

Restrictive Housing (Attachment 1) Correctional Jurisdictions Policies

Jails:

- 1. Central Falls Detention Facility**
- 2. Davidson County Sheriff's Office**
- 3. Elkhart County Sheriff's Department**
- 4. Montgomery County Department of Corrections and Rehabilitation Detention Services**

Prisons:

- 1. Colorado Department of Corrections**
- 2. Florida Department of Corrections**
- 3. Kentucky Department of Corrections**
- 4. Maine Department of Corrections**
- 5. Nebraska Department of Correctional Services**
- 6. Ohio Department of Rehabilitation and Corrections**

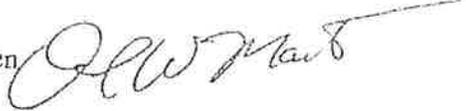
Note: These policies are for reference only. Many of these policies are being revised and or re-written.

December 28, 2015

JAIL

CENTRAL FALLS
DETENTION FACILITY CORPORATION

TO: ALL CONCERNED

FROM: Daniel W. Martin, Warden 

DATE: November 2, 2015

RE: ANNUAL POLICY REVIEW
205 – SEGREGATION UNITS

Please be advised. An annual review of Donald W. Wyatt Detention Facility policy #205 – SEGREGATION UNITS has been completed. Policy changes have occurred as outlined below. Added language is identified in **bold** and deletions are in ~~strikethrough~~ font.

Section 205.4 Definitions

Special Restraint Status: This status dictates that, whenever a detainee on this status is moved from his/her cell for any reason, he/she must be restrained in handcuffs behind the back, placed in leg irons and escorted under active participation by a minimum of (2) officers and one (1) supervisor. The supervisor shall ensure that all procedures are carried out in accordance with policy. Regardless of a detainee's status, the Shift Commander or higher authority may place any detainee on special restraint status if his/her actions or behavior warrants. Such detainees shall be reviewed for placement on Administrative Segregation Status. All detainees on Administrative Segregation status shall also be ~~on~~ **reviewed for Special Restraint Status.**

Section 205.5., F.

1. Detainees who are violent or mentally disturbed or who demonstrate unusual or bizarre behavior shall be placed on ~~fifteen (15) minute observation~~ **close or constant observation watch**. Suicidal detainees must be under ~~continuous-observation~~ **constant observation watch** which must be documented in accordance with 413 – Mental Health Services and Suicide Prevention policy. (2A-52)

Section 205.5., I., b.

- i. An officer will apply the handcuffs to the detainee's wrists while ensuring that the key holes are in the outward facing position, double locked. Once the restraints are properly secured, ~~order the detainee to remove their hands from the food trap.~~ The officer will shut the food trap **and instruct the detainee to kneel on the bunk facing the wall.**
- viii. The officers shall enter the cell, ~~and place the restraint belt around the detainee's waist~~ **secure the restraint belt while the detainee is kneeling on the bunk** and secure the handcuffs to the belt to restrict the detainee's mobility.
- x. Once secured, both officers will escort the detainee out of the cell while maintaining positive control of the detainee's arms and elbows. **The detainee will then be escorted to the slider where leg restraints will be applied.**

- xi. The officers will call over the radio **or via land line** to Central Control and request a cease movement.
- xiv. Upon escort back to the segregation unit under active participation by two (2) officers, the detainee will be placed in the segregation shower. The restraints shall be removed and **an unclothed search of the detainee shall be strip searched conducted**
- xv. Upon completion of the ~~strip search~~ **unclothed search** the shower door shall be secured, the detainee shall be handcuffed in the ~~front~~ **back (unless medical conditions dictate otherwise)** via the door trap,

Section 205.5., I. d.

- v. The detainee shall be placed in leg restraints (**H-Pod detainee's shall be escorted under positive control to the G / H sallyport where leg restraints will be applied**);

Section 205.5., I. e.

- ii. There are ~~forty-eight (48)~~ **twenty six (26)** flexible cuffs located in a secure storage locker located in the G-Pod staff bathroom. Additional flexible cuffs shall be available in the Armory if necessary.

Deputy Warden was deleted throughout the policy.

Appendix E-I- Lockdown Activity Sheets have been revised to include space for the 11-7 am shift officers to sign. Also, the Escort Officer only needs to sign the HSU Lockdown Activity Sheets.

DWM/ jas

POLICY and
PROCEDURE

DONALD W. WYATT DETENTION FACILITY
Central Falls Detention Facility Corporation



Page 1 of 42

Number: 205
Section: Security
Subject: Segregation Units

Reviewing Staff:

Majors G. Richardson

Warden:

John W. Mason

Effective Date:

11/2/10

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205.1. POLICY AND PURPOSE

It is the policy of the Donald W. Wyatt Detention Facility to provide segregated housing to manage detainee behavior that jeopardizes the safety, security, and order of the facility. Every detainee in segregated housing shall receive the same humane treatment, regardless of offense.

205.2. REFERENCES

Contractual Requirements: Agreement between the Mashantucket Pequot Tribe and Central Falls Detention Facility Corporation; Intergovernmental Service Agreement #DROIGSA-07-0002; Navy Contract #N00189-13-P-G158

Local, State and Federal Regulations: Not Applicable

ACA Standards: 4-ALDF-2A-44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 60, 61, 62, 63, 64, 65, 66

205.3. RESPONSIBILITIES

The Chief of Security shall be responsible for implementing and monitoring this policy and procedure.

205.4. DEFINITIONS

Active Participation: One officer on either side of the detainee with hands on the detainee's elbow and back of the detainee's wrist. Both escorting officers must maintain control of the detainee throughout the escort.

Administrative Detention: A form of separation from general population used when the continued presence of the detainee within general population would pose a serious threat to life, property, self, staff, and other detainees, or to the security or orderly running of the facility. This housing status may also include, those detainee's who are awaiting a disciplinary hearing, pending an investigation, or awaiting review for Administrative Segregation or Protective Custody placement. This is a non-punitive status in which restricted conditions of confinement are required only to ensure the safety of detainees or others, the protection of property, or the secure, orderly running of the facility.

Administrative Segregation: Segregation housing placement of a detainee whose behavior or management factors pose a threat to the security of the facility or a risk to the safety of staff or other detainees and that the detainee can no longer be safely managed in general population. Detainees who are on Administrative Segregation Status must also be placed on Special Restraint Status. Placement on this status requires a review and hearing in accordance with policy 506 – Assessment and Classification and requires the review and approval of the Warden.

Disciplinary Segregation: A form of separation from general population of a detainee who has been found guilty of a facility rule or regulation and has been imposed a sanction by the Disciplinary Hearing Officer in accordance with policy 301 – Rules and Discipline.

Protective Custody Status: A form of separation from general population for detainees requiring protection from other detainees. When considering protective custody cases, staff must ensure that no reasonable alternatives are available. Reasons for admitting detainees to protective custody status shall be warranted and documented. Placement on this status requires a review and hearing in accordance with policy 506 – Assessment and Classification and requires the review and approval of the Warden.

Segregation: Segregation is a generic term used to describe the housing of a detainee in a cell or area separate from the general population. In general, detainees who, because of their criminal record, the nature of their charges, their behavior within the facility, and/or other reliable and relevant information are determined to be a threat to persons, property, security and/or orderly running of the facility or who are in need of protection from other detainees may be placed into segregation.

Segregation Unit: A housing section that is separate from the general population.

Special Restraint Status: This status dictates that, whenever a detainee on this status is moved from his/her cell for any reason, he/she must be restrained in handcuffs behind the back, placed in leg irons and escorted under active participation by a minimum of (2) officers and one (1) supervisor. The supervisor shall ensure that all procedures are carried out in accordance with policy. Regardless of a detainee's status, the Shift Commander or higher authority may place any detainee on special restraint status if his/her actions or behavior warrants. Such detainees shall be reviewed for placement on Administrative Segregation Status. All detainees on Administrative Segregation status shall also be reviewed for Special Restraint Status.

205.5. PROCEDURES

A. TYPES OF SEGREGATION PLACEMENT

A detainee may be placed in segregation only with the approval of the Shift Commander or higher authority. The facility has the following segregation statuses:

1. (AD) Administrative Detention – A temporary form of separation from general population used when the continued presence of the detainee in general population would pose a serious threat to life, property, self, staff, other detainees, or to the security or orderly running of the facility.
2. (AS) Administrative Segregation – A form of separation from general population for detainee's who have demonstrated behavioral qualities either through the serious nature of their crime, behavior, or through reasonable belief that they pose a threat to life, property, staff, other detainees, or to the security and/or orderly running of the facility.
3. (PC) Protective Custody – A form of separation from general population for detainees who are requesting or requiring protection from other detainees for reasons of health, safety or due to the nature of their crime. A detainee shall only be placed on this status when warranted and no reasonable alternatives are available. Detainees in PC shall enjoy the same general privileges as

detainees in the general population.

4. (DS) Disciplinary Segregation – Separation from general population of a detainee who has been found guilty of violation of facility rules or regulations. This status may be imposed after complying with the all provisions set forth in DWDF policy #301 – Rules and Discipline.

B. ADMINISTRATIVE DETENTION STATUS - PLACEMENT, REVIEW AND RELEASE

1. Reasons for Placement

- a. A detainee may be placed on Administrative Detention status with the approval of a shift commander or higher authority. Placement may occur in instances such as, but not limited to, when a detainee:
 - i. Is a new commitment pending investigation;
 - ii. Is pending a hearing for violation of facility rules or regulations;
 - iii. Is pending investigation for violation of facility rules, regulations or criminal acts that may have occurred while incarcerated;
 - iv. Continued presence in general population poses a serious threat to life, property, self, staff, other detainees, or the security or orderly running of the facility;
 - v. Is terminating confinement from Disciplinary Segregation upon completion of serving a sanction but whose placement in general population poses a serious threat to life, property, self, other detainees, security or orderly running of the facility;
 - vi. Is pending classification or re-classification;
 - vii. Is pending review for placement on Administrative Segregation status;
 - viii. Is pending review for placement on Protective Custody status;
 - ix. Is pending transfer or is in holdover status during transfer;

2. Placement on Administrative Detention

- a. An Administrative Detention Placement Order (Appendix A) must be completed by the staff person requesting the placement in segregation. In exigent circumstances, staff may place a detainee in administrative detention before a written order has been approved. A copy of the order shall be given to the detainee within twenty-four (24) hours.
- b. The order must state the specific reasons for placement, must be signed by the staff person and forwarded to the Shift Commander for review and approval.
- c. When a detainee is transferred to segregation, correctional staff shall immediately inform medical staff of the transfer. Correctional staff shall document this notification on the Administrative Detention Placement Order (Appendix A).
- d. Medical staff shall complete a review of the detainee and/or his/her medical record. Upon completion of the review medical staff shall inform the Shift Commander of the medical disposition and document

the review on the Segregation Placement Health Assessment form (Appendix B).

- e. If segregation of a detainee becomes necessary when medical staff are not on duty (11-7 shift) the detainee shall be placed on a fifteen (15) minute watch pending the medical assessment.
- f. Copies of the Administrative Detention Placement Order shall be distributed to the Warden, Major, Programs Director, and the detainee within seventy-two (72) hours of the detainee's placement in segregation. The original shall be forwarded to the Records Department. The medical assessment shall be placed in the detainee's medical record.
- g. Administrative Detention should be used only for short periods of time except where a detainee needs long term placement in exceptional circumstances which are ordinarily tied to the security of the facility and/or complex investigative concerns in which case the detainee may be referred for a classification or re-classification review by programs staff in accordance with policy #506 – Assessment and Classification or referred to the Investigations Unit for a Security Threat review in accordance with policy #203 – Security Threat Group.

3. Regular Reviews and Release

- a. The status of all detainees placed in Segregation shall be reviewed within seventy-two (72) hours by Programs Staff and reviewed and approved by the Warden or designee. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Review form (Appendix C).
- b. Administrative Detention status detainees shall be reviewed every seven (7) days for the first two (2) months and at least every thirty (30) days thereafter. These reviews shall be conducted by Programs staff and approved by the Warden. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Reviews form (Appendix C).
- c. Programs Staff shall conduct all reviews and will recommend continued placement or release from Administrative Detention status. All reviews shall be reviewed and signed by the Unit Manager. (2A-49, 2A-48)
- d. Recommendations for release shall be forwarded to the Warden or his designee for review and approval or denial. The approval or denial shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Review form (Appendix C).
- e. Additionally, every thirty (30) days, detainees who have been in continuous confinement shall be evaluated by the psychology staff. This evaluation shall be documented in detainee's medical chart, the Lockdown Roster (Appendix D), and the Segregation Unit log.
- f. ICE detainees may appeal to the Warden the conclusions and recommendations of any review conducted after the detainee has been in administrative segregation for seven consecutive days.

C. PROTECTIVE CUSTODY STATUS - PLACEMENT, REVIEW AND RELEASE

1. Placement on Protective Custody Status

- a. A detainee may only be placed on Protective Custody status after a classification review in accordance with policy #506 – Assessment and Classification.
- b. When a detainee is transferred to segregation for placement on Protective Custody status, correctional staff shall immediately inform medical staff of the transfer.
- c. Medical staff shall complete a review of the detainee and/or his/her medical record. Upon completion of the review medical staff shall inform the Shift Commander of the medical disposition and document the review on the Segregation Placement Health Assessment form (Appendix B).
- d. Protective Custody should be used only for short periods of time except where a detainee needs long term placement in exceptional circumstances which are ordinarily tied to the security of the facility and/or complex investigative concerns.

2. Reasons for Placement

- a. Staff shall consider all possible alternatives available prior to placing a detainee on Protective Custody status and may consider the following categories of protection cases:
 - i. Victims of detainee assault, detainee informants, detainees who have received detainee pressure to participate in sexual activity.
 - ii. Detainees who seek protection through detention, claiming to be former law enforcement officers, informants or others in sensitive law enforcement positions, whether or not there is official information to verify the claim.
 - iii. Detainees who refuse to enter general population because of alleged pressures from other unidentified detainees.
 - iv. Detainees who will not provide a reason, and as to whom staff cannot determine the reason for refusal to return to general population.
 - v. Detainee who staff has good reason to believe is in serious danger of bodily harm. (2A-46)

3. Regular Reviews and Release

- a. The status of all detainees placed in Segregation on Protective Custody status shall be reviewed within seventy-two (72) hours by Programs Staff and reviewed and approved by the Warden or designee. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Review form (Appendix C).
- b. Protective Custody status detainees shall be reviewed every seven (7) days for the first two (2) months and at least every thirty (30) days

thereafter. These reviews shall be conducted by Programs staff and approved by the Warden. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Reviews form (Appendix C).

- c. Programs Staff shall conduct all reviews and will recommend continued placement or release from Protective Custody status. All reviews shall be reviewed and signed by the Unit Manager. (2A-49, 2A-48)
- d. Recommendations for release shall be forwarded to the Warden or his designee for review and approval or denial. The approval or denial shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Segregation Review form (Appendix C).
- e. Additionally, every (30) days, detainees who have been in continuous confinement shall be evaluated by the psychology staff. This evaluation shall be documented in detainee's medical chart, the Lockdown Roster (Appendix D), and the Segregation Unit log.

D. ADMINISTRATIVE SEGREGATION STATUS - PLACEMENT, REVIEW AND RELEASE

1. Reasons for Placement

- a. Placement on Administrative Segregation status may occur in instances such as, but not limited to:
 - i. Detainee demonstrates behavioral qualities either through the serious nature of their crime, behavior, or through reasonable belief that they pose a threat to life, property, staff, other detainees, or to the security and/or orderly running of the facility.
 - ii. Continued presence in general population poses a serious threat to life, property, self, staff, other detainees, or the security or orderly running of the facility.

2. Placement on Status

- a. A detainee may only be placed on Administrative Segregation status after a classification review in accordance with policy #506 – Assessment and Classification.
- b. When a detainee is transferred to segregation for placement on Administrative Segregation status, correctional staff shall immediately inform medical staff of the transfer.
- c. Medical staff shall complete a review of the detainee and/or his/her medical record. Upon completion of the review medical staff shall inform the Shift Commander of the medical disposition and document the review on the Segregation Placement Health Assessment form (Appendix B).

