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# Change Notice

**DIRECTIVE AFFECTED:** 5800.12  
**CHANGE NOTICE NUMBER:** 01  
**DATE:** 8/17/98

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1. PURPOSE AND SCOPE. This Change Notice incorporates revisions to the Inmate Personal Property Program Statement, and clarifies the process for CIMS clearances. It also specifies that a visual search of inmates will be conducted in all but minimum security institutions when inmates depart institutions. Also, included is the Escorted Trip Authorization Form (BP-S502) for Emergency Medical Overnight Trips where applicable and reference is made to the optional use of a three-part Federal Prison Point of Sale (FPPOS) form for receipt of inmate funds.

2. SUMMARY OF CHANGES

- a. **Chapter 1, Page 7:** Section 122. Changes weekly to monthly.
- b. **Chapter 2, Page 7:** Section 207. Includes option to use a three-part FPPOS form for receipt of inmate funds.
- c. **Chapter 2, Page 7:** Section 208. Adds reference for religious items.
- d. **Chapter 3, Page 2:** Section 305. Removes language for court clothing to be mailed to the institution.
- e. **Chapter 3, Page 2:** Section 305. Clarifies procedures that a visual search of inmates should be conducted at all but minimum security institutions when inmates depart the institution.
- f. **Chapter 3, Page 3:** Section 308. Adds language that a second identification verification shall be conducted by a person designated by the Warden.

- g. **Chapter 3, Page 4:** Section 310. Removes language addressing court clothing to be mailed to the institution.
  - h. **Chapter 3, Page 6:** Section 313. Clarification made to process for CIMS Clearances.
  - i. **Chapter 3, Page 6:** Section 313. Writ Release, Added reference for religious items.
  - j. **Chapter 3, Page 6:** Section 313. Added language--Use of a Transfer Receipt, BP-283 (SENTRY Form 602) for multiple inmates moving on the same conveyance when released on writs.
  - k. **Chapter 3, Page 7:** Section 313. Interstate Agreement on Detainers. Added reference for religious items.
  - l. **Chapter 3, Page 8:** Section 313: Emergency Medical Overnight Trip. Escorted Trip Authorization Form added.
  - m. **Chapter 3, Page 9:** Section 313. Transfers-Bus/Van/Airlifts. Added reference for religious items.
  - n. **Chapter 5, Page 4:** Mailing Property. This reference and text revised to mailing/shipping.
  - o. **Chapter 5, Page 6:** Paragraphs 6 and 8. Reference to mailing, revised to shipment.
  - p. **Attachment B, Page 2:** Added to include religious items.
  - q. **Attachment C, Page 1:** Added to include religious items.
3. TABLE OF CHANGES. Replace and insert the following pages:

Remove  
Program Statement  
Table of Contents  
Chapter 1, Pages 7 & 8  
Chapter 2, Pages 7 & 8  
Chapter 3  
Chapter 5, Pages 3 & 4  
Chapter 5, Pages 5 & 6  
Attachment B, Pages 1 & 2  
Attachment C, Pages 1 & 2

Insert  
Program Statement  
Table of Contents  
Chapter 1, Pages 7 & 8  
Chapter 2, Pages 7 - 8A  
Chapter 3  
Chapter 5, Pages 3 & 4  
Chapter 5, Pages 5 & 6  
Attachment B, Pages 1 & 2  
Attachment C, Page 1

4. ACTION. File this Change Notice in front of PS 5800.12,  
Receiving and Discharge Manual.

/s/  
Kathleen Hawk Sawyer  
Director



# Change Notice

**DIRECTIVE AFFECTED:** 5800.12  
**CHANGE NOTICE NUMBER:** 5800.12  
**DATE:** 12/31/97

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1. PURPOSE AND SCOPE. To highlight changes in the updated Receiving and Discharge Manual.
2. SUMMARY OF CHANGES. The new Receiving and Discharge Manual has been prepared in WP 6.1 to meet the new Bureau standard. The Program Objectives, Directives Referenced, and Standards Referenced sections have been updated.

In addition, Chapter 4 has been revised concerning:

- retention and storage of inmate personal property;
- transportation of essential daily prayer items;
- issuance of disposable headware for religious purposes while in transit; and,
- shipping of inmate personal property.

SENTRY access codes were removed and replaced with descriptive identifications.

3. ACTION. File this Change Notice in front of the Receiving and Discharge Manual.

/s/  
Kathleen M. Hawk  
Director



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# Program Statement

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OPI: CPD  
NUMBER: 5800.12  
DATE: CN-01, 8/17/98  
SUBJECT: Receiving and Discharge  
Manual

1. PURPOSE AND SCOPE. To establish procedures for receiving and discharging inmates and for handling inmate personal property.

The Receiving and Discharge (R&D) section of the Inmate Systems Management Department has historically maintained the responsibility for the movement of inmates and inmate property in and out of Bureau of Prisons institutions. Procedures for R&D functions were previously contained in numerous Bureau directives. This Manual places R&D procedures in one directive.

2. PROGRAM OBJECTIVES. The expected results of this program are:

a. The operation of all Receiving and Discharge areas of Inmate Systems Management will be safe, secure, and uniform.

b. Inmates will be committed and discharged accurately and all inmate personal property will be processed without introducing contraband into the institution.

3. DIRECTIVES AFFECTED

a. Directive Rescinded

PS 5800.08 Receiving and Discharge (6/15/93)

b. Directives Referenced

PS 1210.17 Internal Affairs, Office of (8/4/97)  
PS 1232.05 Personal Computers (11/10/97)  
PS 1600.07 Occupational Safety and Environmental Health  
Manual (5/30/96)  
PS 2000.02 Accounting Management Manual (10/15/86)  
PS 4400.03 Property Management Manual (2/27/96)  
PS 4510.04 Contributions, Inmate (10/28/92)  
PS 5100.06 Security Designation & Custody Classification  
Manual (6/7/96)  
PS 5230.05 Grooming (11/4/96)  
PS 5290.10 Intake Screening (8/11/97)  
PS 5500.09 Correctional Services Manual (10/27/97)

PS 5521.05      Searching of Housing Units, Inmates, and  
                  Inmate Work Areas (6/30/97)  
PS 5540.05      Prisoner Transportation Manual (10/24/97)  
PS 5553.05      Escapes/Deaths Notification (9/17/97)  
PS 5566.05      Use of Force and Application of Restraints on  
                  Inmates (7/25/96)  
PS 5580.05      Personal Property, Inmate (9/30/96)  
PS 5800.07      Inmate Systems Management Manual (12/24/91)  
PS 5800.10      Mail Management Manual (11/3/95)  
PS 5875.10      Transfer of Inmates to State Agents for  
                  Production on State Writs (3/17/97)

TRM 5802.01      SENTRY General Use Manual (6/1/94)

4. STANDARDS REFERENCED

a. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Correctional Institutions: 3-4092, 3-4093, 3-4094, 3-4095, 3-4096, 3-4272, 3-4273, 3-4279, 3-4280, 3-4281.

b. American Correctional Association 3<sup>rd</sup> Edition Standards for Adult Local Detention Facilities: 3-ALDF-1E-01, 3-ALDF-1E-02, 3-ALDF-1E-03, 3-ALDF-1E-04, 3-ALDF-1E-05, 3-ALDF-1E-06, 3-ALDF-1F-07, 3-ALDF-1F-08, 3-ALDF-4A-01, 3-ALDF-4A-02, 3-ALDF-4A-03, 3-ALDF-4A-04.

c. American Correctional Association 2<sup>nd</sup> Edition Standards for Administration of Correctional Agencies: 2-CO-1A-02, 2-CO-1A-17, 2-CO-1E-01, 2-CO-1E-02, 2-CO-1E-03, 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, 2-CO-4B-02.

d. American Correctional Association Standards for Adult Correctional Boot Camp Programs: 1-ABC-1E-01, 1-ABC-1E-02, 1-ABC-1E-03, 1-ABC-1E-04, 1-ABC-1E-05, 1-ABC-1E-06, 1-ABC-1E-07, 1-ABC-1E-08, 1-ABC-1E,09, 1-ABC-3A-17, 1-ABC-3A-18, 1-ABC-3A-19, 1-ABC-4A-01, 1-ABC-4A-02, 1-ABC-4A-03, 1-ABC-4A-04.

5. INSTITUTION SUPPLEMENT. Each institution shall establish an Institution Supplement (IS) for R&D procedures that are unique to the facility, i.e.,:

- hours of operation,
- escorting inmates to R&D,
- court line procedures, etc.

The IS must be forwarded to the appropriate Regional Inmate Systems Administrator for approval.

/s/  
Kathleen Hawk Sawyer  
Director

**RECEIVING AND DISCHARGE MANUAL**

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## **CHAPTER 1**

### **DEFINITION AND RESPONSIBILITIES**

#### **GENERAL INFORMATION**

##### **101. INTRODUCTION**

Inmate Systems Management is responsible for Receiving and Discharging (R&D) operations at all Bureau of Prisons facilities. Special precautions are to be taken to maintain security, prevent the introduction of contraband and maintain accountability of inmate property. All commitment documentation must be carefully reviewed to prevent early or late releases, delivery of inmates to the wrong facility, or identity mix-ups 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.

Because policy cannot cover every possible situation, R&D staff must exercise good judgment in their decisions. It is imperative that supervisory staff be kept informed of activities in receiving and discharge.

##### **102. SUPERVISORY STAFF**

The Inmate Systems Manager is accountable for all functions of the department including the receiving and discharge of inmates, physical processing, prevention of contraband introduction, identification, safeguarding and disbursing of personal property, and cash monies. If the institution has an Assistant Inmate Systems Manager they shall ordinarily assist the Inmate Systems Manager in providing direct supervision to Inmate Systems Supervisors and monitoring R&D operations. The Inmate Systems Supervisor is responsible for the daily operation of receiving new commitments and court returns, ensuring they are processed accurately and efficiently. The supervisor monitors documentation and receipting of commitments and supervises discharge functions to ensure all property, valuables and dress-out procedures are handled properly.

##### **103. STAFF RESPONSIVENESS**

R&D staff must conduct "Open House" at least twice a week to address R&D issues with the inmate population. It may be held in conjunction with the mail room or records office open house. R&D staff must also make regular visits to administrative and special housing units. Questions submitted via Inmate Request to Staff Member (BP-148) 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. OFFICIAL UNIFORM**

The prescribed Correctional Officer uniform shall be worn by Legal Technicians, Inmate Systems Officers, and Supervisory Inmate Systems Officers at all times while on duty.

Uniformed staff are responsible for maintaining the uniform in a neat, clean and serviceable condition. A necktie must be worn with the blazer and with long sleeved shirts. The uniform is to be worn in a professional manner and in accordance with established regulations.

In the interest of professionalism, uniformed employees may not wear jewelry or ornaments that detract from the overall professional appearance of the uniform. The official uniform requirements, as well as any authorized substitute clothing, is listed in the Correctional Services Manual.

#### **105. PROTECTIVE CLOTHING**

Smocks or aprons may be worn while processing property to protect the official uniform. The smock or apron may not be worn outside of the R&D area. Each institution should make provisions for the issue of protective clothing to R&D staff.

#### **106. STAFF EQUIPMENT**

It is strongly recommended that R&D Officers wear a radio and body alarm. It is also suggested that a set of handcuffs and cuff key be part of the regular issue. The keys for the R&D area are to be "restricted" keys **as defined in the Correctional Services Manual.**

### **107. LAW ENFORCEMENT OFFICIALS**

Many law enforcement officials have contact with R&D staff. It is critical that these individuals are properly identified prior to allowing entrance into the facility and prior to their exit. Credentials, badges and any advance paperwork authorizing authority to act in their official capacity are to be closely inspected. Staff should be courteous, professional, and display a neat appearance in their daily contacts with law enforcement officials. Special attention shall be given to ensuring that all weapons and ammunition are properly secured prior to entry into the facility.

### **108. PRISONER COORDINATION**

The Prisoner Transportation Division of the U.S. Marshals Service (USMS) schedules the movement and transfer of inmates. Trips are ordinarily authorized in advance. A copy of the Trip Authorization should be received by teletype by each institution prior to movement. This message includes the names, register numbers, destinations of the inmates being moved, and the approved holdover points. It also serves as another confirmation of the validity of the delivery and pickup of inmates. Prisoner Transportation, Central Office, ordinarily issues a SENTRY EMS message to authorize movement of a special bus or van. Inmates not listed on the Trip Authorization shall not be moved without prior approval from the Prisoner Transportation Division of the USMS or from Prisoner Transportation, Central Office.

### **109. INTAKE PROCESS**

R&D staff serve a critical role as they are often the first point of Bureau contact for new inmates. Offenders are often committed while under the influence or may be withdrawing from the effects of drugs or alcohol. They may be psychologically unstable or angry and upset over their current situation. Therefore, it is important that staff be attentive and alert at all times. R&D staff must exhibit a professional and caring approach while performing their duties. It is extremely important for R&D staff to detect any unusual or volatile behavior and report it immediately to appropriate institution staff.

## **110. INMATE WORKERS**

Inmates may not be assigned clerical duties in R&D. Packaging and inventorying personal property, taking fingerprints, filing forms, taking photographs, etc. shall be done by staff only. Inmates may be used in R&D for janitorial duties only. However, they may be used for tailoring, if no other resources are available. Inmates shall not be allowed to perform duties in R&D unless under direct staff supervision at all times. They may not be in the area while other inmate(s) and property are being processed. For additional information see section 122.

## **111. SENTRY**

R&D staff shall enter all available load data into SENTRY, as well as perform the appropriate admit and release transactions. The SENTRY load/admit transaction shall be executed for each inmate within one hour of the inmate's arrival at the institution. The release transaction for departing inmates shall be performed immediately upon release.

## **112. TRAINING**

On-going training is essential to staff development and enhances the security and safety of staff and inmates. ISM supervisory personnel must schedule a new employee for ISM familiarization training as mandated by national policy and local procedures. New employees should be assigned to work with experienced staff for a minimum period of two weeks of on-the-job training. See the Employee Development Manual for the specific training requirements regarding Inmate Systems Officers.

