

a. *Essential Principles.*—(1) Disciplinary action shall be taken only at such times and in such measures and degree as is necessary to regulate an inmate's behavior within acceptable limits.

(2) Inmate behavior must be controlled in a completely impersonal, impartial and consistent manner.

(3) Disciplinary action shall not be capricious nor in the nature of retaliation or revenge.

(4) Program assignments and changes are made to achieve treatment goals not as punishment or reward.

(5) Corporal punishment of any kind is strictly prohibited.

(6) The initiation of disciplinary measures against any inmate is the province only of the Adjustment Committee (a subcommittee of the classification committee) or, for minor infractions, as may be defined and delegated by the head of the institution and controlled by the Adjustment Committee.

(7) Disciplinary action shall be taken as soon after the occurrence of misconduct as circumstances permit.

(8) Inmate case records shall reflect misconducts, dispositions and shall include interpretive and evaluative statements regarding them.

b. *Administration of Discipline.*—It is the responsibility of the head of the institution to prepare and promulgate clear Policy Statements for the guidance of institutional staff in handling disciplinary matters. Such Policy Statements shall reflect that primary responsibility for the disciplinary program rests with the Classification Committee. The statement shall also require that every reported misconduct be investigated and referred as prescribed. Top management retains continuing responsibility for consistency in the administration of discipline and for evaluating the results achieved.

c. *Use of Segregation.*—Inmates shall be segregated only for the purpose of insuring immediate control and supervision when it is determined that they constitute a threat to themselves, to others, or the safety and security of the institution, and only in accordance with the principles and guidelines expressed in Appendix A, attached.

d. *Forfeiture and Withholding of Good Time.*—The forfeiture, withholding and restoration of good time shall be accomplished in accordance with a Policy Statement on this subject soon to be issued.

e. *Transfers for Adjustment Reasons.*—Transfers for adjustment reasons may be considered, either as an aid to the adjustment of individual inmates or in the best interests of the institution community, in accordance with the guidelines expressed in Appendix A, attached.

f. *Referrals for Prosecution.*—Whenever inmate misconduct violates Federal statutes, the head of the institution shall immediately convey the facts to the appropriate Federal investigative agency and United States Attorney, as prescribed in the revised Custodial Manual.

5. IMPLEMENTATION

Institutional Policy Statements relating to inmate discipline shall be prepared in accordance with this Policy Statement and the guidelines expressed in Appendix A, attached. All such statements shall be submitted to the Director for approval.

MYRL E. ALEXANDER,
Director, Bureau of Prisons,
Commissioner, Federal Prison Industries, Inc.

SUBJECT. IMPLEMENTATION OF POLICY RELATING TO INMATE DISCIPLINE

1. ADJUSTMENT COMMITTEE

Basic authority for the administration of inmate discipline shall be delegated by the head of each institution to an adjustment committee and/or Treatment Team of the Classification Committee. The Committee shall consist of at least three members of the Classification Committee whose selection places this important responsibility in the hands of personnel who are most competent and who broadly represent the primary areas of correctional treatment. (One of the members shall represent the correctional service). Such delegation shall be accompanied by a specific charge which outlines duties and responsibilities in accordance with the following: