



**U.S. Department of Justice**  
**Federal Bureau of Prisons**

**PROGRAM STATEMENT**

OPI: CPD/CSB  
NUMBER: P5217.02  
DATE: August 9, 2016

## **Special Management Units**

/s/

*Approved:* Thomas R. Kane  
Acting Director, Federal Bureau of Prisons

### **1. PURPOSE AND SCOPE**

To provide guidance and procedures for operating Special Management Units (SMU). Some inmates present unique security and management concerns. Accordingly, the Bureau of Prisons (Bureau) designates inmates to SMUs, where enhanced management is necessary to ensure the safety, security, or orderly operation of Bureau facilities, or protection of the public.

SMU designation is non-punitive, and may be appropriate for any inmate meeting the referral criteria in Section 2 below. Conditions of confinement for SMU inmates are more restrictive than for general population inmates, and are described in Section 5. Inmates are expected to complete the SMU program in approximately 12 months, at which time they may be redesignated to a general population or to another appropriate facility.

#### **a. Summary of Changes**

*Policy Rescinded*

P5217.01 Special Management Units (11/19/08)

- Purpose and Scope reflects that inmates are expected to complete the SMU program in approximately 12 months.
- Program Objectives added that inmates who successfully progress through the SMU program will be redesignated to a general population or another appropriate facility.
- The referral criteria now reflect that inmates must have at least 24 months left on their sentence.

- Referral procedures reflect that when considering designation criteria, inmates from lower security institutions will be considered for designation to a higher security facility prior to recommending SMU placement. The referring institution will take into consideration any current medical assessment/treatment prior to recommending the referral.
- The referral packet consists of a completed Request for Transfer/Application of Management Variable (EMS-A409), copies of pertinent Special Investigative Supervisor reports and incident reports, a psychological/medical evaluation, and a cover memorandum to the Warden summarizing the rationale for referral for SMU designation.
- A copy of the referral will be sent to the Psychology Services Branch, which reviews the inmate's mental health record to determine if mental health concerns preclude an inmate from being placed in a SMU. If there is no evidence to preclude a hearing, the Regional Director appoints a Hearing Administrator to conduct a hearing into whether the inmate meets the criteria for SMU designation.
- Inmates currently in a SMU are provided the BP-A0937, Notice to Inmate of Designation to a Special Management Unit, which informs the inmates of the right to appeal the designation decision and their individual conditions of confinement.
- An inmate in SMU may be removed if it becomes clear his/her mental health does not reasonably allow him/her to complete the program. The recommendation is forwarded to the Administrator, Psychology Services Branch, Central Office. If approved, the Psychology Administrator notifies the Warden.
- When an inmate serving a sanction of disciplinary segregation is designated to a SMU, the referring Regional Director may direct that the inmate complete the disciplinary segregation period at the current institution, or request that the inmate complete the disciplinary segregation period at the receiving institution before transfer into the SMU.
- The program structure, differentiated by conditions of confinement and expected completion times, now has three levels instead of four.

b. **Program Objectives.** The expected results of this program are:

- Inmates who meet the criteria for designation to a SMU will be referred for redesignation.
- Inmates who successfully progress through the SMU program will be redesignated to a general population, or another appropriate facility.
- Safe and orderly environments at all institutions will be further enhanced by the operation of SMUs.

c. **Pretrial/Holdover/Detainee Procedures.** This Program Statement applies only to sentenced inmates.

## 2. REFERRAL CRITERIA

Designation to a SMU may be considered for any sentenced inmate whose interaction requires greater management to ensure the safety, security, or orderly operation of Bureau facilities, or protection of the public, because the inmate meets **any** of the following criteria:

- Participated in disruptive geographical group/gang-related activity.
- Had a leadership role in disruptive geographical group/gang-related activity.
- Has a history of serious or disruptive disciplinary infractions.
- Committed any 100-level prohibited act, according to 28 CFR part 541, after being classified as a member of a Disruptive Group pursuant to 28 CFR part 524.
- Participated in, organized, or facilitated any group misconduct that adversely affected the orderly operation of a correctional facility.
- Otherwise participated in or was associated with activity such that greater management of the inmate's interaction with other persons is necessary to ensure the safety, security, or orderly operation of Bureau facilities, or protection of the public.