When new R&D procedures or policies are published, supervisory ISM staff must conduct localized training for appropriate ISM staff. This training must be reported to the Employee Development Manager (EDM) so appropriate training credit can be recorded.

Inmate Systems Officers shall be cross-trained in all areas of **ISM** to provide coverage for staff vacancies and promote career development.

## **SENTRY**

### **113. COMPUTER SECURITY**

Computer security is outlined in the directive on Personal Computers. Staff using SENTRY must certify they have read and understand the policy. It is the responsibility of each staff member using personal computers and SENTRY terminals to protect data from access by inmates or unauthorized personnel.

### **114. INMATE ACCESS**

Under no circumstances shall an inmate be permitted to use a terminal or personal computer that has access to SENTRY, or which is connected to a modem or any device permitting communication with another electronic device or computer. Staff should ensure that inmates are not allowed to view SENTRY screens while data is displayed.

### **115. PASSWORD**

Access to SENTRY is password protected. The password is required any time the "sign-on" screen is displayed. **DO NOT** use programs or other automated files (i.e. "macros") with your passwords as they can be easily compromised. Before leaving the SENTRY terminal, staff must sign-off. The local computer specialist should be consulted if any problems or questions arise in the operation of the equipment.

## **SAFETY & SECURITY**

### **116. PHYSICAL LAYOUT AND SECURITY**

In order to provide a safe and secure area for intake and release processing, the physical layout of the R&D area is of utmost importance. The area must be arranged in such a manner as to prevent searched and unsearched inmates from coming in contact with each other. New commitments and inmates being released must also be kept separated at all times.



There should be an adequate number of holding cells or areas to provide for any necessary separation of inmates. All holding cells or areas must be searched prior to and after each use.

A private area for conducting intake and medical screening must be available. There must also be a secure area for the storage of inmate personal property and court clothing. This area must be inaccessible to inmates and unauthorized personnel.

An appropriate number of lavatories and toilet facilities must be available in R&D to accommodate the number of inmates that may be processed in the area at any given time. Wash facilities must include an adequate number of sinks supplied with hot and cold water. Hand soap and towels or air blowers must be provided. It is recommended that shower stall(s) be available for possible inmate use.

#### **117. SANITATION**

It is the responsibility of R&D staff to ensure a high sanitation level in the R&D area is maintained at all times.

#### **118. SECURITY INSPECTIONS**

Daily security inspections shall be performed and documented in accordance with Institution Supplements and the Correctional Services Manual. All areas of R&D are to be regularly inspected to ensure security is not compromised.

#### **119. TOOLS**

Quarterly and annual tool inventories shall be performed. The Tool Inventory Form (BP-219) must be properly prepared and submitted to the Captain as prescribed in the Institution Supplement on Tool Control. A copy must be maintained in R&D and with the ISM. The original is maintained by the Captain's office.

Box cutters, razor openers, scissors, etc., in R&D must be properly accounted for and secured when not in use.

## **120. FIRE DRILLS AND INSPECTIONS**

Fire/safety inspections and regular fire drills shall be conducted in accordance with Institution Supplements and the Occupational Safety and Environmental Health Manual. Fire drill documentation must be readily available for review.

The ISM department must comply with Safety, Occupational Health, and Fire Codes as outlined in the Occupational Safety and Health Act (OSHA), and National Fire Codes published by the National Fire Protection Association (NFPA), and American Correctional Association Standards.

A written Fire Evacuation Plan and diagram (English and Spanish) must be posted in visible location(s) in R&D.

## **121. HAZARDOUS MATERIALS AND CHEMICALS**

The location and quantity of all toxic, flammable or caustic materials shall be known and properly controlled by ISM staff members. The identification and storage of dangerous, hazardous and non-hazardous chemicals are established in Institution Supplements and in the Occupational Safety and Environmental Health Manual.

Material Safety Data Sheets (MSDS) must be obtained for all hazardous chemicals. MSDS sheets can be obtained from the manufacturer or institution Safety Department.

## **122. SAFETY TALKS**

\* Upon assignment to a job in R&D, each inmate must receive initial safety training by the detail supervisor. Monthly training \* shall be given on relevant safety topics by the supervisor or R&D staff. The monthly training sessions shall be documented in accordance with national policy and local procedures. The original copy of the documentation must be forwarded to the Safety Manager. For additional information see section 110.

## SEARCHES

### 123. 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.

The R&D area must provide adequate holding cells for the volume and types of inmates processed through the institution. All areas must be regularly inspected. Inspections must also be made prior to and following each occasion an inmate(s) is placed in the holding cells. Windows should be screened to deter the introduction of contraband. No areas holding inmates should contain false ceilings or loose furniture. Holding cells should be situated so that staff have visual contact at all times. If the physical plant prevents such visual contact, other alternatives such as mirrors or camera equipment should be used. Camps are exempted from having holding cells, provided they have areas designated to separate searched and unsearched inmates, and are able to maintain order and security in processing/discharging inmates. Holding cells in camps are also exempted from the false ceiling requirement.

Frequent inspections of all areas in R&D accessible to inmates must be conducted. Inspections should be done at various times so as not to set a definite pattern. Such inspections are designed to detect contraband, prevent escapes, maintain sanitation standards, and eliminate fire and safety hazards.

Staff conducting the inspection 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 view areas.

Inspections should focus on bent, spread, cracked or cut bars, broken welds, and any sign of steel filings. Any other evidence of tampering or weakness, such as fresh paint or discolored areas, is to be thoroughly investigated and brought immediately to the attention of the Inmate Systems Manager and the Captain.

A mallet is recommended for tapping security bars and sashes to set up vibrations which, by their deviation from normal sound, would indicate tampering or weakness. This procedure shall be accomplished in accordance with local security procedures and the Correctional Services Manual. A thin instrument such as a putty

knife or knife blade can be passed along sashes or bars to locate cuts or depressions which 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 an effective device for examining areas that would ordinarily be difficult to inspect.

#### **124. VISUAL (STRIP) SEARCH OF INMATES**

Inmates shall be visually searched and screened with a hand-held metal detector while in R&D. Normally, restraints shall be removed before a visual search is conducted. R&D staff may be asked to assist custodial officers in removing restraints from inmates. Special care should be taken to remove restraints safely. All restraints should be accounted for and immediately removed from the area. Restraints are not to be placed in an area accessible to inmates. 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, in the hair, ear, nose, or body cavities. Staff must strive to preserve the dignity of the individual being searched.

In all but minimum security institutions, inmates shall undergo a visual search when departing the institution. This is a visual inspection of all body surfaces and cavities. Under normal circumstances, staff shall not touch the inmate. Staff should be professional, civil, alert, and give direct verbal commands while conducting the search. Visual searches shall be routinely performed by officers of the same sex as the inmate.

The physical layout of R&D should be conducive to privacy during visual searches. This inspection should be conducted in a well lighted area. The use of a flashlight is recommended when searching inmates.

Special care must be taken when removing inmates from the holding cell to the strip area. The number of inmates that can be searched at one time shall depend 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 should only be processed when adequate staff are available.

Inmates are to empty pockets, remove jewelry and all clothing, including shoes, underwear, dentures, hair pieces, and clips. Property must be placed where other inmates do not have access. Personal property shall be secured for inventory and appropriate processing (see Chapter 4 on processing inmate property). The inmate is not to have contact with clothing or other property after the visual search has begun.

The inmate shall stand with feet shoulder width apart facing the officer. The hair must be thoroughly examined. Hair may not be clipped, braided, or secured with a rubber band. The inmate shall be requested to turn his/her head in order to vigorously shake hair on each side and pull his/her fingers through the hair.

The ears, nose cavity, and mouth must be thoroughly inspected for contraband. If the inmate wears dentures, they are to be removed. The inmate is to move his/her head so that staff may visually inspect these areas. The inmate shall be instructed to pull his/her ears forward and hair back to assist the officer. Staff shall look in the ear canal and nose to ensure there are no capsules or containers lodged. The inmate shall be instructed to pull his/her bottom lip down and the upper lip up to inspect the gum area, and move his/her tongue up, down, right and left to inspect the mouth itself. A flashlight is recommended to aid the search.

Staff shall instruct the inmate to raise his/her arms straight to the front. The top of hands are to be inspected and the hands turned over to inspect the palms. Fingers, palms of hands and fingernails are to be inspected.

The inmate shall be instructed to raise his/her hands over his/her head. The arms and the arm pits are to be thoroughly searched. If extremely hairy, the inmate shall be instructed to vigorously run their fingers through the hair. Staff should continue the visual inspection down the chest and side.

Staff shall instruct the inmate to lift or move any body folds or creases, to include penis and testicles, or breasts, and excess skin folds. Staff shall ensure the inmate is not concealing contraband with his/her hands as the inmate is holding these areas.

The inspection shall continue by looking at the legs, ankles, feet, and toes. Staff shall instruct the inmate to wiggle the toes to allow for inspection between them. Special care shall be made to detect any contraband concealed between the toes.

The inmate shall be asked to turn around, facing away from the officer, with the arms extended to the side and the feet about shoulder width apart.

Staff shall conduct a thorough visual search of the shoulders and down the back and sides to the waist. All skin folds and the spine are to be visually searched.

The inmate shall be instructed to bend over as far as possible, reach behind and pull buttocks apart to expose the crevice area. Staff shall be alert for anything that may protrude from the body. Male inmates are to be instructed to cough deeply. Female inmates shall be instructed to face the officer, squat and cough deeply. A flashlight shall be used for a visual search of these areas.

A thorough visual search shall be made of the entire foot and toes. The inmate shall be instructed to lift his/her feet so the bottom of the feet can be inspected.

A hand held metal detector should be used at this point. Wand the entire body, paying special attention to the head area. During searches, staff shall give special attention to **identify** any prisoner who exhibits bruises, cuts or contusions. If noticed, R&D staff should immediately notify health services and the Inmate Systems Manager. If supervisory ISM staff are not available, the Operations Lieutenant should be alerted.

The Captain or Special Investigative Supervisor (SIS) should be notified when tattoos are observed which identifies an individual as being associated with known gangs or disruptive groups.

After the visual search is made, the inmate shall be issued appropriate clothing and shoes as authorized in the Institution Supplement on Inmate Clothing. Inmates shall dress in front of staff. Inmates are to be placed in a separate holding cell that has been designated as a clean cell. They shall not come in contact with other unsearched inmates or property.

When there is reasonable belief that an inmate has concealed contraband in a body cavity, staff conducting the search should contact their immediate supervisor, or Operations Lieutenant in the absence of ISM supervisory staff, for further action. The inmate shall be kept under constant monitoring until appropriate supervisory staff arrive.

#### **125. PAT SEARCH**

**Any inmate entering the institution from the community, court, or transfer where they may have come into contact with the public, shall be given a pat search prior to entering the institution. Local procedures must be developed to designate a place for this search.**

The pat search is used more often than any other search and must be properly performed. The pat search is an inspection of an inmate that does not require the inmate to remove clothing. The inspection includes a search of the inmate's clothing and personal effects. Before starting a pat search, the inmate shall be required to remove any head gear and the contents from all pockets. The head gear and personal effects shall be closely inspected. The pat search shall be conducted as outlined in the Correctional Services Manual. Staff shall do the following:

Examine hair, ears, nose and mouth for contraband. Dentures are to be removed.

Have the inmate face away from you with arms extended and feet apart, at least six or eight inches.

Search the shoulders and down the back and sides to the belt line. Search the belt line, all 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, and then inside of the legs well up to the groin, paying particular attention to seams and waistband. Some institutions may require the removal and inspection of shoes/ footwear, belt, headgear, etc.

## CHAPTER 2

### INTAKE PROCESSING

#### GENERAL INFORMATION

##### 201. SUITABILITY FOR COMMITMENT

Institutions are classified by security level for various types of inmates. An inmate's security level is based on the sentence length, type of offense, degree of criminal sophistication and other relevant factors. Inmate Systems staff must be familiar with the criteria for receiving inmates at their facility. Voluntary surrender inmates or inmates delivered for commitment without a designation, or who do not meet the medical or security criteria of the facility, must be closely reviewed. The final decision to accept or refuse a commitment shall be made by the Warden or his/her designee. However, designations from the regional or central office may take precedence over other criteria.

##### 202. TYPE OF COMMITMENTS

#### JUVENILE OFFENDERS

Special procedures apply to individuals sentenced under the Federal Juvenile Justice and Delinquency Prevention Act. Juvenile offenders are to be placed in non-federal juvenile facilities. Regular contact with inmates sentenced under adult statutes is not permitted. In no instance should a designated juvenile be placed in a federal facility without the Director's prior approval. Exceptions to placing juveniles in federal facilities are described in the Program Statement on Juvenile Delinquents and Juvenile Justice.

#### CIVIL CONTEMPT OF COURT COMMITMENT

An inmate admitted to a BOP facility to serve a civil contempt commitment shall be treated the same as a person awaiting trial. For further guidance, refer to the Program Statement on Commitments, Civil Contempt of Court. Normally, an order from the court authorizing the conditions of civil contempt is conveyed by the official delivering the inmate.



UNSENTENCED PRISONERS, MARSHALS HOLDOVERS AND INS PRISONERS

Usually, minimal documentation is available on an unsentenced inmate being held for arraignment. The Prisoner Remand or Order to Deliver (BP-377), may be used to document detention of USMS holdovers, unsentenced inmates, and prisoners lodged temporarily for the convenience of the USMS or the U.S. Immigration Service.

**203. COMMITMENT DOCUMENTATION**

All commitment documentation must be carefully reviewed to ensure inmates with short sentences and holdover inmates are not held past their release date. Staff shall ensure the consolidated inmate file is received with all transfers and the completed Inmate File Accountability Sheet (BP-499) is attached (see Inmate Systems Manual for additional information).