3. Regular Reviews and Release

- a. The status of all detainees placed in Segregation shall be reviewed

- within seventy-two (72) hours by Programs Staff and reviewed and approved by the Warden or designee. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Segregation Reviews form (Appendix C).
- b. Administrative Detention, Administrative Segregation and Protective Custody status detainees shall be reviewed every seven (7) days for the first two (2) months and at least every thirty (30) days thereafter. These reviews shall be conducted by Programs staff and the detainee shall be interviewed. The review shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Reviews form that include the justification for the decision. (Appendix C).
 - c. The Programs Staff shall conduct all reviews and will recommend continued placement or release from Administrative Segregation status. All reviews shall be reviewed and signed by the Unit Manager. (2A-49, 2A-48)
 - d. Recommendations for release shall be forwarded to the Warden or his designee for review and approval or denial. The approval or denial shall be documented on the Administrative Detention, Administrative Segregation and Protective Custody Segregation Review form (Appendix C).
 - e. Additionally, every thirty (30) days, detainees who have been in continuous confinement shall be evaluated by the psychology staff. This evaluation shall be documented in detainee's medical chart, the Lockdown Roster (Appendix D) and the Segregation Unit log.
 - f. The Warden shall notify the ICE Field Office Director any time an ICE detainee's stay in administrative detention exceeds thirty (30) days.
 - g. The Warden shall review the case of every ICE detainee who objects to administrative segregation after thirty (30) days. A written record shall be made of the decision and the justification. The ICE detainee shall receive a copy of the record.

4. Administrative Segregation Program

The Administrative Segregation (A/S) Program consists of three (3) phases through which a detainee on A/S status must successfully complete to be considered for release to a general population step down unit. Detainees on this status shall be held responsible for their actions while learning coping skills necessary to allow their safe return to a general population housing unit. Should a detainee receive a disciplinary report while on A/S status, they will revert back to the previous phase for a period of thirty (30) days. The following program progression and criteria must be met:

a. Phase I (minimum requirements)

The following are the minimum criteria detainees must meet prior to being considered for Phase II.

- i. Thirty to forty-five (30-45) days on A/S status;
- ii. Completion of punitive segregation time;
- iii. Remain disciplinary report free;

- iv. Appropriate behavior (no reports of any comments being yelled outside the cell, etc.) and respect towards staff and other detainees;
- v. Maintain cell compliance in accordance with the Detainee Handbook;
- vi. Attend evaluations conducted by psychiatric staff (every thirty (30) days per policy) and any other programs as deemed appropriate by Mental Health staff;
- vii. Completion of the in-cell program entitled, "Getting Settled and Getting Going".

b. Phase II (minimum requirements)

The following are the minimum criteria detainees must meet prior to being considered for Phase III.

- i. Fifty to sixty (50-60) days in Phase II;
- ii. Involvement and completion of all Phase I programming;
- iii. Remain disciplinary report free;
- iv. Appropriate behavior (no reports of any comments being yelled outside the cell, etc.) and respect towards staff and other detainees;
- v. Maintain cell compliance in accordance with the Detainee Handbook;
- vi. Attend evaluations conducted by psychiatric staff (every thirty (30) days per policy) and any other programs as deemed appropriate by Mental Health staff;
- vii. Completion of the in-cell program entitled, "Living with Others".

c. Phase III to General Population Requirements

The following are the minimum criteria detainees must meet prior to being considered for release from A/S status.

- i. Sixty to ninety (60-90 days) in Phase III;
- ii. Involvement and completion of all Phase II programming;
- iii. Remain disciplinary report free;
- iv. Appropriate behavior (no reports of any comments being yelled outside the cell, etc.) and respect towards staff and other detainees;
- v. Maintain cell compliance in accordance with the Detainee Handbook;
- vi. Attend evaluations by psychiatric staff (every thirty (30) days per policy) and any other programs as deemed appropriate by Mental Health staff;
- vii. Completion of in-cell program entitled, "Rational Thinking".

d. Privileges (Phase I, Phase II, Phase III, Phase III Administrative)

i. Phase I Privileges:

- Commissary: Twenty-five dollars (\$25.00) per week if not serving a disciplinary sanction (limited items);
- Social Telephone Calls: One (1), twenty (20) minute telephone call per week;
- Visits: Two (2), one (1) hour video visits per week (immediate family only) if not serving a disciplinary sanction;
- Radio allowed in accordance with facility policy;
- No handheld video games during this phase.

ii. Phase II Privileges:

- Commissary: Thirty-five dollars (\$35.00) per week if not serving a disciplinary sanction (limited items);
- Social Telephone Calls: Two (2), twenty (20) minute telephone calls per week;
- Visits: Two (2), one (1) hour video visits per week (immediate family only) if not serving a disciplinary sanction;
- Radio allowed in accordance with facility policy;
- Hand held video game allowed in accordance with facility policy.

iii. Phase III Privileges:

- Commissary: Forty-five dollars (\$45.00) per week if not serving a disciplinary sanction;
- Social Telephone Calls: Three (3), twenty (20) minute telephone calls per week;
- Visits: Two (2), one (1) hour video visits and one (1), one (1) hour non-contact booth visit (immediate family only) per week, if not serving a disciplinary sanction;
- Radio allowed in accordance with facility policy;
- Hand held video game allowed in accordance with facility policy.

iv. Phase III – Privileges – Administrative (i.e., Death Row, Protective Custody)

- Commissary: Sixty-five dollars (\$65.00) per week if not serving a disciplinary sanction;
- Social Telephone Calls: Three (3), twenty (20) minute telephone calls per week;
- Visits: Two (2), one (1) hour video visits and one (1), one (1) hour non-contact booth visit (immediate family only) per week, if not serving a disciplinary sanction;

- Radio allowed in accordance with facility policy;
- Hand held video game allowed in accordance with facility policy;
- Extra sweatpants/thermals (2 total);
- Headset;
- Puzzles/games;
- Colored markers and/or crayons;
- Fan – battery operated;
- Fresh favorites – once per week;
- Other items may be allowed as deemed appropriate by the Warden.

E. DISCIPLINARY SEGREGATION STATUS

1. A detainee may be placed in Disciplinary Segregation status for a rule violation only AFTER a guilty finding and sanction imposed by the Disciplinary Hearing Officer in accordance with policy #301 – Rules and Discipline.
2. The Disciplinary Hearing Officer shall notify the Segregation/Escort Officer of the disciplinary decision and sanction.
3. Property not allowed for retention by Disciplinary Segregation status detainees as outlined on the Approved Property List (Appendix L) shall be removed from the detainee and/or cell. The property must be inventoried and documented on the Segregation Unit Detainee Property Inventory Form (Appendix M) and secured in the G-Pod Mezzanine or forwarded to R&D for storage. (Refer to section K. of this policy as well as facility policy #401 – Detainee Property for additional information.)
4. The detainee shall be placed on Disciplinary Segregation status for the duration of the sanction period. The duration period must be noted on the Special Housing Unit Check Sheet and in the Unit log. (2A-47)
5. Once the detainee has served his/her disciplinary sanction, he/she may be released from Disciplinary Segregation status. However, the Unit Sergeant shall contact the Programs Director prior to release to determine if the detainee is being considered for Administrative Segregation or Protective Custody placement.

F. SUPERVISION OF SEGREGATION DETAINEES

1. The Unit Officer or Escort Officer must conduct rounds and visually observe each segregation detainee at a minimum of every thirty (30) minutes on an irregular schedule ensuring they see living breathing flesh. Detainees who are disruptive and/or demonstrate unusual behavior shall be checked more frequently as determined by the Shift Commander.
2. Detainees who are violent or mentally disturbed or who demonstrate unusual or bizarre behavior shall be placed on close or constant observation watch.

Suicidal detainees must be under constant observation watch which must be documented in accordance with 413 – Mental Health Services and Suicide Prevention policy. (2A-52)

3. Medical staff shall conduct rounds (see and speak) to each detainee at least once on the 1st and 2nd shifts unless medical attention is needed more frequently. All medical rounds shall be announced to the detainees over the PA system and recorded in the unit log. (2A-45)
4. A member of the programs staff shall be available to segregated detainees upon request. (2A-53)
5. The Shift Commander on each shift shall make daily rounds of segregation units. (2A-53)
6. The Chaplain shall conduct weekly rounds in segregation units.

G. CORRECTIONAL STAFF ASSIGNED TO SEGREGATION UNITS

Correctional staff shall be selected for assignment to segregation units based on the following criteria:

1. At a minimum, have completed the established probationary period, and have at least one (1) year experience as a correctional officer in a direct supervision environment.
2. Received training on interpersonal communication skills.
3. Demonstrate, through prior performance, an ability to handle the most severe detainee management problems.
4. Correctional officers assigned to segregation units shall not exceed a tour of duty lasting longer than ninety (90) days. Staff shall be closely supervised during this time period.
5. Upon completion of the ninety (90) days tour of duty, staff shall be rotated to a post other than a segregation unit.

H. PROGRAMS AND SERVICES TO SEGREGATION DETAINEES

Detainees housed in segregation shall be provided with the following services and programs unless there is imminent danger that a detainee or any other detainee will destroy an item, induce self-injury, or threaten the safety, security and orderly running of the facility. When a detainee is deprived of any usually authorized item or activity, an incident report must be written and submitted to the Warden through the chain of command.

1. Housing

- a. High Security and Security Risk Group (SRG) detainees shall not be housed in adjoining cells.
- b. Detainees assigned to Administrative Segregation status, shall have their cell designation rotated every thirty (30) days. The Segregation Sergeant shall oversee and will ensure all moves are made and documented accordingly in the OMS log as well as annotated on the lockdown activity sheet.

2. Meals

- a. All detainees housed in segregation shall be provided the same meal as served to general population detainees unless otherwise ordered by the physician or approved by the chaplain. All requirements set forth in facility policy, #400 – Food Service shall apply.
- b. If a detainee uses food or food service equipment in a manner that is hazardous to self, staff, or other detainees, an alternative meal can be requested. Alternate feedings can only occur with the written approval of the Warden and responsible Health Authority in accordance with facility policy, #400 - Food Services. During non-business hours, verbal approval may be granted for alternate feedings. The substitution period shall not exceed seven days. Food shall never be used as punishment.
- c. Meals shall be distributed to detainees housed in segregation and pod lockdowns in the following manner:
 - i. Two (2) officers shall be present any time a food trap is to be opened;
 - ii. One food trap shall be opened up at a time;
 - iii. One officer will open and close the trap, while the other officer inspects the meal tray before delivering the tray and any beverages/soups to the detainee;
 - iv. Once the detainee has received his/her tray the food trap shall be secured;
 - v. The detainee shall have twenty (20) minutes to consume the meal;
 - vi. Trays, utensils, and any uneaten food must be retrieved in the same manner as they were issued.

3. Recreation

- a. All detainees housed in segregation shall be offered one (1) hour of exercise a day outside their cell five (5) times per week, unless security considerations dictate otherwise. The recreation schedule does not have to be consecutive days but must equal five (5) days in a seven (7) day period. (2A-64)
- b. If a detainee's behavior dictates that he/she will be a threat to staff and others, he/she shall not be offered recreation.
- c. All denials must be approved by the Shift Commander in conjunction

with the Major. If a detainee is denied recreation, an incident report must be written and forwarded to the Warden through the chain of command.

- d. If a detainee in disciplinary/administrative segregation has their recreation revoked for disciplinary reasons, a written explanation shall be given to the detainee.
- e. If a detainee refuses recreation, the refusal must be documented on the Lockdown Activity Sheet (Appendix E, F, G, H or I) and in the housing unit log. A refusal will count as one day of recreation.
- f. Recreation yards shall be thoroughly searched prior to and upon completion of use by detainees.
- g. High Security and Security Risk Group (SRG) detainees shall never be allowed to recreate at the same time.

4. Showers

- a. All detainees housed in Segregation shall have the opportunity to maintain an acceptable level of hygiene.
- b. Detainees shall be offered an opportunity to shave and shower a minimum of three (3) times per week in accordance with the established schedule. The shower period will be no more than twenty (20) minutes in duration. (2A-57)
- c. Segregation detainees housed in an area other than the Segregation Unit shall be offered the opportunity to shower a minimum of three (3) times per week during lock-down periods. Detainees shall be given the opportunity to shave and use nail clippers during the authorized shower period. (2A-57)
- d. An electric shaver/trimmers, mirror and nail clippers will be issued after the detainee is secured in the shower. Upon completion of use, the issued items must be returned to the officer, inspected for tampering, and secured in the designated area. An entry must be made in the unit log regarding the issue/retrieval time and any discrepancies.
- e. Detainees in segregation shall be allowed to receive hair cut services thirty (30) days from the date of entry into segregation. Hair cuts shall be conducted in accordance policy, #402 – Hair Care.
- f. Correctional staff must conduct a search of the shower before and after each use.

5. Clothing and Bedding

- a. All detainees housed in segregation shall be provided with the same opportunity for the issue and exchange of clothing, bedding, linen, and laundry as detainees in general population. All property issued to the detainee shall be examined through the fluoroscope for contraband prior to issuance. The Warden may permit exceptions to this only when necessary and the reason for the exception must be recorded in the housing unit log. (2A-57)
- b. Clothing shall not be of a degrading nature and the detainee shall have access to personal items for use in their cell unless there is imminent

- danger that the detainee will destroy an item or induce self-injury. (2A-56)
- c. All clothing shall be exchanged with the pod officer on a one for one basis during the detainee's designated shower periods.

6. Property

Detainees housed in segregation shall be allowed to retain property in accordance with the Approved Property List (Appendix L). Items which are authorized but not allowed for retention within the detainee's cell shall be stored in a bag identified with the detainee's name and identification number and secured in the designated cubicle.

7. Medical

- a. Detainees that are placed in segregation shall have the same access to medical, dental, and mental health services as do those detainees in general population.
- b. Detainees housed in segregation shall be evaluated and visited daily by both the 1st and 2nd shift medical staff.
- c. The presents of medical staff visits to segregation units must be announced to the detainees and documented on the Lockdown Activity Sheet and the housing unit log.
- d. The health authority shall determine the frequency of physician visits to the segregation unit on a case by case basis. (2A-45)
- e. Detainees need not be allowed routine visits to the Health Services Unit to attend sick call or to receive care provided that in the judgment of the qualified health care provider the requisite services can be provided adequately within the Segregation Unit.
- f. Detainee must be transported promptly to the Health Services Unit or other health care facility whenever a qualified health care provider determines that such access is medically indicated.
- g. Detainees who had been receiving mental health treatment should be evaluated by mental health personnel within twenty-four (24) hours after being placed in segregation or should continue to have routine mental health treatment as ordered by mental health personnel.
- h. Detainees are provided prescribed medication. Medication shall be dispensed under security staff supervision. (2A-56)

8. Visits:

- a. Administrative Detention, Administrative Segregation and Protective Custody status detainees shall receive personal visits via the video visiting system in the Segregation Unit in accordance with the schedule set forth in policy, #507 – Visitation and Attorney Access.
- b. Detainees on Disciplinary Segregation status are not allowed personal visits.
- c. All detainees housed in the segregation units are allowed attorney visits. Legal service providers are notified prior to the visit of any security

- concerns.
 - d. When an attorney arrives to visit a detainee housed in segregation, the detainee shall be placed in restraints and escorted to the Contact Visitation Area where the handcuffs, only, will be removed. The Visiting Room Officer shall monitor the visit. Upon conclusion of the visit, the detainee shall be strip-searched, placed back in restraints and escorted back to segregation. (2A-61)
 - e. Any denials of visitation must be documented.
9. Mail
- a. All detainees housed in the segregation can write and/or receive letters on the same basis as detainees housed in general population. (2A-60)
 - b. Outgoing mail must be placed in the locked mail box located within the housing unit.
 - c. The Escort Officer shall pick up all outgoing mail each day during the 11-7 shift and deliver it to the mailroom to be processed. The Escort Officer must bring incoming mail to the Segregation Unit and distribute it to the appropriate detainee.
10. Telephone Access
- a. Administrative Detention, Administrative Segregation and Protective Custody status detainees shall have the opportunity to make personal phone calls for up to twenty (20) minutes on Tuesdays and Fridays in the unit. (2A-66)
 - b. Detainees must submit a Segregation Telephone Call Request (Appendix J) to the Segregation or Escort Officer before 8:00 a.m. on the requested day.
 - c. Detainees on Disciplinary Segregation status shall be allowed to make attorney of record calls in connection with prospective or pending litigation. These calls will be limited in duration. Detainees on Disciplinary Segregation status are NOT allowed to make personal calls. ICE detainees shall be authorized to make calls about their immigration case or legal matters, calls to their consular/embassy officials and calls during family emergencies as determined by the Warden.
 - d. Legal calls may occur Mondays through Fridays. The detainee must submit a Segregation Telephone Call Request (Appendix J) to the Segregation or Escort Officer before 8:00 a.m. on the requested day.
 - e. Emergency phone calls may be authorized based on the nature of the emergency. Requests for emergency phone calls must be submitted on a Segregation Telephone Call Request (Appendix J) to the Unit Counselor. Such calls must be approved by the Shift Commander. (2A-65)
 - f. The Escort Officer shall coordinate all approved telephone calls and monitor detainee use of the phone in the unit.
 - g. All telephone calls must be documented on the Lockdown Activity Sheet (Appendix E, F, G, H or I).

