accepting inmates without proper paperwork, or accepting inmates at other times than the prescribed date, are made by the Warden or designee.

207. LAW ENFORCEMENT OFFICIALS

Officers of any Federal or military agency and contract guards employed by Federal agencies who are committing prisoners to BOP facilities are required to display official identification. Credentials, badges, and paperwork authorizing the agents to perform in their capacity are closely inspected before allowing entry into the facility. Non-Federal officers assigned to a Joint Task Force must have Federal task force identification or be accompanied by a Federal official. The name of the delivering officer appears on the commitment documentation and must coincide with their personal identification. When possible, the names of escorting officers are obtained in advance of their arrival. Correctional Systems staff must ensure ammunition and weapons are secure before allowing the agent entry into the facility. Staff are courteous, professional, and display a neat appearance in their daily contact with law enforcement officials.

208. 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. When available, a comparison against photographs and physical description data is made. If an inmate exhibits unusual or aggressive behavior, R&D staff contact Health Services personnel, the Psychology Department, and Correctional Services staff as appropriate.

209. ESCORTING INMATES INTO THE INSTITUTION

Inmates are pat searched before entry into the institution. Inmates are escorted to R&D by Correctional Systems staff if they are on duty. When possible, staff 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.

210. INCLUSION IN THE SENTRY DATABASE

The SENTRY Load/Admit transaction is executed for each inmate within two hours of arrival. Only in an emergency and when approved by the Warden or designee is an inmate released to the general population before completion of this transaction.

Staff stay extremely alert for inmates detected as “Most Wanted by the FBI or U.S. Marshals Service” during the Load/Admit transaction. If a match is indicated, a profile or load data is reviewed for more descriptive information. The offense remarks provide detailed instructions for further action.

Staff also pay close attention to inmates with separatees already committed to the institution and alert R&D supervisory staff or the Operations Lieutenant.

211. ASSIGNMENT OF REGISTER NUMBER

An inmate’s register number is assigned by the USMS when the prisoner first enters into USMS custody and is documented on the USM-129. 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. Institutions housing pretrial inmates, safekeepers, or presentence admission cases are issued a block of numbers by the USMS office of their district to be used when an inmate is remanded without a previously assigned number.

A Name Search transaction is done before loading an inmate into SENTRY. Multiple name searches are done when inmates have hyphenated names. If an inmate has an existing number in SENTRY, staff admit with this number and 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. See the **SENTRY General Use Manual** for additional instructions.

Note: Correctional Systems staff at the institution where the inmate is located ensure each inmate’s register number is correct.

The Correctional Programs Branch assigns register numbers for inmates received from state institutions who are enroute to a foreign country. The 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.

212. 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 gender 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.

213. PERSONAL HYGIENE/CLOTHING ISSUE

New arrivals have access to a shower, when possible, before the issuance of intake clothing. Staff must have enough clothing and shoes for the season and climate. A variety of sizes are kept in R&D to ensure proper fit.

214. INTAKE SCREENING

The staff member processing new admissions ensures each inmate receives a social interview consistent with the Program Statement **Intake Screening** and is cleared by the Health Services Department before placement in general population. To avoid processing delays, intake staff are notified as soon as new admissions arrive.

215. ACKNOWLEDGMENT OF INMATE

Inmates entering a Federal institution complete the Acknowledgment of Inmate Forms (BP-A0407 and BP-A0408), 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. Intake screening staff who witness the inmate's completion of the form also sign. If the inmate refuses to sign, witnessing staff will indicate in the space provided.

The mailroom is notified by 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.

216. INMATE FUNDS

R&D staff prepare a Temporary Receipt (Inmate Funds) (BP-197) 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 U.S. Marshals Service.

The original receipt is given to the inmate. The R&D officer totals the daily receipts and verifies the funds collected. The funds and the yellow copy of the receipt are placed in a sealed envelope. The R&D officer writes the amount contained in the envelope and signs his/her 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 Financial Management staff.

217. IDENTIFICATION PHOTOGRAPHS AND FINGERPRINTS

The Joint Automated Booking System (JABS) is a secure medium used to capture inmate photographs and fingerprints for submission to the Federal Bureau of Investigation's (FBI) Integrated Automated Fingerprint Identification System (IAFIS) and for other local needs. For guidance on the use of JABS equipment, refer to the JABS User Manual.

a. **Identification Photographs.** An identification photograph is taken full face front, eyes open, without glasses or head coverings. 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. The height chart is in the background of the photograph.

R&D staff create crew kit cards, bed book cards, and other cards kept at the institution. The number of photographs taken will vary by institution needs.