Commitment paperwork must be used to verify the delivery of inmates to the correct facility and to alert institution staff of significant facts regarding the inmate being committed.

The following is a list of documentation which is normally used to commit prisoners to BOP facilities.

JUDGMENT AND COMMITMENT ORDER (J&C)

This document is issued by a federal court on a sentenced inmate. It prescribes the specific sentencing provisions of the court. It is a statutory requirement that a certified copy of the J&C accompany the initial arrival of a sentenced inmate at his/her designated institution [old law - Title 18, U.S.C. 4084; SRA - Title 18, U.S.C. 3621(c)]. This document must bear the signature of the judge and the court seal. The Return on the reverse side must be properly executed by staff. If the certified copy of the J&C has not been executed, staff at the designated institution shall execute it upon the inmate's arrival. The USMS has been requested to include the date of original commitment to jail prior to sentencing on the Return information. This is essential in determining the amount of credit to be allowed for time in jail or prior custody before sentencing. If this information is not available from the Return, it should be obtained from the USM-129, Prison Population Management System form, or through contact with the USMS.

The name appearing on the J&C is the exact name to be used when admitting a sentenced inmate to the designated facility. It must appear on all paperwork, files, and on SENTRY exactly as it appears on the J&C. Name changes shall only be accepted by a federal court order. It is the responsibility of the Inmate Systems Manager, or designee, at the institution where the inmate is located to ensure the name on SENTRY is exactly as the name on the J&C.

U.S. DEPARTMENT OF JUSTICE PAROLE COMMISSION WARRANTS (PV, MRV, SPTV), PAROLE FORM (H-21)

The U.S. Parole Commission issues violator warrants for the purpose of returning a violator to custody. The warrant contains the signature of a parole executive, the U.S. Parole Commission seal and date. On the reverse, there is space to execute the warrant. Following the execution of the warrant, the original is returned to the U.S. Parole Commission. The institution retains copies for the J&C file and the Inmate Central File.

TRANSFER ORDERS - (BP-399)

This document is the authority to transfer inmates between Bureau of Prisons facilities and is usually signed by the Warden of the transferring institution. It is normally executed by ISM staff upon the inmate's arrival at the receiving institution. This document is also used for transfers to Community Corrections Centers and non-Bureau medical facilities.

WRIT RETURNS

A copy of the original writ should accompany the inmate when returning from federal or state writs. It is to be executed by the returning agent to indicate the writ has been satisfied. However, if the returning agent does not execute the writ, R&D staff shall do so. The execution must include the time and date returned, a statement that the writ was satisfied and the signature of the staff member performing this function. If the writ was for the purposes of prosecution, a Judgment and Commitment Order may also accompany the inmate. In the case of inmates returning from Interstate Agreement on Detainers, a copy of the Disposition of Charges (Form IX) may also accompany the inmate. Further information is contained in the Program Statements on Interstate Agreement on Detainers and Transfer of Inmates to State Agents.

COURT ORDERS

Court Orders for civil contempt, to direct confinement as a condition of parole or probation, to return to confinement from a court appearance or other temporary absence, or for pretrial services commitment may be used as commitment documentation. These orders must bear the signature of the judge, the court seal and include the exact name of the inmate. It should be executed

in the same manner as the Judgment and Commitment Order.

PRISONER REMAND OR ORDER TO DELIVER, (BP-377)

Federal law enforcement agencies use this form often to commit prisoners to Bureau custody (e.g. pretrial, holdover, INS detainees). It is a two part form consisting of four copies. The first part of the form is completed when an inmate is remanded into Bureau custody. The original is given to the federal officer delivering the inmate and one copy is used as the commitment receipt by the facility.

It is the agent's responsibility to complete the form with as much detail as possible prior to Bureau staff accepting the prisoner. A right thumbroll fingerprint shall be rolled onto the Prisoner Remand or Order to Deliver (BP-377) upon acceptance of the newly admitted inmate. Each detention facility shall use the information on this form to key the inmate into SENTRY. Areas of the form are designed for the prisoner's photograph and fingerprint, so that, in some instances, the form can be used in lieu of the Release Authorization Form (BP-392). A comparison shall be made by staff of the fingerprints on the form with the fingerprints on file, prior to release to ensure the release of the proper individual.

PRISONER REMAND OR ORDER TO DELIVER AND RECEIPT FOR UNITED STATES PRISONERS, (USM-41)

When the USMS commits an inmate to Bureau custody, they may use the USM-41 to transfer custody to the Bureau. Staff shall sign the remand as accepting the inmate. The U.S. Marshal shall keep the original signed copy. The receiving Bureau facility may retain a copy as the committing receipt.

REMAND OF FEDERAL PRISONER, (BP-386)

The Remand of Federal Prisoner (BP-386) form is used to accept custody of inmates from any agent or agency. This form can be used as commitment documentation on inmates being housed for safe

keeping, overnight holdovers, or other similar situations. As this form allows for the collection of only limited data, its use for new arrests would not be appropriate.

The following is a list of items which may be used to provide additional information on incoming inmate(s).

PRISONER POPULATION MANAGEMENT SYSTEM FORM (USM-129)

This form is prepared by the USMS and provides vital information regarding prior custody or pre-sentence time credits.

TRIP AUTHORIZATION FROM USMS PRISONER TRANSPORTATION DIVISION

This is a computer generated list from the USMS Prisoner Transportation Division, Kansas City, Missouri. It lists transportation and movement information.

SENTRY SECURITY DESIGNATIONS

This is a SENTRY transaction that communicates needed information between Community Corrections Manager, Regional Designator and Medical Designator Offices. It authorizes the commitment of an inmate to a particular facility.

AUTHORIZED UNESCORTED COMMITMENT AND TRANSFERS CARD (BP-385)

This identification card is used for voluntary surrenders and unescorted transfers, (i.e., transferring an inmate from an institution to a community corrections center). It specifies the destination and contains a photograph and a thumbprint to be used for comparison upon an inmate's arrival at a designated facility.

**RECEIPTS**

**204. INMATE RECEIPTS**

The transfer or temporary release of any prisoner in BOP custody shall be documented through the use of receipts. The receipt transfers direct responsibility for the inmate to the person and agency who signs the receipt. By signing the receipt, the receiving official accepts full custody of the inmate. The transferring authority shall retain the original receipt with the

original signature of the receiving authority. The receiving authority retains a legible copy. All receipts shall document a minimum of:

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

#### **205. MARSHALS RECEIPT (BP-378)**

A Marshals Receipt (BP-378) is used to document the transfer of an inmate's custody from one agency or person to another and upon receipt of a voluntary surrender. As a general requirement, only the inmate's name and register number need be entered on the receipt. However, 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, then that information should be included on the receipt. The officer relinquishing custody receives the original receipt. The remaining copies are usually distributed within the receiving institution to those locations requiring immediate notification, such as the Control Center, Commissary, Hospital, R&D, and the Records office.

#### **206. TRANSFER RECEIPT (BP-283) OR (SENTRY FORM EMS 602)**

The Transfer Receipt (BP-283) or the SENTRY generated form is used for the transfer of all inmates between Bureau institutions on airlifts, bus moves, or other Bureau movement. When an institution is receiving inmates, the copy of the Transfer Receipt (BP-283), or SENTRY form EMS 602, with the original signature (from the receiving institution) shall remain 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 the receipt of the prisoner(s).

## **207. TEMPORARY RECEIPT (BP-197) (TRUST FUND RECEIPT)**

R&D staff shall prepare a Temporary Receipt (BP-197) for monies received upon commitment. The original receipt is provided to the inmate. The yellow copy, along with the money is placed in a sealed envelope. The inmate's name, register number, and the amount of money are written on the outside of the envelope. The signature of the staff member preparing the receipt shall be written across the seal of the envelope. The envelope is then placed in a secure depository. The blue copy of the receipt is left attached to the receipt book. When the receipt book has been completely used, it shall be returned to the appropriate Financial Management staff.

- \* Option: In lieu of the Temporary Receipt, staff in R&D may use the three-part form Federal Prison Point of Sale (FPPOS) form BP-643(20) to receipt funds received. The third copy of this form shall be given to the inmate as his or her receipt. \*

## **PROCESSING**

### **208. PROCESSING INCOMING INMATES**

The following list is a guide for use when processing a prisoner. Specific instructions for these procedures can be found in chapters referenced.

- a. Verify commitment documentation (Chapter 2)
- b. Verify identification of inmate (Chapter 2 - Section 213)
- c. Pat search the inmate (Chapter 1 - Section 125)
- d. Separate inmate from property and funds (Chapter 2 - Section 217)
- e. Load into SENTRY (Chapter 2 - Section 215)
- f. Notify other departments involved in admission process (Chapter 2 - Sections 209, 219)
- g. Visual search (Chapter 1 - Section 124)
- h. Intake processing to include: institution and commissary photos, fingerprints (Chapter 2 - Sections 220 - 227)
- i. Inventory and/or Issue property (Chapter 4)
- j. Ensure social and medical screening completed (Chapter 2 - Section 219)
- \* k. Ensure inmates are provided with religious items (where applicable) (Chapter 4 - Section 407) \*

## **209. NOTIFICATION OF MOVEMENT**

The intake process begins when Movement staff become aware of an inmate's pending arrival. Staff can determine incoming and outgoing inmates with rosters and daily logs. It is recommended

that ISM staff produce daily destination logs (DST) to monitor pending designations to the facility. SENTRY Security Designations transactions can then be generated to produce admission packets. In the case of Metropolitan Correctional Centers and holdover facilities, advance notice of arriving inmates may be very minimal.

## **210. ADMISSION PACKET**

Staff are encouraged to prepare an admission folder for designated inmates consisting of the designation packet and the R&D folder. An admission folder may be prepared for other types of commitments (i.e., pre-trial, holdover, transfer, court commitment). The forms included in the packet shall be determined by the status of the inmate.

The R&D folder for admission of designated inmates may include fingerprint cards, SENTRY Print Inmate Labels, social and medical intake screening forms, inmate account card, A&O handbook/materials, and Acknowledgment of Inmate. Contents of packets for other than designated inmates may include any or all of the above forms, as needed by the institution. These forms should include the inmate's name, register number and the name of the institution.

The designation packet may contain the Presentence Investigation Report, Prisoner Management System Report (USM-129), Judgment and Commitment Order (AO-245), any warrants or detainers, and the SENTRY Security Designation form. Packets should be filed in the Inmate Systems Department in a pending file until the inmate arrives at the facility.

## **211. DESIGNATION INFORMATION**

Movement staff must review the SENTRY Security Designations for commitment dates, sentence length and any special notations. A tracking system should be established to monitor voluntary surrender dates. If inmates do not arrive by the surrender date and time, telephonic contact shall be made to the U.S. Marshals. The inmate may have had the voluntary surrender date/time extended or the U.S. Marshals may have issued other instructions.

If the reporting time is after the ISM staff have departed, follow up shall be performed the next work day. (See Program Statement on Unescorted Transfers and Voluntary Surrenders, for additional information and follow up teletype notification.)



If an inmate arrives at the institution and a designation packet has not been received, ISM staff shall contact the Community Corrections Manager to request pertinent information be faxed and the packet mailed as soon as possible. Special housing arrangements and decisions regarding accepting inmates without proper paperwork, or accepting them other than on the prescribed date, shall be made by the Warden or designee. Communication between the Record Office, especially the Movement Coordinator, and R&D staff is critical.

## **212. IDENTIFICATION OF COMMITTING OFFICER**

Officers of any federal or military agency who are committing prisoners to BOP facilities shall be required to display official identification upon arrival **as specified in Section 107.**

Credentials, badges and other relevant paperwork authorizing the agents to perform in their capacity shall be closely inspected prior to allowing entry into the facility. Non-federal officers assigned to a Joint Task Force must possess federal task force identification or be accompanied by a federal official. The name of the delivering officer should appear on the commitment documentation and must coincide with their personal identification. Whenever possible, the names of escorting officers shall be obtained in advance of their arrival. Inmate Systems staff shall ensure that all ammunition and weapons have been appropriately secured prior to allowing entry into the facility.

## **213. IDENTIFICATION OF INMATE**

The positive identification of each inmate is critical. It shall be accomplished as soon as possible. In addition to the verification of an inmate's identity upon entry into the institution, identity shall again be verified 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, offense, and register number. A comparison against the existing photograph, fingerprints, and physical description data should be made when available.

If an inmate exhibits unusual or aggressive behavior, R&D staff shall contact Health Services personnel, the Psychology department, or the Captain for assistance.

#### **214. ESCORTING INMATES INTO THE INSTITUTION**

Inmates shall be pat searched before entry into the institution. A hand held metal detector shall be used as soon as restraints are removed. Inmate(s) shall be escorted to R&D by ISM staff if they are on duty. If possible, staff shall use a route that shall not allow visual or verbal contact with inmates already confined at the facility. Ordinarily, all entrances to R&D shall be secured during the intake process. Inmate orderlies or workers shall not be present in R&D during the intake process.

#### **215. INCLUSION IN THE SENTRY DATA BASE**

The SENTRY Load/Admit transaction shall be executed for each inmate within one hour of the inmates' arrival at the institution. Except in an emergency and when approved by the Warden or designee, an inmate may not be released to the general population before completion of this transaction.

Staff are to be 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 should be reviewed for more descriptive information. The offense remarks shall provide detailed instructions for further action. See the SENTRY General Use Manual and the Central Inmate Monitoring Manual for specific instructions.

#### **216. ASSIGNMENT OF REGISTER NUMBER**

An inmate's register number is assigned by the USMS when the prisoner first enters into USMS custody. This number is documented on the USM-129. The register number shall remain with the inmate throughout USMS custody, Bureau custody, and during any supervision for the current offense. 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 shall be issued a block of numbers by the USMS' office of the district in which the institution is located. These numbers shall be used when an inmate is remanded without a previously assigned number.