11. Commissary Services

- a. Detainee's on Administrative Detention and Disciplinary Segregation status shall be allowed to purchase the following commissary items:
- 1-Bar of Soap;
 - 1-Bottle of Shampoo;
 - 1-Tube of Toothpaste;
 - 1-Deoderant;
 - 1-Lotion;
 - Stamps, paper and envelopes;
 - Shaver/Trimmer, nail clippers (must be stored outside the cell).

Note: Each detainee shall be issued a finger tip toothbrush and segregation pen.

- b. Detainees on Administrative Segregation status shall be allowed to purchase commissary items not to exceed \$45.00 per week. However, detainees must not exceed the property limits as outlined on the Approved Property List (Appendix L).
- c. If a detainee on Administrative Segregation status receives a disciplinary report, he/she shall revert back to Administrative Detention status and the commissary and property items will be removed from the cell. The detainee will only be allowed to retain property and commissary items that are allowed for retention by Administrative Detention detainees until the Disciplinary Report is resolved. (Refer to Appendix L)
- d. Detainee on Protective Custody status may order the same commissary items as general population detainees.
- e. Detainees must fill out a commissary order form and return it to the Escort officer who shall place the form in the appropriate box. All orders must be submitted no later than Thursday at 11:00 a.m.

12. Request for Services

- a. Detainees are required to complete a Detainee Request Form (Appendix K) when requesting services from programs, law library, property, clothing, hygiene items, food service, bedding and linen.
- b. Any exceptions shall be permitted only when found necessary by the Shift Commander. All exceptions shall be noted in the housing unit log and an incident report shall be written.

13. Educational Services

- a. Detainees on Administrative Detention, Administrative Segregation and Protective Custody who request educational services or program access shall have their request evaluated by their Counselor and a recommendation made to the Programs Director. If a program is approved it may be permitted in the individual cell. (2A-66)
- b. The Detainee Request Form (Appendix K) may be obtained from the Unit

- Officer, Escort Officer or Counselor and should be returned to them.
- c. Upon receiving the Detainee Request forms, the Education Specialist will interview the detainee to determine their educational needs.
- d. Detainees on Disciplinary Segregation status are not eligible to participate in education, vocational and/or rehabilitative programs until such time as their sanction has been served.

14. Library Services

- a. All detainees housed in segregation shall have access to reading materials. The Education Specialist, Escort Officer or Pod Officer will bring reading materials (soft cover books) to the Segregation unit via a book cart at a minimum of three (3) times per week. Detainees shall be allowed a maximum of two (2) books which may be swapped on a one for one basis. (2A-63, 2A-66)
- b. The staff person issuing the books shall be required to search them prior to placing them back on the book cart.

15. Law Library and Legal Material

- a. All detainees housed in segregation shall have access to legal materials. Detainees can request to have legal material brought to the unit by the Unit Counselor. Detainees may make requests for a reasonable amount of legal materials by submitting a Detainee Request Form (Appendix K) to the Unit Counselor. These requests will be reviewed and filled within forty-eight (48) hours. (2A-62)
- b. Detainee's may also request access to the Law Library by submitting a Detainee Request Form (Appendix G). (2A-62)
- c. Any item that is to be given to a detainee who is housed in segregation must be left with the Unit Officer who shall be required to search it prior to giving it to the detainee.

16. Social Services

- a. Social services shall be provided for detainees housed in segregation. The detainee shall be required to complete a Detainee Request Form (Appendix K) to request to speak to a Counselor.
- b. The Counselor will come to the housing unit to speak to the detainee through the cell door.
- c. If the issue cannot be handled in the housing unit, arrangements will be made for the detainee to be restrained and escorted to the Counselor's Office. (2A-66)

17. Counseling Services

- a. Counseling services shall be provided for segregation detainees as requested through the Health Services Unit. Any detainee in need of counseling services may submit a sick slip or may make a verbal request to staff at any time. Any such requests shall be forwarded to medical

- b. staff immediately. (2A-66)
- b. Mental health staff shall be on-call twenty-four (24) hours a day to attend to detainees whose needs require immediate attention or crisis intervention.
- c. Every thirty (30) days, detainees who have been in continuous confinement shall be evaluated by the psychology staff. This shall be documented in their medical chart, the Lockdown Roster (Appendix D).
- d. Mental health staff shall make time available on a regularly scheduled basis for appointments with detainees who request them.
- e. Individual counseling shall begin when the need arises and be on-going as determined by the counselor and the detainee.
- f. Psychiatric nurses and/or a psychologist shall provide counseling services upon request.

18. Religious Services

- a. The Warden shall not restrict the right of a detainee to practice their religious beliefs or to confer with a clergy person, provided that these activities do not threaten the safety, security and/or orderly running of the facility. (2A-66)
- b. The Chaplain shall conduct weekly rounds in segregation unit. The rounds shall be documented in the Unit Activity Log by the Unit Officer.
- c. Contracted clergy volunteer's (Catholic, Protestant, Muslim, etc.) may meet with detainees on a one-on-one basis, with the detainee being brought to a secure location, as approved by the Programs Director and directed by the shift commander, or the clergy member may go to the segregation unit and speak to detainees through the cell door.
- d. Detainees may ask to see the chaplain at any time. Chaplains shall respond to these requests as promptly as possible.
- e. The Chaplain shall be immediately notified when information is received concerning a death or serious illness in a detainee's family or events which may be disturbing to the detainee.
- f. Detainees shall be allowed religious books in accordance with the Approved Property List (Appendix L). A one-for-one exchange shall be allowed for another religious book. Religious scriptures of the detainee's faith will be available upon request to the Chaplain.

I. APPLICATION OF RESTRAINTS AND MOVEMENT OF DETAINEES

1. Movement – Routine Use of Restraints

- a. Movement within the Segregation Unit
 - i. Whenever a detainee is to be removed from his/her cell for routine movement within the segregation unit, the detainee must be handcuffed behind the back. However, if the detainee has a valid medical condition as verified by medical staff, the detainee shall be handcuffed in the front and the restraint belt shall be utilized in accordance with section b. (below).

- ii. The detainee shall be handcuffed via the food trap prior to the cell door being opened.
- iii. The handcuffed detainee shall be removed from the cell, thoroughly pat searched and escorted to the designated area (shower, recreation yard, law library) under active participation by two (2) officers.
- iv. Detainees going to the recreation yard will be issued their sneakers prior to going into the recreation yard. However, prior to issuance to the detainee, the officer must search the sneakers to ensure that they do not contain contraband.
- v. The detainee must be secured in the designated area (shower, recreation yard, law library), and the handcuffs will be removed via the food trap.
- vi. Upon completion of the activity the detainee shall be handcuffed behind the back via the trap in the door. The door will be opened, the detainee will be pat searched and escorted under active participation back to his/her cell.
- vii. Detainees must relinquish their sneakers prior to being placed inside the cell. The cell door must be secured and the handcuffs removed via the food trap.

b. Movement to an Area Outside of the Segregation Unit

Segregation detainees who require movement to an area outside the Segregation Unit (discipline hearing, counselor's office for a supervised telephone call, medical examination which necessitates handcuffs to be placed in the front, valid medical reason as verified by medical staff, transport, or for reasons as approved by the Shift Commander) shall be restrained and escorted in accordance with the following:

- i. Two (2) officers will approach the cell and instruct the detainee to step away from the cell door.
- ii. An officer shall conduct a search of the detainee's sneakers to ensure that they do not contain contraband.
- iii. The food trap will be opened while maintaining observation of the detainee. An officer will pass the sneakers to the detainee and instruct him/her to put them on.
- iv. An officer will order the detainee place their hands through the food trap to be handcuffed in the front.
- v. An officer will apply the handcuffs to the detainee's wrists while ensuring that the key holes are in the outward facing position, double locked. Once the restraints are properly secured, order the detainee to remove their hands from the food trap. The officer will shut the food trap and instruct the detainee to kneel on the bunk facing the wall.
- vi. The officer will announce to the third officer or security staff member that the detainee is secure and request that the corresponding cell door be opened while maintaining visual observation of the detainee.

- vii. Before the door is opened the security staff member at the controls will verify the door to be opened and await confirmation. Once the door is confirmed the door will be opened.
- viii. The officers shall enter the cell, secure the restraint belt while the detainee is kneeling on the bunk and secure the handcuffs to the belt to restrict the detainee's mobility.
- ix. The detainee will then be instructed to kneel on the bed and face the wall. One officer will maintain positive control of the detainee's arm while the other officer applies leg restraints to the detainee's ankles from behind, one leg at a time.
- x. Once secured, both officers will escort the detainee out of the cell while maintaining positive control of the detainee's arms and elbows. The detainee will then be escorted to the slider where leg restraints will be applied.
- xi. The officers will call over the radio or via land line to Central Control and request a cease movement. Once Central Control announces the cease movement and ensures that the route of travel is clear, the officers will escort the detainee out of segregation while maintaining positive control of the detainee at all times.
- xii. Once at the destination, the escorting officer shall notify Central Control. Central Control will broadcast an announcement over the radio system instructing the facility to resume normal operations.
- xiii. If the detainee is attending an attorney visit, the handcuffs will be removed during the visit but the leg restraints will remain on and must be double locked.
- xiv. Upon escort back to the segregation unit under active participation by two (2) officers, the detainee will be placed in the segregation shower. The restraints shall be removed and an unclothed search of the detainee shall be conducted.
- xv. Upon completion of the unclothed search the shower door shall be secured, the detainee shall be handcuffed in the back (unless medical conditions dictate otherwise) via the door trap, the shower door may then be opened and the officer shall secure the restraint belt around the detainee's waist and secure the handcuffs to the belt. The detainee shall then be placed in leg restraints and escorted under positive control back to the appropriate cell and secured inside. (Detainees must relinquish their sneakers prior to being placed inside the cell).
- xvi. The detainee will be instructed to kneel on the bed facing the wall, one (1) officer shall maintain positive control of the detainees arm and wrist while the second officer removes the leg restraints. The officer will then remove the restraint belt, (leaving the handcuffs on the detainee) both officers shall exit the cell and the cell door shall be secured. The handcuffs will be removed through the food trap and the trap will be secured. The cell will

be placed on secure cell mode to prevent and accidental opening of the cell.

c. Movement of Special Restraint Status Detainees

Movement of special restraint status detainees shall be conducted in accordance with the procedures set forth above (sections a. and/or b.). However, all movement of special restraint detainees must be conducted by two (2) officers and one (1) supervisor present at all times. Regardless of a detainee's status, the Shift Commander or higher authority may place any detainee on special restraint status if his/her actions or behavior warrants. Such detainees shall be reviewed for placement on Administrative Segregation Status. Detainees on Administrative Segregation (AS) status shall automatically be placed on special restraint status.

d. Multiple Occupancy Segregation Cells

When there are two (2) detainees assigned to a segregation cell not within the Segregation unit, the following procedures shall be implemented:

- i. BOTH occupants shall be restrained with handcuffs behind the back through the cell trap door;
- ii. The detainee NOT being removed shall be directed to stand at the rear of the cell and face away from the door;
- iii. The door shall then be opened, and the appropriate detainee shall be removed;
- iv. The door shall be immediately secured;
- v. The detainee shall be placed in leg restraints (H-Pod detainee's shall be escorted under positive control to the G / H sallyport where leg restraints will be applied);
- vi. The detainee remaining in the cell shall be un-cuffed through the food trap and the trap shall be secured;
- vii. The detainee being escorted shall be pat searched and escorted under active participation.

e. Emergency Evacuation of Segregation/Lockdown Detainees

- i. If emergency evacuation of a segregation unit or lockdown detainees is required, flexible cuffs shall be available for use with the authorization of the Shift Commander or higher authority.
- ii. There are twenty six (26) flexible cuffs located in a secure storage locker located in the G-Pod staff bathroom. Additional flexible cuffs shall be available in the Armory if necessary.

J. MAINTENANCE OF RECORDS

1. Staff operating segregation units shall maintain a permanent log that contains at a minimum the following information for each detainee admitted to the unit:
 - a. Detainee name;
 - b. Detainee number;
 - c. Cell number;
 - d. Date admitted;
 - e. Type of infraction or reason for admission;
 - f. Tentative release date (if known);
 - g. Special medical or psychiatric problems or needs.
2. Segregation staff shall also record ALL persons entering the unit including officials conducting inspections and/or tours in the unit, persons who counsel detainees and visits including video visits. The requirements set forth in policy 219 – Facility Logbooks and Computer Log Entries must be strictly adhered to.
3. The Segregation/Escort Officers are required to initiate and maintain documentation of all detainee activities within the Segregation unit utilizing the Lockdown Activity Sheet (Appendix E, F, G, H or I) and housing unit log.
4. All staff interaction with Segregation detainees will be recorded in the housing unit log. (2A-55)
5. Personal property given to the detainee while confined in the Segregation Unit will be documented in accordance with policy 401 - Detainee Property. No other inventory forms are authorized.

K. INVENTORY, STORAGE, AND DISPOSITION OF SEGREGATION DETAINEE PROPERTY

1. Detainees housed in segregation shall be allowed to retain property items in accordance with their status as outlined on the Approved Property List (Appendix L).
2. Upon assignment to or release from a segregation unit, two (2) officers shall inventory the detainee's property, to include personal property, facility property and commissary items. All items shall be separated, inventoried and stored in an area not accessible to detainees (i.e., the G-Pod mezzanine and/or R&D). The inventory shall be recorded on the Segregation Unit Detainee Property Record (Appendix M).
3. Detainees housed in segregation units who receive a status change (e.g., from A/D to D/S, D/S, to A/D, etc.) shall have his/her property inventoried, stored and/or issued in according to the property allowed per the Approved Property List (Appendix K). The inventory or issuance of items shall be recorded on the Segregation Unit Detainee Property Record (Appendix M).

4. All inventories shall be conducted by two staff members who will be required to sign the inventory form. The detainee shall also be required to sign the inventory form.

205.6. CANCELLATION

These regulations cancel all previous facility policy statements, bulletins, directives, orders, notices, rules or regulations regarding Segregation Units which are inconsistent with these regulations.

205.7. APPLICABILITY

This procedure applies to all Donald W. Wyatt Detention Facility employees and detainees.

205.8. ACCESS TO POLICY

This policy will be maintained within the central policy file of the Support Service's Office. A copy of this policy shall also be maintained on the computer network system under the "Common (K)" drive in the POLICIES folder, DWWDF POLICIES, 205 – Segregation Units and designated post orders. The Education Specialist will make this policy available to all detainees.

205.9. POLICY DIRECTIVE

For information on Authority, Annual Review, Emergencies, Severability Clause and Effective Date that apply to this policy, refer to the copy of the Policy Directive memorandum on the computer network system under the "Common (K)" drive in the POLICIES folder, DWWDF POLICIES, POLICY DIRECTIVES, Policy Directive.

**DONALD W. WYATT DETENTION FACILITY
ADMINISTRATIVE DETENTION (AD) PLACEMENT ORDER**

To: _____, Shift Commander
 From: _____
 Regarding: _____
 (Print Detainee Name) I.D.# Date

The above named detainee is being placed on AD status for the following reason(s):	
<input type="checkbox"/>	Is a new commitment pending investigation;
<input type="checkbox"/>	Is pending a hearing for violation of facility rules or regulations;
<input type="checkbox"/>	Is pending investigation for violation of facility rules, regulations or criminal acts that may have occurred while incarcerated;
<input type="checkbox"/>	Continued presence in general population poses a serious threat to life, property, self, staff, other detainees, or the security or orderly running of the facility;
<input type="checkbox"/>	Is terminating from Disciplinary Segregation upon completion of serving a sanction but whose placement in general population poses a serious threat to life, property, self, other detainees, security or orderly running of the facility;
<input type="checkbox"/>	Is pending classification or re-classification;
<input type="checkbox"/>	Is pending review for placement on Administrative Segregation status;
<input type="checkbox"/>	Is pending review for placement on Protective Custody status;
<input type="checkbox"/>	Is pending transfer or is in holdover status during transfer.

The above named detainees presence in general population poses a serious threat to life, property, self, other detainees, security and/or orderly running of the facility because: (Explain in as much detail as possible. A memorandum detailing the reason for placement may be attached in lieu of describing the specific incident in this section.)