New photographs are taken if the inmate's physical appearance changes. Unit Managers review inmate photographs during inmate classification and team reviews to determine if appearance has changed enough to warrant new photographs. At any time, a staff member can advise the Unit Manager or Correctional Systems staff to review the inmate's photograph to determine if appearance has changed enough to warrant new photographs. The R&D Officer ensures new photographs are distributed and extra 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 D.C. Code offenders, violators, and escape returns. This card is filled out in its entirety per the **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 prisoners, holdover, and pretrial inmates. The SENTRY Inmate Label may be used in lieu of typed or printed information on these cards, as they are stored with other file material (holdover files, etc.), and not transmitted to the FBI. Fingerprints are submitted electronically to the FBI through the Joint Automated Booking System (JABS) for designated inmates.

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, and the FBI number is known.

The FBI supplies fingerprint and order blanks. Institutions forward requests to the FBI using Form I-178, Requisition for Ordering Identification Supplies, available on Sallyport.

218. FINGERPRINTING PROCEDURES

For details on capturing fingerprints using JABS, refer to the JABS user manual. This manual is available on the Correctional Programs Branch's Sallyport page.

In the event JABS is not operational, 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 he/she will be comfortable during printing. Cleaning fluid and cloths used to clean fingers before and after rolling should be available.

Staff 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 10 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 of 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.

219. UNUSUAL FINGERPRINT SITUATIONS

Staff may encounter situations due to permanent or temporary physical characteristics that call for different fingerprinting techniques – crippled fingers (bent, broken), deformities (webbed or extra fingers), lack of fingers at birth, amputations, and advanced age.

If the inmate has crippled or deformed fingers, the fingerprints are still taken. If the fingers are so badly bent or crippled that they are touching the palms and cannot be moved, fingerprints are not taken and the card is so noted. Special inking devices similar to those used to fingerprint deceased inmates may be necessary to obtain clear, legible fingerprints from bent or crippled fingers.

Notations are also entered on the fingerprint card in instances such as: “missing at birth,” “amputated,” or “tip amputated.”

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

220. INMATE IDENTIFICATION CARD

An Inmate Identification Card is prepared for each newly designated inmate. When the inmate is received in transfer and the previous identification card is usable, R&D staff return the card to the inmate during the intake process. A new Inmate Identification Card is not prepared on a transfer case until a thorough check of the J&C file is made to locate the previous card. If the institution does not use this card, it remains in the J&C file for future transfers.

Correctional Systems staff normally collect the Inmate Identification Card upon the inmate's release to the community. However, if the inmate requires identification for travel purposes, the card is kept by the inmate.

Chapter 3. OUT PROCESSING

301. 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.

302. REVIEW OF RELEASE PAPERWORK

R&D staff review release paperwork to ensure all necessary forms are present. Any forms requiring the inmate's signature are executed and the appropriate distribution made. Verification of the SENTRY-generated Central Inmate Monitoring (CIM) Clearance and Separatee Data form is checked within 24 hours before releasing an inmate.

303. 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. R&D staff ensure the inmates identified for release are properly processed. Coordination is critical between R&D and Record Office staff.

304. DAY OF FINAL RELEASE

On the day of release, staff have the inmate report to R&D, allowing ample time to complete the required release steps: search (only if releasing to custody of law enforcement agents), form completion, dress out, medication, funds, receipt of property, to include any identification available, and final clearance. All processing must be completed before the inmate's scheduled departure time.

305. IDENTIFICATION

Inmates are positively identified before release by photo comparison and verbal questioning of the inmate as to name, date of birth, and register number. Questions pertaining to the sentencing data, family background, and information in the inmate's Pre-Sentence Report should also be asked. At the time of release, a right thumb print is taken and placed on the Release Authorization (BP-A0392).

306. SEARCH AND DRESS OUT

Inmates undergo a visual search by R&D staff unless releasing from a minimum security facility, releasing to the community, or meeting the misdemeanor, civil contempt, or material witness exception. These exceptions may only be visually searched per Section 112 of this Program

Statement. Clothing worn to R&D is taken and the inmate 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 camps). Local procedures are developed to handle furlough releases. Inmates are authorized to have release clothing mailed to the institution as provided in Institution Supplements. The inmate is placed in a secure area separated from unsearched inmates while awaiting departure.

307. MEDICATION

Health Services personnel determine if an inmate requires medication upon release. R&D staff ensure the inmate receives medication before leaving the institution.

308. FUNDS

The inmate is given a gratuity and personal funds per the Program Statement **Release Gratuities, Transportation, and Clothing**. Funds are generally distributed by the cashier's office or through the Control Center, if after normal working hours. Local procedures are established for dispensing funds to the releasee.

309. SECOND IDENTIFICATION

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

310. SENTRY RELEASE TRANSACTION

A SENTRY release transaction is executed when the inmate leaves the institution. Care is taken when keying this transaction to ensure the proper release code is used and the release destination is correct.

To provide this information, release paperwork indicates the release method as it should be keyed in SENTRY. See the **SENTRY General Use Manual** for specific instructions on the release transaction.

Before releasing an inmate, a SENTRY Name Search Transaction is performed. This search is a soundex 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, additional verification is done by Correctional Systems staff. After the proper inmate has been identified, special care is taken to ensure the appropriate commitment file is used and proper release identification requirements, outlined in the **Correctional Systems Manual**, are followed.

311. RELEASE FOR COURT APPEARANCE (WRIT, IAD, ETC.)

Inmates released for court appearances are permitted to retain essential legal material, appropriate clothing for court purposes, and personal hygiene items. The institution provides clothing that allows a neat and clean appearance in court. Inmates ordinarily are permitted to take prescription eyeglasses, dentures, prescribed medical devices, or medication. Property removed from the institution with the inmate must fit in a 14 x 14 x 19 inch box. Other personal property is stored as discussed in Section 404 of this Manual.

312. 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, or medication. Other personal property and funds are not allowed.

313. RELEASE TO U.S. MARSHAL OR OTHER LAW ENFORCEMENT AGENT

Bureau staff provide information regarding the inmate's criminal and medical history as well as institutional behavior to transporting officials on the In-Transit Data Form. This information is critical in maintaining custody and control of the inmate en route to the new destination. It also provides for the welfare of the inmate and enhances cooperation with the transporting agency. For further guidance, see the Program Statement **Transfer of Inmates to State Agents for Production on State Writs**.

Law enforcement officials may arrive at an institution to pick up an inmate with other prisoners already in their custody for delivery to other destinations. If permitted by local procedures, law enforcement officials may bring these inmates into the institution to provide for their comfort and security while conducting transactions within the institution. Staff provide an area for the inmates' comfort and allow for their supervision, as necessary. The inmates allowed temporarily into the facility undergo the same search as regular commitments before entry and remain separate from all other inmates.

Staff must exercise extreme caution when processing inmates for transfer to other law enforcement agencies. A thorough visual search is conducted by R&D staff on the inmate and his/her clothing before relinquishing custody, unless the inmate meets the misdemeanor, civil contempt, or material witness exception (see Section 112). A handheld metal detector is run over the inmate's body by R&D staff before departure. A walk-through metal detector may be used in lieu of a handheld detector. Special procedures may be implemented for maximum security and other inmates who have special security needs. The Captain and CMC are consulted in these cases, as additional staff may be necessary. It is recommended the receiving law enforcement officials also conduct their own security search before accepting an inmate for departure. An area is provided for the receiving officials to personally search the inmate. If the inmate must depart immediately upon the transporting official's arrival, R&D staff conduct the search, dress out the inmate, and place him/her in a holding cell or room that has been previously searched.

Staff 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 from court the same day of release complete a Disposition of General Correspondence While Inmate is Released Temporarily on Writ (BP-A0398) before leaving the institution. R&D staff ensure this is done. For further guidance, see the Program Statements **Mail Management Manual** and **Correspondence**.

314. RELEASE PAPERWORK

A complete list for every possible release is not practical. Common types of releases with their required paperwork are identified below. For situations not covered by policy, consult the CMC.

a. Writ Release

- Disposition of General Correspondence While Inmate is Released Temporarily on Writ (BP-A0398).
- CIM Clearance (if CIM case).
- Inmate Personal Religious Property Inventory (BP-633) and disposable head covering (when applicable).
- IAD/State Writ – Prosecutor’s Certification (BP-A0565).

To be given to transporting officials:

- Copy of writ.
- In-Transit Information (prepared by Unit Team).
- Bureau Electronic Medical Record (BEMR) Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit (BP-A0659), to include medication, if necessary (prepared by Health Services Department). Release Authorization (BP-A0392) (properly signed by CMC).
- Envelope containing religious items with Inmate Personal Religious Property Inventory (BP-633)(prepared by the Chaplain and the Captain – when applicable).

Note: A Transfer Receipt (BP-A0821) may be used for multiple inmates scheduled for movement on the same conveyance.

b. Interstate Agreement on Detainers

- Disposition of General Correspondence While Inmate is Released Temporarily on Writ (BP-A0398).
- IAD/State Writ – Acknowledgment (BP-A0567).
- IAD/State Writ – Prosecutor’s Certification (BP-A0565).
- CIM Clearance (if CIM case).
- Inmate Personal Religious Property Inventory (BP-633) and disposable head covering (when applicable).
- IAD/Form VI – Evidence of Agent’s Authority (BP-A0564).

To be given to transporting officials:

- In-Transit Data Form (BP-A0175) completed by Unit Team.
- BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit (BP-A0659).
- Release Authorization (BP-A0392 – goldenrod copy).
- Envelope containing religious items with the BP-A633, Inmate Personal Religious Property Inventory (to be prepared by the Chaplain and the Captain – when applicable).

The original, or a copy of the original IAD/Form VI, Evidence of Agent's Authority (BP-A0564) 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. (See the **Correctional Systems Manual** for additional instructions.) The Release Authorization form is prepared for IAD in cases where the USMS transports inmates on behalf of states. The USMS is required to sign the Release Authorization as receiving the inmate for the state if not transported on an airlift or bus.

c. Furlough

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

d. Local Hospital Day Trip.

- Escorted Trip Authorization (BP-A0502).
- CIM Clearance (if CIM case).

e. Emergency Medical Overnight Trip

- Escorted Trip Authorization (BP-A0502) – when applicable.
- CIM Clearance (if CIM case).
- Transfer Receipt (BP-A0821) – prepared for each change in custody (e.g. contract guard service, etc.).
- SENTRY In-Transit form – if custody is relinquished to non-Bureau personnel.

Note: 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. (See the Program Statements **Escorted Trips** and **Correctional Systems Manual** for detailed information.)

f. Furlough Transfer

- Furlough Application – Approval and Record (BP-A0291) – properly prepared with all required signatures.
- Release Authorization (BP-A0392).
- CIM Clearance (if CIM case).
- Transfer Order (BP-A0399).

g. Transfers-Bus/Van/Airlifts

(1) Designated Inmates

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

(2) Holdover/Pretrial Inmates

- In-Transit Information form (completed by Unit Team).
- CIM Clearance (if CIM case).
- J&C Order, Parole Violator Warrant, Warrant of Removal (whichever is applicable).
- BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit (BP-A0659).
- Envelope containing religious items and the Inmate Personal Religious Property Inventory (BP-633)(when applicable).
- Disposable head covering (when applicable).

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 **Correctional Systems Manual**, Chapter 10.

For situations not covered in policy, consult the SCSS or the CMC.

Chapter 4. INMATE PERSONAL PROPERTY

401. PROCESSING INMATE PERSONAL PROPERTY

A file shall be maintained in R&D for each inmate housed or committed and is prepared upon commitment. Contents should include Inmate Personal Property Records (BP-A383), return mail receipts, certified mail receipts, and any other documentation regarding inmate personal property. Optional local procedures may be used for certain documentation deemed necessary for the operation of that institution. A photograph of the inmate must be affixed for limited identification purposes. This picture shall not be used for identification purposes at the time of release in lieu of the Release Authorization (BP-A0392). The file shall be moved to the inactive section after the inmate has departed from the institution and should be destroyed two years after the date of the inmate's final release or transfer.

R&D staff process incoming personal property per the Program Statement **Inmate Personal Property**. Special care is taken to detect contraband that may be secreted in personal property.

Selective Service cards, Social Security cards, drivers' licenses, and other forms of identification are forwarded to the Central File within 24 hours of receipt on inmates designated for service of sentence.

402. PROPERTY SEARCH

Inmates must be present during search and inventory of their property, except when their presence would jeopardize the safety and security of the institution, or if the inmate is absent from the institution. The following procedures apply when searching inmate property:

- The R&D area must be arranged so a desk, table, or counter separates the inmate from the property to be searched.
- The inmate does not have access to the property until it has been thoroughly searched, inventoried, and recorded on the Inmate Personal Property Record.
- The inmate does not assist in the inventory, packing, or unpacking of property.
- Searched items are kept separate from unsearched items.
- Staff separate items according to disposition (i.e., kept, stored, mailed). Inmates choose whether unauthorized items are to be mailed home or voluntarily abandoned.
- Staff are responsible for detecting "hard" or "nuisance" contraband. Hard contraband is any item that poses a serious threat to the security of an institution and is not approved for possession by an inmate or for admission into the institution. Nuisance contraband is any item not issued to an inmate through normal channels or in excess of allowable limits in the Program Statement and Institution Supplement **Inmate Personal Property**.
- All clothing is thoroughly searched, with special attention to pockets, seams, hat bills, hat bands, collars, waistbands, linings, cuffs, belts, and places where there is more than one layer of material.
- Shampoo, conditioners, lotions, and similar items are searched with a probe, metal detector, or scanning device.

- Special care is used when inspecting religious items – medicine bags, bibles, religious headgear, etc. The Chaplain is 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 it can be reviewed by the Chaplain.
- Special attention is given to shoes (soles, heels, and cavities), radios, books (binding and covers) and photograph albums, as they are difficult to search and are excellent hiding places for drugs and other contraband.
- Suspicious items that cannot be thoroughly searched are x-rayed or scanned if possible. Items that cannot be searched without destruction or alteration are not permitted in the institution unless they were purchased at the previous Federal institution.
- Staff ensure that shipping containers/boxes, wrapping materials, etc., are treated as “hot trash” and not accessible to inmates. “Hot trash” must be stored in a secure area until properly disposed of.

403. INCOMING PROPERTY

A log book is kept in the R&D area to document incoming personal property. It includes the inmate’s name, register number, date property is received and issued, and initials of the staff member processing the property. This data may be maintained electronically with proper backup, per the Program Statement **Personal Computers and Network Standards**.

To ensure property was shipped from another institution, property boxes must contain a copy of the Inmate Personal Property Record. When the property is issued and verification of contents is made, the inmate signs the bottom of the record to acknowledge receipt. If he/she refuses to sign, the inventory officer and an additional staff member witness, sign, and date the form, indicating the inmate’s refusal. If the inmate refuses to accept the property, see Section 405, Abandoned Property.