A Name Search transaction shall be performed before loading an inmate into SENTRY. Special care should be taken when performing the name search for inmates with hyphenated names. If an inmate is in SENTRY under an old or incorrect number, staff must correct the problem immediately. In no case allow the same inmate to be entered under a second register number. Staff should be alert to this type of problem. See the SENTRY General Use Manual for additional instructions. It is the responsibility of ISM staff at the institution where the inmate is located to ensure each inmate's register number is correct.

All violators, escapees, study returns after sentencing, uncommitted separatees, and writ and furlough returnees shall retain their number from the original commitment. If an inmate is returned to the institution by the USMS and has been assigned a new number, the institution must use the previously assigned number. Inmates received from state institutions who are enroute to a foreign country shall be assigned a register number by the Regional Designator. The Regional Designator shall obtain this number from the Regional Community Corrections Administrator. Institutions having special purpose numbers shall assign their own register numbers. Inmates received from foreign countries shall be assigned a register number at the first Federal institution by the Regional Designator.

The Regional Designator shall assign the register number for all state, territory, commonwealth, and military prisoners designated to serve their sentences in Federal institutions. This register number shall appear on the Security Designation form.

#### **217. ADMISSIONS AND CONTRABAND**

At the earliest possible time, new admissions shall be separated from their property and thoroughly searched, consistent with the physical arrangement of the receiving facility. Inmates should be separated according to gender and classification separation needs.

Any personal property that accompanies the inmate is to be thoroughly searched before allowing it inside the secure area of the institution.

## **218. PERSONAL HYGIENE/CLOTHING ISSUE**

If deemed appropriate, new arrivals shall have access to a shower prior to the issuance of intake clothing. Staff must have an adequate supply of clothing and shoes appropriate for the season and climate for new commitments. A variety of sizes must be maintained in R&D to ensure proper fit. Special arrangements must be made to obtain the proper fit if unavailable in R&D. On these occasions, supervisory ISM staff, or, in their absence, the Operations Lieutenant, shall be contacted for assistance and further instruction.

## **219. INTAKE SCREENING**

The staff member responsible for processing the new admissions shall ensure the Health Services department clears each inmate and he/she receives a social interview consistent with the requirements of the Program Statement on Intake Screening prior to placement in general population. Therefore, to avoid processing delays, appropriate intake staff are to be expeditiously notified when new admissions are received.

## **220. ACKNOWLEDGMENT OF INMATE**

All inmates entering a Federal institution are to complete Acknowledgment of Inmate forms (BP-407 and BP-408). These forms provide information on correspondence, authorization for disposition of funds, monitoring of telephone calls, notification in case of death/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 must also sign the form. If the inmate refuses to sign, the witnessing staff shall so indicate in the space provided.

Once completed, the Acknowledgment of Inmate forms shall remain in effect throughout the inmate's confinement. Unit staff are to review this form at the inmate's program review team meetings to ensure any changes are noted on subsequent forms.

The mail room shall be notified by copy of the form if the inmate signs Part 1 of the "Correspondence" section, thereby electing not to have general mail opened and inspected. The mail room staff, Cashier, and Commissary Supervisor shall also be notified by copy of the form, if the inmate refuses to sign the section "Authorization for Disposition of Funds." Negotiable instruments requiring endorsement shall be returned to the sender by mail room staff for inmates who refuse to sign this section (see the Program Statements on Correspondence, Trust Fund Management Manual, and the Mail Management Manual). Inmates who are unable to provide appropriate information in the section "Notification

in Case of Death/Illness, Disposition of Property," shall be given a reasonable amount of time to obtain the needed information.

## **PHOTOGRAPHS**

### **221. IDENTIFICATION PHOTOGRAPH**

Photographs of inmates shall be of a quality that provides an easily recognized likeness. The photographs must include the inmate's register number and date of commitment. The number of photographs to be taken shall vary depending upon the institution's needs. Most institution needs will be satisfied by frontal view photographs. A digital photography system for inmate photos is required for all institutions, including satellite camps. An additional video camera or multiple-view camera should be available as a backup.

Identification photographs are to be taken full face front, eyes open, without glasses or head coverings. Side photos and photos of inmates wearing prescription glasses may be taken at the Warden's option. The staff member taking the pictures should review the completed photos to ensure they are identifiable. At a minimum, all photos must indicate the inmate's register number and date of commitment.

An inmate photograph must be attached to the R&D file. R&D staff are normally responsible for creating crew kit cards, bed book cards, and other cards maintained at the institution per local procedures. Extra photographs are to be stored in the inmate's central file for use at a later date. At least one extra photo must be maintained in the inmate's J&C file for emergency use (escape flyer, escorted trip, etc.).

New photographs are to be taken if the inmate's physical appearance changes. Unit Managers shall review inmate photographs semiannually to determine if the physical appearance has changed enough to warrant new photographs. The Unit Manager shall also ensure that when the R&D Officer takes new photos, proper distribution is made, and extra copies are stored. Inmates are not normally allowed to have identification photographs in their possession. Locally approved exceptions, approved by the CEO, (Inmate Account Cards, Controlled Access Entry System cards, etc.) will be allowed.

### **222. INMATE ACCOUNT CARD**

An Inmate Account Card (BP-467) is prepared for each newly designated inmate. When the inmate is received in transfer and the account card is in good condition, R&D staff shall return the card to the inmate during the intake screening process. A new

Inmate Account Card shall not be prepared on transfer cases until a thorough check of the J&C file is made to locate the old account card (see Inmate Systems Management Manual for additional information). If the institution does not use Inmate Account Cards, the card shall remain in the J&C file for future transfers. A SENTRY label is placed on the Inmate Account Card (BP-467), and is signed by the inmate before the photograph is taken. All identifying data must be clearly reflected on the card and must not be altered in any way. The inmate's photograph is taken with the video camera against a light-colored (preferably white) background. A laminating machine is used to seal the picture. The card is given to the inmate after he/she signs the acknowledgment of Receipt of Inmate Account Card (BP-480) and agrees to pay for replacement of the card if it is lost or damaged.

Upon the inmate's release, ISM staff shall collect the Inmate Account Card (BP-467) and destroy it.

## **FINGERPRINTS**

### **223. GENERAL INFORMATION**

It is imperative that legible fingerprints be expeditiously submitted on all Federal inmates to the Federal Bureau of Investigation (FBI). A complete and accurate classification formula must be obtained for each set of prints submitted to the FBI. This exact formula can only be obtained if a clear and

distinct impression of each fingerprint is obtained. Should one or more fingerprints on a card be found too indistinct to accurately interpret, the prints will be rejected by the FBI and returned to the institution for resubmission.

Fingerprints shall be taken at the time of a commitment. The appropriate identification data shall be entered on the cards. It is critical that fingerprint cards be filled out completely. After reviewing for accuracy, the cards shall be mailed to the FBI on inmates with felony and misdemeanor charges within five working days after commitment. Two full sets of fingerprints shall be taken on the initial commitment of designated (A-DES) inmates. This includes the commitment of violators, escape returns and study cases. Only one full set of fingerprints shall be placed in the J&C file. The other completed set of fingerprints shall be forwarded to the FBI.

One full set of fingerprints shall be taken on the initial commitment of Immigration and Naturalization (A-INS), Holdover (A-HLD) or Pretrial (A-PRE) inmates. The SENTRY Inmate Label transaction may be used in lieu of typed or printed information. This shall assist in the identification and notification process in the event the inmate releases, escapes from custody or dies prior to arrival at the designated facility. These fingerprint cards are not to be mailed to the FBI and should be stored with other appropriate file material (holdover files, etc.).

When an inmate is received as a transfer from another federal institution, or returns from Writ or IAD, and the FBI number is known, only the impression of the right thumb need be taken. This print shall be compared with the card on file to verify identity. Previous fingerprint cards, excluding the initial full set of fingerprints, shall be purged from the file and be replaced by the new card.

The FBI supplies fingerprint cards, mailing envelopes, order blanks, as well as the Final Disposition Reports and the Wanted-Flash-Cancellation Notice. Institutions can request forms on the appropriate order blank supplied by the FBI. If they are not available, forms may be requested by writing to:

Assistant Director  
Identification Division  
Federal Bureau of Investigation  
Washington DC 20537-9700

## **224. FINGERPRINTING PROCEDURES**

The inking surface should be elevated to a sufficient height to allow the inmate's forearm to assume a horizontal position when the fingers are being inked. A cleaning fluid and necessary cloths used to clean fingers before and after rolling should be available. Inmate fingerprints shall be taken only on the Arrest Fingerprint Card (FD-249).

Staff should have the inmate sign the fingerprint card prior to printing to avoid smearing. There are two types of impressions taken on the FBI fingerprint card; individual rolling and simultaneous printing. The upper 10 prints are taken individually. These are rolled impressions, and are obtained by individually rolling each finger from side to side in order to obtain all available ridge details. The smaller impressions, located at the bottom of the card, are taken by simultaneously printing by pressing down all of the fingers. The thumb is then printed.

The person taking the fingerprints should move the inmate in a position where they shall be comfortable during printing. The inmate should stand in front of and at a forearm's length from the inking plate. In taking the rolled impressions, the side of the bulb of the finger is placed upon the inking plate, and the finger is rolled. Each finger should be 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 process relieves strain and leaves the fingers relaxed upon the completion of rolling so that they may be lifted easily from the card without danger of slipping, which may smudge or blur the prints. The official taking prints should apply light pressure and maintain control of the inmate's hand during the process. The degree of pressure to be exerted in inking and taking rolled impressions is important. The inmate should be cautioned to relax and refrain from trying to help by exerting pressure. It is often helpful in getting the inmate to relax their hand by instructing them to look at some distant object and not at their hands.



## **225. CAUSES OF UNSATISFACTORY PRINTS**

Below is a list of the most common reasons for fingerprint card rejections by the FBI.

- a. The finger has not been fully rolled from one side to the other.
- b. The bulb of the finger has not been completely inked.
- c. The fingers were allowed to slip.
- d. The wrong type of ink was used.
- e. There was a failure to thoroughly clean the fingers or inking apparatus of foreign substances and/or perspiration.
- f. Excessive or insufficient ink was used.

Rejected fingerprint cards must be immediately redone and returned to the FBI in the next weekly mailing.

## **226. UNUSUAL FINGERPRINT SITUATIONS**

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

In instances where the inmate to be fingerprinted has crippled or deformed fingers, it is not sufficient to merely indicate on the fingerprint card the condition of the fingers such as "bent," "broken," or "crippled." In these circumstances, the fingerprints shall still be taken. Only in those cases where the fingers are so badly bent or crippled that they are touching the palms and cannot be moved is such a notation appropriate. The use of the 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 should be entered on the fingerprint card in unusual instances such as: "missing at birth", "amputated," or "tip amputated."

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

**227. PHYSICAL DESCRIPTION**

The following personal history data must be recorded on the FBI Arrest Fingerprint Card (FD-249) during the commitment process. Special procedures are outlined in the CIM Manual for the handling of WITSEC cases.

Sex:	Age:
Race:	Date of Birth:
Height:	Place of Birth:
Weight:	Scars, marks, tattoos:
Eye Color:	(full description)
Hair Color:	(indicate on the card if there are none)

## CHAPTER 3

### OUT PROCESSING

#### GENERAL INFORMATION

The following list is a guide to use for releasing inmates. Specific instructions are referenced behind each step.

- a. Reviewing release documents (Chapter 3 - Section 301)
- b. Release checkout (Chapter 3 - Section 302)
- c. Property inventory (Chapter 4)
- d. Search/dress out (Chapter 3 - Section 305; Chapter 1 - Section 124)
- e. Identification process (Chapter 3 - Sections 304, 308)
- f. Funds and medications (Chapter 3 - Sections 306, 307)
- g. Second identification (Chapter 3 - Section 308)
- h. Escorting from institution (Chapter 3 - Section 312)
- i. SENTRY transactions (Chapter 3 - Section 309)

There are two types of releases from federal institutions: temporary and permanent release. Examples of temporary releases are furloughs, local escorted trips, temporary medical transfer, writs, IAD, and court appearances. Examples of permanent release include transfers to other institutions, expiration of sentence, and parole.

#### **301. REVIEW OF RELEASE PAPERWORK**

R&D staff must review release paperwork to ensure all forms necessary for release are present. Any forms requiring the inmate's signature should be executed and the appropriate distribution made. The forms required for each type of release are noted in the Inmate Systems Manual.

#### **302. RELEASE CHECK OUT**

Institutional departments may request notification of an inmate's release. This procedure, commonly referred to as a "merry-go-round", is ordinarily accomplished one work day prior to release. Inmates may bring their personal property to R&D for pack-out at this time. Local procedures specifying departments and method of notification should be established. R&D staff must also ensure the inmates listed on the Notice of Ensuing Releases (SENTRY) are properly processed. Coordination is critical between R&D staff and the Record Office Legal Technicians. (See Inmate Systems Management Manual for additional information.)

### **303. DAY OF RELEASE**

On the date of release, R&D staff shall have the inmate report to R&D. Ample time should be allowed to complete the required release steps to include: search, form completion, dress out, medication, funds, receipt of property and final clearance. Staff must ensure all processing is completed prior to the inmate's scheduled departure time.

### **304. IDENTIFICATION**

Staff must ensure that all prisoners are properly identified prior to release. Identification is done by fingerprint and photo comparison, and verbal questioning of the inmate as to name, date of birth, offense, and register number. It is critical that at the time of release, a thumbprint be taken of the releasee and placed on the Release Authorization (BP-S392). The thumbprint must be compared with the thumbprint in the J&C file to verify the identity of the inmate by the releasing staff member (see Inmate Systems Management Manual).

### **305. SEARCH/DRESS OUT**

- \* R&D staff in all but minimum security institutions shall conduct\* a visual search of the inmate. Clothing worn to R&D should be taken from the inmate and he/she should be dressed in appropriate clothing for the type of release. When escort and medical trips are processed through R&D, special care should be taken to ensure the inmate(s) are dressed in institution clothing and shoes (excluding camps). Local procedures must be developed to handle
  - \* furlough releases. Inmates may have release clothing mailed to the institution as provided in Institution Supplements. \*
- The inmate shall be placed in a secure area separated from unsearched inmates while awaiting departure.