The inmate must have at least 24 months left on his/her sentence.

## 3. REFERRAL PROCEDURES

a. **Referral.** When considering designation criteria, inmates from lower security institutions will be considered for designation to a higher security facility prior to recommending placement to a SMU. The referring institution will take into consideration any current medical assessment/treatment prior to recommending that a referral be made. If an inmate appears to satisfy any of the referral criteria above, the Unit Team may present a redesignation referral to the Warden. The referral packet consists of a completed Request for Transfer/Application of Management Variable (EMS-A409), copies of pertinent Special Investigative Supervisor reports and incident reports, a Diagnostic and Care Level Formulation from Psychology Services, a medical evaluation, and a cover memorandum to the Warden summarizing the rationale for referral for SMU designation. If the Warden approves the referral, it is submitted to the Regional Director. The packet may be submitted electronically at all stages. The Unit Team will be notified if the Warden denies the referral.

b. **Hearing.** If the Regional Director determines that sufficient evidence exists to convene a hearing, a copy of the referral is sent to the Psychology Services Branch. Psychology Services reviews the inmate's mental health record to determine if there are mental health concerns that would preclude an inmate from being placed in a SMU. Please see the Program Statement **Treatment and Care of Inmates with Mental Illness**, when considering to place inmates with a serious mental health illness in the SMU. If there is no evidence to preclude a hearing, the

Regional Director appoints a Hearing Administrator to conduct a hearing into whether the inmate meets the criteria for SMU designation. The Hearing Administrator will be trained and certified as a Discipline Hearing Officer, will be an impartial decision-maker, and will not be personally involved as a witness or victim in any relevant disciplinary action involving that inmate.

The Warden is notified of the Regional Director's decision to conduct a hearing before the inmate is provided pre-hearing notice. The inmate's security needs will be assessed and staff made aware of any additional security precautions.

(1) **Pre-Hearing Notice.** The Hearing Administrator completes form BP-A0935, Notice to Inmate: Hearing Referral for Designation to a Special Management Unit, and sends it to the inmate's current institution. Unit team staff provide the inmate with a copy of the Notice at least 24 hours before the hearing, and document delivery to the inmate. If the inmate is illiterate, the delivering staff member will read the notice verbatim. If the inmate does not speak English, the Unit Team staff make arrangements to provide translation.

The Notice will:

- Advise the inmate of the date and time of the hearing.
- Advise the inmate of the opportunity to appear at the hearing.
- Provide a sufficiently detailed explanation of the reasons for the referral. Such explanation will not include information that would jeopardize the safety, security, or orderly operation of correctional facilities, or protection of the public.
- Inform the inmate that a non-probationary staff member will be available to help him/her compile documentary evidence and written witness statements to present at the hearing. The assisting staff member's responsibility in this role is limited to assisting the inmate in obtaining copies of documents needed, for example, from his/her central file or other reasonably available source(s), or a written statement(s) from other reasonably available inmates or staff.

**Inmate Appearance and Evidence.** The inmate has the opportunity to appear at the hearing, make an oral statement, and present documentary evidence and written witness statements, except where contrary to the safety, security, or orderly operation of Bureau facilities, or protection of the public. The Hearing Administrator, after consultation with staff at the facility where the inmate is housed, will determine whether the inmate appears at the hearing via videoconference, telephone conference, or in person. The Warden or designee determines the location of the hearing.

c. **Post-Hearing Findings and Decision.** The Hearing Administrator considers whether, based on information obtained during the referral process and presented at the hearing, the inmate meets the criteria for the SMU program. The Hearing Administrator prepares form BP-A0936,

Hearing Administrator's Report on Referral for Designation to a Special Management Unit, and provides it to the Regional Director. The Report provides a detailed explanation of the reasons for the Hearing Administrator's findings, but does not include information that would jeopardize the safety, security, or orderly operation of correctional facilities, or protection of the public.