Note: A new Inmate Personal Property Record need not be prepared if the inventory is unchanged. A new record is prepared if the original record is not legible to note items not listed on the original record, or to mail items.

If property is received for an inmate placed in the Special Housing Unit (SHU), local procedures are established for issuance of property. Once issued, authorized property is noted on the Inmate Personal Property Record. Any property the inmate cannot retain in the SHU cell is stored in the SHU property room.

Property boxes received from other Federal institutions, authorized for mailing at the inmate’s expense, must contain a copy of the Request-Authorization to Mail Inmate Package. The box must also bear a security stamp containing a staff member’s initials and mnemonic code of the sending institution.

Property received from other than a Bureau facility is outlined in the Inmate Personal Property Program Statement. The return address of the facility is verified to ensure an attempt is not made to circumvent policy.

Note: Staff must be alert for unusual markings, labels, and postmarks, which may indicate an attempt to introduce contraband.

Property for voluntary surrenders is processed upon commitment. The Correctional Services Shift Supervisor ensures the property is processed per this section after duty hours for Correctional Systems staff. Unauthorized items are prepared for mailing by R&D staff. The institution pays for the shipping costs of clothing the inmate wears upon initial commitment. All other property is rejected and shipped at the inmate's expense to his/her home or other address he/she provides.

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 he/she supplies. R&D 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).
- Identification cards.
- Currency/negotiable instruments.
- Religious medal or medallion (no stones) or essential daily prayer items.

Voluntarily abandoned items are destroyed per 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.

Inmates are allowed to retain legal material if it relates to current litigation or is research material not available at the institution. Consult the institution's assigned legal representative to decide whether legal material is about an inmate's current case or regarding limiting legal materials for housekeeping reasons.

An Authorization to Receive Package or Property (BP-A0331) is used to authorize incoming packages containing release clothing or approved items as outlined in the Program Statement **Inmate Personal Property**. The completed form is used in lieu of the Inmate Personal Property Record.

404. 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/court dress out.

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 seal valuables in an envelope with the inmate's name and register number clearly marked on the outside until it can be mailed. Other property – Social Security cards, driver's license, legal documents, etc. (e.g., pretrial, studies) – 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 personnel. A file containing the original copy of the Inmate Personal Property Record for items in storage is kept in a fireproof cabinet.

An inmate may be allowed to store property under the following circumstances, as specified by local policy:

- The MCC or detention facility has 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 enroute 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, and is processed as described in Section 405.

405. ABANDONED PROPERTY

There are two types of abandoned property: "voluntarily abandoned" and "abandoned." Voluntarily abandoned property is personal property meeting the criteria in Federal Property Management Regulations 101-48.001-8. Additionally, Justice Property Management Regulations 128-48.150 state personal property, regardless of value, left behind by an inmate who has departed an institution, except approved for furlough, is considered voluntarily abandoned. Voluntary abandoned property also includes excess property of inmates transferring to other institutions and property that new commitments/voluntary surrenders elect not to mail home.

At the close of investigations or storage for 90 days, voluntarily abandoned and abandoned property is stored for 30 additional calendar days. If the property is not claimed, it is handled per the **Property Management Manual**. If the CEO determines the property is to be destroyed, the Abandoned Inmate Property form (BP-A0515) is used.

Abandoned property is also property shipped and returned to the institution as undeliverable or unclaimed. After the first attempt at shipping, staff locate the inmate who sent the property to obtain a new forwarding address. If the inmate cannot be located, or a new forwarding address cannot be obtained, the property is considered "abandoned" and is processed for disposal. To manage these packages, add 30 days to the date the package becomes "abandoned" and place the date on the package as the disposal date.

406. OUTGOING PROPERTY

Staff thoroughly search the property and prepare a separate Inmate Personal Property Record for each box to be mailed. R&D staff follow the procedures below when mailing inmate property:

- Each box is logged in the outgoing property shipping book maintained in the R&D area.
- The original and a copy of the Inmate Personal Property Record is placed in the box being mailed.
- Staff instruct the inmate to remove dry-cell batteries from items to be placed in the box to be mailed/shipped or transported. They are included in the property inventory, but do not count against any present or future mailing limits.

Note: Watch batteries are not dry-cell batteries. Staff have the inmate deactivate alarm settings before mailing.

- Unauthorized property items are confiscated. (Refer to Confiscation and Disposition of Contraband, BP-A0402.)
- Outgoing property is stored in a secure area until it is mailed within 72 hours after the inmate's departure.
- Property forwarded to another institution is sent to the inmate's final destination via an approved carrier or given to Bureau bus personnel and recorded on the Transfer Receipt.
- Certain items may be transferred between institutions, with the inmate bearing the cost of mailing using postage stamps. A Request-Authorization to Mail Inmate Package is used to document the mailing. In the case of an indigent inmate, contact unit staff to see if stamps are available for payment of postage. When an inmate was not present during processing of outgoing property, R&D staff forward to the receiving institution two boxes of property authorized for transfer between institutions. Priority for packing these boxes will be given to the inmate's personally owned items, as defined by the Programs Statement **Inmate Personal Property**. R&D staff contact the receiving institution to arrange for postage by the inmate for property exceeding the two-box limit. Follow-up with the inmates must be documented in the R&D file at 45-day intervals. After 90 days, this property will be identified as voluntarily abandoned property, and disposed of in accordance with Section 405.
- Unfinished hobbycraft items are processed in the same manner as above by staff from the department responsible for the hobbycraft program. No completed hobbycraft items should be mailed to new institution.

407. 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.

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.

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. (See the Program Statements **Prisoner Transportation Manual** and **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 packed and transported as an essential daily prayer item (see **Religious Beliefs and Practices**).

408. 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.

409. RELEASE TO COMMUNITY OR RESIDENTIAL REENTRY CENTER (RRC)

Inmates released to the community or RRC carry out personal property unless they elect to mail it before release at their own expense. Normally, unit staff prepare a Request-Authorization to Mail Inmate Package (BP-A0329) for any property (excluding hobbycraft) an inmate wishes to mail before release.

410. DEATH

Authorized personal property of a deceased inmate is forwarded to the "next of kin" in accordance with state law. If, after two attempts at shipping, the property remains unclaimed, it is considered "abandoned" property and disposed of according to Bureau procedures.

411. INSTRUCTIONS FOR COMPLETING INMATE PERSONAL PROPERTY RECORD

The Inmate Personal Property Record (BP-A0383) must be complete and accurate. Following is a detailed summary, with instructions corresponding to the numbers on the form. The name of the institution preparing the form is listed in the space provided.

1. *Name:* inmate's committed name as shown on the J&C.
2. *Register Number:* official register number as determined in Section 211.
3. *Unit:* housing unit determined by institution staff.
4. *Date and Time of Inventory:* self-explanatory.
5. *Purpose of Inventory:* self-explanatory, to include date and time of action.

6. *Disposition*: informational purposes only.
7. *Type of Property*: a disposition is noted for each item of property. When listing the quantity, use the specific number. Vague terms such as a lot, bunch, or hash marks should not be used. Describe rings or jewelry by the color of metal, and other identification available. Describe watches by the color of metal, trade name, and serial number, if available.
8. *Items Alleged by Inmate to Have Value Over \$100*: staff list items alleged by the inmate to have a value over \$100. The property must be fully described, including color, trade name, serial number, and specific value. If no item is over \$100 in value, the inmate checks and initials the appropriate box.
9. *Articles(s) Listed as "Mail" (M) Are To Be Forwarded to (Name and Address of Consignee)*: Staff obtain a complete address to ship property with the disposition of "M."
10. *Claim Release*: a. Staff completing the form print their full name. They sign the form and note the date and time after the inventory is completed. The inmate's signature and register number are required. These signify that the itemization is correct. If the inmate refuses to sign the form, see Section 403.
Claim Release: b. This section is completed if an inmate is releasing from a Special Housing Unit and may also be used to receipt property being transferred from another Federal institution. The processing staff print and sign their names and note the date and time. The inmate also signs and notes any comments. If the inmate refuses to sign, see Section 403.

The distribution of the Inmate Personal Property Record is noted on the bottom of the form.

Do not give blank forms to inmates.

Chapter 5. DETENTION FACILITIES

501. DEFINITION AND RESPONSIBILITIES

In addition to procedures in this chapter, R&D staff at detention facilities must be thoroughly familiar with all program statements related to Correctional Systems.

Due to the high level of inmate movement at detention facilities, R&D procedures differ from those at other institutions. Various types of processing (assignments, bond releases, 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 services.

Most commitments to detention facilities are unsentenced prisoners who are housed for other Federal law enforcement agencies. These commitments, with appropriate documentation, are to be available to those agencies upon demand.

Detention facilities receive many inmates directly from the community, often with little or no background information. Extreme caution must be shown; all inmates must be processed as if they are maximum custody inmates, with the exception of inmates listed in Section 112 of this manual.

502. COMMITMENT VERIFICATION

- **Parole and Mandatory Release Violators.** Documentation for violators must conform to requirements in Chapter 2. Inmates designated to the facility for a violator hearing are loaded into SENTRY with the ARS assignment of “A-USPC HRG.” Unit staff must be alerted to schedule the inmate for a revocation hearing. Correctional Systems staff request the Central File from the last Federal facility of confinement.
- **Sentenced Inmates Received from Other Bureau Institutions.** Inmates are received at detention 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. Accompanying paperwork must be closely reviewed to identify medical or special security needs. These factors are essential in determining housing, escort, and other security concerns.
- **Transfers and Holdovers.** The J&C order 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 30 days of their release date are not moved. Coordination of these cases with the Case Management Coordinator or unit staff is essential.
- **Residential Reentry Center Failures.** A transfer order is usually provided by the Residential Reentry Manager to authorize pickup of Residential Reentry Center failures.