### **306. MEDICATION**

Inmates often require medication upon temporary or permanent release. Health Services personnel shall make a determination regarding medication. R&D staff must ensure that the releasing individual has been provided authorized medications prior to leaving the institution.

### **307. FUNDS**

The inmate is provided a gratuity and/or personal funds as provided in the Program Statement on 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 to be established for dispensing funds to the releasee.

### **308. SECOND IDENTIFICATION**

\* A second identification verification shall be conducted by a \*  
person the Warden designates. The person making the second  
identification is to sign the Release Authorization (BP-S392) in  
the space provided.

### **309. RELEASE INMATE VIA SENTRY**

A SENTRY release transaction shall be executed when the inmate departs from the institution. Care should be taken when keying this transaction to ensure that the proper release codes are used and the inmate's release destination is entered. In order to provide this information, all release paperwork used in R&D as source documentation for keying the release (Release Authorization, Transfer Receipt, etc.) shall indicate the release method as it should be keyed on SENTRY. See the SENTRY General Use Manual for specific instructions on executing the release transaction.

Prior to releasing an inmate on writ, bond, release due to modification of sentence, or other type of release resulting from notices received from other federal agencies that directs the release of inmate being housed by the Bureau of Prisons, a SENTRY Name Search Transaction shall be performed. This search shall be a soundex of the last and first names and shall be limited to only the facility making the inquiry. If the search reveals inmates with identical or similar names, additional research and verification shall be accomplished by ISM staff. After the proper inmate has been identified, special care shall be taken to ensure the appropriate commitment file is used and that all proper release identification requirements, as outlined in the ISM Manual, are closely followed.

### **310. RELEASE FOR COURT APPEARANCES (WRIT, IAD, ETC.)**

\* Inmates removed from the institution for court proceedings shall be permitted to retain essential legal material, appropriate clothing for court purposes, and personal hygiene items. The institution shall provide a set of clothing which shall allow \* a neat and clean appearance in court. Inmates ordinarily shall be permitted to take prescription eyeglasses, dentures, prescribed medical devices, or medication. Property removed from the institution with the inmate should normally fit in a 10 x 12 x 15 inch box. Other personal property shall be stored as discussed elsewhere in this Manual. (See Chapter 4, Section 407, Religious Items.)

Inmates having money in their Trust Fund Accounts may be permitted to take a reasonable amount with them, as determined by their unit staff (ordinarily no more than \$50). Staff may "close out" the inmate's Trust Fund Account when it is known that the inmate shall not return to the institution.

Inmates not scheduled to return from court the same day of release must complete a Disposition of Mail While Inmate is Released Temporarily on Writ (BP-S398), before leaving the institution. R&D staff are responsible for ensuring this is accomplished (see the Program Statement on Correspondence and the Mail Management Manual for further information).

### **311. TEMPORARY TRANSFER TO A LOCAL MEDICAL FACILITY**

Inmates transferring to a local medical facility ordinarily shall be permitted to take prescription eyeglasses, dentures, prescribed medical devices or medication. Other personal property and funds ordinarily are not allowed.

### **312. RELEASE TO U.S. MARSHALS OR OTHER LAW ENFORCEMENT AGENT**

Bureau staff must provide information regarding the inmate's criminal and medical history as well as institutional behavior to transporting officials. This information is critical in maintaining custody and control of the inmate enroute to the new destination. It also provides for the welfare of the inmate and enhances an atmosphere of cooperation with the transporting agency.

The Program Statements on Releasing Inmates to Transporting Officers via Escort or Bus and Transferring Inmates to State Agents provide additional instructions on the subject.

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 their prisoners into the institution to provide for their comfort and security while conducting transactions within the institution. Staff must be cooperative and provide an area for the prisoners' comfort and allow for supervision of the prisoners, as necessary. The inmates allowed temporarily into the facility must undergo the same shakedown as regular commitments prior to entry into the facility.

Staff must exercise extreme caution when processing inmates for transfer to other law enforcement agencies. A thorough visual search shall be conducted by R&D staff on the inmate and his/her clothing prior to relinquishing custody of the inmate. A hand held metal detector shall be run over the inmate's body by R&D staff prior to departure. Special procedures may be implemented for maximum security and other inmates having special security needs. The Captain and ISM shall be consulted in these cases as additional staff may be necessary. It is recommended that the receiving law enforcement officials also conduct their own security search prior to accepting the inmate(s) for departure. An area shall be provided for the receiving officials to personally search the inmate. If the inmate is to be ready for departure immediately upon the transporting official's arrival, R&D staff shall conduct the search, dress out the inmate and place him/her in a holding cell or room which had been previously searched. These procedures do not relieve the transporting officers of any search and security responsibilities their agency may prescribe.

Staff shall escort the transporting officials and the departing inmate(s) to the institution entrance to ensure that contact is not made with other inmates prior to departure.

### **313. RELEASE PAPERWORK**

Any release from custody requires proper documentation.

- \* Verification of the Central Inmate Monitoring Clearance Form shall always be checked within 24 hours prior to releasing an inmate. \*
- Below is a list of special procedures and paperwork required for various types of releases. A complete listing for every possible release is not practical. If situations arise that are not covered by policy, the Inmate Systems Manager should be consulted.

Writ Release -

- a. Disposition of Mail While Inmate is Released  
Temporarily on Writ (BP-S398)
- b. CIM Clearance (if CIM case)
- \* c. Daily Prayer Items Transport Authorization form and/or  
disposable head covering (when applicable) \*

To be given to transporting officials:

- d. Copy of writ
- e. In Transit Information (prepared by Unit Team)
- f. Medical Record of Federal Prisoner In Transit (BP-S149)  
(Prepared by Health Services Department)
- g. Release Authorization (BP-S392) (Properly signed by  
Inmate Systems Manager) (goldenrod copy)
- \* h. Envelope containing religious items with Daily Prayer  
Items Transport Authorization form (prepared by the  
Chaplain and the Captain) (when applicable) \*

\* Note: A Transfer Receipt BP-283 (SENTRY Form 602) may be used for  
multiple inmates scheduled for movement on the same conveyance. \*

Interstate Agreement on Detainers -

- a. Disposition of Mail While Inmate is Released  
Temporarily on Writ (BP-S398)
- b. Acknowledgment of Inmate (BP-450)
- c. Prosecutor's Certification (BP-449)
- d. CIM Clearance (if CIM case)
- \* e. Daily Prayer Items Transport Authorization form and/or  
disposable head covering (when applicable) \*

To be given to transporting officials:

- f. In-Transit Information form - Completed by Unit Team
- g. Medical Record of Federal Prisoner In Transit (BP-S149)
- h. Release Authorization (BP-S392) (goldenrod copy)
- \* i. Envelope containing religious items with the Daily  
Prayer Items Transport Authorization form (prepared by  
the Chaplain and the Captain) (when applicable) \*

The original, or a copy of the original "Evidence of Agent's  
Authority to Act for Receiving State" Form VI, shall be available  
to compare signature of agents and to identify the agents  
authorized to assume custody. If a discrepancy is found, the  
Inmate Systems Manager shall be notified immediately and the



inmate shall not be released until proper approval is given. (See the Program Statements on Interstate Agreement on Detainers and Inmate Systems Management 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 shall be required to sign the Release Authorization as receiving the inmate for the state.

Furlough -

- a. Furlough Application and Approval Record (BP-S291)  
(Copy to inmate, copy kept in R&D suspense file, original and copy to ISM, copy to control. The original shall be forwarded to the Inmate Central File at the completion/termination of the furlough.)
- b. CIM Clearance (if CIM case)

Local Hospital Day Trip -

There are occasions that require inmates to receive specialized medical care from resources in the local community. Trips of this nature are generally coordinated by medical staff who make the appointment with local health care professionals. Hospital day trips generally require staff escort to and from the medical appointment. The below list of release documents should be used to effect an inmate's release, but may be modified based on local needs and requirements.

- a. Escorted Trip Authorization Form (BP-S502)
- b. CIM Clearance (if CIM case)

Emergency Medical Overnight Trip -

- \* a. Escorted Trip Authorization Form (BP-S502) - When applicable (Chapter 2 - Section 207) \*
- b. Transfer Order (BP-S399) - If custody is relinquished to non-Bureau personnel or contract guard service, two sets of Transfer Orders are required. The first set is used to transfer the inmate to the medical facility and the second returns the inmate to the institution.
- c. CIM Clearance (if CIM case)
- d. Transfer Receipt (BP-283) - to be prepared for each change in custody.
- e. In-Transit form - if custody is relinquished to non-Bureau personnel

Note: In an emergency, forms may be completed after the inmate's departure. However, every effort must be taken to secure a thumbprint prior to removal. The Operations Lieutenant or Captain shall assume responsibility and give authority for release in emergency situations. (See Program Statements on Escorted Trips and the Inmate Systems Management Manual for additional information.)

Bond -

The USMS may forward a certified copy of the bond order. This order must be verified for authenticity with the USMS or Clerk of the Court. Special care shall be made to ensure that other charges are not still open and that the correct inmate is identified and processed. A name search is to be made in SENTRY since inmates often have similar names. The court docket or other documentation must also be reviewed. In some instances, inmates may be released directly from Court. In the case of "Pre-Trial" and sentenced "Holdovers", the ISM should establish local procedures to secure one of the following forms from the USMS prior to releasing the prisoner:

- a. Prisoner Remand or Order to Deliver (BP-S377).
- b. Local form ordering release of USMS prisoner.
- c. Teletype ordering release of USMS prisoner.

Note: Simply providing a copy of a bond order is insufficient to release another agency's prisoner, as additional charges may be pending in other districts. The Bureau is without authority to release another agency's prisoner in the absence of their concurrence. It is recommended that an effort be made to have the USMS assume custody of the inmate and effect the actual release on bond. In this case, they would assume custody from the BOP on the basis of a Prisoner Remand or Order to Deliver (BP-S377).

Furlough Transfer -

- a. Furlough Application and Approval Record (BP-S291) - properly prepared with all required signatures
- b. Release Authorization (BP-S392)

After releasing the inmate from SENTRY, R&D staff shall send a SENTRY generated standard notification form to the appropriate Community Corrections Manager (CCM) advising of the inmate's departure from the institution and travel schedule.

Transfers-Bus/Van/Airlifts -

a. Designated Inmates

1. In-Transit Information form (Completed by Unit Team)
2. CIM Clearance (if CIM case)
3. Transfer Order (BP-S399)
4. Medical Record of Federal Prisoner In Transit (BP-S149)
- \* 5. Envelope containing religious items and the Daily Prayer Items Transport Authorization form (when applicable)
6. Disposable head covering (when applicable) \*

b. Holdovers, Pre-Trial Inmates

1. In-Transit Information form (Completed by Unit Team)
2. CIM Clearance (if CIM case)
3. Judgment & Commitment Order; Parole Violator Warrant; Warrant of Removal, etc. (whichever is applicable in each case)
4. Medical Record of Federal Prisoner In Transit (BP-S149)
- \* 5. Envelope containing religious items and the Daily Prayer Items Transport Authorization form (when applicable)
6. Disposable head covering (when applicable) \*

Complete files on each inmate shall be placed in special envelopes and given to the transporting officials. The Inmate File Accountability Sheet (BP-S499) shall be attached to the outside of the envelope. If R&D staff accompany custodial personnel to the airlift site, they should assume responsibility for all receipts and file accountability.

Final Releases - See Chapter 9, Methods of Final Release, in ISM Manual.

**CHAPTER 4**  
**PERSONAL PROPERTY**

**GENERAL INFORMATION**

**401. RECEIVING AND DISCHARGE FILE**

A file shall be maintained in R&D for each inmate housed or committed and is prepared upon commitment. Contents should include Personal Property Records (BP-383 or BP-S383), 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-392 or BP-S392). 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.

**402. PERSONAL PROPERTY**

R&D staff are responsible for processing incoming and outgoing inmate property according to the Inmate Personal Property Program Statement. Sufficient secure space in R&D for stored inmate property is required.

Personal property consists of clothing; items identified as valuables, such as watches, rings, etc.; and miscellaneous items such as eyeglasses, photographs, Social Security cards, legal documents, orthopedic or other medical devices, etc.

Selective Service cards, Social Security cards, drivers' licenses, and other forms of identification will be forwarded to the central file within 24 hours of receipt on inmates who are designated for service of sentence. Special care must be given to detect contraband that may be secreted in personal property.

Donated clothing and items considered unusable shall be destroyed according to the Property Management Manual. Special care shall be made to ensure those items do not come in contact with inmates. Items of considerable value shall be referred to the

Warden through the ISM for appropriate disposition. All such valuables shall be itemized on the Inmate Personal Property Record and stored in a secure cabinet or safe until disposition is made.

Married inmates may retain a plain wedding band that contains no stones.

R&D staff shall complete an Inmate Personal Property Record upon admission of all inmates.

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

#### **403. INCOMING PROPERTY**

To ensure that property received was shipped from another institution, property boxes must contain a copy of the Inmate Personal Property Record. Property boxes received from other Federal institutions, authorized to be mailed 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. Once the inmate arrives at the receiving institution, the original Inmate Personal Property Record shall be removed from the J&C file and placed in the R&D file. When the property is issued and verification of contents is made, the original Inmate Personal Property Record shall be forwarded to the inmate's central file, and the copy received in the box may be discarded.

A log book shall be maintained in the R&D area to document incoming inmate personal property. The log book must include the inmate's name, register number, the date property is received and issued, and the initials of the staff member processing the property.

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

Staff shall use a new Inmate Personal Property Record when issuing this property. Multiple boxes issued at the same time may be inventoried on one Inmate Personal Property Record. The box shall be unpacked in the inmate's presence. Staff shall indicate the disposition of each item on the form. The inmate should sign the form, indicating all information is accurate as noted. When the inmate refuses to sign the form, an additional staff member shall witness, sign, and date the form indicating the inmate's refusal.