The Regional Director considers whether, based on the Hearing Administrator's findings, the SMU referral is necessary to ensure the safety, security, or orderly operation of Bureau facilities, or protection of the public. The Regional Director includes a recommendation on the Report and forwards it to the Designation and Sentence Computation Center (DSCC).

When considering inmates for designation to the SMU, appropriate DSCC staff involved in the designation process review the inmate's CIM assignment to ensure inmates who are separatees pursuant to the Program Statement **Central Inmate Monitoring Manual** are not designated to the same SMU without written concurrence of the Central Office. The DSCC then reviews the Report and, after consulting with the Assistant Director, Correctional Programs Division, indicates whether SMU referral is approved. If SMU referral is approved, the DSCC selects the SMU that best meets the inmate's greater management needs, and enters the approval on the CMC Clearance Data Sheet. The DSCC forwards the decision to the receiving Regional Director and Warden, with copies to the referring Regional Director and Warden. If SMU referral is denied, the DSCC should consider a secondary referral code/rationale provided in the referral – greater security, adjustment purposes, etc.

d. **Post-Decision Notice and Appeal.** The inmate's copy of the completed Report is sent to the referring Warden, who ensures delivery to the inmate. The Report advises the inmate of the opportunity to appeal the decision and the Hearing Administrator's findings through the Administrative Remedy Program, directly to the Office of General Counsel.

An inmate's appeal of the decision or the Hearing Administrator's findings does not delay designation and transfer to a SMU. Designation and transfer are effected; the inmate may proceed with the appeal while housed in the SMU.

e. **Mental Health Removal.** An inmate in SMU may be removed if it becomes clear the inmate's mental health does not reasonably allow him/her to complete the program. The recommendation is forwarded to the Administrator, Psychology Services Branch, Central Office. If approved, the Psychology Administrator notifies the Warden (refer to the Program Statement **Treatment and Care of Inmates With Mental Illness**).

f. **Inmates in Disciplinary Segregation.** When an inmate serving a sanction of disciplinary segregation is designated to a SMU, the referring Regional Director may:

- Direct that the inmate complete the disciplinary segregation period at the current institution;  
**or**
- Request that the inmate complete the disciplinary segregation period at the receiving institution before transfer into the SMU.

#### 4. **CENTRAL INMATE MONITORING (CIM) ASSIGNMENTS**

CIM assignments regarding SMU candidates will be finalized prior to assignment to a specific SMU. This ensures the most appropriate placement of each SMU inmate.

Inmates with CIM assignments related to their SMU placement may be housed in the same institution/SMU housing unit, due to the institution's ability to prevent any physical contact between them.

#### 5. **CONDITIONS OF CONFINEMENT**

Conditions of confinement for SMU inmates are more restrictive than for general population inmates. An inmate's individual conditions will be limited in accordance with this policy as necessary to ensure the safety of others, to protect the security or orderly operation of the institution, or protect the public. Individual conditions may be further limited as part of a disciplinary sanction imposed pursuant to 28 CFR part 541, except as specified below. Individual conditions are ordinarily made less restrictive when an inmate progresses from level to level of the SMU program. The cell door of each inmate in the SMU must be clearly marked with the inmate's level and any enhanced security needs for that inmate.

The Warden must request a policy waiver, in accordance with the Program Statement **Directives Management Manual**, to impose restrictions more stringent than those allowed by this Program Statement or other applicable national directives. Conditions required by regulations, however, may not be waived.

a. **Minimal Conditions.** Except as provided above, minimal conditions of confinement for SMU inmates are as follows, and in accordance with the Program Statement **Occupational Safety, Environmental Compliance, and Fire Protection**, and directives referenced in this Program Statement.

(1) **Environment.** Living quarters are well ventilated, adequately lighted, appropriately heated, and maintained in a sanitary condition.

(2) **Cell Occupancy.** Living quarters normally house only the number of occupants for which they are designed. The Warden, however, may authorize additional occupants as long as adequate standards can be maintained.