MEDICAL REVIEW	
Medical Staff Notified By:	_____
Name of Medical Staff Member:	_____
Segregation Placement Health Assessment Form Completed:	<input type="checkbox"/> Yes <input type="checkbox"/> NO

Shift Commander's Approval:	_____	Date:	_____	Time:	_____
Detainee given a copy of this form:	<input type="checkbox"/> Yes <input type="checkbox"/> NO	Date:	_____	Time:	_____

Original: Records Dept
 cc: Warden
 Major Programs Director
 Detainee

**DONALD W. WYATT DETENTION FACILITY
SEGREGATION PLACEMENT HEALTH ASSESSMENT FORM**

Detainee Name (First Last, First, Initial):	SID #:	DOB:
Notified By (Print Name/Title):		Date/Time Notified:

<input type="checkbox"/> Health Record Reviewed:		
Any Known Active Medical Diagnosis? (Do not include specific diagnosis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Medical Concerns	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe concern: _____		
History of MH or Psychiatric Diagnosis? (Do not include specific diagnosis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Active Mental Health Diagnosis? (Do not include specific diagnosis)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suicide Ideations? If yes, circle one: History/Current	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Suicide Attempts? If yes, circle one: History/Current	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Most Recent Suicide Attempt (mode/date): _____		
History of Self Injurious Behavior	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe: _____		
Most Recent Self-Injurious Behavior (type/date): _____		
Homicidal Ideations? If yes, circle one: History/Current	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other Mental Health concerns?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, describe: _____		
ADA Needs/Accommodations:	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Disposition:		
<input type="checkbox"/> Cleared for Segregation Placement at this time.		
<input type="checkbox"/> Requires Further Medical or Mental Health Follow-Up place on: (check one)		
<input type="checkbox"/> Suicide Watch (one on one)	<input type="checkbox"/> 15 Minute Watch	
<input type="checkbox"/> Concerns: _____		
<input type="checkbox"/> Medical or Mental Health Referral Completed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Shift Commander Notified of disposition. _____		
Medical Staff: _____	Title: _____	Date/Time: _____

**DONALD W. WYATT DETENTION FACILITY
ADMINISTRATIVE DETENTION, ADMINISTRATIVE SEGREGATION AND PROTECTIVE CUSTODY REVIEW**

Detainee Name: (Print First, Last)		SID #	Date/Time Entered:
72-hour Review:	Date	Time	(Circle one) Remain Release
Reason for continued placement or release (Releases must be approved by the Warden):			
Reviewer's Name:		Title:	Date:
Unit Manager Review/Signature:		(Circle one) Remain Release	Date:
7 Day Review: (from date entered)	Date		(Circle one) Remain Release
Reason for continued placement or release (Releases must be approved by the Warden):			
Reviewer's Name:		Title:	Date:
Unit Manager Review/Signature:		(Circle one) Remain Release	Date:
Review: (7 days from last review)	Date		(Circle one) Remain Release
Reason for continued placement or release (Releases must be approved by the Warden):			
Reviewer's Name:		Title:	Date:
Unit Manager Review/Signature:		(Circle one) Remain Release	Date:
Review: (7 days from last review)	Date		(Circle one) Remain Release
Reason for continued placement or release (Releases must be approved by the Warden):			
Reviewer's Name:		Title:	Date:
Unit Manager Review/Signature:		(Circle one) Remain Release	Date:
Reviews must be conducted within 72 hours of placement, every 7 days for the first 2 months and every 30 days thereafter.			
SECTION 4 – RELEASE			
I concur with the recommended release of this detainee from Segregation.			
Warden's Approval:			Date:

**DONALD W. WYATT DETENTION FACILITY
ADMINISTRATIVE DETENTION, ADMINISTRATIVE SEGREGATION AND PROTECTIVE CUSTODY REVIEW**

Detainee Name: (Print First, Last)		SID #	Date Entered	Last Review
Review: (7 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Review: (7 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Programs Director or higher authority):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Review: (7 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Programs Director or higher authority):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Review: (7 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Programs Director or higher authority):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Review: (7 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Programs Director or higher authority):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Reviews must be conducted within 72 hours of placement, every 7 days for the first 2 months and every 30 days thereafter.				
SECTION 4 -- RELEASE				
I concur with the recommended release of this detainee from Segregation.				
Warden's Approval:				Date:

DONALD W. WYATT DETENTION FACILITY
ADMINISTRATIVE DETENTION, ADMINISTRATIVE SEGREGATION AND PROTECTIVE CUSTODY REVIEW

Detainee Name: (Print First, Last)		SID #	Date Entered	Last Review
30 Day Review: (30 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
30 Day Review: (30 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
30 Day Review: (30 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
30 Day Review: (30 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
30 Day Review: (30 days from last review)	Date	(Circle one) Remain	Release	
Reason for continued placement or release (Releases must be approved by the Warden):				
Reviewer's Name:		Title:	Date:	
Unit Manager Review/Signature:		(Circle one) Remain	Release	Date:
Reviews must be conducted within 72 hours of placement, every 7 days for the first 2 months and every 30 days thereafter.				
SECTION 4 – RELEASE				
I concur with the recommended release of this detainee from Segregation.				
Warden's Approval:				Date:

**DONALD W. WYATT DETENTION FACILITY
G – POD LOCKDOWN ACTIVITY SHEET**

Date: _____ Day: _____

*Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable
Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody*

Cell #	Detainee Print Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Visit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
G-1													
Comments:													
G-2													
Comments:													
G-3													
Comments:													
G-4													
Comments:													
G-5													
Comments:													
G-6													
Comments:													
G-7													
Comments:													
G-8													
Comments:													
G-9													
Comments:													
G-10													
Comments:													
G-11													
Comments:													
G-12													
Comments:													
G-13													
Comments:													
G-14													
Comments:													
G-15													
Comments:													
G-16													
Comments:													

DONALD W. WYATT DETENTION FACILITY G – POD LOCKDOWN ACTIVITY SHEET

Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable

Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody

Cell	Detainee	Status	Phone Call		Meals			Exercise	Hygiene		Law Library	Video Visit	Medical
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
G-17	Last Name & First Initial	A/D, A/S, D/S, P/C						1 hr. 5 days per week					
Comments:													
G-18													
Comments:													
G-19													
Comments:													
G-20													
Comments:													
G-21													
Comments:													
G-22													
Comments:													
G-23													
Comments:													
G-24													
Comments:													

7-3 pm 114 Print:	3-11 pm 114 Print:
Officer Signature:	Officer Signature:
7-3 pm 114A Print:	3-11 pm 114A Print:
Officer Signature:	Officer Signature:
11-7am 114 Print	
Officer Signature:	
Supervisors Comments:	

7-3 pm Supervisor Signature: _____ Date: _____
 3-11 pm Supervisor Signature: _____ Date: _____
 11-7 am Supervisor Signature: _____ Date: _____

<p style="text-align: center;"><u>SHOWER AND SHAVE</u></p> <p>A/D, A/S and D/S 3X's Per Week - Minimum Monday, Wednesday and Friday Protective Custody (P/C) Detainees Same as general population</p> <p style="text-align: center;"><u>EXERCISE</u></p> <p>Monday through Friday (1 hr., 5 days per week) Refusal counts as 1 hour</p> <p><u>VISITS - Video Visits (Booth visits must be approved by the Major or Warden)</u></p> <p>A/D, A/S, P/C Detainees Sunday, Monday, Friday, and Saturday D/S Detainees - No personal visits</p>	<p style="text-align: center;"><u>LAW LIBRARY</u></p> <p>All detainees will be scheduled by Programs staff. Extra time may be requested thru the Unit Sergeant.</p> <p style="text-align: center;"><u>PROPERTY (See "Approved Property List")</u></p> <p>A/D Detainees - No commissary food items, or radio. Only hygiene items allowed. D/S Detainees - No commissary food items, or radio. Only hygiene items allowed. A/S Detainees - In accordance with their A/S Phase. P/C Detainees - Same as general population.</p> <p style="text-align: center;"><u>CELL COMPLIANCE</u></p> <p>Daily compliance must be adhered to by 9:00 am Beds made, nothing on the window sills, no vent or window covers, no clotheslines, floor clean and room organized, desk clean and organized.</p>	<p style="text-align: center;"><u>LAUNDRY</u></p> <p>Colored clothing - Monday, Wednesday and Friday Whites Clothing - Tuesday and Thursday</p> <p style="text-align: center;"><u>LEGAL CALLS (Form required)</u></p> <p>All detainees are required to fill out a "Segregation Telephone Call Request" form by 8 am. All calls must be completed between 8 am and 5 pm. No calls will be allowed if a form is not filled out.</p> <p style="text-align: center;"><u>PERSONAL CALLS (No form required)</u></p> <p>A/D, A/S and P/C detainees can make personal calls on Tuesday and Friday only and must be completed by 10 pm. D/S detainees are not allowed personal phone calls.</p> <p style="text-align: center;"><u>WEEKEND ACTIVITY</u></p> <p>No activity. Only attorney and personal visits according to status.</p>
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DONALD W. WYATT DETENTION FACILITY H – POD LOCKDOWN ACTIVITY SHEET

Date: _____ Day: _____

Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable
Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody

Cell #	Detainee Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Visit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
H-21A													
H-21B													
Comments:													
H-22A													
H-22B													
Comments:													
H-23A													
H-23B													
Comments:													
H-24A													
H-24B													
Comments:													

7-3 pm 115 Print:	3-11 pm 115 Print:
Officer Signature:	Officer Signature:
11-7 115 Print	
Officer Signature	
Supervisors Comments:	

7-3 pm Supervisor Signature: _____ Date: _____
 3-11 pm Supervisor Signature: _____ Date: _____
 11-7 am Supervisor Signature: _____ Date: _____

<p style="text-align: center;"><u>SHOWER AND SHAVE</u></p> <p>A/D, A/S and D/S 3x's Per Week - Minimum Monday, Wednesday and Friday <u>Protective Custody (P/C) Detainees</u> Same as general population <u>EXERCISE</u> Monday through Friday (1 hr., 5 days per week) Refusal counts as 1 hour <u>VISITS - Video Visits (Booth visits must be approved by the Major or Warden)</u> <u>A/D, A/S, P/C Detainees</u> Sunday, Monday, Friday, and Saturday <u>D/S Detainees</u> - No personal visits</p>	<p style="text-align: center;"><u>LAW LIBRARY</u></p> <p>All detainees will be scheduled by Programs staff. Extra time may be requested thru the Unit Sergeant. <u>PROPERTY (See "Approved Property List")</u> <u>A/D Detainees</u> - No commissary food items, or radio. Only hygiene items allowed. <u>D/S Detainees</u> - No commissary food items, or radio. Only hygiene items allowed. <u>A/S Detainees</u> - In accordance with their A/S Phase. <u>P/C Detainees</u> - Same as general population. <u>CELL COMPLIANCE</u> <u>Daily compliance must be adhered to by 9:00 am</u> Beds made, nothing on the window sills, no vent or window covers, no clotheslines, floor clean and room organized, desk clean and organized.</p>	<p style="text-align: center;"><u>LAUNDRY</u></p> <p><u>Colored clothing</u> - Monday, Wednesday and Friday <u>Whites Clothing</u> - Tuesday and Thursday <u>LEGAL CALLS (Form required)</u> All detainees are required to fill out a "Segregation Telephone Call Request" form by 8 am. All calls must be completed between 8 am and 5 pm. No calls will be allowed if a form is not filled out. <u>PERSONAL CALLS (No form required)</u> A/D, A/S and P/C detainees can make personal calls on Tuesday and Friday only and must be completed by 10 pm. D/S detainees are not allowed personal phone calls. <u>WEEKEND ACTIVITY</u> No activity. Only attorney and personal visits according to status.</p>
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DONALD W. WYATT DETENTION FACILITY I – POD LOCKDOWN ACTIVITY SHEET

Date: _____ Day: _____

Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable
Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody

Cell #	Detainee Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Visit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
I-07A													
I-07B													
Comments:													
I-08A													
I-08B													
Comments:													
I-09A													
I-09B													
Comments:													
I-10A													
I-10B													
Comments:													

7-3 pm 116 Print:	3-11 pm 116 Print:
Officer Signature:	Officer Signature:
11-7 am 116 Print	
Officer Signature	
Supervisors Comments:	

7-3 pm Supervisor Signature: _____ Date: _____
 3-11 pm Supervisor Signature: _____ Date: _____
 11-7 am Supervisor Signature: _____ Date: _____

<p><u>SHOWER AND SHAVE</u> A/D, A/S and D/S 3x's Per Week - Minimum Monday, Wednesday and Friday Protective Custody (P/C) Detainees Same as general population <u>EXERCISE</u> Monday through Friday (1 hr., 5 days per week) Refusal counts as 1 hour <u>VISITS - Video Visits (Booth visits must be approved by the Major or Warden)</u> A/D, A/S, P/C Detainees Sunday, Monday, Friday, and Saturday D/S Detainees - No personal visits</p>	<p><u>LAW LIBRARY</u> All detainees will be scheduled by Programs staff. Extra time may be requested thru the Unit Sergeant. <u>PROPERTY (See "Approved Property List")</u> A/D Detainees - No commissary food items, or radio. Only hygiene items allowed. D/S Detainees - No commissary food items, or radio. Only hygiene items allowed. A/S Detainees - In accordance with A/S Phase. P/C Detainees - Same as general population. <u>CELL COMPLIANCE</u> Daily compliance must be adhered to by 9:00 am Beds made, nothing on the window sills, no vent or window covers, no clotheslines, floor clean and room organized, desk clean and organized.</p>	<p><u>LAUNDRY</u> Colored clothing - Monday, Wednesday and Friday Whites Clothing - Tuesday and Thursday <u>LEGAL CALLS (Form required)</u> All detainees are required to fill out a "Segregation Telephone Call Request" form by 8 am. All calls must be completed between 8 am and 5 pm. No calls will be allowed if a form is not filled out. <u>PERSONAL CALLS (No form required)</u> A/D, A/S and P/C detainees can make personal calls on Tuesday and Friday only and must be completed by 10 pm. D/S detainees are not allowed personal phone calls. <u>WEEKEND ACTIVITY</u> No activity. Only attorney and personal visits according to status.</p>
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DONALD W. WYATT DETENTION FACILITY HSU LOCKDOWN ACTIVITY SHEET

Date: _____ Day: _____

Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable

Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody

Cell #	Detainee Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Visit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
Cell 1135													
Comments:													
Cell 1134													
Comments:													
Cell 1132													
Comments:													

7-3 am HSU Officer Print:	3-11 pm HSU Officer Print:
Officer Signature:	Officer Signature:
7-3 am Escort Officer Print:	3-11 pm Escort Officer Print:
Officer Signature:	Officer Signature:
11-7 Officer Print	
Officer Signature:	
Supervisors Comments:	

7-3pm Supervisor Signature: _____ Date: _____

3-11pm Supervisor Signature: _____ Date: _____

11-7am Supervisor Signature: _____ Date: _____

<p style="text-align: center;"><u>SHOWER AND SHAVE</u></p> <p>A/D, A/S and D/S 3x's Per Week - Minimum Monday, Wednesday and Friday <u>Protective Custody (P/C) Detainees</u> Same as general population</p> <p style="text-align: center;"><u>EXERCISE</u></p> <p>Monday through Friday (1 hr., 5 days per week) Refusal counts as 1 hour</p> <p><u>VISITS - Video Visits (Booth visits must be approved by the Major or Warden)</u></p> <p><u>A/D, A/S, P/C Detainees</u> Sunday, Monday, Friday, and Saturday <u>D/S Detainees</u> - No personal visits</p>	<p style="text-align: center;"><u>LAW LIBRARY</u></p> <p>All detainees will be scheduled by Programs staff. Extra time may be requested thru the Unit Sergeant.</p> <p style="text-align: center;"><u>PROPERTY (See "Approved Property List")</u></p> <p><u>A/D Detainees</u> - No commissary food items, or radio. Only hygiene items allowed. <u>D/S Detainees</u> - No commissary food items, or radio. Only hygiene items allowed. <u>A/S Detainees</u> - In accordance with their A/S Phase. <u>P/C Detainees</u> - Same as general population.</p> <p style="text-align: center;"><u>CELL COMPLIANCE</u></p> <p><u>Daily compliance must be adhered to by 9:00 am</u> Beds made, nothing on the window sills, no vent or window covers, no clotheslines, floor clean and room organized, desk clean and organized.</p>	<p style="text-align: center;"><u>LAUNDRY</u></p> <p><u>Colored clothing</u> - Monday, Wednesday and Friday <u>Whites Clothing</u> - Tuesday and Thursday</p> <p style="text-align: center;"><u>LEGAL CALLS (Form required)</u></p> <p>All detainees are required to fill out a "Segregation Telephone Call Request" form by 8 am. All calls must be completed between 8 am and 5 pm. No calls will be allowed if a form is not filled out.</p> <p style="text-align: center;"><u>PERSONAL CALLS (No form required)</u></p> <p>A/D, A/S and P/C detainees can make personal calls on Tuesday and Friday only and must be completed by 10 pm. D/S detainees are not allowed personal phone calls.</p> <p style="text-align: center;"><u>WEEKEND ACTIVITY</u></p> <p>No activity. Only attorney and personal visits according to status.</p>
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**DONALD W. WYATT DETENTION FACILITY
F – POD LOCKDOWN ACTIVITY SHEET**

