



U.S. Department of Justice
Federal Bureau of Prisons

C H A N G E N O T I C E

OPI: CPD/ICTB
NUMBER: 5510.13, CN-1
DATE: August 6, 2021

Posted Picture File

/s/

Approved: M.D. Carvajal
Director, Federal Bureau of Prisons

This Change Notice (CN) implements changes to Program Statement 5510.13, **Posted Picture File**, dated August 22, 2011. The purpose of the Change Notice is to implement a timeline for inmates who meet the Posted Picture File (PPF) criteria. Inmates who meet the PPF criteria will be reviewed, and approved/denied within five (5) working days upon their arrival to the institution.

The changes are marked with **highlights** and inserted into the policy.

2. RESPONSIBILITY

b. **Special Investigative Agent/Supervisor (SIA/SIS) Responsibility.** The SIA/SIS and designated Associate Warden approves each inmate before he/she is placed in the EPPS.

The SIA/SIS institutes procedures to:

- Ensure all inmates meeting PPF criteria are entered in the EPPS.
- Ensure newly arrived inmates who meet PPF criteria are submitted for the review process within five (5) working days.
- Ensure submissions are approved/denied within five (5) working days.
- Keep the EPPS current.
- Remove inmate(s) from the EPPS upon transfer, release, or decision to discontinue their placement in **the** PPF.



U.S. Department of Justice
Federal Bureau of Prisons

PROGRAM STATEMENT

OPI: CPD/ICTB
NUMBER: 5510.13
DATE: August 22, 2011

Posted Picture File

/s/

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

1. PURPOSE AND SCOPE

To implement a Posted Picture File (PPF) of inmates or detainees who are:

- Potentially disruptive.
- Escape risks.
- Present a threat to staff or institution security.

The Bureau identifies inmates or detainees who, because of prior record, current offense, institution adjustment, or other factors, pose a significant threat to inmate or staff safety, the institution's security, or the surrounding community's welfare.

a. Summary of Changes

Directive Rescinded

P5510.11 Posted Picture File (6/15/2007)

This Program Statement is being revised to add "**Two Hour Watch**" as a criterion, and incorporate the Electronic Posted Picture System (EPPS) as the standard process.

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

- Each inmate or detainee who poses a particular threat to staff, other inmates, or the community will be identified in the institution PPF.
- Each PPF will be updated at least quarterly.
- The PPF will be reviewed by institution staff regularly.

c. **Pretrial/Holdover Procedures.** Procedures required in this Program Statement apply to pretrial and holdover inmates.

2. RESPONSIBILITY

The Associate Warden responsible for Correctional Services is the approving official for placing an inmate's photograph in the PPF.

a. **“Other” Category Approval.** The Warden is the approving official for inmates placed on PPF status under the “ Other” category.

b. **Special Investigative Agent/Supervisor (SIA/SIS) Responsibility.** The SIA/SIS and designated Associate Warden approves each inmate before he/she is placed in the EPPS.

The SIA/SIS institutes procedures to:

- Ensure all inmates meeting PPF criteria are entered in the EPPS.
- Ensure newly arrived inmates who meet PPF criteria are submitted for the review process within five (5) working days.
- Ensure submissions are approved/denied within five (5) working days.
- Keep the EPPS current.
- Remove inmate(s) from the EPPS upon transfer, release, or decision to discontinue their placement in the PPF.

3. CRITERIA

An inmate is placed in the PPF provided he/she meets one or more of the following conditions (time frames in this section are minimum time frames):

a. Escape Risk.

- Attempted escape from a secure institution within the past five years.
- Successful escape from a secure institution (kept for 10 years, upon the inmate' s return to Bureau custody).

b. History of Assaultive Behavior. Involvement in:

- A serious assault with a weapon within the past three years.
- A physical assault in which grievous bodily harm was inflicted within the past three years.
- A record of assault or attempted assault upon a staff member.

c. Homicide.

- Found or determined to have been involved in the homicide of an inmate in an institution within the past 10 years.
- Found or determined to have been involved in the homicide of a staff member.

d. History of Sexual Offenses. Involvement in:

- A rape, sexual assault, or attempted sexual assault on another person in an institution within the past five years.
- A history of sexual advances towards staff within the past five years.

At the agency's discretion, other sexual offenses or attempted sexual offenses may be considered for the PPF.

e. Former Control Unit Inmate. Confinement in a Bureau Control Unit in the past five years (after transfer from the Control Unit institution, ADX Florence).

f. Disruptive Group Members. SENTRY CMC assignment as a confirmed member of a Disruptive Group.

g. Introduction of Drugs and Hazardous Contraband. Involvement in an incident related to the introduction of drugs or hazardous contraband into a Bureau institution in the past five years.

h. Advanced Skills. Legitimate or illicit history of experience with skills required of a:

- Locksmith.
- Gunsmith.
- Explosives expert.
- Biochemical and nuclear weapons specialist.
- Security electronics technician.
- Computer hacker.
- Similar security threat skills.

i. Inmates of Greatest Concern. Inmates of Greatest Concern are inmates incarcerated within the BOP who are perceived by a Federal law enforcement agency or U.S. Attorney's Office to pose a potential threat of continuing their criminal activity while incarcerated.

j. International/Domestic Terrorist Organization. An inmate identified as an international/domestic terrorist.

k. Two Hour Watch. An inmate identified as a two hour watch. Procedures for two hour watch will be developed and negotiated locally.

l. Other. When staff believe an inmate requires placement in the PPF, but the inmate does not fall within one of the listed categories, they submit written justification through the Associate Warden to the Warden. The Warden's approval is indicated in the EPPS.

Inmates should not be placed on the Posted Picture File based solely on a SENTRY assignment of Required Monitoring. If an inmate is placed on Required Monitoring as a result of an established PPF category, the inmate will be placed on the PPF under that specific category.

Examples for the “**Other**” category may include inmates who:

- Have a history of manipulating or compromising staff.
- Have led food strikes or work stoppages.
- Are former law enforcement or judicial officers.
- Have a serious history of fraud.
- Have a history of defeating restraints.
- Have a serious history of making, possessing, or use of homemade intoxicants.

4. REVIEW/DOCUMENTATION

Staff will review the PPF using the EPPS. A staff member logs into the system, he/she will review each PPF individually. Once each PPF has been reviewed, the staff member will complete the process by clicking the “confirm ” button. This constitutes a certified review of the PPF. The system maintains the certification and provides a monthly or quarterly report for review.

Each institution will have a computer available for staff that do not have computer access, at their work-site, to review the PPF.

- Correctional Services and unit staff review the PPF at least **monthly**.
- All other institution staff review the PPF at least **quarterly**.
- Staff review takes place during duty hours.
- Staff will be trained in the EPPS.

5. RELATED SIS FILES

Any inmate who qualifies for PPF status often qualifies for placement in the SIS computer system as a Security Threat Profile (STP) or Security Threat Group (STG) inmate and vice versa. The SIS coordinates with the Captain or designee to ensure the PPF and SIS computer systems are reconciled.

6. INMATE TRANSFER

If an inmate or detainee in this status is transferred to another Bureau institution, the SIA/SIS at the receiving institution can review the PPF in the EPPS and determine his/her appropriateness for that institution.

REFERENCES

Program Statement

P1380.05 Special Investigative Supervisors Manual (8/1/1995)

ACA Standards

Standards for Adult Correctional Institutions, 4th Edition: 4-4312-1.

Records Retention Requirements

For requirements and retention guidance for records and information that apply to this program, see the Records and Information Disposition Schedule (RIDS) on Sallyport.