(3) **Bedding.** Inmates receive a mattress, blankets, a pillow, and linens for sleeping. Inmates have necessary opportunities to exchange linens.

(4) **Clothing.** Inmates receive adequate institution clothing, including footwear. Inmates have opportunities to exchange clothing or have it washed.

(5) **Personal Hygiene.** Inmates have access to a washbasin and toilet. Inmates receive necessary personal hygiene items. Inmates have the opportunity to shower and shave at least three times per week. Inmates have access to necessary hair care services.

(6) **Meals.** Inmates receive nutritionally adequate meals and may be required to eat all meals in their living quarters.

(7) **Recreation.** Inmates have the opportunity to exercise outside their individual quarters for at least five hours per week, ordinarily in one-hour periods on different days.

The Warden may deny these exercise periods for up to one week at a time if it is determined that an inmate's recreation itself jeopardizes the safety, security, or orderly operation of the institution. However, recreation conditions specified here may **not** otherwise be limited, even as part of a disciplinary sanction imposed under 28 CFR part 541.

(8) **Personal Property.** Inmates may have reasonable amounts of personal property. Personal property may be limited for reasons of fire safety, sanitation, or available space.

(9) **Commissary.** Inmates have access to the commissary, as determined by the Warden.

(10) **Visits.** Inmates may receive visitors in accordance with 28 CFR part 540. Inmates may be provided non-contact visits, through the use of videoconferencing or other technology.

(11) **Correspondence and Telephone Use.** Inmates may correspond with persons in the community and use the telephone in accordance with 28 CFR part 540 and this Program Statement. However, to deter and detect continued involvement in disruptive behavior, correspondence and telephone use are subject to monitoring and analysis for intelligence purposes. Special mail and unmonitored attorney telephone calls are handled in accordance with 28 CFR part 540.

Telephone calls are live-monitored where feasible. If live monitoring is not feasible, calls are normally reviewed within 24 hours. If the call is in a language other than English, it is submitted for translation. The translated call summary is analyzed for intelligence purposes. Inmates may use the telephone a minimum of two completed calls per month, unless telephone restrictions have been imposed pursuant to 28 CFR part 541, and may be increased as they progress through the levels of the program.

Correspondence that is prepared in a language other than English will either be directly translated or submitted to the SIS office for translation. All correspondence is analyzed for intelligence purposes before mailing out of the institution and before being delivered to the inmate.

(12) **Legal Activities.** Inmates may perform legal activities in accordance with 28 CFR part 543.

(13) **Religion.** Inmates may pursue religious beliefs and practices in accordance with 28 CFR part 548.

(14) **Library Services.** Inmates have access to library services in accordance with 28 CFR part 544.

(15) **Medical Care.** A health services staff member visits inmates daily to provide necessary medical care. Emergency medical care is always available either at the institution or from the community.

(16) **Mental Health Care.** Each inmate will be evaluated by mental health staff every 30 days. Emergency mental health care is always available either at the institution or from the community. In addition, inmates with an identified need for routine and/or follow-up mental health services will receive these services in accordance with the Program Statements **Treatment and Care of Inmates with Mental Illness** and **Psychiatric Services**.

b. **30-Day Conditions Review.** The Warden will designate staff to conduct reviews every 30 days of inmates assigned to SMUs, as provided on BP-A0951, Special Management Unit (SMU) 30-Day Conditions Review. The original form will be retained in the inmate's central file.

c. **Housing Unit Daily Record.** The housing unit officer completes BP-A0950, Housing Unit Daily Record, daily for the items provided therein. All out of cell time will also be recorded on BP-A0950. At Level Three, completion of the daily record form is optional, as determined by the Warden.

d. **Protective Equipment.** Consistent with the Correctional Services Program Statements, appropriate protective equipment will be made available for Special Management Units. The



location of this protective equipment will be in an area accessible to staff, as determined by the Warden.