Date: _____ Day: _____

*Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable
Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody*

Cell #	Detainee Print Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Visit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
F-01A													
F-01B													
Comments:													
F-02A													
F-02B													
Comments:													
F-03A													
F-03B													
Comments:													
F-04A													
F-04B													
Comments:													
F-05A													
F-05B													
Comments:													
F-06A													
F-06B													
Comments:													

**DONALD W. WYATT DETENTION FACILITY
F – POD LOCKDOWN ACTIVITY SHEET**

Date: _____ Day: _____

*Approved Responses: Y = Received N = No Not Provided R = Refused N/A = Not Applicable
Status Codes: A/D = Administrative Detention D/S = Disciplinary Segregation A/S = Administrative Segregation P/C = Protective Custody*

Cell #	Detainee Print Last Name & First Initial	Status A/D, A/S, D/S, P/C	Phone Call		Meals			Exercise 1 hr. 5 days per week	Hygiene		Law Library By Programs Schedule	Video Vlsit Status Permitting	Medical Nursing Rounds (Initials)
			Legal	Personal	B	L	D		Shower	Shaver Offered & Returned			
F-07A													
F-07B													
Comments:													
F-08A													
F-08B													
Comments:													

7-3 pm 113 Officer Print:		3-11 pm 113 Officer Print:	
Officer Signature:		Officer Signature:	
11-7 am 113 Officer Print			
Officer Signature			
Supervisors Comments:			

7-3 pm Supervisor Signature: _____ Date: _____
 3-11 pm Supervisor Signature: _____ Date: _____
 11-7am Supervisor Signature: _____ Date: _____

<p align="center"><u>SHOWER AND SHAVE</u> A/D, A/S and D/S 3x's Per Week - Minimum Monday, Wednesday and Friday Protective Custody (P/C) Detainees Same as general population <u>EXERCISE</u> Monday through Friday (1 hr., 5 days per week) Refusal counts as 1 hour <u>VISITS - Video Visits (Booth visits must be approved by the Major or Warden)</u> A/D, A/S, P/C Detainees Sunday, Monday, Friday, and Saturday D/S Detainees - No personal visits</p>	<p align="center"><u>LAW LIBRARY</u> All detainees will be scheduled by Programs staff. Extra time may be requested thru the Unit Sergeant. <u>PROPERTY (See "Approved Property List")</u> A/D Detainees - No commissary food items, or radio. Only hygiene items allowed. D/S Detainees - No commissary food items, or radio. Only hygiene items allowed. A/S Detainees - In accordance with their A/S Phase. P/C Detainees - Same as general population. <u>CELL COMPLIANCE</u> Daily compliance must be adhered to by 9:00 am Beds made, nothing on the window sills, no vent or window covers, no clotheslines, floor clean and room organized, desk clean and organized.</p>	<p align="center"><u>LAUNDRY</u> Colored clothing - Monday, Wednesday and Friday Whites Clothing - Tuesday and Thursday <u>LEGAL CALLS (Form required)</u> All detainees are required to fill out a "Segregation Telephone Call Request" form by 8 am. All calls must be completed between 8 am and 5 pm. No calls will be allowed if a form is not filled out. <u>PERSONAL CALLS (No form required)</u> A/D, A/S and P/C detainees can make personal calls on Tuesday and Friday only and must be completed by 10 pm. D/S detainees are not allowed personal phone calls. <u>WEEKEND ACTIVITY</u> No activity. Only attorney and personal visits according to status.</p>
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DONALD W. WYATT DETENTION FACILITY

SEGREGATION TELEPHONE CALL REQUEST

Date: _____

Detainee Name: _____ # _____ Unit/Cell # _____

Law Firm/Attorney Name: _____

Person Name: _____ Telephone #: _____

Comments: _____

Detainee Signature: _____ Date: _____

Request form received by: _____ Date: _____
(Staff Name)

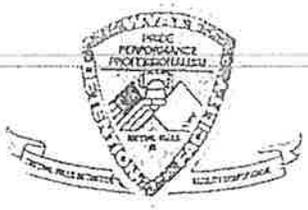
Telephone call given by: _____ Date: _____
(Staff Name)

This section does not apply to Disciplinary Segregation

*Detainees who are housed in segregation will have the opportunity to make personal telephone calls for up to twenty (20) minutes on Tuesdays and Fridays. Legal phone calls will be authorized Monday through Friday. This Segregation Telephone Call Request form must be filled out and forwarded to the unit officer before 8:00 am.

cc: Detainee Record

DONALD W. WYATT DETENTION FACILITY
DETAINEE REQUEST FORM
DEMANDA DE DETENIDO



Name/El Nombre _____ Federal I.D. #/Numero Federal (I.D.) _____

Date/La fecha _____ Housing Unit/Casa _____

INSTRUCTIONS: Please check the problem or request area. Be specific about what action you want. This is not a grievance form.
LAS INSTRUCCIONES: Por favor verifique el problema o area de la demanda. Sea especifico sobre que accion que usted quiere. Esta no es una forma de agravio.

- Informal complaint/Queja informal
- Classification appeal/La clasificacion de apelacion
- Detainee work assignment/Unidad de trabajadores
- Programs, specify/Los Programas, especifico _____
- Property/La Propiedad _____
- Laundry/El Lavanderia
- Detainee accounts/Las cuentas del detenido
- Staff hearing assistant/Asistencia disciplinaria
- Education/Educacion
- Legal Copies/Copias Legales
- Other, specify/Otro, especifico _____

Request/La demanda _____

*Detainee signature/La firma del detenido _____ Date/La fecha _____

*Detainee signature authorizes funds to be deducted from your account/Pueden sacar los fondos necesario demi cuenta
_____ Date/La fecha _____

Staff receiving the request/Peronal que recibe la demanda _____ Date/La fecha _____

Action taken/Accion tomada _____

Response/La contesta _____

Staff Signature/La firma _____ Date/La fecha _____

DONALD W. WYATT DETENTION FACILITY
APPROVED PROPERTY LIST

ITEM	A/D	A/S	D/S	P/C and General Pop.
Uniform Pants	2	2	2	2
Uniform Shirts	2	2	2	2
Or Yellow Jumpsuits	2	2	2	0
T-Shirts	2	2	2	4+2 (PERSONAL) = 6
Sweat Shirt	0	1	0	1
Sweat Pants	0	1	0	1
Thermal Pants	2-Seasonal	2-Seasonal	2-Seasonal	2
Thermal Shirts	2-Seasonal	2-Seasonal	2-Seasonal	2
Underpants	2	2	2	4+2 (PERSONAL) = 6
Orange Shorts (males)	1	1	1	1
Grey Shorts (males)	0	2	0	2
Sports Bras (females only)	2	2	2	4
Nightgowns (females only)	1	1	1	2
Blue Shorts (females)	1	1	1	1
Socks	2 pairs	2 pairs	2 pairs	4+2 (PERSONAL) = 6
Sneakers	1 (stored outside cell)	1 (stored outside cell)	1 (stored outside cell)	2
Shower Shoes	1	1	1	1
Jacket	0	0	0	1
Blanket	2	2	2	2
Sheets	2	2	2	2
Pillowcase	1	1	1	1
Towels	2	2	2	2
Facecloth	2	2	2	2
Mattress and Pillow	1 each	1 each	1 each	1 each
Toothbrush	1 Seg issued	1 Seg issued	1 Seg. issued	1
AM/FM Radio	0	Depending on A/S Phase	0	1
Handheld Video Game	0	Depending on A/S Phase	0	1
Ear buds	0	1	0	1
Batteries	0	4 (2 in radio/2 in bin)	0	4 (2 in radio/2 spare)
Mirror	0	0	0	1
Nail Clipper (no file)	1 (stored outside cell)	1 (stored outside cell)	1 (stored outside cell)	1
Drinking Cup (plastic)	1	1	1	1
Bowl (plastic)	1	1	1	1
Electric Shaver/Trimmer	1 (stored outside cell)	1 (stored outside cell)	1 (stored outside cell)	1
Wedding Ring	1	1	1	1
Watch	1	1	1	1
Religious Metal with Chain	1	1	1	1
Address Book	0	1	0	1
Writing Paper	1 pad	1 pad	1 pad	3 pads
Envelopes	10	10	10	100
Stamps	10	10	10	20
Pencils	0	0	0	3
Pens	1 Seg issued	1 Seg issued	1 Seg issued	3
Personal Mail	4 inches	4 inches	4 inches	1 shoe box size
Books (paperback)	1	2	2	2
Newspapers	0	2	0	2 each
Magazines	0	1	0	2 each
Personal Photographs	1 inch	1 inch	1 inch	96/2 photo albums
Legal Reference Books	2	2	2	2
Legal Material	1 cubic foot	1 cubic foot	1 cubic foot	2 cubic feet
Bible, Koran or Other	1	1	1	1
Religious Headwear	1	1	1	1
Prescription Eyeglasses	1	1	1	1
Commissary	Hygiene Items Only	Refer to policy #205 Phase I, II, or III	Hygiene Items Only	\$80.00 per week
Hygiene Items	5 (1 of each/see list)	10 (1 of each)	5 (1 of each/see list)	Reasonable

**DONALD W. WYATT DETENTION FACILITY
SEGREGATION UNIT – DETAINEE PROPERTY INVENTORY FORM**

Detainee:	SID #:	Unit:	Date and Time of Inventory:
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REASON FOR INVENTORY (Check ALL that apply):	
<input type="checkbox"/>	Placed on Administrative Detention (A/D) Status
<input type="checkbox"/>	Placed on Disciplinary Segregation (D/S) Status
<input type="checkbox"/>	Placed on Administrative Segregation (A/S) Status
<input type="checkbox"/>	Placed on Protective Custody (P/C) Status
<input type="checkbox"/>	Change of Lockdown Status
<input type="checkbox"/>	Released from Segregation

ITEM CODES			
A = Commissary Items	B = Bedding & Lines	C = Facility Clothing/Property	D = Personal Clothing/Property

Item Code	Description	Quantity	Item Issued Y/N	Item Code	Description	Quantity	Item Issued Y/N
BEVERAGES				FOOD ITEMS			
A	Cappuccino			A	Adobo Spices		
A	Coffee			A	Chili		
A	Creamer			A	Beans		
A	Crustal Light			A	Beef Stew		
A	Drink Mix			A	Beef Stick		
A	Hot Chocolate			A	Bread		
A	Soda			A	Cheddar Cheese		
A	Sugar			A	Mack and Cheese		
A	Sweet-n-Low			A	Fish Steak		
A	Tea Bags			A	Hot Sauce		
A	Water			A	Jalapeno Cheese		
CHIPS & SNACKS				A	Jelly		
A	Cheese Nips			A	Ketchup		
A	Cheetos			A	Mackerel		
A	Combos			A	Mayonnaise		
A	Chips			A	Mustard		
A	Crackers (Ritz)			A	Oatmeal		
A	Crackers (PB/Cheese)			A	Oysters		
A	Doritos			A	Peanut Butter		
A	Hot Fries			A	Pepperoni		
A	Peanuts			A	Picante		
A	Sweet/Spicy Mix			A	Pickles		
A	Trail Mix			A	Ramen Noodles		
CANDY				A	Ramen Cup of Soup		
A	Butterscotch			A	Ranch Dressing		
A	Candy Bars			A	Rice		
A	Chick o Stick			A	Salami		
A	Fireballs			A	Saltines		
A	Hard Candy			A	Sardines		
A	Hot Tamales			A	Tortilla		
A	Jolly Rancher			A	Tuna		

SEGREGATION UNIT – DETAINEE PROPERTY INVENTORY FORM

Item Code	Description	Quantity	Item Issued Y/N	Item Code	Description	Quantity	Item Issued Y/N
CANDY (Cont.)				COOKIES & PASTERIES			
A	Life Savers			A	Cinnamon Roll		
A	M & M's			A	Cookies		
A	Mike & Ike			A	Danish		
A	Skittles			A	Graham Crackers		
GENERAL MERCHANDISE				A	Granola Bar		
A	Batteries (AA)			A	Honey Bun		
A	Batteries (AAA)			A	Cream Pies		
A	Bowl/Lid	/		A	Pop Tarts		
A	Cards			A	Rice Crispy Treat		
A	Color Pencils			A	Vanilla Wafers		
A	Cup/Lid	/		HEALTH & BEAUTY			
A	Dictionary			A	Acetaminophen		
A	Drawing Pad			A	Afro Pick		
A	Envelope (White)			A/C	Anti-Fungal Cream		
A	Envelopes (Manila)			A	Cocoa Butter Stick		
D	Glasses			A	Comb		
A	Headphones			A	Conditioner		
A	Nail Clipper			A	Cough Drops		
A	Pad Lock			C/D	Deodorant		
A	Pen			A	Gel		
A	Pencil			A	Hair Brush		
A	Playing Cards			A	Hair Grease		
A	Radio			A	Lip Balm		
A	Stamps			A	Mouth Wash		
A	Trimmers			A	Sanitary Napkins		
A/D	Watch			C/D	Shampoo		
A	Writing Pad			A/C	Soap		
CLOTHING & BEDDING				A	Soap Dish		
C	Uniform Pants	/		A	Toothbrush Holder		
C	Uniform Shirts			A/C	Toothbrush		
C/D	T-Shirt	/		A/C	Toothpaste		
A	Sweat Shirt			A/C	Toilet Paper		
A	Sweat Pant			OTHER			
D	Thermal Top/Bottom	/					
C/D	Boxers						
C/D	Female Underwear/Bras	/					
C/D	Shorts	/					
C	Nightgown						
C/D	Socks	/					
C/D	Shower Shoes						
C/D	Sneakers						
B	Sheets/Pillow Case	/					
B	Pillow						

SIGNATURES

Detainee Signature:	Detainee Print:	Date:
Officer Signature:	Officer Print:	Date:
Officer Signature:	Officer Print:	Date:

By signing this document, ALL parties agree that the property inventory is accurate and that there are no discrepancies

Original Copy to Shift Commander → Copy to Detainee → Copy to Detainee Property File

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	<u>Title</u> Restrictive Housing	<u>Effective Date</u> 3/15/15
<u>Index Number</u> 1-3.400	<u>Related Standards</u> ACA 4-ALDF-2A-44-49, 51-66, 5C-04; IGSA-IV; TCI 1400-1-.08(5), .16(1); PREA 115.43b, 115.14c	<u>Approved By</u>
<u>Supersedes</u> Policy # 1-3.400	<u>Title</u> Special Management Housing	<u>Prior Effective Date</u> 11/09/12

PURPOSE

To describe the grounds and procedures for placing inmates in restrictive housing, and the conditions under which those inmates are confined.

POLICY

Inmates are placed in restrictive housing only after administrative consideration and/or a disciplinary hearing. Conditions of confinement for restrictive housing approximate those in the general population to the extent practical in light of the need to maintain a safe and secure environment, and exceptions are documented. TCI 1400-1-.08(5)

DEFINITIONS

Administrative Status – The classification category for inmates who are separated from the general population because their continued presence there poses a serious threat to life, property, or the security and/or orderly operation of the correctional facility, including the threat of escape.

Disciplinary Status – A punitive form of restrictive housing in which inmates lose privileges and are confined from the general population for a period specified by the disciplinary hearing officer. Placement in disciplinary status may occur only after the disciplinary hearing officer’s finding of a rule violation.

General Population – The classification status for inmates who do not require special or restrictive housing.

In-Cell Lockdown – Confinement to an individual cell in a general population housing unit during which certain privileges are restricted.

Pre-Hearing Status – The classification status for inmates placed in restrictive housing pending a disciplinary hearing when the inmate’s continued presence in the general population creates a threat to the safe and/or orderly operation of the correctional facility, or when it is necessary to maintain the integrity of an investigation.

Protective Custody – A form of restrictive housing for inmates who request protection from the general population.

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Restrictive Housing (RH) – A form of housing within the facility used for inmates who may pose a danger to others or be at risk if left in the general population housing area.

Special Confinement Activity Record (SCAR) – A card maintained for each inmate in restrictive housing which provides identifying information and details activity such as recreation, phone use, shower, and out-of-cell time, as well as disruptive, unusual, and/or violent behavior.

Special Housing Unit (SHU) – A housing unit at the Criminal Justice Center (CJC) designated to house inmates whose behavior or condition indicates they suffer from a mental or medical issue that makes it inadvisable or unsafe to house them in general population.

PROCEDURAL GUIDELINES

The CJC and the Correctional Development Center – Female (CDF) include units designated for restrictive housing. Requests, referrals, or orders for restrictive housing are directed to/from the classification division. Classification officers review such requests and make any appropriate housing movements except as noted below. See also DCSO Policy # 1-4.101, “Inmate Classification.”