Any discrepancy must also be noted on the form. In the event the inmate refuses to accept the property, refer to Section 412, Abandoned Property.

Unauthorized items shall be mailed home, donated, or properly destroyed according to the Inmate Personal Property Program Statement.

If property is received for an inmate who has been placed in the Special Housing Unit (SHU), local procedures shall be established for issuance of property. Once issued, all authorized property shall be appropriately noted on the Inmate Personal Property Record. Any property that the inmate cannot have in his/her SHU cell shall be stored in the SHU property room.

Inmates may retain legal material if it relates to ongoing litigation or is research material not available at the institution. The Regional Counsel must be consulted to decide whether specific legal material is about an inmate's case. The Regional Counsel should also be consulted regarding the limiting of legal materials for housekeeping reasons.

The USMS is responsible for the disposition of personal property for inmates in its custody. The USMS mails excess property to the inmate's home or to the address supplied by the inmate. R&D staff shall 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 the following:

- Clothing (worn on person)
- Wedding band (no stones)
- Prescribed medical devices/medication/eyeglasses
- Legal material
- Earring for female (one pair, no stones)
- Identification cards

- Currency/negotiable instruments
- Religious medal or medallion (no stones) or essential daily prayer items (see Section 407)

Inmate property received from other than a Bureau facility should be outlined in Institution Supplements and comply with the Inmate Personal Property Program Statement. The return address of the facility shall be verified to ensure that an attempt is not made to circumvent policy.

Property for voluntary surrenders shall be processed upon commitment. After (ISM) hours, the Correctional Services Shift Supervisor must ensure that property is processed in accordance with this section. All property shall be documented on an Inmate Personal Property Record. Items that may be retained are limited to those permitted by the Institution Supplement on Inmate Personal Property. R&D staff shall prepare all excess personal property of new commitments for shipment. The property shall be shipped at government expense to the inmate's home or other address provided by the inmate.

#### **404. PROPERTY SEARCH**

Inmates should be present during the inventory and search 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:

- a. Staff shall ensure that the inmate does not have access to the property until it has been thoroughly searched, inventoried, and recorded on the Personal Property Record form. The R&D area shall be arranged so a desk, table, or counter separates the inmate from the property to be searched. The inmate may not assist in the inventory, packing, or unpacking of property.
- b. Searched items must be kept separated from unsearched items. Staff shall separate items according to appropriate disposition (i.e., kept, stored, mailed). Inmates must elect whether unauthorized items are to be mailed home or donated. All property shall be processed in accordance with procedures outlined in the Institution Supplement on Inmate Personal Property. Special care must be given to detecting contraband.

There are two types of contraband. They are classified as "hard" and "nuisance." 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 admission into the institution. Nuisance contraband can be any item not issued to an inmate through normal channels or an item in excess of allowable limits set forth in the Program Statement and Institution Supplement on Inmate Personal Property.

- c. All clothing must be thoroughly inspected. Special attention must be given to pockets, seams, hat bills, hat bands, collars, waistbands, linings, cuffs, belts, and places where there is more than one layer of material.
- d. Commissary items must be thoroughly searched and examined, and when necessary they shall be opened for inspection. Staff shall ensure items have been sealed in original containers.
- e. Shampoo, conditioners, lotions and similar items must be searched with a probe, metal detector or scanning device.
- f. Special care shall be used when inspecting any religious item, i.e., medicine bags, bibles, religious headgear, etc. The Chaplain must be consulted to determine if articles are of religious significance and could require special handling, specifically, a Tefillin, which in some instances cannot be x-rayed. When a Chaplain is not available, the item(s) must be maintained in a secure location until they can be reviewed and approved by the Chaplain.
- g. Special attention shall be given to the following articles that are difficult to search and are excellent hiding places for drugs and other contraband:
  - Shoes (soles, heels and cavities)
  - Radios (may contain tape players)
  - Books (binding and covers)
  - Pictures (double sided)
  - Photograph Albums



- h. Suspicious items that cannot be thoroughly searched should be x-rayed or scanned, if possible. Items that cannot be searched without destruction or alteration shall not be permitted in the institution.
- i. Staff are to ensure that all shipping containers/boxes, wrapping materials, etc., are treated as "hot trash" and not accessible to the inmate. All "hot trash" shall be stored in a secure area until properly disposed.

#### **405. STORED PROPERTY**

The R&D area must have sufficient space to process, secure, and store property belonging to inmates on writ, property on incoming inmates, and property deemed discarded or abandoned. There must also be adequate space to store release clothing and clothing for writ/court dress out.

Articles identified as "valuables" must be stored in a locked, fire-retardant vault, safe, or cabinet. Staff must seal valuables in an envelope with the inmate's name and register number clearly marked on the outside. Other property such as Social Security cards, driver's license, legal documents, etc., (i.e., pre-trial, studies) may be stored within the same package to eliminate storing property in two areas. Clothing shall be 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 shall be maintained in a fireproof cabinet.

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

- a. The MCC or detention facility has locked deposit boxes available for storage of valuables.
- b. The inmate is admitted for a short duration, such as a study and observation, civil contempt, or a short sentence, and there is sufficient storage space.
- c. Property for a holdover inmate en route to a non-Federal contract facility shall be placed in storage while the inmate is housed at the institution. The

property must accompany the inmate upon departure. If this is not possible, it shall be shipped to the designated facility within 72 hours after the inmate's departure.

- d. The inmate is a pretrial inmate and has numerous court appearances.
- e. When an inmate is unable to provide a consignee or address to whom the property can be mailed, it may be stored and the "abandoned property" process will commence on the 90th day. The property will be identified as "abandoned property" after 90 days as described below and in Section 412 of this manual.

**Note:** Property may be stored if no consignee is available, or there is no known address. R&D staff are responsible for follow-up with the inmate at 30-day intervals to determine if a name and address can be obtained. A review of the Acknowledgments of Inmate (BP-407 or BP-S407 and BP-408 or BP-S408), or the inmate's visiting list may be useful to obtain the necessary information. Staff shall document each follow-up on the reverse of the Inmate Personal Property Record or an approved local form. After 90 days, the property shall be identified as "abandoned property" and shall be properly disposed of in accordance with Section 412 of this manual. The ISM shall monitor the above process.

#### **406. OUTGOING PROPERTY**

Staff should review all property forms in the R&D file for comparison with property to be mailed/shipped. The inmate must prove ownership of questionable material through production of an Inmate Personal Property Record, Authorization to Receive Package or Property, Request-Authorization to Mail Inmate Package, commissary receipt, special purchase form, or other approved Bureau form.

Staff shall thoroughly search all property and prepare a separate Personal Property Record for each box of property to be mailed/shipped. It shall be packed and sealed in the inmate's presence. The inmate shall not assist in the above process and must remain apart from the property. After searching, items must be kept separated according to appropriate disposition (kept, stored, mailed/shipped, etc.). R&D staff must follow the procedures below when mailing/shipping inmate property.

- a. Each box shall be logged in the outgoing property mailing/shipping book maintained in the R&D area.
- b. Staff must prepare one Inmate Personal Property Record for each separate box of property being mailed/shipped. A copy must be placed in the box being mailed/shipped.

The original Inmate Personal Property Record shall be placed in the J&C file (drop-filed) before the inmate's transfer.

- c. In accordance with the Inmate Personal Property Program Statement, perishable items such as fruit, cheese, open food items, soft drink cans and unsealed nonperishable commissary items may not be mailed/shipped. Also, matches may not be mailed/shipped.
- d. Staff are to instruct the inmate to remove dry-cell batteries from items. Dry-cell batteries shall be placed in the box to be mailed/shipped or transported. They will be included in the property inventory, but shall not count against any present or future mailing/shipping limits. (Note: Watch batteries are not dry-cell batteries. Staff shall have the inmate deactivate any alarm settings prior to mailing/shipping.)
- e. Currency or coins shall not be mailed/shipped in personal property. They shall be taken from the inmate and properly receipted.
- f. Unauthorized property items will be confiscated. (Refer to Confiscation and Distribution of Contraband, BP-402.)
- g. Staff must place the property in a secure area until it is mailed/shipped. Property must be mailed/shipped to the final destination within 72 hours after the inmate's departure.

#### **407. RELIGIOUS ITEMS**

When an inmate is received at an institution, other than through Bureau transport, religious items must have the Chaplain's approval prior to issuance.

Institution Supplements may permit medals, medallions, pendants, etc., to be worn in an appropriate manner as long as the composition or symbolic nature does not serve as a weapon or would be disruptive to the security or good order of the institution, and has the approval of the Chaplain on an Inmate Personal Property Record.

Approved religious items (other than essential daily prayer items) presented to R&D staff for shipping or transport, must have an approval form signed by the Chaplain. Local procedures must be established between ISM and Chaplains when questionable circumstances occur.

Inmates, who require essential daily prayer items while in-transit, shall 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 prior to their departure. R&D shall provide the envelope to the transporting authorities. (See the Prisoner Transportation Manual and the Religious Beliefs and Practices of Committed Offenders Program Statement).

In-transit inmates, with approved essential daily prayer items, shall be issued those items prior to 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 shall 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 will issue the inmate's personal headwear, if it has been packed and transported as an essential daily prayer item. (See the Program Statement on Religious Beliefs and Practices of Committed Offenders).

#### **408. TRANSFER PROPERTY**

Authorized personal property of an inmate being transferred to another Federal or non-Federal institution via BOP/USMS vehicles or aircraft shall be shipped to the inmate's final destination by the originating institution.

Property forwarded to another Bureau institution shall be sent via an approved carrier or given to Bureau Bus personnel with a manifest when applicable (see the Prisoner Transportation Manual).

In accordance with the Program Statement on Inmate Personal Property, certain items may be transferred at the inmate's expense. The inmate is to bear the cost of mailing using postage stamps. In the case of an indigent inmate, institution staff should be contacted to see if stamps are available for payment of postage. When an inmate was not present during processing of outgoing property, R&D staff should contact the receiving institution to arrange for payment of postage by the inmate in accordance with Section 405(e), 410 and 412 of this Manual.

#### **409. TRANSFERS TO BUREAU MEDICAL FACILITIES**

Bureau medical facilities may issue a list of approved property allowable for inmates who are temporarily transferred. Staff shall mail all approved items to the medical facility within 72 hours of departure. Inmate personal property not allowed at the medical facility shall be retained and stored by the transferring institution.

#### **410. PROPERTY MAILED AT INMATE EXPENSE**

Inmates are authorized to mail property during their confinement. Staff shall use a Request-Authorization to Mail Inmate Package to document the mailing of outgoing inmate personal property. Inmates shall incur the mailing cost.

Stamps supplied by the inmate shall be placed on the outgoing property. Additional services (return receipt, certified or insured mail) may be purchased by the inmate. Whenever hobby craft items are mailed from an institution, they shall be processed in the above manner by staff from the department responsible for the hobby craft program.

Staff shall make at least two attempts to obtain a proper address if property is returned as undeliverable. After two unsuccessful mailings, the property shall be returned to the inmate unless it exceeds the established local limitations or is deemed

contraband. The property shall then be considered voluntarily abandoned and the ISM notified. In this instance, the property shall be processed according to Section 412 of this Manual.

#### **411. RELEASE TO THE COMMUNITY/CCC**

Upon release/transfer of an inmate to the community or a CCC, all property shall be carried out by the inmate unless he/she has elected to mail it prior to his/her release date. Normally, unit staff are responsible for preparing a Request-Authorization to Mail Inmate Package (BP-329) for any property (excluding hobby craft) an inmate wishes to mail home prior to his/her release to the community or transfer to a CCC. Inmates are to bear the cost of mailing property in this instance.

#### **412. ABANDONED PROPERTY**

There are two types of abandoned property: voluntarily abandoned and abandoned. Voluntarily abandoned property refers to personal property meeting the criteria set forth in Federal Property Management Regulations 101-48.001-8. Additionally, Justice Property Management Regulations 128-48.150 state that personal property, regardless of value, left behind by an inmate who has departed an institution, except approved for furlough, shall be considered voluntarily abandoned.

When considered abandoned property, (at the close of investigations or storage for 90 days), the institution shall retain and store the property for 30 additional calendar days. If after this time the property has not been claimed, it will be handled in accordance with the Property Management Manual. If, at the discretion of the Chief Executive Officer, the property is to be destroyed, the Abandoned Inmate Property form (BP-515) shall be used.

Negotiable instruments shall also be considered voluntarily abandoned and disposed of in accordance with Treasury Department Regulations (see the Property Management Manual).

Abandoned property may also be property that has been mailed/shipped and returned to the institution as undeliverable or unclaimed. After the first attempt at mailing/shipping, staff are to locate the inmate who sent the property to obtain a new forwarding address. If the inmate cannot be located, or the

inmate cannot obtain a new forwarding address, a letter explaining the circumstances shall be prepared and sent certified "Return Receipt Requested," to the forwarding address provided and the property to be forwarded shall be retained during this time.

If the procedures outlined above produce no new locator information, the property will be considered "abandoned" and shall be processed for disposal according to Bureau procedures for abandoned property. To assist in managing these packages, add 30 days to the date the package becomes "abandoned" to determine the disposal date. That date should be placed on the package itself.

If an inmate was transferred to another institution and the property forwarded to a street address is returned, the property shall be forwarded to the inmate's new institution for return to the inmate or other authorized disposal.

#### **413. DEATH**

Personal property of a deceased inmate shall be processed in accordance with the Program Statement on Escape and Death Notification. If, after two attempts at shipping, the property remains unclaimed, it shall be considered as abandoned property and shall be properly disposed of in accordance with local procedures.

#### **414. INSTRUCTIONS FOR COMPLETING THE INMATE PERSONAL PROPERTY FORM (BP-383/BP-S383)**

It is essential that the Inmate Personal Property Record (BP-383 or BP-S383) be complete and accurate. The following is a description and detailed summary for completion. The numbers in the instructions correspond with the numbers on the form. The name of the institution preparing the form shall be listed in the space provided.