## 6. PROGRAM STRUCTURE AND REVIEWS

SMUs consist of three program levels, differentiated by the conditions of confinement and expected time frames for completion, as described below. Completion of all levels is expected within 9 to 13 months.

| Level | Expected Level Completion Time | SMU Reviews                                          |
|-------|--------------------------------|------------------------------------------------------|
| One   | 6-8 Months                     | Initially within 28 days, no less than every 90 days |
| Two   | 2-3 Months                     | No less than every 90 days                           |
| Three | 1-2 Months                     |                                                      |

Inmates currently housed in the SMU as of August 9, 2016, or prior to the effective date of this policy will be individually assessed using form BP-A0949, Special Management Review Report, to determine their level in the SMU Program according to the provisions of this Program Statement. The inmate's ability to maintain clear conduct, successful participation in SMU programming, and efforts at positive interaction with staff and other inmates will be considered in making these assessments. For inmates currently housed in the SMU as of August 9, 2016, or prior to the effective date of this policy, their time in the SMU may be more than 24 consecutive months depending on their level in the SMU program.

### a. Level One

**Inmate Interaction.** At this level, interaction between inmates is minimal (for example, shower, recreation, programming). Inmates will normally be restricted to their assigned cells.

**Admission and Orientation.** Inmates will participate in an institution and unit admission and orientation (A&O) program, as outlined in the Program Statement **Admission and Orientation Program**. The goal of the SMU A&O program is to provide inmates with information regarding institution operations, program availability, and the requirements for successful progression through each of the three levels of the program. A&O may be conducted through in-cell programming, using radio programs or other available technology.

**Programming.** Initial programming assessment will occur within the first 28 days of an inmate's arrival at the SMU. Institution and SMU staff interact with each inmate on an individual basis to:

- Assess the inmate's program and counseling needs.
- Discuss SMU program objectives/expectations.
- Establish a set of program goals based on the inmate's individual needs and the programming available within the unit.
- Communicate requirements of the SMU program, including the expectations the inmate must meet before he/she will be considered for a general population institution.

Inmates will continue their involvement in GED or ESL, either individually or in a classroom setting. Initially during this level, inmates may be involved in programs on a self-study basis.

**Property.** Inmates will have limited personal property, as determined by the Warden through the Institution Supplement.

**Level Progression.** Progression through Level One is based upon the inmate's compliance with behavioral expectations, as established by institution and SMU staff. A multidiscipline Special Management Review will be conducted by the Unit Manager, Captain, and Associate Warden (chairperson)(or his/her acting). This review will include input from the SMU unit team, correctional staff, psychology staff, education staff, and other appropriate staff to determine the inmate's readiness to progress to the next level. Review of the inmate will be documented on form BP-A0949, Special Management Review Report, along with any accompanying memoranda from any member referred to above, and will be filed in Section 2 of the inmate's Central File. After the initial programming assessment, Level One inmates will be reviewed at least every 90 days.

Inmates are expected to progress to Level Two after 6-8 months.

**a. Level Two**

**Inmate Interaction.** At this level, interaction between inmates expands (for example, shower, recreation, programming). Inmates will normally be restricted to their assigned cells, but out-of-cell activities/programming may be increased on a case-by-case basis.

**Programming.** Inmates may continue their involvement in GED or ESL either individually or in a classroom setting. Psychology staff will have frequent contact with inmates on the living unit to promote the development of effective coping strategies and to assist inmates in adjusting to

the institution environment. Psychology staff may provide in-cell materials that support the program's goals of responsible behavior and effective communication.

During this level, inmates may be involved in Evidence Based Therapy (EBT) groups. Individual and/or small group counseling sessions dealing specifically with treatment readiness, fundamental communication skills, criminal thinking, and improving coping/problem-solving skills may be required. Staff monitor which inmates participate in group activities. All program activities should reinforce the goal of acting responsibly. Curriculum at this level targets "treatment readiness skills" (e.g., basic empathy, attending, responding, respect, genuineness), basic cognitive skills, and criminal thinking. Small group counseling sessions may be conducted.

**Property.** At this level, inmates may have additional personal property, based on individual performance as determined by the Institution Supplement.