Living conditions approximate those of general population inmates.

Status Types

Administrative Status

Classification officers may place an inmate on administrative status when it is necessary to protect the inmate or others, and they document the reason in the JMS classification module and on the SCAR card.

Mental health personnel conduct an evaluation within seven days after the inmate’s release from administrative status to general population.

Pre-hearing Status

The shift supervisor may recommend pre-hearing status, but it is approved by classification officers. Pre-hearing status is not punitive and is used only when necessary to ensure the inmate’s safety or facility security.

The officer searches any property before it is taken into the inmate’s individual cell. Items permitted in general population are allowed unless the inmate’s behavior indicates possession of the item is a risk to the inmate or others. All other items are inventoried, receipted, and placed in a locked storage area.

Pre-hearing status time is credited toward any disciplinary sanction the disciplinary hearing officer later imposes. Upon a finding of not guilty by the disciplinary hearing officer, the classification officer schedules a movement to appropriate housing.

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Disciplinary Status

The disciplinary hearing officer and the classification officer authorize an inmate's placement in disciplinary status only after a hearing, unless the inmate waived his right to a hearing. ALDF-2A-47

The disciplinary hearing officer determines the duration of the disciplinary sanction, which does not exceed 60 days for all violations arising out of one incident. The facility administrator/designee approves continuous confinement of more than 30 days. ALDF-2A-50

Inmates found guilty of a disciplinary infraction may be transferred directly from the hearing to disciplinary status. The housing officer searches any property, removing all restricted items, which are then inventoried, receipted, and placed in a locked storage area. If the inmate was housed in restrictive housing on pre-hearing status and then found guilty of a rule violation, the inmate's property is re-inventoried before being moved to a disciplinary status.

At the conclusion of the disciplinary sanction or after a successful appeal of the disciplinary sanction, the classification officer schedules a movement to appropriate housing.

Classification division personnel may remove an inmate from disciplinary status and place him on in-cell lockdown when space is needed for higher priority restrictive housing.

Protective Custody

If classification staff is unavailable and immediate action is necessary, the shift supervisor may restrictively house an inmate temporarily pending a classification review. Otherwise, the classification manager/designee evaluates inmate requests for protective custody status within 72 hours to determine whether such placement is warranted.

An inmate is admitted to protective custody status only after classification personnel review available documentation and determine no reasonable alternatives are available. The classification director/designee schedules movement to appropriate housing. ALDF-2A-46

When the classification director/designee denies a request for protective custody status, classification personnel document the denial and notify the inmate of the reasons.

Admissions

If classification personnel are unavailable and immediate action is necessary, the shift supervisor may restrictively house an inmate temporarily by initiating the appropriate colored Special Confinement Activity Record (SCAR) card and scheduling the requested housing move. DCSO classification officers review the report "Housing Moves Scheduled by Non-Classification Staff" to determine inmate housing moves/transfers done by anyone other than classification. This review is done within 24 hours of the movement. ALDF-2A-44

OFFICIAL

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Medical personnel are notified without delay and a nurse completes an initial restrictive housing assessment. If information during the assessment suggests acute mental health concerns, the nurse initiates a referral for mental health evaluation. ALDF-2A-45 (Mandatory)

Special Confinement Activity Record (SCAR)

Staff members initiate color-coded SCAR cards upon an inmate’s assignment to restrictive housing:

- medical personnel initiate green cards for inmates in restrictive housing ordered by medical or mental health personnel and complete an order to the jailer notifying classification officers;
- classification officers initiate blue cards for immigration and customs enforcement (ICE) detainees; and,
- classification officers initiate yellow cards for all others.

The individual initiating the restrictive housing enters the inmate’s name, OCA number, restrictive housing status, housing location, and the reason(s) for the restrictive housing on the SCAR card. ALDF-2A-55

Classification division personnel and correctional officers identify any special conditions related to security and treatment of the inmate and record them in the comments section. Such conditions include:

- recreation/exercise requirements;
- restrictions on personal property depending on status and/or conduct;
- known assault risks;
- restraints, only if different from routine restraint procedures;
- physical health conditions such as asthma or physical handicap;
- mental health concerns such as suicide risk or developmental disabilities; and,
- special diet needs. ALDF 2A 55

A new SCAR card is created monthly for each inmate in restrictive housing, excepting Immigration and Customs Enforcement (ICE) detainees as noted below. When an inmate loses the privilege of any authorized items or activity, the housing officer completes a report in the Jail Management System (JMS) incident report module which is reviewed by the facility administrator. ALDF-2A-58

Monthly, or upon the inmate’s removal from restrictive housing, completed SCAR cards are forwarded to records division personnel to be scanned into the inmate’s institutional record.

Use of Restraints

When outside their individual cells, restrictive housing inmates on administrative, pre-hearing, or disciplinary status wear, at a minimum, handcuffs, and leg restraints except when showering.

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Special housing unit (SHU) inmates, and female inmates who are on restrictive housing due to orders from medical/mental health personnel, are restrained according to their classification and behavior.

Restrictive housing inmates wear full restraints (belly chains and leg irons) when outside the correctional facility.

Required Visits

The facility administrator/designee visits restrictive housing units daily and members of the program staff visit on request.

Unless medical attention is needed more frequently, a physician/designee visits three times per week and a nurse visits each inmate in restrictive housing at least daily. The nurse documents his visits on the individual SCAR cards, and announces his presence at each cell in the unit.
ALDF-2A-53, 2A-45

Mental health personnel visit the restrictive housing units weekly. The correctional officer documents the visits in the JMS daily log.

Supervision of Restrictive Housing Areas

Only corporals and above are assigned to work in restrictive housing units. The sergeant/shift supervisor performs annual evaluations of assigned staff, and there are provisions for rotation to other duties. ALDF-2A-54

Shift supervisors ensure correctional personnel conduct thorough, frequent searches of the restrictive housing units. The housing officer documents the searches in the JMS daily log, and when contraband is located, completes an incident report.

Use of force incidents are governed by DCSO Policy # 1-1.455, "Use of Force."

The sergeant/shift supervisor as appropriate conducts unannounced rounds in the unit at least once per shift; the housing officer documents the visit in the JMS daily log.

Restrictive housing inmates are allowed the same access to the courts as the general population.

Inmates assigned to restrictive housing and those in general population have no more than incidental contact. The route between the housing unit and the destination is cleared of general population inmates any time a restrictive housing inmate leaves and/or returns to the housing unit. Restrictive housing inmates are escorted by at least one correctional officer when outside the housing unit.

OFFICIAL

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A correctional officer observes inmates in restrictive housing units twice per hour on an irregular schedule, but not more than 40 minutes apart. Inmates who are violent or mentally disturbed or who demonstrate unusual or bizarre behavior are observed more frequently. Suicidal inmates are under close or continuous observation. See DCSO Policy # 1-4.560, "Suicide Prevention and Intervention." ALDF-2A-52

Restrictive Housing Reviews

The status of inmates assigned to administrative status or protective custody are reviewed every seven days for the first 60 days, and once every 30 days thereafter. For this review, the classification director/designee, the restrictive housing case manager, a mental health representative, the facility administrator/chief of security, and the area supervisor ("review board") meet with the inmate and assess the need for the inmate to continue in the status. ALDF-2A-48, 2A-49

The review considers criteria such as the inmate's housing history, disciplinary/incident history, incompatibles, and the inmate's own viewpoint regarding his housing status. The review board documents its recommendations on the "Restrictive Housing Review" form. If the inmate refuses to participate in the review, a member of the review board visits the inmate at his cell at least once per month and documents the visit on the form.

The classification director approves an inmate's release from administrative status or protective custody. If the inmate appeals his continued restrictive housing status via a grievance, the grievance is routed to the chief of corrections.

Medical/Mental Health Restrictive Housing

Medical/mental health personnel, in conjunction with classification personnel, review referrals recommending an inmate's placement in medical/mental health restrictive housing.

If the facts warrant such placement, medical/mental health personnel complete a green SCAR card noting any special conditions related to security and treatment of the inmate in the comments section. Additionally, medical/mental health personnel complete an order to the jailer (OTJ), and classification officers schedule movement to appropriate housing. Medical/mental health personnel issue a new card monthly.

Male inmates requiring such housing are housed in a SHU. Due to physical plant limitations, CDF does not have a separate unit to house SHU inmates, but the provisions below also apply to female inmates who are in restrictive housing due to orders from medical/mental health personnel.

SHU inmates are allowed the same property as general population inmates unless medical/mental health personnel document special orders or security needs dictate otherwise.

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Medical/mental health personnel review SHU placement until the inmate is released from medical or mental health observation. Once they receive an OTJ for transfer from a SHU, classification personnel schedule movement to appropriate housing.

Services for SHU inmates include:

- case management – weekly;
- sick call nurse – daily;
- mental health service – weekly; and,
- chaplain/clergy – weekly.

Some services may be limited due to the inmate’s health and/or behavior.

Juvenile Restrictive Housing

The DCSO houses only juvenile inmates bound over to be tried as adults. When restrictive housing is required, the same statuses are utilized as with adult inmates. The juveniles are required to adhere to the same rules as adult inmates and afforded equivalent privileges and similar program services as those available to adult inmates. The local educational authority provides additional educational services as mandated by law.

Juveniles have no more than incidental sight or sound contact with adult inmates from outside the unit in living, program, dining, or other common areas or the correctional facility. See DCSO Policy # 1-4.101, “Inmate Classification.”

Each juvenile inmate in restrictive housing is assigned a SCAR card and the officer assigned to the unit records daily activity in the appropriate spaces.

Female juveniles are housed at CDF, and due the structural design of the facility, are only housed in restrictive housing.

For female juveniles and in other exigent circumstances where inmate housing is limited or restricted, the classification officer makes appropriate housing decisions and documents justification for housing in the JMS classification module. The classification officer notifies the facility PREA compliance manager (PCM) who, using the JMS case notes module, documents why access to programs, privileges, and education or work opportunities is being limited or restricted. PREA 115.14c

Routine Daily Activities

The housing officer enters an individual inmate’s activities in full on the SCAR card. The sergeant (CJC) and shift supervisor (CDF) as appropriate review the SCAR card and initial it at the end of each shift.

The housing officer documents general unit activities, as well as emergency situations, in the JMS daily log.

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Food

Meals conform as closely as possible to published menus, and inmates receive the same portion and type of meals served to the general population. When an inmate refuses a meal, the officer documents the refusal on the SCAR card.

If an inmate misuses food, trays, cups, or spoons in a manner hazardous to self, staff, or other inmates, alternative meal service may be provided on an individual basis. Such service:

- is based only on health or safety considerations;
- meets basic nutritional requirements; and,
- must be approved in writing by the facility administrator/designee and responsible health authority.

The substitution does not exceed seven days. ALDF-2A-59

Personal Property, Hygiene, and Medication

- Inmates are allowed to shower and shave at least three times a week. Refusal to shower or shave is recorded on the SCAR card.
- Hair care services are provided as scheduled in the designated area for all inmates.
- Clothing is exchanged and laundered according to a posted schedule consistent with the general population. Exceptions are permitted only when necessary as determined by the sergeant/shift supervisor. The officer completes an incident report and records any exceptions in the JMS daily log.
- The housing officer searches the inmate’s clothing and linens prior to placement in restrictive housing.
- An inmate is provided all prescribed medications in accordance with a physician’s orders and the distribution of medication is documented on the inmate’s SCAR card.
- Inmates have access to basic personal items for use in their cells unless they misuse, destroy, or use the items to cause harm to themselves or others. ALDF 2A 56, 2A 57

Legal Materials, Reading Materials, Mail, and Visitation

Unless security needs dictate otherwise, inmates in restrictive housing have access to mail, reading materials, and legal materials equivalent to that provided to the general population. Case managers provide a weekly exchange of recreational reading material for such inmates through the use of a mobile library cart per the unit schedule. Case managers also facilitate access to legal materials by scheduling inmates for the law library, or providing forms inmates may use to request materials from the administrative counsel’s office. ALDF-2A-60, 2A-62, 2A-63

Inmates in restrictive housing have the opportunity for regular visitation excepting those on disciplinary status who are limited to clergy, legal, and/or social services visits. The shift supervisor may cancel or postpone visits when behavior, medical concerns, or other special circumstances arise. Officers document the cancelation or postponement in a JMS incident

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report. Where practicable, inmates or their case managers notify approved visitors of any restrictions on visitation. ALDF-2A-61

Telephone Access

Inmates in restrictive housing are allowed to make personal calls regardless of their status. Inmates on disciplinary status are permitted one personal phone call every 30 days. Additionally, they are allowed to make calls specifically related to legal proceedings or family emergencies as approved by the facility administrator/designee. Case managers facilitate the call by dialing the phone and confirming the recipient's identity. ALDF-2A-65

Commissary

Depending upon their status, inmates in restrictive housing may be allowed to receive commissary per the established unit guidelines. Inmates on disciplinary status may order only health or hygiene items.

Recreation

Restrictive housing units have both outdoor and covered/enclosed exercise areas. When cover is not available to mitigate the inclement weather, appropriate weather-related equipment and attire is available to the inmates. ALDF-5C-04

Inmates in restrictive housing receive a minimum of one hour of exercise per day outside their cells, five days per week unless security or safety considerations dictate otherwise. SHU inmates are afforded the same opportunity outside their assigned cells unless restricted by medical or mental health personnel. The officer documents any restrictions on the SCAR card. ALDF-2A-64

Services and Programs

Inmates on administrative, pre-hearing, or protective custody status are offered programs and services such as:

- commissary;
- library;
- social services;
- medical/mental health services;
- case management services;
- religious guidance;
- recreational programs; and,
- telephone access.

Services and programs available to inmates in restrictive housing are equivalent to those available to general population inmates where possible, but may be limited due to health, safety, and/or security concerns. ALDF-2A-66

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Inmates in restrictive housing, voluntarily or involuntarily, because they have been assessed to be at risk for victimization, or who are known victims of sexual abuse, have access to programs, privileges, education, and/or work opportunities to the extent reasonably possible. The classification officer notifies the PCM about the housing. If program access is restricted, the PCM documents in JMS case notes:

- the opportunities being limited;
- the duration of the limitations; and,
- the reasons for the limitations. PREA 115.43b

Immigration and Customs Enforcement (ICE) Detainee Restrictive Housing

A facility administrator/designee may order immediate restrictive housing for an ICE detainee when it is necessary to protect the inmate or others, and classification officers review such housing within 24 hours.

Each week, classification officers initiate new blue cards for ICE detainees in restrictive housing. The cards remain in the SMU until the detainee returns to general population.

As with the SCAR cards for other SMU/SHU inmates, for ICE detainees:

- the corporal records daily activities such as meals, showers, exercise during every shift;
- the classification officer or medical/mental health personnel document medical conditions or suicidal/violent behavior;
- the visiting medical/mental health personnel signs the card to document each visit and any medications given; and,
- the shift supervisor/sergeant initials when all detainee services are completed or at the end of the shift.

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<u>Subject</u> Security	<u>Effective Date</u> February 28, 2014	<u>Criminal Justice Center</u> Standard Operating Procedure		
<u>Related DCSO Policy</u> 1-3.400	<u>Related Standards</u> 4-ALDF-2A-04	<u>Approved By</u> <i>Austin Bodie</i>		

SUBJECT: Post Orders: Restrictive Housing Unit (RHU) Officer

OPERATIONAL PROCEDURES:

- Each shift sergeant supervising a Restrictive Housing Unit will ensure the only experienced/trained officers operate this post. Some exceptions may be made depending on shift/post staffing availability.
- All Restrictive Housing Unit officers will be trained and certified with the following equipment and will carry on their person during their tour of duty.
 - A. Handcuffs w/case
 - B. Department issued chemical agent.
 - C. Radio
 - D. Unit keys
 - E. Handcuff Keys
- Officers assigned to this unit, before relieving the on-duty unit officer, will thoroughly inspect the unit (accompanied by the on-duty officer) for integrity of the housing area and its security devices, i.e. locks, doors, gates, cameras and for head count purposes. Inmate's living areas will also be checked for compliance with unit rules pertaining to sanitation and security, i.e. compiled trash and/or property, cell window and light fixtures covered, etc. Any discrepancies will be corrected and reported immediately to the unit sergeant.
- The on-duty officer will brief the unit officer on activities and incidents prior to his/her shift. Also, the unit officer will review the previous shift JMS log entries, RHU information board and the Segregation Confinement Activity Record (SCAR) Card.
- The unit officer will inspect/inventory the unit's security equipment cabinet for accountability before relieving the on-duty officer.
- All equipment exiting the unit will be logged out in the JMS as to individual leaving with the equipment, destination, timed out and will be passed on to the oncoming shift if not returned, logged out on the board and equipment sheet.
- The unit officer will review all Restrictive Housing inmates' S.C.A.R. cards; ensuring updated date documentation had been accomplished.
- The unit officer will begin conducting routine scheduled activities pertaining to his/her shift, i.e. meals, medication, recreation, etc., and will document these activities on the S.C.A.R. card as they pertain to each inmate.

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- The unit officer will make unit cell observation checks a minimum of every thirty (30) minutes. Observation rounds may be considered complete while the officer is conducting routine business within the unit.
- The unit officer will keep all doors/gates secured at all times when not in use.
- The unit officer will log all visitors in the JMS log that are not assigned staff, i.e. administrators, medical, correctional staff not assigned to the unit's housing floor. All visitors are subject to search upon entering the unit.
- All supervisory/managerial/programs/medical staff will be logged into the JMS.
- The unit officer will not grant access to any staff or any other persons, without a reasonable purpose for being in the unit.
- The unit officer will enforce all restrictive housing unit rules and may restrict inmate privileges with supporting documentation for revoking the inmate's privileges for violation of unit rules and/or inmate conduct.
- The unit officer will not permit any inmate to violate any special management unit rule.
- The 3rd Shift unit officer will dispense hygiene items to restrictive housing unit inmates according to an established schedule. Empty and/or used items must be returned to the officer by the inmate before being issued new items, i.e. empty toilet paper roll, worn tooth brushes, etc. Items may be issued as the need arises before scheduled issue time. These items will be stocked and secured in a designated area within the unit.
- The unit officer will follow designed restraint procedures pertaining to each restrictive housing unit classification with the only exception being dependent on the inmate's conduct.
- Any inmate restrained other than specified in procedure will require authorization of the unit sergeant and documentation by the unit officer explaining the reason:
 - A. All inmates in Restrictive Housing Unit will be in full restraints (Handcuffs, leg restraints and waist chains) when exiting the facility; unless during medical emergencies, whereas handcuffs and leg restraints may be applied.
 - B. All inmates in Restrictive Housing Unit will be in full restraints (handcuffs & leg restraints, handcuffs in front depending upon inmate conduct) before exiting the unit.
 - C. All inmates in the Restrictive Housing Unit will be in handcuffs in front before exiting the unit, with the exception of protective custody. Other restraint devices may be applied to these inmates depending on inmates' behavior or any security concerns related to the same.

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D. If the inmate(s) are restrained and being escorted to outdoor recreation, the restraints are to remain in place during recreation time, with the exception of protective custody inmates.

- No Restrictive Housing Unit inmate will be permitted to exit the unit without being in restraints described by their classification.

NOTE: If an inmate is being released from RHU to general population, restraints will not be applied. If an inmate is being released from RHU to another agency, restraints will be applied according to their classification.

- All Restrictive Housing Unit inmates exiting the unit will be under correctional officer escort. The route to be taken will be cleared of all general population inmates.
- No officer will enter an occupied RHU cell alone for any reason.
- Anytime an officer enters an occupied inmate's cell, there will be an assisting officer present.
- Video and support documentation will be required of all RHU situations other than routine duties and life threatening situations that require immediate attention. (i.e. suicide attempt, assault on another inmate, etc.)

NOTE: Even in an immediate life-threatening situation, the video camera is to be called for immediately so video documentation can be started as quickly as possible.

- Property destruction alone does not justify entering the cell without video documentation.
- Each unit's shift sergeant will sign-off on each of the unit's S.C.A.R. cards at the end of the shift to ensure that all documentation for inmate privileges and activities scheduled for the shift have been completed.
- When an inmate is placed into disciplinary detention from general population or from another RHU status, i.e. administrative or protective custody, all property not permitted for this status will be temporarily stored in the RHU locker and signed in and signed back out.
- If a disciplinary detention inmate is released to administrative, protective custody, or pre-hearing status, he will be permitted the same property rights and privileges as other inmates and all temporarily stored property will be returned. At no time will any inmate's personal property be retrieved from his sealed property bag unless authorized by the Chief of Security.



**ELKHART COUNTY
SHERIFF'S DEPARTMENT
GENERAL ORDER**

NUMBER

54500.00

PAGES

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INMATE BEHAVIOR MANAGEMENT

DATE OF APPROVAL 02-24-2014 <input checked="" type="checkbox"/> SHERIFF	DATE ISSUED 02-25-2014	EFFECTIVE DATE 02-25-2014
DISTRIBUTION C	RESCINDS/AMENDS 11-1-2013	THIS ORDER REPLACES 50700.00 50800.00 50900.00 51000.00 53900.00 54200.00

PURPOSE: To establish an evaluation process for determination of program needs and security requirements for individuals housed at the Elkhart County corrections facility.

This order consists of the following numbered sections:

- 54501.00 POLICY
- 54502.00 OBJECTIVES
- 54503.00 DEFINITIONS
- 54504.00 PROCEDURES
- 54505.00 SECURITY LEVELS
- 54506.00 OVERRIDES
- 54507.00 INITIAL CLASSIFICATION AND HOUSING
- 54508.00 PRIMARY CLASSIFICATION
- 54509.00 HOUSING
- 54510.00 PROGRAMS AND TREATMENT
- 54511.00 CLASSIFICATION APPEAL
- 54512.00 CLASSIFICATION REVIEW
- 54513.00 DIFFERENTIATED PROGRAMMING AND PRIVILEGES
- 54514.00 INMATE MOVEMENT
- 54515.00 DISCIPLINARY SEGREGATION
- 54516.00 ADMINISTRATIVE SEGREGATION
- 54517.00 INMATE DISCIPLINE
- 54518.00 INMATE WORKERS
- 54519.00 CREDIT TIME
- 54520.00 INMATE MOVE LISTS
- 54521.00 CLASSIFICATION REVIEW AND PROCEDURE REVIEW PLAN
- 54522.00 EFFECTIVE DATE

54501.00 POLICY

The classification instrument and process provides fair and consistent guidelines in determining inmate assignments (pre- and post-arraignment) to housing areas, security levels, treatment, and program services. This plan is intended to ensure that such decisions are made to the benefit of both the facility and the inmate and will ensure that proper documentation is maintained of such decisions. Classification information shall be managed in a fashion that allows monitoring and evaluation of facility programs, planning, and budgeting.

54502.00 OBJECTIVES

- A. The classification system shall provide for the management and confinement needs of this facility and inmate for their protection, the safety of other inmates, the safety of staff, to prevent escape, and to protect the public. The risks and needs of each newly admitted inmate shall be assessed and addressed individually, based on objective and identifiable criteria that provides for placement of the inmate in the least restrictive housing compatible with his or her assessed risks and needs. Inmates shall not be classified based on the lack of the availability of space in an appropriate housing assignment. Classification assignments shall not be changed to meet a housing placement.
- B. Classification procedures shall be administered equitably and consistently, without discrimination against any individual based on sex, race, color, creed, culture, background, physical or mental handicap, or national origin.
- C. A classification record will be maintained for each inmate. The record shall contain all available information concerning current offense, criminal conviction history, and past and present institutional records, including the inmate's complete disciplinary history and any history of medical or mental health conditions requiring special housing considerations.

54503.00 DEFINITIONS

- A. **Custodial management:** The manner in which staff supervises and houses inmates according to the specific security plan based on the level of security assigned to an inmate.
- B. **Housing plan:** The Warden shall supervise classification and be responsible for establishing inmate-housing units based on security levels. The plan, to be reviewed by the Warden and Captain, shall be flexible to accommodate changes in demographics and set the programs and privileges afforded to each particular unit.
- C. **Classification Custody Level:** The identifier given to each inmate used to assign the institutional custody designation within an assigned security level, consisting of one of the following:
 - 1. level 1 high;
 - 2. level 2 close custody;
 - 3. level 3 medium-high;
 - 4. level 4 medium;
 - 5. level 5 medium-low;
 - 6. level 6 minimum-high;
 - 7. level 7 minimum;
 - 8. level 8 minimum-low
 - 9. level 9 very low.
- D. **Initial classification:** The initial assessment and screening process occurring during booking to determine immediate, but temporary housing assignments, levels of

- supervision required, and emergency medical and/or mental health needs.
- E. **Primary classification:** The process of determining the inmate's security classification prior to making a housing assignment into the general population.
- F. **Classification Review:** The process of reviewing an inmate's security/custody level periodically, or as a result of disciplinary action, change in legal status, new pertinent information, a change in mental health, program or work record, or by staff request.
- G. **Reclassification:** The process of changing an inmate's classification designation as a result of a classification review
- H. **Assaultive and sexual felonies** – As set forth in Indiana code, charges of:
1. Murder, attempted murder or manslaughter;
 2. Arson;
 3. Carjacking;
 4. kidnapping;
 5. Strangulation;
 6. Criminal deviate conduct;
 7. Rape, sexual battery, or child molest (A felony only);
 8. Armed robbery or bank robbery;
 9. Criminal gang intimidation;
 10. Terrorist threats or manufacture, possession or hurling of explosive devices;
 11. Vicarious sexual gratification (A felony only) or vicarious sexual conduct (A felony only).
 12. Aggravated Battery (A, B, C Felony)
- I. **Override** - This refers to the option of changing the objective classification instrument assignment of an inmate in response to mitigating or aggravating circumstances as determined appropriate by the classification staff.

54504.00

PROCEDURES

- A. Officers assigned to classification have the authority to make security and custody level assignments, review and reclassify inmates as appropriate, conduct disciplinary hearings, and levy sanctions when inmates commit rules violations.
1. Each inmate will be interviewed prior to being given a housing assignment to determine if circumstances exist that are causes for concern regarding the safety of the inmate and/or the security of the facility,
 2. These officers will monitor inmates' progress on programs, medical and/or mental health issues, and other rehabilitative efforts.
- B. The Warden will oversee day-to-day functions, ensure correct housing assignments are made, and review procedures annually.
- C. The Warden will arrange for classification officers to receive specialized training on

methods and theories, and ensure all officers have basic instruction on the importance of receiving and documenting information.

- D. The Warden is responsible for ensuring that decisions made by classification staff concerning the level of custodial management and program participation of an inmate are consistent with the jail classification plan.

54505.00 **SECURITY LEVELS**

- A. **Maximum Security (Level 1 - 2):** Inmates who are assigned to a maximum security level (close custody, high) will be those who have been charged with serious assaultive felony crimes or have a history of assaultive felony violent convictions. They may also have other holds or detainers concerning such types of crimes or may be individuals who have displayed a significant disciplinary problem within the facility or display a need of maximum amount of supervision. Maximum-security inmates may be allowed only a very limited amount of out-of-cell recreation time and such time will be under direct officer supervision. Their program participation will be limited. These inmates will not be allowed to associate with the general inmate population and will be housed in a selected area of the facility.
- B. **Medium Security (Level 3 - 5):** Inmates assigned to the medium security level will include those sentenced misdemeanants and felons who do not qualify for minimum security and who do not require a maximum level of security. In addition, inmates in the facility awaiting trial or sentencing and likely prison bound who do not require a maximum level of security will be placed in medium security. Medium security inmates should be treated as an escape risk and may prove to be slightly uncooperative or resistant to jail rules but may not display a significant disciplinary problem. These inmates will require a normal amount of staff supervision. The medium security inmates will be limited in their out-of-cell movement and may require continuous supervision; however, they may be allowed to participate in most in-house programs, including outside exercise.
- C. **Minimum Security (Level 6 - 9):** Inmates assigned to a minimum-security level may be un-sentenced inmates who will be likely sentenced to county time or time served sentenced misdemeanants or selected sentenced felons. Inmates so assigned must have no holds or other pending court action against them. Minimum-security inmates must display a cooperative attitude toward the staff and the rules and regulations of the facility. Minimum-security inmates will not be considered an escape risk. Such inmates will be eligible for trustee and work crew status and work and educational release. Inmates in this security category will also be provided a maximum amount of out-of-cell recreation time.
- D. **Special Management Security:** Special management inmates include several subcategories (e.g., maximum-security level 1 inmates, inmates who need protective custody or suicide watch, inmates who have demonstrated an inability to get along with the general population, and other kinds of inmates who require housing separate from the general population. Inmates so identified may be allowed only very limited out-of-cell movement and any movement outside the cell will be under continuous direct supervision of correctional officers when appropriate. Their program participation may be limited to one-on-one situations within a secure area of the facility. Such inmates may not be allowed contact with any other inmates.
- E. **High Risks:** Inmates identified as high risk will be those who have demonstrated any of the following: Extremely high escape risks, assaultive toward staff or other inmates, severe emotional or mental problems presenting security concerns, extremely violent crimes, continuous and severe disciplinary problems, gang leaders, and may also include those who have had their life threatened by other inmates within the facility and those identified as suicidal.

- F. **Special Condition:** Inmates who are identified as having special conditions will be those who have demonstrated any of the following: Inmates having a need or condition that requires special attention such as physical or mental handicap, diet restrictions, alcohol or drug withdrawal, inmates needing protective custody, and so on. Inmates identified as having a special condition may not require housing separate from the general population but may require modified living quarters. A special condition or high-risk designation *may or may not* require a classification override. Such inmates shall be treated in accordance with the requirements of the special condition (e.g., special dietary restrictions). The amount of their out-of-cell movement, as well as participation in programs, will be determined on an individual basis.

54506.00 OVERRIDES

- A. If it is determined by classification staff that circumstances requiring a deviation from the **primary** classification instrument's security designation is warranted **due** to **aggravating** or mitigating circumstances, they may initiate a **classification override**. If it is **necessary** to make an override, the override **option** on the classification instruments should be used and a note of the reason should be entered in the designated area. Approved agency override reasons include, but are not limited to, the following:

1. Assaultive threats toward staff;
2. Increased risk of escape;
3. Serious institutional behavior history;
4. Inmate under investigation for additional crimes;
5. New charges may be added;
6. Hold, detainer for assaultive felony offense;
7. Known gang leader;
8. Suspected drug trafficker;
9. Inmate faced with lengthy prison term (20+ years);
10. Mentally unstable;
11. Lengthy period of street time since last assaultive offense;
12. Notorious/particularly heinous offense;
13. Inmate well known to staff; or
14. Developmentally disabled.

- B. Administrative Overrides

1. Inmates with bonds exceeding \$100,000 will not be housed in Minimum Security housing units.
2. Inmates with holds or warrants from counties other than St. Joseph (Indiana), Marshall, Kosciusko, Noble and LaGrange will not be housed in Minimum Security housing units.

3. An inmate charged with dealing drugs will not be housed in Minimum Security housing units.
4. The Corrections Captain, Undersheriff, or Sheriff may impose an administrative override for preservation of security and promotion of a rehabilitative environment.

54507.00 INITIAL CLASSIFICATION AND HOUSING

1. Initial Classification procedures have been designed to provide the intake/booking officer(s) with an initial classification process.
 2. This process will assist the officer in identifying and making decisions regarding initial and immediate custodial management and treatment needs of the inmates admitted to the Elkhart County Corrections Complex.
 3. The purpose of this process is to provide safe and secure temporary housing and identify any immediate emergency treatment needs.
 4. Inmates will be moved from a temporary holding area within 72 hours of reception.
 5. Upon receipt of an inmate, the intake/booking officer will complete the Intake Questions before accepting custody of the individual.
 6. Within the first 2 hours of intake, the inmate will be asked a series of Screening Questions.
 7. The compilation of answers from the Intake Questions and the Screening Questions will be used to make a determination for initial housing assignment.
 8. The emphasis will be placed on separation of violent, predatory inmates from those that are non-violent, and/or more susceptible to victimization.
- B. Inmates in holding cells are classified by use of color codes on their cell door. Use of this visual designation will ensure staff is aware of the behavior exhibited. Only classification officers or medical may change or remove the color codes.
1. **Green:** Medical concerns.
 2. **Orange:** Mental Health concerns.
 3. **Yellow:** Suicidal tendencies.
 4. **Red:** Uncooperative and/or combative behavior.
 5. **Blue:** Intoxication concerns.
 6. **Purple:** Protective Custody.

54508.00 PRIMARY CLASSIFICATION

- A. Primary classification will occur within 72 hours of each booking and be completed prior to any inmate being moved to general population. The process includes a review of the initial classification and an interview with the inmate, during which a classification officer will:
1. Explain the process and reasons for inmate classification;

2. Conduct an orientation and answer questions concerning jail rules, inmate services, mail delivery, property storage, sanitation and housekeeping, requests, complaints, sexual activity, and/or harassment, and other topics.
3. Compile thorough and accurate personal information on the inmate.
4. Explain the facility's **NO TOLERANCE** policy on sexual activity and make sure that the inmate is aware of the Prison Rape Elimination Act (PREA) (42 U.S.C. 15601ff, 2003).