503. ADMISSIONS AND CONTRABAND

Inmates must be positively identified and the proper receipts prepared and distributed. Federal agents complete the Prisoner Remand (BP-A0377) on all new arrivals.

Special attention is given to ensure that weapons and ammunition are secured before entry into the facility.

Staff must be alert when conducting searches of inmates to detect contraband.

504. INVENTORY, RECEIPT, AND DISPOSITION OF PROPERTY AND VALUABLES

- **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.
- **Receipt for Monies.** Funds received for new commitments are receipted by R&D staff using the Temporary Receipt (Inmate Funds) (BP-197) and placed in a secure depository.
- **Inmate Identification Cards.** Ordinarily, Inmate Identification Cards are not prepared for inmates at detention facilities.
- **Clothing Bags.** If clothing bags are used to store civilian clothing, the numbers of the bags are recorded on the Inmate Personal Property Record (BP-A0383). Inmates must not have access to civilian clothing.
- **Clothing Exchange.** Procedures are developed to allow for exchange/laundrying of court clothing.
- **Shipping/Mailing Property.** Per the procedures in this manual, inmate personal property ordinarily is mailed/shipped to the designated institution within 72 hours after the inmate's departure.

505. LOCKBOX STORAGE

Lockbox storage may be used in detention facilities at the Warden's discretion to provide a safe place to store valuables and money of inmates housed for a short period. Inmates are encouraged to send personal property items home and have their monies posted to their Trust Fund account. If lockboxes are used, local procedures must be developed.

506. RELEASE FOR DAILY COURT APPEARANCES

Staff ensure that inmates are available when the receiving law enforcement agents arrive to transport them to court. Court movements are given top priority. Local procedures must be developed to ensure court procedures, wakeup, feeding, shakedown, and dress out procedures are done in an expeditious and secure manner.

R&D staff must be aware of the importance of maintaining communication with law enforcement officials and other departments of the institution (control center, lieutenant, unit officer, hospital, etc.) to coordinate court movement.

A copy of the daily court list (in the local form) is signed by the transporting official as a receipt for inmates leaving the facility for a court appearance. The SENTRY out count or release transaction is performed within one hour of the inmate's departure. When inmates return from

court, a hard copy of the out count may be used as a receipt. Staff line out the names of the inmates on the hard copy who are not in the return group, and a new receipt is prepared.

Local procedures are developed with receiving law enforcement officials addressing items that inmates may take with them to court (legal material, medication, etc.). 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 medical staff for disposition.

Special care is made to ensure that the inmate is properly identified against a photo and credentials of the transporting officials are closely reviewed.

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 is used on inmates going to and returning from court. Special care is taken when inmates are dressed in civilian clothing to ensure they are not mistaken for staff or authorized personnel. Civilian clothing is immediately removed and stored promptly upon return from court.

Local procedures are developed to ensure meals are fed to inmates in R&D during meal times. Food carts are inspected for contraband when entering and departing R&D.

507. COURT LINE

Local procedures are developed to ensure new arrests from other Federal agencies are placed on the court line (inmates who have not already been arraigned). Court dockets must not be delayed; expeditious processing is critical. Staff receive the list of inmates for court from the USMS the previous night. The USMS indicates the need for the inmate to dress in civilian clothing. R&D staff check for separation and security needs of each inmate going to court.

Using the court list, clothing is prepared 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.

Staff identify transporting officials before surrendering custody of the inmates. R&D staff identify each inmate with a photo as the receiving Deputy U.S. Marshal applies restraints. Staff verify the count as the deputy signs the required receipts. A SENTRY version or handwritten receipt suffices. R&D staff ensure inmates are properly placed on the outcount, and notify the Control Center of the number of inmates departing the facility.

As the court line returns, R&D staff identify the transporting official. The returning inmates are thoroughly pat-searched before entering the secure area of the facility. They are cross-identified

from the list the USMS provides as court returns and the photograph on file. Staff ensure accountability of each inmate on the list. Once inmates are identified, the deputies are then allowed to depart the institution as the inmates are processed.

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 escort to their housing units, the out count is deleted on SENTRY. Court clothes are thoroughly searched and placed back 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 for life support, in the holding cells. R&D staff performing intake screening for court returns inquire of the returning officials if anything significant happened while they were in court that would affect possible separation or security concerns. When other staff conduct the interviews, this information is communicated verbally communicated by CS staff.