**Level Progression.** Progression through this level is based upon the inmate demonstrating the potential for positive "community" interaction. During Level Two, inmates generally program and function separately. Progression to Level Three, however, requires that the inmate demonstrate the ability to program with other individuals, groups, or gangs; the inmate's willingness/unwillingness to coexist with individuals, groups, or gangs must be documented via a memorandum to the file. Accordingly, the multidiscipline Special Management Unit Review prior to Level Three consideration must address CIM assignments in detail. This memorandum may also be used as rationale in any subsequent CIM declassification request. Review of the inmate will be documented on form BP-A0949, Special Management Review Report, along with any accompanying memoranda from any member referred to above, and filed in Section 2 of the inmate's Central File. Level Two inmates are reviewed at least every 90 days. Inmates are expected to progress to Level Three after two to three months. Inmates who fail to make satisfactory progress may be returned to a previous level.

#### **b. Level Three**

**Inmate Interaction.** Inmates at this level will begin to interact in an open, but supervised, setting with individuals from various groups, including open movement in the unit and frequent group counseling sessions commensurate with the inmate's demonstrated ability to effectively coexist with other inmates. Staff monitor which inmates may be housed or participate in activities together, as necessary to protect the safety, security, and good order of the institution. There will also be increased privileges (e.g., increased commissary, property, etc.) at this level for those who accomplish unit goals and maintain appropriate conduct.

**Programming.** Activities at this level will intensify, with more interaction in a less restrictive environment. Inmates continue to participate in counseling programs as outlined in Level Two. Programming in this level will normally occur 3-5 hours Monday through Friday.

Psychology staff continue to have frequent contact with inmates on the living unit. In addition, Psychology Services staff offer counseling groups that allow participants to learn and practice effective skills. The focus and emphasis of SMU program counseling activities will be to minimize the tendency of SMU inmates to involve themselves in disruptive behavior. Counseling will focus on encouraging inmates to find ways in which they can program appropriately with other inmates in a general population setting and behave responsibly. Counseling will be evidence-based and involve cognitive-behavioral programming, , and emphasize responsibility and accountability. First and foremost, the inmates must be taught to look toward the future, as the decisions they are making affect their families and their ability to prepare themselves for eventual reentry to society.

**Property.** At this level, inmate access to personal property may be incrementally increased from Level Two based on individual performance. Inmates may be considered for the same personal property privileges as general population inmates.

**Level Progression.** Progression through this level is based upon the inmate's ability to demonstrate positive "community" interaction skills. The inmate's successful progression through this phase will indicate he/she is prepared to function in a general population. Normally, inmates who successfully complete the SMU program are redesignated to the general population of another facility. In some situations, however, the SMU unit team may recommend that the SMU graduate be assigned to the general population of that facility. In some cases, inmates who successfully complete the SMU program may not be appropriate for general population in another facility. Staff assess each case independently to ensure an appropriate designation. Review of the inmate is documented on BP-A0949, Special Management Review Report, along with any accompanying memoranda from any member referred to above, and filed in Section 2 of the inmate's Central File.

Inmates who fail to make appropriate levels of program participation may be returned to a previous level.

## **7. PERIODIC REVIEW**

SMU inmates are reviewed by the Unit Team in conjunction with regularly scheduled Program Reviews as provided in the Program Statement **Inmate Classification and Program Review**. The Unit Team specifically reviews inmates for progression through the levels of the program.

An inmate's institutional adjustment, program participation, personal hygiene, and cell sanitation are considered when reviewing the inmate for progression to further levels.

## 8. REDESIGNATION

a. **Redesignation Criteria.** To be redesignated from SMU status, an inmate must demonstrate successful progression through SMU programming, and for a minimum of 9 months, abstain from all of the following:

- Geographical group/gang-related activity.
- Serious and/or disruptive disciplinary infractions.
- Group misconduct that adversely affects the orderly operation of a correctional facility.

The inmate must demonstrate a sustained ability to coexist with other inmates, staff, and other persons.

b. **Referral Procedures.** When an inmate has met the redesignation criteria, the Unit Team submits a memorandum to the Warden for designation to the general population, normally at another institution.

c. **SMU Failures.** The total allowed designation time in a SMU is 24 consecutive months. If an inmate fails to complete the SMU program within 24 consecutive months, he/she will be placed in SMU FAIL status (CMA); the institution notifies the regional administrators for correctional services and correctional programs. The regional administrators then notify the Correctional Programs Division (CPD), Central Office, and provide all relevant SMU referral and designation documents. A thorough review will be conducted by CPD, which will make a recommendation for the inmate's placement in an appropriate institution.

d. **SMU Returns.** The maximum time an inmate may spend in SMU is 24 consecutive months. Inmates will not be returned to the program unless they engage in additional disruptive behavior that warrants a new referral, which will be subject to approval as provided in policy.

## 9. INSTITUTION SUPPLEMENT

Each institution with a SMU will develop an Institution Supplement that addresses local operations and procedures. The Institution Supplement must be reviewed for legal sufficiency by the Regional Counsel prior to implementation.

## REFERENCES

### *Program Statements*

P1221.66 Directives Management Manual (7/21/98)  
P1600.09 Occupational Safety, Environmental Compliance, and Fire Protection (10/31/07)  
P5100.08 Inmate Security Designation and Custody Classification (9/12/06)  
P5180.05 Central Inmate Monitoring System (12/31/07)  
P5230.05 Grooming (11/4/96)  
P5264.08 Inmate Telephone Regulations (1/24/08)  
P5265.14 Correspondence (4/5/11)  
P5267.09 Visiting Regulations (12/10/15)  
P5270.09 Inmate Discipline Program (7/8/11)  
P5270.10 Special Housing Units (7/29/11)  
P5290.14 Admission and Orientation Program (4/3/03)  
P5300.21 Education, Training and Leisure Time Program Standards (2/18/02)  
P5310.16 Treatment and Care of Inmates With Mental Illness (5/1/14)  
P5322.13 Inmate Classification and Program Review (5/16/14)  
P5360.09 Religious Beliefs and Practices (6/12/15)  
P5370.11 Recreation Programs, Inmate (6/28/08)  
P5521.06 Searches of Housing Units, Inmates, and Inmate Work Areas (6/4/15)  
P5580.08 Personal Property, Inmate (8/22/11)  
P5803.08 Progress Reports (2/27/14)  
P6031.04 Patient Care (6/3/14)  
P6340.04 Psychiatric Services (1/15/05)

Memorandum – General Population Referral Procedure (10/15/12)

### *BOP Forms*

BP-A0935 Notice to Inmate: Hearing Referral for Designation to a Special Management Unit  
BP-A0936 Hearing Administrator's Report on Referral for Designation to a Special Management Unit  
BP-A0937 Notice to Inmate of Designation to a Special Management Unit  
BP-A0949 Special Management Review Report  
BP-A0950 Housing Unit Daily Record  
BP-A0951 Special Management Unit (SMU) 30-Day Conditions Review

### *ACA Standards*

- American Correctional Association Standards for Adult Correctional Institutions, 4th Edition: 4-4276, 4-4277, 4-4283, 4-4287, 4-4288, 4-4290, 4-4292, 4-4295, 4-4296, 4-4297, 4-4299, 4-4300, 4-4301, 4-4363M, 4-4368M, 4-4491, 4-4497, 4-4498, 4-4510, 4-4517.
- American Correctional Association Performance Based Standards for Adult Local Detention Facilities, 4th Edition: None.
- American Correctional Association Standards for Administration of Correctional Agencies, 2nd Edition: 2-CO-4A-01, 2-CO-4B-01, 2-CO-4B-04, 2-CO-4E-01, 2-CO-4F-01, 2-CO-5B-01, 2-CO-5C-01, 2-CO-5D-01, 2-CO-5E-01, 2-CO-5F-01.
- American Correctional Association Standards for Correctional Training Academies: None.

### *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.