B. Inmate interviews will be conducted with a reasonable degree of confidentiality.

54509.00 HOUSING

- A. The objective of determining a housing assignment for each inmate is to place the individual in a housing unit that appears to be best suited for the following:
1. The individual's security level;
 2. Program participation;
 3. Medical/Mental Health needs; and
 4. Personal needs.
- B. Inmates will be assigned to housing units that are specifically used for their particular security level only.
- C. Inmates will be afforded the opportunity to participate in programming and treatment offered in the facility based on needs and assigned security level.
- D. Classification staff will assign inmates to the least restrictive housing; consistent with the inmate's classification.

54510.00 PROGRAMS AND TREATMENT

- A. The programs Lieutenant will coordinate and oversee those areas of treatment and programming as designated by the Sheriff.
- B. The Sheriff will approve all programs targeting rehabilitative needs for inmates.
- C. Referrals to programs may be accomplished in any of the following manners:
1. Inmates may be referred to in-house programs as a result of an interview with the Classification Staff and subsequent recommendation.
 2. Recommendations may be made based upon the primary classification interview, should the classification officer immediately identify any outstanding needs.
 3. Any correctional officer may make a program recommendation during an inmate's stay in this facility should a need be identified.
 4. Program instructors will be notified of all approved inmates for program participation.

- D. Program and Privilege Options
 - 1. Inmate's assigned security or custody level may restrict their eligibility inmate programs and privileges.
 - 2. Programming and privileges may be available once assigned based on need and level of security.

54511.00 CLASSIFICATION APPEAL

- A. Inmates may request a review of the classification assignment within 10 days of the primary classification or reclassification to the classification staff.
- B. Upon receipt of the appeal, Classification Staff will:
 - 1. Review the Primary Classification or reclassification Interview;
 - 2. Review all relevant records in JMS;
 - 3. Consult with each Classification Officer for their input; and
 - 4. Consult with the Corrections Warden for input.
- C. Upon completion of a classification review, the review and the results of the review will be documented and attached to the inmate's JMS file.
- D. The inmate will be notified in writing of the decision.

54512.00 CLASSIFICATION REVIEW

- A. The purpose of the classification review procedure is to assure the inmate's classification assignment remains current.
- B. If no aggravating or mitigating event triggers a review, a fair and consistent periodic review of the inmate's classification will occur at designated intervals during incarceration.
- C. Administrators, correctional staff, or program staff may submit a request for a classification review to the classification staff at any time.
- D. The classification staff will notify the requesting individual the status of the request.
- E. Automatic Classification Review
 - 1. All inmates classified prior to sentencing will be reviewed at the time of sentencing.
 - 2. It is the responsibility of the Court Officers to notify Classification Staff of inmates who have been sentenced, had charges added, had charges amended, or have holds placed or removed.
 - 3. The first classification review will be completed on or before the 30th day of incarceration.
 - 4. Subsequent classification reviews will be conducted every 45 days.
 - 5. Classification reviews will be conducted any time an aggravating event occurs related to an inmate. Aggravating events may include, but are not limited to, the following:

- a. addition of criminal charges;
- b. disciplinary infraction violation;
- c. change in medical/mental health;
- d. information regarding gang affiliation;
- e. protective custody needs change; or
- f. any other circumstance that may affect safety and security.

54513.00 DIFFERENTIATED PROGRAMMING AND PRIVILEGES

- A. To promote a safe and efficient operation of the facility, the inmate's security and custody level will determine their eligibility for participation in programs and access to certain privileges.
- B. Inmates from a particular security level will not participate in programming with inmates from other security levels.
- C. Inmate's assignment to a particular security level will determine what access is permitted to programming and privileges to include:
 - a. Participation in programming;
 - b. Access to Commissary;
 - c. Visitation;
 - d. Access to the dayroom, Library, TV, and recreation;
 - e. Reading materials permitted; and
 - f. Retention of personal property.
- D. The purpose of this process is to encourage inmates that a desired behavior will be rewarded and unacceptable behavior has a negative consequence.

54514.00 INMATE MOVEMENT

- A. An inmate will only be placed in segregation prior to a hearing when there is reason to believe they pose a threat to the safety/security of the facility.
- B. If an inmate is placed in segregation housing prior to a hearing being conducted, the following must be completed:
 - 1. A Segregation Admission Form must be completed and forwarded to Classification Staff and a copy made for medical staff
 - 2. Medical staff will be notified of the move and sign the Segregation Admission Form acknowledging they are aware the person is being moved;
 - 3. The Shift Supervisor must sign the Segregation Admission Form acknowledging their approval for the inmate to be placed in segregation;
 - 4. A review of the placement will be completed within 72 hours if the inmate has not been removed.

- C. Inmates will not be moved from one housing unit to another without written acknowledgement of the Warden and/or Classification Staff.

54515.00 DISCIPLINARY SEGREGATION

- A. Inmates who committed a violation of the Code for Inmate Conduct may be sanctioned to time in Disciplinary Segregation.
- B. Inmates housed in segregation will be permitted one hour out of cell per day between the hours of 8:00am and 10:00pm.
- C. When possible, inmates will not be housed in a cell with other inmates while in segregation.
- D. When inmates have to be housed together in segregation, only those with the same Security Level can be in a cell together.
- E. Inmates are prohibited from possessing the following items while housed in segregation:
 - 1. Commissary food/drink items;
 - 2. Personal radios;
 - 3. Commissary bowls, cups, or tumblers; and
 - 4. Excessive amounts of personal mail.
- F. When an inmate is housed in segregation, and it becomes necessary to move them throughout the facility, handcuffs will be placed on the inmate until the destination is reached.

54516.00 ADMINISTRATIVE SEGREGATION

- A. The Correction Captain, Jail Warden, Classification Staff, and Shift Commanders have the authority to remove an individual from assigned housing and place them in segregation pending classification review when:
 - 1. An inmate is a threat to the safety and security of him/herself, others, and the facility, through violent, disruptive, verbal, or written acts;
 - 2. An inmate poses a serious risk of escape;
 - 3. An inmate is in danger and must be removed for personal protection;
 - 4. An inmate is awaiting a disciplinary hearing on a rules violation;
 - 5. Officers have reasonable belief the safety and security of inmates and the facility will be improved if an inmate is removed from the assigned area; or
 - 6. When special, documented circumstances arise.
- B. Shift supervisors may initiate administrative segregation only when Classification Staff is not available and an emergency exists.
- C. Inmates may only be removed from administrative segregation by the Correction Captain, Jail Warden, and/or Classification Staff.
- D. Classification officers will review the status of inmates assigned to administrative

segregation at least once every 7 days.

E. Administrative Segregation levels:

1. Level 1

- a. Reserved for individuals who have displayed behavior as defined in 54516.00 (A) 1-5.
- b. Individuals on Level 1 will only be permitted access to the dayroom 1-hour daily on Monday thru Friday or a total of 5 hours a week.
- c. Classification Staff will make an entry in the JMS dictating the level an inmate is assigned.
- d. Inmates assigned to Level 1 Administrative Segregation will only be permitted to retain what is constitutionally required.

2. Level 2

- a. Individuals will be assigned to Level 2 as a result of their unwillingness, or inability, to function in general population.
- b. Individuals assigned to Level 2 will be afforded the same access to the dayroom as those individuals housed in segregation for disciplinary reasons.
- c. Classification Staff will make continuous attempts to find suitable housing for these individuals.
- d. Assignment to Level 2 Administrative Segregation will be monitored daily by Classification Staff and routine entries in JMS will be made to keep staff notified of the situation.

54517.00 INMATE DISCIPLINE

A. Inmates will have the right to due process of law during jail disciplinary hearings.

1. Inmates will receive written notification of the alleged violation of the Disciplinary Code for Inmate Conduct within 24 hours of staff knowledge of the violation.
2. Inmates have the right to present their case before a hearing officer within 5 days, excluding weekends and holidays, of receiving the notice of violation.
3. Inmates have the right to dispute the allegations by providing testimony and presenting evidence or witnesses.
4. Inmates will receive the hearing officer's decision in writing.

B. Classification Staff is responsible for the management of the inmate disciplinary process.

1. Classification Staff may reject reports based on procedural errors; or may send reports back to Shift Commanders for corrections.
2. Corrected reports will be resubmitted within the time restraints set or the hearing will be dismissed.

- a. Dismissal with prejudice on a procedural error will mean the report cannot be resubmitted.
 - b. Dismissal without prejudice will indicate a technical error and leave open the possibility of the report being resubmitted.
- C. Hearing Officer Decision
1. The burden of proof for inmate disciplinary hearing findings is a preponderance of the evidence.
 2. The decision will be entered in the JMS and a copy of the findings will be delivered to the inmate within 5 days of the completion of the hearing.
 3. Inmates will generally be afforded the opportunity to sign a Settlement Agreement prior to the hearing.
 4. When an inmate signs a Settlement Agreement, they agree to the following:
 - a. Admit to the Conduct Violation;
 - b. Agree to the sanctions for the violation;
 - c. Waive their right to Due Process for the disciplinary action; and
 - d. Waive their right to appeal.
- D. Hearing officers will follow the outline below when imposing sanctions for disciplinary infractions:
1. Level I Major Infractions
 - a. Up to 60 days in disciplinary segregation;
 - b. Credit Time Hearing Review;
 - c. Order for Restitution;
 - d. Suspension of privileges for up to 90 days;
 - e. Restriction of Visitation, Mail, Kiosk, or Phone Use (if violation involves these activities);
 - f. Restriction or suspension from Commissary Use;
 - g. Referral to Elkhart County Prosecutor for Criminal Charges;
 - h. Referral to Classification for possible change in security level and reassignment of housing;
 - i. Removal from any inmate programming;
 - j. 180 day ineligibility from any inmate worker details; and
 - k. Monetary fine of up to \$100.00
 2. Level II Major Infractions
 - a. Up to 45 days in disciplinary segregation;

- b. Credit Time Hearing Review;
- c. Order for Restitution;
- d. Suspension of privileges for up to 60 days;
- e. Restriction of Visitation, Mail, Kiosk, or Phone Use(if violation involves these activities);
- f. Restriction or suspension from Commissary Use;
- g. Referral to Elkhart County Prosecutor for Criminal Charges;
- h. Referral to Classification for possible change in security level and reassignment of housing;
- i. Removal from any inmate programming;
- j. Suspension of inmate programming participation; and
- k. Monetary fine up to \$50.00.

3. Level III Minor Infractions

- a. Up to 30 days in disciplinary segregation;
- b. Order for Restitution;
- c. Suspension of privileges for up to 30 days;
- d. Restriction of Visitation, Mail, Kiosk, or Phone Use(if violation involves these activities);
- e. Restriction or suspension from Commissary Use;
- f. Referral to Elkhart County Prosecutor for Criminal Charges;
- g. Referral to Classification for possible change in security level and reassignment of housing; and
- h. Suspension of inmate programming participation.

4. Level IV Minor Infractions

- a. Suspension of privileges for up to 15 days;
- b. Restriction or suspension from Commissary Use;
- c. Verbal Reprimand;
- d. Extra work detail;
- e. Cell Restriction Options;
- f. Referral to Classification for possible change in security level and reassignment of housing;
- g. Suspension of inmate programming participation; and

h. Placement in disciplinary segregation for a period of 72 hours

- E. Inmates have the right to appeal the decision of the hearing officer.
1. Inmates filing an appeal must submit written notice to the Jail Warden within five days of the decision. The Warden will respond within 10 days.
 2. If unsatisfied with the decision, inmates may request further review by submitting written notice to the Sheriff within five days of the Warden's decision. The Sheriff, will respond within 10 days of receipt and is the final authority on the appeal.

54518.00 INMATE WORKERS

- A. Inmates seeking to participate in the worker program will submit a written request to classification officers.
- B. Classification officers will review the inmate's behavior history in the facility to determine their level of staff compliance.
- C. The eligibility of the inmate will be determined by consideration of the following criteria:
1. Only Minimum Custody (GP) inmates are eligible for inmate worker status.
 2. Inmate workers cannot be wanted by, or have detainers from, any jurisdiction not contiguous with Elkhart County.
 3. Inmate workers cannot be wanted by, or have detainers from, any out-of-state jurisdiction.
 4. Inmates cannot have any medical restrictions, or be under medical observation, to be eligible for the program.
 5. Inmates must be sentenced to less than 3 years to be eligible for the inmate worker program.
 6. If an inmate is of pre-trial status, their bond must be less than \$75,000 to be eligible for the inmate worker program.
 7. Inmates who have a history of escape or attempting to escape will not be eligible for the inmate worker program.
 8. Inmates who have been on Suicide or Mental Health Watch within the past 60 days are not eligible for inmate worker status.
 9. Inmates who have been housed in segregation during the past 90 days are not eligible for the inmate worker program.
 10. If an inmate is removed from the inmate worker program, they are not eligible to participate again for 60 days.
- D. Inmates will be assigned to the following duties according to the needs of the facility.
1. Kitchen Detail
 - a. Inmates assigned to food preparation; and

- b. Specific assignments in the kitchen will be made by kitchen staff.
 - 2. Food Delivery
 - a. Inmates assigned to assist in the delivery of meals to the inmate population; and
 - b. These individuals will accompany corrections staff to the housing units for food delivery.
 - 3. Commissary Detail
 - a. Inmates assigned to assist in the delivery of commissary to the inmate population; and
 - b. These individuals will accompany corrections staff to the housing units for commissary delivery.
 - 4. Sanitation Detail
 - a. Inmates assigned to this detail will be utilized to clean the facility during hours when the majority of the facility is locked down; and
 - b. Individuals assigned to this detail will be chosen by the 3rd Shift Supervisor.
 - 5. Laundry Detail
 - a. Inmates assigned to this detail will assist laundry staff in laundering and stocking of inmate clothing; and
 - b. Laundry workers will be supervised by staff responsible by the laundry services vendor.
 - 6. Females inmates will be utilized to assist the volunteer library workers.
 - 7. Female workers will be utilized for all assignments in the female housing areas.
- F. The number of inmates assigned to duties may change depending on needs within the facility.

54519.00**CREDIT TIME**

- A. Procedures for applying credit time will comply with state law.
 - 1. All Elkhart County inmates will be assigned to credit class 1, unless otherwise ordered by a judge.
 - 2. Educational credit time cannot be adjusted.
 - a. Inmates may earn up to six months for a high school equivalency certificate, up to one year for a high school diploma and/or associates degree, and up to two years for a bachelor's degree.
 - b. The maximum amount of earned educational time is four years, or one-third of the total applicable credit time.
- B. The Correction Captain will order credit time reviews. Deprivation of credit time may

take place only after a hearing is ordered by the Captain.

1. **Notice and hearing:** Classification Staff will prepare the notice and deliver it to the inmate no less than 24 hours prior to the hearing.
 - a. The notice will list the three (3) Shift Supervisors as potential hearing officers.
 - b. The inmate will remove one of the Shift Supervisor's names from the list.
 - c. The Correction Captain will remove one of the Shift Supervisor's names.
 - d. The remaining Shift Supervisor will be responsible for conducting the credit time review.
 - e. The hearing officer will review the inmate's behavior during the current incarceration.
 - f. The hearing officer will render a decision based on the overall behavior of the inmate while in the facility.
2. **Decision:** At the conclusion of the process, the hearing officer may decide to take no action on credit time, rescind accumulated credit time, or change credit classification.
 - a. An inmate in credit class 1 may be moved to level 2 or 3.
 - b. An inmate in credit class 2 may be moved to level 3.
3. **Review:** The Correction Captain will review any decision leading to deprivation of time every 60 days. An inmate may request review at any time.
4. **Appeal:** The Sheriff is the final authority on credit time deprivation or reinstatement.
 - a. An inmate may appeal the decision of the hearing officer directly to the Sheriff within 10 days of the decision.
 - b. An inmate may seek, in writing, reinstatement of credit time from the Sheriff.

54520.00

INMATE MOVE LISTS

- A. Classification Staff will send out a daily move list via e-mail to all shifts and supervisors.
- B. The list will typically be completed by day shift personnel.
- C. When day shift cannot get the move list completed, other shifts will be expected to complete what was not already done.
- D. Individual refusing the housing assignment dictated on the move list will be moved to segregation.
 1. A Segregation Admission Form must be completed.

2. An incident report will be generated.
- E. The move list will include moves from the booking area, segregation, and medical.
- F. The list may also include movement throughout the facility of inmates needing their housing assignments changed.

54521.00 CLASSIFICATION POLICY AND PROCEDURE REVIEW PLAN

- A. The Warden is responsible for reviewing this policy annually and making any changes that are necessary to remain current with practices and case rulings throughout the country.
- B. Changes in the housing plan, questionnaires, assessments, or other documents related to Classification will be approved by the Warden prior to implementation.

54522.00 EFFECTIVE DATE

The effective date of this order is February 25, 2014.



Bradley Rogers, Sheriff
Elkhart County, Indiana

02-24-2014

Date Signed