508. RELEASE PAPERWORK

Paperwork required for some releases is listed below. (See Chapter 2 for additional releases.)

a. Holdovers, Pretrial Inmates – Bus/Van/Airlifts

- In-Transit Information form (completed by Unit Team)
- CIM Clearance (if CIM case).
- Judgment and Commitment Order; Parole Violator Warrant; Warrant of Removal, etc. (whichever is applicable in each case).
- BEMR Exit Summary or Medical Summary of Federal Prisoner/Alien In Transit (BP-A0659).
- Envelope containing religious items and the Inmate Personal Religious Property Inventory (BP-633)(when applicable).
- Disposable head covering (when applicable).

Complete files on each inmate are placed in envelopes and given to the transporting officials. If R&D staff accompany custodial personnel to the airlift site, they assume responsibility for receipts and files.

b. **Bond.** The USMS may forward a certified copy of the bond order, which is verified for authenticity with the USMS or Clerk of the Court. Special care is taken to ensure that other charges are not pending and that the correct inmate is processed. A name search is made in SENTRY, 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. In the case of “Pretrial” and sentenced “Holdovers,” the CMC establishes local procedures to secure one of the following forms from the USMS before releasing the prisoner:

- Prisoner Remand (BP-A0377).
- Local form ordering release of USMS prisoner.
- Electronic message ordering release of USMS prisoner.

Note: Simply providing a copy of a bond order is insufficient to release another agency's prisoner, as charges may be pending in other districts. The Bureau does not have authority to release another agency's prisoner 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 BOP on the basis of a Prisoner Remand.

509. TRANSFER TO A LOCAL HOSPITAL

For specific requirements, see the Program Statement **Correctional Systems Manual**.

Attachment A. NEW COMMITMENT CHECKLIST

Name _____ Register Number _____

Before inmate arrival

- _____ Review documentation to verify appropriateness of commitment (Ch. 2, Sec. 202)
- _____ Prepare admission paperwork (receipts, etc.)(Ch. 2, Sec. 203)
- _____ Check quantity of clothing and bedrolls (Ch. 2, Sec. 213)
- _____ Check photo and print supplies
- _____ Notify institution staff of incoming inmate/trip (food service, unit management, hospital)
- _____ Search holding cells and holding areas (Ch. 1, Sec. 111)

Upon notification of inmate arrival

- _____ Check credentials of committing officers (Ch. 2, Sec. 207)
- _____ Ensure weapons/ammunition are properly stored (Ch. 2, Sec. 207)
- _____ Review commitment officer's paperwork
- _____ ID inmate (Ch. 2, Sec. 208)
- _____ Inspect incoming property for hard contraband (Ch. 2, Sec. 212)
- _____ Secure incoming funds
- _____ Pat search before entrance into institution (Ch. 2, Sec. 113)
- _____ Escort to R&D (Ch. 2, Sec. 209)
- _____ Assist with restraint removal (Ch. 1, Sec. 112)
- _____ Give necessary paperwork to inmate for completion
- _____ Execute paperwork, receipts, etc. If transfer, check file for completeness, Inmate Identification Card (Ch. 2, Sec. 220)
- _____ Perform SENTRY transactions (Ch. 2, Sec. 210)
- _____ Perform visual search of inmate (Ch. 1, Sec. 112)

- _____ Institution photos (Ch. 2, Sec. 217)
 - _____ Inmate Identification Card photo (Ch. 2, Sec. 220)
 - _____ Fingerprint (Ch. 2, Sec. 217)
 - _____ Inventory or issue property (Ch. 4, Sec. 401-403)
 - _____ Ensure religious items are immediately provided to the inmate (Ch. 4, Sec. 407)
 - _____ Prepare detail and bedbook cards for local use (Ch. 2, Sec. 217)
 - _____ Ensure medical and social screening performed (Ch. 2, Sec. 214)
 - _____ Distribute paperwork
-

Attachment B. RELEASING INMATES CHECKLIST

Name _____ Register Number _____

- _____ Conduct search of holding cells and holding areas (Ch. 1, Sec. 111)
- _____ Check release paperwork for accuracy/completeness (Ch. 3, Sec. 302)
- _____ Verify transportation arrangements
- _____ Identification of transporting officials, if releasing to detainer, writ, etc. (Ch. 2, Sec. 207)
- _____ ID inmate (Ch. 3, Sec. 305)
- _____ Visual search (Ch. 3, Sec. 306)
- _____ Dress out in appropriate clothing (Ch. 3, Sec. 306)
- _____ Inventory property brought to R&D (Ch. 4, Sec. 302, 406)
- _____ Provide inmate with disposable head covering when applicable (Ch. 4, Sec. 407)
- _____ Have inmate sign necessary forms (Ch. 3, Sec. 302)
- _____ Take thumbprint (Ch. 3, Sec. 305)
- _____ Second identification (Ch. 3, Sec. 309)
- _____ Ensure medication is available if required (Ch. 3, Sec. 307)
- _____ Obtain inmate funds (Ch. 3, Sec. 308)
- _____ Escort to control or front entrance
- _____ Perform necessary SENTRY transactions (Ch. 3, Sec. 310)
- _____ Distribute paperwork