1. **Name:** Inmate's committed name (the exact committed name as listed on the J&C).
2. **Register Number:** (official register number as determined in Section 216).

3. **Unit:** (the housing unit determined by appropriate 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:** Use only disposition codes as listed on the form (informational purposes only).
7. **Type of Property:** A disposition shall be noted for each item of property. When listing the quantity, staff must use the specific number. Vague terms such as "lot," "bunch," or hash marks may not be used.
8. **Items Alleged by Inmate to Have Value Over \$100:** Staff must list items alleged by the inmate to have a value over \$100. The property must be fully described and the specific value noted. 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 must obtain a complete address to ship all property with the disposition of "M." The appropriate block must be checked if the inmate elects to insure the mailed property.
10. **Claim Release: a.** Staff completing the form must print their full name. They must also sign the form and note the date and time after the inventory is completed. The inmate's signature and register number are required. These signatures signify that the itemization is correct.

**Claim Release: b.** This section is to be completed if an inmate is releasing from a Special Housing Unit. The processing staff must print and sign their name and note the date and time. The inmate must also sign and note any comments.



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

Blank forms are not to be given to inmates. A separate form shall be completed on each box prepared for mailing/shipping. Rings or jewelry shall be described by the color of metal, color of the stone, and other identification available. Watches shall be described by the color of metal, trade name, and serial number, if available.

## CHAPTER 5

### DETENTION FACILITIES

#### GENERAL INFORMATION

##### 501. DEFINITION AND RESPONSIBILITIES

In addition to the procedures in this chapter, R&D staff at Metropolitan Correctional Centers (MCC), Metropolitan Detention Centers (MDC), Federal Detention Centers (FDC), and other detention type facilities, must be thoroughly familiar with the contents of this manual, the Mail Management Manual and all Bureau of Prisons program statements related to Inmate Systems Management. In this chapter, all facilities listed above shall be referred to as detention facilities.

Security is critical in the R&D department. There must always be an adequate number of staff available to maintain security and order during processing. Only a manageable number of inmates shall be processed at one time. Procedures must be developed to ensure inmates are properly escorted to and from R&D.

This chapter contains specific Inmate Systems Management guidelines which are pertinent for detention facilities. Due to the high level of inmate movement activity at detention facilities, R&D procedures may differ from that of other institutions. Various types of processing (assignments, bond releases, hearings, etc.) may occur seven days a week and on holidays. Staff schedules and procedures must be developed to meet local needs to ensure that the demands of the local district courts serviced by the facility are satisfied.

The majority of commitments to detention facilities are unsentenced prisoners who are housed for other federal law enforcement agencies. These commitments, along with the appropriate documentation, are to be available to those agencies upon demand.

Detention facilities receive many inmates directly from the community with often little or no background information. Therefore, extreme caution must be exhibited and all inmates must be processed as if they are maximum custody inmates. R&D staff must be aware that inmates may be under the influence of drugs or alcohol, have significant language barriers, and/or be suffering from medical/psychological disorders. R&D staff must access

these factors to ensure suitability for detention. If significant factors are noted, R&D staff must alert their supervisor or other appropriate staff of their concerns. Special care is to be taken in processing aggressive and known high security inmates.

## **502. COMMITTING OFFICERS**

Staff at detention facilities accept inmates from federal law enforcement agents, local law enforcement officers who are authorized by the USMS or are members of Federal Joint Task Forces. They may also be from the armed forces, including the Coast Guard. The committing officer must present proper credentials or photo identification that represents the committing agency. Local law enforcement officials who are members of a Federal Joint Task Force must also have credentials or photo identification and possess documentation reflecting membership of the Federal Joint Task Force.

## **503. VERIFICATION OF COMMITMENT**

Commitment Documentation - The Prisoner Remand or Order to Deliver (BP-377) is normally completed by the remanding agent for each new arrival. For inmates who are accepted as Community Correctional Center failures, a teletype to authorize pickup of the individual is normally provided by the agent along with the Prisoner Remand or Order to Deliver (BP-377).

Complete institution files must accompany all Bureau transfers (except for Community Correction Center failures). (See the Inmate Systems Management Manual for additional information regarding files of transfer cases.)

Parole and Mandatory Release Violators - Documentation for violators must conform with requirements set forth in Chapter 2 of this directive. Inmates designated to the facility for a violator hearing shall be entered in SENTRY as "A-DES". Appropriate unit staff must be alerted so the inmate can be scheduled for a revocation hearing. The institution must prepare a Transfer Order (BP-399) if the inmate is given a secondary designation for service of the violator term after the revocation hearing is completed.

ISM staff shall request the central file from the last federal facility of confinement if the inmate is scheduled to receive a revocation hearing at the detention facility.

Inmates Received from Other Bureau Institutions - Sentenced inmates may be received at detention facilities from other federal institutions for a variety of reasons (federal writ, U.S. Attorney special request, etc.). Normally, the entire central file is not received on these cases. Therefore, all 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 closely reviewed before an inmate is removed or transferred to another facility to ensure that the release date shall not pass before arrival at the designated institution. Ordinarily, inmates who are within 30 days of their release date are not moved. Coordination of these cases with the Case Management Coordinator or appropriate unit staff is essential.

#### **504. ADMISSIONS AND CONTRABAND**

Staff shall be extremely alert when conducting the required searches of inmates committed to detention facilities. Special attention must be given to the detection of contraband, securing of weapons/ammunition by law enforcement personnel prior to entry, and the conducting of thorough intake screening. (See procedures outlined in Chapters 1 and 2 regarding commitment procedures, searches, intake screening, etc., as they apply.)

All new arrivals received from arresting (Federal) agencies shall be received with a completed Prisoner Remand or Order to Deliver (BP-S377).

Staff must ensure that the inmate is properly identified, commitment data is in order, the correct register number is assigned, and the proper receipts are prepared and distributed. (See Chapter 2 for additional instructions.)

## **505. INVENTORY, RECEIPT AND DISPOSITION OF PROPERTY AND VALUABLES**

Disposition of Personal Property - All detention facilities must address the disposition/storage of personal property in detailed form in an institution supplement. The arresting agency should be encouraged to mail all personal property to an address provided by the inmate before admission to the facility. Detention facilities shall provide the inmate with appropriate clothing, shoes, and hygiene supplies in the same manner as other Bureau institutions. Special arrangements must be made if appropriately fitting clothing and shoes are not available.

Receipt for Monies - Funds received for new commitments are to be receipted by R&D staff using the Temporary Receipt (BP-197) and placed in a secure depository. Instructions for preparation and distribution of the receipt are contained in the Chapter 2, Section 207.

Inmate Account Cards - Ordinarily, Inmate Account Cards are not prepared on inmates at detention facilities.

Clothing Bags - If clothing bags are used for storage of civilian clothing, the number of the bag should be recorded on the Inmate Personal Property Record (BP-S383) and an R&D card. In an attempt to maintain security, special care shall be made to ensure that inmates are not allowed access to civilian clothing.

Clothing Exchange - Procedures must be developed to allow for exchange/laundering of court clothing.

- \* Shipping/Mailing Property - In accordance with the procedures outlined in Section 408 of this Manual, inmate personal property\* must be mailed/shipped to the designated institution within 72 hours after the inmate's departure.

Special arrangements must be made to issue property to inmates released after arraignment, posting bond, or other release while in custody of non-Bureau personnel. Inmates being released from an institution to the community may receive their property upon release or it may be mailed in accordance with Section 410 of the Manual.

## **506. LOCK BOX STORAGE**

Lock box storage may be used in detention facilities to provide a safe place to store valuables and money belonging to inmates housed for a short period of time. Lock boxes may be used at the

Warden's option. If possible, inmates should be encouraged to send personal property items home and have their monies posted to their trust fund account. If lock boxes are used by the facility, the following procedures must be followed:

When an inmate arrives at a detention facility, all property shall be inventoried and documented on an Inmate Personal Property Record (BP-S383). The inmate shall have the option of placing all money in the deposit box or placing up to \$100 in the Trust Fund Account. If the money is placed in the deposit box, the Inmate Personal Property Record shall be documented to reflect the amount. If funds are to be placed in the Trust Fund Account, a Trust Fund Receipt (BP-197) shall be completed. Foreign currency shall be placed in the deposit box, if the converted value is less than \$5.00. If the converted value is more than \$5.00, the funds may be receipted using an SF-1165 for placement in the inmate's Trust Fund Account. An "S" shall be listed in the disposition column of the Inmate Personal Property Record to signify that the valuables and money have been placed in storage.

The number of the lock box assigned to the inmate shall be recorded on the inventory. After the inventory is completed, the inmate and staff member shall sign the Inmate Personal Property Record (BP-S383) and the original shall be retained in R&D. A copy shall be provided to the inmate and a copy shall be placed in the central file.

When valuables and money are placed in the deposit box, the box shall be locked in the inmate's presence. The inmate shall retain a key to the box. It is suggested the inmate be provided with a "dog tag" type chain to provide a means of keeping the key in his or her possession.

An inmate shall be permitted to remove funds from his or her deposit box to be used in order to post bond or for any other reason approved by unit staff. The ISM shall be notified in writing by unit staff that the removal of money has been authorized. The inmate shall then be allowed to remove the money. The removal shall be documented on the Inmate Personal Property Record (BP-S383).

Funds that are received via the U.S. Postal Service or from an inmate's visitor shall be placed in the Trust Fund Account. A Trust Fund Receipt shall be prepared to receipt funds received

from a visitor. A Remittance Machine Receipt (BP-193 or BP-194 as appropriate) shall be prepared to receipt funds received via the U.S. Postal Service.

Local institution guidelines shall be followed in determining whether the inmate may be permitted to retain possession of the key if placed in Administrative Detention. If the key must be confiscated, e.g., suicide watch, the key shall be placed in an envelope. The envelope containing the key shall be sealed, dated, and signed across the seal by the staff member and inmate (if the inmate is physically and mentally able at the time). Local procedures must also be developed if inmates going to court are not permitted to take their keys with them when being temporarily removed by the USMS.

The sealed envelope containing the key shall be kept with the inmate's housing record or other property taken at the time. If the key is kept with the property, this shall be documented on the inventory form normally used for that purpose.

If the inmate loses the key, he or she shall be responsible for the cost of replacement.

Once an inmate has been sentenced and an institution has been designated for service of sentence, all money in the deposit box shall be placed in the Trust Fund Account. Other property and valuables shall be processed for shipping to the inmate's home \* or other address provided by the inmate. An Inmate Personal Property Record (BP-S383) shall be prepared to document the disposition of the property. A Trust Fund Receipt shall be prepared to place any money in the Trust Fund Account.

If the inmate is serving a sentence of short duration (less than one year and one day), and is to remain at the detention facility, the valuables and money may remain in the deposit box until release. However, the inmate shall be permitted to place the money in his or her Trust Fund Account following the procedures outlined above.

If an inmate is released to the community or to non-federal authorities, the inmate may claim his or her property either in writing or by returning to the institution within 30 days. The \* The inmate may not authorize the release or shipment of property\* to any person other than himself or herself, or the person whose name appears on the Acknowledgments of Inmate (BP-S408). Any money in the deposit box that is properly assigned to another

person by the inmate within the 30 days, shall be placed in the Trust Fund Account for disbursement by check. In no case may U.S. currency (cash or coins) be sent through the mail to either the inmate or other authorized person. If the inmate returns in person within 30 days, money in the deposit box shall be given in the same manner as any other valuables in the box. A copy of the Inmate Personal Property Record (BP-383) shall be provided to the inmate, a copy shall be retained in R&D and a copy shall be placed in the central file.

Accessibility to the lock boxes and to the master key for the boxes is to be strictly controlled. Duplicate keys to the boxes shall be secured in the lock shop or armory under procedures established for storage of keys. The duplicate keys may be obtained only with the approval of the Warden.

#### **507. RELEASE FOR DAILY COURT APPEARANCE**

Staff must ensure that inmates are available when the receiving law enforcement agents arrive to transport them to court. Court movements are to be given top priority. Local procedures must be developed to ensure court procedures, wake up, feeding, shakedown, and dress out procedures are accomplished 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.) in order to coordinate court movement.

A copy of the daily court list (in the local form) must be signed by the transporting official as a receipt for inmates leaving the facility for a daily court appearance. The SENTRY out count or release transaction shall be 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 must line out the names of the inmates on the hard copy who are not in the return group and a new receipt must be prepared.

Local procedures must be developed with receiving law enforcement officials that address items which inmates may take with them to court (legal material, medication, lock box key, etc.). The Bureau does not accept responsibility for the loss of property when removed from the facility. Any property which is authorized to be taken out must be thoroughly searched when going out and



upon return to avoid the introduction of contraband. When the inmate returns from court, only the exact same authorized property taken out shall be allowed back in. Any medication shall be forwarded to medical staff for handling and disposition. Special care shall be made to ensure that the inmate is properly identified against a photo and credentials of the transporting officials are closely reviewed per local procedures and in accordance with Sections 212 and 304 of this Manual.

Inmate orderlies may not be in the R&D area during court movements. In addition to visual and pat searches, a hand held metal detector shall be used on inmates going to and returning from court. Special care shall be taken when inmates are dressed in civilian clothing to ensure they do not get mistaken for staff or authorized personnel. Civilian clothing must be immediately removed and stored promptly upon return from court.

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

#### **508. COURT LINE**

Local procedures shall be developed to ensure new arrests from other federal agencies are placed on the court line (those inmates who have not already been arraigned). Court dockets must not be delayed. Therefore, expeditious processing is critical. Staff must receive the list of inmates for court from the USMS the preceding night. The USMS shall indicate the need for the inmate to be dressed in civilian clothing. R&D staff must check for separation and security needs of each inmate going to court. Using the court list, clothing shall be prepared prior to the inmate's arrival in R&D. The inmates shall be brought to R&D as early as practical, and shall be identified with a photo card and placed in a holding cell/area. Inmates who have separatees going out on the same court line shall be physically separated and placed in a separate holding cell. Transporting officials are to be 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 shall be allowed to be taken with the inmate.

Staff shall identify transporting officials prior to surrendering custody of the inmates. R&D staff shall identify each inmate with a photo as the receiving Deputy U.S. Marshal applies

restraints. Staff shall verify the count as the deputy signs the required receipts. A SENTRY version or handwritten receipt shall suffice. R&D staff shall ensure inmates are properly placed on the outcount. They shall also notify the Control Center of the number of inmates departing the facility.

As the court line returns, R&D staff shall properly identify the transporting official. The returning inmates shall be thoroughly pat searched prior to entering the secure area of the facility. They shall be cross identified from the list the USMS provides as court returns and with the photograph on file. Staff shall ensure accountability of each inmate on the list. Once inmates are identified, they shall again be pat searched and placed in a clean cell by R&D staff. The deputies shall then be allowed to depart the institution, as the inmates are processed in.

Inmates shall be taken from the holding cell, visually searched and dressed in institution clothes. After inmates are returned to the institution from court, but prior to escort to their housing units, the out count shall be deleted on SENTRY. Court clothes are thoroughly searched and placed back into the appropriate clothing bag. If institution clothes are worn to court, they shall be 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. Staff performing intake screening for court returns should inquire of the returning officials if anything significant happened while they were in court that would impact possible separation or security concerns.

#### **509. TRANSFER TO LOCAL HOSPITAL**

When an unsentenced inmate is transferred to an outside hospital, the USMS must be notified immediately. If the transfer is scheduled in advance (non-emergency), notification must be furnished to the USMS so they can provide transportation and supervision at the hospital. The institution hospital shall provide any additional necessary medical information.

If the transfer is an emergency, the USMS shall relieve the Bureau of Prisons' escort at the hospital as soon as practical. Once the USMS relieves the Bureau escort, normally a Transfer Receipt (BP-283) or a Prisoner Remand or Order to Deliver (BP-377) shall be completed by staff thereby assigning custody of the

inmate to the USMS (see the Program Statements **s on** Agreement, BOP-U.S. Marshals, Fiscal, Operational Responsibilities and Inmate Systems Management Manual for additional information).

#### **510. PHYSICAL LAYOUT AND SECURITY**

In order to provide a safe and secure area for intake and release processing, the physical layout of the R&D area in a detention facility is critical. R&D area arrangement must not allow any crossover of searched and unsearched inmates. New commitments and inmates being released must not come in contact with each other.

There should be a "one way" flow of traffic. Sufficient holding cells must be available to provide for necessary separations. All holding cells must be searched before and after each is used. A private area for conducting social and medical intake screening must be available. There must be a secure area for storage of personal property and court clothing.

A written fire evacuation plan, in both Spanish and English, must be posted in a visible location. Staff should be very familiar with this plan.

## **EQUIPMENT**

### **ACQUISITION**

It is very important for R&D to have appropriate equipment in order for it to fulfill its mission. Equipment needs must be included in the ISM departmental equipment request.

Since equipment funds are often limited, realistic justifications are necessary. Therefore, a complete and thorough justification must be submitted through appropriate local channels on a Major Equipment Justification form (BP-135).

### **RECOMMENDED EQUIPMENT**

I.D. camera - R&D must have a video camera that shall meet the institution's inmate photo needs. One photograph is ordinarily produced for each label. A backup video or multiple-view camera is highly recommended, since photographic equipment must always be available in R&D.

Commissary camera - As a backup to the Digital Photography system, it is recommended that a special camera be available in R&D to produce photographs for Inmate Account Cards. Two photographs must be taken on one sheet of film, which are then used to produce Inmate Account Cards (BP-467) for commissary and institution use.

Fingerprint equipment - There are various types of fingerprint equipment that can be used to take legible fingerprints for submission to the Federal Bureau of Investigation and for other local needs. Adequate fingerprint equipment and supplies must always be available in R&D. A portable kit capable of being used for fingerprinting deceased inmates or for use outside of the R&D area must also be available.

Hand-held metal detector - Hand-held metal detectors must be available for use in R&D in accordance with local and national policy. They must be frequently tested and maintained in good working order.

Personal computers - Personal computers are recommended for local use in R&D.

SENTRY terminal(s)/high-speed printers - A sufficient number of SENTRY terminals and printers must be available for use.

Space saver system - Numerous space-saving systems for storage of inmate property are available. These systems provide for neat and secure storage of property and other materials.

Typewriter - Typewriters are often needed in R&D for the preparation of Bureau forms and other local documents.

Identification board - As a backup to the Digital Photography system, it is recommended that identification boards be available in R&D to display the inmate register number and date of commitment when taking photos with a multiple-view camera. Institutions processing large numbers of commitments at a time require multiple boards.

Digital Photography equipment - The equipment recommended to operate the Digital Photography system includes:

1. 486/DX33 Computer (8-15 MB RAM, 200 MB hard drive).
2. VGA Monitor (Windows accelerator card is recommended).
3. 600 Dots Per Inch (DPI) printer.
4. Video camera (VHS, with composite video output, NTSC, automatic or manual iris).
5. Mouse.
6. Standard RCA connectors.
7. Photo flood outfit for lighting (Optional).

#### **RECOMMENDED SUPPLIES**

Supplies shall be ordered pursuant to local procedures. Some items may be placed on Recurring Item Spec Cards (BP-134) (bin cards) for quarterly ordering. Please note that supplies must be properly stored and accounted for in accordance with the Occupational Safety and Environmental Health Manual.

Tape/Tape dispenser - An adequate supply of mailing tape and dispensers must be maintained in R&D for sealing boxes for shipment or mailing.

Box cutter - A cutter for opening boxes and packages is necessary for use in R&D. Accountability is critical. Cutters must not be left unattended or left in areas accessible to inmates. Local procedures determine inventory and accountability requirements.

Boxes/Bags - Different size boxes are required in R&D for shipment and mailing of inmate property. Different size bags for use by inmates to remove property from the R&D area must also be stocked.

Film for camera - An adequate supply of film must be available at all times. Staff must be alert to the expiration date in order to maintain a supply of fresh film.

Towelettes or hand cleaner - An adequate supply of towelettes or hand cleaner must be available for removal of fingerprint ink and for general sanitation purposes in R&D.

Paper cutter - A paper cutter may be available in R&D. Due to the cutting blade, special accountability may be needed in accordance with local and national procedures.

Photo cutter - This is a special cutter that punches a single picture out of a sheet of four or six pictures.

Double-sided tape or paper - These items may be needed to affix inmate photos to various forms and card files.

FBI Fingerprint Cards and envelopes - A supply of FBI Fingerprint Cards and envelopes for submission must be maintained in R&D at all times.

Certified and return receipts, insured receipts - Insured, certified, and return receipts must be available in R&D for staff use in mailing packages needing special handling and accountability.

Disposable gloves - Disposable latex gloves should be available for use when cleaning spills of bodily fluids or for other local use.

Log books - Various log books designed to meet local and national needs must be available for staff use.

Clothing issue - Each R&D must have sufficient clothing and shoes, in a variety of sizes, for local use.

SAMPLE CHECKLISTS FOR LOCAL USE IN RECEIVING AND DISCHARGE ARE

INCLUDED IN THIS SECTION. THEY MAY BE USED AS A GUIDE FOR USE  
WHEN COMMITTING OR RELEASING INMATES. PLEASE REFER TO SPECIFIC  
CHAPTERS LISTED BEHIND EACH STEP FOR COMPLETE INSTRUCTIONS.

**NEW COMMITMENT CHECKLIST**

**RECEIVING AND DISCHARGE MANUAL**

Name \_\_\_\_\_ Reg No. \_\_\_\_\_

**Before inmate arrival**

- \_\_\_\_\_ Review documentation to verify appropriateness of commitment (Ch. 2, Sec. 203)
- \_\_\_\_\_ Prepare any admission paperwork (R&D file, receipts, etc.) (Ch. 2, Sec. 204-207; 210)
- \_\_\_\_\_ Check quantity of clothing/bedrolls (Ch. 2, Sec. 218)
- \_\_\_\_\_ Check photo/print supplies
- \_\_\_\_\_ Notify institution staff of incoming inmate/trip (food service, unit management, hospital)
- \_\_\_\_\_ Search holding cells/holding areas (Ch. 1, Sec. 123)

**Upon notification of inmate arrival**

- \_\_\_\_\_ Check credentials of committing officers (Ch. 2, Sec. 212)
- \_\_\_\_\_ Ensure weapons/ammunition properly stored (Ch. 2, Sec. 212)
- \_\_\_\_\_ Review commitment officer's paperwork
- \_\_\_\_\_ ID inmate (Ch. 2, Sec. 213)
- \_\_\_\_\_ Inspect any incoming property for hard contraband (Ch. 2, Sec. 217)
- \_\_\_\_\_ Secure any incoming funds
- \_\_\_\_\_ Pat search inmate using transfrisker (Ch. 2, Sec. 214; Ch. 1, Sec. 125)
- \_\_\_\_\_ Escort to R&D (Ch. 2, Sec. 214)



- \_\_\_ Assist with restraint removal (Ch. 1, Sec. 124)
- \_\_\_ Pat search, place in holding cell (Ch. 1, Sec. 125)
- \_\_\_ Give necessary paperwork to inmate for completion
- \_\_\_ Execute paperwork, receipts, etc. If transfer, check file for completeness, Inmate Account Card (Ch. 2, Sec. 204-207)
- \_\_\_ Perform SENTRY transactions (Ch. 2, Sec. 215-216)
- \_\_\_ Perform visual search of inmate (Ch. 1, Sec. 124)
- \_\_\_ Institution photos (Ch. 2, Sec. 221)
- \_\_\_ Inmate Account Card photo (Ch. 2, Sec. 222)
- \_\_\_ Fingerprint (Ch. 2, Sec. 223-227)
- \_\_\_ Inventory or issue property (Ch. 4, Sec. 401-405; 413)
- \* \_\_\_ Ensure religious items are immediatsely provided to the inmate (Ch.4, Sec. 407) \*
- \_\_\_ Prepare Inmate Account Cards (Ch. 2, Sec. 222)
- \_\_\_ Prepare detail/bedbook cards for local use (Ch. 2, Sec. 221)
- \_\_\_ Ensure medical and social screening performed (Ch 2, Sec. 219)
- \_\_\_ Distribute paperwork

\_\_\_\_\_  
STAFF NAME / SIGNATURE

\_\_\_\_\_  
DATE

**CHECKLIST  
RELEASING INMATES  
RECEIVING AND DISCHARGE MANUAL**

Name \_\_\_\_\_ Reg No. \_\_\_\_\_

\_\_\_\_\_ Conduct search of holding cells/holding areas (Ch. 1, Sec. 123)

\_\_\_\_\_ Check release paperwork for accuracy/completeness (Ch. 3, Sec. 301, 313)

\_\_\_\_\_ Verify transportation arrangements

\_\_\_\_\_ Identification of transporting officials, if releasing to detainer, writ, etc. (Ch. 2, Sec 212)

\_\_\_\_\_ ID inmate (Ch. 3, Sec. 304)

\_\_\_\_\_ Visual Search (Ch. 3, Sec. 305, 312)

\_\_\_\_\_ Dress out in appropriate clothing (Ch. 3, Sec. 305)

\_\_\_\_\_ Inventory property brought to R&D (Ch. 4, Sec. 406-410)

\_\_\_\_\_ Retrieve any property held in R&D (Ch. 4, Sec. 406-410)

\* \_\_\_\_\_ Provide inmate with disposable head covering (when applicable) (Ch. 4, Sec. 407) \*

\_\_\_\_\_ Have inmate sign necessary forms (Ch. 3, Sec. 301)

\_\_\_\_\_ Take thumbprint, compare with fingerprint card (Sec. 3, Sec. 304)

\_\_\_\_\_ Second identification (Ch. 3, Sec. 308)

\_\_\_\_\_ Ensure medication is available if required (Ch. 3, Sec. 306)

\_\_\_\_\_ Obtain inmate funds (Ch. 3, Sec. 307)

\_\_\_\_\_ Escort to control or front entrance

\_\_\_\_\_ Perform necessary SENTRY transactions (Ch. 3, Sec. 309)

\_\_\_\_\_ Distribute paperwork

\_\_\_\_\_  
STAFF NAME / SIGNATURE

\_\_\_\_\_  
DATE

**INMATE SYSTEMS MANAGEMENT FORMS**

<u>Form No.</u>	<u>Title</u>
BP-148	Inmate Request to Staff Member
BP-149	Medical Record of Federal Prisoner In-Transit
BP-197	Temporary Receipt (Trust Fund Receipt)
BP-200	Special Purpose Order Request
BP-217	Inmate Property Manifest
BP-219	Tool Inventory
BP-283	Transfer Receipt
BP-284	Transfer Notice
BP-291	Furlough Application Approval and Record
BP-329	Request-Authorization to Mail Inmate Package
BP-331	Authorization to Receive Package or Property
BP-377	Prisoner Remand or Order to Deliver
BP-378	Marshal's Receipt
BP-383	Inmate Personal Property Record
BP-386	Remand of Federal Prisoner
BP-392	Release Authorization
BP-398	Disposition of General Correspondence While Inmate is Released Temporarily on Writ
BP-399	Transfer Order
BP-402	Confiscation and Distribution of Contraband
BP-407	Acknowledgments of Inmate
BP 408	Acknowledgments of Inmate - Continuation Sheet
BP-467	Inmate Account Card
BP-480	Acknowledgment of Receipt of Inmate Account Card
BP-515	Abandoned Inmate Property
EMS 601	Transfer Notice
EMS 602	Transfer Receipt
FD-249	Fingerprint Card
USM-41	Prisoner Remand or Order to Deliver & Receipt for United States Prisoners



